

# DDP 0208 DD Comprehensive Waiver Service Definitions

**Effective 7/1/13**

## **11. Job Discovery/Job Preparation**

### **Job Discovery**

Job discovery is support and individual assistance in the development of a career profile and employment goal or career plan of which Job Preparation or Supported Employment may be an identified need.

Job discovery services include but are not limited to the following activities with the person supported.

1. Person centered employment planning (assisting an individual in identifying wants and needs for supports and in developing a plan for achieving integrated employment),
2. Job exploration,
3. Job shadowing,
4. Informational interviewing,
5. Job and task analysis activities,
6. Employment preparation (i.e. resume development, work procedures),
7. Business plan development for self-employment,
8. Volunteerism to assist the person in identifying job or career interests

### **Job Preparation**

Job preparation services provide formalized training and work experiences intended to teach a person the skills necessary to succeed in a paid competitive, customized, or self-employment setting. Job preparation activities are based on goals identified during job discovery. Supports and skill training may include:

1. Following directions,
2. Focusing on tasks,
3. Completing tasks,
4. Achieving productivity standards and quality results,
5. Responding appropriately to supervisors/co-workers,
6. Attendance and punctuality,
7. Problem solving,
8. Safety,
9. Mobility,
10. Skills such as accessing transportation and connecting to community resources as it relates to obtaining employment,
11. Short term work trials,
12. Volunteerism to assist the person in learning aspects of job or career interest.

Training may also address workplace social skills necessary for successful competitive, customized, or self-employment such as:

1. Appropriate work place attire,

2. Hygiene,
3. Appropriate interactions with supervisors/co-workers,
4. Acceptable work behaviors.

The need for services must be documented in the plan of care and must be primarily habilitation in nature. This service should be a pathway towards individualized employment and is dependent on individuals demonstrating progress towards employment over time.

If, after two years of receiving Job Preparation with no employment, the Job Discovery process is repeated and a community work experience completed. Refusal by the person to participate in the Job Discovery process must be clearly documented in the plan of care.

For traditional agency based - Services may be provided in a community setting or at a DD provider agency site.

For self-directed common law employer authority and self-directed agency with choice employer authority - Services may only be provided in a community setting with 1:1 staff.

People may utilize Individual and Small Group Employment Support, Follow Along Support, Co Worker Support, and Day Supports & Activities in conjunction with Job Discovery/ Job Preparation.

**Specify applicable (if any) limits on the amount, frequency, or duration of this service:**

Job Discovery is limited to 40 hours of service per year, except with DDP prior approval.

Total hours for a person's attendance at Job Preparation services shall not include time spent during transporting to/from the person's residence.

After 2 unsuccessful attempts of job discovery and work experiences or if it becomes clear that competitive, customized, or self-employment is not a reasonable goal and the individual does not plan to move forward toward employment, then other supports and services which are designed to continue on a long term basis should be considered.

The waiver will not cover vocational rehabilitation services, which are otherwise available under section 110 of the Rehabilitation Act of 1973. Therefore Documentation is maintained for the person that the service is not available (denial letter from Voc Rehab) or is no longer available (closure from Voc Rehab services) under a program funded under section 110 of the Rehabilitation Act of 1973, the IDEA (20 U.S.C. 1401 et seq.), or EPSDT. Job Discovery and Job Preparation cannot be billed for during the same time frame but can be billed for during the same day.