

**Attachment 1 – Employment Service Definitions As Approved in the Current ODP Waivers**

<b>SERVICE NAME: COMMUNITY PARTICIPATION SUPPORT</b>	
<b>CONSOLIDATED, P/FDS, and COMMUNITY LIVING WAIVER SERVICE DEFINITION</b>	<b>ADULT AUTISM WAIVER SERVICE DEFINITION</b>
<p><b>COMMUNITY PARTICIPATION SUPPORT</b></p> <p>This service provides opportunities and support for community inclusion and building interest in and developing skills and potential for competitive integrated employment. Services should result in active, valued participation in a broad range of integrated activities that build on the participant's interests, preferences, gifts, and strengths while reflecting his or her desired outcomes related to employment, community involvement and membership.</p> <p><i>Following are the employment-related features of this service; for the entire service definition, please consult the Consolidated, Community Living or P/FDS Waivers at <a href="http://dhs.pa.gov">dhs.pa.gov</a>.</i></p> <p>Facility-based prevocational services focus on the development of competitive worker traits through work as the primary training method. The service may be provided as:</p> <ul style="list-style-type: none"> <li>• Occupational training used to teach skills for a specific occupation in the competitive labor market, and includes personal and work adjustment training designed to develop appropriate worker traits and teach understanding work environment expectations.</li> <li>• Work related evaluation involving use of planned activities, systematic observation, and testing to formally assess the participant, including identification of service needs, potential for employment, and employment objectives.</li> </ul> <p>This service may be used to provide prevocational services in facilities and community locations.</p> <p>This service can be used to assist a participant to become ready to benefit from OVR services prior to an OVR referral; it is not to be provided in lieu of OVR services.</p>	<p>This service is not provided in the Adult Autism Waiver.</p>

The service also includes transportation that is an integral component of the service, for example, transportation to a work activity. The Community Participation Support provider is not, however, responsible for transportation to and from a participant's home.

An outcome for employment should be determined as part of the need for this service.

This service may be provided at a varying number of levels, depending on the location (licensed facilities or community locations and hubs). Enhanced levels of service are available. The use of enhanced levels is based on the participant's assessed need, not the service worker's personal qualifications. The fact that the service worker possesses a degree is not justification to use the enhanced level of service.

This service can be delivered in Pennsylvania and in states contiguous to Pennsylvania. Refer to the Provider Specification section below for criteria on provider requirements.

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

Handicapped employment as defined in Title 55, Chapter 2390 may not be funded through the Waiver.

Prevocational services may not be funded through the Waiver if they are available to participants through program funding under the IDEA. Documentation must be maintained in the participant's file to satisfy assurances that the service is not otherwise available through a program funded under the IDEA. Facility-based prevocational services may be provided without referring a participant to OVR unless the participant is under the age of 25. When a participant is under the age of 25, facility-based prevocational services may only be authorized as a new service in the service plan when documentation has been obtained that OVR has closed the participant's case or that the participant has been determined ineligible for OVR services.

The following limits will be phased in regarding the amount of time a participant can receive Community

Participation Support services in a licensed Adult Training Facility or a licensed Vocational Facility: Beginning July 1, 2019, a participant may not receive Community Participation Support services in a licensed Adult Training Facility or a licensed Vocational Facility for more than 75 percent of his or her support time, on average, per month.

A variance may be granted, as determined by the service plan team, if one of the following circumstances apply:

- The participant receives fewer than 12 hours (48 units) per week of Community Participation Support by the provider;
- The participant has current medical needs that limit the amount of time the person can safely spend in the community;
- The participant has an injury, illness, behaviors or change in mental health status that result in a risk to him or herself or others; or
- The participant declines the option to spend time in the community having been provided with opportunities to do so consistent with his or her preferences, choices and interests.

Community Participation Support services may not be provided at the same time as the direct provision of any of the following: Companion; In-Home And Community Supports; Small Group Employment; Supported Employment; job acquisition and job retention in Advanced Supported Employment; Transportation; 15-minute unit Respite; Therapies; Education Support; Shift Nursing; Music, Art and Equine Assisted Therapy and Consultative Nutritional Services.

Community Participation Support may not be provided in a licensed Adult Training Facility or a licensed Vocational Facility that enrolls on or after March 17, 2019 and serves more than 25 individuals in the facility at any one time including individuals funded through any source.

Starting January 1, 2022, Community Participation Support services may not be provided in any facility required to hold a 2380 or 2390 license that serves more than 150 individuals at any one time including individuals funded through any source.

This service is generally provided between 8am to 5pm but is not restricted to those hours of the day.

When Community Participation Support services are not provided with any other employment service (Small Group Employment, Supported Employment or Advanced Supported Employment) and the participant is not competitively employed, the hours of authorized Community Participation Support cannot exceed 40 hours (160 15-minute units) per participant per calendar week.

When the participant is competitively employed, the total number of hours for Community Participation Support, Supported Employment and/or Small Group Employment (whether utilized alone or in conjunction with one another) cannot exceed 50 hours (200 15-minute units) per participant per calendar week.

**Consolidated Waiver only:** Starting January 1, 2018, a participant may be authorized for a maximum of 14 hours per day of the following services (whether authorized alone or in combination with one another):

- In-Home and Community Support.
- Companion.
- Community Participation Support.

A variance may be made to the 14 hour per day limitation in accordance with ODP policy when the participant has a physical health, mental health or behavioral need that requires services be provided more than 14 hours per day.

<b>SERVICE NAME: SUPPORTED EMPLOYMENT</b>	
<b>CONSOLIDATED, P/FDS, AND COMMUNITY LIVING WAIVER SERVICE DEFINITION</b>	<b>ADULT AUTISM WAIVER SERVICE DEFINITION</b>
<p>Supported Employment services are direct and indirect services that are provided in a variety of community settings for the purposes of supporting participants in obtaining and sustaining competitive integrated employment. Competitive integrated employment refers to full or part-time work at minimum wage or higher, with wages and benefits similar to those without disabilities performing the same work, and fully integrated with co-workers without disabilities.</p> <p>This service includes activities such as training and additional supports including worksite orientation, job aide development, coordination of accommodations and ensuring assistive technology that may be needed by the participant to obtain and sustain competitive integrated employment is utilized as specified in the plan. Payment will be made only for the training and supports required by the participant and will not include payment for the training or supervisory activities that should be rendered as a normal part of the job.</p> <p>Federal Financial Participation through the Waiver may not be claimed for incentive payments, subsidies, or unrelated vocational expenses such as the following:</p> <ul style="list-style-type: none"> <li>• Incentive payments made to an employer of participants receiving services to encourage or subsidize the employer's participation in a supported employment program;</li> <li>• Payments that are passed through to participants receiving Supported Employment; or</li> <li>• Payments for vocational training that are not directly related to a participant's Supported Employment program.</li> </ul> <p>Supported Employment services consist of three components: career assessment, job</p>	<p>Supported Employment services are individualized services, for the benefit of a single participant at one time, to provide assistance to participants who need ongoing support to maintain a job in a self-employment or competitive employment arrangement in an integrated work setting in a position that meets a participant's personal and career goals. Participants receiving Supported Employment services must be compensated at or above the minimum wage and receive not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by employees without disabilities.</p> <p>Supported Employment may also be used to support a participant who is self-employed to provide ongoing assistance, counseling and guidance once the business has been launched.</p> <p>Supported Employment is specific to the participant and can be provided both directly to the participant and indirectly for the benefit of the participant. For instance, if the participant has lost skills, or requirements of the job are expected to change, or a coworker providing natural supports is leaving, the employer may wish to consult with the Supported Employment provider in person, by phone, by e-mail or by text, regarding how best to address that issue and effectively support the participant.</p> <p>Supported Employment may include personal assistance as an incidental component of the service.</p> <p>If the participant receives Specialized Skill Development services, the Supported Employment service includes implementation of the behavioral support plan (BSP), the crisis intervention plan (CIP), and/or the Systematic Skill Building plan (SBP). The Supported Employment service includes collecting and recording the data necessary to support review of the Individual Support Plan (ISP), the BSP and the SBP.</p>

<p>finding or development, and job coaching and support.</p> <p><b><u>CAREER ASSESSMENT</u></b></p> <p>Career assessment is a person-centered, individualized employment assessment used to assist in the identification of potential career options, including self-employment, based upon the interests and strengths of the participant. Career assessment may include discovery activities and may be provided within a variety of settings including residential habilitation settings when identified as a need in the service plan. Career assessment activities, on average, should be authorized for no longer than 6 consecutive months and should result in the development of a career assessment report. When a participant requires career assessment activities in excess of 6 consecutive months, an explanation of why the activities are needed for an extended period of time should be included in the service plan.</p> <p><b><u>JOB FINDING OR DEVELOPMENT</u></b></p> <p>Job finding or development includes employer outreach and orientation, job searching, job development, resume preparation and interview assistance. Other activities may include participation in individual planning for employment, development of job-seeking skills, development of job skills specific to a job being sought, job analysis, consulting with OVR, benefits counseling agencies, or Ticket to Work employment networks on behalf of a participant, or self-employment assistance. Job finding or development may be provided in a variety of settings including residential habilitation settings when identified as a need in the service plan.</p> <p>Job finding or development may include customized job development. Customized job development means individualizing the employment relationship between</p>	<p>Travel time may not be billed by the provider as a discrete unit of this service.</p> <p>Supported Employment may be delivered in Pennsylvania and in states contiguous to Pennsylvania.</p> <p>Supported Employment includes two components: Intensive Job Coaching and Extended Employment Supports.</p> <p>Intensive Job Coaching includes onsite job training and skills development, assisting the participant with development of natural supports in the workplace, coordinating with employers, coworkers (including developing coworker supports) and customers, as necessary, to assist the participant in meeting employment expectations and addressing issues as they arise, such as training the participants in using public transportation to and from the place of employment. Supported Employment services do not include payment for supervision, training, support and adaptations typically available to other workers without disabilities filling similar positions in the business.</p> <p>Intensive Job Coaching provides on-the-job training and support to assist participants in stabilizing in a supported or self-employment situation. Intensive Job Coaching supports participants who require on-the-job support for more than 20% of their work week at the outset of the service, with the expectation that the need for support will diminish during the Intensive Job Coaching period (at which time, Extended Employment Supports will be provided if ongoing support is needed).</p> <p>Intensive Job Coaching at the same employment site must be reauthorized after 6 months and may only be reauthorized twice, for a total of 18 consecutive months of Job Coaching support for the same position. A participant who needs Intensive Job Coaching at the same employment site for more than 18 consecutive months must request an exception to the limit consistent with BAS policy.</p> <p>Intensive Job Coaching may be reauthorized for the same location after a period of Extended Employment Supports, due to a change in</p>
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<p>employees and employers in a way that matches the needs of the employer with the assessed strengths, skills, needs, and interests of the participant, either through task reassignment, job carving, or job sharing.</p> <p><b><u>JOB COACHING AND SUPPORT</u></b></p> <p>Job coaching and support consists of training the participant on job assignments, periodic follow-up, or ongoing support with participants and their employers. This may include systematic instruction. The service must be necessary for participants to maintain acceptable job performance and work habits, including assistance in learning new work assignments, maintaining job skills, and achieving performance expectations of the employer. Other examples of activities include direct intervention with an employer, employment-related personal skills instruction, support to re-learn job tasks, training to assist participants in using transportation to and from work, worksite orientation, job aide development, coordination of accommodations, ensuring assistive technology is utilized as specified in the plan, maintenance of appropriate work and interpersonal behaviors on the job, follow-along services at the work site after OVR-funded services are discontinued or OVR referral requirements are satisfied, and technical assistance and instruction for the participant’s coworkers that will enable peer support.</p> <p>As part of a participant’s ongoing use of job coaching and support, it is expected that the provider will develop a fading plan or fading schedule that will address how use of this service will decrease as the participant’s productivity and independence on the job increases and as he or she develops unpaid supports through coworkers and other on-the-job resources.</p> <p>Behavioral Support may be provided at the same time as Supported Employment if the need is documented in the service plan.</p>	<p>circumstances (such as, but not limited to, new job responsibilities, personal life changes, or a change of supervisor).</p> <p>Extended Employment Supports are ongoing support available for an indefinite period as needed by the participant for 20% or less of their work week. Extended Employment Supports are available to support participants in maintaining their paid employment position or self-employment situation. This may include reminders of effective workplace practices and reinforcement of skills gained prior to employment or during the period of Intensive Job Coaching, coordinating with employers or employees and coworkers (including maintaining coworker supports). At least 1 visit per month to the participant at the work place is required in order to understand the current circumstances at the job site and to evaluate the participant’s level of need for the Supported Employment service, firsthand. This monthly monitoring will inform the employment supports provided by this service.</p> <p><b>Specify applicable (if any) limits on the amount, frequency, or duration of this service:</b></p> <p>Intensive Job Coaching may be authorized every 6 months for a total of 18 consecutive months.</p> <p>Extended Employment Supports may be authorized up to a maximum of 416 hours per year, with the year starting on the ISP authorization date.</p> <p>The total combined hours for Community Support, Day Habilitation, Transitional Work Services and Supported Employment services (Intensive Job Coaching, Direct and Extended Employment Supports, Direct) are limited to 50 hours in a calendar week. A participant whose needs exceed 50 hours a week must request an exception to the limit consistent with BAS policy.</p> <p>Supported Employment (when provided directly to the participant) may not be provided at the same time that quarter hourly-reimbursed Respite, Day Habilitation, Community Support, or Transitional Work Services is provided.</p> <p>Supported Employment services cannot be provided in facilities that are not a part of the general workplace.</p>
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<p>Supported Employment services can be delivered in Pennsylvania and in states contiguous to Pennsylvania.</p> <p><b>NOTE:</b> It is not allowable for providers of Supported Employment services to also be the employer of the participant to whom they provide Supported Employment services. These participants could either: 1) choose to seek competitive integrated employment from an employer that is not also the provider of Supported Employment services; or, 2) choose Small Group Employment and continue to work for the current provider but only on the groups or portion of the building that is not subject to licensure.</p> <p><b>Specify applicable (if any) limits on the amount, frequency, or duration of this service:</b></p> <p>Supported Employment services may not occur in an Adult Training Facility (55 Pa. Code Chapter 2380), a Vocational Facility (55 Pa. Code Chapter 2390) or any other licensed facility-based setting.</p> <p>Supported Employment services may not be rendered under the Waiver until it has been verified that:</p> <ul style="list-style-type: none"> <li>• The services are not available in the student’s (if applicable) complete and approved Individualized Education Program (IEP) developed pursuant to IDEA;</li> <li>• OVR has closed the participant’s case or has stopped providing services to the participant;</li> <li>• It has been determined that OVR services are not available. If OVR has not made an eligibility determination within 120 days of the referral being sent, then OVR services are considered to not be available to the participant; or</li> <li>• The participant is determined ineligible for OVR services.</li> </ul>	<p>Supported Employment does not include payment for supervision, training, support and adaptations typically available to other workers without disabilities filling similar positions in the workplace.</p> <p>Supported Employment services may not be rendered under the waiver until it has been verified that the services are not available to the participant under a program funded by either the Rehabilitation Act of 1973, as amended by the Workforce Innovation and Opportunity Act of 2014, or the Individuals with Disabilities Education Act.</p> <p>Federal Financial Participation is not claimed for incentive payments, subsidies or unrelated vocational training expenses such as the following:</p> <ul style="list-style-type: none"> <li>• Incentive payments made to an employer to encourage or subsidize the employer's participation in Supported Employment services; or</li> <li>• Payments that are passed through to users of Supported Employment services.</li> </ul>
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A participant does not need to be referred to OVR if:

- The participant is competitively employed and solely needs extended supports to maintain the participant's current job.
- The participant is competitively employed and is seeking job assessment or job finding services to find a new job, unless the purpose is job advancement which can be provided by OVR.

The direct portion of Supported Employment may not be provided at the same time as the direct portion of any of the following: In-Home and Community Supports; Community Participation Support; 15-minute unit Respite; Small Group Employment; Benefits Counseling; Transportation; Therapies; Education Support; Music, Art and Equine Assisted Therapy and Consultative Nutritional Services. Transportation costs associated with driving the participant to and from activities related to Supported Employment are included in the rate for this service. As such, providers of Supported Employment services are responsible for any needed transportation of the participant to complete Supported Employment activities, with the exception of driving the participant to his or her place of employment.

Companion services may be provided at the same time as Supported Employment for the purpose of supporting the participant with personal care needs that cannot, or would be inappropriate to, be provided with the support from coworkers or other natural supports and is outside the scope of the Supported Employment service.

Participants authorized to receive Supported Employment services may not be authorized to receive Advanced Supported Employment during the same time period.

When Supported Employment services are not provided with any other employment service (Small Group Employment, Advanced Supported Employment or Community Participation Support) and the participant is not competitively employed, the hours of authorized Supported Employment cannot exceed 40 hours (160 15-minute units) per participant per calendar week based on a 52-week year.

When Supported Employment services are provided in conjunction with Community Participation Support and/or Small Group Employment the total number of hours for these services (whether utilized alone or in conjunction with one another) cannot exceed 50 hours (200 15-minute units) per participant per calendar week based on a 52-week year.

When the participant is competitively employed, the total number of hours for Supported Employment, Community Participation Support and/or Small Group Employment (whether utilized alone or in conjunction with one another) cannot exceed 50 hours (200 15-minute units) per participant per calendar week based on a 52-week year.

<b>SERVICE NAME: CAREER PLANNING</b>	
<b>CONSOLIDATED, P/FDS, AND COMMUNITY LIVING WAIVER SERVICE DEFINITION</b>	<b>ADULT AUTISM WAIVER SERVICE DEFINITION</b>
<p><b>CAREER PLANNING</b></p> <p>These functions are delivered as part of the Supported Employment and Advanced Supported Employment services for the Consolidated, Community Living and P/FDS Waivers.</p>	<p><b>CAREER PLANNING</b></p> <p>Career Planning provides support to the participant to identify a career direction; develop a plan for achieving competitive, integrated employment at or above the minimum wage; and obtain a job placement in competitive employment or self-employment. If the participant receives Specialized Skill Development services, the Career Planning service must be consistent with the participant’s Behavioral Support and Crisis Intervention Plans and/or Systematic Skill Building Plan. Career Planning may be provided concurrent with Supported Employment, Day Habilitation or Transitional Work Services if the participant wants to obtain a better job or different job while continuing paid work.</p> <p>Career Planning does not include supports that allow a participant to continue paid work once it is obtained. Travel time may not be billed by the provider as a discrete unit of the Vocational Assessment and the Job Finding service. Vocational Assessment and Job Finding may be delivered in Pennsylvania and in states contiguous to Pennsylvania.</p> <p>Career Planning consists of two components: Vocational Assessment and Job Finding.</p> <p>1. Vocational Assessment  Vocational Assessment evaluates the participant’s preferences, interests, skills, needs and abilities for the purpose of developing a Vocational Profile which is an inventory of actions, tasks or skill development that will position the participant to become competitively employed. The Vocational Profile also specifies restrictions as well as skills and needs of the participant that should be considered in the process of identifying an appropriate job placement, consistent with the participant’s desired vocational outcome. It is specific to the participant and may be provided both directly to the participant and indirectly for the benefit of the participant. Vocational Assessment may be authorized whenever the participant’s circumstances or career goals change.</p> <p>Vocational Assessment includes:</p> <ul style="list-style-type: none"> <li>• The discovery process, which includes but is not limited to identifying the participant’s current preferences, interests, skills and abilities, including types of preferred and non-preferred work environments; ability to access transportation, with or without support; existing social capital (people who know the participant and are likely to be willing to help the participant) and natural supports which can be resources for employment. Discovery also includes review of the participant’s work history.</li> </ul>

	<ul style="list-style-type: none"><li>• Community-based job try-outs or situational-vocational assessments.</li><li>• Identifying other experiential learning opportunities such as internships or short-term periods of employment consistent with the participant's skills and interests as appropriate for exploration, assessment and discovery.</li><li>• Facilitation of access to ancillary job-related programs such as Ticket to Work, including Ticket Outcome and Milestone payments, and work incentives programs, as appropriate.</li><li>• Facilitation of access to benefits counseling services provided by certified individuals.</li><li>• Development of a Vocational Profile that specifies recommendations regarding the participant's individual needs, preferences, abilities and the characteristics of an optimal work environment. The Vocational Profile must also specify the training or skill development necessary to achieve the participant's employment goals and which may be addressed by other related services in the participant's service plan.</li></ul> <p>Results of the Vocational Assessment service must be documented and incorporated into the participant's ISP and shared with members of the ISP team, as needed, to support the recommendations of the Vocational Assessment.</p> <p><b>2. Job Finding</b> Job Finding is an individualized, outcomes-based service that provides assistance to the participant in developing or securing competitive integrated employment that fits the participant's needs and preferences and the employer's needs. The Job Finding service is provided to support participants to live and work successfully in home and community-based settings, as specified by the ISP, and to enable the participant to integrate more fully into the community while ensuring the health, welfare and safety of the participant. It is specific to the participant and may be provided both directly to the participant and indirectly to the employer, supervisor, co-workers and others involved in the participant's employment or self-employment for the benefit of the participant.</p> <p>If the participant has received Vocational Assessment services and has a current Vocational Profile, the Job Finding service will be based on information obtained and recommendations included in the Vocational Profile, as applicable. Documentation of consistency between Job Finding activities and the Vocational Profile, if applicable, is required.</p> <p>Job Finding includes (as needed by the participant):</p> <ul style="list-style-type: none"><li>• Prospective employer relationship-building/networking;</li><li>• Identifying potential employment opportunities consistent with the participant's Vocational Profile;</li><li>• Collaboration and coordination with the participant's natural supports in identifying potential contacts and employment opportunities;</li><li>• Job search;</li><li>• Support for the participant to establish an entrepreneurial or self-employment business, including identifying potential business</li></ul>
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	<p>opportunities, development of a business plan and identification of necessary ongoing supports to operate the business;</p> <ul style="list-style-type: none"><li>• Identifying and developing customized employment positions including job carving;</li><li>• Informational interviews with employers;</li><li>• Referrals for interviews;</li><li>• Support of the participant to negotiate reasonable accommodations and supports necessary for the individual to perform the functions of a job.</li></ul> <p><b>Specify applicable (if any) limits on the amount, frequency, or duration of this service:</b></p> <p>Career Planning services may not be rendered under the waiver until it has been verified that the services are not available to the participant under a program funded by either the Rehabilitation Act of 1973, as amended by the Workforce Innovation and Opportunity Act of 2014, or the Individuals with Disabilities Education Act.</p> <p>Federal Financial Participation is not claimed for incentive payments, subsidies or unrelated vocational training expenses such as the following:</p> <ul style="list-style-type: none"><li>• Incentive payments made to an employer to encourage or subsidize the employer's participation in Vocational Assessment services; or</li><li>• Payments that are passed through to users of Vocational Assessment services.</li></ul> <p>Vocational Assessment is a time-limited service requiring re-authorization every 90 days and will be authorized for up to 1 year from initial authorization every time it is added to the ISP. Prior to the request for reauthorization, the ISP team will meet to clarify goals and expectations and review progress. BAS will review the reauthorization request and make a determination based on BAS policy. BAS may also recommend technical assistance to the provider or suggest the ISP team consider a change of provider.</p> <p>Job Finding is a time-limited service requiring re-authorization every 90 days, and will be authorized for up to 1 year from initial authorization every time it is added to the ISP. Prior to the request for reauthorization, the ISP team will meet to clarify goals and expectations and review progress and the job finding strategy. BAS will review the reauthorization request and make a determination based on BAS policy. BAS may also recommend technical assistance to the provider or suggest the ISP team consider a change of provider. Job Finding may be authorized if a placement ends or is determined unsatisfactory to the participant. As a part of determining if Job Finding should be reauthorized, BAS will consider the reasons that the placement did not work for the participant and what changes, if any, will need to be made in the type of placement or career choice.</p>
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<p><b>SERVICE NAME: SMALL GROUP EMPLOYMENT</b></p>	<p><b>SERVICE NAME: TRANSITIONAL WORK SERVICES</b></p>
<p><b>CONSOLIDATED, P/FDS, AND COMMUNITY LIVING WAIVER SERVICE DEFINITION</b></p>	<p><b>ADULT AUTISM WAIVER SERVICE DEFINITION</b></p>
<p><b>Small Group Employment</b></p> <p>Small Group Employment services consist of supporting participants in transitioning to competitive integrated employment through work that occurs in a location other than a facility subject to 55 Pa. Code Chapter 2380 or Chapter 2390 regulations. The goal of Small Group Employment services is competitive integrated employment. Participants receiving this service must have a competitive integrated employment outcome included in their service plan, and it must be documented in the service plan how and when the provision of this service is expected to lead to competitive integrated employment. Work that participants perform during the provision of Small Group Employment services must be paid at least minimum wage and the compensation must be similar to compensation earned by workers without disabilities performing the same work.</p> <p>Small Group Employment service options include mobile work force, work station in industry, affirmative industry, and enclave.</p> <p>A Mobile Work Force uses teams of individuals, supervised by a training/job supervisor, who conduct service activities at a location away from an agency or facility. The provider agency contracts with an outside organization or business to perform maintenance, lawn care, janitorial services, or similar tasks and the individuals are paid by the provider.</p> <p>A Work Station in Industry involves individual or group training of participants at an industry site. Training is conducted by a provider training/job supervisor or by a representative of the industry, and is phased out as the participant(s) demonstrates job expertise and meets established work standards. A Work Station in Industry is an employment station arranged and supported by a provider within a community business or industry site, not within a licensed facility site.</p>	<p><b>Transitional Work Services (Adult Autism Waiver)</b></p> <p>Transitional Work Services provide community employment opportunities in which the participant is working alongside other people with disabilities. The intent of this service is to support individuals in transition to integrated, competitive integrated employment. Transitional Work Services may not be provided in a facility subject to Title 55, Chapter 2380 or Chapter 2390 regulations. This service is not time limited. Transitional Work Services do not include Supported Employment services. Payment to the participant is compliant with US Department of Labor and Pennsylvania Department of Labor and Industry rules.</p> <p>Transitional work service options include: mobile work force, work station in industry, affirmative industry, and enclave.</p> <p>A Mobile Work Force uses teams of individuals, supervised by a training/job supervisor, who conduct service activities away from an agency or facility. The provider agency contracts with an outside organization or business to perform maintenance, lawn care, janitorial services, or similar tasks and the individuals are paid by the provider.</p> <p>A Work Station in Industry involves individual or group training of individuals at an industry site. Training is conducted by a provider training/job supervisor or by a representative of the industry, and is phased out as the individual(s) demonstrate job expertise and meet established production rates.</p> <p>Affirmative Industry is operated as an integrated business, where disabled and</p>

<p>Affirmative Industry is a business that sells products or services where at least 51% of the employees do not have a disability.</p> <p>Enclave is a business model where participants with a disability are employed by a business/industry to perform specific job functions while working alongside workers without disabilities.</p> <p>The service also includes transportation that is an integral component of the service; for example, transportation to a work site. The Small Group Employment provider is not, however, responsible for transportation to and from a participant's home, unless the provider is designated as the transportation provider in the participant's service plan. In this case, the transportation service must be authorized and billed as a discrete service.</p> <p>Small Group Employment includes supporting the participant with personal care needs that cannot, or would be inappropriate to, be provided with the support from coworkers or other natural supports.</p> <p>Small Group Employment services may not be rendered under the Waiver until it has been verified that the service is not available in the student's (if applicable) Individualized Education Program (IEP) developed pursuant to IDEA. Documentation must be maintained in the file of each participant receiving Small Group Employment services to satisfy this state assurance.</p> <p>Small Group Employment services may be provided without referring a participant to OVR unless the participant is under the age of 25. When a participant is under the age of 25, Small Group Employment services may only be authorized as a new service in the service plan when documentation has been obtained that OVR has closed the participant's case or that the participant has been determined ineligible for OVR services.</p> <p>Federal financial participation is not claimed for incentive payments, subsidies, or unrelated vocational training expenses such as the following:</p> <ol style="list-style-type: none"> <li>1. Incentive payments made to an employer to encourage or subsidize the employer's</li> </ol>	<p>non-disabled employees work together to carry out the job functions of the business.</p> <p>Enclave is a business model where disabled individuals are employed by a business/industry to perform specific job functions while working alongside non-disabled workers.</p> <p>Transitional Work Services must be necessary to achieve the expected outcomes identified in the participant's ISP. The Supports Coordinator must review this service at least quarterly, in conjunction with the participant, to assure that expected outcomes are met, to ensure the participant is aware of employment options, and to modify the ISP as necessary. The review must include an assessment of the participant's progress, identification of needs, and plans to address those needs. It is the participant's and services providers' responsibility to notify the Supports Coordinator of any changes in the employment activities and to provide the Supports Coordinator with copies of the referenced evaluation. The cost of transportation provided by staff to and from job sites is included in the rate paid to the program provider.</p> <p>If the participant receives Specialized Skill Development services, this service includes implementation of the behavioral support plan (BSP), the crisis intervention plan (CIP) and/or the Systematic Skill Building plan (SBP). The service includes collecting and recording the data necessary to support review of the ISP, BSP and the SBP.</p> <p>Transitional Work services may be provided without referring a participant to OVR unless the participant is under the age of 25 and is paid at subminimum wage. When a participant is under the age of 25, Transitional Work Services may only be authorized as a new service in the ISP when documentation has been obtained that OVR has closed the participant's case</p>
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<p>participation in supported employment services; or</p> <p>2. Payments that are passed through to users of small group employment services.</p> <p>This service can be delivered in Pennsylvania and in states contiguous to Pennsylvania.</p> <p><b>Specify applicable (if any) limits on the amount, frequency, or duration of this service:</b></p> <p>Participants authorized to receive Small Group Employment services may not receive the direct portion of the following services at the same time: In-Home and Community Supports; Companion; Community Participation Support; 15-minute unit Respite; Supported Employment; job acquisition and job retention in Advanced Supported Employment; Benefits Counseling; Transportation; Therapies; Education Support; Music, Art and Equine Assisted Therapy, and Consultative Nutritional services.</p> <p>When Small Group Employment services are not provided with any other employment service (Supported Employment, Advanced Supported Employment and/or Community Participation Support) the hours of authorized Small Group Employment cannot exceed 40 hours (160 15-minute units) per participant per calendar week.</p> <p>When Small Group Employment services are provided in conjunction with Supported Employment and/or Community Participation Support the total number of hours for these services (whether utilized alone or in conjunction with one another) cannot exceed 50 hours (200 15-minute units) per participant per calendar week.</p>	<p>or that the participant has been determined ineligible for OVR services.</p> <p><b>Specify applicable (if any) limits on the amount, frequency, or duration of this service:</b></p> <p>Total combined hours for Specialized Skill Development/Community Support, Day Habilitation, Supported Employment (Intensive Job Coaching, Direct and Extended Employment Supports, Direct) and Transitional Work Services are limited to 50 hours in a calendar week A participant whose needs exceed 50 hours a week must request an exception to the limit consistent with BAS policy.</p> <p>Transitional Work Services may not be provided at the same time that quarter hourly-reimbursed Respite, Day Habilitation, Community Support Inclusion, or Supported Employment service (when provided directly to the participant) is provided.</p>
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<b>SERVICE NAME: ADVANCED SUPPORTED EMPLOYMENT</b>	
<b>CONSOLIDATED, P/FDS, AND COMMUNITY LIVING WAIVER SERVICE DEFINITION</b>	<b>ADULT AUTISM WAIVER SERVICE DEFINITION</b>
<p>Advanced Supported Employment is an enhanced version of supported employment services provided by qualified providers. The service includes discovery, job development, systematic instruction to learn the key tasks and responsibilities of the position and intensive job coaching and supports that lead to job stabilization and retention.</p> <p><u><b>DISCOVERY</b></u></p> <p>Discovery is a targeted service for a participant who wishes to pursue competitive integrated employment but, due to the impact of their disability, their skills, preferences, and potential contributions cannot be best captured through traditional, standardized means, such as functional task assessments, situational assessments, and/or traditional normative assessments which compare the participant to others or arbitrary standards of performance and/or behavior.</p> <p>Discovery involves a comprehensive analysis of the participant in relation to the following:</p> <ul style="list-style-type: none"> <li>• Strongest interests toward one or more specific aspects of the labor market;</li> <li>• Skills, strengths and other contributions likely to be valuable to employers or valuable to the community if offered through self-employment; and</li> <li>• Conditions necessary for successful employment or self-employment.</li> </ul> <p>Discovery includes the following activities: observation of the participant in familiar places and activities, interviews with family, friends and others who know the participant well, observation of the participant in an unfamiliar place and activity, identification of the participant's strong interests and existing strengths and skills that are transferable to individualized integrated employment or self-employment. Discovery also involves identification of conditions for success based on experience shared by the participant and others who know the participant well, and observation of the participant during the Discovery process. The information developed through Discovery allows for activities of typical life to be translated into possibilities for individualized competitive integrated employment or self-employment.</p> <p><u><b>JOB ACQUISITION</b></u></p> <p>Job development, which can include customized employment or self-employment, is based on individualizing the employment relationship between employees and employers and negotiating on behalf of the participant in a way that matches the needs of the employer with the assessed strengths, skills, needs, and interests of the participant.</p>	<p>This service is not provided in the Adult Autism Waiver.</p>

Systematic instruction refers to a strategic, carefully planned sequence for instruction, from simple to complex, with clear and concise objectives driven by ongoing assessment. It is carefully thought out and designed before work commences.

### JOB RETENTION

Intensive job coaching includes assisting the participant in meeting employment expectations, performing business functions, addressing issues as they arise, and also includes travel training and diversity training to the specific business where the participant is employed. It provides support to assist participants in stabilizing a competitive integrated job (including self-employment) including ongoing support and may include activities on behalf of the participant to assist in maintaining job placement.

Advanced Supported Employment is paid on an outcome basis. Providers are paid for three separate outcomes.

1. Discovery Profile – The production of a detailed written Discovery Profile, using a standard template prescribed by the Department or one that meets the professional credential required for this service, which summarizes the process, learning and recommendations to inform identification of the participant’s individualized goal(s) and strategies to be used in securing competitive integrated employment, and the production of a visual resume and individualized plan for employment, using a standard template prescribed by the Department or one that meets the professional credential required for this service.
2. Securing a Job – A job evidenced by an offer letter, email, documented phone call or other documentation from an employer offering the participant employment that meets the definition of competitive integrated employment or evidence of self-employment.
3. Retention of Job – Successful retention on the job, evidenced by the participant working a minimum of 5 hours per week for at least 4 months.

Advanced Supported Employment may be provided in a residential habilitation service setting, including residential habilitation settings when the need is identified in the service plan. Job acquisition and job retention may not occur in an Adult Training Facility (55 Pa. Code Chapter 2380) or a Vocational Facility (55 Pa. Code Chapter 2390).

Behavioral Support may be provided at the same time as Advanced Supported Employment if the need is documented in the service plan.

Companion may be provided at the same time as Advanced Supported Employment for the purpose of supporting the participant with personal care needs that cannot, or would be inappropriate to, be provided with the support from coworkers or other natural supports and is outside the scope of the Advanced Supported Employment service.

This service may be delivered in Pennsylvania and in states contiguous to Pennsylvania.

<p><b>Service limits:</b></p> <p>The direct provision of job acquisition and job retention may not be provided at the same time as the direct provision of any of the following: In-Home and Community Supports; Community Participation Support; Small Group Employment; Benefits Counseling; 15-minute unit Respite; Transportation; Therapies; Education Support and Music, Art and Equine Assisted Therapy.</p> <p>Participants authorized to receive Advanced Supported Employment services may not also be authorized to receive Supported Employment services during the same time period.</p>	
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