

Employment Service Definition Quick Guide for Intellectual Disability/Autism (ID/A) Waivers and Base-Funded Participants

Version 2

*ID/A waivers include the Consolidated, Person/Family Directed Support (P/FDS) and Community Living Waivers

	Advanced Supported Employment	Supported Employment	Small Group Employment	Community Participation Support	Benefits Counseling
What should this service accomplish?	Help a person who has limited or no experience in finding or keeping competitive integrated employment. This service uses a three-pronged approach (Discovery, Job Acquisition, Job Retention) that is expected to result in competitive integrated employment.	Support a person to find and keep competitive integrated employment.	Support a person to gain knowledge, skills, and experiences, through one of four options, that will lead to competitive integrated employment.	Assist a person who has a competitive integrated employment goal with learning skills and competencies to achieve competitive integrated employment.	Help a person understand how they can be employed in a competitive integrated job and keep benefits such as Medicaid and Social Security.

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For whom is this service appropriate?	<p>People who meet at least one of the following:</p> <ul style="list-style-type: none"> • Never had job skills training/ development or work experience. • Previously used Supported Employment services and were unable to find a job or keep a job for more than 6 months. <p>People must also meet one of the following:</p> <ul style="list-style-type: none"> • Be receiving sub-minimum wage; or • The individual's team determines that this service is needed to maintain employment. 	<p>People who meet at least one of the following:</p> <ul style="list-style-type: none"> • May or may not have work experience; • Are currently employed and need ongoing support to maintain their current job; • Are currently employed but are interested in finding a new job. 	<p>People who meet both of the following:</p> <ul style="list-style-type: none"> • Need to gain work skills to achieve competitive integrated employment. • Are interested in and would benefit from experience in a mobile workforce, a work station in industry, affirmative industry, or enclave to learn skills to achieve competitive integrated employment. 	<p>People who meet any one or more of the following:</p> <ul style="list-style-type: none"> • Are interested in and would benefit from prevocational skill development in their choice of a community location (non-facility), a vocational facility (Chapter 2390) or an adult training facility (Chapter 2380). • Are currently paid sub-minimum wage. • Need to develop skills which can be used to help them benefit from OVR services. • Need support to participate in volunteer activities. 	<p>People who meet one of the following:</p> <ul style="list-style-type: none"> • Are considering or seeking competitive integrated employment. • Are currently employed or interested in career advancement and need more information about how working impacts benefits programs.

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What is covered in this service?	<p>Discovery Portfolio: Analysis of the person’s strengths, skills, interests and conditions for success in preparation to pursue competitive integrated employment.</p> <p>Job Acquisition: Matching an employer’s needs with the person’s assessed skills, strengths, needs and interests.</p> <p>Job Retention: Intensive job coaching and support to assist the person in stabilizing a job.</p>	<p>Career Assessment: Service used to identify career options based on the skills and interest of the person.</p> <p>Job Finding or Development: Includes a variety of activities and services to match the person with a potential employer.</p> <p>Job Coaching and Support: Training the person on specific job assignments and providing periodic or ongoing support as needed.</p>	<p>Mobile Work Force: Teams work in locations away from an agency or facility (such as maintenance or lawn care).</p> <p>Work Station in Industry: Individual or group training at an industry site.</p> <p>Affirmative Industry: A business that sells products or services and at least 51% of employees do not have a disability.</p> <p>Enclave: Persons with a disability are employed alongside those without a disability.</p>	<p>Integrated Community Activities: A variety of activities are available that build on the person’s interests, preferences, gifts and strengths while reflecting desired outcomes related to employment, community involvement, and membership.</p> <p>Prevocational services: Assist the person to develop basic skills and competencies necessary to pursue competitive integrated employment.</p>	<p>Information and Education: Benefits counselors provide information about work incentives, the impact of employment on benefits, and income reporting requirements.</p> <p>Indirect activities: Activities done on behalf of a person such as writing a Benefits Summary and Analysis and communicating with employers and the Social Security Administration to obtain information.</p>

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Where can this service be provided?	<p>This service can occur in a variety of settings.</p> <p>Job retention activities may not occur in:</p> <ul style="list-style-type: none"> • Adult Training Facility • Vocational Facility • Child Residential and Day Treatment Facility • Community Residential Rehabilitation Services for the Mentally Ill • Any home that provides residential habilitation services funded by ODP. 	<p>Career Assessment can occur in a variety of settings including Vocational Facilities and Adult Training Facilities where the person’s employment or volunteer experience occurred that is being assessed and when identified in the ISP.</p> <p>Job Finding/Development and Job Coaching/ Support can occur at community locations, job sites, or place of employment. Direct service provision may not occur in an Adult Training Facility or Vocational Facility.</p>	<p>All four components must occur at a place of employment other than an Adult Training Facility or Vocational Facility.</p>	<p>Community Locations: Integrated places where individuals without disabilities are doing everyday activities.</p> <p>Community Hubs: Non-disability specific locations that primarily serve as a gathering place prior to and after community activities.</p> <p>Adult Training Facilities</p> <p>Vocational Facilities</p> <p>Older Adult Daily Living Centers</p>	<p>This service may be provided in person or virtually, depending on person’s informed choice.</p>

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Wages	Minimum wage or greater.	Minimum wage or greater.	Minimum wage or greater, and the compensation must be similar to compensation earned by workers without disabilities performing the same work.	Prevocational services include work paying subminimum wage if the provider has been approved through the Department of Labor (DOL). Minimum wage or greater is paid if the provider has not been approved to pay subminimum wage through the DOL.	There are no wage requirements to receive Benefits Counseling.
Are there requirements to refer the person to the Office of Vocational Rehabilitation (OVR) prior to receiving this service through ODP?	Yes, please see the waivers and bulletin 00-19-02, or its successor, for details.	Yes, please see the waivers and bulletin 00-19-02, or its successor, for details.	Yes, for people under age 25. Please see the waivers and bulletin 00-19-02, or its successor, for details.	Yes, for people under age 25 who will be paid subminimum wage. Please see the waivers and bulletin 00-19-02, or its successor, for details.	No. OVR does provide Benefits Planning services and if the person has an open case with OVR, they should seek Benefits Planning services from OVR prior to being authorized for Benefits Counseling.

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Can this service be provided by a relative or legal guardian?	No	Yes, when the relative or legal guardian meets provider qualification requirements.	No	No	No
Is this service available through the participant-directed service models?	No	Yes	No	No	No

This guide was developed to help people understand some of the main differences in the services available through ODP to support a person on their employment journey. Individual Support Plan teams must review all requirements in each service definition prior to adding any service to the Individual Support Plan.