

SUPPORTED EMPLOYMENT SERVICES

15.01 Supported Employment Services

(Rev. 10/15/16)

Written policy, procedure and practice document the operations of Supported Employment services.

Reference:

DCH Policies and Procedures for Comprehensive Supports Waiver Program (COMP), Part III, Chapter 3000

DCH Policies and Procedures for New Options Waiver Program (NOW), Part III, Section 2900

DBHDD Provider Manual for Community Developmental Disabilities Providers

#	Criteria	Deficient Practice	Effect / Outcome
1	The organization has a policy in place and substantially practiced that addresses, at the minimum, the following: (1) the operations of Supported Employment Services; (2) job development skills, training, supervision, and planned outcome; (3) transportation; (4) staff to individual ratios; and, (5) the required qualifications of staff.		
2	Supported Employment Services are distinct from and do not occur at the same time of the same day as Community Access, Prevocational or Transportation Services, with the exception of time-limited, non-face-to-face Supported Employment job development. This exception is documented sufficiently to demonstrate no duplication of services for an individual and a service provided in preparation for transition of an individual to Supported Employment Services.		
3	Supported Employment Services do not include sheltered work or other similar types of vocational services furnished in specialized facilities, such as service centers for individuals with intellectual/developmental disabilities.		

NOTE: This Compliance Review Report provides explanations of only the deficient practices identified during this review. The criteria deemed “not applicable” or “not evaluated” are not identified and not included in the scoring.

4	Individuals who receive Supported Employment Services are in need of long-term, direct or indirect job related support in job supervision, adapting equipment, adapting behaviors, transportation assistance, peer support, and/or personal care assistance during the work day.		
5	Supported Employment Services consist of activities needed to obtain and sustain paid work including job development, supervision, training and services and supports that assist individuals in achieving self-employment through the operation of a business.		
6	Supported Employment Services are related to the individual's ability and tied to a specific goal in the ISP.		
7	The Supported Employment Services are provided by at least 1 employee that meets the Supported Employment Specialist experience, training, education or skills experience for every 5 direct care staff members. The Supported Employment Specialist provides direct supervision of direct care staff, develops, acquires and maintains job opportunities for individuals, conducts necessary additional assessments at the work site, monitors wages, hours and productivity of individuals on an ongoing basis, and assists the individual in achieving self-employment through the operation of a business.		
8	The provider documents the following in the individual's record: (1) specific activity, training or assistance provided; (2) date and the beginning and ending time when the service was provided; (3) location where the service was provided; (4) verification of service delivery, including first and last name and title (if applicable) of the person providing the service and his/her signature; and, (5) progress towards meeting the individual's ISP goal.		

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9	The type and number of professional staff and all other staff attached to the organization are present in numbers to provide services, supports, care and treatment to individuals as required. Staff to individual ratios are, at minimum, 1:10 in SEG and 1:1 in SEI.		
10	When individuals are receiving an exceptional rate, the provider follows the staffing requirements outlined in the ER letter. When an exceptional rate requires enhanced staffing, the established staffing ratios for the service are met in addition to the required exceptional rate staffing.		