

**PREVOCATIONAL SERVICES**

**14.01 Prevocational Services**

(Rev. 10/15/16)

Written policies, procedure and practice govern the operation of Prevocational Services.

Reference:

DCH Policies and Procedures for Comprehensive Supports Waiver Program (COMP), Part III, Chapter 2500

DCH Policies and Procedures for New Options Waiver Program (NOW), Part III, Chapter 2500

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 the operation of prevocational services.		
2	Prevocational services are provided in either facility-based or at community sites. Prevocational services are not provided in the individual's home or family home or any other residential settings.		
3	Facility based prevocational services and other waiver services (e.g., Community Access Services, adult therapy services, etc.) are not delivered to an individual at the same time on the same day.		
4	The following is documented 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.		

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.

	<i>Individuals who receive prevocational services have the following elements included in their ISP:</i>		
5	A schedule of activities/work that is individually designed to meet his/her goals in the ISP		
6	After receipt of 12 months of prevocational services, the individual receives an assessment to determine the necessity of continuation/discontinuation of services.		
7	Prevocational services include services directed at teaching concepts such as rule compliance, attendance, task completion, problem solving, endurance, work speed, work accuracy, increases attention span, motor skills, safety and appropriate social skills. Individual-specific assistance, such as personal care and self-administration of medications and facility-based training and/or assistance are also included.		
8	At least one staff with Basic Cardiac Life Support certification and First Aid certification is on duty during the provision of facility-based or mobile crew prevocational services.		
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 PreVoc group and 1:6 in community PreVoc services.		
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.		

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**14.02 Facility-Based Prevocational Services Environment**

**(Eff. 2/1/16)**

Facility-based Prevocational Services are provided in a facility that is constructed, arranged and maintained so as to provide for the health and safety, access, and well-being needs of the individual.

Reference:

DCH Policies and Procedures for Comprehensive Supports Waiver Program (COMP), Part III, Chapter 2500

DCH Policies and Procedures for New Options Waiver Program (NOW), Part III, Chapter 2500

DBHDD Provider Manual for Community Developmental Disabilities Providers, pages 21-22

#	Criteria	Deficient Practice	Effect / Outcome
1	There is a drinking fountain or single, disposable cups or bottles of water are provided.		
2	There are at least two handicap-accessible toilets and lavatories available for the use of individuals.		
3	There is one or more space designated for individuals' activities and/or dining. If a single room is used, the room provides sufficient space to allow for multiple activities to be conducted at one time without interfering with each other.		
4	The organization has posted the "Employee Rights for Workers with Disabilities Paid at Special Minimum Wages" poster in an area readily accessible to individuals and their parents/guardians.		
5	There is adequate lighting for individuals' activities and safety.		
6	The facility is adequately ventilated at all times by either mechanical or natural means to provide fresh air and the control of unpleasant odors.		
7	There is sufficient furniture for use by individuals. Furniture is appropriate for the population served, comfortable and safe. There is adequate seating and table space.		

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8	The environment is clean and in good repair, including being free of litter, extraneous materials, unsightly or injurious accumulation of items and free of pests and rodents.		
9	There is an adequate heating and cooling system that keeps temperature ranges that are consistent with the individuals' health needs and comfort.		
10	All mechanical, electrical, and support equipment is in safe operating condition.		

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