

Attachment A – ODP Waiver Employment Service Definitions

CONSOLIDATED AND P/FDS WAIVERS	
SERVICE NAME	SERVICE DEFINITION
<p>Prevocational Services</p>	<p>This service is provided to assist participants in developing skills necessary for placement into competitive employment. Prevocational Services focus on the development of competitive worker traits through the use of work as the primary training method. The service may be provided as:</p> <ul style="list-style-type: none"> • Occupational training which is used to teach skills for a specific occupation in the competitive labor market, and includes personal and work adjustment training that is designed to develop appropriate worker traits and teach the understanding of the expectations of a work environment. • Work related evaluation which involves the use of planned activities, systematic observation, and testing to accomplish a formal assessment of the participant, including identification of service needs, potential for employment, and identification of employment objectives. <p>Participants receiving Prevocational Services must have an outcome for employment included in their ISP. The service must be reviewed at least every 6 months or more frequently as needed to assess the need for the service and progress on the employment outcome.</p> <p>The service also includes transportation that is an integral component of the service, for example, transportation to a work activity. The Prevocational provider is not, however, responsible for transportation to and from a participant’s home.</p> <p>This service may be provided at the following levels:</p> <ul style="list-style-type: none"> • Basic Staff Support - The provision of the service at a staff-to-individual ratio of no less than 1:15. • Level 1 - The provision of the service at a staff-to-individual ratio range of <1:15 to 1:7.5. • Level 2 - The provision of the service at a staff-to-individual ratio range of <1:7.5 to >1:1. • Level 3 - The provision of the service at a staff-to-individual ratio of 1:1. • Level 3 Enhanced - The provision of the service at a staff-to-individual ratio of 1:1 with a staff member who has at least a 4 year degree or is a licensed nurse. • Level 4 - The provision of the service at a staff-to-individual ratio of 2:1. • Level 4 Enhanced - The provision of the service at a staff-to-individual ratio of 2:1 with staff members who have at least a 4 year degree or who are a licensed nurse.

	<p>The use of enhanced levels of service 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.</p> <p>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.</p> <p>Specify applicable (if any) limits on the amount, frequency, or duration of this service:</p> <p>Handicapped employment as defined in Title 55, Chapter 2390 may not be funded through the Waiver.</p> <p>Prevocational Services may not be funded through the Waiver if they are available to participants through program funding under Section 110 of the Rehabilitation Act of 1973, as amended, or section 602 (16) and (17) of 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 Rehabilitation Act of 1973 as amended and the IDEA.</p> <p>When Prevocational Services are provided alone or in conjunction with Licensed Day Habilitation Services, Transitional Work or Supported Employment services, the total number of hours for these services (whether utilized alone or in conjunction with one another) cannot exceed 40 hours (160 15-minute units) per participant per calendar week based on a 52-week year.</p> <p>Prevocational Services may not be provided at the same time as any of the following: Companion Services, the direct portion of Supported Employment, Licensed Day Habilitation, Home and Community Habilitation and Transitional Work Services.</p>
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<p>Supported Employment</p>	<p>Supported Employment Services are direct and indirect services that are provided in a variety of community employment work sites with co-workers who do not have disabilities for the purposes of finding and supporting participants in competitive jobs of their choice. Supported Employment Services enable participants to receive paid employment at minimum wage or higher from the employer. This service is provided to participants who, because of their disabilities, need additional support to perform in a work setting. Supported Employment Services include activities such as supervision and training needed by the participant in order to obtain and sustain paid work. Payment will be made only for the supervision, and training required by the participants receiving waiver services as a result of their disabilities, and will not include payment for the supervisory activities rendered as a normal part of the business setting.</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"> • Incentive payments made to an employer of participants receiving services to encourage or subsidize the employer's participation in a supported employment program; • Payments that are passed through to participants receiving supported employment; or • Payments for vocational training that are not directly related to a participant's supported employment program. <p>Supported Employment Services consist of two components: job finding and job support. Job finding may include interview assistance, employer outreach and orientation, resume preparation, job searching, and preparation for job tasks. Other examples of activities that may be associated with job finding include participation in individual planning for employment; development of job seeking skills; development of customer-specific job skills; job analysis; support to learn job tasks; consultation with the Office of Vocational Rehabilitation (OVR), benefits counseling agencies, and provider networks under Ticket to Work on behalf of a participant; assistance in beginning a business; and outreach with prospective employers on behalf of the participant including consultation on tax advantages and other benefits.</p> <p>Job support consists of training the participant receiving the service on job assignments, periodic follow-up and/or ongoing support with participants and their employers. 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 that may be associated with job support include participation in individual planning for employment, direct intervention with an employer, employment related personal skills instruction, support to relearn job tasks, training to assist participants in using transportation to and from work, maintenance of appropriate</p>
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	<p>work and interpersonal behaviors on the job, follow- along services at the work site after OVR funded services are discontinued, and technical assistance and instruction for the participant's co-workers that will enable peer support.</p> <p>Ongoing use of the service is limited to support for participants that cannot be provided by the employer through regular supervisory channels and/or on-the-job resources that are available to employees who are non-disabled. The provision of job finding services must be evaluated at least once every six calendar months by the ISP team, to assess whether the service is assisting the participant with the outcome of finding community employment. If the service is not assisting the participant with this outcome, the ISP team must identify changes to the Supported Employment Service to realize this outcome or other service options to meet the participant's needs. The provision of job support services must be evaluated at least annually, as part of the ISP process, to determine whether the participant continues to require the current level of authorized services. The ISP must be updated, if necessary, to reflect the team's determination.</p> <p>This service can be delivered in Pennsylvania and in states contiguous to Pennsylvania. Refer to the Specification section below for criteria on provider requirements.</p> <p>Specify applicable (if any) limits on the amount, frequency, or duration of this service:</p> <p>When Supported Employment Services are provided alone or in conjunction with Prevocational, Transitional Work or Licensed Day Habilitation services, the total number of hours for these services (whether utilized alone or in conjunction with one another) cannot exceed 40 hours (160 15-minute units) per participant per calendar week based on a 52-week year.</p> <p>The direct portion of Supported Employment may not be provided at the same time as any of the following: Companion Services, Home and Community Habilitation, Licensed Day Habilitation, Prevocational Services and Transitional Work Services.</p> <p>This service may not occur in a 55 Pa. Code Chapter 2390 (licensed prevocational) facility or setting.</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, or IDEA. Documentation must be maintained in the file of each participant receiving Supported Employment Services to satisfy the state assurance that the service is not otherwise available to the participant under a program funded under the Rehabilitation Act of 1973 as amended or IDEA.</p>
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<p>Transitional Work Services</p>	<p>Transitional Work Services consist of supporting participants in transitioning to integrated, competitive employment through work that occurs in a location other than a facility subject to 55 Pa. Code Chapter 2380 or Chapter 2390 regulations. 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. 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 production rates. Affirmative Industry is operated as an integrated business, where disabled and non-disabled employees work together to carry out the job functions of the business. Enclave is a business model where disabled participants are employed by a business/industry to perform specific job functions while working alongside non-disabled workers. The goal for this service is competitive employment. Participants receiving this service must have an employment outcome included in their ISP.</p> <p>The service also includes transportation that is an integral component of the service, for example, transportation to a work site. The Transitional Work 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 ISP. In this case, the transportation service must be billed as a discrete service.</p> <p>This service may be provided at the following levels:</p> <ul style="list-style-type: none"> • Basic Staff Support - The provision of the service at a staff-to-individual ratio of 1:10 to >1:6. • Level 1 - The provision of the service at a staff-to-individual ratio range of <1:6 to 1:3.5. • Level 2 - The provision of the service at a staff-to-individual ratio range of <1:3.5 to >1:1. • Level 3 - The provision of the service at a staff-to-individual ratio of 1:1. <p>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.</p> <p>Specify applicable (if any) limits on the amount, frequency, or duration of this service:</p>
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	<p>Transitional Work 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, or IDEA. Documentation must be maintained in the file of each participant receiving Transitional Work Services to satisfy the state assurance that the service is not otherwise available to the participant under a program funded under the Rehabilitation Act of 1973 as amended or IDEA.</p> <p>When Transitional Work Services are provided alone or in conjunction with Prevocational, Licensed Day Habilitation or Supported Employment services, the total number of hours for these services (whether utilized alone or in conjunction with one another) cannot exceed 40 hours (160 15-minute units) per participant per calendar week based on a 52-week year.</p> <p>Transitional Work Services may not be provided at the same time as any of the following: Companion Services, the direct portion of Supported Employment, Licensed Day Habilitation, Prevocational Services and Home and Community Habilitation Services.</p>
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ADULT AUTISM WAIVER	
SERVICE NAME	SERVICE DEFINITION
Supported Employment	<p>Supported Employment provides ongoing assistance in developing the communication, socialization, self-direction, self-help, and adaptive skills necessary to maintain employment in a community setting. This service provides ongoing assistance in maintaining employment. The Job Finding service is available to help participants identify and obtain a position of employment. Supported Employment services are provided for persons who, because of their disability, need intensive ongoing support to perform in a work setting. The intent of this service is to reduce the need for assistance by improving the participant's capacity to work independently.</p> <p>Payment will be made only for the support and training of the participants receiving waiver services as a result of their disabilities. Payment will not be made for supervisory activities rendered as a normal part of the business setting nor will payment be made for adaptations employers would be expected to provide for other employees not receiving supported employment. The cost of transportation provided by staff to and from job sites is included in the rate paid to the program provider.</p> <p>Supported Employment 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 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 and supported employment services provider's responsibility to notify the Supports Coordinator of any changes in the employment activities.</p> <p>If the participant receives Behavioral Specialist Services, this service includes implementation of the behavioral support plan and, if necessary, the crisis intervention plan. This service includes collecting and recording the data necessary to support review of the ISP and the behavioral support plan.</p> <p>Documentation is maintained in the file of each individual receiving this service to satisfy state assurances that the service does not include services which are otherwise available to the participant under the Rehabilitation Act of 1973, as amended, or Individuals with Disabilities Education and Improvement Act (IDEA). Supported Employment may not be provided at the same time that quarter hourly-reimbursed Respite, Day Habilitation, Community Inclusion, or Transitional Work Services is provided.</p> <p>Specify applicable (if any) limits on the amount, frequency, or duration of this service: Total combined hours for Community Inclusion, Day Habilitation,</p>

	<p>Supported Employment, and Transitional Work Services are limited to 50 hours in a calendar week. Participants living in the community should be able to have their needs met within the 50 hour limitation on the combination of Community Inclusion, Day Habilitation, Supported Employment, and Transitional Work Services. A participant whose needs exceed 50 hours a week will be evaluated by BAS to determine if the participant's health and welfare cannot be assured within the 50 hour limitation. If the participant's health and welfare cannot be assured, the Supports Coordinator will explore the following to ensure health and welfare:</p> <ul style="list-style-type: none">• Accessing additional natural supports (e.g., assistance of family or local community organizations);• Seeking services through non-waiver resources such as State Plan services or local community agencies; or• Accessing residential habilitation services.
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<p>Job Assessment and Finding</p>	<p>Job Assessment and Finding provides support necessary to obtain paid or volunteer work in the community by participants receiving waiver services, including job assessment and job development. Other services provide ongoing support to continue paid or volunteer work once it is obtained (Supported Employment for paid work and Community Inclusion for volunteer work). Job Assessment and Finding may be provided concurrent with Supported Employment or Community Inclusion if the participant wants to obtain a better job while continuing paid or unpaid work.</p> <p>Job Assessment and Finding has two components:</p> <p>Job Assessment: the provider identifies suitable employment based on a situational vocational assessment that includes:</p> <ul style="list-style-type: none">• Conducting a review of the participant's work history, interests, and skills that results in recommendations for employment and, if necessary, training;• Identifying jobs in the community that match the participant's interests, abilities, and skills; and• Situational assessments (job tryouts) to assess the participant's interest and aptitude in a particular type of job <p>Job Finding: assistance in identifying and securing a job that fits the participant's preferences and employer's needs, based on data obtained during the situational assessments. A successful outcome is defined as a permanent job placement where the participant has worked for at least 30 calendar days.</p> <p>If the participant receives Behavioral Specialist Services, this service includes implementation of the behavioral support plan and, if necessary, the crisis intervention plan. This service includes collecting and recording the data necessary to support review of the ISP and the behavioral support plan.</p> <p>Documentation is maintained in the file of each individual receiving this service to satisfy state assurances that the service does not include services which are otherwise available to the participant under the Rehabilitation Act of 1973, as amended, or Individuals with Disabilities Education and Improvement Act (IDEA).</p>
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<p>Transitional Work Services</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 employment. Transitional Work Services may not be provided in a facility subject to Title 55, Chapter 2380 or Chapter 2390 regulations. Transitional Work Services do not include Supported Employment services. Transitional work service options include: mobile work force, work station in industry, affirmative industry, and enclave. 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. 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. Affirmative Industry is operated as an integrated business, where disabled and non-disabled employees work together to carry out the job functions of the business. 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 and services provider's 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 Behavioral Specialist Services, this service includes implementation of the behavioral support plan and, if necessary, the crisis intervention plan. The service includes collecting and recording the data necessary to support review of the ISP and the behavioral support plan.</p> <p>Documentation is maintained in the file of each individual receiving this service to satisfy state assurances that the service does not include services which are otherwise available to the participant under the Rehabilitation Act of 1973, as amended, or Individuals with Disabilities Education and Improvement Act (IDEA). Transitional Work Services may not be provided at the same time that quarter hourly-reimbursed Respite, Day Habilitation, Community Inclusion, or Supported Employment service is provided.</p>
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	<p>Specify applicable (if any) limits on the amount, frequency, or duration of this service:</p> <p>Total combined hours for Community Inclusion, Day Habilitation, Supported Employment, and Transitional Work Services are limited to 50 hours in a calendar week. Participants living in the community should be able to have their needs met within the 50 hour limitation on the combination of Community Inclusion, Day Habilitation, Supported Employment, and Transitional Work Services. A participant whose needs exceed 50 hours a week will be evaluated by BAS to determine if the participant's health and welfare cannot be assured within the 50 hour limitation. If the participant's health and welfare cannot be assured, the Supports Coordinator will explore the following to ensure health and welfare:</p> <ul style="list-style-type: none">• Accessing additional natural supports (e.g., assistance of family or local community organizations);• Seeking services through non-waiver resources such as State Plan services or local community agencies; or• Accessing residential habilitation services.
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