

Addendum 108 Prevocational Services

The provision of contracted, authorized, and provided Prevocational Services shall be in compliance with the provisions of this agreement and the service description and requirements of this section.

Definition

Prevocational services is the provision of services intended to prepare an individual for paid or unpaid employment but which are not job task oriented. Services include teaching an individual such concepts as following directions, attending to tasks, task completion, problem solving, safety and mobility training.

Prevocational services may be provided to supplement, but may not duplicate services provided under vocational futures planning provided under the waiver. Transportation may be provided between the individual's place of residence and the site of the habilitation services or between habilitation sites (in cases where the individual receives habilitation services in more than one place) as a component part of habilitation services. The cost of this transportation is included in the rate paid to providers of the appropriate type of habilitation services.

Service Requirements

Lakeland Care District (LCD) members receiving prevocational services shall have an identified outcome that necessitates the provision of prevocational services.

Service Limitations/Exclusions

Prevocational services furnished under the waiver are not available under a program funded under section 110 of the Rehabilitation Act of 1973 or section 602(16) and (17) of the Individuals with Disabilities Education Act (20 U.S.C. 1401(16 and 17)).

Members with measured productivity higher than 50% of the industrial standard for their job may not start a program of Prevocational Services.

If, after receiving prevocational services, a member's productivity rises above 50% of the industrial standards for their job, the member may be permitted to continue to receive prevocational services only if the following conditions are met:

- The member receives a Supportive Employment assessment, or
- The Member, Provider, LCD care coordinator, and guardian review the provision of prevocational services and make an informed choice to forego community employment opportunities. This decision must be reviewed at least every six months and reaffirmed in writing.

Standards

Prevocational Services Plan

Minimally, a Prevocational Services Plan is required to address the following:

- Establish member's rate of pay and anticipated wages
- Describe general habilitation objectives and the specific activities the member will engage in
- Provide rationale as to why the member is not expected to join the general work force or participate in supportive employment within a year
- Address what the member needs to do to participate in supported employment

Services must be reviewed every six months to determine if progress is being made and if prevocational services remain appropriate.

Personnel

There shall be a direct service staff person or persons who shall possess skills and knowledge that typically would be acquired through:

- A course of study that would lead to a bachelor's degree in one of the human services, or
- A minimum of two years' experience in the work to be supervised.
- Staff or consultants knowledgeable in adapting or modifying equipment, and the application of special equipment for persons with disabilities shall be available as needed.

Staff to Member Ratio

Providers of prevocational services shall maintain the following staff ratios:

- There shall be at least 2 direct service staff for the first 15 people receiving prevocational services
- Ratio of staff to program participants shall reflect the needs of the individuals.

Program

Prevocational Services shall include remunerative work including supervision and instruction in work tasks and observance of safety principles.

- Work orientation shall be provided to encourage good work habits
- Tasks shall afford a work pace consistent with the member's potential
- The organization of work shall embody awareness of safe practices and of the importance of time and motion economy in relation to the needs of the individual.

Documentation

Prevocational Service Plans must include the following information and be updated at least every six months:

- Documentation of the member's rate of pay and wages
- Documentation indicating the intent of the program
- A description of services being provided
- A description of the specific prevocational activities the member will engage in
- Rationale as to why the member is not expected to participate in the general work force

LCD CM/RN may request a written report monthly. All reports must be attached with the invoice that is sent to LCD. If the report is not sent at least every six months or monthly (if requested), LCD will not pay the Provider until the report is submitted.

Billable Units

Providers should reference the *Rates and Service Codes* chart of the contract to determine the units indicated in this agreement. Units of Prevocational Services are billable for each day the member is authorized and attends Prevocational Services. Services are billable at contracted rates. Providers should use ½ day, full day, or hourly increments to bill LCD up to the authorized number of units for the member.

Prevocational Services are billable to a maximum of 8 hours per day. Providers billing for service units in excess of an 8 hour work day will only be reimbursed for 8 hours.

Providers of Prevocational Services are required to provide for all identified care needs during the provision of Prevocational programming and are specifically prohibited from billing for additional services during the provision of Prevocational Services.