



# **Employment Services Standards**

## **Group**

**Commission Approved: January 20, 2022**  
**Effective Date: July 1, 2022**

## EMPLOYMENT SERVICES - GROUP

The mission of the South Carolina Department of Disabilities and Special Needs (DDSN) is to assist people with disabilities and their families through choice in meeting needs, pursuing possibilities and achieving life goals; and minimize the occurrence and reduce the severity of disabilities through prevention. Consistent with the agency's mission, the intent of DDSN Employment Services - Group is to provide individuals with an Intellectual Disability or a Related Disability (ID/RD), Autism Spectrum Disorder (ASD), Traumatic Brain Injury (TBI), Spinal Cord Injury (SCI), and Similar Disability (SD) the supports needed in order for them to meet their needs, pursue possibilities and achieve their individual life and employment goals.

[DDSN Directive 700-07 DD](#): Employment First Approach to Provision of Services: While all of the DDSN Day Services (i.e., Career Preparation, Community Services, Day Activity and Support Center) and Employment Services (i.e., Individual and Group) can be provided in integrated community settings and can lead to meaningful outcomes, DDSN promotes employment outcomes (and individual employment in particular) as the most meaningful outcomes for adults of working age.

### **DEFINITIONS:**

Employment Services - Group are the ongoing supports to individuals who, because of their disabilities, need intensive on-going support to obtain and maintain an individual job in competitive or customized employment, or self-employment, in an integrated work setting in the general workforce for which an individual is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals without disabilities. Employment Services - Group are provided in group settings, such as mobile work crews or enclaves, and employees may be paid directly by the employer/business or by the Employment Services – Group provider.

Transportation will be provided from the individual's residence to the habilitation site when the service start time is before 12:00 Noon. Transportation will be available from the individual's habilitation site to their residence when the service start time is after 12:00 Noon.

Employment Services – Group is not a prerequisite for Employment Services – Individual.

Core Activities related to Employment Services-Group include:

- Communication
- Community Participation/Safety
- Coping Skills
- Health and Hygiene
- Interests /Preferences
- Mobility/Transportation
- Money Management
- Personal Responsibilities
- Pre-Employment
- Self-Esteem
- Strength/Abilities
- Self-Advocacy/Self-Determination
- Skills
- Socialization
- Supports

Competitive Integrated Employment is defined by the [Workforce Innovation and Opportunity Act \(WIOA\)](#) as work that:

- i. Is performed on a full-time or part-time basis (including self-employment) and for which an individual is compensated at a rate that:
  - A. Is not less than the higher of the rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the rate required under the applicable State or local minimum wage law for the place of employment;
  - B. Is not less than the customary rate paid by the employer for the same or similar work performed by other employees who are not individuals with disabilities and who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills; and
  - C. In the case of an individual who is self-employed, yields an income that is comparable to the income received by other individuals who are not individuals with disabilities and who are self-employed in similar occupations or on similar tasks and who have similar training, experience, and skills; and
  - D. Is eligible for the level of benefits provided to other employees; and
- ii. Is at a location:
  - A. Typically found in the community (a setting in the competitive labor market. Settings established specifically for the purpose of employing individuals with disabilities are not integrated settings because they are not in the competitive labor market.); and
  - B. Where the employee with a disability interacts for the purpose of performing the duties of the position with other employees within the particular work unit and the entire work site, and, as appropriate to the work performed, other persons (e.g., customers and vendors), who are not individuals with disabilities (not including supervisory personnel or individuals who are providing services to such employee) to the same extent that employees who are not individuals with disabilities and who are in comparable positions interact with these persons; and
- iii. Presents, as appropriate, opportunities for advancement that are similar to those for other employees who are not individuals with disabilities and who have similar positions.

Day Services: Day Services are services delivered in/or originating from a DDSN Licensed Day Facility. Day Services include Employment Services-Group, Career Preparation, Community Services, Day Activity and Support Center.

MODELS:

- Enclave: A small group of people who work under the supervision of an employee of the provider agency in a community business/industry that is not operated by a provider agency and alongside non-disabled employees to produce goods or services controlled by the

community business/industry (i.e., retail stocking/inventory/fulfillment at a specific business/industry etc.). The contractual relationship is typically between the business/industry and the provider agency, whereby the provider agency then pays the employee. It is acceptable for the business/industry to pay the individual directly if this best fits their business model; however, the provider agency continues to provide supervision and training for the employee. Enclaves must originate from a facility licensed by the state.

- Mobile Work Crew: A small group of people who work under the supervision of an employee of the provider agency as a self-contained business who typically move to different work sites by selling a service (i.e., landscape maintenance, power washing, restaurant/vending) to purchasers within the community. The contractual relationship is typically between the business/industry and the provider agency, whereby the provider agency then pays the employee. It is acceptable for the business/industry to pay the individual directly if this best fits their business model; however, the provider agency continues to provide supervision and training for the employee. Mobile Work Crews must originate from a facility licensed by the state.

### **ANTICIPATED OUTCOMES:**

Employment Services - Group provides skills and support for people who desire to work, but for whom competitive employment is currently not achievable. All people, regardless of their disabilities, should have the opportunity and support to achieve work. Employment Services - Group is an avenue whereby people with disabilities can engage in meaningful work, sustain a wage paid at or above minimum wage and contribute to society while receiving the support they need to be successful. Employment Services - Group provides the opportunity for individuals to gain skills, exposure and experience which focuses on their interest, strengths, preferences and abilities with the eventual outcome of competitive integrated employment. It is expected that Employment Services - Group be provided in a manner that promotes:

- Dignity and respect.
- Health, safety and well-being.
- Individual/family/legal guardian participation, choice, control and responsibility.
- Relationships with family and friends and community connections.
- Personal growth, meaningful experiences and individual satisfaction.
- Independence and community integration.

It is also expected that Employment Services - Group reflect the principles of DDSN and therefore services should:

- Be person centered.
- Be responsive, efficient, and accountable.
- Be individually focused, strengths-based, and results-oriented.
- Maximize potential based on an individual's interests, preferences and choices.
- Be based on best and promising practices.

<b>Standard</b>		<b>Guidance</b>
1	Employment Services - Group will be provided in accordance with all state and federal laws.	
2	When Employment Services - Group are provided, the services must originate from a facility licensed by DDSN as a Day Facility.	On site attendance at the licensed facility is not required to receive services that originate from the facility.  Please refer to <a href="#">DDSN Standards for Licensing Day Facilities</a> .
3	Employment Services - Group will be provided in accordance with applicable DDSN Directives, procedures and guidance.	
4	Employment Services - Group will only be provided by DDSN qualified Employment Services – Group providers.	
5	The Employment Services - Group provider must designate a Program Director who: <ul style="list-style-type: none"> <li>• Is at least 21 years of age.</li> <li>• Has at least a baccalaureate degree from an accredited college or university in the human services or related field and two (2) years of experience in administration or supervision in the human services field or has a master’s degree from an accredited college or university in the human services or related field and one (1) year of experience in administration or supervision in the human services field.</li> <li>• Has references from past employment.</li> </ul>	A Program Director may serve more than one program.
6	Staff/anyone contracted to provide direct support in Employment Services – Group: <ul style="list-style-type: none"> <li>• Is at least 18 years of age.</li> <li>• Has a valid high school diploma or its</li> </ul>	Competency in the following areas may be considered the equivalent to a high school diploma. Staff/anyone contracted to provide direct support must be able to: <ul style="list-style-type: none"> <li>a. Read and comprehend written instructions in English which may include health care information;</li> </ul>

	<b>Standard</b>	<b>Guidance</b>
	<p>certified equivalent.</p> <ul style="list-style-type: none"> <li>• Has references from past employment if the person has a work history.</li> <li>• Is capable of aiding in the activities of daily living and implementing the Group: Individual Plan of Supports for Employment (GIPSE) of each person for whom they are responsible.</li> <li>• And has a valid driver's license if duties require transportation of individuals.</li> </ul>	<p>b. Write and type information in English sufficient to communicate facts clearly and complete required documentation; and</p> <p>c. Communicate verbal or written information in English effectively to others.</p> <p>Documentation demonstrating competencies in items a – c must be maintained in the staff/or contracted employee's file.</p>
7	Staff/anyone contracted to provide direct support must meet requirements for criminal background checks.	Checks must be done in accordance with <a href="#">DDSN Directive 406-04-DD</a> : Criminal Record Checks and Reference Checks of Direct Caregivers
8	Staff/anyone contracted to provide direct support must pass an initial physical exam prior to working in the program.	Pass = No documentation in the physical exam report of conditions present that would jeopardize health and safety of individuals receiving services or staff/anyone contracted to provide direct supports ability to perform required duties.
9	Staff/anyone contracted to provide direct support must be screened for Tuberculosis (TB) in accordance with <a href="#">DDSN Directive 603-06-DD</a> .	Pass = no evidence of communicable disease. TB tests must meet requirements of <a href="#">DDSN Directive 603-06-DD</a> : Tuberculosis Screening.
10	Staff/anyone contracted to provide direct support must be trained and be deemed competent in accordance with DDSN Directives.	
11	There will be a staff development/in-service education program operated by each Employment Services – Group provider which requires all staff/anyone contracted to provide direct support to participate in and complete in-service education programs and staff development opportunities in accordance with DDSN Directives.	<p>Staff/anyone contracted to provide direct support must periodically be required to demonstrate continuing competency on the most critical information and skills taught in the curriculum. Providers have wide latitude in designing the format of such rechecks.</p> <p>Encouraging staff/anyone contracted to provide direct support commitment to continuing personal and professional development will expand the capacity to provide quality service and supports. Staff/anyone contracted to provide direct support/should routinely be exposed to information regarding training resources and opportunities. Supervisors should be working with staff to identify annual personal and professional goals.</p>

	Standard	Guidance
12	<p>Each Employment Services - Group provider will have written policies on:</p> <ul style="list-style-type: none"> <li>• Use of volunteers and substitutes.</li> <li>• Use of contracted employees if applicable.</li> <li>• Program evaluation.</li> <li>• Administration of medication.</li> <li>• Admission and discharge of participants.</li> <li>• Personnel practices.</li> <li>• Procedures to be followed when a participant is discovered to be missing.</li> <li>• Termination of participants from the program which include: <ul style="list-style-type: none"> <li>○ A list of reasons for dismissal.</li> <li>○ Methods of averting the termination.</li> <li>○ When consultation and concurrence with the Department prior to termination will be sought; and</li> </ul> </li> <li>• Keeping and managing a waiting list for those who are seeking entry into each service provided in the program that includes the frequency with which the list will be reviewed.</li> </ul>	
13	<p>Individuals receiving Employment Services - Group are free from abuse, neglect and exploitation.</p>	<p><a href="#">DDSN Directive 534-02 DD</a>: Procedures for Preventing and Reporting Abuse, Neglect, or Exploitation of People Receiving Services from DDSN or a Contracted Provider Agency</p>
14	<p>Individuals receiving Employment Services - Group are:</p> <ul style="list-style-type: none"> <li>• Informed of their rights;</li> <li>• Supported to learn about their rights;</li> </ul>	<p>Rights include Human rights, Constitutional rights and Civil rights:</p> <ul style="list-style-type: none"> <li>• Each individual's right to privacy, dignity and confidentiality in all aspects of life is recognized, respected and promoted.</li> </ul>

	Standard	Guidance
	<ul style="list-style-type: none"> <li>Supported to exercise their rights.</li> </ul>	<ul style="list-style-type: none"> <li>Personal freedoms are not restricted without due process.</li> <li>Individuals are expected to manage their own funds to the extent of their capability.</li> <li>Due process is upheld, including the Human Rights Committee review of restriction of personal freedoms.</li> <li>Individuals with limited knowledge and experience receive training and opportunities to explore their individual rights and the responsibilities that accompany them.</li> </ul>
15	<p>Employment Services - Group will only be provided to those who are authorized by a DDSN qualified Case Manager.</p> <p>Services provided in the absence of an authorization or in excess of the amount (units) authorized are <u>not</u> reimbursable.</p> <p>Individuals may be authorized a maximum of 520 Day Services units annually.</p>	<p>Case Management will provide the chosen Employment Services - Group provider with an authorization that, at a minimum, includes the following information:</p> <ul style="list-style-type: none"> <li>Individual's information: name, address, DOB, authorization date, Social Security number, Medicaid number (if applicable), name of court appointed legal guardian (if applicable), emergency contact information, and name with contact information of referring Case Manager and Case Management provider;</li> <li>Type of service authorized, number of authorized units, effective date of the authorization and the expiration date of the authorization; and</li> <li>A unit is considered 2-3 hours of service delivered in a calendar day. To receive 2 units of service per day, the first unit must 3 hours and the second unit must be a minimum of 2 hours, for a total of 5 hours of service.</li> </ul> <p>Additional information: critical and emergency information, relevant health/medical information, and care and supervision information;</p>
16	<p>Psychological evaluations are required. Adults shall be tested using a restrictive test of intelligence administered by a licensed or certified psychologist on program entry, re-entry or at age 22</p>	<p>For adults, at the time of program entry, a psychological evaluation that was completed at age 22 or is less than three (3) years old must be available for new program participants. In lieu of a psychological evaluation, a current (i.e., within one (1) year of</p>



	<b>Standard</b>	<b>Guidance</b>
	<p>whichever occurs first, unless there is a valid psychological evaluation completed within three (3) years of admission on record.</p>	<p>program entry) Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID) Level of Care (LOC) Determination that indicates the LOC criteria were met may be used. For example, if a 35-year old participant were entering the program on March 25, 2021 one of the following could be accepted:</p> <ul style="list-style-type: none"> <li>• A psychological evaluation completed when he/she was 22 in 2008 [on program entry, re-entry or at age 22 whichever occurs <u>first</u>];</li> <li>• One completed within the last three (3) years (2018-2021) [unless there is a valid psychological evaluation completed within three (3) years];</li> <li>• Or a current LOC Determination that is based on a psychological evaluation completed from 2008 and forward.</li> </ul>
17	<p>Individuals receiving Employment Services - Group are supported to make decisions and exercise choice regarding their work.</p>	<p>Decisions and choices made by the individual related to employment must be documented in the Comprehensive Vocational Service Assessment, Group: Individual Plan of Supports for Employment (GIPSE) and/or ISP/SC Group Employment Log.</p> <p>Individuals are encouraged to invite significant people of their choice to participate in their assessment and/or planning meeting(s).</p>
18	<p>Within 15 business days of receipt of the authorization, the Employment Services – Group provider will make available to the referring Case Manager:</p> <ul style="list-style-type: none"> <li>• Confirmation of acceptance into the service with start date;</li> <li>• Information that the individual will be placed on the provider’s waiting list; or</li> <li>• Information that the referral is being rejected with reason for rejection.</li> </ul>	<p>If the referral is rejected, an explanation must be documented and be available to the Case Manager.</p> <p>Determining an individual is not “ready” for employment should not be a reason for rejection of the referral. All individuals referred should be given the opportunity to try employment.</p>
19	<p>After acceptance into service, but prior to providing Employment Services - Group,</p>	<p>The Preliminary Plan must include essential information to ensure appropriate services and</p>

	<b>Standard</b>	<b>Guidance</b>
	<p>a Preliminary Plan must be developed that outlines the care, supervision and skills training/interventions to be provided.</p>	<p>supports are in place to assure health, safety, supervision and rights protection.</p> <p>It is suggested that Employment Services - Group provider secure information regarding legal guardianship and criminal history if applicable.</p>
20	<p>On the first day of attendance in Employment Services - Group, the Preliminary Plan must be implemented.</p>	<p>Preliminary Plan is to be implemented on the first day of attendance in Employment Services - Group. When assessments are completed and training needs/priorities have been identified, the Group: Individual Plan of Support for Employment (GIPSE) will be completed and will replace the Preliminary Plan.</p>
21	<p>Within 30 calendar days of the first day of attendance and every 365 days thereafter, the Comprehensive Vocational Service Assessment (CVSA) will be completed and available in Therap. The assessment that identifies the abilities/strengths, interests/preferences and needs/supports of the person in the following areas:</p> <ul style="list-style-type: none"> <li>• Self-advocacy/self-determination</li> <li>• Self-esteem</li> <li>• Coping skills</li> <li>• Personal responsibility</li> <li>• Personal health and hygiene</li> <li>• Socialization</li> <li>• Community participation</li> <li>• Mobility and transportation</li> <li>• Community safety</li> <li>• Money management</li> <li>• Pre-employment</li> <li>• Job search</li> <li>• Communication</li> <li>• Skills</li> <li>• Supports</li> </ul>	<p>At a minimum, assessments must be completed every 365 days.</p> <p>The annual assessment must reflect that the Employment Services - Group being provided maximizes the abilities/strengths, interests/preferences and identifies needs/supports of the individual.</p> <p>Comments that have been documented in the Individual's ISP from the previous year should be utilized when completing the annual CVSA to document any progress made toward their goals, preferences expressed and needed supports. Upon completion, the CVSA will be attached to the Individual Home Page in Therap.</p>

	<b>Standard</b>	<b>Guidance</b>
22	<p>Based on the results of the Comprehensive Vocational Service Assessment, within 30 calendar days of the first day of attendance and every 365 days thereafter, a Group: Individual Plan of Supports for Employment (GIPSE) is developed by the Program Director or his/her designee with participation from the individual and/or his/her legal guardian (if applicable).</p>	<p>At a minimum, the Group: Individual Plan of Supports for Employment (GIPSE) must be completed every 365 days.</p> <p>The ISP: SC Group Employment Log is designed to provide an ongoing account of activities demonstrating progression toward the individual's Employment Goal(s).</p> <p>Individuals are encouraged to invite significant people of their choice to participate in their assessment and/or planning meeting(s).</p> <p><a href="#">Centers for Medicare/Medicaid Services (CMS) Home and Community Based Services Rule:</a></p> <p>A person-centered service plan will assist the individual in achieving personally defined outcomes in the most integrated community setting, ensure delivery of services in a manner that reflects personal preferences and choices and contribute to the assurance of health and welfare.</p>
23	<p>The plan must include:</p> <ul style="list-style-type: none"> <li>• The Employment Goal(s) specific to the individual, based on their interests, preferences, strengths, and experience, with the eventual outcome of sustained independent competitive integrated employment at a job that meets the individual's personal and career goals.</li> <li>• A description of goal(s)/activities identified to support the employment outcome.</li> <li>• Type and frequency of supervision needed based on assessment.</li> <li>• Emergency contact information.</li> <li>• Relevant medical information.</li> <li>• Any information necessary to support the person in an employment setting.</li> </ul>	<p>Goal(s) /activities must focus on the individual's abilities/strengths, interests/preferences, and needs/supports with the eventual outcome of independent competitive integrated employment.</p> <p>Coaching strategies should be provided at the employment site and may include the use of job duty, task analyses, assistive technology, natural supports, prompting procedures and reinforcement and self-management procedures. These goal(s) /activities are provided in the least intrusive method of support.</p> <p><a href="#">DDSN Directive 510-01 DD:</a> Supervision of People Receiving Services:</p> <p>Services provided shall include the provision of any interventions and supervision needed by the individual which include dining/eating.</p> <p>The supervision to be provided must be based on assessed needs.</p> <p>Supervision must encompass any time outside of the actual unit time when the individual is present and supervision is needed.</p>

	Standard	Guidance
		<p>All critical and emergency information for this individual must be documented in the plan.</p> <p>Medications taken by the individual must be listed and any assistance of medicating must be documented (self-medicate or assisted medicate).</p> <p>All specific instructions concerning individual reactions, side effects or restrictions to medicine must be documented in the Group Individual Plan of Supports for Employment (GIPSE), and the IPS: SC Group Employment Log and must be available in Therap for review.</p> <p><a href="#">DDSN Directive 603-13-DD</a>: Medication Technician Certification, must be completed for the selected, unlicensed, healthcare personnel who provide medications to those receiving Day Services.</p>
24	<p>The goal(s)/activities in the plan must support the provision of Employment Services - Group as defined in these standards.</p>	<p>Goal(s)/activities designed to prepare individuals for competitive integrated employment may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Interviewing skills training,</li> <li>• Exposure/exploration activities (Community Based Assessments) conducted in competitive, integrated and natural settings. (For example, assessment of skills in bagging groceries should be done in a business where groceries are bagged, not in a non-employer, simulated setting.)</li> <li>• Computer skills training, and</li> <li>• Skills training/classes conducted in individual or group settings that may include: <ul style="list-style-type: none"> <li>○ Communication</li> <li>○ Community participation/safety</li> <li>○ Coping skills</li> <li>○ Health and hygiene</li> <li>○ Interests and preferences</li> <li>○ Mobility and transportation</li> <li>○ Money management</li> <li>○ Personal responsibility</li> <li>○ Self-esteem, strengths and abilities</li> <li>○ Self-advocacy/self-determination</li> <li>○ Skills</li> <li>○ Socialization</li> </ul> </li> </ul>

Standard		Guidance
		Community Based Assessments are utilized to assess and provide information on the individual's aptitudes, abilities, behaviors and preferences to determine if a specific employment opportunity would be an appropriate match.
25	As soon as the plan is developed, it must be implemented.	
26	<p>For each group employment work site at which the individual begins working, details regarding this job must be documented to include:</p> <ul style="list-style-type: none"> <li>• Start date.</li> <li>• Work site.</li> <li>• Paid by.</li> <li>• Location (address).</li> <li>• Wage.</li> <li>• Hours per week (schedule).</li> <li>• Wage reporting responsibility.</li> <li>• If/when the job ends, the end date and reason.</li> </ul>	A Record of Employment must be completed in the GISPE to reflect the employer and type of work being performed at the worksite (i.e., manufacturing, landscaping, dining hall, recycling, etc.).
27	Upon work site placement, if the individual receives Social Security benefits or other government assistance, a plan for reporting wages to the appropriate agency(s) must be documented to ensure the best interests of the individual are served.	<p>Documentation must be completed on the Record of Employment in the GIPSE.</p> <p>Examples of assistance provided in the management of monies may include:</p> <ul style="list-style-type: none"> <li>• Ensuring wages are reported to SSA, SNAP, HUD, Section 8, and any other government agency (if applicable);</li> <li>• Annual income taxes; and/or</li> <li>• Other earned income related responsibilities.</li> </ul>
28	<p>Documentation of goals(s)/activities must support the implementation of the plan for each unit of service reported.</p> <p>Documentation of goal(s) and activities is to be completed on the Therap IPS: SC Group Employment Log.</p>	A written description of the service identifying the objectives/activities and the training and supports that were provided, the date these were provided and signature of the staff/person providing the service must be documented in the ISP/SC Group Employment Log.

	Standard	Guidance
	<ul style="list-style-type: none"> <li>• The date of service provision; begin time/end time of service provision (exact times); and</li> <li>• A detailed description noted in the comments section of the activity/training/supports provided.</li> <li>• Documentation is required to justify all units reported and must be entered at a minimum within seven (7) calendar days of the activity date. At the end of the month, all documentation must be entered by the fifth (5th) business day of the following month to support service utilization.</li> </ul>	<p>For each unit of service reported, documentation must be present to show the activities/training/supports received on the day the service was provided.</p> <p>Documentation for more than one (1) unit provided during a day can be completed within the same narrative by noting first unit: narrative; second unit: narrative.</p> <p>**The Employment Services – Group ISP may not meet the documentation needs of those receiving ICF/IID services.</p>
29	<p>Documentation must be:</p> <ul style="list-style-type: none"> <li>• True and accurate;</li> <li>• Complete;</li> <li>• Logically sequenced;</li> <li>• Typed or handwritten in permanent dark ink; and</li> <li>• Dated and signed by the person making the entry.</li> </ul>	<p>Electronic entries, initials and/or signatures on the ISP: SC Group Employment Log are sufficient.</p> <p>In extenuating circumstances when there are technical difficulties, documentation must be secured and entered into Therap when available.</p>
30	<p>At least monthly, the plan is monitored by the Program Director or his/her designee to determine its effectiveness.</p>	<p>The Program Director or his/her designee will monitor the plan monthly by review of the ISP: SC Group Employment Log as evidenced by either:</p> <ul style="list-style-type: none"> <li>• An electronic copy of the signed “Clinician Report” saved in Therap or,</li> <li>• A non-billable monthly entry made by the Program Director or his/her designee in each individual’s ISP: SC Group Employment Log noting progress and/or recommendations.</li> </ul> <p>When monitoring the individual’s goal(s), their satisfaction with their progress/outcomes must be considered.</p>

Standard		Guidance
		<p>Lack of participation/progress after three (3) months should result in a review of the individual's goals. Career Preparation Services can be considered at this time to re-evaluate an individual's employment goals, skills and abilities.</p> <p>Electronic entries, initials and/or signatures in Therap are sufficient.</p>
31	<p>The Program Director or his/her designee must ensure that all billable units of Employment Services – Group are entered into the Day Supports Attendance Log by the fifth (5) business day of the following month.</p>	<p>The Day Supports Attendance Log (DSAL) is located on the DDSN Application Portal.</p> <p>Failure to enter units of service delivered within by the established deadline may result in nonpayment.</p> <p><b>**This may need to be updated due to THERAP billing.</b></p>
32	<p>The plan is amended when changes to the plan are requested or necessary with participation from the individual and/or his/her legal guardian (if applicable).</p>	<p>Changes may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Goal(s)/activities are no longer appropriate;</li> <li>• Goal(s)/activities no longer support progress, and/or</li> <li>• The individual's employment goal(s) or life situation has changed.</li> </ul> <p>Amendments are documented on the ISP: SC Group Employment Log with notation of the individual's and/or his/her legal guardian's participation and agreement (if applicable).</p>
33	<p>If termination of Employment Services – Group is being considered, an exit interview is conducted to discuss termination.</p> <p>The results of the exit interview are documented and must be made available to the individual's Case Manager within five (5) business days of the interview.</p>	<p>An exit interview is conducted when an individual no longer wants the service, relocates, chooses another Employment Services - Group provider for supports, is admitted to a nursing home, moves into a correctional facility, or refuses to cooperate with the terms listed in the Partnership Agreement - Terms and Conditions. An exit interview must be conducted prior to termination of Employment Services – Group which includes notation of the reason for termination and includes the individual's signature. If an exit interview and/or signature is not possible, notation on the exit interview form must be made explaining the need to terminate service and the reason an interview/signature is not possible.</p>

	<b>Standard</b>	<b>Guidance</b>
34	<p>A record shall be maintained in Therap for each individual which contains, at a minimum, the items listed below:</p> <ul style="list-style-type: none"> <li>• Comprehensive Vocational Service Assessment (CVSA);</li> <li>• Group: Individual Plan of Supports for Employment (GIPSE);</li> <li>• Record of Employment;</li> <li>• ISP: SC Group Employment Log that supports the provision of Employment Services - Group;</li> <li>• Documentation and entries shall be completed by the individual providing the service, the Day Director or their designee.</li> </ul> <p>A record shall be maintained for each individual which contains, at a minimum, the items listed below:</p> <ul style="list-style-type: none"> <li>• Record of unusual behavior incidents which are recorded at the time of occurrence;</li> <li>• Report of a medical examination which was performed not more than 12 months prior to admission;</li> <li>• Report of psychological evaluation(s) as required by these standards;</li> <li>• Record of illness and accidents;</li> <li>• Authorization for emergency medical service and medication administration; and</li> <li>• Record of critical incidents.</li> </ul>	<p>Records, either electronic in Therap as specified or on paper, shall be maintained for each individual. Record of illnesses and accidents will be maintained for those accidents that occur during service provision and for illnesses made known to the Employment Services - Group provider.</p> <p>All documents and entries shall be legible, dated, and signed by the staff making the entry. If symbols are used, explanatory legends must be provided.</p> <p>All employment documentation [Comprehensive Vocational Service Assessment, Group: Individual Plan of Support for Employment (GIPSE)], should be attached to the Individual Home Page. The ISP: SC Group Employment Log and all documentation must be available in Therap.</p>
35	<p>Any evidence of illness or injury shall be documented in the participant's record and action shall be taken to obtain necessary medical treatment of the individual and to safeguard others from contagion.</p>	



	<b>Standard</b>	<b>Guidance</b>
36	Reporting requirements are performed per DDSN policies and Directives.	Including, but not limited to: <ul style="list-style-type: none"> <li>• <a href="#">DDSN Directive 100-09 DD</a>: Critical Incident Reporting</li> <li>• <a href="#">DDSN Directive 505-02 DD</a>: Death or Impending Death of Persons Receiving Services from DDSN</li> <li>• <a href="#">DDSN Directive 534-02 DD</a>: Procedures for Preventing and Reporting Abuse, Neglect, or Exploitation of People Receiving Services from DDSN or a Contracted Service Provider</li> </ul>