



**PART 6-A**

**PATHWAYS TO EMPLOYMENT**

**Summary of Changes**

Please review the attached service specification carefully for all changes.

The following service specification has been revised for clarity, consistency with relevant policy, and conformity with all service specifications.

This service is a new service that combines components of the previous services Career Preparation and Readiness and Transition to Employment. It also includes additional components to support Members to explore career interests and abilities and develop employment plans. Members who previously used Career Preparation and Readiness and Transition to Employment will transition to this service. This service has also been revised to include requirements related to complying with the Department's quality monitoring.

The Department is considering outcome payments for this service. Please provide input on measurable Outcomes that should be considered for outcome payments.

DRAFT FOR PUBLIC COMMENT

**PART 6-A**

**PATHWAYS TO EMPLOYMENT**

**Service Description, Outcomes, and Goals**

Service Description

Pathway to Employment is a time-limited service designed to help the Member gain and maintain competitive integrated employment. Options available in this service will help the Member.

- Learn the skills necessary to increase the likelihood of employment.
- Determine their interests in being competitively employed, providing experiences and opportunities to be competitively employed to identify the types of jobs they might be interested in or excel at.
- Participate in a variety of work experience in order to make an informed decision regarding interests/preferences and to understand skills needed to secure preferred jobs.
- Achieve planning Outcomes or vision for employment and revise as needed.
- Participate in work activities that support the Member on their pathway to employment.
- Provide flexible support as needed while the Member experiments with employment.

Members want to be employed and have meaningful careers. Consistent with Employment First! the Department expects Members to consider competitive integrated employment as the first option for day services. This service is designed for Members with all skill levels and abilities to access the options in such a way that meets the Member's preferences, goals, and needs for employment.

Options available as part of the Pathway to Employment service are designed to be customizable, individualized, flexible, and Person-centered so that each Member can develop their own pathway to employment based on their goals as written in their Planning Document.

Outcomes

1. Members using this service gain skills and explore interests to obtain meaningful, competitive integrated employment based on their abilities, interests, and personal goals regardless of their journey along the employment pathway.

Goals:

1. To support Members, in accordance with their Planning Document and vision, to receive instruction and to develop abilities, skills, and behaviors that will enable them to realize their employment aspirations most fully.

- 38 2. To support Members, in accordance with their Planning Document and vision for  
39 employment, to assess and explore their interests and aptitudes for work and  
40 their work possibilities.
- 41 3. To support Members, in accordance with their Planning Document and vision for  
42 employment, to assess and experiment with different job types including  
43 opportunities for unpaid work exploration and job shadowing experiences so that  
44 a good employment match can be made.

45 Objectives

46 The Qualified Vendor Shall ensure that the following objectives are met:

- 47 1. As applicable to the Member's employment, identify and respect the Member's  
48 cultural, racial, or ethnic, linguistic, sexual orientation, and spiritual needs. The  
49 Member will receive support aligned with these needs (e.g., work schedules that  
50 permit Members to express their religion or religious values, training about sexual  
51 harassment or discrimination).
- 52 2. Provide services according to Member's preferences and needs, and in a  
53 manner that recognizes their strengths and promotes independence.
- 54 3. As applicable to the Member's employment, offer support that is appropriate for  
55 the Member's age and that addresses typical life experiences. This May include  
56 connecting the Member to a job that is appropriate for their age (e.g., summer  
57 jobs for youth, jobs that support transition into retirement) and their employment  
58 expectations (e.g., work schedules that promote parenting or other caregiving  
59 duties, work environments that allow for developing friendships with co-workers).
- 60 4. According to their Planning Document, support the Member in one of the  
61 following components of this service.
  - 62 a. Employment Skill Development - This is a flexible service focused to  
63 support the Member to gain skills necessary for employment. Qualified  
64 Vendors provide instruction for Members approved by the Department.
    - 65 i. The plan of instruction focuses on critical employment-related skill  
66 areas that May include, but are not limited, to:
      - 67 1. Assessing learning style;
      - 68 2. Identifying likes, dislikes, and interests;
      - 69 3. Learning about careers of interest and the related  
70 requirements;
      - 71 4. Creating a resume;
      - 72 5. Applying for a job;
      - 73 6. Enhancing self-determination;
      - 74 7. Developing community safety skills;
      - 75 8. Developing positive work behaviors;



- 76 9. Dressing for success;
- 77 10. Following the rules;
- 78 11. Getting along with your supervisor;
- 79 12. Getting along with your co-workers;
- 80 13. Responding to and resolving conflict at work;
- 81 14. Getting to work;
- 82 15. Receiving and using your paycheck; and
- 83 16. Understanding the impact of income on disability benefits.
- 84 ii. The Qualified Vendor will document the Member's progress in their
- 85 instruction and identify strategies to support the Member to develop
- 86 the identified employment skills in a timely manner.
- 87 iii. The Qualified Vendor will report progress to the Member at least
- 88 quarterly.
- 89 iv. Once this service component is complete, the Planning Team next
- 90 steps.
- 91 b. Assessment Exploring Job Possibilities and Skills - This is a time limited
- 92 service designed to assess Members and help them make an informed
- 93 decision as to if and where they want to pursue competitive integrated
- 94 employment. The Member receives observation and assessment of their
- 95 interpersonal skills, work habits and vocational skills through practical
- 96 experiential, community integrated volunteer experiences and/or paid
- 97 individualized, integrated work experiences that are uniquely arranged and
- 98 specifically related to the interests, preferences and transferable skills of
- 99 the job seeker as established through exploration or a similar process.
- 100 This service will help to determine Member's aptitudes and interests for
- 101 employment, when Members are interested in competitive integrated
- 102 employment or self-employment but require more information about:
- 103 i. Strongest interests toward one or more specific aspects of the labor
- 104 market;
- 105 ii. Skills, strengths, and other contributions likely to be valuable to
- 106 employers or valuable to the community if offered through self-
- 107 employment; and
- 108 iii. Conditions necessary for successful employment or self-
- 109 employment.
- 110 iv. This component supports Members with the following activities:
- 111 1. Activities to identify a Member's specific interests and
- 112 aptitudes for paid work, including experience and skills
- 113 transferable to competitive integrated employment or self-
- 114 employment;



- 115  
116  
117  
118  
119  
120  
121  
122
2. Exploration of individualized competitive integrated employment or self-employment opportunities in the local area that are specifically related to the Members' identified interests, experiences and/or skills through four to five uniquely arranged business tours, informational interviews and/or job shadows, uniquely selected based on the Member's individual interests, aptitudes, experiences, and skills most transferable to employment;
- 123  
124  
125  
126  
127  
128  
129
3. Observation of Member in familiar places and activities, interviews with family, friends and others who know the Member well, observation of the Member in an unfamiliar place and activity, identification of the Member's strong interests and existing strengths and skills that are transferable to competitive integrated employment or self-employment;
- 130  
131  
132  
133  
134  
135
4. A comparison of the actual performance of the Member being assessed with core job competencies and duties required of a skilled worker to further determine the work competencies and skills needed by the Member to be successful in environments similar to where the experience is taking place.
- 136  
137  
138
5. Identification of conditions for success based on experience shared by the Member and others who know the Member well, and observation of the Member during this process.
- 139  
140  
141  
142  
143  
144
6. This assessment is used to provide the Member and their team with practical considerations and areas for improvement to support the Member to gain entry into employment. This assessment May also be used to determine support levels needed for employment or to inform an individual plan for employment.
- 145  
146
7. The assessment is provided to the Member and their Planning Team so that the next step can be identified.
- 147 v. The Qualified Vendor will report on the progress with input from the  
148 Member that can be shared with the Planning Team to help  
149 determine next steps and submit with quarterly reports.
- 150 5. Support the Member with activities that they, or their Responsible Person, have  
151 decided they need help with or that are documented in their Planning Document  
152 such as:
- 153 a. Offering specific teaching strategies to achieve identified Outcomes;
- 154 b. Providing for personal care needs;
- 155 c. Providing general supervision;

- 156 d. Providing transportation necessary to support service components (e.g., to  
157 visit job sites);
- 158 e. Participating with the Member's Planning Team in making a  
159 recommendation for referral to Vocational Rehabilitation for a progressive  
160 move to competitive employment.
- 161 f. Participating with the Member's Planning Team in making a  
162 recommendation for a progressive move to integrated employment, such  
163 as Group Supported Employment; and
- 164 g. Providing the Member support during the Rehabilitation  
165 Services/Vocational Rehabilitation process, including provision of relevant  
166 referral information, participation with the Member during the development  
167 of their Individual Plan for Employment, and other contacts as needed to  
168 support the outcome of competitive job placement.
- 169 6. Refer any identified issues or concerns related to group homes, health care  
170 providers, school services and Vocational Rehabilitation to the support  
171 coordinator in order to coordinate services to best meet the Member's needs.
- 172 7. Identify and refer to the Support Coordinator issues that require social  
173 intervention (e.g., food insecurity, unsafe housing, needed interventions or  
174 medical care, neglect, abuse).

**Service Requirements and Limitations**

- 175 1. This service Shall only be provided:
  - 176 a. To Members who have employment-related Outcomes identified in their  
177 Planning Document;
  - 178 b. For a maximum of four (4) hours a day for Members in high school while  
179 school is in session and for up to eight (8) hours a day when school is not  
180 in session (i.e., summers and holidays);
  - 181 c. With Members who are eighteen (18) years of age or older or with  
182 parental consent for Members who are sixteen (16) or seventeen (17)  
183 years of age. The Qualified Vendor Shall make the consent available to  
184 the Department upon request; or
  - 185 d. In a Qualified Vendor owned or leased setting or community settings.
- 186 2. This service Shall not be provided:
  - 187 a. In the same room as a Day Treatment and Habilitation program. If the  
188 service setting is co-located in a facility which also provides other  
189 services, DSPs delivering Pathways to Employment services, Shall not  
190 deliver any other services.
  - 191 b. In a group home, nursing supported group home, enhanced behavioral  
192 group home, or a developmental home;
  - 193 c. When the Member is hospitalized;
  - 194

- 195 d. To Members living in skilled nursing facilities, non-state operated  
196 Intermediate Care Facilities (ICFs), or Level I and Level II behavioral  
197 health facilities; or
- 198 e. In a ratio exceeding one (1) DSP to four (4) Members (1:4). It is  
199 anticipated that all Members receiving the service May need intermittent  
200 one-to-one (1:1) assistance/supervision to meet individual needs.
- 201 f. Concurrently with another service; however, a Member May receive  
202 different services at different times within a given day or different services  
203 on different DAYS of the week.
- 204 3. This service May or May not include remunerative work.
- 205 4. A Member May not use this service for more than two (2) years. The Member's  
206 progress in this service will be reviewed by the Department's District Employment  
207 Services Specialist for consideration for continued enrollment in the service  
208 beyond the two years. Continued enrollment requires the approval of the  
209 Department's District Program Manager or designee.
- 210 5. Members who use this service, Must at their annual planning meeting or upon  
211 completion of each component, assess with their Support Coordinator whether:
- 212 a. The service is still applicable for the Member, meeting their needs, and  
213 advancing their employment Outcomes or vision and opportunities;
- 214 b. The Member's employment needs could be better supported, or  
215 additionally coordinated, through other programs, such as school or with a  
216 referral to Vocational Rehabilitation for employment services.
- 217 c. The Member's needs could be met in other ways, such as through Natural  
218 Supports; independent volunteer experiences, technology, or adaptive  
219 equipment; or
- 220 d. The Member Should participate in other employment services, such Group  
221 Supported Employment.
- 222 6. Qualified Vendors Must cooperate and collaborate with the Department's quality  
223 monitoring.

224 **Staff or Qualified Vendor Training and Qualifications**

- 225 1. The Qualified Vendor Shall comply with all minimal training requirements  
226 specified in the QVA and applicable administrative rules, including:
- 227 a. Cardiopulmonary Resuscitation (CPR) and First Aid provided or  
228 sponsored by a Nationally recognized organization, occurring in-person for  
229 the participant to demonstrate learned skills such as chest compressions  
230 and first aid. CPR and first aid certification Must be maintained;
- 231 b. Article 9, Managing Inappropriate Behaviors by instructors certified by the  
232 Department and following the Department's training and testing  
233 guidelines;



- 234 c. Specific training indicated in the Member's Planning Document or as  
235 requested by the Member or Responsible Person, and/or the Department;
- 236 d. Training on Client Intervention Techniques (also known as Prevention and  
237 Support Training) by an instructor certified by the Department;
- 238 e. Training on the needs of the specific Member served and the operations of  
239 the Qualified Vendor's program;
- 240 f. Additional skills needed to address the special or extraordinary needs of  
241 the Member as required by the Member's Planning Document; and
- 242 g. Additional training required by the Department.
- 243 2. The Qualified Vendor Shall ensure that DSPs are trained in developing and  
244 teaching the employment-related skills identified in the Service Objectives  
245 section listed above. Staff Shall have knowledge of:
- 246 a. Effective transition to employment practices;
- 247 b. Career and vocational assessment approaches;
- 248 c. Approaches for identifying vocational interests and preferences;
- 249 d. Job seeking and job retention skills identified by employers as essential  
250 for employment;
- 251 e. Methods for providing work-based skill development;
- 252 f. Linking training and instruction to employment-related Outcomes; and
- 253 g. Strategies for increasing knowledge of the Member and the Member's  
254 Responsible Person about transition to employment-related issues,  
255 including impact on the Member's receipt of State and federal benefits.
- 256 3. The Qualified Vendor and/or appropriate staff will attend administrative meetings,  
257 orientation, and various training required by the Department.
- 258 4. The Qualified Vendor Shall maintain Records documenting training for all DSPs  
259 and make training and Records available upon request by the Department.

260 **Rate Basis**

- 261 1. The Qualified Vendor will bill according to the Department's Policies and  
262 Procedures.