

A. **Supported Employment Services**

Supported Employment consists of intensive, ongoing supports that enable participants, for whom competitive employment at or above the minimum wage is unlikely absent the provision of supports, and who because of their disabilities, need supports to perform in a regular work setting. Supported employment may include assisting the participant to locate a job or develop a job on behalf of the participant. Supported employment is conducted in a variety of settings, particularly work sites where persons without disabilities are employed. Supported Employment includes activities needed to sustain paid work by participants, including supervision and training. When supported employment services are provided at a work site where persons without disabilities are employed, payment is made only for adaptations; supervision and training required by participants receiving waiver services as a result of their disabilities but does not include payment for supervisory activities rendered as a normal part of the business setting. Supported employment does not include sheltered work or similar types of vocational services furnished in specialized facilities. Supported employment services may be furnished to participants who are paid at a rate more than minimum wage, provided that the participant requires supported employment services in order to sustain employment. Supported employment services may be furnished by a co-worker or other job-site personnel provided that the services which are furnished are not part of the normal duties of the co-worker or other personnel and those individuals meet the pertinent qualifications for providers of the service. Supported employment may include services and supports that assist the participant in achieving self-employment through the operation of a business. However, Medicaid funds may not be used to defray the expenses associated with starting up or operating a business. This service may be self-directed. This service is limited to no more than 8 hours per day.

*The Department recognizes that individuals may wish to develop own business and based on the amount of supports needed to pursue this goal may fall under Individual placement (ISE) or Individualized Day (IDV).

1. **Individual placement (ISE):** A supported employment placement strategy in which an employment specialist (job coach) places a participant into competitive employment through a job discover process, provides training and support, and then gradually reduces time and assistance at the worksite. This service option may also include development and on-going support for self-employment by the participant. This assistance consists of: (a) assisting the participant to identify potential business opportunities; (b) assisting the participant in the development of a business plan, including potential sources of business financing and other assistance in developing and launching a business; (c) identification of the supports that are necessary in order for the participant to operate the business; and, (d) ongoing assistance, counseling and guidance once the business has been launched.
2. **Group Supported Employment (GSE):** a) A supported employment situation in a competitive employment environment in which a group of

participants with disabilities are working at a particular work setting. The participants may be disbursed throughout the company and among workers without disabilities or congregated as a group in one part of the business; or b) Mobile Work Crew: A group of participants who perform work in a variety of locations and travels to a number of worksites during the day under the continuous supervision of an employment specialist (job coach/supervisor).

3. **Small Business Enterprise (SBE):** A small scale enterprise that is a privately operated business with a limited number of disabled employees (no more than 8 individuals). The SBE must be in a community setting in which other competitive businesses operate. SBE's with one quarter (1/4) or less of its workforce comprised of non-disabled individuals must demonstrate participants have daily interactions with the general public in performance of 50% or more of their work assignment. SBE's with 3 or less workers whose employer of record is a DDS participant or a non-related community member must demonstrate participants have daily interactions with the general public in performance of 25% of their work assignment unless prior approval is received by the Director of the Operations Center. This assistance consists of: (a) assisting the participant to identify potential career opportunities; (b) identification of the supports that are necessary in order for the participant to acquire skills for competitive employment at or above minimum wage; (c) supervision and training. Medicaid funds may not be used to defray the expenses associated with starting up or operating a business.

B. Pre-vocational Services

Pre-vocational Service consists of supports delivered for the purpose of furthering habilitation goals such as attendance, task completion, problem solving, interpersonal relations and safety, as outlined in the Participant's person-centered services and supports plan. Pre-vocational services should be designed to create a path to integrated community based employment for which a Participant 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. This service is limited to no more than 8 hours per day.

1. **Prevocational Enclave (PRE):** A small group of approximately five to eight individuals who work as a team at a single work-site in a specialized non-community based facility or a setting in which other competitive businesses may operate. Prevocational enclaves are distinguished by their continuous, individualized job and social skills training provided to the participants. There may be limited opportunities for integration with non-disabled workers at the site. The opportunities for integration percentage of daily interactions with the general public will be phased in over a two year period. The first year of the transition, prevocational enclaves will be

defined as having limited daily interactions with the general public in performance of less than 30% of their work assignment. The second year, prevocational enclaves will be defined as having limited daily interactions with the general public in performance of less than 40% of their work assignment. Effective as of July 1, 2018 prevocational enclaves have limited daily interactions with the general public in performance of less than 50% of their work assignment. This assistance consists of: (a) assisting the participant to identify potential career opportunities; (b) identification of the supports that are necessary in order for the participant to acquire skills for competitive employment at or above minimum wage; (c) supervision and training.

2. **Prevocational (PRE).** Supports provided to Participants in a facility that is not integrated with the general workforce, where the Participant is supervised in producing goods or performing services to third parties. A Participant is paid at a wage that is commensurate with workers who do not have a disability for essentially the same type, quality, and quantity of work in accordance with the regulations of the Connecticut Department of Labor and U.S. Department of Labor.

C. **Individualized Day Supports**

Services and supports provided to individuals tailored to their specific personal outcomes related to the acquisition, improvement and/or retention of skills and abilities to prepare and support an individual for work and/or community participation and/or meaningful retirement activities, or for an individual who has their own business, and could not do so without this direct support. This service is not provided in or from a facility-based program. This service may be self-directed or provided by a qualified agency. This service is limited to no more than 8 hours per day.

1. **Individualized Day Support Vocational (IDV).** Support to a Participant tailored to his/her specific personal outcomes related to the acquisition, improvement, and/or retention of skills and abilities to prepare and support a Participant for work or for a Participant who has their own business, and could not do so without this direct support. Vocation individualized day supports cannot be provided in or from a facility-based day program
2. **Individualized Day Support Non-vocation (IDN).** Support to a Participant tailored to his/her specific personal outcomes related to the acquisition, improvement, and/or retention of skills and abilities to prepare and support a Participant for community participation and/or meaningful retirement activities. Non-vocational individualized day supports cannot be provided in or from a facility-based day program. Individualized Day Retirement program may be provided in the home in accordance with the Participant's individual plan.

D.

Community Based Day Supports

Services and supports leading to the acquisition, improvement and/or retention of skills and abilities to prepare an individual for work and/or community participation, or support meaningful socialization, leisure and retirement activities. This service is provided by a qualified provider in a facility-based program or appropriate community locations. Transportation to and from home is included as part of this waiver service. The agency rate is adjusted for transportation costs based on mileage and type of vehicle required. This service may not be provided at the same time as Individualized Day Supports, Supported Employment, Adult Day Health or Respite. This service is limited to no more than 8 hours per day

1. **Day Support Options (DSO)** . Supports provided to Participants that lead to the acquisition, improvement, and/or retention of skills and abilities to prepare a Participant for work and/or community participation, or support meaningful socialization, leisure, and retirement activities. Supports include the development, maintenance or enhancement of independent functioning skills including but not limited to sensory-motor, cognition, personal grooming, hygiene, toileting, assistance in developing and maintaining friendships of choice and skills to use in daily interactions; the development of work skills; opportunities to earn money; opportunities to participate in community activities.