



APPENDIX F-1: SCOPE OF SERVICES:

Prevocational Services

Service Definition

Prevocational Services are designed to create a person-centered path for members to achieve or maintain at least part time participation in competitive integrated employment (CIE). CIE is defined at <https://dwd.wisconsin.gov/dvr/partners/cie/definition.htm>. This service involves community-based learning, work experiences, and community-based volunteering where the member can develop general, non-job-task-specific strengths, skills, knowledge, and experience that contribute to employability in CIE. Services are expected to occur over a defined period as determined by the member and the member's interdisciplinary team (IDT). The expected outcome of this service is measurable gains in knowledge, skills, personal strengths, and experiences that contribute to the member's engagement to obtain or maintain CIE with the highest possible wage. The member must have a documented outcome of CIE in their member-centered plan to receive this service. When this service is authorized for a member already working in CIE, the service must focus on goals related to ensuring the member's success in, and ability to sustain, CIE.

Prevocational services include:

1. Community-based exploration and experiential opportunities that facilitate a member's
 - a. desire for, and ongoing participation in CIE at the highest possible wage;
2. Services and skill-building opportunities that are matched to the member's interests, strengths, priorities, abilities, and conditions for success in CIE.
3. Development of general skills that lead to CIE, including:
 - a. The ability to communicate effectively with supervisors, co-workers and customers;
 - b. Expressing and understanding expectations;
 - c. Adherence to generally accepted community workplace conduct;
 - d. The ability to follow directions and attend to tasks;
 - e. Utilizing workplace problem solving skills and strategies;
 - f. Learning to network;
 - g. Developing interview skills;
 - h. Creating resumes and portfolios;
 - i. Managing conflicts;
 - j. Learning and applying general workplace safety; and
 - k. Mobility training.
4. Volunteering opportunities;
5. Completion of a six month progress report and service plan document for the interdisciplinary care management team (IDT). The purpose is to ensure and document that prevocational services are assisting the member in progressing toward a goal of at least part-time, integrated employment. Timely completion of this document is required for the IDT to consider reauthorization.

This service may be provided in a disability-specific, provider owned and controlled (facility-based) setting or a non-disability-specific (community-based) setting. When this service uses a provider owned or controlled setting for a portion of the service delivery, the service delivery is considered facility-based.



When this service uses a community setting 100% of the time, the service delivery is considered community-based. Community-based service delivery may use a provider owned or controlled setting as a hub or base, but cannot provide services in that setting.

Each member's prevocational service plan shall include opportunities to participate in community-based activities that are consistent with the intended outcome of the service and that facilitate the member's interactions with people from the broader community who do not receive HCBS. This includes opportunities and support specific to pursuing CIE in the community.

Unless used to support Project SEARCH, community-based prevocational services are expected to be provided in small groups no larger than three (3). This service can be provided on an individual basis as appropriate for member's needs.

Provider Qualifications

- For facility-based prevocational services providers, the facility must be HCBS compliant per 42 CFR 441.301(c)(4). For community-based providers, service delivery must be 100% community based.
- All agency providers must meet at least one of the following provider qualifications:
 - i. Accreditation by a nationally recognized accreditation agency, or
 - ii. A DVR contracted provider of supported employment services, or
 - iii. A minimum of two years of experience working with the target population providing employment-related services
- Individual prevocational services providers must meet at least one of the following provider qualifications:
 - i. Certified Employment Support Professional (CESP) certification from national APSE, or
 - ii. ACRE Basic Employment Certificate in supported employment, community employment, or customized employment, or
 - iii. A DVR contracted provider of supported employment services, or
 - iv. A minimum of two years of experience working with the target population providing employment-related services.
- Additionally, agency and individual providers providing personal care must also meet the Training and Documentation Standards for Supportive Home Care.
- Agencies and individuals providing transportation must meet the qualifications for Specialized Transportation- Community Transportation.

Applicable Service Limitations

- Prevocational services may be provided to supplement, but not duplicate services that are available and provided to a member as part of an approved Individualized Plan for Employment (IPE), funded under the Rehabilitation Act of 1973, as amended, or under an approved Individualized Education Plan (IEP) under the Individuals with Disabilities Education Act (IDEA).
- Prior to authorizing this service, the member's record documents that this service is not otherwise available to the member through a program funded by Vocational Rehabilitation under section 110 of the Rehabilitation Act of 1973, as amended, and for members ages 18-22, not available through a program funded under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C.1401 et seq).



- Participation in prevocational services is not a prerequisite for participation in CIE or authorization of any other employment services. Members who receive prevocational services may also receive educational, supported employment and/or day services. A member-centered plan may include two or more types of non-residential services. However, different types of non-residential services may not be billed for the same period of time.
- Members participating in paid training as part of prevocational services shall be compensated in accordance with applicable Federal and State laws and regulations. This service cannot involve volunteering for a service provider contracted by an MCO or volunteering in situations where a member must be paid under state and federal labor laws.
- Waiver funding is not available for vocational services (paid work as opposed to time-limited paid training) delivered in facility-based settings where members are supervised for the primary purpose of producing goods or performing services.
- Transportation between the member's residence and the site where the member starts and ends this service each day may be included as a component of prevocational services or under specialized (community) transportation, but not both. Transportation between the facility and one or more community site(s) is always included in this service.
- Personal care provided to a member during the receipt of prevocational services may be included in the reimbursement paid to the prevocational services provider, or it may be covered and reimbursed under another waiver service so long as there is no duplication of payment.
- Prevocational services may be provided to supplement, but may not duplicate supported employment or vocational futures planning and support services provided under the waiver.