

## **PREVOCATIONAL SERVICES**

Prevocational Services are habilitative services that provide learning and work experiences, including career planning, job searching, and work experiences, where the participant can develop general, non-job-task-specific strengths and skills that contribute to future employability in paid employment in integrated community settings. Services are expected to occur over a defined period of time and with specific outcomes to be achieved, as determined by the participant and his/her service and team through an ongoing person-centered planning process. Prevocational service habilitative activities must be reflected in the participant's service plan. Services may be furnished in a variety of locations in the community.

Participants receiving prevocational services must have employment-related goals in their person-centered service plan; the general habilitation activities must be designed to support such employment goals. To be considered to be a successful outcome of prevocational services, the participant will obtain the opportunity for competitive, integrated employment in the community.

Prevocational services may include career planning to prepare the participant for, obtain, maintain or advance employment. Services with focus on career planning includes development of self-awareness and assessment of skills, abilities, and needs for self-identifying career goals and direction, including resume or business plan development for customized home businesses. Prevocational services may involve assisting the participant in accessing an Employment Network, the Nebraska Work Incentive Network (WIN), Ticket to Work services, Work Incentive Planning and Assistance (WIPA) services, or other qualified service programs that provide benefits planning.

Prevocational services may include job searching designed to assist the individual (or in limited situations on behalf of the individual), to locate a job or development of a work experience. Job searching with the individual will be provided on a one to one basis to achieve the outcome of this service.

Prevocational services should enable each participant to attain the highest level of work in the most integrated setting and with the job matched to the participant's interests, strengths, priorities, abilities, and capabilities, while following applicable federal wage guidelines. Services are intended to develop and teach general skills that lead to competitive and integrated employment including, but not limited to: ability to communicate effectively with supervisors, co-workers and customers; generally accepted community workplace conduct and dress; ability to follow directions; ability to attend to tasks; workplace problem solving skills and strategies; general workplace safety and mobility training. Prevocational services also includes the provision of personal care and protective oversight and supervision when applicable to the individual.

Participation in prevocational services is not a required pre-requisite for supported employment individual or supported employment enclave services provided under the waiver.

Prevocational Services may be self-directed.

## Scope and Limitation

- Prevocational services are available to participants age 18 and older.
- Participants who receive this service may also be authorized to receive a combination of Adult Day Service, Supported Employment (Individual, Enclave, and Follow-Along), Habilitative Community Inclusion, and/or Habilitative Workshop on the same service plan but not at the same time. The combination of services cannot exceed an average weekly amount of 45 hours for one or more of these services.
- Prevocational services are time-limited and should not exceed 12 consecutive months. In some cases, an additional 12 months may be approved by the Division in subsequent years with submission of an approved employment plan (through vocational rehabilitation, school district, or the waiver) and upon review of active progress made the prior year on finding employment opportunities, increasing work skills, time on tasks, or other job preparedness objectives.
- The amount of prior authorized services is based on the participant's need as documented in the service plan, and within the participant's approved annual budget.
- Prevocational service is billed at an hourly unit.
- Transportation to and from the participant's private residence, or other provider setting, to the Prevocational service is not included in the reimbursement rate.
- Prevocational service will not overlap with, supplant, or duplicate other services provided through Medicaid State plan or HCBS Waiver services or Vocational Rehabilitation.
- This service shall exclude any services available through public education programs funded under the Individuals with Disabilities Education Act (IDEA). This includes services not otherwise available through public education programs in the participant's local school district, including after school supervision and daytime services when school is not in session (i.e., summer breaks and/or scheduled school holidays, in-service days, etc.). Services cannot be provided during the school hours set by the local school district for the participant. Regular school hours and days apply for a child who receives home schooling.
- Effective January 1, 2017, documentation for any supported employment service must be maintained in the service coordination file for each participant receiving this service that the service is not available under a program funded under section 110 of the Rehabilitation Act of 1973 (Vocational Rehabilitation Services).
- Prevocational Services may be provided by a relative but not a legally responsible individual or guardian.