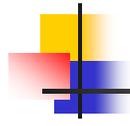


## Module 2

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### Prevocational Services Explained

Module Two: This module explains Prevocational Services as described in the revised service definition.

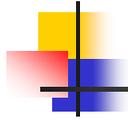


## Prevocational Services:

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- Learning opportunities and/or work experiences
- Assist the member to develop and maintain general strengths and skills that contribute to employability in integrated, community settings.
- Skills not specific to holding any one particular job

According to the revised definition, prevocational services should provide learning opportunities and work experiences where a member can develop and maintain general strengths and skills that contribute to a member's employability in integrated, community settings. General strengths and skills are those that are not specific to doing any one particular job; instead, they are strengths and skills that can contribute to an individual being successful in a broad range of integrated, community jobs.

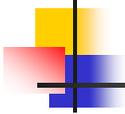


## Examples of General Skills

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- Ability to communicate with supervisors, co-workers and customers
- Understanding of workplace etiquette and dress
- Ability to follow directions and attend to tasks
- Workplace problem-solving skills
- Workplace safety skills
- Mobility skills including travel skills

Examples of non-job-task-specific skills that are listed in the prevocational service definition are: an ability to communicate effectively with supervisors, co-workers and customers; an understanding of generally accepted community workplace etiquette and dress; an ability to follow directions and attend to tasks; an ability to demonstrate workplace problem solving skills; an understanding of general workplace safety skills; and mobility skills.

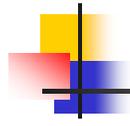


Prevocational Services are intended  
to help the member achieve:

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- #1 The highest possible wage
- #2 Work which is in the most integrated setting
- #3 Work that is matched to the member's interests, strengths, priorities, abilities and capabilities

Prevocational services should enable each member to attain three things. First, the highest possible wage. Second, work which is in the most integrated setting. And third, work which is matched to the member's interests, priorities, abilities, and capabilities.

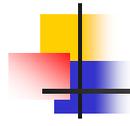


## Prevocational Services

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- Occur over a defined period of time
- Service authorizations are typically six months
- Services can be reauthorized for additional six month period(s)
- Guidelines for reauthorizing prevocational services is discussed in Module 6 of this training.

Prevocational services are now expected to occur over a defined period of time as determined by the member and his/her IDT during the ongoing member-centered planning process. As with all Family Care services, authorizations are not made on an indefinite basis. When any service is authorized in Family Care, the authorizations are typically for six months and reauthorizations are necessary for continued services. Prevocational services are not limited to six months but like all services, are subject to reauthorization by the member and their IDT. Reauthorization is done using the Resource Allocation Decision-Making process, often called "the RAD" for short. In step 4 of the RAD, the IDT is prompted to follow any guidelines that are in place. The specific guidelines to be used for authorizing and re-authorizing prevocational services are discussed in module 6 of this training and in sections 9 and 10 of the Technical Guidelines.



## Flexibility in Family Care

- Mixture of prevocational and supported employment services are permitted
- Prior participation in prevocational services is not required for authorization of supported employment services
- All people can work in integrated employment

In Family Care, mixed services are permitted. Members who receive prevocational services during some days or parts of days may also receive other services at other times. Some examples would be providing prevocational services along with supported employment, daily living skills training or day services during the same day or week. In addition, its important for IDTs to know that prior participation in prevocational services is not a requirement to qualify for supported employment services. A member may participate in supported employment without ever having participated in prevocational services. The Department supports the belief that all people with disabilities can work in integrated employment if a good job match is made and the right supports are available.

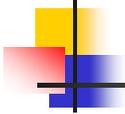


## Prevocational Services

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- Can supplement but not duplicate services actually being provided to the member by DVR or through a school IEP
- Can supplement but not duplicate other Family Care services being provided to a member

Prevocational services may supplement, but not duplicate, services actually being provided to a member by the Division of Vocational Rehabilitation also known as DVR or by the school system, through a special education Individualized Educational Plan also known as an IEP. Prevocational services may also supplement, but not duplicate, other services provided to the member through the Family Care benefit package.

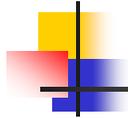


## If a member loses integrated employment

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- The IDT may authorize, or increase an existing authorization for prevocational services
- Purpose of authorization is to help member make progress toward new integrated employment opportunity
- Referral back to DVR should also occur

If a member is participating in at least part-time integrated employment and at some point loses his/her integrated job, the IDT may authorize prevocational services - or increase an existing authorization for prevocational services - in order to assist the member to make progress toward securing a new integrated job. The IDT should also refer the member to the Division of Vocational Rehabilitation for assistance with obtaining a new integrated job. If DVR services are unavailable, an IDT may authorize supported employment services to assist the member to make progress toward securing a new integrated job.



## Prevocational Services

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- Can be provided in a variety of community locations.
- Not limited to work centers operated by CRPs.

Prevocational services may now be provided in a variety of community locations including, but not limited to, work centers operated by Community Rehabilitation Programs also know as CRPs.

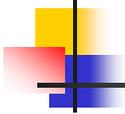


## Prevocational Services in a Work Center

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- Work center is required to provide meaningful activities during downtime
- Activities are reimbursable only if they contribute to a member's work experience, general work skills, or work-related knowledge
- IDTs must verify that members are participating in these types of activities during downtime

When prevocational services involve working in a work center, the work center is required to provide meaningful activities during downtime. Downtime is the time when paid work is not available in the work center. According to the revised service definition, only activities that contribute to the member's work experience, work skills, or work-related knowledge can be reimbursed under prevocational services. There are two new expectations of MCOs related to this change. First, when MCOs are contracting with facility-based prevocational service providers, they should request information on the content and structure of the programs offered to members during work center downtime. This information should confirm that these programs will contribute to a member's work experience, work skills or work related knowledge. Second, IDTs must verify that prevocational service providers are delivering these programs during periods where members experience downtime in the work center.

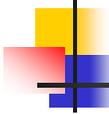


## Prevocational Services that Involve Paid Work

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- Paid work as part of prevocational services is okay if:
  - ↳ The paid work helps the member maintain, or facilitates progress toward, voluntary participation in at least part-time integrated employment.

Finally, it's important for IDTs to understand that members may still participate in prevocational services that involve paid work. However, the revised service definition makes it clear that prevocational services are intended to lead to at least part-time integrated employment. Therefore, members may participate in prevocational services that include paid work if the purpose is to either maintain - or facilitate progress toward - voluntary participation in at least part-time integrated employment.

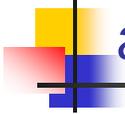


What is your first and last name?

Enter your first name

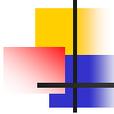
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You are coming to the end of this module. If you are an MCO staff person, please enter your first and last name to confirm that you completed this module, and then click the next button. If you are not an MCO staff person, please enter John Doe or Jane Doe and click the next button.



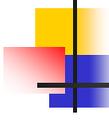
Please indicate the MCO you are employed by, if applicable.

Please indicate the MCO you are employed by, if applicable and then click on the next button. If you are not employed by an MCO, please type N/A and then click the next button.



Do you have any questions about information presented in module #2?

If you have any questions about the information presented in this module please type them in the box and press the next button. If you have no questions please type "no questions" and press the next button to continue.



Please rate the quality of the module.

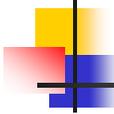
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The module was clear and easy to understand.

Strongly Disagree  
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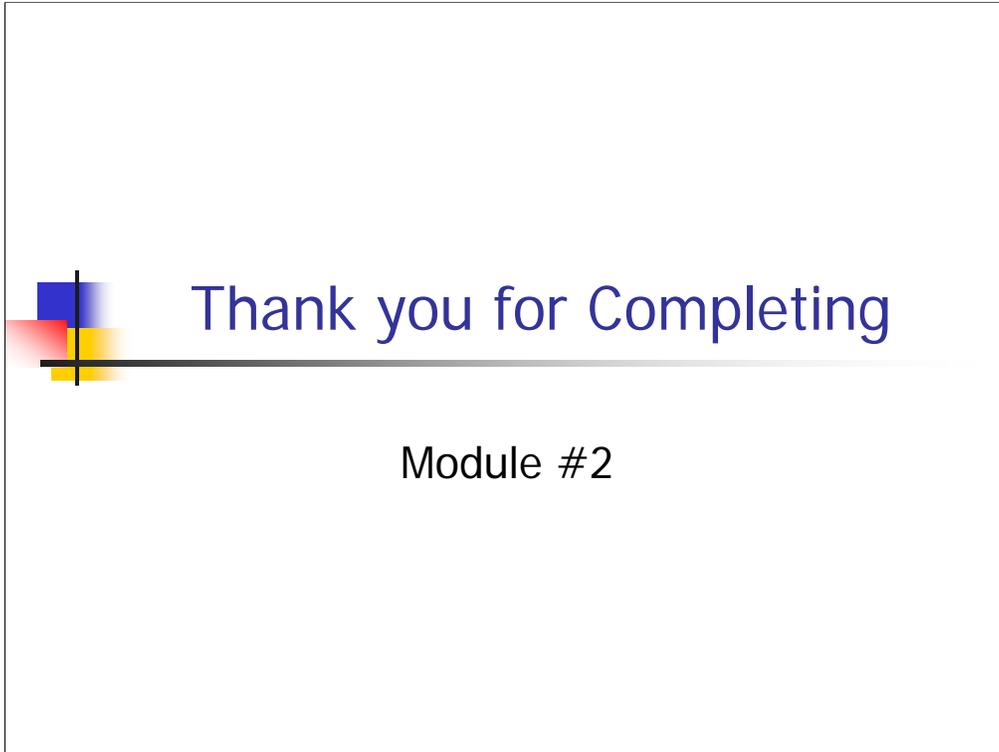
Please rate the quality of this module and then press the next button.

Would you like to add any comments?



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If you have any additional comments you would like to make please type them into the box and press the next button. If you have no additional comments please type "no comments" and press the next button to continue.



You have now completed this module. To move on to the next module click the next module button.