

Prevocational services

Page posted: 10/1/03	Page reviewed: 12/31/20	Page updated: 6/12/23
Legal authority	Federally approved BI, CAC, CADI and DD waiver plans, Minn. Stat. §245D.03	
Definition	<p>Prevocational services: Work-skills training and support services that advance people toward competitively paid employment in community jobs. Prevocational services focus on strengthening people's fundamental work skills and achieving their individualized work-skill goals through meaningful work experiences and vocational training.</p>	
Overview	<p>Prevocational services teach people essential work skills and strengthen their work capacity to meet the challenging demands of work. These services develop necessary and marketable work skills and abilities that lead to greater opportunities for competitive, community employment.</p> <p>A person who receives prevocational services can:</p> <ul style="list-style-type: none"> • Acquire resume-building work experiences and vocational training • Develop needed work skills and strengthen their work capacity • Establish their next steps for community employment goals. <p>Prevocational services are not a prerequisite for employment exploration services, employment development services or employment support services.</p>	
Eligibility	<p>To receive prevocational services, a person must both of the following criteria:</p> <ol style="list-style-type: none"> 1. Be eligible for services through one of the following options: <ul style="list-style-type: none"> • Brain Injury (BI) Waiver. • Community Access for Disability Inclusion (CADI) Waiver. • Community Alternative Care (CAC) Waiver. • Developmental Disabilities (DD) Waiver. • Intermediate care facility for persons with developmental disabilities (ICF/DD). 2. Have prevocational services as an assessed need in their support plan. 	
Covered services	<p>Prevocational services teach and support needed work skills and activities, including:</p> <ol style="list-style-type: none"> 1. Following work instructions, routines and schedules. 2. Increasing appropriate workplace skills in the following areas: <ul style="list-style-type: none"> • Communication. • Positive behavior/mental health functioning. • Problem-solving. • Relationships. • Self-care (e.g., personal hygiene, grooming, physical appearance, dress/attire). • Social skills. 3. Increasing the following work skills: <ul style="list-style-type: none"> • Attendance. • Attention to tasks. • Capacity. • Completion. • Production. • Quality. • Safety. • Self-direction. • Time management. 4. Providing relevant work-related education, training and development. 5. Providing worksite transportation, mobility and street-safety skills training. 	
Limitations	Services before Jan. 11, 2021	

	<p>People who received prevocational services, including through day training and habilitation (DT&H), before Jan. 11, 2021, can continue to receive prevocational services.</p> <p>Services on or after Jan. 11, 2021 People who are new to prevocational services on or after Jan. 11, 2021, can receive prevocational services for three years (i.e., 36 months). It is possible for a person to receive prevocational services beyond three years. A person may receive services for an additional year (i.e., 12 months) if they experience:</p> <ul style="list-style-type: none"> • A continued need for work-skills training and development to resolve work-skill deficits or workplace conduct issues that could cost them employment at a community job. • A disruptive life event that significantly hinders effective implementation of prevocational services, including a change in their prevocational service provider. • A physical or mental health condition that significantly hinders their functioning and disrupts effective implementation of prevocational services.
<p>Non-covered services</p>	<p>Prevocational services do not cover:</p> <ul style="list-style-type: none"> • Transportation between the person’s residence and prevocational services site (refer to CBSM – Briefcase resource document: Transportation and day at employment services). • Services available under Section 110 of the Rehabilitation Act 1973 • Services available under the Individuals with Disabilities Education Act (IDEA). <p>The lead agency must document in the person’s file that prevocational services are not available through programs funded by Section 110 of the Rehabilitation Act of 1973 or IDEA. Prevocational services are not ICF/DD services during the day.</p>
<p>Remote support</p>	<p>Prevocational services can be delivered through remote support. Services delivered through remote support must meet all the requirements listed on CBSM – Remote support.</p>
<p>Location of services</p>	<p>Prevocational services are delivered in provider-controlled facilities and businesses, including:</p> <ul style="list-style-type: none"> • Provider-owned-and-operated day service centers. • Proprietary, subsidiary businesses such as retail stores, contracted manufacturing or production businesses, warehouse or storage enterprises, recycling centers, commercial laundries, mobile cleaning services, lawn or landscape companies and greenhouse operations. <p>Setting connected to an institution The lead agency cannot authorize prevocational services for people on BI, CAC, CADI and DD waivers who reside in a living setting adjoined to or on the same property as one of the following:</p> <ul style="list-style-type: none"> • Hospital. • Nursing facility. • Intermediate care facility for persons with developmental disabilities (ICF/DD). • Institution for mental disease (IMD). <p>Collocated settings When a single provider leases or owns more than one service setting located on the same or adjoining property, the lead agency can only authorize services in one of the settings. A service setting includes a setting used to deliver any of the</p>

	<p>following services:</p> <ul style="list-style-type: none"> • Adult and child foster care. • Adult day services, including adult day bath and family adult day services. • Community residential services. • Customized living or 24-hour customized living. • Day support services. • Family residential services. • Integrated community supports. • Prevocational services. <p>Collocated setting exceptions</p> <p>Setting status: The provider maintains ownership/control of the setting, and the 2017/2018 HCBS attestation/validation process determined HCBS setting compliance. In this situation:</p> <ul style="list-style-type: none"> • The provider may continue to deliver services in collocated settings if waiver services have been continuously provided by the same provider that maintained ownership/control of the setting. • The provider can confirm if 2017/2018 attestations were completed for collocated settings by using the DSD Contact Form to submit the provider's name, setting address and provider identification number. <p>Setting status: There was a sale or transfer of ownership to a new provider, and the 2017/2018 HCBS attestation/validation process determined HCBS setting compliance. In this situation:</p> <ul style="list-style-type: none"> • The new provider/owner must complete an HCBS site-specific review to ensure the people living in these settings are not isolated from the community. The provider must use the DSD Contact Form to complete the site-specific review process. • The provider can confirm if 2017/2018 attestations were completed for previously owned collocated settings by using the DSD Contact Form to submit the provider's name, setting address and provider identification number.
<p>Secondary information</p>	<p>Wage and benefit compensation must be compliant with all applicable federal laws and regulations, as well as state statutes and rules.</p> <p>Waiver funds are used to reimburse providers' billing claims for providing assistive services and supports to people with disabilities. Waiver funds cannot be used as capital to:</p> <ul style="list-style-type: none"> • Finance provider-owned, -controlled and -operated business enterprises. • Supplement a person's wages.
<p>Provider standards and qualifications</p>	<p>Prevocational services are DHS enrollment-required services. For more information, refer to CBSM – Waiver/AC provider enrollment and standards.</p> <p>License requirement</p> <p>Prevocational services providers must have a license under Minn. Stat. Chapter 245D as an intensive support services provider.</p> <p>Background study</p> <p>To provide prevocational services, providers must have a background study. For more information, refer to CBSM – Waiver/AC service provider overview – Required DHS background studies for direct-contact services.</p> <p>Reporting</p> <p>Providers licensed under 245D must report all uses of controlled procedures, emergency use of manual restraint and prohibited procedures according to Minn. Stat. §245D.06, subd. 5 to DHS via the Behavioral Intervention Report Form, DHS-5</p>
<p>Authorization,</p>	<p>Prevocational services are framework services. The lead agency uses the Rate</p>

rates and billing	<p>Management System (RMS) to determine rates. For more information, refer to CBSM – RMS and Long-Term Services and Supports Service Rate Limits, DHS-3949 (PDF).</p> <p>Prevocational services staff supervision and service support ratios must comply with Minn. Stat. §256B.4914, subd. 2 (f)(l)(m)(n).</p>
Additional resources	<p>CBSM – Adult day services</p> <p>CBSM – Briefcase resource document: Transportation and day and employment services</p> <p>CBSM – Day support services</p> <p>CBSM – Employment development services</p> <p>CBSM – Employment exploration services</p> <p>CBSM – Employment support services</p> <p>CBSM – Remote support</p> <p>DHS – Employment First</p>