



DEPARTMENT OF HUMAN SERVICES

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MEMORANDUM OF UNDERSTANDING

TO: COMMUNITY SUPPORT PROVIDERS
DIVISION OF REHABILITATION SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES
DIVISION OF SERVICE TO THE BLIND AND VISUALLY IMPAIRED

FROM: GRADY KICKUL, DIRECTOR DRS *GK*
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RE: POLICY ON JOINT FUNDING SOURCES

DATE: Date: December 16, 2010

This memorandum is intended to replace a memorandum dated October 4, 1996 which addressed joint funding between the Division of Rehabilitation Services (DRS), and the Division of Developmental Disabilities (DDD). Throughout the years, these agencies have modified and updated their programs and services to meet the changing needs of individuals with developmental disabilities. This memorandum also includes the Division of Service to the Blind and Visually Impaired (SBVI). In addition, there are changes in how employment related services are being provided by the Community Support Providers (formerly known as Adjustment Training Centers). Therefore, this document will include the following: a current description of programs and services available through these agencies; the referral process; and how services are coordinated between the Vocational Rehabilitation (VR) Programs of the Divisions of Rehabilitation Services and Service to the Blind and Visually Impaired and the Division of Developmental Disabilities.

DESCRIPTION OF PROGRAMS AND SERVICES FUNDED BY the Division of Developmental Disabilities

To ensure that people with developmental disabilities have equal opportunities and receive the services and supports they need to live and work in South Dakota communities.

1. We will support people to participate in the life of their community.
2. We will honor the importance of relationships with family and friends.
3. We will ensure that quality services are available and accessible.

4. We will work with providers to enhance services while respecting the dignity of risk and the importance of health and safety.
5. We will respect and value cultural diversity
6. We will be good stewards of public funds

The Division of Developmental Disabilities utilizes two funding streams, which include:

1. Home Community Based Services (HCBS) is a waiver of federal regulations pertaining to the ICF/MR (Intensive Care Facility/Mental Retardation) program. A state must submit and receive approval from the federal government to maintain their HCBS program. This funding stream is approximately 2/3 federal funds and commonly referred to as HCBS or Waiver Program. There are HCBS waiver programs: CHOICES and Family Support 360.
2. Community Training Services (CTS) is a state funded program solely using state general funds. This funding stream does have more flexibility with service requirements but the amount of funding is very limited.

HCBS CHOICES Waiver

Community, Hope, Opportunity, Independence, Careers, Empowerment, Success (CHOICES); The HCBS CHOICES program is based on a waiver of federal regulations pertaining to the ICF/MR program. South Dakota began participating in this program in 1981. All 19 Community Support Providers participate in the HCBS program.

HCBS Family Support 360 Waiver

The HCBS Family Support 360 Waiver program provides an alternative to the ICF/MR programs. Local family support programs provide service coordination and financial assistance to consumers with developmental disabilities living at home across the lifespan. Local family support programs serve approximately 40 consumers. There are 24 local programs in the family support network.

Community Training Services

Community Training Services funds are typically utilized for individuals that need less intensive services or who do not meet the financial eligibility for ICF/MR or HCBS funded services. The three main services are provided under the CTS program are prevocational training, community living training and expanded follow along/support.

Day Habilitation- Segregated activity typically referred to as sheltered workshop. Individuals receiving Day Habilitation services do not have an employment-related goal. A person who later establishes a goal for competitive employment should be referred to Vocational Rehabilitation services. Day Habilitation is only available through the HCBS CHOICES Waiver.

Prevocational- Prevocational services prepare a consumer for paid or unpaid employment. Consumers receiving Prevocational services have an competitive employment-related goal and would likely be eligible for Vocational Rehabilitation services and should be referred for these services. Prevocational services are available through the HCBS CHOICES Waiver as well as through Community Training Services.

Supported Employment- These services can be provided solely by the provider or as supplemental supports after Vocational Rehabilitation services have faded. Supported Employment is available through the HCBS CHOICES Waiver as well as the HCBS Family Support 360 Waiver.

Expanded Follow Along- Supported Employment (described above) services may be provided in the form of Expanded Follow Along through Community Training Services funding.

DESCRIPTION OF VOCATIONAL REHABILITATION SERVICES FUNDED BY DRS AND SBVI

The mission of DRS and SBVI is to assist individuals with disabilities to obtain employment, economic self-sufficiency, personal independence and full inclusion into society.

Individuals wanting to obtain integrated employment should apply for Vocational Rehabilitation services at the local DRS/SBVI office. Eligibility determinations will be done within 60 days unless the individual grants an extension. Individuals who are Social Security beneficiaries will be presumed eligible unless they are too severely disabled to benefit from VR services. The Vocational Rehabilitation Counselor will work with the Community Support Provider and other agencies to obtain disability, vocational and medical records. These records are needed to not only determine eligibility but also needed for the comprehensive assessment to determine the need and scope of Vocational Rehabilitation services. Each eligible consumer will develop an Individualized Plan for Employment (IPE) which will outline the responsibilities of the consumer, VR and other agencies/programs. During the development of the IPE, each individual is given the opportunity to make informed decisions regarding his/her employment goals, services and providers.

The following is a list of services provided by VR:

- Assessment for Determining Eligibility and VR Needs
- Vocational Rehabilitation Counseling
- Physical and Mental Restoration
- Vocational/ Other Training Services
- Maintenance
- Transportation
- Services to Family Members
- Interpreter Services
- Job Related Services (i.e. job placement services)
- Supported Employment
- Personal Assistance Services
- Rehabilitation Technology (i.e. rehabilitation engineering, assistive technology devices and assistive technology services)
- Transition Services (i.e. Project Skills (paid work experience program) and post secondary preparation programs called Youth Leadership Forum and Catch the Wave)
- Technical Assistance and Other Consultation Services for self-employment (i.e. market analysis, development of business plans) and

- Social Security benefits analysis/services for Social Security beneficiaries.

For a complete description of services, please check the following website (<http://dhs.sd.gov/drs/vocrehab/vr.aspx>).

JOINT FUNDING SOURCES WORKING TOGETHER

It is a goal of the Department of Human Services that all providers serving individuals with disabilities work cooperatively together. We recommend Vocational Rehabilitation Counselors/Supervisors and Community Support Providers (CSP) personnel meet on a regular basis to get a better understanding of each others funding sources and services. Staff are encouraged to participate in the Person-Centered Thinking training program. In addition, other funding sources and natural supports should be considered in every case.

It is important that VR Counselors and CSP personnel are knowledgeable of each others funding source and what services are allowable. This knowledge will assist the planning and implementation of employment services for individuals with disabilities to obtain and maintain employment. The Vocational Rehabilitation Program utilizes two funding sources (Title VI-C and 110 funds) to assist eligible supported employment consumers in obtaining employment and time limited services following the placement. 110 funding is approximately 80% federal funding and is the primary funding source for all eligible VR consumers. Title VI-C is 100% federal funds to be used only for VR consumers who meet the requirement of Supported Employment. The Division of Developmental Disabilities utilizes HCBS CHOICES Waiver, HCBS Family Support 360 Waiver, and Community Training Service funds for the on-going supports to assist the consumer in maintaining employment.

Supported Employment

Supported employment is the most common coordinated service between the Community Support Providers and Vocational Rehabilitation. Supported employment assists eligible individuals to obtain integrated employment in the community. ***Integrated Work Sites***-Integration is one of the essential features of supported employment. Individuals with disabilities should have the same opportunities to participate in all activities which other employees participate and to work alongside other employees who do not have disabilities.

Supported employment provides training on the job (job coaching) and ensures the continuum of supports to retain employment. The most important component of a supported employment case is coordinating the on-going supports needed for individuals to retain employment after the case is closed by VR.

With supported employment cases, the Vocational Rehabilitation program can pay for the initial time-limited services to help individuals obtain employment and learn the skills necessary to perform the work. The amount and intensity of VR services will vary for each individuals based upon their specific needs. VR services are time limited and the transition from VR to the extended services (long-term supports and funding other than VR) will happen when the employment has stabilized or reached 18 months of VR services. Individualized cases may exceed 18 months if the Individualized Plan for Employment (IPE) indicates more than 18 months of services are necessary to achieve job stability.

The supported employment services for eligible VR consumer typically include:

- **Situational Assessments** are essentially the observations of people performing work situations in real work settings. It involves a practice of observing, evaluating, and reporting over a period of time. During this assessment, a consumer's behavior and work performance in a job situation and interaction with other employees is observed. This type of evaluation helps the consumer learn the role of a worker and allows the evaluator to assess many more work behaviors that can be explored with standardized vocational testing approaches.
- **Job Development/Placement Services** include contacting employers for potential job openings, assisting the consumer in finding employment, orientating the consumer to the job demands and informing the employer about the consumer's abilities and special needs. There are multiple services in a job placement package, but the scope of services must be individualized to best assist the consumer to obtain employment. The counselor and consumer should identify which of the placement services are needed to obtain employment. The provider should individualize the placement services based upon these needs. Job Development/Placement is a package service consisting of a maximum of 25 hours of job placement related activities or successful placement of the consumer into employment.
- **Job Coaching Services** are time-limited job training services needed to support individuals with disabilities in employment. Skilled trainers (job coaches) provide these services. Job coaching is provided in one of the following manners: individual placement model (one job coach-one consumer), mobile crew model (one job coach with no more than eight consumers), enclave with industry model (one job coach with no more than eight consumers) and self-employment model.
- **Employment/Follow Along Services** are individualized services provided in an integrated work setting that enables the consumer to obtain and/or maintain vocational placement. This time-limited service should be defined (i.e., training for the employer, monitor the consumer's job performance, follow up contacts with employer etc.) on an individual basis in terms of the consumer's needs. The length of services is based on individual need to assure smooth transition into employment and may last up to 12 months, if necessary. If this service is needed for a longer period than 12 months, a referral must be made to a more appropriate long term funding source.

Natural supports are support from supervisors and co-workers, such as mentoring, friendships, socializing at breaks and/or after work, providing feedback on job performance, or learning a new skill together at the invitation of a supervisor or co-workers. These natural supports are particularly effective because they enhance the social integration between the employee with a disability and his/her co-workers and supervisor. In addition, natural supports may be more permanent, consistently and readily available, thereby facilitating long-term job-retention.

Federal requirements mandate that before an individual is approved for supported employment services, the following conditions must be identified:

- Scope of long-term supports,

- Description of long-term supports, and
- Source for the extended services.

The long-term supports must include at a minimum:

- Two monthly contacts with the supported employee at the work site to assess job stability; or
- If it is determined that off-site monitoring is more appropriate for a particular individual, then at least two face-to-face meetings with the individual (off the job site) and one employer contact monthly are required.

When individuals are seeking employment, they should be referred to Vocational Rehabilitation to access VR funds for the supported employment services listed above before accessing DDD funding. The following table will help clarify how the VR and DDD funding sources work together:

Funding Source	CHOICES, Family Support 360		CTS funds	
	VR	DDD	VR	DDD
Job Placement	Yes	No	Yes	No
Job Coaching	Yes	daily rate	Yes	No
Time Limited Follow Along	No	Yes daily rate	Yes	No
Long Term Follow Along	No	Yes daily rate	No	Yes
Sheltered/Work Adjustment: in-house	No	Yes	No	Yes

In addition to the above services, eligible VR consumers can access other services available through the Vocational Rehabilitation Program such as Assistive Technology Services, Counseling & Guidance, vocational training or other services related to vocational rehabilitation. For some of these services, VR is required to consider financial assistance or services which are available to the individual (comparable benefits); and if the individual meets financial need.

We feel this clarification in policy will help improve the service delivery system for individuals with disabilities whom we serve. Many individuals receiving services from Community Support Providers are appropriate for supported employment and would require supported employment services to retain employment.

Please share this information with the appropriate personnel in your agency.