

EPR Guidance: EPR scenarios

This document provides general guidance for the Person-Centered Support Team (PCST) on situations where the Employment Preparation Service (EPR) is recommended. Every person receiving supports from DSPD has access to individualized services. If an exception is needed to language and guidance below, please reach out to the *Employment and Community Integration* team. General informed choice discussions and decisions regarding employment should be facilitated by knowledgeable and trained staff, but can be included as part of any service.

This document includes:

- Recurring scenarios for individuals in DSPD services who will be impacted by EPR; and
- General guidelines, suggestions and next steps from DSPD related to each scenario.

Definitions:

- Competitive Integrated Employment (CIE) is defined as: work performed by individuals with disabilities in the community alongside people of all abilities; performed for a non-Service Provider or business; compensated at or above minimum wage or comparable to people without disabilities who work in the same place and perform the same or similar work; and with equal access to opportunities for advancement and benefits.

<u>Scenario</u>	<u>Direction from DSPD</u>
Individual currently placed in CIE, but wants to work additional time on piece-rate contracts	<ul style="list-style-type: none"> • The EPR service is intended to develop prevocational skills to prepare an individual for CIE. If an individual is currently working in a CIE position, EPR is not an appropriate service. DSPD directs PCST's to identify other community activities, classes, resources, volunteer work, non-vocational Day Service, or Supported Living activities as an alternative focus of skill building. • When an individual is working in a CIE job and communicates a new vocational interest, Vocational Rehabilitation (VR) and DSPD services may be used. VR should be contacted first to determine individual eligibility and availability of services. If VR services are exhausted, one-time SEI services would be recommended to explore the new job position.
Individuals requesting to remain in a facility-based work setting	<ul style="list-style-type: none"> • If the individual, through informed choice, declines CIE, and requests to remain in a facility-based work setting, the 24-month limitation, and 20% community integration requirements still apply as do all other EPR service requirements. Accommodations, extensions, and exceptions can be requested on an individual basis. • Potential criteria for extension: <ul style="list-style-type: none"> ○ medical need indicating a pause to 24 months; ○ PCST offers justification for additional, time-limited EPR services to further develop a specific prevocational goal, or skill with demonstrated, measurable progress.

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<p>Individuals intending to utilize EPR for partial days.</p>	<p>EPR should be utilized for prevocational skill-building activities when:</p> <ul style="list-style-type: none"> ● An individual has expressed a desire to work, and additional supports are needed before seeking CIE; ● EPR is recommended to support development of universal vocational skills (non-position specific), and group vocational skills training; ● Service can be authorized in partial days or paired with another partial day service. If individual engages in both prevocational, and another skill building activity on the same day, services can't duplicate or overlap; ● 20% community integration is still required, and calculated for partial day EPR. Providers should differentiate between EPR, and any other service based upon the justification and purpose of support.
<p>Individuals on Furlough</p>	<ul style="list-style-type: none"> ● If an individual is furloughed, supports through VR may be appropriate and should be sought prior to starting any new DSPD services. ● In most cases, EPR is inappropriate for someone who is currently furloughed from a CIE job. If the support team determines an individual need would represent an exception to this rule, a request can be made to DSPD Administration. <ul style="list-style-type: none"> ○ EPR services are intended to learn the prevocational skills needed to begin working in a CIE position. An individual that has worked in CIE, already exhibited a skill level required for community placement. Time-limited SEI is most often recommended if additional employment supports are needed. ● When an individual is furloughed: <ul style="list-style-type: none"> ○ support teams should make an inquiry about available Vocational Rehabilitation services; ○ identify alternative community resources, classes, activities, and volunteer work; ○ request any short-term day, or supported living services focused on individual skills, interests or activities as needed; ○ request new or use a portion of existing SEI services to maintain CIE skills, all delivered in community settings.
<p>Individuals participating in: Volunteer opportunities; resume writing; mock interviews, professionalism</p>	<ul style="list-style-type: none"> ● Contracts, service code descriptions, and professional judgement are all recommended resources to determine which employment-based service matches the activity. <ul style="list-style-type: none"> ○ Decisions regarding specific service activities should connect the purpose of the activity with a specific service code description. <p>Specific Recommendations:</p> <ul style="list-style-type: none"> ● Prevocational skill building, exploration or informed choice activities, identified through planning as applicable to any CIE

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<p>training; communication training; computer skills; problem solving; or other soft skills.</p>	<p>position, should utilize EPR.</p> <ul style="list-style-type: none"> ○ When employment services are needed to address a specific job or vocational interest, one-time SEI should be requested.
<p>Support for non-CIE work situations</p>	<ul style="list-style-type: none"> ● Introducing EPR creates more distinction between day and employment services. ● SED continues to be utilized for enclave work in the community ● SEI should only be used to retain, maintain or develop new employment opportunities and skills, when VR is not a resource for an individual. SEI cannot be utilized to support placement in a sub-minimum wage or sheltered workshop setting, or any other non-CIE position. ● EPR is intended to support pre-vocational skills training. This includes time-limited support for non-CIE placements to develop pre-vocational skills. The 24-month limitation, and 20% community integration requirements still apply, as do all other EPR service requirements.
<p>Individuals had a CIE position, but quit or lost their job</p>	<ul style="list-style-type: none"> ● The EPR service is intended to develop prevocational skills to prepare an individual for CIE. If an individual has been placed in a CIE position, EPR is not an appropriate service. DSPD directs PCST's to identify other community activities, classes, resources, volunteer work, non-vocational Day Service, or Supported Living activities when supporting the person to plan their day while they are not working. ● Individuals should return to VR if they are eligible and want to find a new job. If they are not eligible for VR, SEI can be utilized upon request to address job re-placement activities.