

INDIVIDUAL SUPPORTED EMPLOYMENT (IS1)

- A. General Description: IS1 provides skills-building through job coaching. This service focuses on how to obtain, maintain, or advance the Person's competitive integrated employment, or self-employment, based upon their individual need. The optimal outcome would be that the Person has developed the skills needed to have a successful work experience.
- B. Population Served: Persons with Intellectual Disabilities, Related Conditions (ID, RC), and/or adults ages 18 and older with an Acquired Brain Injury (ABI), as defined in Utah Administrative Rule R539-1. Persons must also be receiving Department of Health and Human Services, Division of Services for People with Disabilities(DHHS/DSPD), Self-Administered Services (SAS), through the Limited Supports Waiver (LSW).
- C. Direct Service Requirements:
1. All General SAS Service Requirements shall be implemented.
 2. Provide job coaching for the Person to obtain, maintain or advance in competitive integrated employment or self-employment. The following shall be included as part of job coaching:
 - a. Analysis of the Person's daily work tasks in order to provide instruction for the Person to independently complete as many of the tasks as possible. IS1 may include the following as part of training and instruction:
 - (a) instructional prompts;
 - (b) verbal and written instructions;
 - (c) self-management tools; and
 - (d) role play.
 - b. Personal assistance with Activities of Daily Living (ADL) and Instrumental Activities of Daily Living (IADL) such as toileting, transferring and eating;
 - c. Supervision of the Person to ensure the Person's health and safety;
 - d. Off-the-job supports essential for the Person to maintain employment successfully (e.g. phone call or text reminders to the Person);

- e. Provide assistance and skills-building of communication to maintain employment, such as asking for time off, accommodations, and self-advocacy; and
 - f. Provide assistance and skills-building for how to interact with co-workers and work culture in order to maintain employment.
- 3. Recognize and facilitate the support of the Person's co-worker(s) in order to engage in unpaid, natural co-worker supports to the Person, with the goal of minimizing or fading out the Person's need of IS1 supports;
 - 4. Support identification of, and coordination for, provisions of reasonable worksite accessibility and accommodations that will assist the Person in completing their essential job functions;
 - 5. Meet every six months with the Person's PCPT to assess the amount of hours of IS1 the Person needs, and to create strategies for decreasing the amount of IS1 needed;
 - 6. Provide assistance and skills-building for the Person to independently access transportation. Including fixed bus and rail routes, as well as paratransit; and
 - 7. Provide transportation to and from work or activities related to employment, as needed, and when no other transportation is available.

D. Limitations: IS1 shall NOT be:

- 1. Provided or billed at the same time Persons are receiving any other DHHS/DSPD services;
- 2. Provided or billed to support a Person to obtain or continue in a job where the Person receives subminimum wages;
- 3. Billed for personal needs cost;
- 4. Billed for supervision, training, support and adaptations that are typically also available to other workers without disabilities, and when filing similar positions within the business, relative to how the Person is employed;
- 5. Billed for services rendered in a facility-based training center, sheltered workshop or other like facilities;
- 6. Billed for volunteer activities;

7. Billed for employment services that are available under, or funded by, the Utah State Office of Rehabilitation Vocational Rehabilitation, including either the Rehabilitation Act of 1973 or Individual with Disabilities Education Act; and
8. Utilize IS1 payments to fund incentive payments, subsidies, or unrelated vocational training expenses including incentive payments made to an employer or beneficiaries to encourage or subsidize an employer's participation in a supported employment program.

E. Employee Qualifications: Prior to providing service, the employee shall:

1. Meet all General SAS Staff Qualifications; and
2. Maintain as current:
 - a. Customized Employment Training through Utah State University, or
 - b. ACRE training through Utah State University, or any accredited program available through the ACRE website, or
 - c. Workplace Support Training through Utah State University.

F. Specific Training Requirements: General SAS Service Training Requirement shall be completed before providing services.

G. Rate: IS1 is a one-to-one service with a quarter-hour rate.