

**STATE OF CONNECTICUT  
DEPARTMENT OF DEVELOPMENTAL SERVICES**

**Procedure No:** I.C.5. PR.001  
**Subject: Employment First Initiative**  
**Section:** Services and Supports:  
Employment and Day Supports

**Issue Date:** April 13, 2011  
**Effective Date:** Upon release  
**Approved:**/s/Terrence W. Macy/KdP

**A. Purpose**

The purpose of this procedure is to establish a consistent approach to achieve full competitive work.

**B. Applicability**

This procedure shall apply to all individuals who are eligible for DDS day supports and services.

This procedure shall apply to Regional Planning and Resource Allocation Teams, the staff of the DDS Operations Center, Regional Resource Administration staff, Case Managers, Self Determination Directors, Providers and other staff responsible for the allocation, development and implementation of day supports.

**C. Definitions**

PRAT Regional Planning and Resource Allocation Teams  
The PRAT reviews all requests for allocations.

Competitive Employment The individual is employed and supervised directly by the employer and is paid prevailing wages. Minimal or no ongoing employment supports are provided through DDS.

Group Employment A supported employment situation in a competitive employment environment in which a group of participants are working at a particular work setting. The participants may be disbursed throughout the worksite:

1. Among workers without disabilities;
2. Congregated as a group in one part of the worksite; or
3. Part of a Mobile Work Crew

Day Support Options Supports to participants that lead to the acquisition, improvement, and/or retention of skills and abilities to prepare a participant for work and/or community participation, or support meaningful socialization, leisure, and retirement activities. Supports include the development, maintenance or enhancement of independent functioning skills including but not limited to sensory-motor, cognition, personal grooming, hygiene, toileting, assistance in developing and maintaining friendships of choice and skills to use in daily interactions; the development of work skills; opportunities to earn money; opportunities to participate in community activities.

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Blended Day Supports A combination of supports being provided to a participant during the same day or a combination of supports provided during the week (2 hours/days of Group Employment and 3 hours/days of Individual Supported Employment).

LON Level of Need Assessment and Screening Tool

Individual Plan DDS written document which specifies the supports and services, both generic and specialized, that an individual consumer will receive based on assessed needs.

Operations Center A division of DDS that provides overall management and coordination of services purchased directly by families or provided in partnership with the department for the Participant.

Career Assessment An assessment to determine participant strengths, interests and other individual needs and preferences to inform career plan and path in securing employment for the participant.

Resource Administration The division of DDS that has administrative oversight responsibilities for Contractors. Responsibilities include managing CSAs and related budgets, as well as ensuring quality services and contract compliance.

**D. Implementation**

Regional Planning and Resource Allocation Teams:

The PRAT reviews all requests for allocations. All future requests for group employment or group day services for individuals with a LON score of between one and three will include a written justification that outlines the reasons for not requesting individual employment supports for the DDS consumer. Significant health or behavioral concerns may be included in the justification. In these instances the PRAT will first offer other strategies to assist the consumer in achieving employment.

Case Managers:

Case Managers develop Individual Plans for all DDS consumers who are receiving services and supports. Included in these plans are strategies for achievement of outcomes that respond to the person's goals. Each Individual Plan for consumers who are 18 through 21 years of age and have a LON score between one and three shall include an employment outcome which contains reference to minimum or competitive wages. Each Individual Plan for consumers under the age of 62 who are receiving group day supports and who have a LON score between one and three shall include an employment outcome which contains reference to minimum or competitive wages. Individual Plans for consumers with significant health or behavioral concerns can be exempted from this procedure.

Case Managers and Private Providers:

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The DDS Employment Information Profile/Career Assessment Plan will be used to document employment services provided to the individual. This will be completed by the case manager and private service employment provider during the funded career assessment period.

Operations Center and Resource Administration

The Operations Center and Resource Administration are primarily involved in the overall management and coordination of services purchased directly by families or provided in partnership with the department by private providers. The goals for enhancing the employment outcomes of individuals served by an agency shall be addressed in each day service provider's continuous quality improvement plan.

**E. References**

None

**F. Attachments**

None