

# Career Exploration

## Service Definition

A. Career Exploration are time limited services to help participants learn skills to work toward competitive integrated employment.

1. Teaching methods based on recognized best practices are used such as systematic instruction.
2. Career Exploration provides the participant with opportunities to develop skills related to work in a competitive employment position in an integrated community environment including learning:
  - a. Skills for employment, such as time-management and strategies for completing work tasks;
  - b. Socially acceptable behavior in a work environment;
  - c. Effective communication in a work environment; and
  - d. ~~Self-direction and p~~Problem-solving for a work task.

B. Career Exploration includes: (1) Facility-Based Supports; (2) Small Group Supports; and (3) Large Group Supports.

1. Facility-Based Supports can be at a fixed site that is owned, operated, or controlled by a licensed provider or an off-site location. It also includes doing work under a contract being paid by a licensed provider.
2. Small Group Supports are provided in groups of between 2 and 8 individuals (including the participant) where the group completes work tasks on a contract-basis. This work must be conducted at another site in the community not owned, operated, or controlled by the licensed provider. **Small Group** Supports models include enclaves, mobile work crews, and work tasks on a contract-basis. The licensed provider is the employer of record and enters into the contract on behalf of the group.
3. Large Group Supports are provided in groups of between 9 and 16 individuals (including the participant) where the group completes work tasks on a contract-basis. This work must be conducted at another site in the community not owned, operated, or controlled by the licensed provider. The licensed provider is the employer of record and enters into the contract on behalf of the group.

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### C. Career Exploration services include:

1. Direct support services that enable the participant to learn skills to work toward competitive integrated employment, as described in Sections A-B above;
2. The following services provided in combination with, and incidental to, the provision of this ~~Waiver~~ ~~Wavier~~ program service:
  - a. Transportation to and from and within this ~~Medicaid w~~ ~~Waiver~~ program service;
  - b. Delegated nursing tasks or other nursing support services covered by this ~~Medicaid w~~ ~~Waiver~~ program based on assessed need; and
  - c. Personal care assistance, based on the participant's assessed need.
  - d. Nursing Support Services based on assessed need. The scope of the Nursing Support Services is defined under the stand-alone service in Appendix C.

### SERVICE REQUIREMENTS:

- A. The participant must be 18 years of age or older and no longer enrolled in primary or secondary school.
- B. Career Exploration ~~services and supports~~ must be provided in compliance with all applicable federal, State, and local laws and regulations.
- ~~C. Participants previously receiving facility based, small group, and large group supports under Supported Employment or Day Habilitation services will transition to Career Exploration services by creating an employment goal within their Person-Centered Plan during their annual planning process that outlines how they will transition to community integrated employment (such as participating in discovery and job development).~~
- C. Participants must have an employment goal within their Person-Centered Plan that outlines how they will transition to community integrated employment (such as participating in discovery and job development) or another service.

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**D.** The level of staffing and meaningful activities provided to the participant under this **Medicaid wWaiver** program service must be based on the participant's assessed level of service need.

**E.** If transportation is provided as part of this **Medicaid wWaiver** program service, then:

1. The participant cannot receive Transportation services separately at the same time as provision of this **Medicaid wWaiver** program service;
2. The provider must:
  - a. Provide, or arrange for provision of, transportation to meet the needs of the participant identified in the participant's Person-Centered Plan; and
  - b. Use the most cost-effective mode of transportation, with priority given to the use of public transportation; **and**
3. Transportation services may not compromise the entirety of this **Medicaid wWaiver** program service.

**F.** If direct support staff perform delegated nursing tasks as part of this **Medicaid wWaiver** program service, then:

1. The participant must receive Nursing Support Services under this **Medicaid wWaiver** program service;
2. The delegated nursing tasks:
  - a. Must be provided by direct support staff who are **currently** certified as a Medication Technician by the Maryland Board of Nursing (MBON); and
  - b. May not compromise the entirety of this **Medicaid wWaiver** program service.

**G.** If personal care assistance services are provided as part of this **Medicaid wWaiver** program service, then the personal care assistance may not comprise the entirety of the service. For purposes of this **Medicaid wWaiver** program service, personal care assistance means the provision of supports to assist a participant in performing activities of daily living and instrumental activities of daily living.

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~~I. Until the service transitions to the LTSS Maryland system, under the traditional service delivery model, a participant's Person-Centered Plan may include a mix of employment and day related daily waiver services units such as Day Habilitation, Community Development Services, and Employment Discovery and Customization Services provided on different days:~~

H. ~~Beginning December 2019, a~~ A participant's Person-Centered Plan may include a mix of employment and meaningful day type services such as Day Habilitation, Community Development Services, and Employment ~~Discovery and Customization~~ Services provided at different times under both service delivery models.

~~J. Until the service transitions to the LTSS Maryland system, Career Exploration daily services units are not available:~~

~~1. On the same day a participant is receiving Community Development Services, Day Habilitation, Employment Discovery and Customization, Medical Day Care, or Supported Employment services under the Traditional Services delivery model; and~~

~~2. At the same time as the direct provision of Community Living—Enhanced Supports, Community Living-Group Homes, Personal Supports, Respite Care Services, Shared Living, Supported Living, or Transportation services:~~

~~K. Until the service transitions to the LTSS Maryland system, Career Exploration services are not available at the same time as the direct provision of Community Development Services, Community Living—Enhanced Supports, Community Living-Group Homes, Day Habilitation, Employment Services, Medical Day Care, Personal Supports, Respite Care Services, Shared Living, Supported Living, or Transportation services:~~

I. Career Exploration services are not available at the same time as the direct provision of Day Habilitation, Community Development Services, Community Living—Enhanced Supports, Community Living-Group Homes, Employment Services, Medical Day Care, Personal Supports, Respite Care Services, Shared Living, Supported Living, or Transportation services.

J. Prior to accessing DDA funding for this service, all other available and appropriate funding sources which may include, as applicable, private insurance, including those services offered by Maryland Medicaid State Plan, Maryland State Department of Education (MSDE), Division of Rehabilitation Services (DORS), and Department of Human Services (DHS), and or any other federal or State government funding program, must be explored and exhausted to the extent applicable.

1. These efforts must be documented in the participant's file.

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2. If these services are deemed by the participant's person-centered planning team to be inappropriate to meet the specific needs of the participant, the exploration efforts and reasons that these services do not meet the participant's needs shall be **documented written** in the participant's **file PCP**.
3. The DDA has authority to determine if further efforts must be made, and documented, prior to authorization of funding for the service under the **Medicaid wWaiver** program.
- K.** To the extent that any listed services are covered under the Medicaid State Plan, the services under the waiver would be limited to additional services not otherwise covered under the Medicaid State Plan, but consistent with waiver objectives of **receiving community-based services and** avoiding institutionalization.
- L.** Nursing Support Services, as applicable, can be provided during services so long as it is not the primary or only service provided. The scope of the Nursing Support Services are defined under the stand-alone service in Appendix C.
- M.** In the event that additional Nursing Support Services Delegation training supports are needed as indicated in the Health Risk Screening Tool (HRST) because of a change in the participant's health status or after discharge from a hospital or skilled nursing facility, the request is reviewed by DDA's Regional Office and additional standalone Nursing Support Services hours can be authorized.
- N.** A legally responsible person, relative, or legal guardian of the participant cannot be paid by the **Medicaid wWaiver** program, either directly or indirectly, to provide this **Medicaid wWaiver** program service.
- O.** Anyone paid to provide a Medicaid waiver service, including participant's employees, are considered a Medicaid Provider, subject to all laws and regulations associated with a Medicaid Provider.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

1. Career Exploration may not exceed a maximum of 8 hours per day or 40 hours per week including in combination with any of the following other **Medicaid wWaiver** program services in a single day: Community Development **Services**, **Supported Employment**, **Employment Services – Job Development**, **Employment Discovery and Customization**, and Day Habilitation services.

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2. Career Exploration services for participants accessing this service for the first time is limited to up to 720 hours for the plan year <del>unless otherwise authorized by the DDA.</del>
Service Delivery Method (check each that applies):
<p><u>(Don't Check)</u> Participant-directed as specified in Appendix E</p> <p>X Provider managed</p> <p><u>(Don't Check)</u> Remote/via Telehealth</p>
Specify whether the service may be provided by (check each that applies):
<p><b>NONE CHECKED</b></p> <p><input type="checkbox"/> Legally Responsible Person</p> <p><input type="checkbox"/> Relative</p> <p><input type="checkbox"/> Legal Guardian</p>
Provider Category(s) (check one or both):
<p><u>(Don't Check)</u> Individual. List types:</p>
<p>X Agency. List the types of agencies:</p>
Career Exploration Providers
Provider Type:

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License (specify)
Certificate (specify)
Other Standard (specify)
Provider Type:
Career Exploration Providers
License (specify)
Certificate (specify)
Other Standard (specify)
Agencies must meet the following standards:
1. Complete the <del>MDH DDA</del> provider application and be certified based on compliance with meeting all of the following standards:

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- A. Be properly organized as a Maryland ~~business entity corporation~~, or, if operating as a foreign corporation, be properly registered to do business in Maryland;
- B. A minimum of 5 years demonstrated experience and capacity providing quality ~~similar developmental disability employment~~ services;
- C. Have a governing body that is legally responsible for overseeing the management and operation of all programs conducted by the licensee including ensuring that each aspect of the agency's programs operates in compliance with all local, State, and federal requirements, applicable laws, and regulations;
- D. ~~Except for currently DDA licensed or certified Day Habilitation providers, Demonstrated~~ demonstrate the capability to provide or arrange for the provision of all services required by submitting, at a minimum, the following documents with the application:
  - (1) A program service plan that details the ~~agency's agencies~~ service delivery model;
  - (2) A business plan that clearly demonstrates the ability of the agency to provide Career Exploration;
  - (3) A written quality assurance plan to be approved by the DDA;
  - (4) A summary of the applicant's demonstrated experience in the field of developmental disabilities; and
  - (5) Prior licensing reports issued within the previous 10 years from any in-State or out-of-State entity associated with the applicant, including deficiency reports and compliance records.
- E. If currently licensed or certified, produce, upon written request from the DDA, the documents required under D;
- F. Be in good standing with the Internal Revenue Service (IRS) and ~~State Department of Assessments and Taxation (SDAT) MDAT~~;
- G. Have Workers' Compensation Insurance;
- H. Have Commercial General Liability Insurance;



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- I. Submit results from required criminal background checks, Medicaid Exclusion List, and child protective clearances as provided in Appendix C-2-a and per DDA policy;
- J. Submit documentation of staff certifications, licenses, and/or trainings as required to perform services;
- K. Complete required orientation and training;
- L. Comply with the DDA standards related to provider qualifications; and
- M. Complete and sign any agreements required by the Maryland Department of Health or DDA.

N. Be licensed by the Office of Health Care Quality;

O. All ~~new~~ providers must meet and comply with the federal community settings regulations and requirements;

P Have a signed Medicaid Provider Agreement;

Q. Have documentation that all vehicles used in the provision of services have automobile insurance; and

R. Submit a provider renewal application at least 60 days before expiration of its existing approval ~~as per DDA policy~~. The renewal license is good for a 3 year period unless otherwise noted in the approval letter.

~~The DDA Deputy Secretary may waive the requirements noted above if an agency is licensed or certified by another State agency or accredited by a national accreditation agency, such as the Council on Quality Leadership (CQL) and Commission on Accreditation of Rehabilitation Facilities (CARF) for similar services for individuals with developmental disabilities, and be in good standing with the Internal Revenue Service (IRS) and State Department of Assessments and Taxation (SDAT)MDAT.~~

Staff working for or contracted with the agency as well as volunteers utilized in providing any direct support services or spend any time alone with a participant must meet the following minimum standards:

1. Be at least 18 years old;
2. Have DDA required credentials, license, or certification;

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3. Possess current First Aid and CPR certification;

a. The CPR training must include a hands-on, in-person component.

b. At minimum, employees must participate in an in-person skills session that will require them to show that they are able to perform CPR and First Aid skills.

c. Written materials may be used online and at the employee's own pace.;

4. Unlicensed staff paid to administer medication and/or perform treatments must be certified by the Maryland Board of Nursing as Medication Technicians<sup>2</sup>;

5. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-a;

6. Complete necessary pre/in-service training based on the Person-Centered Plan;

7. Satisfactorily complete ~~Complete~~ required orientation and training designated by DDA including:;

a. Training requirements required before supporting a participant:

(1) Seizure disorders;

(2) Mandt Training;

(3) The aging process and the special needs of the elderly;

(4) All staff and care providers receive training in blood-borne pathogens in accordance with OSHA guidelines found in 29 Code of Federal Regulations §1910.1030, which is incorporated by reference; and

(5) Inappropriate sexual behavior awareness and prevention training, in accordance with Code of Maryland Regulations 10.01.18.04.

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b. Training requirements required within 3 months of hire in the following:

- (1) Community integration and inclusion;
- (2) Individual-directed, outcome-orientation planning for individuals;
- (3) General characteristics and needs of individuals served;
- (4) Fundamental rights of individuals with developmental disabilities;
- (5) Communicable diseases;
- (6) Supporting individuals and families in making choices;
- (7) Communication skills; and
- (8) Basics of Employment First.

Each staff member must meet the following training requirements within the first 90 days of the staff member's date of hire, or provide proof that they have completed the training previously:

- (a) Basics of Customized Employment;
- (b) Facilitation of natural supports and principles of fading;
- (c) The role of the Job Coach;
- (d) Basics of benefits awareness; and
- (e) Basics of self-employment.

8. Possess a valid driver's license, if the operation of a vehicle is necessary to provide services; and

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9. Have automobile insurance for all automobiles that are owned, leased, and/or hired and used in the provision of services.
Verification of Provider Qualifications
Provider Type:
Career Exploration Provider
Entity Responsible for Verification:
1. D <del>MDH DDA</del> for approval of certified providers.
2. Provider for <b>verification of</b> individual staff members' licenses, certifications, and training.
Frequency of Verification
1. <del>MDH DDA</del> Initially and at least every 3 years.
2. Provider – <b>Prior</b> to service delivery and continuing thereafter.