

Day Services – Supported Employment

Reference Previous CLDS Policy or Circular (if applicable)?	
CLDS Policy:	100.2.5

Service Definition

Value Statement

Day services supports individuals to develop skills that will maximize their independence, and provides opportunities that will enable individuals to contribute and participate in all aspects of community life.

Purpose

The purpose of day services is to promote the development and maintenance of skills that are appropriate to the individual's age and abilities, and which assist the individual to participate as fully as possible in the day-to-day activities of their community. Individual areas of emphasis and the type of day service provided are based on the individual's employment and personal skill development goals established through the person-centred planning process.

Definition

Day Services – Supported Employment is the provision of supports and services by CLDS-funded non-profit agencies to assist CLDS participants who have demonstrated a desire to be employed, and to locate, secure and retain competitive employment opportunities in the community.

Components

Core Components

- A. Participating in the development and implementation of **person-centred plans** by:
 - i. Attending planning meetings, wherever possible
 - ii. Participating in establishing goals
 - iii. Implementing responsibilities identified in the plan
 - iv. Actively supporting the overall plan developed for each individual
 - v. Consulting with the support network, professionals and resource persons, as required

- B. Supporting the development of **independent living skills**, including:
 - i. Development of personal safety skills
 - ii. Maintaining appropriate dress and grooming for the workplace
 - iii. Development of time management skills
 - iv. Engaging in social interactions with coworkers
 - v. Using public transportation or other means of transportation
 - vi. Understanding employer expectations and employee rights

Supported Employment Components

- A. Working with high schools and other service partners on **transition planning**, specifically to help develop and implement effective transitions from school to work.

- B. Engaging in **employment exploration**, which may include:
 - i. conducting a skills assessment
 - ii. examining areas of interest

- iii. completing employment plans
- iv. participating in work experiences to trial jobs and build references

- C. Delivering **job skills training** to support individuals with developing core employment skills, including:
 - i. appropriate attendance levels normally expected by an employer (i.e. acceptable absenteeism and punctuality)
 - ii. working independently
 - iii. working collaboratively with co-workers and others in the community
 - iv. remaining on task
 - v. developing safety skills
 - vi. achieving one's potential
- D. Delivering **employment preparedness training**, including:
 - i. résumé building
 - ii. interviewing skills
 - iii. organization and time management
 - iv. stress management
 - v. other employment skills
- E. **Matching the skills required** for employment opportunities with applicant qualifications.
- F. **Locating employment opportunities** for participants that align with the individual's goals and objectives.
- G. **Referring qualified applicants** to employers, taking into consideration the needs of the employer and the employment sector.
- H. Working with employers to **job carve**, including:
 - i. breaking down job functions so that individuals understand their role and responsibilities, and are able to meet the expectations of the employer; and
 - ii. developing resources and an internal network of supports to enable the individual to be successful at the workplace.
- I. Providing **on-site mentorship and job coaching** for the individual at the place of employment.
- J. Providing **employment support** during periods where an individual is between paid employment.

Provider Qualifications Eligibility Criteria

- The service provider must have an active Service Purchase Agreement (SPA) with the Department.
- All persons hired by a CLDS-funded agency to deliver *Day Services – Supported Employment* are required to obtain a satisfactory Criminal Record Check and clear Child Abuse Registry and Adult Abuse Registry checks.

Parameters/Exclusions allowed Mode(s) of Delivery

Service Parameters:

- CLDS program participants become eligible for day services on July 2nd of the calendar year that they turn 21 years of age.

- *Day Services – Supported Employment* cannot be provided or billed for at the same hours on the same day as any other CLDS-funded service.

Funding Parameters:

- Individuals receiving *Day Services - Supported Employment* are eligible to receive per diem funding dependent on the individual's person-centred plan and previously established Supported Employment per diem rate.
- Service provider may also be eligible to receive Supplemental Rate funding.

Mode of Delivery Parameters

- **Community-Based:** Supported employment is a community based service whereby the rate of pay is at least minimum wage or higher, and the hours of work are at least 15 hours or more per week.

Additional Service Criteria

- Funded as a per diem.