

# Day Services – Vocational Skills Development and Maintenance

## Reference Previous CLDS Policy or Circular (if applicable)?

CLDS Policy:	100.2.5
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### Service Definition

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 – Vocational Skills Development and Maintenance* is the provision of supports and services that provide vocational training opportunities, and ongoing maintenance of employment-based skills, by CLDS-funded non-profit agencies to CLDS participants with the goal of competitive employment in the community as the preferred long term outcome, where possible.

### 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. Maximizing **independent living skills**, including:
  - i. Development of personal safety skills
  - ii. Appropriate dress and hygiene 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
  - vii. Development of self advocacy skills

#### Vocational Skills Development and Maintenance Components

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

- B. Engaging in **employment exploration**, which may include:
- i. conducting a skills assessment
  - ii. examining areas of interest and supporting self discovery
  - iii. exploring learning styles
  - iv. setting employment goals
  - v. mapping a pathway to develop the skills necessary for a particular job/vocation
  - vi. completing employment plans
  - vii. connecting individuals to work experience opportunities
- C. Delivering **job skills training** to support individuals with developing core employment skills, including:
- i. understanding 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. **Referring** qualified applicants to employers.

### 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 – Vocational Skills Development and Maintenance* 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 2<sup>nd</sup> of the calendar year that they turn 21 years of age.
- *Day Services – Vocational Skills Development and Maintenance* 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 – Vocational Skills Development and Maintenance* are eligible to receive per diem funding dependent on the individual's person-centred plan and the Day Services Funding Guidelines.
- Service provider may also be eligible to receive Supplemental Rate funding.

**Mode of Delivery Parameters**

- **Community-Based:** 40% or more of a participant's time in an average week is spent outside of an agency-operated facility (in the community)
- **Facility-Based:** more than 60% of a participant's time in an average week is spent at an agency owned or operated facility

**Additional Service Criteria**

Funded as a per diem.