

**LAKESHORE REGIONAL ENTITY SERVICE DESCRIPTION**  
**Skill-Building Assistance**  
**Out-of-Home Non-Vocational Habilitation Services**  
**Prevocational Services**

*This service must be provided consistent with requirements outlined in the MDHHS Medicaid Provider Manual as updated. The manual is available at:*

<http://www.mdch.state.mi.us/dch-medicaid/manuals/MedicaidProviderManual.pdf>

**1. Definition or Description of Service**

- a. This is a State Plan EPSDT service when delivered to children birth to twenty-one (21) years.
- b. Skill-Building Assistance
  - i. Consists of activities identified in the individual plan of services and designed by a professional within his/her scope of practice that assists an individual to increase his/her economic self-sufficiency and/or to engage in meaningful activities such as school, work, and/or volunteering. The services provide knowledge and specialized skill development and/or support. Skill-Building Assistance may be provided in the individual's residence or in community settings.
  - ii. Documentation must be maintained by the PIHP that the individual is not currently eligible for supported employment services provided by Michigan Rehabilitation Services (MRS) or the Bureau of Services for Blind Persons (BSBP). Information must be updated when the individual's MRS or BSBP eligibility conditions change.
  - iii. Coverage includes:
    - (1) Out-of-home adaptive skills training: Assistance with acquisition, retention, or improvement in self-help, socialization, and adaptive skills; and supports services incidental to the provision of that assistance, including:
      - (a) Aides helping the individual with his/her mobility, transferring, and personal hygiene functions at the various sites where adaptive skills training is provided in the community.
      - (b) When necessary, helping the person to engage in the adaptive skills training activities (e.g., interpreting).
  - iv. Services must be furnished on a regularly scheduled basis (several hours a day, one or more days a week) as determined in the Individual Plan of Service (IPOS) and should be coordinated with any physical, occupational, or speech therapies also listed in the plan. Services may serve to reinforce skills or lessons taught in school, therapy, or other settings.
  - v. Work preparatory services are aimed at preparing an Individual for paid or unpaid employment, but are not job task-oriented. They include teaching such concepts as attendance, task completion, problem solving, and safety. Work preparatory services are provided to people not able to join the general workforce, or are unable to participate in a transitional sheltered workshop within one (1) year (excluding supported employment programs).
  - vi. Activities included in these services are directed primarily at reaching habilitative goals (e.g., improving attention span and motor skills), not at teaching specific job skills. These services must be reflected in the IPOS and directed to habilitative or rehabilitative objectives rather than employment objectives.
  - vii. Transportation from the Individual's place of residence to the skill building assistance training, between skills training sites if applicable, and back to the individual's place of residence.
  - viii. Coverage excludes:
    - (1) Services that would otherwise be available to the individual.

- c. **Out-of-Home Non-Vocational Habilitation Services** are supports and services available to Individuals enrolled in the Michigan Habilitation Supports Waiver (HSW).
- i. Services include assistance with acquisition, retention, or improvement in self-help, socialization, and adaptive skills; and the support services, including transportation to and from, incidental to the provision of that assistance that takes place in a non-residential setting, separate from the home or facility in which the individual resides. Examples of incidental support include:
    - (1) Aides helping the individual with mobility, transferring, and personal hygiene functions at the various sites where habilitation is provided in the community.
    - (2) When necessary, helping the person to engage in the habilitation activities (e.g. interpreting).
  - ii. Services must be furnished four (4) or more hours per day on a regularly scheduled basis for one or more days per week unless provided as an adjunct to other day activities included in the IPOS.
  - iii. These supports focus on enabling the person to attain or maintain maximum functioning level, and should be coordinated with any physical, occupational, or speech therapies listed in the plan of services. Services may serve to reinforce skills or lessons taught in school, therapy, or other settings.
- d. **Prevocational Services** are supports and services available to Individuals enrolled in the Michigan Habilitation Supports Waiver (HSW).
- i. Prevocational Services involve the provision of learning and work experiences where an individual can develop general, non-job-task-specific strengths and skills that contribute to employability in paid employment in integrated, community settings. Services are expected to occur over a defined period of time and provided in sufficient amount and scope to achieve the outcome, as determined through the person-centered planning process. Services are expected to specifically involve strategies that enhance employability in integrated, community settings. Competitive employment and supported employment are considered successful outcomes of prevocational services. However, participation in prevocational services is not a required prerequisite for competitive employment or receiving supported employment services.
  - ii. Prevocational services should enable each individual to attain the highest possible wage and work which is in the most integrated setting and matched to the individual's interests, strengths, priorities, abilities, and capabilities. Services are intended to develop and teach general skills that lead to employment including, but not limited to:
    - (1) Ability to communicate effectively with supervisors, co-workers and customers;
    - (2) Generally accepted community workplace conduct and dress;
    - (3) Ability to follow directions;
    - (4) Ability to attend to tasks;
    - (5) Workplace problem solving skills and strategies;
    - (6) General workplace safety; and
    - (7) Mobility training.
  - iii. Support of employment outcomes is a part of the person-centered planning process and emphasizes informed individual choice. This process specifies the individual's personal outcomes toward a goal of productivity, identifies the services and items, including prevocational services and other employment-related services that advance achievement of the individual's outcomes, and addresses the alternatives that are effective in supporting his or her outcomes. From the alternatives, the individual selects the most cost-effective approach that will help him or her achieve the outcome.
  - iv. Individuals who receive prevocational services during some days or parts of days may also receive other waiver services, such as supported employment, out-of-home non-

vocational habilitation, or community living supports, at other times. Individuals who are still attending school may receive prevocational training and other work-related transition services through the school system and may also participate in prevocational services designed to complement and reinforce the skills being learned in the school program during portions of their day that are not the educational system's responsibility, e.g., after school or on weekends and school vacations. Prevocational services may be provided in a variety of community locations.

- v. Individuals participating in prevocational services may be compensated in accordance with applicable Federal laws and regulations, but the provision of prevocational services is intended to lead to a permanent integrated employment situation.
- vi. Documentation must be maintained by the PIHP that the individual is not currently eligible for supported employment services provided by Michigan Rehabilitation Services (MRS) or the Bureau of Services for Blind Persons (BSBP). Information must be updated when MRS or BSBP eligibility conditions change.
- vii. Prevocational services may be provided to supplement, but may not duplicate, services provided under supported employment or out-of-home non-vocational habilitation services. Coordination with the individual's school is necessary to assure that prevocational services provided in the waiver do not duplicate or supplant transition services that are the responsibility of the educational program. Transportation provided between the individual's place of residence and the site of the prevocational services, or between habilitation sites, is included as part of the prevocational and/or habilitation services.
- viii. Assistance with personal care or other activities of daily living that are provided to an individual during the receipt of prevocational services may be included as part of prevocational services or may be provided as a separate State Plan Home Help service or community living supports service under the waiver, but the same activity cannot be reported as being provided to more than one service.
- ix. Only activities that contribute to the Individual's work experience, work skills, or work-related knowledge can be included in prevocational services.
- x. Prevocational services may be provided in a variety of community locations.

## **2. Practice Principles**

- a. Providers are encouraged to offer evidence-based and promising practices as part of the Medicaid covered specialty services where applicable. Providers shall assure that these practices are provided by staff that have been appropriately trained in the model(s) and are provided to the population for which the model was intended.
- b. Provider will comply with the principles of person-centered planning as outlined in the MDHHS BHDDA Person-Centered Planning Policy.
- c. MDHHS encourages the use of natural supports to assist in meeting an Individual's needs to the extent that the family or friends who provide the natural supports are willing and able to provide this assistance. The use of natural supports must be documented in the Individual's individual plan of service.

## **3. Credentialing Requirements**

- a. Provider will assure that licensed professional staff are licensed and/or registered in the State of Michigan to provide services at the level authorized by the Payor. Licensed professionals shall act within the scope of practice defined by their license.
- b. Provider shall assure that all staff providing services are qualified and trained to provide services at the level authorized by the Payor.

- c. Provider shall ensure that all vehicles used for transporting the individual(s) under this agreement are maintained in a safe operating condition and contain first aid equipment.
- d. Provider shall permit only responsible staff with an appropriate valid driver's license and insurance, as required by State law, to operate motor vehicles while transporting Individual(s) as evidenced by annual driving record and insurance checks.
- e. Provider shall maintain a copy of training records for each staff person for review if requested by the Payor, the LRE, or an external review team.
- f. Providers of services must:
  - i. Be at least 18 years of age.
  - ii. Be able to prevent transmission of any communicable disease from self to others in the environment where they are providing services.
  - iii. Be able to communicate expressively and receptively in order to follow individual plan requirements and Individual-specific emergency procedures, and report on activities performed. Understanding and skill must be documented.
  - iv. Be in good standing with the law as outlined in the MDHHS/PIHP contract.

#### 4. Service Requirements

- a. Provider shall provide services in the least restrictive and most integrated settings, unless the less restrictive levels of treatment, service or support have been unsuccessful or cannot be safely provided for that Individual.
- b. Provider shall ensure language interpretation, translation services, and hearing interpreter services are provided as needed, and at no cost to the Individual. Provider shall be responsive to the particular needs of Individuals with sensory or mobility impairments, and provide necessary accommodations.
- c. Provider shall complete service documentation and records that meet the PIHP/CMHSP's requirements for reimbursement. Provider's services and documentation/records shall comply with the standards of the PIHP, CMHSP, accreditation bodies, MDHHS, any applicable licensing Department or Agency of the State of Michigan, Medicaid and Medicare regulations and/or any third-party payers.
- d. The individual's record must contain sufficient information to document the provision of services, including the nature of the service, the date, and the location of contacts, including whether the contacts were face-to-face. The frequency and scope of contacts must take into consideration the health and safety needs of the Individual.
- e. When reporting encounters for skill-building services in the community:
  - i. Transportation to and from the site(s) may be included. If the same staff provides transportation and skill-building, include time of transportation from pick-up time through the entire episode to drop-off.
- f. When reporting facility-based skill-building services:
  - i. Exclude time spent in transport to and from facility-based programs.
- g. Deduct case management or supports coordinator time from skill-building time and prevocational services time.

#### 5. Training Requirements

- a. See Attachment I: Training Requirements for specific training requirements and frequency of trainings.
- b. Provider will ensure and document that each staff is trained on the Individual's IPOS and ancillary plans, prior to delivery of service.

**6. Eligibility Criteria/Access Requirements/Authorization Procedures**

- a. Individuals must meet the minimum requirements, as defined in the Medical Necessity Criteria section of the Behavioral Health and Intellectual and Developmental Disability Supports and Services chapter of the Medicaid Provider Manual.
- b. Individuals presenting for mental health services will be engaged in a person-centered planning process through which diagnostic information and service eligibility will be determined. Eligibility tools may be used to determine and document medical/clinical necessity for the requested service.
- c. Individuals must meet medical necessity for this service as documented on the relevant assessments.
- d. Skill-Building goals must be consistent with the least restrictive environment and individual choice and control, unless there is documentation that health and safety would otherwise be jeopardized or that such least restrictive arrangements have been demonstrated to be unsuccessful for that individual.
- e. Individual must have a vocational or productivity goal in the IPOS and the individual must be taught the skills he or she will need to be a worker (paid or unpaid).
- f. Waiver eligibility requires verification of no change in waiver status.
- g. The [Lakeshore Regional Entity PIHP Guide to Services](#) provides a summary of service eligibility, access to services, and service authorization. Additional information related to policies, procedures and Provider Manuals may be found by accessing the specific CMHSP websites.