

<b>Department of Health Developmental Disabilities Supports Division Policy</b>	<b>Policy Number:</b> <b>Supersedes:</b> Access to Employment Policy 7-21-03; Policy Governing Employment for persons with DD, Eff. 5/95; and Guidelines Governing Access to Employment
<b>Policy Title:</b> Access to Employment	
<b>Effective Date: February 12, 2010</b>	
<b>Approved: Signature on File</b>	<b>Date:</b> February 11, 2010

**I. PURPOSE**

It is the policy of the Developmental Disabilities Supports Division (DDSD) that all individuals with developmental disabilities are to have access to supported employment opportunities regardless of the degree of disability.

This policy creates a foundation for supported employment opportunities that builds on the individual’s capabilities, choice, interests, and social connectedness.

**II. POLICY STATEMENT**

- A. Planning for supported employment services is to occur within the context of the interdisciplinary team and all plans to implement supported employment for the individual are to be recorded on the Individual Service Plan (ISP)
- B. The interdisciplinary teams are to secure assessments that are to be made available to team members prior to the team meeting.
- C. Interdisciplinary teams will use a person centered planning process to identify and support employment opportunities.
- D. Individuals are to have access to valued employment opportunities that reflect the individual’s strengths, preferences, needs and funding availability.
- E. The interdisciplinary team is to ensure that reasonable accommodations are made for individual at a job site.
- F. Interdisciplinary teams are to give preference to community and natural supports over specialized services to assist individuals to attain their vocational goals and desired outcomes.
- G. The individual’s interdisciplinary team will ensure that all appropriate supports and services are identified and utilized for the individual. If services and supports are unavailable, the case manager will notify the DDSD Regional Office in writing of the needed supports and services. The Division uses this information in planning resource development strategies in each region.
- H. Supported Employment services are to occur in an integrated work environment where the individual:
  - 1. Is paid fairly for the work performed; and in accordance with the Fair Labor Standards Act and NM Labor Laws

2. Is treated in a respectful manner, including respect for culture and language.
3. Shares the same status as others performing the same or similar work.

### **III. APPLICABILITY**

This policy applies to all individuals with developmental disabilities served by the Developmentally Disabled Waiver or Adult State General Fund Program.

### **IV. DEFINITIONS**

*Supported Employment* means paid work in an integrated setting in the community with needed services and supports to make the job a successful experience for the individual. Supported employment services may include individual an/or group placements in community job settings.

*Integrated work setting* is considered a setting in which non-disabled persons are co-workers, not including agency employees, and/or a person who has consistent and regular opportunities for interacting with non-disabled individuals. Furthermore, most people in the workplace are non-disabled, not including job coaches and other provider agency staff.

### **V. REFERENCE**

NMDOH Medicaid Home and Community Based Waiver Services for the Developmentally Disabled, *Service Standards*, effective 03/01/03