



Division of Disability and
Rehabilitative Services
Bureau of Disability Services

Prevocational Services & Required PCISP Changes Guide for Providers

Effective July 1, 2024



Prevocational Services

What Prevocational Services are

Prevocational services are supports that prepare an individual for paid employment and are intended to be a time-limited service along the continuum of employment supports. Prevocational services develop or improve job and non-job skills and increase preparedness to have a job in a competitive integrated setting through learning and work experiences, including volunteer work. This service is ideal for individuals newly exploring a possible interest in Competitive Integrated Employment (CIE) or who hope to develop, general, non-job-task-specific strengths and skills that contribute to employability in integrated community settings.

Activities within this service must be prevocational rather than vocational in nature. A service is determined to be prevocational when:

- services are not job-task oriented but are, instead, aimed at a generalized result,
- services include activities which are not primarily directed at teaching specific job skills but at underlying habilitative goals, or
- participants are compensated at less than 50 percent of the minimum wage.

The use of prevocational services must be documented and support the individual's stated employment outcomes in their PCISP. Prevocational services are intended to develop and teach general skills that lead to competitive and integrated employment including:

- Ability to communicate effectively with supervisors, co-workers and customers.
- Generally accepted community workplace conduct and dress.
- Ability to follow directions.
- Ability to attend to tasks.
- Workplace problem solving skills and strategies.
- General workplace safety and mobility training.

This service is part of a continuum of services that may lead to competitive integrated employment.

Please note, personal care/assistance is not a component of prevocational services.

Where Prevocational Services are delivered

Prevocational Services may be delivered in a facility setting or a community setting, using an off-site enclave or mobile community work crew models.

- Facility settings are defined as nonresidential, nonintegrated settings that take place within the same building(s) for the duration of the service rather than being out in the community.
- Community settings are defined as nonresidential, integrated settings that are primarily out in the community where services are not rendered within the same building(s) alongside other nonintegrated individuals.

Prevocational Services group sizes

- Small (4:1 or smaller)
- Medium (5:1 to 10:1)
- Large (larger than 10:1 but no larger than 16:1)

When and how Prevocational Services are monitored

Monitoring of prevocational services occurs on a quarterly basis. Monitoring should include:

- the assessment of progress towards employment goals,
- the appropriateness of the service, and
- input from the individualized support team lead by the individual.

The objectives of monitoring include assessment of the individual's progress toward achieving the outcomes identified on the individual's PCISP related to employment, and verification of the continued need for prevocational services.

The appropriateness of prevocational services is determined by dividing the previous quarter's gross earnings by the hours of attendance. If the hourly wage falls below 50% of the Federal minimum wage, prevocational services may be continued. If the average wage exceeds 50% of the Federal minimum wage, prevocational services should be discontinued for the next quarter and when chosen by the individual, should be replaced with competitive integrated employment options, volunteer work experiences, and/or supports that develop job specific tasks related to the individual's employment outcomes.

Reimbursable activities

- Monitoring, training, education, demonstration, or support provided to assist with the acquisition and retention of skills in the following areas:
- Paid and unpaid training compensated less than 50% federal minimum wage.
- Generalized and transferable employment skills acquisition.

This is a time-limited service that can be accessed by a given participant for a total of no more than 18 months throughout their time on this waiver. Exceptions to this limit will be made on a case-by-case basis by the State following the state's determination that exceeding this limit is clearly in alignment with the participant's individualized transition plan. Any provision of this service for longer than 18-months must be accompanied by a plan for transitioning which will be revisited and updated by the individual and their Individualized Support Team (team) at least every six months with progress toward transition to competitive, integrated employment or another appropriate waiver service being a necessary precursor for an extension.

Activities not allowed

- Services that are available under the Rehabilitation Act of 1973 or section 602(16) & (17) of Individual with Disabilities Education Act.
- Activities that do not foster the acquisition and retention of skills.
- Services in which compensation is greater than 50% federal minimum wage.
- Activities directed at teaching specific job skills.
- Sheltered employment, facility based.
- Services furnished to a minor by parent(s) or stepparents(s) or legal guardian.

Provider qualifications

Providers must meet the following criteria:

- Be enrolled as an active Medicaid provider
- Be FSSA/DDRS approved
- Comply with Indiana Administrative Code, 460 IAC 6, including but not limited to:

- 460 IAC 6-10-5 Documentation of Criminal Histories
- 460 IAC 6-12-1 and 460 IAC 6-12-2 Insurance
- 460 IAC 6-11-1 to 460 IAC 6-11-3 Financial Status of Providers
- 460 IAC 6-5-20 Prevocational Services Provider Qualifications
- 460 IAC 6-14-5 Requirements for Direct Care Staff
- 460 IAC 6-14-4 Training
- Comply with any applicable FSSA/BDS service standards, guidelines, policies and/or manuals, including FSSA/DDRS/BDS policies and this module accessible from the IHCP Bulletins, Banner Pages and Reference Modules page at in.gov/Medicaid/providers
- Must obtain/maintain accreditation (specific to Indiana programs) by at least one of the following organizations:
 - The Commission on Accreditation of Rehabilitative Facilities (CARF), or its successor
 - The Council on Quality and Leadership in Supports for People with Disabilities, or its successor
 - The Joint Commission on Accreditation of Healthcare Organizations (JCAHO), or its successor
 - The National Community for Quality Assurance, or its successor
 - The ISO-9001 human services quality assurance (QA) system
 - An independent national accreditation organization approved by the FSSA Secretary

Required PCISP Changes

The Prevocational Services service will sunset June 30, 2024, and be replaced by Prevocational Facility-Based Services and Prevocational Community-Based Services effective July 1, 2024. Both services can be on the same Person-Centered Individualized Support Plan (PCISP) service plan and the service can have overlapping dates.

The changes needed in the PCISP must be made by the case manager following a conversation with the individual and their team. This discussion may be held virtually and, as with any contact with or on behalf of the individual, must be case noted.

Service changes

- Case managers will end date the existing Prevocational Services service (PV) as of June 30.
- Case managers will add the Prevocational Services – Community and/or Prevocational Services – Facility following a discussion with the individual and their team.
 - The service code for Prevocational Services – Community (PC) will include the size descriptors (02, 04, 06, 08, 10, 12, 14, and 16. For example, PC02 for 2:1 service provision.
 - The service code for Prevocational Services – Facility (PF) will include the size descriptors (02, 04, 06, 08, 10, 12, 14, and 16. For example, PF02 for 2:1 service provision.
- Changes are to be made as soon after July 1 as possible. Providers will not be able to bill for services provided after June 30 until the PCISP is updated. The permits governing the ability to add a new service and service units retroactively remain in place: services and services units may be added in the current and immediately preceding month.
- A list of PCISPs requiring update will be provided to Case Management Organizations prior to July 1.

Please note, the need for the service(s) desired must also be updated in the individual's PCISP.

Billing changes

The name of the location specific service in Service Authorizations/Notices of Action(SA/NOA) as well as the billing code and modifiers. While the billing code, T2015, has not changed, the provider must include the fourth modifier (UF for facility, UG for community) to successfully bill the service. CoreMMIS will not recognize T2015 services provided after June 30, 2024, without a fourth modifier.

PC02-Pre-Vocational Community-Based (2:1)										
Billing Code	Mod #1	#2	#3	#4	Start Date	End Date	Unit Size	Unit Rate	Current Units	Current Cost
T2015	U7	U5	U2	UG	07/01/2024	07/31/2024	1.00	10.81	1	10.81

Figure 1: SA/NOA for Pre-Vocational Community-Based Services

PF02-Pre-Vocational Facility-Based (2:1)										
Billing Code	Mod #1	#2	#3	#4	Start Date	End Date	Unit Size	Unit Rate	Current Units	Current Cost
T2015	U7	U5	U1	UF	07/01/2024	07/31/2024	1.00	10.81	1	10.81

Figure 2: SA/NOA for Pre-Vocational Facility-Based Services