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## DEVELOPMENTAL DISABILITIES ADMINISTRATION GUIDELINES FOR COMMUNITY BASED ASSESSMENTS WITHIN EMPLOYMENT SERVICES

These guidelines apply to all community-based assessments that occur as part of Developmental Disabilities Administration (DDA)-funded and county-contracted employment services.

A community-based assessment is a time-limited work experience that occurs in a real job environment to identify skills, interests and supports that need to be considered and addressed in a vocational plan. Based on guidelines established by the [US Department of Labor](#), this activity cannot exceed 90 hours per experience.

Community-based assessments are not volunteer opportunities. Volunteer opportunities cannot be paid for under employment services ([Centers for Medicare and Medicaid Technical Guidance](#), page 154).

If a community-based assessment occurs as part of the pathway to employment, the following must be in place and documented prior to beginning any activities:

1. The reason, purpose and intended assessment outcome.
2. The assessment is time-limited with start and end dates, not to exceed six months.
3. The assessment is not a job and there is no promise or implied agreement that it will result in an employment offer.
4. Prior to beginning the community-based assessment, an employment plan must be in place that includes:
  - a. The general purpose of the assessment,
  - b. The expected outcomes of the assessment for both the participant and the contracted service provider,
  - c. The schedule of activities including the start and end dates.

The amount of employment service hours that can be utilized to support pathway to employment-related activities, and community assessment is limited to the base hours the individual is eligible for per [WAC 388-828-9335](#). This ensures the employment-related experience remains as a piece of the individual's pathway to employment and add-on hours can be used for supports directly related to job placement.