

Developmental Disabilities Community Services Community Inclusion Billable Activities

Community Inclusion or “CI” are individualized services provided in integrated community settings with other individuals without disabilities. The activities are based on client interests and provide opportunities typically experienced by the general public of a similar age in their local community, accessible by public transit or a reasonable commute from their home. The goal of the service is to support clients to participate, contribute, and develop relationships with community members who are not paid staff. These services may be authorized for individuals age 62 and older. These services may be authorized in addition to or instead of employment support (Individual Employment or Group Supported Employment) for working age individuals who have received nine months of employment support.

Four elements of CI

- *Individualized*
 - Services will occur individually or in a group of no more than two or three individuals with similar interests and
 - Each client is assisted to take part in activities on an individualized basis based on interests and goals.
- *Integrated*
 - Each client is assisted to participate in typical and integrated activities, events and organizations in the individual’s neighborhood or local community in ways similar to others of the same age.
- *Local*
 - Services must occur in an individual’s neighborhood or local community, accessible by public transit or a reasonable commute from their home.
- *Contribution and or/development of meaningful relationships*
 - The opportunity is provided for connection and relationship building between the participant and people without disabilities who are not paid to provide services to the client. This also includes the development of natural supports and fading of paid staff support.

Client goals are the driver for all services. Client goals should be clearly connected to client skills, gifts, interests, and preferred activities.

Services with and on behalf of a client are billable. Best practice is for clients to participate in as many of their services directly as possible. Work done on behalf of a client should be time limited with a specific goal in mind.

Client “volunteer” and “other” hours

- For clients “volunteering” in the community, record the number of hours the person was on-site volunteering, with or without coaching support.
- For clients engaged in “other” community activities not specifically designed for individuals with disabilities (examples: clubs, recreational groups, church groups, fitness groups, integrated community groups, etc.), record the number of hours the person was engaged in their community activity, with or without coaching support.

Phase 1- Prep

Intake

- Meet with client, family and/or other support persons
- Provide service overview and review service requirements/expectations
- Complete initial intake paperwork
- Records collection and review

Discovery

- Identify skills, interests, gifts, preferences and opportunities for community contribution
- Use client interests, build initial goals to support connection to areas of interest and community contribution
- Conduct assessments/skills inventories/interest inventories
- Sample community service sites and activities in line with Community Inclusion goals.
- Identify accommodations and supports needed for success and independence.

Phase 2- Development

- Identify people, organizations and activities within the local community where an individual's interest, culture, talent, and gifts can be contributed and shared with others with similar interests
- Community mapping
- Research community opportunities based on client interests
- Network and develop relationships with potential community partners
- Informational interviews
- Environmental or task analyses
- Outreach to build opportunities and community that align with a client's area of interest
- Identify and plan for environmental supports or adaptations needed for success
- Match opportunities to client interests and strengths

Phase 3- Coaching

- Offer on-site support to help the client be successful and as independent as possible at their volunteer site, club, or activity
- Support the client to connect with people on site, that are not paid to be with them, and build relationships
- Support volunteer site/community organization/club to create a welcoming and inclusive space
- Train and support community members to support the individual in connecting and participating in their community activity
- Develop natural supports and fade coaching supports to promote as much independence as possible
- Advocate, address barriers, create accommodations
- Support advancement through relationship growth, skill development, and exploration of additional opportunities

Phase 4- Record Keeping (without client present) reported under record keeping

- Periodic progress reports
- Incident reports
- Satisfaction surveys
- Files/records maintenance
- Report monthly hours (volunteer/other)

The following activities should be billed in a client's current phase of service:

- Annual PCSP attendance
- Travel training
- Annual goal writing
- Staffing/safety planning/development of positive behavior supports
- Individualized Technical Assistance support