

**Job Coaching vs. ADL/IADL Services Desk Aid**  
**Effective November 1, 2016**

|                   |  |  |  |   |  |
|-------------------|--|--|--|---|--|
|                   |  |  | <b>Job Coaching</b> includes Initial, Ongoing, or Maintenance of support to maintain and advance in an individualized competitive integrated job in the general workforce for which an individual is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals without disabilities and maintain.  |   |  |
|                   | <b>ADL</b>   | <b>IADL</b>  | <b>Initial Job Coaching</b>  | <b>On-Going Job Coaching</b>  | <b>Maintenance Job Coaching</b>  |
|                   | ADL services include but are not limited to: <ul style="list-style-type: none"> <li>• Basic personal hygiene</li> <li>• Toileting, bowel, and bladder care</li> <li>• Mobility, transfers, and repositioning</li> <li>• Nutrition</li> <li>• Medication and medical equipment</li> <li>• Delegated nursing tasks.</li> </ul> | IADL services include but are not limited to: <ul style="list-style-type: none"> <li>• Light housekeeping</li> <li>• Grocery and other shopping</li> <li>• Cognitive assistance or emotional support</li> <li>• Socialization and participation in the community;</li> <li>• Medication and medical equipment</li> <li>• First aid and handling emergencies</li> <li>• Assistance with necessary medical appointments</li> <li>• Observation of the status of an individual</li> </ul> | Includes the time when the individual begins a new job. <ul style="list-style-type: none"> <li>• Learning a new job</li> <li>• Developing communication and appropriate relationships with supervisors and co-workers</li> <li>• Ensure supports are in place so that the individual will be successful on the job. <ul style="list-style-type: none"> <li>○ Support to arrive at work on time</li> <li>○ Ensure proper hygiene</li> <li>○ Ensure proper and clean attire</li> </ul> </li> <li>• Coordination with: <ul style="list-style-type: none"> <li>○ Residential provider,</li> <li>○ Transportation provider,</li> <li>○ Natural supports</li> <li>○ Behavioral services</li> <li>○ Medical supports</li> </ul> </li> <li>• Developing natural supports.</li> </ul> | On-going Job Coaching support includes the supports outlined for Initial Job Coaching. It is expected that, for most people, the degree and intensity of these supports will decrease around the time the rate for Ongoing Job Coaching begins. <p>Ongoing Job Coaching also requires assistance with helping the individual to advance in his or her career as evidenced by a job coach fading, raises, more hours, increased responsibility and/or promotion, etc.</p> <p>One sign of successful job coaching is that the person has become more independent, allowing the job coach to fade as much as possible.</p> | Maintenance Job Coaching support includes the supports outlined for Initial and On-going Job Coaching. It is expected that, for most people, the degree and intensity of these supports will have significantly diminished around the time the rate for Maintenance Job Coaching begins. <p>Maintenance Job Coaching is intended to provide auxiliary supports to an individual who otherwise works independently, i.e. occasional consultation regarding work concern, change in supervisor or duties, etc.</p> |
| Hours             | Hours assessed per month   |  | Up to 40* per week   | Up to 40* per week  | Up to 40* per week   |
| Duration          | Authorized through plan year   |  | Up to 6 months**   | Up to 18 months   | Up to 1 year***  |
| Face-to-Face Time | Fee for service  |  | Minimum 4 contacts per month   | Minimum 2 contacts per month  | As outlined in Individual Support Plan   |
| Billable Hours    | Fee for service  |  | Up to the number of hours the person works   |   |  |

\* Job Coaching is limited to 40 hours per week. If an individual is using Job Coaching in any combination with Small Group Supported Employment, Employment Path Services, or Community Inclusion Services (a.k.a. Day Support Activities) the combination of all services may not exceed an average of **25 hours per week**. Personal Support Workers, Including Personal Support Worker Specialists, rates and billable hours are set by the current Collective Bargaining Agreement.

\*\* Initial Job Coaching may only be authorized for a maximum of 6 months, and includes any duration of Job Coaching that was funded by Vocational Rehabilitation. For instance, if a person started their job February 3, 2016, and VR provided Job Coaching through the determination of stabilization, March 31, 2016, then the Initial Job Coaching rate through ODDS may only be authorized in POC through August 2, 2016 (end of 6 months).

\*\*\* A SC/PA may authorize Maintenance Job Coaching in certain instances for up to 30 days. If additional time is needed, an Exceptional Funding Request must be completed.