

Services: Paraprofessional Services

SERVICE DESCRIPTION	There are three types of paraprofessional services: <ol style="list-style-type: none">1. Skilled mentoring and coaching;2. Paraprofessional aide; and3. Job placement.
SKILLED MENTORING AND COACHING	Skilled mentoring and coaching: <ol style="list-style-type: none">1. Addresses participant's symptom-related problems that may interfere with the individual's functioning and living, working, and learning environment;2. Provides opportunities for the participant to acquire and improve skills needed to function as appropriately and independently as possible;3. Facilitates the participant's community integration; and4. Increases the participant's community tenure. <p>Examples of skilled mentoring and coaching include training in symptom management, personal hygiene, nutrition, food preparation, exercise, money management, and community.</p>
PARAPROFESSIONAL AIDE	Paraprofessional aide services consist of training the participant in: <ol style="list-style-type: none">1. The importance of taking medications as prescribed;2. Self-administration of medication;3. Determining the effectiveness of the medication(s);4. Identifying side-effects of medication(s); and5. Contraindications for medications that are prescribed.
JOB PLACEMENT	Employment related services provide support and skills training that are not job-specific and focus on developing skills to reduce or manage the symptoms of the participant's serious emotional disturbance (SED) that interfere with his or her ability to make vocational choices or obtain or retain employment. Examples of job placement services include instruction in dress, grooming, socially and culturally appropriate behaviors, and etiquette necessary to obtain and retain employment; and training in task focus, maintaining concentration, task completion, and planning and managing activities to achieve participant's goals.
PROVIDER QUALIFICATIONS	A provider of paraprofessional services must: <ol style="list-style-type: none">1. Be at least 18 years of age;2. Have received:

Services: Paraprofessional Services

- a. A high school diploma; or
 - b. A high school equivalency certificate issued in accordance with the law of the issuing state;
3. Have a minimum of one year of documented full-time experience working with the SED population. Experience may be considered if the documented experience includes activities that are comparable to services specified under the service description;
 4. Have a criminal history and background check. [See CRIMINAL HISTORY AND BACKGROUND CHECK, policy 2300.1 of this manual];
 5. Demonstrate competency in the provision and documentation of the specified or comparable service; and
 6. Be under the direct clinical supervision of a master's level therapist.

SETTINGS

Paraprofessional services may be provided in the participant's residence or in community settings, including, but not limited to:

1. Libraries;
2. Parks; and
3. Museums.

WRAPAROUND PLAN

The Wraparound Plan must describe:

1. Which paraprofessional service that will be provided to participant, as they relate to achieving the participant's identified goal(s);
2. The strategies and/or action steps that will be used to assist the participant in achieving the identified goal(s); and
3. The type, scope, and duration of the service.

PROGRESS NOTES

Progress notes are required for the provision of paraprofessional services and must include:

1. Participant name;
2. Date of contact with the participant;
3. Start and stop time of contact with the participant;
4. Service name and description;
5. Service location;

Services: Paraprofessional Services

6. Specific skills received and method used to assist in skill acquisition;
7. Use of adaptive aids and supports, if applicable;
8. Transportation services, if applicable;
9. Participant response to service being provided;
10. Participant progress or lack of progress; and
11. Direct service provider's signature and credentials.

NON FACE-TO-FACE CONTACT WITH PARTICIPANT

When paraprofessional services provided to a participant are not face-to-face, the provider must document in the progress notes:

1. Date of the contact;
2. Description of the contact; and
3. Direct service provider's signature and credentials.

CONTACT WITH OTHER PARTIES

When paraprofessional services are provided face-to-face, or provided over the phone with someone other than the participant, such as, but not limited to, the legally authorized representative (LAR), the provider must document in the progress notes:

1. Date of the contact;
2. Person with whom the contact was made;
3. Description of the contact;
4. Outcome(s) of the contact; and
5. Direct service provider's signature and credentials.

PROVISION OF SERVICE DOCUMENTATION

The provider must document the provision of paraprofessional services by maintaining up-to-date progress notes, which are reviewed by the Department of State Health Services.

PROGRAM TRAINING

Prior to providing Waiver services and/or participating on a Child and Family Team, a provider of paraprofessional services must receive program training in accordance with PROGRAM TRAINING REQUIREMENTS, policy 2200.2 or 2300.2 of this manual, as applicable.

BILLING

Information regarding unit designation, payment rate, and required documentation for submitting a claim for paraprofessional services is detailed in BILLING, PARAPROFESSIONAL SERVICES, policy of this manual.

Services: Paraprofessional Services