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.