

# Group Supported Employment and Prevocational Services Service Guidelines – Minimum Expectations Effective July 1, 2013

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## Group Supported Employment (GSE)

1. The collective group's individual hours should be the minimum staff hours delivered to support the group.
2. A GSE client must be on-site/at work at least their base individual hours as a minimum per month. If a client is not on-site/at work for all of their base hours, the county should verify that the provider delivered the collective group's individual hours to the group (*what was the number of staff hours provided to the group during the month? If it was less than the collective group's total the provider can only bill for the staff hours that were provided*).
3. A GSE agency may not bill for a GSE client who does not receive services during an entire service month (if a client is out sick or on vacation for an entire month).
4. A GSE agency must have a record of which staff is supporting which clients on any given day.
5. A GSE agency must have supportive documentation that provides clear evidence of support helping with specific activities as identified in the client plan to move a client on their pathway towards their employment goal(s).
6. Running a GSE service is a part of the business operation and not billable to individuals (contract procurement, contract maintenance, or administration functions associated with GSE).
7. Individual time in the community working towards the individual employment goal, separate from the group time, must include phase information (refer to [Employment Phases and Billable Activities](#) - see Phases 1 – 4 for element / activity description).

## Prevocational Services (PVS)

1. A PVS client contributes his/her individual base hours to the group and/or uses the base hours for individual pathway work (refer to [Employment Phases and Billable Activities](#) - see Phases 1 – 4 for element / activity description).
2. The collective group's individual hours, not including the individual pathway work, should be the minimum staff hours delivered to support the group.
3. A PVS client must be on-site/at work at least their base individual hours as a minimum per month. If a client is not on-site/at work for all of their base hours, the county should verify that the provider delivered the collective group's individual hours to the group (*what was the number of staff hours provided to the group during the month? If it was less than the collective group's total the provider can only bill for the staff hours that were provided*).
4. A PVS agency may not bill for a PVS client who does not receive services during an entire service month (if a client is out sick or on vacation for an entire month).
5. A PVS agency must have record of which staff is supporting which clients on any given day.
6. A PVS agency must have supportive documentation that provides clear evidence of support helping with specific activities as identified in the client plan to move a client on their pathway towards their employment goal.
7. Running a PVS service is a part of the business operation and not billable to individuals.

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8. Individual time in the community working towards the individual employment goal, separate from the group time, must include phase information (refer to [Employment Phases and Billable Activities](#) - see Phases 1 – 4 for element / activity description).