

# **Taxonomy of Supported Employment Services for Individuals with IDD**

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AMSI STANDARD IDS1

FIRST DRAFT EDITION (UPDATED), NOVEMBER, 2024



**AMERICAN SUPPORT STANDARDS INSTITUTE**



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### Introduction

This standard supplements the published **AMSI STANDARD ID1: Taxonomy of Supported Services for Individuals with IDD**, which outlines the four main branches of support services for individuals with Intellectual and Developmental Disabilities (IDD) and their families:

1. **Services for Families**
2. **Community-Based Services**
3. **In-Home and Residential Services**
4. **Employment Services**

Focusing on employment services, this standard — **AMSI STANDARD IDS1: Taxonomy of Supported Employment (SEMP) Services for Individuals with IDD** — provides a detailed pathway to achieving competitive integrated employment. It offers a structured framework that aligns with the classifications of occupations in the current 2018 Standard Occupational Classification (SOC) system.

This taxonomy defines essential steps toward employment, including initial intake, assessments, skill development, job search, employer onboarding, and maintaining



employment. Each step is supported by services classified under the 2018 SOC, such as evaluations, vocational training, job placement, and ongoing employment support.

Additionally, the standard highlights the specialists involved, such as vocational rehabilitation job coaches, rehabilitation counselors, speech-language pathologists, and other professionals who support individuals at various stages of employment. Individuals with IDD and their families have the flexibility to complete each step independently, with direct support workers, or by contracting a single SEMP service provider to manage the entire process and guide them through the entire process.

To further support understanding and coordination, the **Annex 1: Coordination of SEMP Service Provider with Third-Party Funding in NYS** has been included. The Annex 1 explains the coordination process with funding organizations in New York State, providing clear steps for individuals with IDD, their families, and SEMP service providers. The goal is to keep everyone on the same page, ensuring transparency and a shared understanding of the funding and service process.

Funding options for these services can come from personal resources or third-party sources like government programs, insurance plans, and other mechanisms. When a SEMP service provider is engaged, they can manage the entire process and secure funding, simplifying the journey to competitive integrated employment.

This comprehensive taxonomy, along with the Annex 1, ensures that individuals with IDD and their families have a clear, organized framework to effectively navigate employment services, with access to the necessary funding and professional support.

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## 1. Visualization of the Journey to Competitive Integrated Employment





## Fig.1: Journey to Competitive Integrated Employment Visualization

This visualization represents the step-by-step pathway for individuals with Intellectual and Developmental Disabilities (IDD) to achieve competitive integrated employment. Each numbered step (1.1 through 1.9) illustrates key phases of the **intake process** leading to successful employment outcomes. The image symbolizes a structured and progressive journey, ensuring clarity for individuals, their families, and service providers. The pathway emphasizes the importance of **intake, skill development, job search, employer onboarding, and maintaining employment** as essential steps toward long-term success.

### Infographic Guide:

**1.1 Initial Intake:** Collecting records and registering the individual.

**1.2 Psychological, Psychosocial, Neurological and Mental Health Evaluation:** Developing tailored support plans through comprehensive evaluations.

**1.3 Functional and Physical Capability Assessment:** Evaluating abilities and identifying workplace accommodations.

**1.4 Communication Skills Assessment and Development:** Enhancing workplace-specific communication skills.

**1.5 Career Interest and Skills Evaluation:** Crafting personalized career plans and pathways for skill development and employment aligned with funding requirements.

**1.6 Job Search, Environment Planning, and Placement Support:** Identifying suitable job opportunities, accommodations, and workplace expectations.

**1.7 Employer Onboarding:** Supporting smooth integration into the work environment.

**1.8 Final Eligibility Verification:** Confirming the individual's motivation, eligibility, and readiness for competitive integrated employment at the job site.

**1.9 Starting Regular Work:** This marks the beginning of the individual's competitive integrated employment (regular work at the job site, whether with job coach support or without), beyond the intake process.

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## 2. SEMP Provider Services: Intake and Employment Process

### 2.1 Initial Intake

#### Processes:

- Collect personal, medical, and educational records based on the individual's employment and support needs.
- Complete intake forms and register with specialist assistance.



- **Mutual Obligations:** The SEMP service provider and the individual with IDD (and their families) take mutual obligations regarding the services to be provided. This includes agreeing to share necessary information for the purposes of service delivery and ensuring that both parties understand the use, protection, and confidentiality of the information throughout the process.
- Provide referrals to specialists or programs based on goals and needs.

**Outcome:**

The individual is formally registered, and a plan for further assessment and service delivery is established based on their employment goals.

**Specialists:**

1. Social and Human Service Assistants (SOC 21-1093)
2. Rehabilitation Counselors (SOC 21-1015)
3. Educational, Guidance, and Career Counselors and Advisors (SOC 21-1012)
4. Healthcare Social Workers (SOC 21-1022)

## **2.2 Psychological, Psychosocial, Neurological, and Mental Health Evaluation**

**Processes:**

- Conduct psychological evaluations to assess cognitive and behavioral aspects.
- Complete psychosocial assessments addressing emotional and mental health.
- Develop an initial support plan based on assessments.
- Provide referrals for additional evaluations as needed.

**Outcome:**

The individual receives a tailored support plan, supporting eligibility for funding and further employment services.

**Specialists:**

1. Clinical and Counseling Psychologists (SOC 19-3033)
2. Psychologists, All others (SOC 19-3039)
3. Psychiatrists (SOC 29-1223)
4. Healthcare Social Workers (SOC 21-1022)
5. Occupational Therapists (SOC 29-1122)
6. Mental Health Counselors (SOC 21-1014)
7. Registered Nurses (SOC 29-1141)
8. Mental Health and Substance Abuse Social Workers (SOC 21-1023)



## **2.3 Functional and Physical Capability Assessment**

### **Processes:**

- Assess the individual's physical and functional capabilities to determine job suitability and necessary accommodations.
- Recommend specific accommodations or modifications to the workplace as necessary.
- Provide referrals for follow-up services.

### **Outcome:**

The individual is informed of their physical capabilities and the accommodations necessary for successful employment.

### **Specialists:**

1. Occupational Therapists (SOC 29-1122)
  2. Physical Therapists (SOC 29-1123)
  3. Exercise Physiologists (SOC 29-1128)
  4. Rehabilitation Counselors (SOC 21-1015)
  5. Athletic Trainers (SOC 29-9091)
  6. Registered Nurses (SOC 29-1141)
  7. Physician Assistants (SOC 29-1071)
  8. Chiropractors (SOC 29-1011)
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## **2.4 Communication Skills Assessment and Development**

### **Processes:**

- Assess verbal, non-verbal, and written communication skills.
- Diagnose and treat communication barriers related to employment.
- Develop a workplace-specific communication plan.
- Provide referrals for further support or interventions.

### **Outcome:**

The individual achieves improved workplace communication skills and access to supportive tools or therapies.

### **Specialists:**

1. Speech-Language Pathologists (SOC 29-1127)
2. Audiologists (SOC 29-1181)
3. Special Education Teachers (SOC 25-2059)



4. Rehabilitation Counselors (SOC 21-1015)
  5. Adult Basic Education, Adult Secondary Education Instructors (SOC 25-3011)
  6. Vocational Rehabilitation Job Coaches (SOC 21-1015)
  7. Training and Development Specialists (SOC 13-1151)
  8. Interpreters and Translators (SOC 27-3091)
  9. Social Workers (SOC 21-1020)
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## **2.5 Career Interest and Skills Evaluation**

### **Processes:**

- Conduct career interest and aptitude assessments.
- Use the IEP to understand educational goals and align them with employment pathways.
- Develop an individualized career plan based on the individual's interests, skills, and employment goals.
- Refer to training programs if necessary.

### **Outcome:**

The individual has a career plan and pathways for skill development and employment aligned with funding requirements.

### **Specialists:**

1. Educational, Guidance, and Career Counselors and Advisors (SOC 21-1012)
  2. Rehabilitation Counselors (SOC 21-1015)
  3. Human Resources Specialists (SOC 13-1071)
  4. Industrial-Organizational Psychologists (SOC 19-3032)
  5. Training and Development Specialists (SOC 13-1151)
  6. Human Resources Assistants (SOC 43-4161)
  7. Career/Technical Education Teachers, Postsecondary (SOC 25-1194)
  8. Vocational Rehabilitation Job Coaches (SOC 21-1015)
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## **2.6 Job Search, Environment Planning, and Placement Support**

### **Processes:**

- Analyze job compatibility with the individual's abilities, goals, and interests.
- Identify and match individuals with job opportunities aligned with their career plan.
- Recommend workplace accommodations and modifications.



- Collaborate with employers, SEMP-providers, funding organizations, care coordination organizations, and job coaches to ensure a supportive transition.

**Outcome:**

The individual is matched with suitable job opportunities, and the placement process begins.

**Specialists:**

1. Rehabilitation Counselors (SOC 21-1015)
2. Educational, Guidance, and Career Counselors and Advisors (SOC 21-1012)
3. Human Resources Specialists (SOC 13-1071)
4. Vocational Rehabilitation Job Coaches (SOC 21-1015)
5. Training and Development Specialists (SOC 13-1151)
6. Social Workers (SOC 21-1020)
7. Community and Social Service Specialists (SOC 21-1099)
8. Career/Technical Education Teachers, Postsecondary (SOC 25-1194)
9. Human Resources Assistants (SOC 43-4161)

## 2.7 Employer Onboarding

**Processes:**

- Conduct onboarding processes and security checks (if applicable).
- Introduce workplace tasks, schedules, quality standards, and safety rules.
- Facilitate integration with workplace culture and co-workers.

**Outcome:**

The individual is successfully onboarded and begins their employment with the appropriate support.

**Specialists:**

1. Employers and Job Coaches (SOC 21-1015)

## 2.8 Final Eligibility Verification

**Processes:**

- Review assessments, evaluations, and documents for alignment with employment goals at the job site.



- Conduct structured physical orientation and work tasks orientation at the job site to verify adherence to work tasks and the work schedule.
- Verify the individual meets work quality standards for assigned tasks.

**Outcome:**

The individual is verified as motivated, eligible, and ready for competitive integrated employment at the job site.

**Specialists:**

1. Vocational Rehabilitation Job Coach (SOC 21-1015)

## **2.9 Starting Regular Work**

**Processes:**

- Competitive integrated employment maintenance (regular work at the job site, whether with job coach support or without), beyond the intake process.

**Outcome:**

Competitive integrated employment outcomes (regular work).

**Specialists:**

1. Employer, with assistance from Vocational Rehabilitation Job Coach (SOC 21-1015) and Workplace Co-Workers

## **Annex 1: Coordination of SEMP Service Provider with Third-Party Funding in NYS**

### **Introduction**

This Annex explains how Supported Employment (SEMP) service providers coordinate with funding organizations in New York State (NYS) to help individuals with Intellectual and Developmental Disabilities (IDD) achieve their employment goals.

### **Who Are the Funding Organizations?**

In NYS, several organizations provide funding to help pay for employment services. The main ones are:



1. **ACCES-VR (Adult Career and Continuing Education Services - Vocational Rehabilitation)**
  2. **OPWDD (Office for People With Developmental Disabilities)**
  3. **OMH (Office of Mental Health)**
  4. **DYCD (Department of Youth and Community Development)**
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## **Steps to Coordinate with ACCES-VR**

1. **Step 1: Check If You Are Eligible**
    - **What Happens:** ACCES-VR checks if you qualify for job services.
    - **What You Do:** Fill out an application with help from your SEMP service provider.
    - **Forms Needed:** ACCES-VR Intake Application and supporting documents.
  2. **Step 2: Create a Job Plan**
    - **What Happens:** You and ACCES-VR make a plan called an Individualized Plan for Employment (IPE).
    - **What You Do:** Work with your SEMP service provider to add job coaching, training, and placement to the plan.
  3. **Step 3: Sign an Agreement**
    - **What Happens:** ACCES-VR and your SEMP service provider agree on what services will be provided.
    - **What You Do:** Make sure the agreement includes the services you need.
  4. **Step 4: Get Services**
    - **What Happens:** Your SEMP service provider helps you search for jobs, get training, and adjust to your job.
    - **What You Do:** Work with your job coach and follow your job plan.
  5. **Step 5: Keep in Touch**
    - **What Happens:** Your SEMP service provider updates ACCES-VR on your progress.
    - **What You Do:** Let your job coach know how things are going.
  6. **Step 6: Reimbursement**
    - **What Happens:** ACCES-VR pays your SEMP service provider for helping you.
    - **What You Do:** Keep records of your job activities with your SEMP service provider.
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## **Steps to Coordinate with OPWDD**

1. **Step 1: Check If You Are Eligible**



- **What Happens:** OPWDD reviews your eligibility for employment services.
  - **What You Do:** Submit the OPWDD Intake Application with help from your SEMP service provider.
  - 2. **Step 2: Create a Person-Centered Service Plan (PCSP)**
    - **What Happens:** You and OPWDD create a plan that includes your employment goals.
    - **What You Do:** Work with your SEMP service provider to ensure job coaching, training, and placement are included.
  - 3. **Step 3: Sign an Agreement**
    - **What Happens:** OPWDD approves the SEMP service provider to deliver services.
    - **What You Do:** Confirm the services you need are part of the agreement.
  - 4. **Step 4: Get Services**
    - **What Happens:** Your SEMP service provider helps you with job search, training, and job coaching.
    - **What You Do:** Follow your service plan and work with your job coach.
  - 5. **Step 5: Keep in Touch**
    - **What Happens:** Your SEMP service provider updates OPWDD on your progress.
    - **What You Do:** Share updates with your job coach.
  - 6. **Step 6: Reimbursement**
    - **What Happens:** OPWDD reimburses your SEMP service provider for services provided.
    - **What You Do:** Keep records of the services you receive.
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## Steps to Coordinate with OMH

- 1. **Step 1: Check If You Are Eligible**
  - **What Happens:** OMH determines if you qualify for mental health employment services.
  - **What You Do:** Complete the OMH Intake Application with support from your SEMP service provider.
- 2. **Step 2: Create a Person-Centered Service Plan (PCSP)**
  - **What Happens:** You and OMH create a plan that includes employment services.
  - **What You Do:** Work with your SEMP service provider to add job coaching, training, and placement to the plan.
- 3. **Step 3: Sign an Agreement**
  - **What Happens:** OMH approves the SEMP service provider to deliver services.
  - **What You Do:** Confirm the services you need are included in the agreement.



4. **Step 4: Get Services**
    - **What Happens:** Your SEMP service provider helps you search for jobs, get training, and receive job coaching.
    - **What You Do:** Follow your plan and work with your job coach.
  5. **Step 5: Keep in Touch**
    - **What Happens:** Your SEMP service provider updates OMH on your progress.
    - **What You Do:** Share updates with your job coach.
  6. **Step 6: Reimbursement**
    - **What Happens:** OMH reimburses your SEMP service provider for the services provided.
    - **What You Do:** Keep records of the services you receive.
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## **Steps to Coordinate with DYCD**

1. **Step 1: Check If You Are Eligible**
  - **What Happens:** DYCD reviews your eligibility for youth employment services.
  - **What You Do:** Fill out the DYCD Intake Application with help from your SEMP service provider.
2. **Step 2: Create an Individualized Employment Plan (IEP)**
  - **What Happens:** You and DYCD create a plan that outlines your employment goals.
  - **What You Do:** Work with your SEMP service provider to include job coaching, training, and placement services.
3. **Step 3: Sign an Agreement**
  - **What Happens:** DYCD approves the SEMP service provider to deliver services.
  - **What You Do:** Ensure the services you need are included in the agreement.
4. **Step 4: Get Services**
  - **What Happens:** Your SEMP service provider helps you with job searching, training, and on-the-job coaching.
  - **What You Do:** Follow your employment plan and work with your job coach.
5. **Step 5: Keep in Touch**
  - **What Happens:** Your SEMP service provider updates DYCD on your progress.
  - **What You Do:** Share updates with your job coach.
6. **Step 6: Reimbursement**
  - **What Happens:** DYCD reimburses your SEMP service provider for services provided.



- **What You Do:** Keep records of the services you receive.

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This Annex explains how SEMP service providers work with ACCES-VR, OPWDD, OMH, and DYCD in NYS to help individuals with IDD get and keep jobs. Your SEMP service provider can guide you through the entire process to ensure you have the support you need.

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## Conclusion

This taxonomy categorizes supported employment services for individuals with IDD to ensure clear, consistent, and effective service delivery. Each stage of the process — from intake, assessments, and skill development to job search, employer onboarding, and maintaining employment — is defined with clear roles for specialists, processes, and expected outcomes.

The taxonomy offers a structured framework that aligns with the **classifications of services (occupations)** in the current **2018 Standard Occupational Classification (SOC)** system. It highlights the involvement of specialists such as vocational rehabilitation job coaches, rehabilitation counselors, speech-language pathologists, and other professionals who support individuals with IDD at various stages of employment.

To further support understanding and coordination, **Annex 1: Coordination of SEMP Service Provider with Third-Party Funding in NYS** provides clear steps for individuals with IDD, their families, and SEMP service providers. This Annex applies specifically to New York State, ensuring transparency and shared understanding of the funding and service process within that context.

Together, the taxonomy and Annex provide a comprehensive and organized framework, helping individuals with IDD and their families navigate employment services with confidence. This approach ensures access to necessary funding, professional support, and long-term success in achieving competitive integrated employment.

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