

Reimagining Day – EEO/EES Updated Guidelines

	Employment Exploration Option (EEO)	Employment Enrichment Service (EES)
What is it? Brochure	An option for individuals with a DSH authorization who want to explore employment and community inclusion. This option is a foundational introduction/inquiry into employment.	A service for employed individuals who need more hours to enhance their day/week. This service provides upkeep and enhancement to employed individuals.
Who can utilize the service?	Individuals with a DSH authorization and who are not currently employed .	Individuals employed in any capacity .
Is there a PRAT process?	Individuals already in DSH do not need PRAT approval to use some of their existing DSH hours toward EEO. PRAT must review if additional funding for DSH hours is being requested.	Individuals who already have a DSH auth do not need PRAT approval to allocate part of their DSH hours to EES. *Individuals without a DSH auth should follow the established process for requesting one. For individuals below LON 6, PRAT approval is always required to enter DSH. If additional funding is needed, PRAT may be able to approve additional hours for EEO/EES.
*Note: Individuals with funding and any LON score may access EEO or EES programs without going through the annual PRAT review and approval process. Individuals with funding and LON scores 1-5 may only access DSO programs with annual PRAT review and approval. For more information, view the DSO LON memo dated 5/28/25: operation_center_memo_5282025-dso-lon.pdf. EEO and EES are not time limited. However, individual goals and continued need for service should be reviewed annually.		

What is the role of the RM? The RM processes the PNF, issues any new authorizations, and updates the eCamris placements.	• The RM receives the PNF from the CM. • If the provider is qualified for EEO/EES The RM will set up the placements for EEO/EES within a DSH auth. • Once the placements are added, the provider will be able to enter attendance interchangeably in EEO/EES and DSH. • RM notifies the provider that the individual's new placement is active
What is the role of the CM? Just as with other services, authorizations will follow the team process, after the team has agreed, the CM completes a PNF and updates the Individualized Plan.	• Meet with Team • Complete PNF with "EEO" or "EES" and total DSH hours (EEO/EES + DSH if any). • Send the PNF to Resource Management. • Update the Individualized Plan with any new goals for EEO/EES under DSH. • CM reviews progress toward goals during the annual review, or sooner if deemed necessary.
What is the role of the Provider?	• Provider receives the new or updated DSH auth from resource. • Providers enter attendance for EEO/EES and DSH. • All hours are billed as DSH under a single authorization. Each individual requesting services will now have an EEO or EES placement and may also have the standard DSH placement. • For individuals with multiple placements under their DSH auth, providers may enter attendance interchangeably between available DSH, EEO, and EES placements. • For audit purposes, all hours are considered DSH.
Is there a process for Providers to offer EEO/EES now that the STEP period has ended.	Yes, a simplified process to allow Provider agencies to add EEO, EES, or both is available. To begin this process, Providers should complete the simplified template and return it to Employment and Day Services.
Questions?	Contact Kate DeStefano: catherine.destefano@ct.gov DDS Employment and Day Services: DDS.Employment-DayServices@ct.gov