

STEPS Program Policy Manual Revisions Log

Date	Page(s) Involved	Type of change	What was changed
1/1/2026	Page 4	Addition	Added eligibility chart
	Page 5	Update	Updated to more accurate enrollment flowchart
	Page 6	Clarification	Added language to 3A: "For members meeting certain functional criteria..."
	Pages 8 & 10	Clarification	Added language regarding Pre-Voc and ILS training: "Provided in a lump sum of [34] hours to be used over time (ideally within the first 6 months on the program)"
	Page 14	Deletion	Removed bullet "overseeing and directing Job Coaches" as this program does not use a separate term or service for <u>Job Coach</u> . This is term is often used colloquially to refer to the Supported Employment provider staff.
	Page 10	Clarification	Added language to Pre-Voc Training Restrictions to include "gig work" as self-employment.
	Page 15	Clarification	Clarified qualifications for Supported Employment providers to include language of what trained staff may be called such as job coaches, employment specialists, etc. and that they must be certified by a national certifying body such as ACRE or CESP.
	Page 23	Addition	CSC - Billing documentation should be retained for at least 5 years.
	Page 26	Clarification	Added language regarding CSC exceptions when no other providers exists in their geographical region. This shifted the following section page numbers a bit.
	Page 28	Updated	All members must have a basic Emergency Back-Up Plan (EBUP) that includes what to do in the event of an emergency or natural disaster. Members receiving PAS and/or Transportation services are required to have an EBUP that includes who to contact in the event personal assistants are unable or unwilling to perform their job duties.
	Page 36	Small deletion	Members have the responsibility to ensure that the services and costs listed on their STEPS Individualized Service Plan reflect the needs identified during their STEPS Services Assessment.
	Variable	Updated	Updated copies of Appedix materials to current versions.
	Throughout	Addition	Added in-document links to Appendices and websites.