

CAPC, Inc.
Adaptive Skills Training (AST) Service Provider

<u>Position:</u>	<u>Adaptive Skills Training (AST) Service Provider</u> ; non-exempt, hourly based on Regional Center authorization and service needs.
<u>Supervised by:</u>	Case Manager/ Program Manager
<u>Supervisory Responsibilities:</u>	None

Position Summary:

The and Developmental Disabilities (IDD) to support the development, enhancement, and maintenance of functional life skills. Services are provided in accordance with Regional Center authorizations, Individual Program Plans (IPPs), and CAPC, Inc.'s mission to promote independence, dignity, and community inclusion.

AST services focuses on increasing an individual's ability to live as independently as possible in their home and community. Adaptive Skills Training (AST) Service Provider delivers individualized, person-centered instruction to adults with Intellectual

Job Duties:

- Provide one-to-one AST as authorized by the Regional Center and outlined in the individuals' IPP/ISP
- Teach and reinforce functional life skills which may include: Daily living skills (meal preparation, personal hygiene, housekeeping), money management and budgeting, time management and organization, community navigation and safety, communication and self-advocacy, use of public transportation, social and interpersonal skills
- Deliver services in natural environments (home, community, workplace, or virtual, when authorized)
- Adapt teaching strategies to meet individual learning styles, cultural preferences, and abilities
- Implement services using a person-centered, strengths-based approach, support individual choice, independence, and self-determination
- Encourage skill generalization across environments and daily routines
- Maintain professional boundaries while fostering trust and rapport
- Accurately document services delivered, progress towards goals, and session notes in compliance with Regional Center requirements, CAPC policies and procedures, and CARF Standards (as applicable)
- Submit documentation and timesheets accurately and on time
- Participate in service reviews, progress updates, and IPP meetings as requested
- Communicate regularly with Service Directors, Case Managers, families and other team members
- Report concerns, barriers, or changes in individual needs promptly
- Participate in required trainings, supervision, and team meetings
- Maintain confidentiality and uphold HIPAA requirements
- Adhere to CAPC, Inc. policies, ethical standards, and code of conduct
- Demonstrate cultural humility, respect, and professionalism at all times

- Commit to ongoing learning and professional development
- Other duties as assigned

Position Requirements:

- Bachelor’s Degree in Sociology, Human Services, Behavioral Health, or other related degrees
- Minimum 1 year of experience working with individuals with IDD
- Knowledge and willingness to learn AST principles
- Ability to follow IPPs, service objectives, and Regional Center guidelines
- Valid CA driver’s license, Safe, reliable vehicle with current registration and insurance
- Recent DMV print- out with good driving record
- Ability to lift between 50 lbs to 75 lbs and pass post-offer physical
- CPR and First Aid Training by completion of second week of employment
- Read, speak, write English
- Ability to work independently with or without direct supervision
- Exercise sound judgment at all times
- Ability to effectively and articulately communicate verbally and in writing, i.e. telephone, email, reports, etc.

Desirable Qualifications:

- Experience providing AST or similar services
- Familiarity with Regional Center systems and service authorizations
- Bilingual (English/Spanish/ or other languages relevant to service area)
- Training in person centered planning, positive behavior supports, or community integration

Wage and Benefits:

\$21.00 - \$24.00/hr depending on highest level of education
Mileage reimbursement and cell phone stipend
Medical, Dental, and Vision Insurance
401K with 25% company match

12. 2025

Print Name: _____

Signature: _____

Date: _____

Wage Tier Structure

Tier 1 – Entry Level AST Provider

Hourly Rate: \$21.00 – \$21.75

Eligibility

- Meets minimum qualifications (BA in Social Services or related field)
- New to CAPC or new to AST service delivery
- Completes onboarding and required training

KPI Expectations

- Billable Service Rate: $\geq 80\%$
- Documentation Timeliness: 95% on time
- IPP Alignment: 100%
- Training Completion: 100%
- Supervisor Coaching Required: High

Typical Time in Tier: 0–6 months

Tier 2 – Proficient AST Provider

Hourly Rate: \$22.00 – \$22.75

Eligibility

- Minimum 6 months of successful service delivery
- Demonstrates consistency in meeting service expectations
- Maintains Regional Center compliance

KPI Expectations

- Billable Service Rate: $\geq 85\%$
- Authorized Hours Delivered: $\geq 90\%$
- Documentation Timeliness: 100%
- Goal Progress: $\geq 75\%$ of IPP goals showing progress
- Client Satisfaction: $\geq 90\%$ positive
- Supervisor Coaching Required: Moderate

Review Cycle: Eligible at annual review or mid-year merit review

Tier 3 – Advanced AST Provider

Hourly Rate: \$23.00 – \$23.50

Eligibility

- Minimum 12 months in good standing
- Demonstrates strong outcomes and independence
- Trusted with complex or higher-need clients

KPI Expectations

- Billable Service Rate: $\geq 88\%$
- Authorized Hours Delivered: $\geq 92\%$
- Documentation Accuracy: $\geq 98\%$
- Goal Progress: $\geq 85\%$ of IPP goals showing progress
- Skill Generalization documented across environments
- Supervisor Coaching Required: Low

Additional Contributions

- Supports the onboarding of new AST providers
- Participates in IPP meetings when requested
- Demonstrates leadership and professionalism

Tier 4 – Senior AST Provider

Hourly Rate: \$24.00 (Top of Range)

Eligibility

- Sustained high performance for 18–24 months
- Excellent audit history
- Demonstrated leadership and reliability

KPI Expectations

- Billable Service Rate: $\geq 90\%$
- Authorized Hours Delivered: $\geq 95\%$
- Documentation Timeliness & Accuracy: 100%
- Goal Progress: $\geq 90\%$ of IPP goals
- Client & Family Satisfaction: $\geq 95\%$

- Zero substantiated compliance findings

Role Enhancements

- May mentor staff
- May assist with program quality improvement
- Considered a priority for expanded caseloads or future leadership pathways

Title 17 Vendorization & Regional Center Compliance Language

Regional Center Authorization & Title 17 Compliance

Adaptive Skills Training (AST) services are provided in accordance with California Code of Regulations, Title 17, and are delivered only when authorized by the Regional Center through the Individual Program Plan (IPP).

AST Service Providers shall:

- Deliver services consistent with IPP goals, service objectives, and authorized hours
 - Provide instruction focused on the acquisition, enhancement, or maintenance of functional skills necessary for independent living
 - Deliver services in natural environments whenever possible
 - Maintain accurate, timely documentation that clearly reflects:
 - Date and duration of service
 - IPP-aligned objectives addressed
 - Individual progress and response to instruction
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Vendorization Standards

CAPC, Inc. maintains vendorization with applicable Regional Centers for Adaptive Skills Training services. All AST Service Providers must meet vendorization requirements, including but not limited to:

- Required educational qualifications (bachelor's degree in social services or related field)
 - Background clearance and ongoing compliance
 - Adherence to Regional Center policies, procedures, and audit standards
 - Participation in quality assurance and utilization reviews
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Billing & Documentation Integrity

AST Service Providers acknowledge that:

- Services may only be billed for actual, authorized, and delivered service time
 - Documentation must substantiate billed services
 - Falsification or late submission of documentation may result in disciplinary action, up to and including termination
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CARF Alignment Statement

This role supports CARF standards related to:

- Individualized service planning
- Service delivery and outcomes
- Personnel competency and accountability

- Performance measurement and quality improvement