

Connecting the SOC System with the Intake Process for Individuals with IDD

At the **American Support Standards Institute (AMSI)**, we are committed to promoting clarity, consistency, and nationally aligned practices in services for individuals with intellectual and developmental disabilities (IDD). One of the most critical resources for this purpose is the **Standard Occupational Classification (SOC) Manual (2018)**—now featured in the *Standards & Resources* section of our website.

What Is the SOC Manual?

The **Standard Occupational Classification Manual (2018)** is a federal reference that provides the official structure for classifying all occupations in the U.S. economy. It includes:




- Definitions and coding guidelines for **867 detailed occupations**
- A clear explanation of **SOC codes** and **aggregation levels**
- Guidance for improving **data consistency across agencies**

This manual helps align documentation, training, and service standards with nationally recognized occupation frameworks.

Why the SOC Manual Matters for Intake and Service Planning

The **intake process** is a foundational step in service planning for individuals with IDD. It determines how personal goals and support needs will be matched with vocational opportunities and resources.

Using the SOC Manual during this process ensures:

-  **Clear Assessments:** Staff can accurately evaluate and align individual aspirations with recognized occupational roles
-  **Informed Planning:** Individuals with IDD and their teams gain a realistic understanding of employment options
-  **Aligned Documentation:** Service plans and records use standardized occupational terms recognized across sectors

Integrating SOC-based definitions into intake procedures supports consistency, equity, and quality in employment-related services.

Complementing the SOC with the Occupational Outlook Handbook

While the SOC Manual provides classification structure, the **Occupational Outlook Handbook (OOH)**—published by the U.S. Department of Labor—offers labor market insights, including:

- Job outlook and industry trends
- Educational and training requirements
- Typical responsibilities and work environments

Together, the **SOC Manual** and the **OOH** serve as essential tools for person-centered employment planning rooted in real-world data and standards.

Access the SOC Manual

The full **Standard Occupational Classification Manual (2018)** is now available on our website:

👉 Visit www.ams-inc.org

📁 Navigate to **Standards & Resources** → **Reference Materials**

Let us know if you'd like a walkthrough on how to use this resource effectively in your role.

Final Thought

At AMSI, we believe that using nationally recognized classification systems in intake and planning is key to delivering high-quality, inclusive services. The SOC Manual is more than a reference—it's a step toward consistency, fairness, and informed choice in the lives of individuals with IDD.