

Working Procedures for Adult Developmental Services and Vocational Rehabilitation
06/16/2009

1. During the person centered planning process, the team decides that the person would like to work in a community employment setting. The team should determine who will make the referral to VR (case worker, consumer, or family member). The person and team should develop plans regarding what are things the consumer can start to do immediately while he/she is waiting to receive VR services (see www.employmentforme.org website for suggestions)
2. Once the referral is made to VR and appropriate releases are obtained, the Vocational Rehabilitation Counselor (VRC) will follow up with the case manager to:
 - i. Arrange for an intake meeting that the case manager is invited to attend.
 - ii. At intake meeting, further documents will be shared with VRC to assist with eligibility determination (psychological evaluations, other medical documents that refer to person's disability(s))
 - iii. Help the person share previous work or volunteer experience, and begin discussion of projected long term support needs.
3. If consumer is determined not eligible because of "too severely disabled to benefit from VR", then a copy of the eligibility letter will be sent to caseworker. Caseworker then returns to team to determine next steps for using work supports for person.
4. Once VR eligibility is determined, the long term support form can be filled out with a preliminary request for LTS funds if deemed necessary. The form should be filled out by VRC and sent to caseworker to obtain approval.
5. There are several ways that the outcome of the long term support decision may occur:
 - i. If no long-term support need is projected, the employment goal should move forward
 - ii. IF LTS is identified as a need, and resources are determined unavailable, the request will be denied in writing. The VR case would be closed, the consumer would have an unmet need in their EIS assessment.
 - iii. If LTS is identified as need, once consumer is off the wait list, more extensive assessment may be required to better define the actual level of support needed.
 - iv. If LTS is identified as a need and the person receives waiver funding and is at or below the cap required (300 hours for section 29 waiver, and 600 hours for section 21 waiver), request is submitted for approval to D.S. and sent back to VR counselor with copy to the case manager.
6. The completed request form will be forwarded to the case manger for process and return to V.R. with approval signature within 30 days.
7. The VRC will proceed with developing and implementing Individual Plan for Employment (IPE) once the agreement is in place and consumer is off the wait list.
8. At least 30 days before the client is ready to be officially transitioned to Long Term Support, the "Notification of Long Term Supports Form" will be filled out by VRC and sent to the Developmental Services Caseworker.
9. Developmental Services Caseworker will complete all necessary paperwork to ensure that the waiver will be adjusted to include the Long Term Work Support Hours (Make sure appropriate language is in the PCP, request proposal from CRP, and Waiver funding change document completed and sent to resource coordinator)