

FOOTHILLS GATEWAY, INC.

Referral of Individuals to Division for Vocational Rehabilitation (DVR) for Supported Employment Services

PROCEDURE:

Individuals receiving services will be referred to DVR for Supported Employment (SE) Services following these steps:

- The Interdisciplinary Team (IDT) will meet and document that DVR services are needed. The Case Manager will make the initial referral to DVR for Supported Employment Services. The referral can be made over the phone by the Case Manager to the DVR Administrative Assistant as long as the person and their legal guardian, if appropriate, are present for the call. The Case Manager will complete the referral form and will fax the referral form to the DVR Administrative Assistant at the Fort Collins office.
- After the referral is made, the DVR Counselor will set up an intake meeting. Whenever practicable, the Case Manager will go to the first meeting with the DVR Counselor and the person receiving services. If the Case Manager is unable to attend, the Case Manager will either arrange for someone else to attend the intake meeting or determine if the person receiving services can attend the meeting independently. The Case Manager will complete the DVR application through page nine and will bring the application to the intake meeting along with a copy of the Service Plan and other relevant information. If the DVR Counselor needs to meet with the person receiving services again and if additional support is needed for the person receiving services, the family of the individual or Program Approved Service Agency (PASA) staff may be asked to provide the additional support.
- Once the individual has been found eligible for DVR services, the DVR Counselor will begin the assessment process in order to develop an Individual Plan for Employment (IPE). The DVR Counselor may personally provide some of the vocational services or the DVR Counselor may purchase some aspects of the services from vendors. It is best practice for the DVR Counselor to keep the Case Manager informed of the individual's status and the DVR services being provided. It is also best practice for the Case Manager to keep the DVR Counselor updated related to the client's status in his/her HCPF funded programs.
- For an individual receiving Job Coaching Services funded through DVR, as the individual becomes stable on the job, the DVR Counselor will submit an Intent to Transfer form to the vendor/PASA providing the job coaching services. The vendor/PASA will copy the Intent to Transfer form to the Case Manager along with a request for PAR units for Extended Support Services. When the Case Manager receives the intent to transfer form, s/he will add Supported Employment units to the Prior Authorization Record (PAR) for Extended Support Services. After the individual's DVR funding has ended, the Supported Employment PASA will be able to provide "Extended Support Services" utilizing Medicaid-waiver funds to assist the individual in maintaining his/her community employment. If the individual loses his/her community job, the Case Manager will refer the individual to DVR for DVR services and funding.

- Once the person is receiving Extended Support Services funded through Health Care Policy and Financing (HCPF), the PASA will be responsible for completing all required HCPF and Foothills Gateway programmatic paperwork.

12/05 ...7/17; 3/19; 3/20