

Jim Doyle
GovernorKaren E. Timberlake
Secretary**State of Wisconsin**
Department of Health Services

DATE: December 22, 2010

TO: Family Care, Partnership, and PACE Managed Care Organizations

FROM: Susan Crowley *Susan Crowley*

SUBJ: Clarification on Technical Guidelines for Prevocational Services in Family Care and Family Care Partnership Programs

On June 3, the Department issued Technical Guidelines for Prevocational Services in Family Care and Family Care Partnership (OFCE Memo 10-04). We appreciate the attention and efforts Managed Care Organizations have given this issue, including completing the training developed by the Department and implementing the guidelines.

Based on the first six months experience with the guidelines, we have concluded that it would be helpful to clarify the implementation of certain components of the guidelines regarding new entrants.

A new entrant into the long-term care system who is already in integrated employment or has identified integrated employment as a desired outcome in his/her member-centered plan may participate in prevocational services in any setting. The Department expects many, if not most, new entrants to fall in this category. For these individuals, prevocational services, including center-based prevocational services, help Family Care members develop skills for and transition to integrated employment and/or serve as a “wrap-around” activity for the times the individual is not engaged in a community job.

Some new entrants into the long-term care system may not explicitly state a goal of pursuing integrated employment at the time of entry. The purpose of this memo is to clarify that new entrants may be authorized for prevocational services, even if they are not clearly stating a desire to pursue at least part-time integrated employment.

The Prevocational Services definition change is intended to increase new entrants' access to and participation in integrated employment. It is important that implementation of this policy does not result in new entrants prematurely discounting the idea of participating in integrated employment and instead pursuing non-work activities or outcomes without ever exploring the possibilities for integrated employment and the benefits of integrated employment.

If, in the context of completing a comprehensive assessment or developing/updating an individual service plan, a new entrant does not express a desire to pursue at least part-time integrated employment, the Interdisciplinary Team (IDT) should recognize that this may be due to the new entrant having insufficient information with which to make an informed choice about whether integrated employment is of interest to the member.

Per the Family Care contract, the Department expects that each member will have the opportunity to make an informed choice about whether s/he seeks integrated employment. Additionally, as stated in the Prevocational Services Technical Guidelines, the Division of Long-Term Care expects that MCOs and long-term care service providers within the MCO provider networks will, as Division partners, promote and support opportunities for integrated employment outcomes for working age Family Care and Family Care Partnership members. To these ends, IDTs should ensure that they offer new entrants the opportunity to learn about and explore the possibilities for integrated employment. One way this can be done is through prevocational services that are designed to enable a member to fully explore and understand the option of integrated employment.

New entrants who do not express a desire to pursue integrated employment can participate in community-based prevocational services in order to fully explore and understand the option of integrated employment. Community Rehabilitation Providers (CRPs) that currently operate work centers and provide center-based prevocational services can develop, and a number have developed, the capacity to provide community-based prevocational services.

The Department is also clarifying through this memo that new entrants who do not express a desire to pursue integrated employment may also participate in a prevocational program that uses a work center as its base, provided that: the new entrant (and guardian if one is appointed) understands the purpose of the service authorization is to allow the new entrant to more fully explore and understand the option of integrated employment in order to make an informed choice about whether to pursue it; the member (and guardian if one is appointed) will not oppose the new entrant exploring integrated employment options as part of participating in prevocational services; and the prevocational services program consists of activities that involve education on integrated employment, exploration of integrated employment options, and non-job-task-specific skill development related to integrated employment, rather than activities involving production or sub-contract work. The program should include time spent in the community.

If a new entrant subsequently decides that s/he would like to pursue at least part-time integrated employment, prevocational services in any setting can be authorized for the new entrant. The setting can include a work center and can involve participation in the center's production or sub-contract work. Regardless of the setting, the authorization for prevocational services includes an expectation that the member will be assisted by the prevocational service provider to make reasonable and continued progress toward achieving at least part-time integrated employment consistent with the member's strengths and preferences.

Please contact Tammy Hofmeister at Tammy.Hofmeister@dhs.wi.gov if you have questions regarding this memo. Thank you for your continued efforts in implementing the DHS prevocational services guidelines.