

Resource Series provides MCOs with best practices, guidance and/or reference materials. This series does not include directions on contract requirements or directives from the Department.

## Prevocational Services Six Month Progress Report and Service Plan Template For Family Care and Family Care Partnership Programs

**Purpose:** This memo outlines expectations with regard to the "Prevocational Services Six Month Progress Report and Service Plan" template being issued by DHS for use in Family Care and Family Care Partnership. The "Prevocational Services Six Month Progress Report and Service Plan" template was developed with input from the DHS-MCO Care Management, Integrated Employment and Provider Network workgroups and prevocational service providers. The use of the template is optional but it is expected the MCOs will require prevocational service providers to submit semi-annual progress reports.

**Background: Authorizing Prevocational Services:** The definition of prevocational services in Family Care and Family Care Partnership was revised, effective January 1, 2010. On June 3, 2010, the Department released technical guidelines for implementation of the revised prevocational services definition. The technical guidelines memo, which includes the revised service definition, can be found at: <http://www.dhs.wisconsin.gov/familycare/mcos/communication/ta10-04.pdf>.

New and continuing authorizations of prevocational services by Family Care or Family Care Partnership MCOs must ensure that prevocational services are provided in ways that are consistent with the revised service definition.

**Purpose of the "Prevocational Services Six Month Progress Report and Service Plan" Template:** This report template ([F-00395](#)) is designed to help ensure that IDTs have the information they need to make prevocational service reauthorizations per the technical guidelines. The report template is both a progress report (documenting the activities and outcomes of service delivery over the last six months) and a service plan (documenting the provider's plan for service delivery for the next six months, if prevocational services are reauthorized). It is expected that no separate provider-generated report or service plan should be needed. It is further expected that completing this report, or a similar report that captures similar information, will not create a new burden on providers since this reporting will replace any reporting that prevocational service providers may have submitted in the past.

**Use of the "Prevocational Services Six Month Progress Report and Service Plan" Template:** Use of this recommended report template is optional for MCOs; however it is expected that MCOs will require prevocational service providers to submit some kind of semi-annual progress report to the member's IDT in order to facilitate reviews, evaluations and reauthorizations of prevocational services by IDTs (including the member and legal guardian if one is appointed).

If the recommended template is not used, the progress report required by the MCO should still be due to the member's IDT at two points in each calendar year:

- Two weeks before the month in which the member's annual Member Centered Plan is scheduled for renewal; and
- Two weeks before the month in which the members' Member Centered Plan six month review is scheduled to occur.

If the recommended template is not used, the progress report required by the MCO should, at minimum, include the following information:

- Description of general non-job-task specific strengths and skills the member is being assisted to develop and maintain to enhance employability or sustain employment in the community, and service delivery methods being used to help the member develop these strengths and skills;
- Reporting on member's interest in obtaining integrated employment;
- Reporting any concerns or hesitations the member (and guardian, if one is appointed) may have about pursuing at least part-time integrated employment, and what the prevocational service provider has done and will be doing to address and resolve these;
- Reporting details of the member's integrated employment goal, or if not known, what the provider will be doing to identify these details; and
- Submitting an individualized plan with actions steps to assist the member to secure at least part time integrated employment.

**Training for Providers:** The prevocational service providers are expected to complete and submit semi-annual progress reports to the MCOs. DHS will offer an online training for providers on use of the recommended report template. The training will be developed and posted on the Family Care website in April, 2011.

**Technical Assistance:** MCO or prevocational service provider staff with questions about the "Prevocational Services Six Month Progress Report and Service Plan" template should direct those questions to:

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#### Reference Materials:

- Prevocational Services Six Month Progress Report and Service Plan Template  
<https://www.dhs.wisconsin.gov/forms/f0/f00395.docx>
- [Integrated Employment and Prevocational Services in Family Care and Partnership resource page](#)