Prevocational Services Decision Trees:

A Tool to Assist Care Managers with Prevocational Service Authorization and Re-authorization

Issue Date: July 19, 2010
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Applicability: Family Care and Family Care Partnership Programs
All members will fall into one of the following two categories:

1. New Entrants to Prevocational Services:

New entrants are defined as:

- All members enrolled as of September 1, 2010 who did not participate in prevocational services prior to that date.

OR

- Any member who enrolls after September 1, 2010 and did not participate in prevocational services funded by the CIP waiver, the IRIS waiver or a county human service agency prior to that date.

2. Current Prevocational Service Recipients:

Current prevocational service recipients are defined as:

- All members enrolled as of September 1, 2010 who participated in prevocational services prior to that date

OR

- Any member who enrolls after September 1, 2010 and participated in prevocational services funded by the CIP waiver, the IRIS waiver or a county human service agency prior to that date.
Member is in integrated employment OR has identified integrated employment as a desired outcome in the MCP.

Prevocational services in any setting can be authorized. Referral to DVR should be made if member is not yet in integrated employment and this is a near-term goal. Supported employment services are also an option. If reasonable and continued progress is not occurring, see page four of this decision tree tool.

For members with a longer-term goal of integrated employment: review the timeline for this goal at each MCP and review meeting and work toward achievement within a reasonable time period given each member's unique situation. If reasonable and continued progress is not evident see page three of this decision tree tool.

If at some point, the new member receiving prevocational services no longer desires integrated employment outcome, follow the decision tree for "Current Prevocational Service Recipient".

Member decides against establishing an integrated employment outcome in the MCP.

Member subsequently sets an outcome of integrated employment in the MCP.

Member is uncertain about integrated employment but is willing (i.e. not opposed) to learning and exploring possibilities around integrated employment.

Referral to prevocational services in the community is an option. Exploration of integrated employment options is also possible though authorization of supported employment services. A third option is referral to prevocational services that use a work center as a base, so long as: the purpose is to help the new entrant more fully explore and understand the option of integrated employment; the service comprises activities that reflect this purpose, rather than production or sub-contract work; and the service includes adequate time spent in the community.

Member does not desire integrated employment and is not interested in exploring possibilities.

Share option to work in community-based group employment e.g. work crew or enclave.

If no integrated or community-based group employment outcome identified, employment related services are not needed.

Revisit, at regular intervals, integrated and community-based group employment options.

If member wishes to pursue community-based group employment, include as outcome in MCP.

Revisit, at regular intervals, the option to also pursue integrated employment.

New Entrant to Prevocational Services

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Current Prevocational Service Recipient

Member is employed in an integrated job in addition to receiving prevocational services.

Re-authorization of prevocational services in any setting can occur.

If a member loses integrated employment, re-authorization of prevocational services in any setting can occur, followed by reasonable and continued progress toward securing a new integrated job. A referral to DVR should be made.

Member obtains new integrated job.

Member identifies integrated employment as a desired outcome but is not yet working in integrated employment.

When integrated employment is identified as one of member’s desired outcomes, prevocational services in any setting can be re-authorized; referral to DVR should be made; supported employment services are also an option. This should be followed by reasonable and continued progress toward securing integrated employment consistent with member/guardian preferences and conditions.

Member obtains integrated job.

Member does not express a desire to participate in at least part-time integrated employment, either now or at some future point.

Prevocational services in any setting can be re-authorized followed by reasonable and continued progress toward addressing member/guardian concerns and then establishing an integrated employment outcome consistent with member/guardian preferences and conditions.

Prevocational services can continue if reasonable and continued progress is made toward addressing concerns and then establishing an integrated employment outcome.

If reasonable and continued progress is not evident see page four of this decision tree tool.

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If reasonable and continued progress is not occurring: IDT should determine reason(s) why and take appropriate action.

- Revised expectations and corrective steps with prevoc provider tried but not resulting in good faith effort by provider
  - Provider making good faith effort but progress not occurring
  - Reauthorize with alterations that include a reasonable amount of community-based prevocational activities
  - IDT should consider different prevoc provider or SE provider