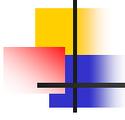


Module 6

Guidelines for Reauthorizing Prevocational Services

Module Six: This module covers the guidelines IDTs should use in considering reauthorization of prevocational services for a member.



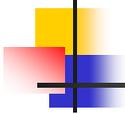
Guidelines for Reauthorizing Prevocational Services

- IDTs need to be aware of guidelines they are to use for reauthorizing prevocational services

General Principle:

Prevocational services can be reauthorized if they are determined to be an effective and cost-effective way to help the member make ***reasonable and continued progress*** toward identifying and achieving an integrated employment outcome

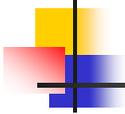
Because service authorizations typically last six months, and reauthorizations are necessary for continued services, it is important that IDTs and the member understand the guidelines to be followed as part of reauthorizing prevocational services using the RAD method. In general, the IDT can reauthorize prevocational services if the IDT determines that pre-vocational services are an effective way to help the member make reasonable and continued progress toward identifying and achieving an integrated employment outcome.



Reasonable and Continued Progress

- Meaningful and purposeful
- Consistent with the goals established when the service was last authorized
- Progress made in timely manner unless legitimate circumstance prevented this.

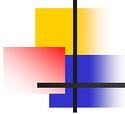
Since reasonable and continued progress is a standard for reauthorization, the guidelines specifically define what is meant by this. ***Reasonable and continued progress*** means progress that is meaningful and purposeful. The progress should be consistent with the goals established when the prevocational service was last authorized by the IDT. It is also expected that the progress made will have occurred in a timely manner unless a legitimate, unexpected circumstance prevented this. For example, the member might have had an unexpected illness or a death in the family which prevented reasonable progress being made since the last authorization of prevocational services.



Reasonable and Continued Progress

- Effectively addressing the member or guardian's concerns or hesitations
- Identifying the specifics of the member's preferences and conditions for integrated employment
- Assisting the member to obtain integrated employment

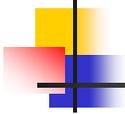
Depending on the member's unique situation, reasonable and continued progress will mean different things. For example, if a current prevocational service recipient does not have an integrated employment outcome identified, the expectation of reasonable and continued progress relates first to addressing the member or guardian's concerns or hesitations and second to identifying the specifics of the member's preferences and conditions related to integrated employment. In contrast, when a new entrant or current prevocational service recipient has an integrated employment outcome identified, reasonable and continued progress relates to assisting the member to obtain integrated employment that matches - as far as possible - the member's expressed preferences and conditions.



Reasonable and Continued Progress

- Allows the IDT and prevocational service provider to identify new and different measurable goals

In general, when reasonable and continued progress occurs, it will be possible for the IDT and the prevocational service provider to identify **new and different** measurable goals that will be worked on during the next period of service authorization.



If a member is already participating in integrated employment

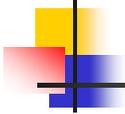
- Reauthorization can be done without using the *reasonable and continued progress* standard
- Reauthorization okay if prevocational services are effective and cost-effective way to meet the member's need for additional vocational supports

If a member is already participating in at least part-time integrated employment, reauthorization of prevocational services can be done without using the reasonable and continued progress standard. The IDT can reauthorize prevocational services if the member is already participating in at least part-time integrated employment and if the IDT determines, through use of the RAD method, that prevocational services are an effective and cost-effective way to meet the member's need for additional vocational supports.

Six-Month Status and Progress Report

- Click on  symbol below to download.
- Report will give the IDT the specific information needed to assess whether the guidelines for reauthorizing prevocational services is being met

In Module 3, we introduced the idea of the “Six-Month Status and Progress Report” for prevocational services. While the standardized report forms for statewide use is not yet finalized, click on the paperclip at bottom right corner of the presentation to download a suggested sample that include most all elements we expect will be included in the finalized version. By having prevocational service providers use this standardized report form, you and the IDT can get the specific information you need in order to assess whether reasonable and continued progress is being made with a member, or whether the member is already participating in at least part-time integrated employment.



Six-Month Status and Progress Report

- Form asks prevocational service provider for goals and strategies to achieve them during next six month authorization
- Provides IDT with plan for continued service delivery to approve or modify
- Once the period of service authorization has ended, the IDT can compare the proposed plan to the reported outcomes as part of evaluating whether the guidelines for reauthorization have been met

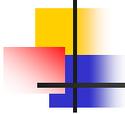
The report forms ask the prevocational service provider to recommend goals for the next period of service authorization and to describe how they plan to assist the member to meet those goals if the service is reauthorized. This creates a clear record of the goals and service strategies associated with each reauthorization of prevocational services. Overall, if you and the IDT use this report form, you will get information on outcomes or progress made during the last period of service authorization. And you will get a proposed plan for the next period of service authorization that you can approve as part of re-authorization of service. Of course, as the IDT, you can make modifications to the proposed plan before approving it, if you feel this is necessary.



Recap of guidelines for prevocational service reauthorization

- The service is assisting the member to make ***reasonable and continued progress*** toward identification and achievement of an integrated employment outcome
- The member is already participating in integrated employment and the service is an effective and cost-effective way to meet the member's need for additional vocational supports

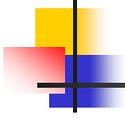
To recap, there are two ways that prevocational services can be reauthorized. First, if the IDT determines that the service is assisting the member to make reasonable and continued progress toward identification and achievement of an integrated employment outcome. Or second, if the IDT determines that the member is already participating in integrated employment and the IDT also determines that prevocational services are an effective and cost-effective way to meet the member's need for additional vocational supports.



If neither of the guidelines for reauthorization are met

- Determine reasons why
- If more focused and concerted effort by the provider is needed, the IDT should establish revised expectations or corrective steps with the provider
- If this approach has already been tried, the IDT should consider the potential advantages of a different provider

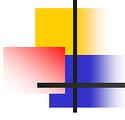
If neither of the guidelines for reauthorization are met, the IDT will need to determine the reasons why and then act accordingly. If the IDT concludes that the member is not making reasonable and continued progress, the IDT will need to determine whether a more concerted and focused effort by the provider may be needed. If the IDT feels that this is the case, the IDT should establish revised expectations or corrective steps with the current prevocational provider. If such steps have already been taken and the IDT feels the member may be more effectively supported by a different prevocational service provider or by a supported employment provider, the IDT should consider a change in provider.



If neither of the guidelines for reauthorization are met

- If existing prevocational service provider is making good faith effort
- If a different service provider is not likely to facilitate greater progress
- Reauthorize, but with alterations in the prevocational plan of service
- New service plan should include activities outside of center-based work that are directly relevant to preparing for voluntary participation in integrated employment at a future date.

If the IDT concludes that reasonable and continued progress by the member, is not being made it may be that the existing prevocational service provider is making a concerted, good faith effort -- to address concerns and hesitations, to determine an integrated outcome that reflects the member's preferences and conditions, and to help the member achieve that integrated outcome. If the IDT believes that the existing prevocational provider is making a good faith effort and a different provider would not be able to do better, the IDT should reauthorize the member's prevocational services plan, but with alterations designed to ensure the service is consistent with the service definition. This means the prevocational service plan should be at least partly focused on activities outside of center-based work that are specifically relevant to preparing people for voluntary participation in integrated employment at a future date.



If neither of the guidelines for reauthorization are met

- Alter prevocational service plan to include reasonable amount of individualized or small-group community activities
- Examples:
 - ✓Volunteering
 - ✓Employment classes
 - ✓Training on navigating the community

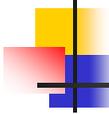
If the prevocational services plan needs to be altered, best practice is that the plan will be altered to include a reasonable amount of individualized or small-group community activities that can contribute to preparing the member for possible future participation in integrated employment. These would be activities outside a work center or other specialized facility. Some examples include volunteering or other activities that offer the opportunity for interaction with community members without disabilities who are not paid staff. Other examples include employment preparation classes held at an appropriate community site or helping members learn how to navigate the community.



Download Decision Trees

Click on  symbol below to download the decision trees.

To help IDTs implement the prevocational services definition and technical guidelines correctly, the Division has created decision trees for New Entrants and Current Prevocational Service Recipients. Please click on the paperclip symbol at the bottom right corner of the presentation to download the decision trees.



What is your first and last name?

Enter your first name

Enter your last name

You are coming to the end of this module. If you are an MCO staff person, please enter your first and last name to confirm that you completed this module, and then click the next button. If you are not an MCO staff person, please enter John Doe or Jane Doe and click the next button.

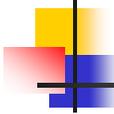


Please indicate the MCO you are employed by, if applicable.

Next

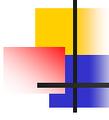
Clear

Please indicate the MCO you are employed by, if applicable and then click on the next button. If you are not employed by an MCO, please type N/A and then click the next button.



Do you have any questions about
information presented in module #6?

If you have any questions about the information presented in this module please type them in the box and press the next button. If you have no questions please type "no questions" and press the next button to continue.



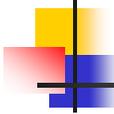
Please rate the quality of the module.

The module was clear and easy to understand.

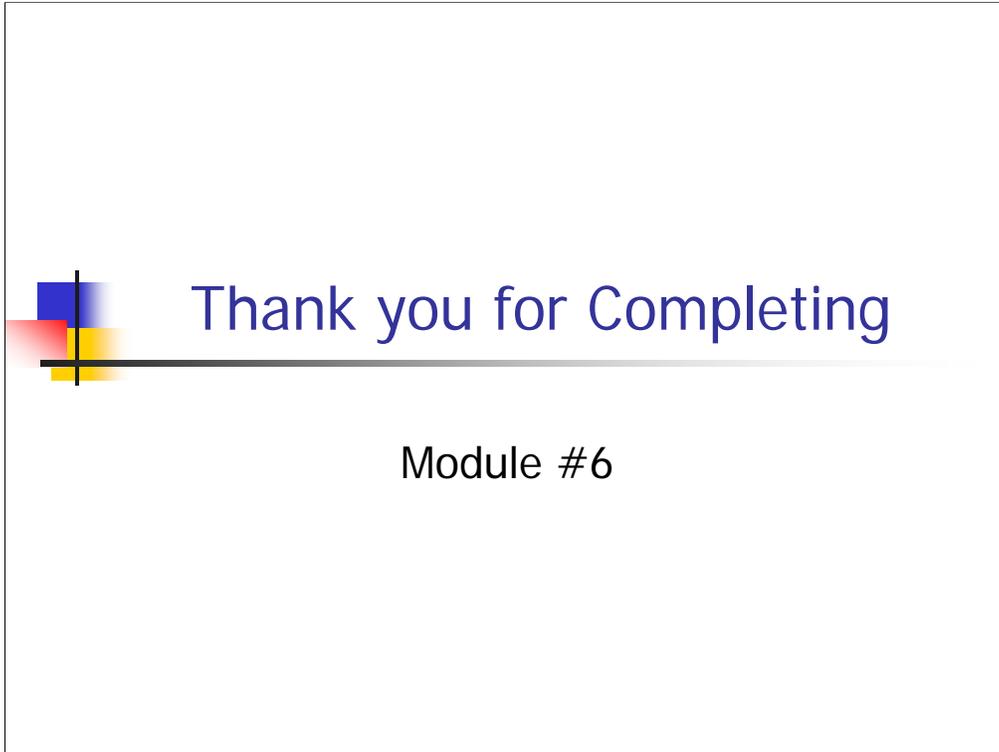
Strongly Disagree
 Disagree
 Neutral
 Agree
 Strongly Agree

Please rate the quality of this module and then press the next button.

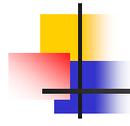
Would you like to add any comments?



If you have any additional comments you would like to make please type them into the box and press the next button. If you have no additional comments please type "no comments" and press the next button to continue.



You have now completed this module.



End of Training

Thank you for
completing this training.

For answers to your questions,
please see the Prevocational Services
Q&A document posted at:

<http://dhs.wi.gov/ltcare/ProgramOps/Index.htm>

You have now completed this training on prevocational services in Family Care and Family Care Partnership.

All questions you submitted will be answered in the near future and included in the Prevocational Services Q&A document posted on the Family Care program operations web page. For reference, that web address is listed at the bottom of the slide on your screen.