

# PROGRAM POLICY - VOCATIONAL SERVICES

## 1 Admission

- 1.1 Individuals admitted to Vocational Services must meet admission criteria and be able to benefit from the services provided.
- 1.2 Admission, treatment or discharge of persons served will not be made on the basis of any protected class including: race, religion, color, national origin or ancestry, physical or mental disability, medical condition, genetic information, sex, gender identity, gender expression, sexual orientation, marital status, registered domestic partner status, veteran status, current or prospective service in the uniformed services, age or any other protected class.

## 2 Admission Criteria

- 2.1 Both the general admission criteria and the following must be met:
  - 2.1.1 Candidates must be eighteen years of age or older
  - 2.1.2 Have an identified funding source
  - 2.1.3 Have a desire to benefit from Vocational Services

## 3 Admission Procedures

- 3.1 The following are the admission procedures for persons through the Department of Rehabilitation (DOR):
  - 3.1.1 DOR submits a request for services.
  - 3.1.2 DOR sends a referral packet for review.
  - 3.1.3 OPTIONS determines whether services are appropriate and if appropriate completes a pre-assessment.
  - 3.1.4 DOR completes an authorization for services to be provided. Services will not commence until an authorization is obtained.
  - 3.1.5 Once authorization for services has been verified and received, OPTIONS will begin services.
- 3.2 The following are the admission procedures for persons through Tri-Counties Regional Center (TCRC):
  - 3.2.1 TCRC submits a request for services.
  - 3.2.2 TCRC sends a referral packet for review.
  - 3.2.3 OPTIONS determines whether services are appropriate and if appropriate, completes a pre-assessment.

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- 3.2.4 TCRC completes an authorization for services to be provided. Services will not commence until an authorization is obtained
- 3.2.5 Once authorization for services has been verified and received, OPTIONS will begin services.

### 4 Ongoing Services/ Ongoing authorizations

#### 4.1 The following are the authorization procedures for persons through the Department of Rehabilitation (DOR):

- 4.1.1 DOR authorizations are valid for 30-90 days, not to exceed 90 days.
- 4.1.2 Requests for extending authorizations must be sent to the DOR Counselor and Services Coordinator 30 days prior to the expiration of the authorization, along with any necessary documentation.
- 4.1.3 DOR will authorize either "Intake only" or "Intake with Employment Preparation" upon admission.
- 4.1.4 DOR will only authorize for additional placement services once the following have been submitted to the DOR Counselor and Services Coordinator: Intake and Employment Services form, ISP, Resume and Mock Application. Job Development will not begin until authorization is received.
- 4.1.5 When employment has been obtained that matches their goal, DOR will authorize support for retention.
- 4.1.6 All authorizations will be entered on a spreadsheet for tracking and checked at the end of each month by the Vocational Services Supervisor. When an authorization is within 30 days of expiration, a request to extend services will be made.
- 4.1.7 Should an authorization expire, services will be placed on hold until a meeting is held or a new authorization is obtained.

#### 4.2 The following are the authorization procedures for persons through TCRC:

- 4.2.1 TCRC authorizations are valid for up to one year, and are updated once a year, usually during the birth month of the person served.
- 4.2.2 Changes made to authorizations are determined by the person and his/her Interdisciplinary Team, including the TCRC Service Coordinator.
- 4.2.3 If TCRC makes a direct referral for Vocational Services, once the authorization is approved, an automatic email is generated from

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TCRC's SANDIS system and sent to the COO. The COO will print out the authorization for the Vocational Services Supervisor.

- 4.2.4 If TCRC is continuing services for a person who has successfully closed their case at DOR, the DOR Counselor will send a Notice of Transition to Extended Services to the TCRC Service Coordinator at least 30 days prior to the transition. TCRC will process the request and once the authorization is approved, an automatic email is generated from TCRC's SANDIS system and sent to the COO. The COO will print out the authorization for the Vocational Services Supervisor.
- 4.2.5 Services will not begin until the authorization is received.

### 5. Billing procedures

- 5.1 The following are the billing procedures for DOR:
  - 5.1.1 The Vocational Services Supervisor will complete the following billing: Group Supported Employment, Individual Placement and EPP.
  - 5.1.2 All billing will be sent to the Program Director/COO for review. The Program Director/COO will ensure that all billing has current authorizations by checking the authorization spreadsheet.
  - 5.1.3 The Program Director/COO will send the reviewed and completed billing to the DOR District Office, as well as OPTIONS' CFO and Accounting Specialist.
  - 5.1.4 When/If either the Program Director or the COO are not available, the accounting specialist and/or the CFO will review and complete billing to the DOR district office.
  - 5.1.5 The Vocational Services Supervisor will send the DOR Counselor and Service Coordinator any documentation necessary to request further authorizations.
- 5.2 The following are the billing procedures for TCRC:
  - 5.2.1 The Vocational Services Supervisor will fill out the required billing forms and send them to the Program Director/COO for review.
  - 5.2.2 The Program Director/COO will review and ensure that all billing has current authorizations by checking the authorization spreadsheet.
  - 5.2.3 The Program Director/COO will print out the billing information and

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give them to the Accounting Specialist to enter into SANDIS (TCRC billing site).

5.2.4 The Vocational Services Supervisor will then send the reviewed forms to TCRC.

### 6 Conditions for Discharge

6.1 Persons may be discharged from Vocational Services under the following conditions:

6.1.1 The person has made sufficient progress to no longer require the services.

6.1.2 The person either refuses to cooperate or cannot cooperate with Vocational Services staff.

6.1.3 The person exhibits a substance abuse problem.

6.1.4 The person represents a danger to himself/herself or others.

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