



Department of Health
and Human Services

Maine People Living
Safe, Healthy and Productive Lives

Department of Health and Human Services
11 State House Station
Augusta, Maine 04333-0011
Tel: (207) 287-3707
Fax (207) 287-3005; TTY: 1-800-606-0215

John E. Baldacci, Governor

Brenda M. Harvey, Commissioner

To: All Providers of MaineCare Section 17 Community Support Services

From: Brenda Harvey, Commissioner
Tony Marple, Director, Office of MaineCare Services
Ronald Welch, Director, Office of Adult Mental Health Services

Re: Medically Necessary Community Supports Related to Skills Training-Vocational Goals Billable Under MaineCare Benefits Manual, Chapter II, Section 17.

Date: November 15, 2010

This guidance memo is issued jointly by the Office of the Commissioner, the Office of Adult Mental Health Services, and the Office of MaineCare Services.

All MaineCare services must be medically necessary and linked to a behavioral health goal in each member's individual care plan. Services cannot be primarily vocational in nature; they must be focused on the behavioral health needs of the client. Services under Section 17 must not duplicate services available in another setting, such as vocational services available at the Career Center.

Listed below are examples of activities that may be, in some cases, acceptable activities that a certified MHRT/C Community Integration worker might provide under Section 17.04-1 and 17.04-6 if those activities were medically necessary and properly documented for an individual.

Please be aware that these are examples. All activities must be properly documented and must be related to a medically necessary behavioral health goal included in the member's ISP (Individual Support Plan). As is true for all MaineCare adult mental health services, activities under Sections 17.04-1 and 17.04-6 are subject to the Behavioral Health Utilization Management System administered by APS Healthcare.

MaineCare Section 17.04-1 Community Integration Services

The following are examples of functions that may be performed in support of an individual:

Identity Development

Perform a psychosocial assessment that includes skills training, employment status, and training needs

Explore with member his/her vocational goals and the services and supports needed to meet those goals

Provide decision making support to member as he/she chooses a vocational goal and develops a plan for meeting that goal

Assist member in accessing career exploration and job hunting resources in the community, such as Career Center services and resources (on-line Job Bank, career center workshops, labor market data, etc.)

Explore with member his/her interests and abilities as well as any condition-related needs and what type of productive activities might match those interests, abilities and needs

Assist member with arranging informational interviews with people who work in the types of jobs he/she is interested in

Assist member in accessing information regarding what training/education is required for certain jobs and how that training/education could be accessed

Explore with member what type of job settings best match his/her interests, abilities and disability-related needs by discussing and perhaps visiting different job places

Skill Building

Assist member in accessing transportation (learning public transportation system, learning how to get a driver's license, learning how to pursue carpooling options, etc.)

Assist member with developing stress management skills

Assist member with developing communication skills potentially needed on the job (i.e. asking for clarification, asking for assistance, requesting reasonable accommodation, resolving conflict with coworkers or supervisor, etc.)

Assist member with developing skills needed to work at a reasonable pace and persist at a task

Assist member with time management needed at home and on job (i.e. preparing for work day the night before, setting alarm clock, bringing lunch, allowing enough time to get to job site, etc.)

Assist member with concentration techniques/strategies

Assist member with solving problems that occur at home or on the job

MaineCare Section 17.04-6 Skills Development Services

"When Skills Development Services are related to supportive employment they must be billed with the code for 'Ongoing Support to Maintain Employment.' Such services are focused on managing behaviors or symptoms that interfere with an individual's ability to obtain or retain employment. Services include instruction in dress, grooming and socially acceptable behaviors in the workplace, supportive contacts on or off the job, instruction and skill development on how to request workplace accommodation, how to solve problems and resolve coworker conflict."

The following are examples of functions that may be performed in support of an individual:

Instruction in dress and grooming

Instruction in socially acceptable behavior at the workplace

Instruction and skill development on how to request workplace accommodation

Instruction and skill development on how to resolve coworker conflict

Assist member with problem solving at home and on job

(Note: Skills Development Services may be provided individually or in a group setting.)

Examples of functions that may not be performed under MaineCare Section 17

in support of an individual would include activities such as:

- providing transportation to a job
- filling in for or supervising someone on the job
- conducting a vocational skills assessment
- speaking to an employer about hiring an individual