

Office of Aging and Disability Services

Coordination of Waiver Services with the Bureau of Rehabilitation Services

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| Stage One: Bureau of Rehabilitation Services |
| Accessing the Service | Next Steps |
| The person is found eligible **and** has Waiver Services under MaineCare Section 18, 20, 21 or 29. | The person and the Case Manager (CM) or Care Coordinator (CC) identify need for employment services to support the person desire to work. |
| The person has an identified employment goal in their Person-Centered Plan or Plan of Care. | The person and their team determine employment services and supports will be necessary and an application to Vocational Rehabilitation (VR) is initiated**Packet should include,** application, health check list, releases, and a copy of PCP or POC, or other information on disability determination. |
| The person, with support from CM/CC, submits a completed application packet and submits to VR office closes to where they live, keep a copy for person and CM/CC. | The person is found eligible within 60 days then the person with support, and the VRC develop an Individual Plan for Employment (IPE). |
| The person and/or their Guardian sign release to allow for communication and coordination between the CM/CC and the VRC, and any other staff/professional needed to coordinate services (such as residential). | Case Manager/Care Coordinator ensures signed Release is obtained and submits to VRC in the packet and ensures updates occur as needed to stay in contact and coordinate services, keep copies. |
| The person begins services at VR based on their IPE which may include job search with help of the VRC and may also include the Certified Rehabilitation Provider (CRP).  | CM/CC coordinates with VRC who can provide updates about the IPE and Person-Centered Planning Employment Goal. Notes from CM/CC should be developed that give updates in the consumer record as to VR status, information about services and employment. |
| Stage Two: Long Term Work Supports |
| Accessing the Service | Next Steps |
| The person accepts a new job.-add a note to EIS with all job details, and share with home, team members-document in PCP as a life change- employer, location, wages, support needs, job title, benefit counseling status, reporting of wages plan | VRC provides information about new job to Case Manager/Care Coordinator for the coordination of services and supports, this can be over email and should include- person, job title, employer, town located in, wages/benefits, and support plan for coaching and onboarding. |
| The person is stable on the job (at least 30 days) and has an identified need for on-going Job Coaching/Work Supports. Need must be based on information gained from the employer, the person, job analysis and support needs. Identification of technology, job accommodations and natural support are also determined and put in place. | Case Manager/Care Coordinator discuss choice of Work Supports Provider with the person as per Waiver requirements and CM/CC issues Vendor Call to approved Providers and, if there is not response, follows up in one business week. If no Provider is available a team meeting is scheduled to discuss alternatives options and to development a plan. Resources around alternatives by reaching out to OADS Employment Services staff. |
| The person chooses Provider of Waiver-funded Work Supports through Choice/Vendor Call process, or interviews. | The Case Manager/Care Coordinator open Plan and the chosen WS Provider completes Work Supports Section in the Plan. |
| The Transfer Form from VR to Waiver Services must be completed and include information about business, wages, schedule, level of support, assistive technology, natural support plan, and chosen Work Support Provider.  | Case Manager/Care Coordinator completes the LTS transfer form in conjunction with VRC (not Service Provider) and CCM/CC submits to Resource Coordinator to authorize services. |
| The Certified Rehabilitation Provider ensures continuity of support prior to transfer to LTS by providing Work Support Provider information about the job, work schedule, and support needs, either through the VRC or by overlapping on the job site to ensure a warm handoff. | VRC and CM/CC coordinate the sharing of information and ensure transfer of information, with releases occurs. |
| Waiver Work Support is identified in Plan, the service has been authorized with a start date, and the coordinated transfer occurs between CRP and Waiver Work Support Provider, all with knowledge of the person and the employer. | The VRC and CRP follow and are available for consultation until such time as VR closes the case successfully. |