

Department of Public Health and Human Services	SECTION: PROGRAM DESCRIPTION
WoRC GUIDELINES MANUAL	SUBJECT: Not Participating Incapacitated (NPI)

OVERVIEW:

All WoRC programs will take appropriate steps to ensure that persons with disabilities, including persons who are deaf, hard of hearing, blind or low vision, or who have other sensory or manual impairments, have an equal opportunity to participate in our services, activities, programs and other benefits.

Before the NPI code is requested case managers must complete the initial screening process with participants to determine if accommodations are appropriate.

INITIAL SCREENING:

Upon enrollment, case managers will conduct an initial screening to identify possible disabilities. Case managers will begin the initial screening with the Barrier Reduction Screening Guide. If the participant indicates on the screening guide that a physical or mental health limitation is present the case manager must first visit the JAN network, www.askjan.org, to research and offer potential accommodations that could assist the participant in completing their employment and training activities.

The Job Accommodations Network is a useful resource for determining the appropriate types of accommodations for participants with physical and mental limitations. Staff must utilize askjan.org when determining the types of accommodations that might be needed beyond just reduced hours. A case not must be entered outlining the accommodation findings, see example below.

NOTE: The HCS 206 and/or 207 does not need to be completed in order to begin the discussion on accommodations; however the HCS 206 and/or 207 must be completed prior to allowing a reduction in participation hours.

► **CASE NOTE EXAMPLE:** Sally was in today for her enrollment. While completing the Barrier Reduction Screening Guide she self disclosed some mental health issues. We reviewed the JAN network and determined that Sally could participate full hours in a WEX placement with the following accommodations: private office, flexible work schedule, divide large assignments into smaller tasks, and providing a self-paced work load.

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NOTE: Remember that any disclosure of disability is voluntary. Applicants, beneficiaries, and participants need to be informed that although disclosure of a disability is not required, this information can help the contractors to make referrals to other community resources. The information may also assist the WoRC program in negotiating employment and training activities that the participant will be successful in completing.

Accommodation Examples:

Below is a list of accommodations that may be provided to individuals with disabilities. This list is not exhaustive as individualized assessments are necessary to determine what accommodations may be appropriate or necessary.

- * Provide parking close to the work site
- * Provide an accessible entrance
- * Offer a quiet work space
- * Provide written instructions
- * Move workstation close to other work areas, break rooms, and restrooms
- * Allow frequent breaks
- * Adjust desk height if wheelchair or scooter is used
- * Make sure materials and equipment are within reach range
- * Allow additional training time for new tasks
- * Provide alternative computer and telephone access
- * Divide large assignments into several small tasks
- * Modify the workstation to make it reach range

If the JAN network has been reviewed and the participant does not feel that the accommodations offered are sufficient to assist them in completing employment and training activities the Assessment Consent form must be completed.

ASSESSMENT CONSENT FORM:

On the Assessment Consent form the participant can choose to have a formal assessment completed or they can choose to decline the formal assessment. If the participant signs the form and declines the formal assessment, they will be required to negotiate and complete full participation hours.

If the participant indicates they would like a formal assessment completed, it will be conducted by a trained professional, such as the participant's medical/mental health provider or other community professionals, using the HCS 206 and/or HCS 207 forms.

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This assessment determines: whether the individual in fact has disabilities; the nature of any disability; the extent to which the individual is capable of employment or participation in employment-related (e.g. job training or education) activities and under what conditions; the implications of the disability on securing and maintaining employment; the appropriateness of a particular work assignment or plan for employment; the need for reasonable accommodations, reasonable modifications to policies, the provision of auxiliary aids and services and communication assistance; the need for training and education prior to employment; the applicability of work participation rules and time limits; and the appropriateness of applying sanctions.

ASSESSMENT FORM RESULTS

If the assessment forms (HCS-206 and 207) are returned and indicate the participant is unable to participate in activities, the NPI code may be appropriate. (See below). If the assessment forms indicate the participant can participate with accommodations, see 3.10 Accommodations section.

CODING: NOT PARTICIPATING INCAPACITATED (NPI)

This code is to be used when an individual has been declared totally incapacitated (e.g., bed rest or hospitalization) by a qualified medical professional currently treating the individual. The incapacity of the individual results in the inability to participate in any type of activity excluding medical appointments that are directly related to the incapacity.

NOTE: A qualified medical professional is defined as an individual who is currently licensed in the State of Montana and is practicing within their field of expertise. The professional may not be currently suspended from providing health care services. The qualified medical professional may include an LCPC or chiropractor.

► REQUEST OF CODE:

WoRC Case Managers are asked not to request the use of the NPI code unless it meets the strict criteria of total incapacity as listed on the form. If the NPI request is for two (2) weeks or less, the NPI should not be submitted and good cause used for this period of time. If a request has been made to your monitor regarding the NPI code please remember that participants are expected to participate until the code is approved. Participants must continue to participate if the code is denied.

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ELIGIBILITY CRITERIA:

In order to allow use of the NPI code on the Employability Plan, the following criteria must be met:

1. May only be approved for a **maximum of 3 months** in a **12 month period** (possible extension in extreme circumstances);
2. Must be supported by the HCS 206 ((Mental Health Activity Assessment) or HCS 207 (Physical Activity Assessment) form filled out by a qualified medical professional involved with treatment of the individual. A second opinion will be requested by your WoRC Monitor in the instance that the NPI code has been authorized over 4 consecutive times and the same medical/mental health provider has completed the HCS 206/207.
3. Must be approved by WoRC Monitor;
4. Must be reviewed on a monthly basis to ensure the request code is still necessary without changes;
5. Participant is required to maintain bi-weekly in-person contact with the WoRC Case Manager;
6. The incapacity/disability is expected to last longer than 2 weeks; and
7. May not be used on extended benefit cases.

A TEAMS case note outlining the use and approval of the NPI code must be entered by the WoRC Case Manager. Only limited, generic medical information should be included in the TEAMS case note.

The participant should be encouraged to participate in treatment based activities or therapies that are recommended by the qualified medical professional on the HCS 206 or HCS 207 form.

NOTE: A participant who is coded NPI is not eligible for supportive services.

If a qualified medical professional has indicated on the HCS 206/207 that an individual is totally unable to participate in employment and training activities but the individual states they would like to complete employment and training hours, the WoRC program cannot negotiate activities until a new HCS 206/207 has been completed indicating the individual is able to participate.

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FORM REVIEW & REQUIREMENTS:

- The HCS 206 or HCS 207 must be submitted directly from the doctor via fax or mail to the case manager. The participant **cannot** return the form directly to the case manager.

NOTE: WoRC programs should fax the form to the provider with the cover letter. WoRC programs are **not** to coach the participant and/or medical providers as to what should be written on the HCS 206/207.

- If the doctor has indicated the Anticipated Length of Improvement as 'Unknown' an updated form will be required every three months.
- If the doctor has indicated the Anticipated Length of Improvement as 'Lifetime' an updated form will be required every six months. Other required documentation that must be submitted at six months include: Progress on SSI status and a case note entered by the WoRC case manager.

CHILD CARE DURING NPI:

When the NOT Participating Incapacitated (NPI) code is used, child care may be approved provided the individual has a demonstrated need. The individual must submit a statement from a qualified mental health or medical provider, who is currently providing treatment, indicating the need for child care. The WoRC monitor will review the information provided and approve or deny the request.