



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

VOCATIONAL ASSESSMENT

Effective Date: November 25, 2015

Policy: RTS-05

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- I. PURPOSE:** To provide procedural guidelines governing the provision of vocational assessments and integration of the results into treatment, discharge, and aftercare plans for patients at Montana State Hospital (MSH).
- II. POLICY:**
 - A. Vocational staff will be organized under the Rehabilitation Department and supervised by the Rehabilitation Program Manager.
 - B. A vocational assessment will be initiated by a Licensed Independent Practitioner referral and order when indicated to clarify the patient's vocational functioning, identify deficits/disabilities, identify strengths, and obtain vocational rehabilitation recommendations.
 - C. Vocational assessments will adhere to vocational assessment standards and include written reports of patient strengths, abilities, needs, preferences, as well as recommended treatment in the vocational domain.
 - D. A patient at MSH may not be required to perform labor but may voluntarily engage in therapeutic labor or therapeutic tasks.
- III. DEFINITIONS:**
 - A. *Vocational assessment* – A structured assessment of a person's vocational history, interests, functioning, and needs/disabilities.
- IV. RESPONSIBILITIES:**
 - A. Rehabilitation Program Manager – Develop a standard vocational assessment protocol; ensure staff providing vocational assessments are appropriately trained; supervise staff who provide vocational assessments; and monitor the vocational assessment service system. Collaborate with the Director of Quality Improvement in the development and implementation of a quality assurance and improvement program for vocational assessments.
 - B. Vocational Specialist – Understand and adhere to professional standards for conducting vocational assessments. Receive referrals; review records; consult with Licensed Independent Practitioner about the referral; and develop a plan for the assessment. Interview the patient; collect collateral information as indicated; complete the assessment; and produce a report of the results in a timely manner. The Vocational Specialist will consult with the patient and their treatment team on assessment recommendations, monitor the vocational care plan, provide

documentation toward treatment objectives, and administer an assessment at times of significant change in the course of treatment, upon request from treatment team.

V. PROCEDURES:

- A. The Licensed Independent Practitioner will consider the multidisciplinary admission assessment results, including basic information related to vocational history and functioning. If indicated, the Licensed Independent Practitioner will request a vocational assessment to clarify the patient's strengths, deficits, needs and preferences. The Licensed Independent Practitioner will initiate a referral for vocational assessment using the Request for Special Consultation, Evaluation, or Treatment form (Attachment A).
- B. At any period in the patient's hospitalization, a Licensed Independent Practitioner may determine that a vocational assessment or re-assessment is indicated, and make a referral for the service.
- C. The vocational specialist will respond to the referral in a timely manner. The specialist will consult with the treatment team about the request, clarify the referral question, assess the patient's readiness to participate in a vocational assessment, and review the patient's available records.
- D. The vocational specialist will seek informed consent for the vocational assessment from the patient or guardian. The vocational specialist will thoroughly describe the purpose of the assessment, assessment procedures, and potential uses of the assessment results. The specialist will respect a patient's right to refuse assessment procedures.
- E. If the patient consents to the vocational assessment, the vocational specialist will follow the protocol and standard of evaluation for the vocational assessment. Any deviations from the standard evaluation will be noted in the evaluation report.
- F. The vocational specialist will report the results of the assessment to the patient, Licensed Independent Practitioner, and treatment team in a timely manner. The result will be documented in a written or electronic vocational assessment report, which will become part of the patient's medical record.
- G. The vocational assessment report will include information including but not limited to:
 - 1. Patient strengths, preferences, needs, abilities
 - 2. Recommendations for treatment in the vocational domain.
 - 3. Recommended behavioral goals, corresponding measurable objectives, assigned interventions, and the name of the individual responsible for providing the intervention.
- H. The vocational specialist will consult with the Licensed Independent Practitioner and treatment team on the vocational assessment findings and recommendations. After

- this consultation, the vocational specialist will include the vocational goals, objectives and interventions in the treatment plan, and implement the vocational services plan.
- I. The vocational specialist will monitor the patient's progress towards the vocational goals, document progress in the medical record, and document any recommended revisions in the treatment plan. Documentation will be completed on an ongoing basis and will include, at a minimum; weekly progress notes for the first two months of treatment and monthly progress notes thereafter.
 - J. The vocational specialist will consult with the patient and treatment team during periodic treatment progress reviews, and report their perception of the patient's progress, barriers to progress, or other needed interventions. Revisions will be made to the vocational goals and interventions as indicated. Any revision to the treatment plan will be documented in the medical record.
 - K. The vocational specialist will offer recommended vocational interventions or vocational rehabilitation resources to the patient's social worker, which may be included in the patient's Discharge and Aftercare Plan.
- VI. REFERENCES:** Federal standards: 42 CFR 482.56; 42 CFR 482.61; 42 CFR 482.62; State standards: §53-7-101; §53-7-102; §53-7-105; §53-7-108; §53-7-109; §53-7-202; §53-7-205; and §53-21-167
- VII. COLLABORATED WITH:** Director of Clinical Services, Medical Director, Hospital Administrator, Rehabilitation Program Manager, Vocational Specialists.
- VIII. RESCISSIONS:** RTS-05, *Vocational Assessment* dated August 11, 2015; RTS-05, *Vocational Assessment* dated May 19, 2010.
- IX. DISTRIBUTION:** All Hospital Policy Manuals
- X. ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.
- XI. FOLLOW-UP RESPONSIBILITY:** Director of Clinical Services
- XII. ATTACHMENTS:** For internal use only.
- A. Request for Special Consultation, Evaluation, or Treatment
 - B. Vocational Services Assessment

Signatures:

John W. Glueckert
Hospital Administrator

Thomas Gray, MD
Medical Director