



## PROCEDURE: Joint DDP/VRBS Referral and Billing

**Effective Date:** July 29, 2021  
**Date Last Modified:** July 29, 2021

### Purpose

This procedure outlines the steps to efficiently and effectively refer a client to the Developmental Disabilities Program (DDP) from Vocational Rehabilitation and Blind Services (VRBS) as well as the steps to correctly refer a client to VRBS from DDP. This procedure also outlines proper procedure for securing long-term funding for supported employment, steps for procuring signed Cooperative Agreements, and assigns responsibility to specific employees throughout both programs to ensure the process is completed as outlined.

DDP and VRBS administration and management as well as mutual Providers have worked collaboratively to develop this procedure and agree upon the common rules found here.

### Scope

This procedure applies to all State of Montana Vocational Rehabilitation Counselors (VRCs) with VRBS as well as all State of Montana and contracted DDP Case Managers (CMs).

### VRBS Referral Requirements

At intake, or initial transfer of a case, the VRC must review the case file to determine if a referral to DDP is appropriate. Identifiable factors that indicate an individual would be a good candidate for DDP referral include:

- Diagnosis of an Intellectual Disability or Developmental Disability
- Documentation indicating an IQ score equal to or less than 70
- Documentation indicating client has low adaptive skills
- Lack of documentation indicating previous involvement with or referral to DDP has taken place
- A client's expressed interest in the DDP

Once the VRC determines that the individual might be appropriate for a DDP referral, they must meet with the client to generally discuss the DDP and the [benefits and advantages](#) of participation in the program.

If the client is agreeable to a referral, the VRC gets a signed Release of Information (ROI) from the client for DDP and then completes the Universal Referral Form (URF). The URF must indicate the referral is for DDP Eligibility and have the following descriptive statement:

"Referral for DDP Eligibility and if eligible they would be placed on the waiver services waitlist. If found eligible and they are 16 years or older they would then be able to receive DDP Case Management. Please provide copy of eligibility response to VRBS [insert VRC name]."

	<p>Refer to the <a href="#">Eligibility Checklist</a> for information that must be submitted to the local DDP office for eligibility determination. Once a complete eligibility packet is received by DDP, DDP has up to 90 days to make a determination.</p>
<p><b>DDP Referral Requirements</b></p>	<p>Prior to waiver funds being utilized for Waiver Funded Employment Services, the individual must be referred to VRBS. If the service is unavailable through VRBS, and the CM obtains documentation from the VRC, the Personal Supports Plan (PSP) team can decide to utilize waiver funds for Employment Services. Anytime an individual expresses an interest in employment services, the CM should make a referral to VRBS.</p> <p><u><b>**This does not preclude a CM from, at any time, referring an individual to VRBS for a service that does not require long-term follow through, such as job placement.**</b></u></p> <p>The VRBS timeline from intake to receiving services is as follows:</p> <ul style="list-style-type: none"> <li>• VRBS' maximum time for the initial appointment is within 30 days of the meeting request.</li> <li>• VRBS has 60 days after application to determine eligibility.</li> <li>• Once eligibility is determined, VRBS has 90 days to develop the Individualized Plan of Employment (IPE)</li> </ul> <p>** If an application is <u>not</u> taken, then there would not be follow-up paperwork through VRBS. The individual &amp; CM should request (in writing) a statement from VRBS as to why an application was not taken on the individual.</p> <p>** If an ineligibility determination is made, the individual will receive a letter stating that they are not eligible and the reasons for the ineligibility decision. The CM must obtain a copy of the VRBS ineligibility letter from the individual and/or the VRC.</p> <p>**If VRBS is in Order of Selection (OOS) and the DDP individual is determined eligible for VRBS, but placed on a waiting list for services, the CM and DDP provider must obtain an <a href="#">OOS letter</a> from the individual and/or VRC.</p> <p><b><i>Anytime vocational or prevocational services are unavailable through VRBS, the CM and DDP providers need proper documentation from VRBS, prior to submitting the waiver service for authorization of those services.</i></b></p> <p>If you have questions about an individual's application, eligibility, or services provided, contact the VRC.</p>
<p><b>Collaboration between VRBS &amp; DDP</b></p>	<p>It is expected that when individuals are involved in both VRBS and DDP, that the VRC will invite and include the DDP case manager in new application and Periodic Review appointments and that DDP case managers will invite and include the VRC in PSP Team meetings.</p>

<p><b>When an Individual receives DDP Waiver Services</b></p>	<p>If an individual is receiving or is referred for any services through VRBS and then is subsequently screened into a DDP waiver, <u>the DDP CM will contact the Community Rehabilitation Provider (CRP) and VRC to notify them the individual has been selected into the DDP waiver.</u></p> <p>If the person has developed an Individualized Plan for Employment (IPE) when they are screened into a DDP waiver, the Waiver should address any future ongoing vocational supports they may need.</p> <p>If the person is receiving long-term employment supports through EE and then is subsequently screened into a DDP waiver, the DDP CM will contact the CRP and EE Program Manager to notify them the person is getting enrolled into DDP waiver supports.</p> <ul style="list-style-type: none"> <li>• If the person is entering into a DDP waiver AND has DDP waiver funds available to take over the long-term employment supports, the DDP CM will also provide a date upon which EE services will end and DDP waiver will take over.</li> <li>• If the person is entering into DDP waiver but funds are not available within the DDP waiver to takeover the long-term supports, EE services will continue.</li> </ul>
<p><b>Long-Term Supports: Transition from VRBS to DDP funding</b></p>	<p>For individuals receiving DDP waiver services who have funding available in their Wavier Cost Plan for long-term employment supports and are also exiting the VRBS program with employment, the VRC must get a signed <a href="#">Cooperative Agreement</a> from DDP.</p> <p>Only DDP Regional Managers may sign off on the VRBS Cooperative Agreement form for long-term supports. Prior to signing the Cooperative Agreement, the DDP Regional Manager must ensure that the individual has waiver funding and plans to use cost plan dollars for supports to maintain employment after the VRBS case is closed. In order to make this decision, the DDP Regional Manager will review the Cost Plan and discuss Supported Employment follow along with the DDP CM. If funding is available, the DDP Regional Manager signs the Cooperative Agreement indicating a commitment to fund the long-term supports necessary for the individual to maintain employment in the community.</p> <p>Once signed by the DDP Regional Manager, the long-term supports Provider, chosen by the individual/planning team, must also sign that they agree to provide the services, funded through DDP, that are necessary for that individual to maintain employment in the community.</p> <p><b><i>Individuals with a signed Cooperative Agreement from DDP do not enter EE.</i></b></p>
<p><b>Requesting placement into Extended Employment (EE)</b></p>	<p>If an individual is exiting VRBS in employment, but has not yet received DDP wavier funding, this individual should move to EE. The VRC should refer to the Extended Employment Procedure for enrolling clients into the program who do not have DDP waiver funding.</p>

	<p>DDP CMs can discuss with the team if the individual should be referred for long-term employment supports through EE if they do not have adequate waiver funding or are on the waiver waiting list.</p> <p>The CM must submit the following information to their DDP Regional Manager to receive approval for an individual on their caseload to be referred to EE when the client is getting waiver services at the time of referral to VRBS:</p> <ol style="list-style-type: none"> <li>1) The person's PSP (Personal Support Plan)</li> <li>2) A statement that an assessment has been done, that the individual wants to work and the likelihood the person will need follow along supports to maintain employment. This statement must also describe why current waiver dollars cannot be re-allocated and that the PSP team is requesting the individual receive EE for long-term supports.</li> </ol> <p>The DDP Regional Manager will review the above items and the individual's funding level to determine if the cost plan can or cannot accommodate long-term employment supports in the future. To determine if the waiver cannot fund long-term employment supports, the Regional Manager must agree that all funding available to the cost plan are already being utilized for services that have a higher priority than the long term supports.</p> <p>If the cost plan does not have funding for long-term supports, the DDP Regional Manager will indicate on the Cooperative Agreement that funding is not available. The Regional Manager will return the Cooperative Agreement form to VRBS. The VRC will then follow the steps outlined in the Extended Employment Procedure to enroll the individual in EE.</p>
<p><b>Who is billed for services?</b></p>	<p>VRBS should be billed during the time the individual has an active IPE. It may be appropriate for DDP providers to bill DDP for some rehab activities or non-duplicative pre-vocational, employment, or day activities during this time.</p> <p><b>BOTH VRBS AND DDP SHOULD NEVER BE BILLED FOR DUPLICATIVE VOCATIONAL OR PREVOCATIONAL ACTIVITIES DURING THE SAME TIME PERIOD.</b></p> <p>The DDP plan of care should clearly document activities VRBS is providing and activities DDP is providing if both sources are paying for vocational or pre-vocational activities during the same time frame. Providers billing DDP can request the Individualized Plan for Employment (IPE) from VRBS indicating exactly which activities they are covering to ensure no duplication occurs.</p> <p>If the individual is stable at their job and VRBS supports will be ending, the individual's DDP planning team will start discussing what services the DDP waiver can provide, and when long-term DDP waiver employment supports can be put into place. (The provider, VRC and any other team members need to ensure the DDP Case Manager is involved during any discussions of long term supports well before an individual exits VRBS). When the individual/PSP planning team agrees on the specifics of employment</p>

	<p>services through DDP waiver, and those services are <b>authorized</b> in the ICP, then the CM will make contact with the individual's VRC to ensure that VRBS knows the individual's DDP supports are in place. If it has not already been specified, the anticipated closure date by VRBS can be requested so the CM knows exactly when the waiver will need to take over supports.</p> <p>The individual's PSP team should refer them back to VRBS when there is a substantive change, or if additional supports are needed for the individual to maintain their employment goal. The payee or PSP team (if no payee) are responsible for ensuring wages are reported to SSI and in the case of the DDP individual losing their community job, the PSP team is responsible for ensuring unemployment benefits are initiated.</p>
	<p><b>Signature:</b> Disability Employment and Transitions Administrator – Chanda Hermanson</p> <p><b>Signature:</b> Developmental Services Division Administrator – Rebecca de Camara</p>