

WSC ADVISORY #2021-014
REFERRAL OF APD CLIENTS TO VOCATIONAL REHABILITATION

ACTION REQUIRED

EFFECTIVE DATE: APRIL 29, 2021

The Agency for Persons with Disabilities (APD) has entered into a data-sharing agreement with the Department of Education, Division of Vocational Rehabilitation (VR), and the Agency for Health Care Administration for the purpose of improving the competitive integrated employment outcomes of APD clients. The agreement establishes a data-sharing and tracking process to improve the coordination of services for APD clients receiving services from both APD and VR.

APD waiver clients who are not already employed should be encouraged by their WSC/CDC+ Consultant to consider adding competitive integrated employment as a goal on their Person-Centered Support Plan. WSCs/CDC+ Consultants must generate a referral packet for VR services for any client who demonstrates an interest in and could benefit from Supported Employment services. Federal laws require that VR provide initial and intensive Supported Employment services to help individuals with significant disabilities find competitive integrated employment and achieve stability in the job.

To generate a referral packet for VR, the WSC/CDC+ Consultant must:

1. Complete the “Referral to Vocational Rehabilitation” form:
<https://www.flrules.org/gateway/reference.asp?No=Ref-10893> (English) or
<https://www.flrules.org/gateway/reference.asp?No=Ref-10894> (Spanish). The form includes the individual’s name, residential address, date of birth, Social Security number, contact information, name and contact information of the individual’s referral source, and notation if the individual is receiving SSI/SSDI benefits.
2. Include the most recent pertinent and applicable medical documentation and assessments, if any.
3. Provide a copy of the Person-Centered Support Plan including the individual’s employment goals and any identified barriers to assist VR with the development of the Individualized Plan for Employment.
4. Attach preliminary documentation related to employment exploration, if applicable. This may include Adult Day Training activities, Discovery Profile, information related to previous employment history, preliminary benefits planning report, and other efforts toward competitive integrated employment.

After VR confirms receipt of the referral and contacts the individual, the WSC/CDC+ Consultant will follow up with the APD client to ensure they are able to attend the initial interview scheduled with the VR counselor.

Listed below are the steps to properly document in APD iConnect the referral and notification exchange with VR. These notes will be used to provide VR with a list of clients who have been referred to them for services, track all referrals, and improve communication between the two agencies.

Once a client expresses interest in obtaining competitive integrated employment, the WSC or CDC+ Consultant must:

1. Update the Person-Centered Support Plan to reflect the employment goal.
2. Create and submit the referral packet to VR.
3. Upload the referral packet and related documentation into APD iConnect via a new Note. Go to **Notes > File > Add Note:**
 - a. In the new Note record, update the following fields:
 - i. "Division" = APD
 - ii. "Note Type" = Supported Employment
 - iii. "Note Subtype" = VR Application
 - iv. "Description" = Referral Sent
 - v. "Note" = Enter brief comments, as needed
 - vi. "Status" = Pending
 - vii. Attach the referral form and all supporting documents
 - viii. Route to the Regional Employment Liaison

VR will notify the WSC/CDC+ Consultant of receipt of the referral packet and provide information regarding intake or other meetings facilitated by the VR counselor.

4. Document any follow-up information received by the VR counselor (e.g., date of intake meeting, Individualized Plan for Employment or other meetings facilitated by the VR Counselor) in the same note described above on Step #3. Describe any follow-up with the client related to their meeting with VR. Change the note status to **"Complete."**
5. Monitor the client's progress and enter a new note in APD iConnect detailing relevant follow-up information. Go to **Notes > File > Add Note.**
 - a. In a new Note record, update the following fields:
 - i. "Division" = APD
 - ii. "Note Type" = Supported Employment
 - iii. "Note Subtype" = Chose one of the following:
 1. VR Application Follow-Up
 2. VR Funding Approved
 3. VR Funding Denied
 4. VR Termination
 - iv. "Description" = VR Update
 - v. "Note" = Provide a brief summary
 - vi. "Status" = Complete
 - vii. Route the Note record to the Regional Employment Liaison
6. When finished, click **File > Save and Close Note.**

When an APD client has obtained job stabilization with VR consistent with the objectives of the Individualized Plan for Employment, the WSC/CDC+ Consultant will help the client transition out of VR by following established procedures to request Supported Employment (Phase 2) services

provided by the iBudget waiver. To obtain a copy of the Memorandum of Agreement, please contact your Regional Employment Liaison.

Please refer to [WSC Advisory #2019-037](#) for instructions on how to enter and update employment and benefit data in APD iConnect for clients working in competitive integrated employment.

If you have any questions about this advisory, please contact Liesl Ramos at Liesl.Ramos@apdcares.org or (850) 487-4842.