

Approval of Eligibility and Priority Groups Guide

Review the Employment Discussion/Intake and TASK notes:

- Do we have a good understanding of the individual's situation and desire to work?
- Is the disability permanent? Has the individual been medically released to work and is available to participate in VR services?
- Is there documentation of HOW the disability has affected work (getting, keeping and/or preparing for employment)?
- Was a thorough work history gathered to determine Eligibility and Employment Readiness Factors (reasons for gaps in work history, jobs ending, and themes and/or repeated issues getting, keeping or preparing for employment)?

Review Narratives for Eligibility & Priority Groups:

- Does medical information in the file match the disability(s) recorded in the Eligibility Determination screen in QE2?
- Is the medical verification from an approved source? (See back of page)
- Use the Functional Capacity Checklist to determine the selection of the appropriate Functional Capacity Category(s) and severity of the disability (Low or Very Low).
- Do the QE2 narratives address the qualifying, individual, case-specific information to justify the selection of the chosen Functional Capacity category? (Need specific examples or evidence for each functional capacity category selected – HOW does this individual specifically meet the selected category? What is the basis of the determination?)

Example:

Not specific – “Client was rated very low in interpersonal skills as in the past has demonstrated a history of inappropriate and disruptive behaviors that has led to negative consequences in a working environment or personal life.”

Specific documentation/evidence - “Client is diagnosed with Bipolar, antisocial personality disorder and drug use. He was rated very low in interpersonal skills as there is a history of inappropriate and disruptive

behaviors that has led to negative consequences. Client was expelled in the 10th grade due to verbal and physical threats towards staff and students and as a result, sent to a youth rehabilitation treatment center. As an adult, the client has a history of becoming over-whelmed in stressful fast pace working areas. He feels others are judging him. He has struggled with maintaining employment, as he has repeatedly walked off jobs due to difficulty getting along with others and managing stress. As a result of prison time for theft, walking off jobs and being fired the client has a very spotty work history.

Do you have enough information to determine if you agree with the Counselor's Eligibility and resulting Priority Group determination?

If not, what questions do you have – make sure the counselor addresses these questions and adds the proper documentation PRIOR to approving.

Who Can Diagnose:

A diagnosis may only be accepted from individuals licensed and/or certified to make a diagnosis. This is limited to:

- Physicians (including Psychiatrists);
- Physician Assistants (if under the supervision of a licensed physician);
- Psychologists;
- Psychological Assistants or Psychological Associates (under the supervision of a licensed psychologist);
- Advanced Practice Registered Nurses (also called Nurse Practitioners);
- Licensed independent mental health practitioners (licensed to diagnose mental health conditions.);
- Chiropractors; and
- Alcohol and Drug Counselors (licensed to diagnose alcohol and drug disorders only).
- VR will accept a diagnosis with the signature of a physician assistant or psychological assistant without the signature of their supervising physician.