




Title:	Fast Track for Vocational Rehabilitation Services
Procedure #:	80-VR-11-08
Policy Reference:	80-VR-11
Legal Reference:	ORC 3304.15; OAC 3304-1, 3304-2-51, 3304-2-52, 3304-2-54, 3304-2-59, 3304-2-63; 34 CFR 361.36, 361.41, 361.42, 361.48, 361.5, 361.57; Section 102 of the Workforce Innovation and Opportunities Act (WIOA)
Effective Date:	November 27, 2017
Approved:	Kevin L. Miller, Executive Director 
Origin:	Bureau of Vocational Rehabilitation and Bureau of Services for the Visually Impaired
Supersedes:	N/A
History:	N/A
Review/Implementation:	Begin Review – 05/27/19 Implement Revisions By – 11/27/19

I. PURPOSE

The purpose of this procedure is to provide direction for a process to serve applicants who are expected to only require a few vocational rehabilitation (VR) services in a short period of time (i.e. Fast Track) in accordance with appropriate federal (e.g. Code of Federal Regulations [CFR]) and state law (i.e. Ohio Revised Code [ORC], Ohio Administrative Code [OAC]), Governor directives and executive orders, other governing agency (e.g. DAS, OBM) policy or guidance, and/or Executive Director expectations.

Refer to the AWARE Manual for more detailed instructions regarding the management of cases in AWARE.

II. APPLICABILITY

This procedure applies to all Vocational Rehabilitation (VR) Staff and VR Contractors.

III. DEFINITIONS

Refer to “Vocational Rehabilitation Definitions” (80-VR-99.A).

IV. PROCEDURES

A. General

1. OOD shall provide information to individuals and if applicable, their parent or legal guardian throughout the Vocational Rehabilitation (VR) process as required by law (e.g. rights and duties, and the VR Overview). This information shall be provided in writing, and when appropriate, in the individual’s native language or through an appropriate mode of communication.

2. AWARE shall be updated with pertinent conversations, recommendations, justifications, approvals and/or other actions taken in relation to this procedure. If supervisory or management approval is required during the VR process, the supervisor or manager shall document their approval in AWARE. If written approval is received from a supervisor or manager it shall be added to AWARE.
3. If any OOD Staff are a Certified Rehabilitation Counselor (CRC-certified) and will be directly involved with an individual's case, he/she shall complete the "Professional Disclosure Statement" (80-VR-01.E).
 - a. VR Staff or VR Contractors who are not a Certified Rehabilitation Counselor (CRC) are exempt from this requirement.
 - b. Once completed, the "Professional Disclosure Statement" shall be reviewed and signed by the individual and, if applicable, his/her parent or legal guardian, and the CRC-certified VR Staff or VR Contractor.
 - i. Once signed, the statement shall be scanned into the AWARE Participant Module, as a Case Note, with the category "Professional Disclosure Statement" and summary title "Signed."
4. The decision to approve Eligibility and the Individualized Plan for Employment is a non-delegable function that can only be performed by Qualified Rehabilitation Personnel (QRP) and shall be completed in a timely manner.

B. Scheduling Initial Appointment for Fast Track

1. Once OOD has initially determined that an individual may qualify for "Fast Track", designated VR Staff or VR Contractor shall proceed as detailed below.
 - a. Enter all available information into the AWARE Referral Module and in the "Outcome" choose "Fast Track: Pre-Application Information Provided".
 - b. Provide the individual (either in person, electronically, or through U.S. Mail), the following documents for completion:
 - i. "Participant Information/Application for Vocational Rehabilitation Services" (80-VR-01.A);
 - ii. "Participant Acknowledgement" (80-VR-01.C);
 - iii. "Applicant and Individual Rights and Duties" (80-VR-01.D);
 - iv. "Rights of Persons with a Developmental Disability" (80-VR-01-01.G); and
 - v. "Health Assessment Questionnaire" (80-VR-01.01.D).
 - c. Assign the referral to the appropriate VR Staff or VR Contractor.
 - d. Upon receipt of the referral, VR Staff or VR Contractor shall proceed as detailed below.

- i. Review all available documentation in the AWARE Referral Module.
- ii. Contact the individual within (3) three business days in order to obtain information regarding the “Points of Consideration for Fast Track” (80-VR-11-08.A) to determine if the initial recommendation for “Fast Track” is appropriate.
 - a) If “Fast Track” is determined to not be appropriate, VR staff or VR Contractor shall proceed in determining if traditional VR services and processes are appropriate.
 - b) If “Fast Track” is appropriate, schedule an initial meeting (i.e. intake appointment) within five (5) business days.
 - 1) Refer to “VR Application and Intake Procedure” (80-VR-01-01), Section C. “Scheduling Intake Appointments” for additional direction.
 - c) Encourage the individual to bring all completed OOD forms which were sent to them (refer to Section B.1.b. of this procedure) and all necessary records/documentation.

C. Fast Track Intake Appointment

1. VR Staff or VR Contractor shall follow the direction provided in “VR Application and Intake Procedure” (80-VR-01-01), Section D. with the following exceptions:
 - a. Section 3.d. (requesting additional records); and
 - b. Section 3. e. iii. (if individual has parent or legal guardian and they are not in attendance, waiting 30 business days for signature).
2. VR Staff or VR Contractor shall enter all information into the AWARE Participant Module.
 - a. When Fast Track VR services are confirmed, VR Staff or VR Contractor shall enter a case note in AWARE, using the case note category selection of “Fast Track.”
 - i. The case note should contain the justification, including the criteria used, for the Fast Track for VR Services confirmation.
 - ii. If at any time it is determined that Fast Track for VR services are no longer appropriate, and the individual needs to be transitioned to traditional VR Services, VR Staff or VR Contractor shall enter a case note in AWARE, using the case note category selection of “Fast Track End,” and include justification for the termination of Fast Track VR Services.
3. VR Staff or VR Contractor shall use the information identified through discussion of the Fast Track Candidate Profile to determine if the individual is ready to immediately begin the Eligibility for VR Services process.
 - a. If it is determined that it is not appropriate to begin the Eligibility process at that time, Fast Track VR Services are likely not recommended, and VR Staff or VR Contractor shall proceed with traditional VR services and required process(es).

D. Fast Track Eligibility Determination

1. Once the application and intake process has been completed, VR Staff or VR Contractor shall complete the eligibility and OOS process by following direction in “Eligibility and Order of Selection Policy” (80-VR-06); “Eligibility Procedure” (80-VR-06-01); and “Order and Statewide Waitlist” (80-VR-06-02).
 - a. If it is determined the individual is not eligible for VR Services, VR Staff or VR Contractor shall follow the guidance and direction in “Case Closure” (80-VR-02 and 80-VR-02-01).
2. If the individual is determined eligible, VR Staff or VR Contractor shall proceed as detailed below.
 - a. Provide the individual with the “Eligibility and OOS Letter” (80-VR-06-02.B).
 - b. Using the information identified through discussion of the “Points of Consideration for Fast Track”, determine if the individual is ready to immediately begin the Individualized Plan for Employment (IPE) process.
 - i. If it is determined that it is not appropriate to begin the IPE process at that time, “Fast Track” is not likely to be recommended. VR Staff or VR Contractors shall proceed with traditional VR services and processes.

E. Fast Track IPE Development

1. VR Staff or VR Contractor shall discuss Employment goals, plan services and service providers, and follow the direction in “Individualized Plan for Employment (80-VR-08-01), Section D. through H. with the following exception:
 - a. Section D.1. a. i through iii. as these are not appropriate for “Fast Track” (i.e. transition youth, supported employment and self-employment or Small Business Enterprise).
2. VR Staff or VR Contractor shall provide a comprehensive justification for the employment goal, services, providers, and Informed Choice on the IPE, as the “Comprehensive Assessment form” (80-VR-04.A) is not required for a Fast Track for VR Services case.
 - a. VR Contractor shall follow the Contracts Tasking Protocol regarding Priority Time Sensitive tasks.

F. Fast Track Service Provision

1. For Employed Individuals, VR Staff and VR Contractors shall proceed as detailed below.
 - a. Update AWARE to reflect “Employed” as the individual’s Service status using the date that the individual was placed in this status.
 - b. Provide On-The-Job Supports (OJS), and follow the direction in “Job Related Services” (80-VR-11-14), regarding actual services to be provided.
 - i. If VR Staff or VR Contractor are not able to provide OJS, VR Staff or VR Contractor shall draft referrals and authorizations for these services within 2 (two) business days.

- ii. VR Staff or VR Contractor should create an “Activity Due” in AWARE for an authorization to be issued, and indicate “Fast Track” in the subject line as a method of flagging for support staff.
 - a) Appropriate VR Staff or VR Contractor shall issue the authorization within 2 (two) business days.
 - iii. VR Staff or VR Contractor shall contact the provider to inform them of an incoming “Fast Track” for VR Services referral.
 - c. Upon determination that the stability of employment is achieved, VR Staff or VR Contractor shall update AWARE Service status to “Employed-Stable.”
2. For Job Ready (Not Employed) Individuals, VR Staff or VR Contractor shall proceed as detailed below.
- a. Update AWARE to reflect “Service-J” status, using the date the individual was placed in this status.
 - b. Refer individual for internal job development services (e.g. OOD job developers, TSC’s, VRC) within 2 (two) business days.
 - i. In the event internal job development services are not available, draft authorizations for these services shall be drafted within two (2) business days.
 - a) Create an “Activity Due” in AWARE for an authorization to be issued, and indicate “Fast Track” in the subject line as a method of flagging to support staff.
 - 1) Appropriate VR Staff or VR Contractor shall issue the authorization within two (2) business days.
 - ii. VR Staff or VR Contractor should contact the provider to inform them of an incoming “Fast Track” for VR Services referral.
 - iii. VR Staff or VR Contractor shall follow direction listed in “Job Related Services” (80-VR-11-14).
 - c. When the individual obtains employment, VR Staff or VR Contractor shall update his/her AWARE Service status to “Employed”.
 - d. Proceed with Section F.1.b.

G. Closing a Case After Completion of Fast Track VR Services

- 1. Refer to “Case Closure” (80-VR-02 and 80-VR-02-01) to close a “Fast Track” case.

H. Violation

An employee who violates this procedure may be subject to discipline up to and including removal.

FORMS AND ATTACHMENTS

- 80-VR-11-08.A Points of Consideration for Fast Track

RESOURCES

- “Vocational Rehabilitation Definitions” (80-VR-99.A)
- 80-VR-01 and 80-VR-01-01 VR Application and Intake
- 80-VR-02 and 80-VR-02-01 Case Closure
- 80-VR-06 Eligibility and Order of Selection and Subsequent Procedures
- 80-VR-08 and 80-VR-08-01 Individualized Plan for Employment
- 80-VR-11-14 Job Related Services
- 80-VR-15 and 80-VR-15-01 Post-Employment Services

REVIEW

It is the responsibility of the Deputy Director, or designee, to annually review this procedure, on or before, the date listed in the header and if applicable, make any necessary revisions. The Deputy Director, or designee, shall document the review as required in “Policy and Procedure Development, Review, Dissemination and Acknowledgement” (10-ADM-01).