

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Program Name: Vocational Rehabilitation (VR)

Policy Number: VR-9.5-v1

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CHAPTER 9: Treatments

Section 9.5: Treatments: Psychology/Psychiatry/Mental Health

I. Policy Statement

This policy provides the guidelines regarding the provision of mental health services for a client who may need these services in order to obtain and achieve a successful employment outcome as listed on their most recent and approved Individualized Plan for Employment (IPE). Mental health treatment services include psychology, psychiatry, and other therapy methods.

II. Authority

Authority for policies contained in this document includes the following:

- Workforce Innovation and Opportunity Act (WIOA), 29 U.S.C. § 3101 et seq.
- Title IV Amendments to the Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
- State Vocational Rehabilitation Services Program, 34 C.F.R. §§:
 - Applicable definitions 361.5 (c)(39)(ii) and (xiii)
 - Scope of vocational rehabilitation services for individuals with disabilities 361.48 (b)(5)
 - Comparable services and benefits 361.53 (a) and (c-e)
 - Participation of individuals in cost of services based on financial need 361.54 (b)(1-2)
- A.R.S. §§ 23-502 and 503
- Arizona Administrative Code, Title 6, Chapter 4:
 - General considerations, R6-4-201(A)(1)(c)
 - Provision of services R6-4-206 (B)
 - Service and provider standards, service authorizations equipment purchasing, Workers' Compensation R6-4-402 (A)(2); (B)(1)(b), and (B)(2)(c)
 - Economic need and similar benefits R6-4-403 (A)(1)(a)(i) and (2-5); (B)(1) and (2)(a)(i) and (c-e) and (3)

III. Applicability

This applies to circumstances when mental health treatment services recommended by qualified provider or personnel is necessary in order to achieve a successful employment outcome. The client must:

- A. Meet economic need.
- B. Explore and utilize comparable benefits.
- C. Participate in the assessments and IPE development process.
- D. Participate in psychological/psychiatric services.
- E. Complete the authorized service as referred by the VR Counselor.

IV. Standards

- A. Prior to proceeding with any treatment service(s), the VR Counselor must ensure the assessment requirements are completed, refer to section 8.5 Assessments-Psychology/Psychiatry/Mental Health for more information.
- B. The VR Counselor must ensure the preceding recommendation was reviewed by a VR contracted consultant, as applicable
- A. Economic need is a requirement for the provision of mental health treatment service(s).
- B. The VR Counselor must ensure comparable benefits are explored and utilized prior to VR for paying for mental health treatment service(s).
- C. VR will only provide psychological and/or psychiatric treatment services when the service is included in the IPE and prescribed by a qualified physician with an active license in their field of specialty according to the laws of the residing state.
- D. Mental health treatment services help a client with symptoms of mental illness, behavioral problems, or personal growth with psychotherapy and professional counseling.
- E. Psychology and Psychiatric treatment must include the following parameters:
 - 1. Prior to the client receiving services, there must be a written treatment plan with clearly stated treatment goals.
 - 2. Treatment services can continue if monthly progress reports indicate progress toward the achievement of the goals.
 - 3. Services will end when the client has improved their ability to cope with the symptoms of their mental health condition(s).
- F. VR will not fund any prescription medications or over-the-counter drugs that are not specifically prescribed by a health care provider.

- G. VR respects and values alternative healing processes such as dance therapy, art therapy, music therapy, native healing, and fitness to support clients in their vocational goals.
- H. Native Healing ceremonies must be coordinated with the appropriate tribal entity to ensure the use of a qualified practitioner.

V. Procedure

- A. Refer to IV. B above.
- B. Refer to Standard Work, if available.
- C. Refer to RSA Allowable Services Spreadsheet, Contracts (Psychology Services) and Provider Requirements.
- D. The VR Counselor must complete the agency Referral for Services forms for the following services: Treatment-Mental Restoration for psychology therapy, Treatment General/Specialty Medical for psychiatric treatment or Treatment-Medications for psychotropic medications.
- E. The Purchasing Technician must submit the RSA Purchase Authorization for each of the services listed in V. D along with the referral information to the provider(s).
- F. Upon receipt of each provider's reporting documentation, the VR Counselor must review the reporting documentation for completeness, approve the provider's invoice and process for payment after confirming that the reporting documentation is complete.
- G. For non – contracted service, refer to RSA Contracts Unit for guidance, whether the service is to be procured via:
 - 1. Arizona Health Care Cost Containment System (AHCCCS) Fee for Services,
 - 2. Other procurement methods, or
 - 3. Direct payment to the client via CPA.

VI. Documentation Requirements

The client's electronic case file must include the following:

- A. Notes and/or documentations of the service mentioned above.
- B. Referrals for services form
- C. Evaluation report
- D. Consultation report (if consultation was needed)

- E. Service is included in the IPE Justification Narrative
- F. Written treatment plan with clearly stated goals.
- E. Monthly progress reports which indicate progress towards the achievement of stated goals.