

## **ARIZONA DEPARTMENT OF ECONOMIC SECURITY**

**Program Name:** Vocational Rehabilitation (VR)

**Policy Number:** VR-9.7-v1

**Effective Date:** July 1, 2008

**Last Revision:** March 31, 2021

**CHAPTER 9:** Treatments

**Section 9.7:** Treatments: Neurorehabilitation

### **I. Policy Statement**

This policy provides the guidelines regarding the provision of neurorehabilitation treatment and cognitive skills development services to 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).

### **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)(xvi)
  - Scope of vocational rehabilitation services for individuals with disabilities 361.48 (b)(5)
  - Comparable services and benefits 361.53 (a-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)(1)(c)(f) and (k), and (2); (B)(1)(b), (B)(1)(c)(i-ii), and (B)(2)(d)
  - Economic need and similar benefits R6-4-403 (A)(1)(a)(i) (2-5); (B)(1), (2)(a)(i), (c-e); and (3)

### **III. Applicability**

This applies to circumstances when neurorehabilitation treatment and cognitive skills development services are requested and may be determined 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 stage,
- D. Participate in the neurorehabilitation services, and
- E. Complete the authorized service as referred by the VR Counselor.

#### **IV. Standards**

- A. Prior to proceeding with any neurorehabilitation treatment service(s), the VR Counselor must ensure the assessment requirements are completed, refer to section 8.4 Assessments-Comprehensive Neurorehabilitation for more information.
- B. The VR Counselor must ensure the preceding recommendation was reviewed by a VR contracted consultant, as applicable.
- C. Economic need is a requirement for the provision of neurorehabilitation treatment service(s).
- D. The VR Counselor must ensure comparable benefits are explored and utilized prior to VR for paying for neurorehabilitation treatment service(s).
- E. Comprehensive neurorehabilitation treatment services include post-acute treatment or disability skills development services to address the needs of clients with injuries, diseases, and disorders of the central and peripheral nervous system as follows:
  - 1. Brain injury (acquired and traumatic brain injury)
  - 2. Spinal cord injury (disease, injury or disorder)
  - 3. Neuromuscular diseases
  - 4. Cerebral palsy
  - 5. Peripheral neuropathies
  - 6. Multiple sclerosis
  - 7. Epilepsy
  - 8. Parkinson's disease
- D. Comprehensive rehabilitation services must assist the client with:
  - 1. Returning them to their former level of vocational functioning,

2. Develop the ability to function in an employment setting,
  3. Disability skill development,
  4. Vocational services,
  5. Work integration,
  6. Development of job seeking skills,
  7. On site job coaching, and
  8. Work site evaluations.
- E. Comprehensive neurorehabilitation is a multi-disciplined approach to treatment or disability skill development and must include the following required professions as follows:
1. Neuropsychology
  2. Occupational Therapy
  3. Physical Therapy
  4. Speech and Language Therapy
  5. Vocational Specialist/Therapist
- F. The following professions are optional as part of the multi-disciplinary comprehensive neurorehabilitation team:
1. Physical Medicine and Rehabilitation
  2. Neurology
  3. Special Education
  4. Recreational Therapy
  5. Social Work
  6. Psychiatry
  7. Clinical Coordination/Case Management
  8. Assistive Technology Assessment and Training
  9. Other professions as approved by VR Central Office Staff
- G. Comprehensive neurorehabilitation service planning must be determined based upon comprehensive assessment results.
- H. The comprehensive assessment must also address the client's functional limitation and service needs detailed on the Eligibility Determination Worksheet.
- I. Two (2) or more separate service needs must be identified by two (2) or more professionals for comprehensive services.

- J. RSA management approval is required for neurorehabilitation treatment plans over \$20,000 prior to moving forward.
- K. Regular staffings with the VR Counselor, the client and their advocate, and the assigned primary clinician as well as other relevant treatment professionals must take place within ten (10) calendar days of the end of each treatment period.
- L. Staffings are not required for VR clients who are employed full time.
- M. The VR Counselor must seek RSA management approval in circumstances when adjustment to services, time frames, amendments to the IPE need to be made or when the service provider recommends additional services that are not part of the comprehensive neurorehabilitation services.
- N. A discharge staffing must take place after the completion of treatment with the VR Counselor, client, and the primary clinician.
- O. The discharge staffing must review the service deliverables, achievement of the client's intermediate objectives, and discuss recommendations for post closure services.
- P. A written discharge summary and final invoice must be submitted to VR within 20 calendar days from the date of the discharge staffing.
- Q. Neurorehabilitation services will be terminated in circumstances when it becomes apparent that the intermediate objectives or IPE goal cannot be met cannot be met, or the client does not adhere to their responsibilities as specified by the IPE.
- R. Cognitive skills services must assist the client with:
  - 1. Developmental or restorative services,
  - 2. Inherited learning disabilities,
  - 3. Lost cognitive skills as a result of a brain injury,
  - 4. Development of compensatory methods of processing,
  - 5. Retrieving information when disability, illness or injury affected the cognitive process, and
  - 6. Recovering and maintaining cognitive skills using specialized/adaptive learning techniques.
- S. These services must be provided by a licensed/certified psychologist, neuropsychologist, occupational therapist, rehabilitation specialist, or special education teacher.
- T. Cognitive skill development includes mental exercises that must assist the client in the following areas of:
  - 1. Attention/concentration
  - 2. Memory

3. Organizing
4. Reasoning
5. Problem solving
6. Decision Making

**V. Procedure**

- A. Refer to IV. C, K, L, and N above.
- B. Refer to RSA Allowable Services Spreadsheet, Contracts (Neurorehabilitation Services) and Provider Requirements
- C. The VR Counselor must complete the agency Referral for Services forms for the following services: Treatment-Neurorehabilitation Services.
- D. The VR Counselor must task the Purchasing Technician to create RSA Purchase Authorizations for the services listed in V.C.
- E. The Purchasing Technician must submit the RSA Purchase Authorization for the service listed in V.C 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.

**VI. Documentation Requirements**

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

- A. Referral for services form
- B. Results from assessments recommending treatment service
- C. All treatment services included in the IPE Justification Narrative
- D. Case notes and documentation related to the client's treatment
- E. Provider progress reports