

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Program Name: Vocational Rehabilitation (VR)

Policy Number: VR-8.3-v2

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CHAPTER 8: Assessment Services

Section 8.3: Assessments: Medical/Dental

I. Policy Statement

This policy provides the guidelines regarding the provision of medical and dental assessments for applicants/clients when the existing documentation is insufficient for determining eligibility, functional limitations, or scope of VR services.

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. §§:
 - Scope of vocational rehabilitation services for individuals with disabilities 361.48 (b)(1-2)
 - Comparable services and benefits 361.53 (b)(1)
 - Participation of individuals in cost of services based on financial need 361.54 (b)(3)(i)(A-B)
- A.R.S. §§ 23-502 and 503
- Arizona Administrative Code, Title 6, Chapter 4:
 - General considerations R6-4-201 (A)(1)(a)
 - Diagnostic Study R6-4-203
 - Service and provider standards, service authorizations equipment purchasing, Workers' Compensation R6-4-402 (A)(1)(a) and (g-h); and (B)(1)(a)
 - Economic need and similar benefits R6-4-403 (A)(1)(b)(i-ii) and (B)(2)(b)(iv)

III. Applicability

This applies to circumstances when medical/dental assessments are authorized and purchased by VR.

IV. Standards

- A. The VR Counselor must supply the contracted service provider with the following referral information:
 - 1. Pertinent background information regarding the applicant/client's disability and vocational objectives, and
 - 2. A specific list of questions regarding the implications of the applicant/client's disability in terms of employment.
- B. Economic need does not apply.
- C. Comparable benefits do not apply.
- D. Referrals for medical and dental evaluations and consultations include:
 - 1. General and comprehensive medical evaluations/exams,
 - 2. Specialty medical evaluations/exams (e.g., psychiatric, neurology, and cardiology), or
 - 3. Dental exams.
- E. Medical evaluations are utilized during the rehabilitation process to determine the following:
 - 1. Existence and the extent of the applicant/client's disability,
 - 2. The applicant/client's medical limitations and remaining capacities,
 - 3. The applicant/client's capabilities to fulfill various types of vocational demands, and
 - 4. Types of adaptive services that would benefit the applicant/client in terms of achieving an employment outcome.
- F. The VR Counselor must state a specific list of questions regarding the implications of applicant/client's disability in terms of employment.
- G. A comprehensive medical evaluation must address the VR Counselor's questions as listed in IV. D above and include precise conclusions and recommendations regarding:
 - 1. Evaluation of specific body systems to determine the presence of disability, its severity and progressive nature,
 - 2. Decision of functional implications of impairment (e.g., the impact on vocational and daily living functioning and the potential side effects of medication) and/or limitations imposed by disability and whether the disability is short term or long term,

3. Potential for recovery and service needed to achieve the specific employment outcome, and
 4. Existing vocational capacities and limitations of the applicant/client.
- H. Dental assessments are utilized to determine the scope of VR services for dental treatments only.
- I. Medical and dental consultations for an applicant/ client must be utilized when:
1. Opinion or advice regarding evaluation and or management of a specific problem is recommended by another physician or dentist.
 2. Basic medical data/evaluation is already available, and a specialist consultation is recommended.
- J. Medical and dental consultations must be provided by an official VR medical consultant when review of an applicant/client's medical or dental records is needed. (This type of consultation is not addressed in this section because it is not a direct service for VR Clients).
- K. The VR contracted consultant must review all dental and medical evaluation recommendations prior to adding treatment services to IPE.
- L. The evaluator must provide a written report which addresses the VR Counselor's questions and include precise conclusions and recommendations for treatment.
- M. Only one assessment is allowed per case.
- N. Refer to Sections 9.6 Treatments-Dental and 9.1 Treatments-General regarding corresponding treatment services.

V. Procedure

- A. Refer to IV.A (1) and (2) above.
- B. Refer to Standard Work, if available
- C. Refer to the RSA Allowable Services Spreadsheet, Dental Services Service Specifications (MSP contract), and Section 16.1 Provider Requirements.
- D. For the provision of dental examination under Dental Services, the VR Counselor must complete the "MSP New Client Referral Form" (located on the MSP AZVRS State Portal via the Links tab in Libera) to submit the referral to Managed Service Provider (MSP) for service provider selection.
- E. Upon confirmation of service provider selection for Dental Services, the agency Referral for Services form may be completed with additional pertinent information relating to the client and service provision to be provided directly to the service provider.

- F. For non-contracted service of medical exams, refer to RSA Contracts Unit for guidance on whether the service is to be procured via:
 - 1. Arizona Health Care Cost Containment (AHCCCS) Fee for Services, or
 - 2. Other procurement methods, or
 - 3. Direct payment to the client in the form of a CPA.
- G. For the provision of medical exams, the VR Counselor must complete the agency Referral for Services form.
- H. The VR Counselor must task the Purchasing Technician to create RSA Purchase Authorization(s) for the service(s) listed in V. D or V.G.
- I. The Purchasing Technician must submit the RSA Purchase Authorization for each service listed in V. D or V.G along with the referral information to the provider(s).
- J. Upon receipt of the provider's assessment report, the VR Counselor must review the report for completeness, approve the provider's invoice and process for payment after confirming that the reporting documentation is complete.

VI. Documentation Requirements

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

- A. Referral information,
- B. RSA Purchase Authorization(s),
- C. Dental Services Approval Request Form.
- D. Medical assessment report.