

Memo

To: TWD Provider Management

From: Jasmine Eaddy, Vice President, EARN and Teresa Dooley, Senior Director, Employment and Training

CC: Debbie Coleman, Senior Vice President, TWD

Date: April 9, 2007

Re: Medical/Behavioral Health Assessment Procedure

Purpose:

The purpose of this memorandum is to:

Establish a procedure for TWD providers and the PCAO to follow when a participant agrees to complete a PA 635 evaluation that may exempt him/her from participating in employment and training requirements.

Discussion:

Early intervention is required for participants who may be identified by a TWD provider and the PCAO representative (for EARN Centers this would be the PCAO co-located worker, for PPY and Philly @ Work this would be the PCAO liaison and for SPOC JSST, SPOC Placement and Work Plus this would be the client's PCAO worker) as unable to comply with program requirements due to medical or behavioral health issues. The following procedure will require a team action by the provider case manager and the PCAO representative that considers participant circumstances, while satisfying guidelines related to hours of participation and the option for further assessment.

Procedure:

1. The provider case manager will arrange a meeting that includes the participant, CAO representative, the provider case management supervisor or program director to discuss the client's circumstances and hours of participation. Every effort should be made to assist the client in taking advantage of the opportunities for employment and training. However, if the participant feels that they are unable to comply with program requirements due to medical or behavioral health issues, explain that he/she has the option to seek a PA 635 assessment to verify the reported condition. The CAO will give the client 30 days within which the client must complete and submit the assessment to the CAO.
2. If the participant agrees to the assessment, the TWD provider will enter a Code P termination for the participant to cease requirements for work activity and provide appropriate documentation for case notes in CAPS.

3. The CAO representative will provide the participant with the assessment form and expectations for completion and follow-up. The CAO will use Good Cause Code 53 which was created to identify clients who are in the process of being evaluated, but for whom verification has not yet been received from a medical or mental health care provider. The CAO will give the client 30 days within which the client must complete and submit the assessment to the CAO.
4. If the participant does not agree to the assessment, the TWD provider will continue to work with the client to resolve issues and improve hours of participation while adhering to current guidelines including the Excused Absence and Five Day Termination Policies.