



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor
MANDY COHEN, MD, MPH • Secretary
CHRIS EGAN, MSW, LCSW • Senior Director
KATHIE B. TROTTER, MS, CRC, LCMHC, CPM • Director

MEMORANDUM

To: All Staff Assigned Volume I
From: Vicky Miller – Chief of Policy *Vicky Miller*
Date: **May 1, 2020**
Re: **Interim Policy and Procedure Directive #05-2020: Community Inclusion**

Effective: May 15, 2020

Community Inclusion

Individuals with disabilities may require additional supports during the COVID 19 Pandemic to ensure their continued engagement in employment services, their safety and health, and their emotional well-being. **Community Inclusion** is a time limited service developed to support our eligible clients during the COVID 19 pandemic and designed to prepare individuals for improved community living.

Community Rehabilitation Programs (CRPs) are uniquely designed to deliver additional supports to our clients in the areas of Job Preparedness, Independent Living, Disability Awareness, Health, Safety and Wellness, to our consumers who require Work Adjustment Services, Supported Employment, Individual Placement and Support Services or Brain Injury Support Services during the COVID 19 crisis. The VR counselor, client, and CRP should discuss the benefits of the provision of this service, connect it to a rehabilitation need, and jointly agree on broad subject areas.

Services must be delivered individually and in a such a way that the VR client can benefit. The provider can use professional expertise to provide the service, develop curriculum, use online virtual learning, or purchase existing materials to provide the service. Remote service delivery using electronic platforms with proven security measures as well as in-person service delivery with social distancing guidelines are acceptable.

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF VOCATIONAL REHABILITATION SERVICES

LOCATION: 805 Ruggles Drive, Haywood Building, Raleigh, NC 27603
MAILING ADDRESS: 2801 Mail Service Center, Raleigh, NC 27699-2801
www.ncdhhs.gov/dvrs • TEL: 919-855-3500 • FAX: 919-733-7968

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Suggested topics include but are not limited to:

Job Preparedness	Disability Awareness	Health Safety & Wellness	Independent Living
<ul style="list-style-type: none"> • Resumé Development • How to conduct a virtual interview • Time Management • Is a Job Fair right for me? • Dress for Success • Coping with Stress at work • What are benefits? • What does my pay stub mean? • What is unemployment Insurance? • Benefits Counseling 	<ul style="list-style-type: none"> • ADA • Olmstead Act • WIOA, Section 504 • Self-Advocacy • Navigating Disability Resources • Accessibility • Accommodations • Guardianship 	<ul style="list-style-type: none"> • Hobbies • What is Social Distancing and how can I stay connected? • How do I pick up groceries and medication safely? • Making Social Connections • When should I seek medical attention? • Social Connections • Volunteerism • How do I access Mental Health Treatment? Addiction Treatment • What is an LME/MCO and how do I get connected? • COVID 19 Best Safety Practices and CDC Guidelines 	<ul style="list-style-type: none"> • Social Security Benefits and Work • Financial Literacy • Banking • ABLE Accounts • Coping with Stress at Home • Exploration of Housing needs • Food Insecurity • Food Stamps • Federal Relief Check • Explore higher education opportunities

Procedures:

This service is only available to clients who require job supports to obtain, maintain, and retain employment and have an open CRP referral for Work Adjustment Services, Supported Employment, Individual Placement and Support Services or Brain Injury Support Services. The VR counselor should consider the rehabilitation needs of the client and the benefits of additional supports during the Pandemic before discussing with the client and provider. The VR Counselor, client and CRP should agree upon the topics and a recommended number of hours. Once agreed upon, the VR counselor will add Community Inclusion to the IPE and issue an authorization for Community Inclusion for the agreed upon number of hours at \$40.16/hour. No more than 50 hours will be provided per client.

Community Inclusion services are only available to individuals and may not be delivered to groups. Community Inclusion is fee for service and will not follow the general BEAM CRP business flow. The authorization will be available to the provider in the client ECF. The provider will use the VR Standardized Community Inclusion Report to capture the required information. The service provision must result in a summary that includes the date(s) the service was delivered, the time spent to the quarter hour, the topic, an objective, and a summary of interventions provided, impact of interventions, and any documents produced during each individual training session all captured on the VR standardized Community Inclusion Report. Community Inclusion Reports can be submitted monthly or as completed. Reports can be submitted to VR via encrypted email, faxed, mailed, or hand delivered. Once submitted, the VR counselor will review and approve, VR support staff will upload the report into a case note and label it "Community Inclusion" and proceed with processing the payment. This service is not subject to financial need or comparable benefits.