# Vocational Rehabilitation Services Manual C-800: Neurodevelopmental and Psychological Services

Revised July 1, 2021

## C-802: Autism Spectrum Disorder Supports

…

### C-802-4: Autism Spectrum Disorder Provider Qualifications

To be linked in ReHabWorks (RHW) as a provider of ASD Supports, the provider must be credentialed as one of the following:

* Employment Specialist with a verified Autism Endorsement from University of North Texas Workplace Inclusion and Suitable Employment (UNTWISE)
* Certified Special Education Teacher
* Licensed Specialist in School Psychology (LSSP)
* School Speech Pathologist

The ASD Supports service is not a contracted Employment Specialist Service, therefore ASD Supports is not required to be in the provider's contract. However, before starting this service, the employment specialist directly working with the customer must be individually linked in RHW through vendor services.

Before an employment specialist is linked, it must be verified that he or she holds a current Autism Endorsement through UNTWISE.

#### Exception

A provider can be linked in RHW upon proof of alternative qualifications approved by the State Office Program Specialist for Autism and Intellectual and Developmental Disabilities.

### C-802-5: Required Autism Spectrum Disorder Support Forms

#### VR1879, Referral Form for Services for Neurodevelopmental Disorders

After it is determined that ASD Supports is the appropriate service, the VR counselor completes [VR1879, Referral Form for Services for Neurodevelopmental Disorders Referral](https://twc.texas.gov/forms/index.html), and submits the completed form to the provider. The VR counselor must enter a case note into RHW confirming that the form was completed and stating when it was submitted to the provider.

#### VR1880, Autism Spectrum Disorder Supports Plan

After the ASD Supports referral is accepted by the provider and the initial consultation with the VR counselor has taken place, the provider completes an initial contact with the customer and completes a basic assessment of the customer's needs. The result of this needs assessment is documented in [VR1880, ASD Supports Plan](https://twc.texas.gov/forms/index.html).

VR1880, ASD Supports Plan:

* identifies new specific skills deficits to address;
* includes five or fewer specific skills that are targeted in that plan; and
* ensures that there is not a duplication of services.

The skills identified in VR1880, ASD Supports Plan, must:

* be directly related to the diagnosis characteristics of ASD identified by the VR counselor;
* be clearly outside of the role of job skills training;
* make each identified skill measurable; and
* include the recommended hours that ASD Supports services are provided individually, in a group setting, or both.

VR1880, ASD Supports Plan, must be reviewed and approved by the VR counselor before ASD Supports begin. (As part of the review, the VR counselor must ensure that the skills needs identified in VR1880 meet the required criteria in [C-802-2: ASD Supports Referrals](https://twc.texas.gov/vr-services-manual/vrsm-c-800#c802-2). If they do not, then ASD Supports may not be appropriate.The VR counselor consults with the State Office Program Specialist for Autism and Intellectual and Developmental Disabilitiesas needed.)

For information about payment requirements, refer to [D-200: Purchasing Goods and Services](https://twc.texas.gov/vr-services-manual/vrsm-d-200).

When reviewing VR1880, the VR counselor ensures that the plan is reviewed and determines whether identified skills needs meet the required criteria in [C-802-2: ASD Supports Referrals](https://twc.texas.gov/vr-services-manual/vrsm-c-800#c802-2). Payment to the provider is issued when the ASD Supports Plan and invoice have been received and approved by the VR counselor.

Billable time for the ASD Supports Plan is not to exceed five hours and may include, but not be limited to, the following:

* Consultation with the VR counselor
* The initial meeting with the customer and/or guardian
* Email or phone correspondence with related parties
* Brief needs assessment to identify skills deficits
* Completion of the plan

#### VR1881, Autism Spectrum Disorder Supports Time Log and Progress Report

[VR1881, ASD Supports Time Log and Progress Report](https://twc.texas.gov/forms/index.html), must be completed to document each hour that is billed. The report must be submitted each time an invoice is submitted. With the information that is documented in VR1881, the VR counselor must be able to evaluate the progress that is being made and all issues that are addressed.

The ASD Supports Time Log and Progress Report must:

* include the beginning level of the identified skill;
* include the level that indicated that the skill has been mastered;
* include the current level of the identified skill; and
* not exceed more than two hours of indirect service time.

…

## C-804: Psychological Services

…

### C-804-4: Psychological Consultants

Regional psychological consultant’s responsibilities include:

* Provide updates on DSM-5 diagnoses and new treatment modalities for behavioral health conditions within the region when requested by the State Office Program Specialist for Veterans and Behavioral Health
* Provide technical assistance to peer psychologist within their assigned region.

For additional duties and responsibilities please see [VRSM B-101-7: Consultants](https://twc.texas.gov/vr-services-manual/vrsm-b-100#b101-7).

…

## C-806: Substance Use Disorders Services

…

### C-806-3: Documentation of Sobriety

VR counselors must look at a case in its entirety and assess documentation that supports a customer’s progress and his or her evidence of commitment to recovery. The VR counselor must regularly evaluate the customer's case to assess whether an individual needs additional supports to be successful with his or her IPE.

#### Treatment or Supports to Maintain Sobriety

One of the following must be verifiable and provided by the customer to the VR counselor to ensure that the customer is actively participating in treatment and/or receiving support to maintain sobriety:

* AA and/or NA logs and a supporting letter from the customer's AA or NA sponsor
* Records from licensed treatment sources
* Information from a probation or parole officer
* Drug test results from testing performed within 30 days

When a customer participates in a treatment or support program that is not provided by VR Substance Use Disorders Services, the VR counselor may consult with the State Office Program Specialist for Veterans and Behavioral Healthto ensure that documentation exists to show that the customer continues to make progress toward sobriety and employment.

The VR counselor may request that the customer submit to a clinical drug test if sobriety is unable to be documented.

VR counselors may use urine and blood screenings to verify a customer's sobriety and eligibility for VR services. VR does not pay for hair follicle drug screenings.

VR counselors must be aware of the psychological, behavioral, and physical signs of drug use. Signs that would warrant a drug screening include, but are not limited to:

* Psychological signs
  + Unexplained changes in personality or attitude
  + Sudden mood changes, irritability, anger outbursts, or inappropriate laughing
  + Paranoia
* Behavioral Signs
  + Poor attendance at or chronic tardiness for work
  + Decline in performance/productivity
  + Acting isolated, withdrawn, or secretive
* Physical signs
  + Dilated pupils or bloodshot eyes
  + Tremors
  + Fidgeting/inability to sit still
  + Drastic change in appearance, such as inappropriate clothing and grooming

…