

# Legal Decision Maker (LDM)

As a **Legal Decision Maker (LDM)**, I can expect the individuals listed below to:

## **Job Seeker**

- Invite people to planning meetings, facilitate and participate in those meetings, and be a part of the decision-making process.
- Complete activities that help identify competitive integrated employment goals and outcomes.
- Work with agencies as appropriate (DVR/ADRC/MCO/IRIS/Behavior Health Provider, vocational providers) to apply for services, develop plans, and make progress towards achieving employment goals and outcomes.
- Communicate significant changes in the job seeker's life that may affect their employment goals and outcomes.

## **Division of Vocational Rehabilitation (DVR) Representatives**

- Provide information about DVR services, attend joint meetings as invited, and help the job seeker determine work goals and supporting activities.
- Send a referral form or a link to the on-line referral form DVR Referral/Application (wisconsin.gov) when requested to determine the job seeker's eligibility for DVR services.
- Help the job seeker develop an Individual Plan for Employment (IPE) and coordinate this plan with other employment team member plans.
- Identify and support services to help the job seeker achieve their employment goal(s) and ensure progress.
- Review and update the job seeker's IPE at a minimum annually, and as needed.
- Invite the job seeker's IDT staff or IRIS consultant to participate throughout the DVR process, minimally including invitations to the DVR post-career profile, DVR 60-day on-the-job, and DVR prior-to-transition meetings.
- Discuss Work Incentives Benefits Counseling (WIBC?), transportation, on-the-job support, and other services during IPE development.
- Prior to DVR case closure, consult with the job seeker's employment team to ensure goals are achieved and supports are in place.
- Coordinate transition from DVR services to long-term care support services with the employment team.

## **Aging and Disability Resource Centers (ADRC) or Tribal Aging and Disability Resource Specialist (Tribal ADRS)**

- Assist me and the job seeker to identify the full range of community resources and other benefits and services that may be available to the job seeker (e.g., DVR, FoodShare, etc.).

- Determine the job seeker's initial functional eligibility for Family Care, Family Care Partnership, and IRIS through the Long-Term Care Functional Screen (LTCFS).
- After eligibility is determined, provide the me and the job seeker with enrollment counseling for Family Care, Family Care Partnership, and IRIS to help the job seeker enroll in the program of our choice.
- Refer job seeker for Mental Health/Substance Use Disorder (MH/SUD) Functional Screen or perform screen if applicable when job seeker shares interest in receiving psychosocial rehabilitation services.
- Provide information to us about competitive integrated employment and employment support options.
- Exchange information about the job seeker with other members of the employment team with a signed release of information.
- Inform the job seeker of their appeal rights, if there is disagreement with the functional eligibility determination from the ADRC/Tribal ADRS.

## **Managed Care Organizations (MCO)**

- Provide the job seeker with an Interdisciplinary team (IDT) which includes a care manager and a nurse to work with them in the Family Care or Family Care Partnership Program.
- Share information with me about services available to the job seeker that support their competitive integrated employment outcome(s).
- Get to know the job seeker by developing their individualized Member-Centered Plan (MCP) and develop employment outcomes with them.
- Help the job seeker apply for DVR services when they want to work in competitive integrated employment or if they want to seek further training to achieve their employment outcome(s).
- When behavioral health staff are engaged in the job seeker's life, invite them to participate throughout the MCP process, with my and job seeker permission, including collaborating on employment and behavioral health outcomes.
- Attend annual or semi-annual team meetings (sometimes called the Treatment Team or Recovery Team Meeting). This includes participating in planning for supports and sharing information while creating the behavioral health treatment plan.
- Communicate information, changes, and updates that could affect the job seeker's progress in meeting their employment outcomes (e.g., residential moves, transportation, health issues, medication changes, etc.).
- Complete the Resource Allocation Decision (RAD) process when developing the job seeker's long-term care plan for employment while engaged with DVR to assure a smooth transition of services and support to maintain employment outcome(s).
- Attend meetings and participate throughout the DVR process, including participating in the DVR post-career profile, DVR 60-day on-the-job, and DVR prior-to transition meetings.
- Participate in planning discussions with the employment team to help the job seeker make decisions about their employment outcomes.
- Sign release of information forms to allow the employment team to be active in employment planning.

- Inform me of the job seeker's MCO appeal and grievance rights.

### **Behavioral Health (BH) Provider**

- Help me and the job seeker create person-centered plans that will assist them to meet their behavioral and mental health goals, such as exploring and manage my feelings and knowing their strengths, interests, and future career plans.
- Identify supports and services to help the job seeker manage their physical, mental and behavioral health such as managing medications, learning life skills, finding and attending therapy and support groups, building peer connections, and developing coping skills.
- Provide support to the job seeker by participating in team meetings when invited, including DVR post-career profile, DVR 60-day on-the-job, and DVR prior-to--transition meetings.
- Assist with making connections to employment service providers and DVR, as applicable, and ensure that the job seeker's support is coordinated and successful.
- Address ongoing support needs so the job seeker continues to meet their employment outcomes.
- Participate in the coordination of the job seeker's transition to long-term employment support from vocational provider to natural support providers (including behavioral health provider).
- Communicate information, changes, and updates to employment team that could possibly impact the job seeker and their job.
- Assist with understanding the intent, scope, and rights to privacy when signing releases of information, including making sure that the releases are specific to the information being requested.
- Inform me and the job seeker of their appeal rights if I disagree with a decision made throughout the job seekers treatment planning process.

### **IRIS (Include, Respect, I Self-Direct) Consultant Agency (ICA)**

- Provide an IRIS Consultant to work with the job seeker.
- Provide information about choices and responsibilities of being an IRIS participant.
- Provide information about resources that can assist the job seeker meet their employment outcomes, including applying for DVR services when they want to work.
- Include competitive integrated employment goals and outcomes in the IRIS Service and Support Plan (ISSP) when the job seeker wants to work and coordinate their ISSP with their DVR Individual Plan for Employment (IPE).
- Help the job seeker create their individual support and service plan (ISSP) within their budget.
- Help the job seeker request a budget amendment when needed to maintain and further their competitive integrated employment outcomes.
- Participate throughout the DVR process, including in the DVR post-career profile, DVR 60-day on-the-job, and DVR prior-to-transition meetings.
- Inform me about the job seeker's IRIS grievance and appeal rights.

## **Vocational Services Provider**

- Listen to the job seeker about what they want to do for work and where they would like to work while helping them develop their employment goal(s).
- Deliver services using best practices including individualized, person-centered, strength-base employment planning and support in a timely manner.
- Help the job seeker determine their preferences for employment.
- Contact employers on behalf of the job seeker to find and maintain a job.
- Collaborate with me to explore my existing networks.
- Provide a variety of community-based work experiences for the job seeker to learn about their skills, abilities, and interests along with any other documentation as required.
- Provide written reports to DVR as required and provide copies to employment team if requested.
- Attend and actively participate in employment team meetings and follow an agreed upon schedule and method for communicating progress, changes in assessment, job development, and job support status.
- Collaborate with the job seeker's team to identify quality job matches that benefit both the employer and job seeker.
- Provide ongoing support services to the job seeker and their employer, when needed, with the intentional goal of maximizing independence.
- Help the job seeker maximize their independence by exploring avenues to fade support including natural, remote, and paid coworker support, including assistive technology.
- Provide ongoing support services to the job seeker and their employer, when needed.
- Attend treatment plan review meetings as requested by me and the job seeker.
- Coordinate with the employment team throughout the DVR process, including participation in the DVR post-career profile, DVR 60-day on-the-job, and DVR prior-to-transition meetings.
- Continue to attend employment team meetings, as needed, after the transition from DVR services to long-term support.

## **As a Legal Decision Maker (LDM)**

### **I am expected to:**

- ✓ Help prepare for employment team planning meetings.
- ✓ Provide the job seeker encouragement and expectations to work.
- ✓ Help the job seeker invite partners to their employment team meetings.
- ✓ Be an active participant in and support the employment process.
- ✓ Encourage the employment team to be active participants in the job seeker's employment planning.
- ✓ Participate as appropriate in the employment team planning meetings by asking questions, sharing thoughts, and being part of the discussions.
- ✓ Help the job seeker develop competitive integrated employment goals and determine what can be done to help the job seeker achieve those goals.

- ✓ Provide consent for agencies and people to get to know the job seeker to help them achieve their competitive integrated employment goals.
- ✓ Use my community social connections/social networks to assist with job development.
- ✓ Help the job seeker participate in achieving competitive integrated employment goals.
- ✓ Help the job seeker apply for programs such as DVR, behavioral health, or other programs that may help support their employment goals.
- ✓ Help the job seeker explore their interests related to competitive integrated employment.
- ✓ Support the job seeker to make sure their employment activities are coordinated and successful.
- ✓ Encourage the job seeker to make progress toward employment goals and assure plans are reviewed, as necessary.
- ✓ Communicate significant changes about the job seeker to the employment team that may affect their progress toward achieving their employment goals.