

**Department of Mental Health
Adult Community Clinical Services**

Frequently Asked Questions

**Rehab Option: Reporting a Rehabilitative Encounter
Vocational and Employment Activities**

Question: What are the guidelines for reporting Rehabilitative Encounters for vocational and employment activities?

Answer: In order to report Rehabilitative Encounters for vocational/employment services the following conditions must be met:

1. A vocational/employment goal(s), objective(s) and corresponding interventions must be identified on the Community Service Plan and be related to an assessed rehabilitative need(s) in the Comprehensive Assessment (CA).
2. The interventions assist the person to overcome barriers, due to the person's mental illness and functional or cognitive challenges, to successfully achieve their vocational/employment goals and objectives as identified on their Community Services Plan.
3. The assessment of employment in the Comprehensive Assessment and/or other vocational/employment assessments is completed and is tied to the person's mental illness and functional or cognitive challenges.
4. Examples of person specific rehabilitative interventions and/or collateral supports to support a person's vocational goal(s) include, but are not limited to, the following:
 - Teaching the person to identify and utilize coping skills and to prepare for potentially stressful situations on the job or in vocationally related education.
 - Teaching the skills necessary to manage symptoms that could affect a person's functioning on the job or in vocationally related education.
 - Teaching the person how to develop "self-advocacy" skills.
 - Teaching the person to manage interpersonal conflicts and stressors that could affect success on the job or in vocationally related education.
 - Working with a person on the job (job coaching) to decrease mental illness symptoms, e.g. anxiety; and functional or cognitive limitations as identified on the CA and/or Community Service Plan.
 - Teaching a person those skills necessary to acquire and retain employment, such as completing job applications, interviewing skills and strategies, establishing good work habits and appropriate work relationships, etc., when the person is unable to learn these skills without ACCS staff intervention due to barriers as identified on the CA and/or Community Service Plan.
 - Job development with the job seeker only if the person is unable to job develop on their own due to reasons identified on the CA and/or Community Service Plan such as anxiety, cognitive or functional limitations, fear of leaving home, etc.

5. The following examples are vocational/educational activities that ACCS staff provide, but under these circumstances, **are not considered reimbursable** under Rehab Option:
 - Vocational skills assessment (to identify a person's marketable skills) when this activity does not require specialized support due to reasons identified on the CA and/or Community Service Plan.
 - Job matching assessment (matching possible jobs to personal strengths, challenges, interests, experiences, etc.) when this activity does not require specialized support due to reasons identified on the CA and/or Community Service Plan.
 - Teaching a person those skills necessary to acquire and retain employment when the person is able to learn these skills without specialized support due to reasons identified on the CA and/or Community Service Plan.
 - Job development without the job seeker present.
 - Job development with the job seeker present when this activity does not require specialized support due to reasons identified on the CA and/or Community Service Plan.
 - Working with a person on the job (job coaching) when the only intervention needed is to train the person to accomplish the job tasks.
6. All interventions and/or collateral activities must be documented in a ACCS Monthly Note following the proper documentation standards and in accordance with rehab option standards.
7. NOTE: Any vocational/employment activity performed by staff on behalf of the agency (e.g. job development) and not a specific person served can not be reported as a Rehabilitative Encounter.

(See ACCS [Billing Guidelines for coding](#))