

Employment Services Authorization Workflow

Phase 1: Complete MnCHOICES Assessment

1. Assessor completes the MnCHOICES Assessment
2. Assessor indicates the person's needs regarding employment
3. Assessor sends completed Community Support Plan (CSP), and [Notice of Action](#) to person and notifies case manager

Phase 2: Meet with person about employment

1. Case Manager accesses completed CSP
2. Case Manager meets with person to discuss:
 - The Community Support Plan (CSP) and other supports
 - [New employment waiver services](#) (Exploration, Development, Support)
 - Effect of work on benefits (refer to a [MN HUB benefits counselor](#) if needed)
3. Case Manager identifies VRS and waiver employment services that match the persons stated employment goals
4. Case Manager writes the Coordinated Services and Supports Plan (CSSP), pending provider service authorization

Phase 3: Coordinate with provider(s)

1. Case Manager coordinates referrals for services and schedules introductions with service providers
2. Provider communicates with the person and case manager to determine if the provider's services will meet the person's employment and life goals
3. Provider completes [Employment and Day Services Individual Planning Tool](#) in consultation with the person requesting services (**recommended** best practice)
4. Provider completes [RMS Worksheet 6790L](#) (required)
5. Provider sends completed form(s) to case manager

Phase 4: Authorize Services

1. Case manager reviews completed **Employment and Day Services Individual Planning Tool** and **6790L** to determine if it meets the person's employment goals and fits with the rest of their support plan
2. Case Manager completes a [Notice of Action](#), and sends to the person if there is a service reduction, denial, or termination
3. Case Manager updates the CSSP and authorizes the person's chosen services
4. **If there is a new** service provider, then the provider hosts a 45-day meeting where person shares their experience of the service / support plan and if they think it is meeting their goals
5. Ongoing Employment Conversation / Check-ins
6. Annual Meeting

Helpful Resources

- [MN DHS employment first website](#)
- [Transition examples](#)
- [Benefits, work, MA-EPD and School Estimators](#)
- [Notice of Action: Instructional Guidance](#)

Provider Tools:

- [Projected Weekly Revenue Calculator](#)
- [RMS Worksheet: Prevocational Services/Structured Day Program – Daily](#)
- [RMS Worksheet: Transportation for Adult Day/Prevocational Services/Structured Day - Daily](#)

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