



Policy Title:	Michigan Department of Labor and Economic Growth / Michigan Rehabilitation Services (MDLEG / MRS)
Policy #:	03-003-0060
Effective Date:	06/5/2025
Approved by:	Telly Delor, Chief Operating Officer
Functional Area:	Client Services
Responsible Leader:	Kathleen Gallagher, Chief Clinical Officer
Policy Owner:	Service Directors
Applies to:	Community Agency Contractor, Contracted Network Providers, Directly Operated Programs, Specialized Residential Providers, SCCCMH Staff, SCCCMH Board

Purpose: To describe the criteria that when present should initiate referral of an individual to Michigan Rehabilitation Services (MRS) for vocational habilitation/rehabilitation.

I. Policy Statement

It is the policy of St. Clair County Community Mental Health (SCCCMH) to refer open individuals for vocational habilitation (i.e., *supported employment*/rehabilitation [W-40 program]) when clinically indicated to *Michigan Department of Labor & Economic Growth / Michigan Rehabilitation Services (MDLEG/MRS)*.

II. Standards

A. St Clair County Community Mental Health will refer individuals to MRS when they meet the following criteria:

1. Eligibility Criteria:

- **Age:** The individual must be at least 16 years old, but typically under 65 years old (as MRS primarily serves working-age individuals).
- **Diagnosis:** The individual must have a documented disability, including mental health conditions, that significantly affects their ability to work or engage in typical daily activities.

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- **Mental Health Impact:** The mental health condition must cause a substantial impairment in functioning in areas such as employment, independent living, or education.
- **Functional Limitation:** The individual should exhibit functional limitations in at least one of the following areas due to mental health:
 - Employment
 - Educational or vocational goals
 - Community integration
 - Independent living

2. Evidence of Need for Vocational Services:

- **Employment Barriers:** The individual demonstrates a need for vocational services such as job readiness training, job search assistance, supported employment, or skills development due to mental health challenges.
- **Rehabilitation Potential:** There is evidence that with the appropriate supports, the individual could potentially achieve employment, training, or independence that will improve their quality of life and well-being.

III. Procedures, Definitions, and Other Resources

A. Procedures

Actions – Assessment and Referral (Exhibit A-2)

Action Number	Responsible Stakeholder	Details
1.0	SCCCMH Staff (Care Manager, Clinical Employment Specialist)	<ol style="list-style-type: none"> 1. Assess feasibility of referral and discuss with individual/guardian. If appropriate, ensure appropriate release form is complete. 2. Explore any barriers to <i>job placement</i>, i.e., professional recommendations, medical issues, transportation, living arrangements, and impact of work on entitlement(s). Additionally, secure Treatment Authorization for assessments on W-40 and Supported Employment Services. 3. Complete Form RA 2738 (W-40 agreement) "Mental Health Report" (Exhibit C) and any disability related information. If diagnosis includes substance use disorder, please document their current status. 4. Compile referral packets: For Supported Employment

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Action Number	Responsible Stakeholder	Details
		MDLEG / MRS (cc: to SCCCMH and Community Enterprises liaisons -- see Exhibit B); any other relevant professional assessments; medication/medical history; physical (if applicable); psychological evaluation (if available); social security; birth certificate; income verification. 5. Give completed packet including the Mental Health Report to the SCCCMH designated Lead MRS staff. Designated lead MRS staff sends information packet to MRS.
2.0	MDLEG / MRS Counselor	6. Initiate intake consult with referral source as necessary. 7. Obtain further information, i.e., psychological, medical, etc. 8. If Supported Employment, individual open for services will choose vendor they want to complete job search. 9. Develop Individual Written Rehabilitation Program (IWRP) #RA 2915 and forwards to SCCCMH referring caseholder.

Actions – Vocational Placement Development for Supported Employment Only (Exhibit A-3)

Action Number	Responsible Stakeholder	Details
1.0	Job Placement Vendor	1. Coordinate pre-placement activities with community employer, schedules interview. 2. Call MDLEG / MRS for site approval and forwards placement memo if individual is awarded position.
2.0	SCCCMH Primary Caseholder	3. Amend Individual Plan of Service as indicated.
3.0	MDLEG / MRS Counselor	4. Authorize vendor for up to 100 hours "on the job services" (i.e., job coaching).
4.0	Vendor	5. Document supports provided using the form provided and forwards to MDLEG / MRS and SCCCMH Primary Caseholder. 6. Contact MDLEG / MRS and SCCCMH Primary Caseholder during final week of job coaching to discuss service continuation or follow-up plan.

Actions – Follow-Up

Action Number	Responsible Stakeholder	Details
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1.0	MDLEG / MRS Counselor	<ol style="list-style-type: none"> 1. Conclude Job placement and documents (status 22). 2. Provide 90-day follow-up and monitor support plan or continue to follow-up as needed. 3. Close case record (status 26). 4. Notify SCCCMH Primary Caseholder in writing of case closure.
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B. Related Policies

N/A

C. Definitions

1. *Job Placement*: MDLEG / MRS defines job placement as on the job training completed, individual independently working with minimal bi-weekly follow-up services.
2. *Michigan Department of Labor & Economic Growth / Michigan Rehabilitation Services (MDLEG / MRS)*: A state sponsored program designed to assist individuals with specialized training/support services to facilitate integrated community employment.
3. *MRS W-40 Program 1*: A program which provides full scope of MRS services needed toward job placement for Community Mental Health referrals. Referrals must meet the following criteria:
 - a. Mental health diagnosis and functional limitations to employment (as indicated by at least 2 items checked on the checklist listed on page 2 of the Mental Health Report) and
 - b. A prognosis of fair to good for employability.
5. *SCCCMH Liaison*: Program Director or designee, responsible for overseeing the consortium agreement.
6. *Supported Employment*: (For most severe SCCCMH population who are interested in community employment of 10 – 40 hours, but will require job coaching and other supports to learn job tasks and maintain employment) - Paid employment which requires such interventions as work assessments, work preparation, vocational counseling, transitional employment, job coaching, training to use bus system, and will require long-term follow-up to maintain the job.

D. Forms

N/A

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E. Other Resources (i.e., training, secondary contact information, exhibits, etc.)

[Exhibit A: Policy for Persons with a Mental Illness](#)

[Exhibit A-1: Definition of Supported Employment](#)

[Exhibit B: MRS Flow Chart](#)

[Exhibit C: Mental Health Report \(RA 2738\)](#)

F. References

N/A

IV. History

- Initial Approval Date: 10/1993
- Last Revision Date: 04/2025 BY: Jason Marocco
- Last Reviewed Date: 09/2023 BY: Dorothy Molnar-MacAuley
- Non-Substantive Revisions: N/A
- Key Words: MRS, Michigan Department of Labor or Economic Growth, Michigan Rehabilitation Services, MDLEG, vocational, support, employment