

Commonwealth of Massachusetts Executive Office of Health and Human Services Department of Transitional Assistance 600 Washington Street • Boston, MA 02111

TIMOTHY MURPHY Secretary

JOHN A. WAGNER
Commissioner

Field Operations Memo 2005-58 December 30, 2005

To:

Transitional Assistance Office Staff

From: (\)

Cescia Derderian, Assistant Commissioner for Field Operations

Re:

TAFDC – OCR/DTA Agreement Regarding the Learning Disabled: Screening and Assessing Learning Disabilities

Background

As part of a *pending* agreement with the Office for Civil Rights (OCR), the Department must provide TAFDC applicants and recipients with the opportunity for screenings and in-depth assessments for learning disabilities. This agreement will help TAFDC applicants and recipients with learning disabilities obtain equal access to participation in DTA's Employment Services Program (ESP). DTA will be entering into the agreement to ensure that TAFDC applicants and recipients with learning disabilities are helped in overcoming barriers to reach self-sufficiency.

Applicants and recipients whose screening indicates that they *might* have a learning disability and who participate in the Employment Services Program (ESP) will qualify for a further in-depth assessment. The assessments will be done by the Disability Evaluation Services (DES) unit at UMass for nonexempt recipients and exempt recipients who volunteer for work or participate in an ESP component. Exempt recipients who do not volunteer for work or participate in an ESP component (as well as nonexempt recipients who miss the initial assessment appointment at DES *without good cause*) will be referred to the Massachusetts Rehabilitation Commission (MRC) for services.

AU Managers should tell applicants and recipients about this opportunity. The learning disability screening should be seen as a tool for the AU Manager/ESP provider to help applicants and recipients overcome barriers and reach self-sufficiency.

Purpose of Memo

The purpose of this memo is to tell TAO Staff about:

- changes to BEACON that relate to the learning disability screening and assessment process; and
- the learning disability screening and assessment process.

Once the agreement has been signed, another Field Operations Memo will tell TAO Staff about the Department's specific legal obligations contained in the agreement with OCR.

Notices and Posters

Under the *pending* agreement with OCR, DTA must provide information to applicants and recipients about the Americans with Disabilities Act (ADA) with the "Do You Have a Disability?" information sheet (Attachment A). The TAO Director/designee should ensure that the names of the permanent TAO Accommodation Team members are annotated on the "Do You Have a Disability?" information sheet. See Field Operations Memo 2005-45 for a description of the TAO Accommodation Team. TAO Staff may wish to make copies of "Do You Have a Disability?" information sheets with the names of the TAO Accommodation Team members already pre-filled.

Notices and Posters (continued)

The AU Manager must distribute this information sheet to TAFDC applicants and recipients when:

- applications are made;
- eligibility reviews are conducted;
- Employment Development Plan (EDP)s are *created* or *updated*;
- transition plans are developed; and
- extension plans/agreements are developed.

Because this information sheet contains important information about ADA, it must be given out at every recipient contact mentioned above whether the recipient has received it previously or not.

Also under the *pending* agreement with OCR, posters with the same information as the "Do You Have a Disability?" information sheet (Attachment A) describing the rights covered by the agreement must be displayed in all TAO waiting rooms. The TAO Director or designee must ensure that the names of the permanent members of the TAO Accommodation Team are entered on the posters.

A supply of posters will be made available to each TAO at the same time as this Field Operations Memo. They should be posted in TAO lobbies the week of January 9, 2006.

BEACON Modifications: Changes to Windows

To ensure compliance with the *pending* OCR agreement, the Learning Disability Screening functionality will be activated with BEACON Increment 2.1.18. The new functionality includes:

- ✓ A new Learning Disabilities Screening "Yes/No" question on the Nonfinancial Q&A Navigator. The Q&A Navigator question reads: "Would you or anyone in your TAFDC AU who is 16 or older like to be screened for a Learning Disability Assessment?" The Q&A Navigator learning disabilities question is asked only for those that have never taken the DTA Learning Disabilities screening test before.
- A new "Meets Compliance" and "Good Cause" reason "Learning Disability Assessment" is being created for not meeting the Work Program requirement until the results of the assessment have been received by the Department. This "Meets Compliance" and "Good Cause" reason will be located on the Work Requirements window and the Monitor Participation window. The "Meets Compliance" reason prevents a sanction from being created if the recipient is not enrolled in an activity. The "Good Cause" reason removes a sanction once it has been created.
- ✓ A new Learning Disabilities "Yes/No" question when making a change on the ESP Activity Sequence Disposition window. The ESP-related question (ESP Activity Disposition window) reads: "Would you like to be screened for a Learning Disabilities Assessment?" Once this question is answered, it cannot be changed until the next day.

Only one screening will be done per person. Answering "Yes" *or* "No" to either question enables the Learning Disability window for completion by the AU Manager. AU Managers must review the enabled Learning Disability window to determine if the person has previously received a screening. If a screening had been completed previously, see instructions later in this memo to disposition the new "Yes" record.

The Learning Disability window consists of three tabs: Summary, Test and Referral to be used in the Learning Disability referral process.

BEACON Modifications: Actuate Reports

A new folder "Learning Disability Tracking Reports" has been created in the Field Ops Staff TAO Report folder in Actuate.

Two Actuate Reports are available for Central Office and TAO Staff to track Learning Disability screenings and assessments.

The Summary Report can be found under "Learning Disability Summary Report" and will display Statewide Data Totals by TAO.

The Detail Report can be found under the title "Learning Disability Detail Report." The Detail Report will be broken down by TAO Name, AU Manager, AU Grantee, Grantee SSN, AP Name and AP SSN. It will display AP-level data for each TAO by AU Manager:

- Response to LD "screening offered/requested" question;
- Date LD "screening offered/requested" question was answered;
- Potential Learning Disability (Yes/No);
- Assessment Requested (Yes/No);
- Vendor Name for Assessment;
- Assessment Returned (Yes/No);
- Returned Date (if returned); and
- Returned Reason (if returned).

Learning Disability Screening

Screenings are available to TAFDC applicants and recipients. If an applicant or recipient has trouble reading, writing or understanding information, a screening is especially appropriate. Obtaining information about an individual's learning disabilities may be valuable to DTA and ESP Vendors in providing possible accommodations and help the applicant or recipient in his or her efforts to reach self-sufficiency and employment.

The screenings should be offered when:

- applications are made;
- eligibility reviews are conducted;
- transition plans are developed;
- EDPs are created or updated; and
- extension plans/agreements are developed.

Only one screening will be done per person. AU Managers must review the Learning Disability window to determine if the person has previously received a screening.

As part of the initial interview (before an EDP is created or when a program participant's EDP is revised), the AU Manager will give the applicant or recipient the "Do You Have a Disability?" information sheet (see Attachment A) and offer to screen him or her for learning disabilities.

Individuals Already Learning **Disability**

Under the *pending* agreement with OCR, DTA will inform the applicant or recipient that if he or she requests a reasonable accommodation and provides Diagnosed with a DTA with documents that show a diagnosis of a learning disability, DTA will accept these documents as a basis for determining a possible entitlement to reasonable accommodations, without a BEACON screening being completed.

> If provided, AU Managers should review these documents with a permanent member of the TAO Accommodation Team. If the recipient is participating in an ESP component, he or she should be encouraged to share this information with the ESP Vendor.

> Additionally, the AU Manager should be sensitive to the applicant's or recipient's learning disability and provide assistance as needed upon request.

Example: If Jane Doe's learning disability shows that she has trouble reading and understanding written information, the AU Manager should offer to read and explain whatever Department-related material Jane receives that she cannot understand.

If upon review by the TAO Accommodation Team member, the documents establish the diagnosis of a learning disability but do not give enough information to determine appropriate reasonable accommodations, DTA must offer the applicant or recipient the opportunity to participate in the Learning Disability Screening on BEACON.

Example:

Jane Doe provides documentation that only states she has a learning disability, but does not include specific information about how the disability affects her. Jane's AU Manager must offer Jane an opportunity to have a Learning Disability screening.

AU Manager Introducing the Learning Disability Screening

Once the AU Manager gives the applicant or recipient the "Do You Have a **Responsibilities:** Disability?" information sheet (see Attachment A) he or she must:

> tell the applicant or recipient about the opportunity to be screened for a learning disability (see Attachment C for the script that **must** be used when telling the applicant or recipient about the screening);

REMEMBER: Disclosing a learning disability may be difficult for an applicant or recipient. The AU Manager must let the applicant/recipient know that declining the screening at this time will not affect his or her TAFDC benefits and that the opportunity to take a learning disability screening is always available if and when he or she wishes to take it.

- if the applicant or recipient declines the screening offer (says "No" to either question), this must be noted on the BEACON Narratives tab. The AU Manager must also ask the applicant or recipient to sign the Screening portion of the LDS Consent/Declination form (Attachment B). The original of this form must be given to the applicant or recipient. A copy of this form must be filed in the AU record;
- if the applicant or recipient accepts the screening offer, the AU Manager must ask the applicant or recipient to sign the Screening portion of the LDS Consent/Declination form (Attachment B). The original of this form must be given to the applicant or recipient. A copy of this form must be filed in the AU record;
- with the help of the applicant or recipient, complete the Learning Disability window which contains a series of questions about the applicant's or recipient's school and life experiences.

IMPORTANT: Questions do not have to be answered in any particular order. If the applicant or recipient is having difficulty answering a particular question, the question should be skipped and returned to after all other questions are answered. If the recipient did not attend school or answers "I don't know" to any of the questions, the questions should be answered "No."

AU Manager Responsibilities:

To complete the Learning Disability Screening, the AU Manager must:

Completing the Learning Disability Screening

- before beginning the screening, click on the "Instructions" push button on the Learning Disability window and read the instruction to the recipient;
- highlight and select the "Yes" record;

IMPORTANT: Failure to select the "Yes" record will create a new record which will need to be dispositioned along with the "original" "Yes" record.

- enter the current date in the Requested Date field;
 - ✓ If the applicant/recipient *at this point* declines the Learning Disability Screening, click on "No" and click on Next or Finish to exit the window and note this on the BEACON Narratives tab. The applicant/recipient must sign the Screening portion of the LDS Consent/Declination form (Attachment B). The original of this form must be given to the applicant or recipient. A copy of this form must be filed in the AU record. If they do not decline the screening, follow these procedures:
- On the Test tab of the Learning Disabilities window, ask the applicant/ recipient each question appearing in the "Question" field. The questions are:
 - 1). Have you had any problems learning in middle school or junior high? (Note: Usually ages 10-14).
 - 2). Do you have difficulty working from a test booklet to an answer sheet?
 - 3). Do you have difficulty or experience problems working with numbers in a column? (Note: 14

19

12).

- 4). Do you have trouble judging distances?
- 5). Do any family members have learning problems?
- 6). Have you had any problems learning in elementary school?

AU Manager Responsibilities: Completing the Learning Disability Screening (continued)

- 7). Do you have difficulty or experience problems mixing mathematical signs (+/x)? (Note: Addition sign/multiplication sign).
- 8). Do you have difficulty or experience problems filling out forms?
- 9). Did you experience difficulty memorizing numbers?
- 10). Do you have difficulty remembering how to spell simple words you know?
- 11). Do you have difficulty or experience problems taking notes?
- 12). Do you have difficulty or experience problems adding and subtracting small numbers in your head?
- 13). Were you ever in a special program or given extra help in school?

Note: The questions are given the following point values if answered "Yes": Questions 1-5 are worth one point, Questions 6-7 are worth two points, Questions 8-10 are worth three points and Questions 11-13 are worth four points. A "No" answer to any question is worth 0 points. The system keeps a running tally of the total points and displays it in the Test Score field of the Test tab.

AU Manager Responsibilities: Learning Disability Screening: Follow-up and

Making a Referral

AU Manager Once the questions have been answered, look at the test score displayed at **Responsibilities:** the bottom of the Test tab:

if the score is 12 or higher, the applicant or recipient must be offered a

- Learning Disability Assessment.

 A referral *should not* be made if the applicant/recipient states he or she is not interested in an assessment at this time. The AU Manager must enter the score and ask the applicant/recipient to sign the Assessment portion of the LDS Consent/Declination form (Attachment B). The original of this form must be given to the applicant or recipient. A copy of this form must be filed in the AU record. Make a note of this decision on the BEACON Narratives tab and change the Requested radio button on the Summary tab from "Yes" to "No." All the information entered by the AU Manager will remain on file, even though the "Yes" record has been changed to "No." If the applicant or recipient accepts the assessment offer, the AU Manager must enter the score and ask the applicant/recipient to sign the Assessment portion of the LDS Consent/Declination form (Attachment B). The original of this form must be given to the applicant or recipient. A
- if the score is 11 or less, no offer of assessment should be made. The AU Manager should inform the applicant/recipient that there does not appear to be a potential for a learning disability and also make a note of this decision on the BEACON Narratives tab. The AU Manager must not change the requested "Yes" record to "No."

copy of this form must be filed in the AU record.

- if the *nonexempt* applicant/recipient is employed or is or will be participating in an ESP component and has an LD screening score of 12 or higher and wants an assessment, a referral must be made to DES by clicking on the "Yes" Assessment Requested radio button and clicking on the pop-up box next to the "Vendor" field to select from the General Services drop-down list "Learning Disability DES" (DES is the sole vendor for these assessments).
- if the *exempt* applicant/recipient who volunteers to work or participate in an ESP component has an LD score of 12 or higher and wants an assessment, a referral must be made to DES by clicking on the "Yes" Assessment Requested radio button and clicking on the pop-up box next to the "Vendor" field to select "Learning Disability- DES" from the General Services List (DES is the sole vendor for these assessments).

AU Manager
Responsibilities:
Learning Disability
Screening:
Follow-up and
Making a Referral
(continued)

if the *exempt* applicant/recipient who is not working and does <u>not</u> wish to participate in an ESP program at this time but has an LD screening score of 12 or higher and does want to pursue an assessment, a referral must be made to MRC for services by clicking on the "Yes" Assessment Requested radio button and clicking on the pop-up box next to the "Vendor" field to select from the General Services drop-down list "Learning Disability – MRC." The MRC office closest to the recipient's home must be selected for the referral (Attachment D).

Note: The MRC referral is for those exempt recipients who are not working or do not wish to participate in ESP. The applicant/recipient may ask MRC for an assessment, however, MRC will determine what, if any, services to provide.

The MRC referral is also for those nonexempt recipients who failed to keep the original appointment with DES without good cause and who are still seeking services regarding their learning disability.

- generate the Learning Disability Evaluation Referral form (Attachment E) for DES referrals;
- with help from the applicant/recipient, fill out the blank portions of the Learning Disability Evaluation Referral form (Attachment E) and have the applicant/recipient sign the Medical Release Form;
- if the applicant/recipient is subject to the Work Program Requirement, he or she **is expected to** continue to meet the requirement while the assessment is in progress;
 - If it appears that the learning disability would give the applicant or recipient Good Cause for not meeting the Work Program Requirement, Good Cause should be given if the reason for not meeting the Work Program participation requirement is Learning-Disability-related (if there is a question about whether Good Cause should be given or not, always give Good Cause). To give Good Cause for not participating in the Work Program, the AU Manager must go to the TAFDC tab of the Work Requirements window and change the Meets Compliance reason from "Participating" to "Learning Disability Assessment." In the End Date field, enter a date that is three months from the current date.
 - ✓ If the recipient is being sanctioned for failure to meet the Work Program remove the sanction with the "Learning Disability Assessment" Good Cause reason following established procedures; and

AU Manager
Responsibilities:
Learning Disability
Screening:
Follow-up and
Making a Referral
(continued)

inform the applicant/recipient that DES will contact him or her with an appointment time and date and stress the importance of keeping that appointment.

IMPORTANT: Whenever possible, the referral should take place on the same day that the Learning Disability window is completed. The Learning Disability referral process should not prevent an applicant from having his or her TAFDC AU approved if otherwise eligible.

Once the referral is complete, the AU Manager must give the referral to the DES Liaison who will:

- log the referral into the Learning Disability Referral TAO log (Attachment F); and
- mail the referral to DES.

Resource's (DES) Responsibilities

DES is the only DTA vendor providing in-depth assessments to nonexempt applicants/recipients (or *exempt* applicants/recipients who volunteer to work or participate in an ESP component) who have been screened as having a potential learning disability.

When DES receives the referral, DES will:

- input the information into its database and assign a reviewer;
- determine and order appropriate psychological testing;
- contact the individual to give him or her an appointment based on the applicant's/recipient's day and time preferences stated on the Learning Disability Evaluation Referral form (Attachment E);
- schedule the consultative exam, interpreter (if required) and transportation, if required;

Resource's (DES) Responsibilities (continued)

- contact the applicant/recipient to confirm the exam appointment and arrangements;
- notify the DES Liaison who will notify the AU Manager if the applicant/recipient fails to show for the appointment;

IMPORTANT: An applicant/recipient will be allowed *one* opportunity to reschedule the appointment if there is good cause. The AU Manager will determine whether good cause exists in accordance with 106 CMR 701.380. If good cause exists, the AU Manager must inform the DES Liaison who will inform DES to reschedule the appointment. An applicant/recipient without good cause for failing to keep the original appointment who is seeking a second or subsequent assessment must be informed that those nonexempt applicants/recipients who failed to keep the original appointment with DES without good cause and who are seeking a second or subsequent assessment will be referred to MRC for services. The AU Manager must refer the applicant/recipient to MRC following established procedures. This should also be annotated on the BEACON Narratives tab

- at the consultative exam, the psychologist will conduct an in-depth assessment for the applicant/recipient to determine the presence of and, if applicable, the severity of a learning disability. The assessment will take up to four hours to complete;
- after determining the exam's results, DES will write a brief diagnostic statement and *potential* reasonable accommodations, if applicable, to help the applicant or recipient reach self-sufficiency; and
- forward the final assessment to the DES Liaison. The procedures in the "AU Manager Responsibilities After DES Assessment Results Returned" section of this Field Operations Memo must be followed.

Resource's (DES) Responsibilities (continued) Applicant/ Recipient Does Not Keep

Assessment

Appointment

If the Final Assessment is returned with "Client did not attend exam" and the applicant/recipient comes to the TAO and requests to be referred for another assessment, he or she must be informed that those nonexempt applicants/recipients who failed to keep the original appointment with DES without good cause and who are still seeking services regarding their learning disability will be referred to MRC for services. The AU Manager must enter this information on the BEACON Narratives tab. The AU Manager must change the "Meets Compliance" reason from "Learning Disability Assessment" to "Participation" for those Work Program required recipients. The recipient's Work Program requirements must be met.

Once the referral is complete, the AU Manager must give the referral to the DES Liaison who will enter this referral on the Learning Disability TAO Referral Log (Attachment F) noting that this is a follow-up referral. The DES Liaison would then mail the referral to the appropriate MRC office. The recipient should keep the original referral to take to MRC. The applicant/recipient may ask MRC for an assessment. However, MRC will determine which services to provide.

Resource's (MRC) Responsibilities

"Exempt" program applicants/recipients who are not working, who screen for a potential learning disability and are interested in a referral (or those nonexempt applicants/recipients who failed to keep the original appointment with DES without good cause and who are still seeking services regarding their learning disability) shall be referred to MRC.

Once the referral is complete, the AU Manager must give the referral to the DES Liaison who will mail it to the appropriate MRC office. The applicant/recipient should keep the original referral to take to MRC. The applicant/recipient must be told to take the referral to the MRC office listed on the referral. The applicant/recipient may ask MRC for an assessment, however, MRC will determine which services to provide. No additional action is required on these AUs from MRC.

AU Manager Responsibilities After DES Assessment Results Returned

Once the final assessment results are logged in the LD Referral TAO Log (Attachment F) by the DES Liaison, he or she gives the final assessment results to the AU Manager. Once the AU Manager gets the final assessment results from the DES Liaison, the AU Manager must:

- go back to the Learning Disability window and on the Referral tab click on "Yes" on the Returned Radio Button;
- select the appropriate reason from the Reason drop down box for why the final assessment was returned:
 - ✓ Report attached;
 - ✓ Client withdrew request;
 - ✓ Client did not attend exam; and
 - ✓ Other.

Note: If "Other" is selected, enter the reason in the "Specify" field (such as "Rescheduled due to weather."); and

• enter the date the assessment was returned by the resource.

The AU Manager must then:

- review the final assessment;
- share results of the final assessment with the TAO Accommodation Team;
- schedule an appointment with the applicant/recipient within ten days of
 the return of the final assessment and have one permanent member of the
 TAO Accommodation Team present who will discuss with the
 applicant/recipient the general results of the final assessment. A
 representative from DES will be available telephonically to explain the
 final assessment and answer any follow-up questions the
 applicant/recipient may have;

AU Manager
Responsibilities
After DES
Assessment
Results
Returned
(continued)

If the applicant/recipient *keeps* the appointment the AU Manager must:

- have the permanent member of the TAO Accommodation Team present to tell the applicant/recipient about the general results of the final assessment. If needed, contact a representative from DES to explain the final assessment and answer any follow-up questions the applicant/recipient may have;
- have the permanent member of the TAO Accommodation Team send the portion of the final assessment concerning the diagnosis and potential accommodation recommendations to the ESP vendor; and

Note: If the applicant/recipient is employed, he or she can take the final assessment to his or her employer (if the applicant or recipient wishes to do so) so reasonable accommodations may be made by the employer, if necessary.

• change the "Meets Compliance" reason from "Learning Disability Assessment" to "Participation" for those Work Program required recipients.

Note: If a recipient fails to meet the hourly participation requirements of the Work Program once a Learning Disability Assessment has been done, the AU Manager <u>must</u> explore Good Cause as it relates to Learning Disability or any other good cause reason <u>prior</u> to authorizing the sanction.

If the applicant/recipient *does not keep* the appointment (with or without good cause), another appointment should be scheduled.

If that appointment is not kept, the AU Manager must

- note this on the BEACON Narratives tab;
- keep the final assessment in the AU record; and
- change the "Meets Compliance" reason from "Learning Disability Assessment" to "Participation" for those Work Program required recipients.

As recipients complete ESP components and begin new components, the portion of the final assessment concerning the diagnosis and potential accommodation recommendations must be forwarded to the new ESP Vendor.

The AU Manager must:

- ensure the recipient has been accepted into the new ESP component; and
- fax (or mail) the portion of the final assessment concerning the diagnosis and potential accommodation recommendations.

Recipients Requesting Another Screening

Only one Learning Disability screening will be done per person. However, if the recipient who *previously* had a Learning Disability screening completed answered "Yes" to either the Learning Disabilities Screening "Yes/No" question on the Nonfinancial Q&A Navigator or the Learning Disabilities "Yes/No" question when making a change on the ESP Activity Sequence Disposition window, a "Yes" record will be created on the Learning Disability window which must be dispositioned.

AU Managers must review the Learning Disability window to determine if the person has previously received a screening. A previous "Yes" record will appear on the window in addition to the current "Yes" record.

To disposition the new "Yes" record for the recipient who had a previous Learning Disability screening, the AU Manager must:

- highlight and select the most recent "Yes" record;
- change the "Requested" radio button on the Summary Tab from "Yes" to "No";
- click on "Update"; and
- click on "Finish."

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline at 617-348-8478.

Attachment A

DO YOU HAVE A DISABILITY?

<u>We may be able to help</u>. A law known as the Americans with Disabilities Act (**ADA**) guarantees that persons with disabilities get equal access to government services as those who are not disabled. If you are disabled, we can give you special help at application, with verification, in participating in the employment services and work programs, during the disability review process or whenever it is needed. One way DTA can do this is by making **reasonable accommodations**.

Who is disabled under the ADA? Generally, persons with a disability that "substantially impairs" a major life activity are covered by the ADA. Disabilities can be:

- **Physical** (such as blindness or paralysis of the legs)
- Mental (including depression and anxiety disorders); or
- Learning (for example, if you have difficulty learning or understanding what you read or hear)

What is a reasonable accommodation? If your disability prevents you from accessing Department programs, makes it hard for you to use Department programs or meet our requirements, you may be able to get special help from us or a Department service provider ---a reasonable accommodation. For example, if you are in a wheel chair, we can find a work program that is accessible to you. Or if you have a learning disability, we can read your notices out loud to you. There are many types of accommodations available depending upon your personal situation.

How can I get a reasonable accommodation? If you are having trouble accessing our programs or meeting Department requirements, ask your worker for help. Your worker will work with you and the office ADA Accommodation Team to see if you are eligible for an ADA accommodation. Although you can ask for an ADA accommodation at any time, it is best to do it as soon as possible.

If the ADA Accommodation Team denies you a reasonable accommodation, you can ask us to reconsider through the Central Office ADA Accommodation Team. If that request is denied, you can appeal to the Division of Hearings or the Massachusetts Commission Against Discrimination.

ADA	Accommodation	Team Members:	

<u>IMPORTANT! FREE Learning Disability Screenings</u>: All TAFDC applicants and recipients are eligible for a free learning disability screening. If you have trouble reading, writing or understanding information, you may want to be screened. If your screening indicates a learning issue and you wish to participate in the Employment Services Program, we will set up and pay for an in-depth assessment. We will then be able to recommend ways to help you learn and improve your work opportunities. Ask your worker about free screenings! Note: If you have already been diagnosed with a learning disability, provide us with any information you have so we can help you right away.

Attachment B

Learning Disability Screening Consent Declination form **SCREENING:**

I agree to have a Learning Disabilit have to finding work.	y Screening done to determine any barriers I may
Signed:	Date:
My worker told me about the Learn at this time.	ing Disability Screening. I do not wish to be screened
Signed:	Date:
ASSESSMENT:	
I have had a screening done and har	ve a score of
	ity Screening done to determine any barriers I may to have a Learning Disability Assessment done at this
Signed:	Date:
have to finding work. I understand	y Assessment done to determine any barriers I may that the results of the Assessment will be shared with ne Employment Services Program contractors
Signed:	Date:

Attachment C

When telling the applicant or recipient about the Learning Disability Screening, you MUST state the following:

You are eligible for a <u>free</u> learning disability screening.

Having trouble reading, writing or understanding information *could be* an indicator of a learning disability.

You <u>may</u> want to participate in one if you have trouble reading, writing or understanding information.

If the screening shows a possible learning disability, you could be eligible for a <u>free</u> in-depth assessment.

The results from that assessment would give you advice on how you could best succeed in your current ESP activity as well as your job. Finding out about a learning disability can help the Department better deal with any barriers to employment and could help you become self-sufficient.

Would you like a screening? If you would like to be screened, please sign the Learning Disability Screening Consent/Declination form.

Attachment D-1

REFERRAL TO THE MASSACHUSETTS REHABILITATION COMMISSION (MRC)This form is to be used as a general referral to the Massachusetts Rehabilitation Commission for all categories of assistance.

					AU M	anager:			
					Office	:			
Part A						Date	of Refe	erral:	
Name		Last			Fi	rst		SSN	Birthdate
Stre	et Addres	s	City/Town,	State,	Zip	Telepho	ne #	Grantee SSN	
Gender	Race	Marital Status	# of Dependent	Category				idual previously erred to MRC?	If Yes, when?
			J				\[\]	Yes 🛮 No	//
Education E	Backgrour	nd							
Date of Las		nent Typ	e of Normal V	Vork					
Description medical info	•	icity (atta	ch a recent (w	vithin 3 n	nonths	s) medical	repor	t and any other a	available
What intere	st has clie	ent expres	ssed in rehabi	litation s	ervice	s?			

Attachment D-2

LEARNING NEEDS SCREENING TOOL

Interview Date 06/28/2005

		BACKGI	ROUND INFORMATION	erview Date 00/28/2005
Name		Last	First	SSN
Gende	r	AU Manager	Office	
Yes	No	Have you had any problems learning	g in middle school or junior high?	
Yes	No	2. Do you have difficulty working from a	a test booklet to an answer sheet?	
Yes	No	3. Do you have difficulty or experience	problems working with numbers in a column?	
Yes	No	4. Do you have trouble judging distance	es?	
Yes	No	5. Do any family members have learning	ng problems?	
Yes	No	6. Have you had any problems learning	g in elementary school?	
Yes	No	7. Do you have difficulty or experience	problems mixing mathematical signs (+/x)?	
Yes	No	8. Do you have difficulty or experience	problems filling out forms?	
Yes	No	9. Did you experience difficulty memori	zing numbers?	
Yes	No	10. Do you have difficulty remembering	how to spell simple words you know?	
Yes	No	11. Do you have difficulty or experience	problems taking notes?	
Yes	No	12. Do you have difficulty or experience	problems adding and subtracting small numbers	in your head?
Yes	No	13. Were you ever in a special program	or given extra help in school?	

30 TOTAL

Attachment D-3

Medical Release Form

06/28/2005

BACKGROUND INFORMATION							
Name	Last	First	SSN				
Gender	AU Manager	Office					

I authorize

to release or to disclose the following information to the Department of Transitional Assistance (DTA), or its agent, to conduct a learning disability assessment:

- 1. Any and all records regarding past educational achievement, vocational training, intelligence testing, or other related psychological testing;
- 2. Information regarding how my impairment affects my ability to complete work-related tasks and my ability to work and
- 3. Results of any learning disability assessment that is arranged on my behalf by DTA or its agent.

I request that a photocopy of this release be accepted with the same authority as the original document.

I understand that:

- a. I may revoke this authorization in writing at any time, except to the extent that disclosure has been made, reliant upon this release, and
- b. This authorization will expire, unless I have revoked it, one year after the date of this release.

Applicant/Recipient Signature	//
Witness Signature (needed only if signed by mark)	Date
Authorized Representative or Guardian (if applicable)	// Date

Attachment E-1

LEARNING DISABILITY EVALUATION REFERRAL FORM

1. General Informa	ation								
Name (Last, First, MI)								
Street Address		City/Town	State				ZIP		
Name of Assistance U	nit Grantee		Grant	ee SSN			Telephone Number		
Assistance Unit Exem Exempt	ption Status Nonexempt			Program Required Yes No					
		ent for you for	testing	. What are the best da	vs and tim	es for you t	o go to a 3 to 4-		
	Please check as many			. What are the dest an	, j 5 u 11 u v1111		e ge te u s te :		
	Monday A.M. Tuesday A.M. Wednesday A.M. Thursday A.M. Friday A.M.								
Monday PM. T	Monday PM. Tuesday PM. Wednesday P. M, Thursday PM. Friday P.M								
If you have no telepho	one what is the best way	to contact you?	,						
				ou take them. (Be sure to			d non-prescription		
medicines.)		-		,					
Medicine		How many ti	mes a	day?	Describe	any side ef	fects you have:		
4. Where do you liv	e? (Check one) Ho	use Apartmei	nt Sh	elter/Hotel Other: de	scribe				
5. Do you speak En Do you read Engl	glish? Yes No ish? Yes No			d English? Yes					
No				Do you read a		n your prima	ary language? Yes		
	d testing for a learnin when did this testing				n't know				
•				ion classes? Yes	No Dor	n't know	_		
8. Do you have addi Cosmetology, Ha	tional training, skills irdressing, Nurse's A	or work experi	ence?	Yes No If y		e the type s	such as		
	in activities in your n								
10.Did you use any	of the following in yo	our job? (Chec	k all th	at apply): Hand tool:			c lift Cash		
Signature of Client				Date					
FOR OFFICE USI	E ONLY								
TAO Worker's Name				Office No.		Office Fax	#		
Date to DES	Date to DTA	Report attached of pages included		Client withdrew request for	Client did examination	not attend on	Other:		

Attachment E-2

LEARNING NEEDS SCREENING TOOL

BACKGROUND INFORMATION						
Name	Last	First	SSN			
~			0.00			
Gender		AU Manager	Office			

Total	•	
Yes	No	13. Were you ever in a special program or given extra help in school?
		head?
Yes	No	12. Do you have difficulty or experience problems adding or subtracting small numbers in your
Yes	No	11. Do you have difficulty or experience problems taking notes?
Yes	No	10. Do you have difficulty remembering how to spell simple words you know?
Yes	No	9. Did you experience difficulty memorizing numbers?
Yes	No	8. Do you have difficulty or experience problems filling out forms?
Yes	No	7. Do you have difficulty or experience problems mixing mathematical signs (+/X)?
Yes	No	6. Have you had any problems learning in elementary school?
Yes	No	5. Do any family members have learning problems?
Yes	No	4. Do you have trouble judging distances?
Yes	No	3. Do you have difficulty or experience problems working with numbers in a column?
Yes	No	2. Do you have difficulty working from a test booklet to an answer sheet?
Yes	No	1. Have you had any problems learning in middle school or junior high?

Attachment E-3

Medical Release Form

BACKGROUND INFORMATION						
Name Last		First	SSN			
Gender	AU Manager		Office			
I authorize						
Resource Name						
Resource Address						
Resource City/Town	ZIP					
to release or to disclose the following conduct a learning disability assess	ing information to the Department of Transment:	sitional Assistan	ace (DTA), or its agent, to			
psychological testing;	past educational achievement, vocational					
	y impairment affects my ability to complete lity assessment that is arranged on my behavior					
I request that a photocopy of this re	elease be accepted with the same authority	as the original	document.			
I understand that:						
a. I may revoke this autho upon this release, and	rization in writing at any time, except to the	ne extent that dis	sclosure has been made, reliant			
b. This authorization will	expire, unless I have revoked it, one year a	after the date of	this release.			
		//				
Applicant/Recipient Signature		Date				
Witness Signature (needed only if	signed by mark)	Date //				
Authorized Representative or Guar	rdian (if applicable)	//				

Attachment F

Learning Disability Referral TAO Log

Name	SSN	Date Sent	Date Returned	Outcome