

FAST REFERRALS

On/around the 1st of every month, agency will receive from MIS a list of eligible referrals. This list is based on identified coding (see FAST eligibility) from WF1 data and the employment plan, but will also be based on Maxis coding in cases of multiple FSS coding.

- You do NOT need to return this list to MIS, and it will not include staff or supervisor comments as it did in the past.
- This list is for your reference and is to assist your teams with identifying eligible participants.
- Participants previously in FAST and/or are coded “never to return” will be included on the spreadsheet and ARE eligible
- If you have participants that are eligible that are not on the list, please be sure coding is updated and you may still refer
- If participant meets extension criteria and the extension is in motion but not complete, you may refer.

Email eligible referrals to WSFastReferral@co.ramsey.mn.us with:

- Participant First Name, Last Name, WF1 ID and Maxis number and cc your supervisor.
- Please also case note FAST REFERRAL with eligibility information and date of referral.
- Please reference the FAST eligibility criteria.

Shanika Wallace, Ramsey County Data Specialist, is receiving your referral. It will be reviewed as quickly as possible (generally 1 – 3 business days) to confirm FAST program eligibility, and you will receive an email back from WSFastReferral@co.ramsey.mn.us indicating if it is accepted or not.

- If accepted, Shanika will ask that it is transferred in WF1 to her for next steps

*Agency	Ramsey County Workforce Solutions
*Location	Fairview
*Staff	Wallace, Shanika
- Note: if there is a 2nd parent on the MFIP case and is enrolled in WF1, that WF1 record should transfer also.
- Upon acceptance, please let your participant know that a FSS Coordinator from FAST will reach out to them to begin FAST services.
- If not accepted, Shanika will provide the rationale as is available for follow up discussion as needed.
- Consult on any referrals is available on a case by case basis as requested.

REFERRAL GUIDANCE

Referrals should have the following criteria:

- ① **Prior meaningful engagement** between the Employment Counselor & participant
Engagement with participant in the past 3 months prior to the introduction of FAST, not utilizing FAST to engage with the participant. Relationship with the participant and looking out for their best interest.
- ② **Interests** that are characteristic of the services provided in FAST

- Seeking employment or involvement with education
- Individual and/or child mental health or physical health concerns
- Previously participated or been interested in FAST
- Has seen a therapist in the past
- Not seeking case maintenance; seeking services related to FAST

③ **Participant** is interested in FAST & motivated to take advantage of the services

This is reflective of need vs interest. The Employment Counselor may see a need however it is ultimately the participant that determines the interest at this point in time.

SCRIPT & TIPS

(Provider name) partners with a program called FAST that provides intensive services with support in getting health insurance and accessing mental health treatment for you and your kids. This program also provides support in finding a job or looking into training for those who are ready for that step. Are you seeking these type of services? Would you be interested in this program?

If you are interested in FAST your case would be transferred to a FAST employment counselor. This employment counselor will give you a call when your file is transferred.

If you feel you would like to know more about the program I can set up a meeting with you, the FAST employment counselor and myself to learn more.

From past experience with referrals, keep in mind the following, participants ...

- Need time to process hearing about FAST
- Might think they need to contact someone to participate. It is important to relay that the new employment counselor will call them
- Might think that their MFIP requirements or benefits would change. It is important to relay that requirements & benefits will stay the same

SOFT HAND-OFF

- ① Written eligibility criteria and referral guidance provided to the referring agencies
- ② Referring agency would provide information to participant about FAST (script & tips included)
- ③ If participant should have additional questions, Shanika will work in setting up a consult with participant, referring employment counselor and FSS Coordinator, on a case by case basis.

FAST ELIGIBILITY CRITERIA

Same eligibility criteria as NextGen

September 2022

FAST ELIGIBILITY CRITERIA

Pre-and post-60-month MFIP FSS*	2 nd parent of eligible participants will be included in any referrals
Age 19 to 59	Open on MFIP at time of referral

* parent, primary caregiver, 2nd parent or dependent child has a medically documented disability, mental or physical health condition, is needed in the home to take care of someone with a mental or physical disability, or has an IQ less than 80

CURRENTLY NOT ELIGIBLE FOR FAST

Extended employed as only extension	Non-English speaking Lower than Level 5 CASAS	New immigrant
Child under 1 exemptions	Active applicant of SSI	Previously in FAST (At any point in time)
Private Records	Coded as domestic violence only (family violence waiver)	

ACCEPTABLE SUPPORTING DOCUMENTATION FOR MAKING REFERRALS

Post-60 families

- Must have current (unexpired) supporting documentation in the case file (per DHS guidelines)

Pre-60 families

- Either have current (unexpired) supporting documentation in the case file **OR**
- Families that are very likely FSS, with no supporting documentation in the case file may be referred however Supervisor/Manager of the ES provider making the referral must consult with the Employment Counselor prior to making the referral utilizing the following criteria as guidance:
 - The person has been **long-term FSS** (most of their time on MFIP they have been FSS) and have **had documentation in the past** to support it (**not older than 2019**) **AND** is making **good faith effort** to obtain updated documentation as evidenced by an upcoming appointment to see a qualified professional

OR

- There are **clear case notes** indicating that they are actively **seeing a therapist/other provider** for a **qualifying FSS reason**, **AND** making **good faith effort** to obtain documentation from the qualified professional

- **Consult/review tips for referrals:** look for previous diagnosis and date of onset for MH, a previously documented developmental disability or IQ less than 80, IEP and diagnosis of SED, work history and impact of diagnosis on sustaining/maintaining employment