

# NextGen Referral Process

August 11, 2021

## Agenda:

- Training will be recorded
  - NextGen and FAST Recap
  - Timeline and Process Flow
  - NextGen Spreadsheet Guidance
  - Roles and Responsibilities Recap
  - Next Steps
  - Questions
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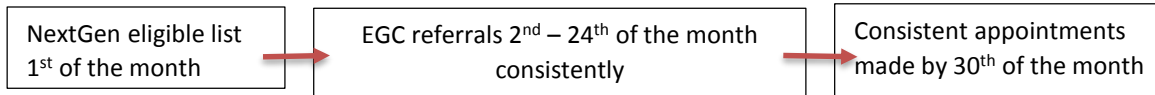
## **FAST & NextGen Recap:**

- FSS coordination provided by WFS Employment Counselors assigned to FAST
  - Supplementary services coordinated by Goodwill Easter Seals and contractors depending on participant needs:
    - Individualized Placement Support (IPS)
    - Adult Mental Health
    - Children's Mental Health
    - Health Navigation
    - Cultural Supports
  - Co-location of services with collaborative case consultation between different service providers
  - Expansion of services to more FSS and EXS participants
  - 1000 participants enrolled between now and September 2023 (500 study/500 control); quarterly enrollment goals
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# Timeline and Process Flow



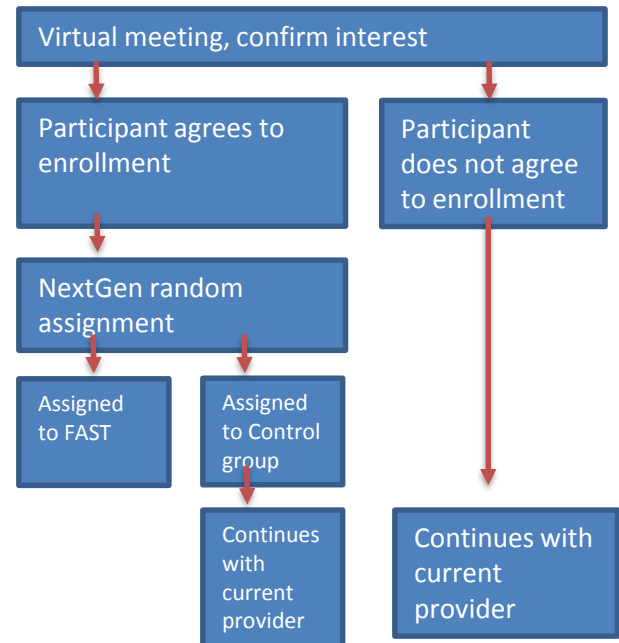
**TIMELINE**

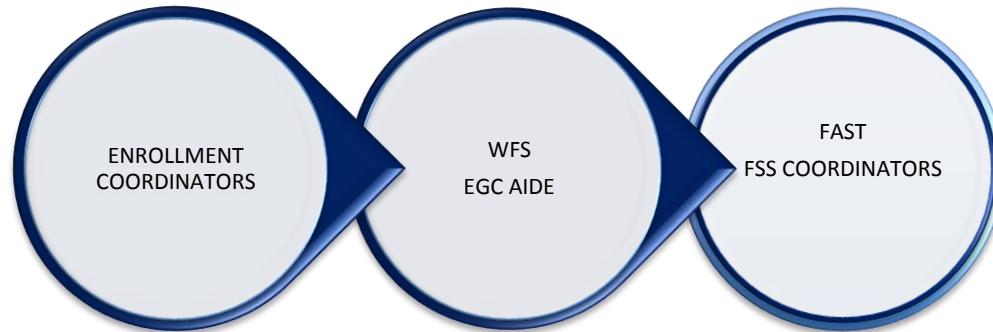


**Eligible**  
Pre- and post-60-month MFIP FSS  
2<sup>nd</sup> parent of eligible participants  
Age 19 to 59

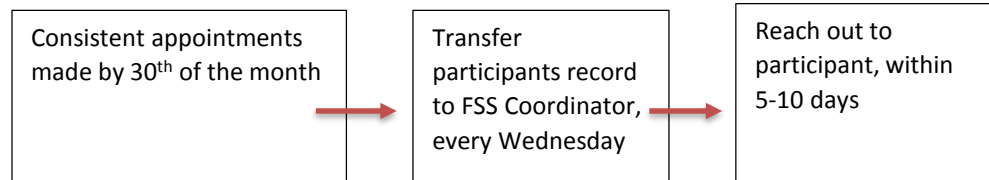
**Currently not eligible**  
Coded as domestic violence (family violence waiver)  
Extended employed as primary extension  
Non-English speaking  
New immigrant  
Child under 1 exemption  
Active applicant of SSI  
Previously in FAST  
Private records

Agency	Total quarterly referrals
Avivo	33
GWES	28
HIRED	35
WFS	50
YWCA	26
<b>TOTAL</b>	<b>172</b>





## TIMELINE



# MIS NextGen Monthly Spreadsheet Guidance

- **Data Specialist will:**

- receive the spreadsheet from MIS at a specified time each month.
- copy the spreadsheet to the OneDrive on the agency network.
- make the spreadsheet sharable with autosave for staff.
- notify staff of the spreadsheet availability.
- send the spreadsheet back to the MIS unit each month at a specified time.

- **Spreadsheet Records included in the spreadsheet**

- Pre and Post 60 month MFIP FSS participants
  - 2<sup>nd</sup> parent eligible as parent of the family unit
  - Ages 19 to 59
  - Private records will not be included
  - Records coded in Maxis as SSI and RSDI will need to be verified as to their status before possible NexGen enrollment
  - Because of coding issues records included are FSS for Employment Plan or FSS in Maxis
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- **Staff responsibility for completing**
  - Filter and sort the spreadsheet by your staff name
  - Staff will only enter a value in column A (FAST Status) which is a dropdown box of values. This is the only field in the spreadsheet that requires input.

<b>FAST Status (Column A For Input)</b>	
<b>Code</b>	<b>- Description</b>
<b>Accepted</b>	- Accepted meeting with coordinator
<b>Override</b>	- Override data exclusion element
<b>Opted Out</b>	- Talked to coordinator/changed mind
<b>Off List</b>	- Client never wants to participate
<b>Possible</b>	- Possible participant

- **Data cleanup necessary**
  - Employment Plans
  - Status Updates to FW

### Spreadsheet Sample

- All cases that fit the criteria for each caseload will appear in the spreadsheet
- Monthly agency spreadsheets will be kept on file by MIS

#### Column Description

A- **FAST Status** that staff will enter. (only data element that staff will enter

B- **Status Change** as to whether the **FAST Status** (Column C) has changed from last month

C- Coded with “X” once participant is included in the “Control” group

D- Staff assigned to participant

E- Exclusion code excludes participant based on description noted. May be multiple codes

F-O Participant identification data

- 2 tabs in the spreadsheet one for data the other for more detailed instructions.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
<b>NextGen Monthly Participant Selection Report</b>														
<b>Agency Name</b> August 5, 2021														
<b>FAST Status (Column A For Input)</b>					<b>Exclusion Categories (Column E)</b>									
<b>Code</b>	<b>Description</b>				<b>Code</b>	<b>Description</b>								
Accepted	Accepted meeting with coordinator				A - Domestic Violence	Maxis coded as domestic violence								
Override	Override data exclusion element				B - Non English	Non english speaking according to WF1 primary language								
Opted Out	Talked to coordinator/changed mind				C - New Immigrant	Less than 1 year immigration date								
Off List	Client never wants to participate				D - Child Under 1	Maxis coded as child under 1 exemption								
Possible	Possible participant				E - Fast Participant	Was a previous FAST participant of some type								
					F - Working Extension	Extension Case with Extension subtype as working								
					G - 2P Case Age	2 parent case one does not fit age criteria								
(X) Participant has been enrolled into Next Gen Control group														
FAST Status	Status Change	X	Staffname	ExcludeCode	Participant	CaseMaxis	PlanType	IsFSS	Months	Banked	MaxisExemptReason	WF1ExtensionReason	2ParCase	EnrollmentDate
Accepted		x	Wentaway, Staff		Monday, Melissa	123456		Yes	47	0	Ill or Incapacitated More Than 30 Days (UP)			9/3/2020
Opted Out			Wentaway, Staff		Tuesday, Tammie	213578	FSS - Family Violence Waiver	NO	9	0				10/16/2019
Override	yes		Wentaway, Staff		Wednesday, Wayne	787779		Yes	16	0	SSI/RSDI Pending (UP)			6/2/2020
			Wentaway, Staff	E-	Thursday, Theodore	69000		Yes	60	0	Mentally Ill	Mental Illness		1/30/2020
Possible			Wentaway, Staff		Friday, Freddie	300009		Yes	33	0	Ill or Incapacitated More Than 30 Days (UP)		Y	7/23/2020
Override			Wentaway, Staff	A-	Saturday, Sheila	123544		Yes	6	0	Family Violence Waiver (UP)			2/19/2021

# Roles and Responsibilities Recap

## **Relying upon Managers, Supervisors and Data Specialists to work together to ensure that:**

- Counselors are trained on the process
- Counselors offer NextGen to those that are identified as eligible for FAST
- Manage the spreadsheet of potentially eligible participants
- FSS and EXS codes are being updated

## **Counselor Role:**

- Meet with FAST eligible participants and offer NextGen utilizing marketing materials
  - Note on spreadsheet Accepted, Override, Opted Out, Off List and Possible
  - Continue to update FSS and EXS codes
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# Next Steps

## **Next Steps:**

- Marketing materials being finalized
  - First spreadsheets provided
  - Work with your teams to train them on the process
  - Check-in meetings and submit questions
  - WF1 User Guide emailed & located on the Provider Web Page
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**Questions??**

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