# Vocational Rehabilitation Services Manual B-300: Determining Eligibility

Revised January 15, 2020

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## B-308: Assessments

To the maximum extent possible, the VR counselor must:

* use existing records;
* rely on information from the individual's experiences in an integrated employment setting or in other integrated community settings; and
* consider the validity or correctness of the information based upon the source and the VR counselor's knowledge of the customer.

Only when existing records are unavailable or insufficient, the VR counselor can authorize the purchase of additional diagnostics to address basic eligibility questions. The VR counselor must document the justification for all assessments in a case note in RHW. For more information see B-304-1: Establishing the Presence of an Impairment.

An eligibility determination should not be delayed pending the receipt of the VR3110, Surgery and Treatment Recommendations or VR3101, Consultant Review if existing records are available.

If worksite assessments are necessary to determine whether a customer is eligible for VR services, they must be:

* conducted in the most integrated setting possible; and
* consistent with the customer's needs and informed choice.

The VR counselor may authorize the purchase of eye glasses or hand controls (for vehicles) if these supports are required for the customer to participate in required assessments to determine eligibility for VR services. VR Supervisor approval is required before authorizing the purchase of any other assistive technology devices and or services while the customer is in application status. For more information, see [C-204: Vehicle Modification Services](https://twc.texas.gov/vr-services-manual/vrsm-c-200#c204); [C-703-13: Eyeglasses and Contact Lenses](https://twc.texas.gov/vr-services-manual/vrsm-c-700#c703-13); and [D-200: Purchasing Goods and Services](https://twc.texas.gov/vr-services-manual/vrsm-d-200).

### B-308-1: Required Assessments and Policy for Selected Conditions

For all conditions, medical records must be obtained from the appropriate licensed professional and placed in the customer's case file before determining eligibility. The only exception to this requirement is for customers with an observable impairment or for customers with proof of Supplemental Security Income (SSI) or Social Security Disability Income (SSDI).

The Table of Required Assessments and Policy for Selected Conditions below includes only content related to eligibility determination. See [VRSM C-700: Medical Services](https://twc.texas.gov/node#6747) for information about services.

The following sections include information about obtaining and using assessments and a table of condition-specific assessments or related documentation required before the VR counselor can make an eligibility determination, and policy governing eligibility for customers with those conditions.

Eligibility determinations must comply with the condition-specific assessments and policy in the following table. Review this table before making an eligibility determination.

| Table of Required Assessments and Policy for Selected Conditions | | |
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| Condition | **Required Assessments** | **Policy** |
| AIDS/HIV  See [Counselor Desk Reference A1: AIDS/HIV](http://intra.twc.state.tx.us/intranet/vrs/html/counselor-desk-reference.htmlhttp:/intra.twc.state.tx.us/intranet/vrs/cdr/cdr-a1-aids-hiv.docx). |  | VR does not provide HIV testing because it is available through the [Texas Department of State Health Services HIV and STD Program](http://dshs.texas.gov/hivstd/).  See also C-701-1: Professional Medical Services, Restrictions . |
| Asthma  See [Counselor Desk Reference A24: Respiratory Disease](http://intra.twc.state.tx.us/intranet/vrs/cdr/cdr-a24-respiratory-disease.docx). | * Evaluation by physician trained in allergic conditions, or * Exam by physician specializing in lung diseases   Use [VR3102, Pulmonary Evaluation Report](https://twc.texas.gov/forms/index.html). |  |
| Back disorders  See [Counselor Desk Reference A4: Back Disorders](http://intra.twc.state.tx.us/intranet/vrs/cdr/cdr-a4-back-disorders.docx). | The VR counselor must have:   * treating physician's:   + radiographic evidence of an abnormality; or   + medical history of back surgery; or   + clear diagnosis and prognosis based on physical findings; and * medical documentation of functional limitations persisting for at least 90 days before eligibility. | See information about back surgery and steroid injections in C-703-2: Back or Neck Treatment. |
| Cancer  See [Counselor Desk Reference A6: Cancer](http://intra.twc.state.tx.us/intranet/vrs/cdr/cdr-a6-cancer.docx). | [VR3112, Cancer Disability Medical Report](https://twc.texas.gov/forms/index.html), completed by the:   * referring physician; * clinic; or * hospital. | Cancers include all carcinomas and sarcomas of the internal organs (muscles, bones, nerves, brain, or glands) and lymphomas and leukemia. The completed VR3112 must contain information about the general prospects for the customer's life expectancy and work capabilities.  If a poor prognosis prevents the case from being accepted, The VR counselor may decide with the attending physician how the "non-acceptance" will be conveyed to the patient.  Screening procedures for cancer (for example, mammograms or Pap smears) are not considered part of the VR diagnostic procedure.  Also, see C-701-1: Professional Medical Services and C-703-19: Mammograms, Pap Tests, and Colonoscopy. |
| Cardiac Disorders  See [Counselor Desk Reference A7: Cardiac Disorders](http://intra.twc.state.tx.us/intranet/vrs/cdr/cdr-a7-cardiac-disorders.docx). | Use [VR3103, Cardiac Evaluation Report](https://twc.texas.gov/forms/index.html) or a comparable documentation. | See informational about cardiac catheterization or angiography in C-703-5: Cardiac Catheterization or Angiography and C-703-32: Specialized Physical Restoration Programs. |
| Dental  See [Counselor Desk Reference A10: Dental](http://intra.twc.state.tx.us/intranet/vrs/cdr/cdr-a10-dental.docx). |  | Missing teeth are not considered an impairment for the purpose of determining eligibility.  See information about dental treatment, including maxillofacial services, in C-703-8: Dental Surgery and Treatment and C-701-2: Medical Services Required Review and Approvals Policy. |
| Deaf  See [Counselor Desk Reference C1: Deaf and Hard of Hearing](http://intra.twc.state.tx.us/intranet/vrs/cdr/cdr-c1-deaf-hard-of-hearing.docx).  See also the Hard of Hearing section of this table, below. | Use [VR3105A, Hearing Evaluation Report Customer Questionnaire](https://twc.texas.gov/forms/index.html). | See information about cochlear implant in C-703-7: Cochlear Implant and Bone Anchored Hearing Aid surgery. |
| Ear diseases and other conditions of the auditory system that result in a hearing loss  See [Counselor Desk Reference C1: Deaf and Hard of Hearing](http://intra.twc.state.tx.us/intranet/vrs/cdr/cdr-c1-deaf-hard-of-hearing.docx). | Current evaluation by an otologist, otolaryngologist, or ENT/EENT specialist. Use [VR3105B, Hearing Evaluation Report Otological Examination.](https://twc.texas.gov/forms/index.html)  Current evaluation by licensed audiologist. Use [VR3105C, Hearing Evaluation Report Audiometric Examination.](https://twc.texas.gov/forms/index.html)  Documentation of social, educational, and/or psychological hearing loss implications from licensed audiologist or specialist in deafness rehabilitation. | Ear diseases and other conditions of the auditory system may cause substantial impediments to employment if the customer has a:   * "ski slope" audiogram; * profound unilateral hearing loss; * vocational objective requiring a high degree of hearing sensitivity; * poor adjustment to hearing loss; * multiple disabilities; or * other unusual conditions. |
| Epilepsy (seizure disorders)  See Counselor Desk Reference A13: Epilepsy and Seizure Disorders. | Medical records from a neurologist  If the customer is not currently being treated by a neurologist, obtain this evaluation before determining eligibility unless the customer is on SSI/ and/or SSDI. |  |
| Fractures  See Counselor Desk Reference A14: Fractures. | If the customer is wearing an external fixation device or an external fixation device has been recommended for the treatment of a fracture, medical records must be reviewed by the medical director before eligibility determination.  Nonunion or malunion fractures require medical records from a physician specializing in orthopedics. | A fracture that has healed abnormally (malunion) or failed to heal (nonunion) may constitute an impairment for eligibility purposes.  State Medical Director review is required before determining eligibility. Refer to C-703-33: Fractures for more information. |
| Gallbladder disease  See [Counselor Desk Reference A15: Gallbladder Disease](http://intra.twc.state.tx.us/intranet/vrs/cdr/cdr-a15-gallbladder-disease.docx). |  | Obtain VR Supervisor approval before determining eligibility. |

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