TN DDA Medicaid Alternative Pathways to Independence (MAPs) VCRM Implementation and Validation Directions

Ready to create Virtual Community Resource Maps (VCRMs) with the people you support? Follow the steps below to ensure their VCRMs align with their future goals and include all necessary components for success.

1. Start with a conversation

Discuss the person's preferences, interests, needs, strengths, (PINS) and goals related to MAPs. Engage their family or caregiver and review relevant documents (e.g., IEPs, VR assessments) to identify appropriate assets, goals, and action steps.

2. Add assets

Add assets—people, programs, places, and providers—that align with their future goals. Then, add text and media. Assets should be added under the appropriate category. *For validation, there should be a minimum of 1 asset with text and media (images or videos) under each category.* See category descriptions below.

1) **All About Me:** This category includes text or media about a person's preferences, interests, needs, and strengths. Assessment information, evaluations, or important documents can also be linked in this category.
2) **My Circle of Support:** This category includes formal (e.g., service providers, teachers) and informal (e.g., friends, family, neighbors, mentors) supporters or other assets who help the person navigate daily life and make decisions. Assets might include service providers, teachers, friends, family, direct supports, neighbors, partners, or mentors.
3) **Community Interests:** This category includes assets a person likes to explore, visit, and spend time at. Assets might include coffee shops, the YMCA, online support groups, gas stations, parks, libraries, shopping centers, or banking institutions.
4) **Career Development & Employment:** This category includes assets related to past or future employment opportunities. Assets might include previous employers, vocational training programs, service providers, potential employers, co-workers, job search sites, or websites to help build employment skills.
5) **Continuing Education:** This category includes assets related to ongoing education and building knowledge, skills, and abilities. Assets might include colleges, community education programs, arts and technology classes, a website to learn about college options, or an online learning platform.
6) **Independent Living:** This category includes assets related to living and participating in the community. Assets might include past homes, potential apartments, enabling technology supports, or Centers for Independent Living.
7) **Health and Wellness:** This category includes assets that support management or improvements to health and well-being. Assets might include a counselor, hospital, gym, or pharmacy.

*Adding, editing, and refining assets on the VCRM should be the result of shared decision-making between the VCRM Coordinator and the person they are supporting. Media can include images, video, or linked documents or websites. Media can be found on the web or created by the VCRM Coordinator or the person they are supporting. For each asset, consider if the person will need support accessing the asset (e.g., a task analysis to help them with their workout or a visual support to help them clock in at work) that you can add to the VCRM. All assets should align with a person's PINS and their future goals. Category names can be edited to reflect a person's preferences and reading levels, but it should be clear to the validation team which of the default categories it aligns with (e.g., "Let's Work" for Career Development and Employment, "Where I Want to Live" for Independent Living). ***For validation, all seven default categories must be represented on the VCRM.*** Additional categories can be added, but they are not necessary for validation.

3. Add goals to the VCRM Planning Tool

Goals should be added to the VCRM based on the information gained through the initial conversation about PINS and future goals. Goals can be added to each category. When added, goals will automatically update the VCRM Planning Tool. ***For validation, goals are required for the following categories: Community Interests, Career Development and Employment, Continuing Education, and Independent Living.*** If the person does not have a current goal related to a specific category (e.g., they are enrolled in college and not wanting to pursue additional continuing education opportunities), it is appropriate to add a goal that indicates their choice. For example, "The person is not interested in pursuing continuing education at this time because they are enrolled in college. We will revisit their continuing education goal next year." Goals should occur reflect an outcome at least 6 months into the future and in include the person, behavior, and timeframe. Some examples goals are listed below:

- After graduation, Frances will work part time at a restaurant.
- By June, Tanya will use public transportation to get to and from work.
- By spring of 2026, Frank will attend flower arranging classes at the community center.
- After finishing her internship, Janae will attend the vet tech program at Park College.

4. Add action steps to the VCRM Planning Tool

Action steps should be added to the VCRM to support the person in learning about, engaging with, or reflecting on experiences with each asset. Action steps should be added at the category level and describe what the action step is and which asset it aligns with. The action steps will drive the media included in the asset. For example, an action step of "exploring the Vocational Rehabilitation (VR) website and adding an image of the VR office" would necessitate an image being included with the asset description. Action steps should be included any time a new asset is added to the VCRM. Action steps can support people in building their technology, navigation, and literacy skills. ***For validation, at least one action step is required for at least one asset in the following categories: Community Interests, Career Development and Employment, Continuing Education, and Independent Living.***

Action steps should consider a person's strengths, community access, and communication and technology skills. Some example action steps are listed below:

- Frances will work with her VR counselor to create a resume and link the resume to her VCRM.
- Tanya will map the bus routes to and from her house and add images for each bus stop along the route.
- Frank will attend flower arranging class and add pictures of what he creates. He will reflect on three things he likes and does not like about flower arranging.
- Janae will meet with the accommodations office at Park College and create a video for her professors about her support needs. She will upload the video to her VCRM

5. Review the VCRM Planning Tool before submission

The VCRM Planning Tool helps you review each category, the included assets, associated media, and the goals and action steps for each category. Green icons indicate that text or media have been added. See part of a sample VCRM Planning Tool below. Before submitting your VCRM for validation, use the VCRM Planning Tool to ensure the following:

- All seven default categories are included. If you renamed any categories, ensure they clearly align with the defaults. If unsure, add the default category name in parentheses.
- Each of the seven categories contains at least one asset.
- Every asset includes both text and media (e.g., image, video, or form).
- Goals are listed for these four categories:
    - Community Interests
    - Career Development & Employment
    - Continuing Education
    - Independent Living
- At least one asset in the above four categories has a corresponding action step.

6. Meet with the person you support as needed throughout the year to refine their goals, check-in on progress, evaluate support strategies, and add new assets and action steps. The VCRM should be a living document that follows the person you support on their journey. Be sure to keep records of the progress monitoring forms to track milestones.

7. Ensure the person you support is working toward independently adding to their VCRM or engaging supporters to update and use their VCRM. If needed, consider including a category called "Using my VCRM" that includes screenshots, videos, or task analyses outlining how to update and use the VCRM (e.g., adding an asset, adding an image)

What do I need to submit for Validation?

- ✓ **A link to the person-centered VCRM**

- ✓ **The VCRM Coordinator Progress Monitoring Form.** This form outlines the essential VCRM components and serves as evidence of minimum VCRM fidelity and quality. VCRM Coordinators must ensure that each component is written in plain language and aligns with the preferences and MAPS goals of the person supported.

    - **The VCRM Person Supported Skills Checklist.** This section of the VCRM Coordinator Progress Monitoring Form outlines the VCRM skills each person needs to edit and use their VCRM in the community. Since support needs vary, individuals are not required to complete all skills independently. However, if a person is not independent in certain VCRM skills, a member of their circle of support (e.g., caregiver, teacher, friend, natural support, family member) should be trained in VCRM mapping. Additionally, the person should be able to effectively communicate any needed supports. Maintain records of support needs to track progress over time.

      NOTE: If a skill requires support, the provider agency must ensure a plan is in place within the VCRM. This plan should provide the necessary tools, resources, and access for the person to update their VCRM. Supports may include instructional videos, step-by-step guides, or other resources that enable independent updates after the MAPS program.

- ✓ **VCRM Person-Supported Progress Monitoring Form.** This form outlines individual support needs, strengths, and areas of growth related to the VCRM process.

TN DDA Medical Alternative Pathways to Independence VCRM Coordinator Progress Monitoring Form

Name: _____ **Date:** _____

This monitoring form is to be used by the Provider Agency AND Innovation Coordinator (IC) to ensure that each VCRM consists of all required components for Validation. The Provider agency will use this monitoring form to ensure that all components are included prior to the submission of the VCRM to the Innovation Coordinator. The Innovation Coordinator will complete this Monitoring Form as VCRM Validation and will be needed for Invoice Approval to authorize payment for the Provider Agency.

The following are required for VCRM Validation

☐ VCRM Coordinator Progress Monitoring Form submitted to IC
☐ Person-Supported Progress Monitoring Form submitted to IC
☐ VCRM link shared with IC for validation

VCRM Milestone Checklist	IC Validation
1. The VCRM includes all seven default categories. 1) All About Me 2) My Circle of Support 3) Community Interests 4) Career Development and Employment 5) Continuing Education 6) Independent Living 7) Health and Wellness *If any categories are renamed, be sure they clearly align with the defaults. If unsure, add the default category name in parentheses. Additional categories can be added but are not required for validation.*	☐
2. The VCRM includes at least one asset in each of the seven default categories.	☐
3. Every asset on the VCRM includes both text and media (e.g., image, video, or form).	☐
4. The VCRM Planning Tool includes goals for at least these four categories: • Community Interests • Career Development & Employment • Continuing Education • Independent Living	☐
5. Each of the above four categories has at least one action step that corresponds to an asset.	☐

MAPS
Mapping Assets for Postschool Success

VCRM Person-Supported Skills Checklist Provide instruction and identify needed supports for each skill. I = Independent, VP = verbal prompt, M = modeling.				
VCRM Skill	Supports			
	I	VP	M	Other
1. Described the purpose of the VCRM	☐	☐	☐	☐ _____
2. Used the search function to add an asset	☐	☐	☐	☐ _____
3. Created and named a category	☐	☐	☐	☐ _____
4. Moved an asset between categories	☐	☐	☐	☐ _____
5. Added or modified text	☐	☐	☐	☐ _____
6. Added a photo, document or video	☐	☐	☐	☐ _____
7. Reviewed the *VCRM Planning Tool*	☐	☐	☐	☐ _____
9. Used the "share" feature to add viewers/editors	☐	☐	☐	☐ _____
☐ Check here if the person supported is not independent across all skill areas and a member of the circle of support was trained to use the VCRM. Individual trained _____				

Innovation Coordination Feedback Review	Date

MAPS
Mapping Assets for Postschool Success

Medicaid Alternative Pathways to Independence
VCRM Person-Supported Progress Monitoring Form

Name: | **Date:**

Supports I might need to obtain to update and use my VCRM:

People in my circle of support who can help with my VCRM:

_____ _____

_____ _____

How do you feel about my VCRM progress?

Check the boxes below with words that best describe how you feel about your VCRM progress. You can add your own words too!

I feel…	I am…
☐ Happy	☐ A decision-maker
☐ Strong	☐ A connector
☐ Motivate	☐ A problem-solver
☐ Smart	☐ An advocate
☐ Determined	☐ A leader
☐ Confident	☐ A supporter of others
☐ Successful	☐ An achiever
☐ _____	☐ _____

Circle your VCRM strengths and areas for growth

☐ Strength	☐ Growth	Asking questions about things I don't understand
☐ Strength	☐ Growth	Identifying new assets to add to my map
☐ Strength	☐ Growth	Tracking progress on my action steps
☐ Strength	☐ Growth	Sharing my VCRM with others
○ Strength	☐ Growth	Advocating for services and supports I need to be successful