

2011 VENDOR INFORMATION

VENDOR NAME: _____

VENDOR CONTACT INFORMATION		
Primary Contact		Executive Contact
	Name	
	Title	
	Telephone	
	800 #	
	TTY # #	
	Video Phone #	
	Email	
	Fax	
	Billing Address	
	Billing Fax	
	Website	

Email addresses for others that your organization would like to be added to the VR Distribution List.

ADDRESS & TELEPHONE # OF OTHER SERVICE LOCATIONS

COUNTIES SERVED (PLEASE CHECK ALL THAT APPLY.)

<input type="checkbox"/> Adams	<input type="checkbox"/> Fairfield	<input type="checkbox"/> Licking	<input type="checkbox"/> Portage
<input type="checkbox"/> Allen	<input type="checkbox"/> Fayette	<input type="checkbox"/> Logan	<input type="checkbox"/> Preble
<input type="checkbox"/> Ashland	<input type="checkbox"/> Franklin	<input type="checkbox"/> Lorain	<input type="checkbox"/> Putnam
<input type="checkbox"/> Ashtabula	<input type="checkbox"/> Fulton	<input type="checkbox"/> Lucas	<input type="checkbox"/> Richland
<input type="checkbox"/> Athens	<input type="checkbox"/> Gallia	<input type="checkbox"/> Madison	<input type="checkbox"/> Ross
<input type="checkbox"/> Auglaize	<input type="checkbox"/> Geauga	<input type="checkbox"/> Mahoning	<input type="checkbox"/> Sandusky
<input type="checkbox"/> Belmont	<input type="checkbox"/> Greene	<input type="checkbox"/> Marion	<input type="checkbox"/> Scioto
<input type="checkbox"/> Brown	<input type="checkbox"/> Guernsey	<input type="checkbox"/> Medina	<input type="checkbox"/> Seneca
<input type="checkbox"/> Butler	<input type="checkbox"/> Hamilton	<input type="checkbox"/> Meigs	<input type="checkbox"/> Shelby
<input type="checkbox"/> Carroll	<input type="checkbox"/> Hancock	<input type="checkbox"/> Mercer	<input type="checkbox"/> Stark
<input type="checkbox"/> Champaign	<input type="checkbox"/> Hardin	<input type="checkbox"/> Miami	<input type="checkbox"/> Summit
<input type="checkbox"/> Clark	<input type="checkbox"/> Harrison	<input type="checkbox"/> Monroe	<input type="checkbox"/> Trumbull
<input type="checkbox"/> Clermont	<input type="checkbox"/> Henry	<input type="checkbox"/> Montgomery	<input type="checkbox"/> Tuscarawas
<input type="checkbox"/> Clinton	<input type="checkbox"/> Highland	<input type="checkbox"/> Morgan	<input type="checkbox"/> Union
<input type="checkbox"/> Columbiana	<input type="checkbox"/> Hocking	<input type="checkbox"/> Morrow	<input type="checkbox"/> Van Wert
<input type="checkbox"/> Coshocton	<input type="checkbox"/> Holmes	<input type="checkbox"/> Muskingum	<input type="checkbox"/> Vinton
<input type="checkbox"/> Crawford	<input type="checkbox"/> Huron	<input type="checkbox"/> Noble	<input type="checkbox"/> Warren
<input type="checkbox"/> Cuyahoga	<input type="checkbox"/> Jackson	<input type="checkbox"/> Ottawa	<input type="checkbox"/> Washington
<input type="checkbox"/> Darke	<input type="checkbox"/> Jefferson	<input type="checkbox"/> Paulding	<input type="checkbox"/> Wayne
<input type="checkbox"/> Defiance	<input type="checkbox"/> Knox	<input type="checkbox"/> Perry	<input type="checkbox"/> Williams
<input type="checkbox"/> Delaware	<input type="checkbox"/> Lake	<input type="checkbox"/> Pickaway	<input type="checkbox"/> Wood

ACCREDITATION INFORMATION

Please all that applies. If you have NAC, JC, or ACVREP please attach a copy of your certificate. VR can electronically verify CARF accreditation status and areas. VR is updating all the accreditation records as part of the 2011 Fee Schedule process.

- | | |
|---|---------------------------------|
| <input type="checkbox"/> CARF | <input type="checkbox"/> NAC |
| <input type="checkbox"/> Joint Commission (Behavioral Healthcare) | <input type="checkbox"/> ACVREP |

Do you subcontract any of the core VR services through other providers? (Vendors should consult with their legal counsel to determine if a person or organization is an “Employee” or “Subcontractor.” It is the Vendor’s responsibility to verify the persons or organizations status.)

- Yes No

If your organization sub-contracts any of the core VR services, and you are accredited by CARF, you must be accredited in the corresponding CARF area according to OAC 3304-1-12 § 2 (A). Please see the attached 2010 – 2011 RSC – CARF Crosswalk to see which services correspond to which CARF accreditation areas.

Please list all the services that you subcontract, for example: Job Coaching, Travel Training, Vocational Evaluation/Testing, etc.: _____

By sub-contracting service you are ensuring that the services provided by the sub-contracted provider will be delivered in accordance to CARF accreditation standards.

Who do you serve? Please list any expertise that you may have working with specific disability populations or any specific admission criteria for services, i.e. must be D.D. Board eligible?

Please provide a brief general description of the qualifications of Staff who provide direct services.

Evaluation Measures (Please only include VR consumers served in the previous full calendar year, 2009, in the responses. This is an area that VR would like to discuss with the VR Partnership Committee to determine what data should be collected, how it should be measured, and for what time frames, etc. to ensure that all Vendors are reporting consistent responses through out the State.)

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# OF VR CONSUMERS REFERRED FOR PLACEMENT SERVICES	
# of consumers who obtained employment	
Hourly wage for consumers (average)	
# of hours worked per week (average)	
# of consumers working with health benefits	
Duration from time of referral for placement services to successful closure (in days)	

Schedule Form

Instructions:

1. Fill in the blank fields of each of the tables. Blank fields are highlighted yellow.

2. The description of what information should go in each field can be found to the left of the field or in the top row of the column.

The first space is for you to include an optional description of how your organization's services may differ from other providers. For example, you may want to include any special qualifications your staff have; experience working with specific disability populations; specific employers you have worked with; or explain how you provide the service. Suggested questions that should be answered in the optional description are included in the last line of the service description and highlighted blue (marked by an *). You can include any information that you wish, however, the space is limited to 750 characters which is approximately 9 lines.

The next section (4 fields) includes specific fee information, such as:

- Fee Title – This is a description that distinguishes the fee from other fees that may be included in the table. For example, Zone 1, Zone 2, Job Coaching with Interpreting, etc.
 - Fee Type – This is the increment of how the service is billed out. Options include: Hourly (H), Daily (D), Weekly (W), Monthly (M), Session (S), Per Person (P), One Way (O), Round Trip (R), Per Mile (MI), Flat Fee (F), and Performance Based (PB).
 - Duration – For certain Fee Types, such as Daily, Weekly, Monthly, Session, & Flat Fees, CRPs should include the number of hours covered by the period of time. For example, Weekly the Duration could be Up to 10 Hours, 11 – 20 Hours, 20 – 30 Hours, etc.
 - Fee - The dollar amount that you are charging for the service.
3. To navigate within the tables you can either place your cursor in each box with your mouse or you can place your cursor in the first box of the each of the tables and press “tab” to move to the next field. To move between tables you use your mouse or the up/down arrows. Service tables were not locked to a page due to the fact that placement changes as information/fees are added.
 4. If you need to add more rows to the table, place your cursor in the last field of the last row of the table and press “tab.” This will add a new row to the service table with the same formatting as the row above.
 5. If you don't offer a specific service, leave the fields blank and go to the next service.
 6. Ten blank service tables have been added to the bottom of the form. To give you an opportunity to add innovative core services or “Other” services such as: rehabilitation technology, training programs, etc. If you need to more than ten service tables, you can select an entire blank table and copy it.
 7. RSC Information & Technology is working to change the how the Fee Schedule displays to the table format on the website. This may not be fully implemented for 2011.

If you have any questions or require an accommodation to complete the form please contact me at james.gears@rsc.state.oh.us or (419) 866-5811. Thank you.

Core Service Requirements

By submitting a 2011 Fee Schedule, CRPs agree to include all of the elements listed in this section as part of all the services offered to VR consumers.

- ❖ CRP will make contact with consumers within ten (10) business days of receipt of the referral and authorization to begin the service.
- ❖ Services will include a staffing at the completion of the service. Staffings at the beginning and during services are encouraged, but at are at the discretion of the VR staff.
- ❖ VR staff will receive a written report at the completion of the service, but at a minimum, at the end of each month.
- ❖ VR staff will provide CRPs with a referral form which will include the specific questions that are to be answered as part of the service, such as: specific areas that the service is intended to access or improve; the preferred methodology of how the service is to be provided, if applicable; the expected frequency of contact with the consumer and VR staff; and duration of the service.

Other Considerations When Entering Descriptions or Services

- ❖ You can “cut and paste” information from your 2010 Fee Schedule into this form to save time.
- ❖ You can not use punctuation in your descriptions other than: . , \$ or –
- ❖ VR has decided to continue to use designated providers for background checks. Background check services should not be included on the Fee Schedule. VR will remove them from Fee Schedules.
- ❖ Standard billing increments are 15 minutes.
- ❖ If your organization provides Rehabilitation Technology (RT) services you will need to contact Harmony Petersen harmony.peterson@rsc.state.oh.us to complete a provider rehabilitation registration. RT services will not be added to your Fee Schedule until you have completed the form.

Sample Fee Schedule Description (This demonstrates how you can customize the service tables, add descriptions, and use the Fee Titles to list billing options.)

WORK ADJUSTMENT (SERVICE CODE: 36-201)			
Standardize service description as defined by VR.			
Optional Description (Limit – 750 Characters)	We are a mental health center that specializes in working with people with mental illness to help them obtain and maintain employment. We pay participants in our Work Adjustment Program a training stipend of \$6.00 an hour. We have worked with the following employers as part of work adjustment in the past: ABC Company and XYZ Company. We have facility and community based worksites.		
Fee Title	Fee Type	Duration (# Hours)	Fee
Intake	Flat Fee	-	\$1
Site Development	Hourly	-	\$1
Zone 1	Hourly	-	\$5
Facility Based	Weekly	Up to 10 Hours	\$75
Facility Based	Weekly	10 to 20 Hours	\$100
Community Based	Weekly	Up to 10 Hours	\$100

Service Category: Zones (For CRPs that use geographic zones for services please list the counties in each Zone and then reference the Zone # as part of the Service Title.)

GEOGRAPHIC ZONES (Z#)	COUNTIES SERVED
Zone 1	
Zone 2	
Zone 3	
Zone 4	
Zone 5	

Service Category: Community Based Assessment

COMMUNITY BASED ASSESSMENT (CBA) (SERVICE CODE: 11 - 107)			
<p>Community Based Assessment (CBA) is an assessment of consumers unique strengths, resources, priorities, concerns, abilities and capabilities or is intended to determine if a consumer is capable of performing the essential functions of a specific job. The assessment must take place at competitive job in an integrated setting in the community. Integrated setting is defined as a setting in which consumers interact with non-disabled individuals other than service providers. The Job Coach, JC, will be on-site and with the consumer during the assessment to provide instruction, evaluate consumers interaction with peers, work behaviors, work tolerance, skills, and abilities. The written report should include a summary of the assessment results including skills learned and goals achieved, brief job task analysis, discussion of consumer strengths and potential barriers, suggested accommodations and training methods, and provide recommendations for further case development. [* CRP should include whether or not the consumer is paid during the assessment and the amount paid per hour.]</p>			
Optional Description (Limit – 750 Characters)			
Fee Title	Fee Type	Duration (# Hours)	Fee

Service Category: Vocational Evaluation

VOCATIONAL ASSESSMENT (VE) (SERVICE CODE: 11 – 123)
<p>Vocational evaluations may be comprised of various evaluation methods, such as vocational batteries, hands on assessments, simulated work samples, labor market analysis, and interviews to determine the optimal employment goal for a consumer. CRP shall determine the testing instruments to be used based on the consumer and VR staff questions. The result of the evaluation will be a written report which will include at a minimum: identification of a realistic and viable employment goal, or goals, identification of consumer strengths and barriers, recommendations to overcome barriers, an analysis of the local labor market, and justification why the vocational goal is appropriate. CRP will provide the consumer feedback in a concise and understandable format upon completion of the assessment. [* CRP may want include the names of the</p>

testing instruments that they use as part of the evaluation.]

Optional Description (Limit – 750 Characters)			
Fee Title	Fee Type	Duration (# Hours)	Fee

CAREER EXPLORATION (CE) (SERVICE CODE: 11 – 112)

Career Exploration includes services such as job shadowing, informational interviews, and reviews of local labor market information to help consumers explore the potential for indentified employment goals. The goal of the service is to assist the consumer and VR staff to narrow several possible employment options to one which will be listed on the Individualized Plan for Employment, IPE. VR staff will provide the CRP with a list of specific vocational goals that the consumer and VR staff would like to be explored. CRP will help the consumer review the information obtained and make an informed choice on an employment goal. The written report will include a review of employers contacted, information obtained from employers, summary of the positive and negatives aspects of each potential employment goal, and final recommendation.

Optional Description (Limit – 750 Characters)			
Fee Title	Fee Type	Duration (# Hours)	Fee

SITUATIONAL ASSESSMENT (SA) (SERVICE CODE: 11 – 108)

Situational Assessments are short term, typically a day or two, but may be longer, community or facility based evaluations to determine a consumers unique strengths, resources, priorities, concerns, abilities and capabilities. Work should be realistic and evaluate such things as speed & production, quality of work, work behaviors, interests and aptitudes for the type of work, strengths, and potential barriers, recommendations and implementation of reasonable accommodations, and assist the consumer in clarifying the potential job as a possible goal for employment. The written report should include: comparison of work behaviors, evaluate progress in comparison to when the consumer first started the assessment, and make recommendations for future programming.

Optional Description (Limit – 750 Characters)			
Fee Title	Fee Type	Duration (# Hours)	Fee

Service Category: Personal Adjustment

PERSONAL ADJUSTMENT (PA) (SERVICE CODE: 36 – 199)			
<p>Personal Adjustment is a training program to help consumers identify and improve various concerns that may pose a barrier to employment, such as: work behaviors, attitudes, work ethic, inter-personal skills, grooming and hygiene, appropriate work attire, etc. Personal adjustment can be provided through a standardized curriculum or customized training plan. CRP will provide VR staff with a training plan with estimated timeframes for completion within ten days of the start of the program. The written report should document progress and make recommendations for additional programming.</p>			
Optional Description (Limit – 750 Characters)			
Fee Title	Fee Type	Duration (# Hours)	Fee

ORIENTATION & MOBILITY (OM) (SERVICE CODE: 39-700)			
<p>Orientation & Mobility training is specialized training geared towards helping Consumers with visual impairments to safely and independently navigate their work and personal environment. Trained staff, preferably with ACVREP certification, will utilize various techniques such as cane travel, service animals, etc., to assist the consumer in learning a route of travel. VR staff will receive a written training plan within 10 days of the start of the program which outlines learning objectives and estimated timeframes. The written report will outline consumers progress, achievement of benchmarks, and make additional recommendations. [* Should include staff training and qualifications in the optional description section of the service description.]</p>			
Optional Description (Limit – 750 Characters)			
Fee Title	Fee Type	Duration (# Hours)	Fee

REHABILITATION TEACHING (RET) (SERVICE CODE: 39-100)			
<p>Rehabilitation Teaching consists of teaching primarily visually impaired consumers activities of daily living to enhance safety, independence, and employability. Training may include teaching consumer to: alternative styles of communication such as Braille, assistance in selecting appropriate work attire, learning appropriate grooming and hygiene techniques, teaching consumers to tell time, and how to prepare meals to take to work. CRP will provide VR staff with a training plan within ten (10) days of the start of the program which outlines objectives, proposed methods of instruction, and estimated timeframes for achieving objectives. Service may also be utilized to provide follow up and re-enforcement of learning objectives after the training has been</p>			

completed. [* Need to include staff training and qualifications in the optional description section of the service description.]

Optional Description (Limit – 750 Characters)			
Fee Title	Fee Type	Duration (# Hours)	Fee

TRAVEL TRAINING (TT) (SERVICE CODE: 50-209)

Travel Training consists of assessing a consumers ability to travel independently and teaching consumers to utilize public transportation. CRP will work with consumer to teach them the following tasks: how to read and understand the public transportation schedule; know who to contact and how to schedule a ride; to map out their routes to and from the job site, and to understand the rules and policies that govern the public transportation system. Training may also include helping the consumer fill out the application and any required documentation. The written report will include a summary of tasks worked on during the reporting period and a needs assessment for additional training.

Optional Description (Limit – 750 Characters)			
Fee Title	Fee Type	Duration (# Hours)	Fee

Service Category: Work Adjustment

WORK ADJUSTMENT (WA) (SERVICE CODE: 36-201)

Work Adjustment is a training program in either a community or facility based setting to assist the consumer in acquiring or improving work skills, work behaviors, work tolerance, inter-personal skills, and work ethics. Staff will be present as needed, to provide instruction, evaluate changes in behaviors, abilities, and attitudes. VR staff will receive a brief job task analysis and training plan within 10 days of the start of the service. The written report will include discussion of consumers strengths and potential barriers, document progress towards achieving goals, adaptations and accommodations to job tasks and the work environment, and specific recommendations for future programming. Service should last at a minimum of 2 weeks. [* CRP should include whether or not the consumer is paid during the assessment and the amount paid per hour.]

Optional Description (Limit – 750 Characters)			
Fee Title	Fee Type	Duration (# Hours)	Fee

SUMMER YOUTH (SY) (SERVICE CODE: 36-300)

Summer Youth Programs are intended to promote a students transition from school to post-secondary education, vocational training, or integrated employment. Services should include an evaluation of the consumers vocational needs, instruction on vocational topics such as interviewing skills, work behaviors; basic job readiness skills, and independent living skills; as well as integrated community based work experiences. Staff will work with students to learn job tasks and implement skills learned through instruction. VR staff should receive weekly updates on students progress and the final written report should compare the students initial performance to that at end of the program. CRPs should indicate in the Vendor Description, how much time will be spent on instruction and work experiences.

Optional Description (Limit – 750 Characters)			
Fee Title	Fee Type	Duration (# Hours)	Fee

TRANSITIONAL WORK (TW) (SERVICE CODE: 36-200)

Transitional Work is integrated competitive community based work experiences that are geared towards helping consumers develop an understanding of work behaviors, improve work tolerance, developing a work history, and leading to permanent competitive employment. CRP will work with local employers to develop a list of employment sites that consumers can work at as they develop vocational skills, attitudes, and behaviors. Staff will be on-site with consumers to help them learn job tasks, develop natural supports, and provide encouragement and support. Consumers will have an opportunity to try multiple types of employment opportunities based upon their unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice. Staff will also provide instruction on vocational areas as identified in the referral as part of the work experiences. Service will include a monthly staffing with CRP, consumer, VR staff to discuss progress and establish new goals got the upcoming month. [* CRP should include whether or not the consumer is paid during the assessment and the amount paid per hour. This program description would include Project Search and other supported employment programs.]

Optional Description (Limit – 750 Characters)			
Fee Title	Fee Type	Duration (# Hours)	Fee

Service Category: Job Coaching

JOB COACHING (JC) (SERVICE CODE: 43-100)

Job Coaching consists of one-on-one instruction to help consumers learn job task and to adjust to the work environment. VR staff will receive a copy of the job task analysis and coaching plan, including a plan to fade, within 10 days of the start of service. JC will work with consumer to learn job tasks, develop natural peer and environmental supports, assist consumer in adjusting to the work site, increase work tolerances, provide encouragement and support, serve as a liaison between the employer and consumer, and assist the consumer in requesting reasonable accommodations when necessary. Coaching may occur on or off site. The written reports will include areas that the consumer has mastered and areas that still need additional training/supports with an estimated timeframe.

For cases in which VR Staff have identified the consumer as a Ticket holder on the referral to facility the CRP is required to submit, as part of the monthly report, the actual number of hours worked per week by the consumer. VR needs this information to claim funding from the Ticket Program. This is not expected to be a significant number of cases, perhaps 10 - 25 per year for larger vendors.

Optional Description (Limit – 750 Characters)			
Fee Title	Fee Type	Duration (# Hours)	Fee

RETENTION (R) (SERVICE CODE: 43-200)

Retention includes periodic contacts between the CRP staff, consumer, and employer after the JC has exited to ensure that the job match remains successful. Frequency of contacts should decrease as time progresses, example, service may initially be weekly and then fade into bi-weekly contacts. Contact with consumer may occur on or off the job site based upon the consumer and VR staffs request. Vendor will notify VR staff of potential concerns or issues within two business days. The written reports should include dates of contact with consumer and employer and review of the placement's status.

For cases in which VR Staff have identified the consumer as a Ticket holder on the referral to facility the CRP is required to submit, as part of the monthly report, the actual number of hours worked per week by the consumer. VR needs this information to claim funding from the Ticket Program. This is not expected to be a significant number of cases, perhaps 10 - 25 per year for larger vendors.

Optional Description (Limit – 750 Characters)			
Fee Title	Fee Type	Duration (# Hours)	Fee

Service Category: Job Placement

JOB SEEKING SKILLS TRAINING (JSST) (SERVICE CODE: 41-100)

Job Seeking Skills Training involves preparing a consumer to apply, interview, and secure a job. Service may be individualized or follow a standardized curriculum. JD will work with Consumer to develop resumes and cover letters, teach Consumer interviewing skills, assist Consumer in developing strategies to discuss potentially challenging issues such as legal history, need for accommodations, etc., conduct mock interviews and feedback, assist Consumer in developing a “cold call” script, assist Consumer in filling out an application template, and provide recommendations on dress, grooming, and inter-personal skills. Initial report will include an assessment of Consumer’s overall all job search knowledge. The written report should include samples of activities, i.e. script, templates, etc., as well as provide updates on progress and recommendations.

Optional Description (Limit – 750 Characters)			
Fee Title	Fee Type	Duration (# Hours)	Fee

JOB CLUB (JOC) (SERVICE CODE: 41-200)

Job Clubs are peer support networks that meet periodically to provide support for each members job search. CRP staff will provide encouragement, feedback, and education on various job search techniques, interview skills, making contacts with employers, how to follow up with employers, etc. CRP and consumers will share job leads that they have identified in the community with others to support each others job search. VR staff will receive a written report which will identify the educational topics, summary of discussion, and job leads that are shared during the meetings. [* Job Club may be a part of job development or can be purchased separately.]

Optional Description (Limit – 750 Characters)			
Fee Title	Fee Type	Duration (# Hours)	Fee

JOB DEVELOPMENT (SERVICE CODE: 42-100)

Job Development includes making contacts with employers and identifying potential job leads to help consumers find a job. The first months report should include a placement plan consistent with the job goal identified on the I.P.E. The placement plan will outline the job search methods to be used and each parties responsibilities. JD and consumer will have weekly contact during the service to share job leads and provide updates. JSST activities such as resume development and interview skills may be incorporated into the service or purchased separately. Specific tasks may include, but are not limited to: assisting in completing applications, sending resumes and cover letters, accompanying consumer or providing transportation to interviews, reinforcement of interviewing skills, follow up with employers, educating employers on hiring

incentives, and negotiating hiring. VR staff will provide JD with a copy of the Comprehensive Assessment, CA, with the referral form. The written report will include: placement plan and resume during the first month, dates of contacts between JD and consumer, names of employers contacted and results of contact, and a review of the placement plan every 60 days. Within ten days of placement VR staff will receive in writing: job description, job task analysis (if job coaching is authorized), employers name, address and telephone #, supervisors name, hours worked, wages, insurance, and other benefits.

Optional Description (Limit – 750 Characters)			
Fee Title	Fee Type	Duration (# Hours)	Fee

JOB DEVELOPMENT PACKAGE (SERVICE CODE: 42-100 & 43-200)

Phase I: Plan Development & Job Seeking Skills

Includes collecting and verifying biographical information, collecting and verifying forms required for employment (i.e. photo identification, birth certificate, etc.), review of barriers (i.e. transportation, legal histories, etc.) review of job goal, establishment of job search criteria (i.e. location, desired wage, hours, etc.). Development of placement plan which identifies roles and responsibilities. Development of a resume and instruction in basic interviewing skills to support start of job search. To be billed upon completion of the report which should include placement plan and resume.

Phase II: Job Development (See Job Development definition above.) Service to be billed upon VR Staff's agreement of the suitability of the placement or upon completion of the Trial Work Experience.

Phase III: Job Retention (See Job Retention definition under "Job Coaching.")

Second Development Fee for instances in which Consumer loses their job. Staffing with Vendor, VRC, and Consumer should occur prior to starting development services again.

Optional Description (Limit – 750 Characters)			
Fee Title	Fee Type		Fee
Tier 1 (35% of Total Cost)	Performance Based		
Tier 2 (35% of Total Cost)	Performance Based		
Tier 3 (30\$ of Total Cost)	Performance Based		
Second Placement Fee	Performance Based		

JOB TRY-OUT (JTO) (SERVICE CODE: 11-122)

Job Try-Outs allow the consumer and employer to determine if a potential job offer would be a successful match. JC will be present with the Consumer as needed to help them learn job tasks and evaluate the need for potential reasonable accommodations. JD/JC acts as a liaison between the consumer and employer to identify and concerns and make adjustments as necessary. The expectation, though not required, is that at the end of the service the consumer will be hired by the employer. The written report should include a position description, brief job task analysis, identification of consumers strengths, and recommendations for

need of additional services. [* CRP should include whether or not the consumer is paid during the assessment and the amount paid per hour. This program description would include Project Search and other supported employment programs.]

Optional Description (Limit – 750 Characters)			
Fee Title	Fee Type	Duration (# Hours)	Fee

Category: Other

Intake (This serves as the definition of an Intake, the fee should be listed under the Fee Title for the service.)

Initial service to allow the CRP and consumer to meet and discuss services, complete necessary forms, discuss confidentiality, and to complete an orientation assessment which includes a review of the: employment and educational history, substance abuse and legal history, gather information on work preferences including: location, wages, and hours, and to develop appropriate service plans. CRP will provide VR staff with a written report summarizing the information obtained and a copy of the service plans. The Intake fee is considered part of the first tier of the Placement Package. The Intake Fee may only be charged once, either as part of the Placement Package or as the first part of another service.

Site Development/Coordination (This serves as the definition of the service, the fee should be listed under the Fee Title for the service.)

Service includes meeting with potential Employers for Community Based Assessments, Career Exploration, or Work Adjustment to explain the purpose and benefits of the vocational rehabilitation program. JD may also include information on reasonable accommodations, tax incentives, and supportive services that can be offered to both the employer and employee. Service may include working with the employer to coordinate a tour of the job site for the consumer, interview with the employer, and coordinating start date and hours. **Fee should be billed at an hourly rate.**

SUPPORTIVE VOCATIONAL SERVICES (SVS) (FEE CODE DEPENDS ON THE TYPE OF SERVICE.)

Service includes tasks that do not fit into one of the above referenced service categories and is requested by the VR staff to remove a potential vocational barrier. Services may include such tasks as: assisting the consumer obtaining employment verification documents i.e. birth certificate, Social Security card, etc.; assistance in purchasing appropriate work clothing; assistance in purchasing gas cards and/or transportation vouchers; assistance arranging childcare and housing; assistance getting medication; and assisting consumer access other community resources. Consumer must be present with the JD/JC for service to be billable. CRP will provide VR staff with a written report with dates of contacts and summary of service outcomes.

Optional Description (Limit – 750 Characters)			
Fee Title	Fee Type	Fee	

BENEFITS ANALYSIS (BA) (11-109)		
Benefits Specialist will work with the consumer to help them understand the advantages to returning to work and how it will impact their benefits. Report will include a Social Security Benefits Planning Query (BPQY) and non-certified yearly earnings, will address specific work incentives available to the individual i.e. trial work period remaining, IRWE, BWE, Medicaid Buy-In, PASS plan, etc., and how to implement them. Service may not be used to help consumer apply for or obtain Social Security benefits, but may be used to assist consumers who are currently on benefits and experiencing difficulties that may pose a vocational barrier i.e. helping consumer understand and complete forms to report their income to Social Security.		
Optional Description (Limit – 750 Characters)		
Fee Title	Fee Type	Fee

TRANSPORTATION (T) (50-201)		
CRP may assist consumer with transportation to and from work and to other vocationally related appointments as determined by the VR staff. Service may only be billed while the Consumer is present in the vehicle. Note: Transportation may not be billed at the same time that another service is being billed if the service is being provided by the same person, i.e. if JD is taking the consumer to an interview only Job Development or Transportation may be billed for the JDs time.		
Optional Description (Limit – 750 Characters)		
Fee Title	Fee Type	Fee

Customized Service Descriptions

Instructions

In this section CRPs can include additional core services that are innovative and unique or “Other” services such as: rehabilitation technology, skills training programs, computer classes, etc. Service descriptions should include the following:

1. Purpose of the program. What is the outcome of the service?

2. How the service will be delivered?
3. What parameters are there for the program, i.e. any pre-requisites, restrictions, etc.?
4. What will be included in the report?
5. If the CRP is adding additional core services, the description should include an explanation on how the program is different from the existing standardized description, i.e. how the program will be delivered differently, is the outcome of the service different, does staff have unique qualifications from typical provider staff, etc. VR will review the descriptions and upon approval will include them in the appropriate section. VR reserves the right to move services under a standardized description if it is determined that the program is not distinct from the what has already been defined.

SERVICE NAME			
Description			
Service Title	Fee Type	Duration	Fee

SERVICE NAME			
Description			
Service Title	Fee Type	Duration	Fee

SERVICE NAME			
Description			
Service Title	Fee Type	Duration	Fee

SERVICE NAME			
Description			
Service Title	Fee Type	Duration	Fee

SERVICE NAME			
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Description			
Service Title	Fee Type	Duration	Fee

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SERVICE NAME			
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Service Title	Fee Type	Duration	Fee

SERVICE NAME			
Description			
Service Title	Fee Type	Duration	Fee

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