

## Vocational Rehabilitation Provider Fee Schedule

## Appendix A

**Vocational Rehabilitation (VR) Provider Fee Schedule Preamble****Bilingual Supplement:**

Providers may include an additional 10% of the base fee in situations where the staff providing the service is providing sign language or foreign language interpreting services in conjunction with VR service. The Bilingual pay supplement will only be paid when the staff person is required to use their skills to ensure effective communication for the individual. If a provider does not have bilingual staff then the individual Interpreting rate will be used to provide effective communication.

**Individual and Group Rates:**

Services listed on the Fee Schedule are expected to be provided on a one-to-one basis unless a specific group rate is provided. Group rates will apply to situations where one provider staff member is assigned to work with multiple individuals.

**Mileage:**

Providers may bill the actual mileage driven while providing services for a specific individual. Mileage will start from the provider's office or home, whichever is closest to the location of their first meeting with an employer or individual. Billing of mileage expenses incurred is authorized at a rate up to the Internal Revenue Service's business standard mileage rate, within the discretion of the Director of the Office of Budget and Management. The billing rate for mileage expenses incurred may not fall below forty-five cents per mile, unless the Internal Revenue Service's business standard mileage rate falls below forty-five cents per mile, in which case the Director of the Office of Budget and Management may lower the reimbursement rate below forty-five cents per mile. The Director of the Office of Budget and Management will review the appropriate reimbursement rate on a quarterly basis.

**Paid Work Experience Add-On:**

Providers will pay individuals participating in services the rate of the established Paid Work Add-On when the individual is performing work activities. The Paid Work Experience Add-On may be waived in situations where it is determined that it is not in the best interest of the individual based on a benefits analysis. The benefits analysis should consider implementing potential work incentives to maintain the individual's eligibility for the other program prior to waiving the Paid Work Experience Add-On. The decision to waive the Paid Work Experience Add-On must be approved by the VR staff responsible for managing the case and the individual.

In cases where a provider pays the consumer for a work experience the provider may bill for the work experience using the following calculation, percentage calculations are based on the hourly wage earned:

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The State of Ohio minimum wage,  
3% municipal tax rate,  
4.109% income tax rate,  
7.6% unemployment insurance tax rate,  
3% worker's compensation rate  
6.2% Federal Insurance Contributions Act (FICA)  
1.45% Medicare, and  
\$.04 add-on per hourly wage to cover miscellaneous costs

**Provider:**

The term provider as used throughout the service definitions, provider includes any community rehabilitation program, entity, or person providing services listed on the vocational rehabilitation provider fee schedule.

**Report Writing:**

Providers may bill at their established hourly rate for completing the VR reports. Providers may not bill VR for completing other internal reports or reports to third parties. The report writing time for Intake (I), Summer Youth (SY), Job Readiness Training (JRT), Performance Based Job Development, and Benefits Analysis (BA) are included in the established fee and shall not be billed separately.

**Units of Service (UOS):**

The established billing unit will be six (6) minutes or 1/10<sup>TH</sup> of an hour. Providers may bill for time providing direct services to individuals and for direct contacts with potential employers for specific individuals. Providers shall not bill for travel time between appointments and businesses. Services can be billed for activities performed either in-person, via telephone, email, or other electronic media (such as internet job search). Billing increments per unit of service shall be in accordance with the below chart:

MINUTES	UNIT(S) OF SERVICE	BILLING INCREMENT
Up to 6	1	0.1
7 – 12	2	0.2
13 – 18	3	0.3
19 – 24	4	0.4
25 – 30	5	0.5
31 – 36	6	0.6

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37 - 42	7	0.7
43 - 48	8	0.8
49 - 54	9	0.9
55 - 60	10	1

Service Definitions and Requirements follow Vocational Rehabilitation Provider Fee Schedule

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VOCATIONAL REHABILITATION PROVIDER FEE SCHEDULE		
SERVICE TYPE	FEE	UNIT OF SERVICE (UOS)
<b>BILINGUAL PAY SUPPLEMENT</b>	10% OF BASE SERVICE FEE	6 MINUTES
<b>INTAKE</b>	\$120.00	FLAT
<b>VOCATIONAL TESTING</b>	\$7.40/UOS	6 MINUTES
<b>BENEFIT ANALYSIS</b>	\$285.00/UOS INITIAL ASSESSMENT	FLAT
	\$5.70/UOS PERIODIC ADJUSTMENT	6 MINUTES
<b>COMMUNITY BASED ASSESSMENT</b>	\$4.90/UOS	6 MINUTES
<b>CAREER EXPLORATION</b>	\$6.60/UOS	6 MINUTES
<b>JOB COACHING – INDIVIDUAL</b>	\$5.10/UOS	6 MINUTES
<b>JOB COACHING - GROUP</b>	\$2.55/UOS	6 MINUTES (PER CONSUMER)
<b>JOB SEEKING SKILLS TRAINING - INDIVIDUAL</b>	\$6.00/UOS	6 MINUTES
<b>JOB SEEKING SKILLS TRAINING – GROUP</b>	\$3.00/UOS	6 MINUTES (PER CONSUMER)
<b>JOB RETENTION</b>	\$5.30/UOS	6 MINUTES
<b>JOB DEVELOPMENT</b>	\$7.00/UOS	6 MINUTES
<b>JOB DEVELOPMENT – PERFORMANCE BASED TIER I (30% TOTAL PACKAGE)</b>	\$1353.00	FLAT
<b>JOB DEVELOPMENT –</b>	\$1,353.00	FLAT

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<b>PERFORMANCE BASED TIER II (30% TOTAL PACKAGE)</b>		
<b>JOB DEVELOPMENT – PERFORMANCE BASED TIER III (40% TOTAL PACKAGE)</b>	\$1,804.00	FLAT
<b>JOB DEVELOPMENT – PERFORMANCE BASED SECOND PLACEMENT</b>	\$451.00	FLAT
<b>CUSTOMIZED EMPLOYMENT – DISCOVERY</b>	\$7.00/UOS	6 MINUTES
<b>CUSTOMIZED EMPLOYMENT – JOB DEVELOPMENT</b>	\$7.00/UOS	6 MINUTES
<b>CUSTOMIZED EMPLOYMENT – JOB RETENTION</b>	\$5.30/UOS	6 MINUTES
<b>INTERPRETING</b>	\$4.70/UOS	6 MINUTES (2 HOUR MINIMUM)
<b>REHABILITATION TECHNOLOGY</b>	\$9.50/UOS	6 MINUTES
<b>LOW VISION SERVICES</b>	\$8.70/UOS	6 MINUTES
<b>WORK ADJUSTMENT – INDIVIDUAL</b>	\$5.10/UOS	6 MINUTES
<b>WORK ADJUSTMENT – GROUP</b>	\$2.55/UOS	6 MINUTES (PER CONSUMER)
<b>PERSONAL ADJUSTMENT – INDIVIDUAL</b>	\$5.10/UOS	6 MINUTES
<b>PERSONAL ADJUSTMENT – GROUP</b>	\$2.55/UOS	6 MINUTES (PER CONSUMER)
<b>TRAVEL TRAINING</b>	\$5.10/UOS	6 MINUTES

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<b>TRAVEL TRAINING - GROUP</b>	\$2.55/UOS	6 MINUTES (PER CONSUMER)
<b>JOB READINESS TRAINING</b>	\$218.75/UOS	WEEKLY
<b>ORIENTATION &amp; MOBILITY – INDIVIDUAL</b>	\$9.60/UOS	6 MINUTES
<b>ORIENTATION &amp; MOBILITY – GROUP</b>	\$4.80/UOS	6 MINUTES (PER CONSUMER)
<b>ADL (SELF) TRAINING – INDIVIDUAL</b>	\$7.40/UOS	6 MINUTES
<b>ADL (SELF) TRAINING – GROUP</b>	\$3.70/UOS	6 MINUTES (PER CONSUMER)

**NOTE:** The weekly rates listed in the Summer Youth Charts, Group & Individual Rates, includes the Paid Work Experience Add-On. If an individual is not paid during the service the rate will be adjusted down to remove the Paid Work Experience Add-On.

<b>SUMMER YOUTH – INDIVIDUAL RATES</b>						
<b>#</b>	<b>Total Hours per Week</b>	<b>Work Experience %</b>	<b>Training/Evaluation%</b>	<b>Work Experience Hours per Week</b>	<b>Training Hours per Week</b>	<b>Total Recommended Weekly Rate</b>
<b>1</b>	10	100%	0%	10	0	\$607
	10	80%	20%	8	2	\$588
	10	60%	40%	6	4	\$568
	10	40%	60%	4	6	\$549
<b>2</b>	15	100%	0%	15	0	\$911
	15	80%	20%	12	3	\$881

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<b>SUMMER YOUTH – INDIVIDUAL RATES</b>						
<b>#</b>	<b>Total Hours per Week</b>	<b>Work Experience %</b>	<b>Training/Evaluation%</b>	<b>Work Experience Hours per Week</b>	<b>Training Hours per Week</b>	<b>Total Recommended Weekly Rate</b>
	15	60%	40%	9	6	\$852
	15	40%	60%	6	9	\$823
<b>3</b>	20	100%	0%	20	0	\$1,214
	20	80%	20%	16	4	\$1,175
	20	60%	40%	12	8	\$1,136
	20	40%	60%	8	12	\$1,098
<b>4</b>	25	100%	0%	25	0	\$1,518
	25	80%	20%	20	5	\$1,469
	25	60%	40%	15	10	\$1,421
	25	40%	60%	10	15	\$1,372
<b>5</b>	30	100%	0%	30	0	\$1,821
	30	80%	20%	24	6	\$1,763
	30	60%	40%	18	12	\$1,705
	30	40%	60%	12	18	\$1,646

<b>SUMMER YOUTH – GROUP RATES</b>						
<b>#</b>	<b>Total Hours per Week</b>	<b>Work Experience %</b>	<b>Training/Evaluation%</b>	<b>Work Experience Hours per Week</b>	<b>Training Hours per Week</b>	<b>Total Recommended Weekly Rate</b>
<b>1</b>	10	100%	0%	10	0	\$352

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<b>SUMMER YOUTH – GROUP RATES</b>						
<b>#</b>	<b>Total Hours per Week</b>	<b>Work Experience %</b>	<b>Training/Evaluation%</b>	<b>Work Experience Hours per Week</b>	<b>Training Hours per Week</b>	<b>Total Recommended Weekly Rate</b>
	10	80%	20%	8	2	\$333
	10	60%	40%	6	4	\$313
	10	40%	60%	4	6	\$294
<b>2</b>	15	100%	0%	15	0	\$528
	15	80%	20%	12	3	\$499
	15	60%	40%	9	6	\$470
	15	40%	60%	6	9	\$441
<b>3</b>	20	100%	0%	20	0	\$704
	20	80%	20%	16	4	\$665
	20	60%	40%	12	8	\$626
	20	40%	60%	8	12	\$588
<b>4</b>	25	100%	0%	25	0	\$880
	25	80%	20%	20	5	\$832
	25	60%	40%	15	10	\$783
	25	40%	60%	10	15	\$735
<b>5</b>	30	100%	0%	30	0	\$1,056
	30	80%	20%	24	6	\$998
	30	60%	40%	18	12	\$940
	30	40%	60%	12	18	\$881



**SERVICE DEFINITIONS AND REQUIREMENTS**

**INTAKE (I)**

The purpose of the Intake is to allow the provider to collect basic demographic information and complete an Individual Service Plan (ISP), which is a requirement by most accrediting organizations. The ISP shall be developed in conjunction with the individual being served and include how the service will be provided and requirements for continued participation in the program. The ISP shall account for the individual's personal preferences, interests, expected outcomes, and individual medical and psychological history. The ISP shall include objective measurable outcomes and indicate who is responsible for action items.

The provider shall submit the signed ISP as documentation for the service. Providers may charge one intake fee per individual regardless of the number of services that the provider provides to the individual. Only providers that are accredited by CARF, NAC, of the JC may charge an Intake fee.

Provider shall submit a copy of the ISP to VR staff within five business days of completion and prior to initiating individualized VR services.

**VOCATIONAL TESTING (VT)**

Vocational Testing is utilized to help evaluate and identify an individual's vocational strengths, aptitudes, abilities, capabilities, interests, and academic skill levels to select a viable employment goal. VT may include interviews with the individual, standardized test batteries, simulated work samples, and an analysis of the local labor market. Provider staff will select and utilize testing instruments from an approved list based on their interview with the individual. The outcome of the service is to identify viable employment goals that the individual and VR staff may discuss as part of the vocational counseling process.

The written report should include: specific information on the individual's current and projected function based on the individual's abilities, interest, capabilities, aptitudes, academic functioning, and benefit from vocational rehabilitation services; the identification of a realistic and viable employment goal(s) based on the individual's geographic location and labor market analysis; a justification and explanation of why the identified vocational goals would be a suitable match for the individual based on their unique strengths, resources, capabilities, interests, and aptitudes; and identification of potential strengths and barriers and suggested accommodations that may mitigate barriers. The report should also provide evidence supporting the viability of the vocational goal based on current local labor market analysis.

Provider shall submit the written report within fifteen (15) business days of the completion of the service. The report will include both narrative and quantitative analysis of the individual's performance. The report will address all the components in the 'Requirements' section.

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VT may be utilized to assist in making eligibility and order of selection decisions or to assist in identifying a vocational goal.

**BENEFITS ANALYSIS (BA)**

Benefits Analysis provides individuals with information on how participating in vocational rehabilitation services and returning to work may impact their benefits. BA takes into consideration benefits such as: Social Security Disability Insurance/Supplemental Income, Medicaid/Medicare coverage, Veteran's benefits, housing assistance, Medicaid Buy-In for People with Disabilities, food stamps, and other public assistance programs. BA also provides individuals information on work incentives such as: the Ticket to Work, Impairment Related Work Expenses, Trial Work Periods, Student Earned Income Exclusions, and PASS plans. The outcome of the service is to give an individual a comprehensive overview of how working affects benefits and how work incentives can be utilized to maximize earnings. The initial provision of Benefits Analysis shall be purchased as a Flat Fee. The UOS fee may be used to review the initial report if the individual's situation has changed, to help implement work incentives, and or requires assistance developing a PASS plan.

Requirements: benefits planners verify information provided by the individual with the source organization, such as Social Security; BA reports must include a copy of the Benefits Planning Query (BPQY) and documentation of the name and contact information for other sources that verified the other benefits as reported by the beneficiary; the benefits planner needs to demonstrate how returning to work may impact the individual's overall budget, for example, costs associated with returning to work such as gas or transportation to and from work; and the benefits planner should include information on specific work incentives that the beneficiary may be eligible to utilize and provide a brief explanation how the beneficiary would implement the incentive.

The benefits planner needs to provide a written copy of the report and review the information contained in the report with the beneficiary; and the provider shall submit a written narrative report within fifteen (15) business days of the completion of the service.

**COMMUNITY BASED ASSESSMENT (CBA)**

Community Based Assessments (CBA) are utilized to provide information on an individual's aptitudes, abilities, behaviors, and preferences or to determine if a specific employment opportunity would be an acceptable match. The purpose of the service is to assess an individual's strengths and needs and to make recommendations for future programming. CBAs are not intended to teach specific work skills, provide work experiences, or provide adjustment services. CBAs should not be standard practice for employers or used as a hiring incentive. Job Development (JD) should be authorized separately to locate and coordinate an appropriate

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assessment site. Job Development will not be authorized for facility based programs in which the provider is the employer or the provider operates a sheltered employment program within another employer. The provider shall pay consumers for work experience activities and provide Worker's Compensation coverage to the individual during the service.

CBAs may be utilized to assist in making eligibility and order of selection decisions or to assist in identifying a vocational goal.

Requirements: the report should include information on the work environment and job tasks (job task analysis), including employer or industry accepted performance (quantity and quality) standards; an initial assessment of the individual's functioning at the beginning of the assessment and final assessment to demonstrate the individual's progress; observations of the individual's behavioral and job task performance; an explanation of instructional techniques and interventions that were used by provider's staff or employer to facilitate learning and progress; input from the employer on performance and potential areas of concern; and input from the individual on their vocational preferences, their assessment of their physical and mental capabilities to do the job, and potential concerns.

The provider shall submit a written report within fifteen (15) business days of the completion of the service, but at a minimum at the end of each month. The report will include both narrative and quantitative analysis of the individual's performance. The report will address all the components in the 'Requirements' section.

**CAREER EXPLORATION (CX)**

Career Exploration is utilized to assist an individual in selecting an employment goal amongst several potential options. CX may be utilized when an individual has participated in VT and narrowed their employment goals to two or three options. CX is intended to provide the individual job seeker an opportunity to interact and observe with people in performing job tasks. CX involves the job seeker conducting informational interviews with individuals who are actually performing (not academic/college programs) the duties of the identified occupation. The job seeker may also have the opportunity to job shadow to observe the other individual performing the job tasks associated with the identified occupation. If possible, the job seeker should be given an opportunity to attempt actual job tasks as well.

Requirements: the written report should include the identification of a realistic and viable employment goal(s) based on the individual's geographic location and labor market analysis; justification and explanation of why the identified vocational goals would be a suitable match for the individual based on their unique strengths, resources, capabilities, interests, and aptitudes; input from the individual on their experiences during the jobs shadowing activities;

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and identification of potential strengths and barriers and suggested accommodations that may mitigate barriers.

The provider shall submit a written report within fifteen (15) business days of the completion of the service. The report will include both narrative and quantitative analysis of the individual's performance. The report will address all the components in the 'Requirements' section.

**JOB COACHING (JC)**

Job Coaching provides individualized instruction to individuals who have been hired by an employer to help individuals learn job tasks, develop natural and peer supports, and to adjust to the work environment. Provider staff shall perform a job task analysis and coaching plan that identifies specific qualitative and quantitative performance standards based on the employer's expectations and industry standards. The coaching plan shall address a systematic withdrawal of supports as the individual learns job tasks and adjusts to the work environment. During job coaching the provider staff will act as the liaison between the individual, employer, and VR staff. The outcome of the service is that the individual will be able to perform job tasks within the employer accepted quality and quantity standards and the individual will have successfully adjusted to the work environment and peers.

Requirements: the report should include information on the work environment and job tasks (job task analysis), including employer or industry accepted performance (quantity and quality) standards; an initial assessment of the individual's functioning at the beginning of the coaching program and final assessment to demonstrate the individual's progress; observations on the individual's behavioral and job task performance; an explanation of instructional techniques and interventions that were used by provider staff or employer to facilitate learning and progress; input from the employer on performance and potential areas of concern; and input from the individual on their self-evaluation of progress on work skills, behaviors, interpersonal skills, and other areas identified by the VR staff and individual at the start of the service.

The provider shall submit a written report within fifteen (15) business days of the completion of the service, but at a minimum at the end of each month. The report will include both narrative and quantitative analysis of the individual's performance. The report will address all the components in the 'Requirements' section.

**JOB SEEKING SKILLS TRAINING (JSST)**

Job Seeking Skills Training is designed to assist an individual to successfully identify and respond to potential job opportunities. The service may be provided on an individual basis or in a group setting with the approval of VR staff. The service should at a minimum address the following: how to locate job opportunities through the newspaper, online, job boards, and 'cold calling' techniques (i.e. telephone script); how to develop a job application template, resume, cover

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letter; how to follow up with employers after completing an application or interview; how to address potential barriers such as breaks in employment history, criminal convictions, and need for reasonable accommodations; and how to handle difficult interview questions. The outcome of the service should be that the individual has the skills and resources to assist in their job search or conduct a new job search if necessary after case closure.

Requirements: provider will provide VR staff with a copy of the resume or job application template for review and approval prior to sending it to potential employers or giving a copy to the job seeker; and a report that documents the techniques taught to the individual and the outcome as part of the service and includes input from the individual on their self-evaluation of their interviewing skills.

Provider shall submit a written report within fifteen (15) business days of the completion of the service, but at a minimum at the end of each month. The report will include both narrative and quantitative analysis of the individual's performance. The report will address all the components in the 'Requirements' section.

**JOB RETENTION (JR)**

Job Retention is designed to provide less intensive job supports once the job coach has transitioned out of the job site. During the retention phase the provider staff will maintain contact with the employer, individual, and VR staff. Duration, frequency, and method of contact should be dictated by the individual and VR staff. The outcome of the service will be that the individual will successfully maintain employment.

Requirements: report will include observations of the individual's behavioral and job task performance; input from the employer on performance and potential areas of concern; and input from the individual on their self-evaluation of progress on work skills, behaviors, interpersonal skills, and other areas identified by the VR staff and individual.

Provider shall submit a written report within fifteen (15) business days of the completion of the service, but at a minimum at the end of each month. The report will include both narrative and quantitative analysis of the individual's performance. The report will address all the components in the 'Requirements' section.

**JOB DEVELOPMENT (JD)**

Job Development involves a systematic approach to identifying and contacting potential employers who may or may not have a posted position opening. Provider staff should work with the job seeker during the initial timeframe to develop a placement plan which identifies specific responsibilities for the job developer and individual, lists specific positions and

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employers that the job seeker would like to pursue, and establishes the frequency and method of contact between the job developer and job seeker.

Provider staff will submit a copy of the placement plan to the VR staff within five business days of the start of development. Job development may include the job developer updating the job seeker's resume (application template), sending out cover letters and resumes to potential employers, providing job leads to the job seeker to follow up on, review of the job seekers interview skills, follow up contacts with employers when applications have been submitted or when a job seeker has an interview, discussion of hiring incentives and tax credits with the business, and providing support in requesting and implementing reasonable accommodations. The outcome of the service is for the individual to obtain and successfully maintain permanent employment.

Requirements, when purchasing as Units of Service, 6 minute increments: the provider will submit a copy of the resume or job application template to the VR staff for review and approval prior to sending it to potential employers or giving a copy to the job seeker; providing the VR staff with the placement plan within five (5) business days of the start of the service; reviewing the placement plan with VR staff and the job seeker during a staffing at least every sixty days; job developer and job seeker need to have contact at least once per week via a method that is included as part of the placement plan; and a report that includes input from the individual on their self-evaluation of their interviewing skills. Provider staff will provide VR staff with a placement report within five (5) business days of hire. The placement report will include: employer's name, address, telephone number, name of employer contact, title of employer contact, telephone number or email for employer contact, hire date, rate of pay, number of hours worked, medical coverage, and other benefits. Provider will submit a written report within fifteen (15) business days of the completion of the service, but at a minimum at the end of each month. The report will include both narrative and quantitative analysis of the individual's performance. The report will address all the components in the 'Requirements' section.

Requirements, when purchasing as the Performance Based Job Development Package: the Performance Based Option (PBO) must include all the requirements in the UOS billing rate option above. The three Tiers are billable upon completion of the following milestones:

- Tier I: Completion of the Placement Plan and a resume or job application template.
- Tier II: Upon the first day of work of the individual at an employer that the individual and VR staff have approved based on a review of the position description.
- Tier III: Payable upon 90 days of successful employment by the individual.

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- Second Placement: Is paid when the person needs to go back into Job Development due to the fact that the job was not a successful match prior to all Tiers of the placement package being provided. If a person requires a second placement then the provider may bill for Tier III again for the placement at the new employer. This is payable upon the first day of work of the subsequent placement and approval of the job by the VR staff and individual.

**CUSTOMIZED EMPLOYMENT (CE)**

Customized Employment is a unique job placement service that focuses on identifying the unique characteristics and interests of the job seeker and identifying or creating a position that would best suit the job seeker's profile. CE involves a formalized process called 'Discovery' which is an informal process of learning about the individual through a set of structured activities and interviews with the individual and other people of central importance to the job seeker such as teachers, friends, family, community leaders, etc. Discovery involves observing the individual in the community and at their home doing activities that they find enjoyable. From these observations and interviews a set of three vocational themes are developed. Each vocational theme is explored by participating in job shadowing and informational interview activities. Upon conclusion of the Discovery process one vocational theme should be selected as the employment goal. Job seekers may choose either traditional employment or a variation of self-employment, such as resource ownership, business within a business, or customized self-employment. The outcome of the service is that an employment goal that represents the unique individual is identified and then the individual progresses to other employment.

Provider staff providing 'Discovery' must either be certified by the Accreditation Council for Rehabilitation Educators or through the Ohio Rehabilitation Services Commission. Job Development, Coaching, and Retention components do not require that provider staff be certified.

**CUSTOMIZED EMPLOYMENT - DISCOVERY:**

Requirements: the Discovery Staging Record (DSR) should include observations of the individual's behavioral and task performance in their home and within the community; input from the Community Action Team (CAT) to gather suggestions on further case development and networking opportunities; input from the individual on their vocational preferences and experiences during activities; a written report that includes the identification of a realistic and viable employment goal(s) based on the individual's geographic location and labor market analysis; the written report should provide justification and explanation of why the identified vocational goals would be a suitable match for the individual based on their unique strengths, resources, capabilities, interests, and aptitudes; and identification of the three vocational themes as well as the

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individual's strengths and barriers including suggested accommodations that may mitigate barriers.

Provider shall submit an updated 'Discovery Staging Record' within fifteen (15) business days of the completion of the service, but at a minimum at the end of each month. The report will include both narrative and quantitative analysis of the individual's functioning. The report will address all the components in the 'Requirements' section.

**CUSTOMIZED EMPLOYMENT - JOB DEVELOPMENT:**

Job Development involves a systematic approach to identifying and contacting potential employers who may or may not have a posted position opening. Provider staff should work with the job seeker during the initial timeframe to develop a placement plan which identifies specific responsibilities for the job developer and individual, lists specific positions and employers that the job seeker would like to pursue, and establishes the frequency and method of contact between the job developer and job seeker.

Provider staff will submit a copy of the placement plan to the VR staff within five business days of the start of development. Job development may include the job developer updating the job seeker's resume (application template), sending out cover letters and resumes to potential employers, providing job leads to the job seeker to follow up on, review of the job seekers interview skills, follow up contacts with employers when applications have been submitted or when a job seeker has an interview, discussion of hiring incentives and tax credits with the business, and providing support in requesting and implementing reasonable accommodations. The outcome of the service is for the individual to obtain and successfully maintain permanent employment.

Requirements: the provider will submit a copy of the resume or job application template to the VR staff for review and approval prior to sending it to potential employers or giving a copy to the job seeker; providing the VR staff with the placement plan within five (5) business days of the start of the service; reviewing the placement plan with VR staff and the job seeker during a staffing at least every sixty days; job developer and job seeker need to have contact at least once per week via a method that is included as part of the placement plan; and a report that includes input from the individual on their self-evaluation of their interviewing skills. Provider staff will provide VR staff with a placement report within five (5) business days of hire. The placement report will include: employer's name, address, telephone number, name of employer contact, title of employer contact, telephone number or email for employer contact, hire date, rate of pay, number of hours worked, medical coverage, and other benefits. Provider will submit a written report within fifteen (15) business days of the completion



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of the service, but at a minimum at the end of each month. The report will include both narrative and quantitative analysis of the individual's performance. The report will address all the components in the 'Requirements' section.

**CUSTOMIZED EMPLOYMENT - JOB RETENTION:**

Job Retention is designed to provide less intensive job supports once the job coach has transitioned out of the job site. During the retention phase the provider staff will maintain contact with the employer, individual, and VR staff. Duration, frequency, and method of contact should be dictated by the individual and VR staff. The outcome of the service will be that the individual will successfully maintain employment.

Requirements: report will include observations of the individual's behavioral and job task performance; input from the employer on performance and potential areas of concern; and input from the individual on their self-evaluation of progress on work skills, behaviors, interpersonal skills, and other areas identified by the VR staff and individual.

Provider shall submit a written report within fifteen (15) business days of the completion of the service, but at a minimum at the end of each month. The report will include both narrative and quantitative analysis of the individual's performance. The report will address all the components in the 'Requirements' section.

**INTERPRETING (INT)**

Interpreting on the vocational rehabilitation provider fee schedule shall refer to sign language interpretation. Interpreters will demonstrate their qualifications and ability to effectively communicate either using American Sign Language (ASL) or Signing Exact English (SEE) based on the preference of the individual. This service includes interpreting for deaf-blind individuals who need tactile interpreting and Communication Access Real Time (CART) services. The outcome of the service is to provide effective communication assistance to deaf and hard of hearing individuals.

Interpreters may bill a minimum of two hours of service regardless of the actual time utilized. In lieu of a report, interpreters will submit a written invoice that includes mileage, dates and times of services of assignments within fifteen (15) business days of the completion of the service, but at a minimum once per month.

**REHABILITATION TECHNOLOGY (RT)**

Rehabilitation Technology is a systematic application of technologies, engineering methodologies, or scientific principles to meet the needs of, and address the barriers

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confronted by, individuals with disabilities in areas that include education, rehabilitation, employment, transportation, and independent living. RT includes both assessment and services. RT assessments may be utilized to assist in making eligibility and order of selection decisions or to assist in identifying a vocational goal. The service may consist of making home or employment site visits, measurements of the physical environment or equipment, developing technical drawings, researching potential modifications, fabrication and installation of modifications, computer programming to provide for accessibility. The service may also include training on utilization and maintenance of accommodations. The outcome of the service should be modifications to the physical environment or equipment that will enhance the individual's independence and employment options.

Provider shall submit a written report including recommendations, technical specifications, drawings within fifteen (15) business days of the completion of the service, but at a minimum once per month. The written report shall include input and feedback from the individual on the progress of the training.

**LOW VISION SERVICES (LVS)**

Low Vision Services includes an assessment, recommendation, and training on the appropriate selection and utilization of low vision equipment such as magnifiers and optics to address the functional impairments associated with vision loss. LVS assessments may be utilized to assist in making eligibility and order of selection decisions or to assist in identifying a vocational goal. This may involve demonstrating and allowing individuals to use different types of equipment as part of the evaluation process. Provider may also provide recommendations on lighting to improve functional capabilities. Providers will also provide training to individuals on the proper care and maintenance of selected equipment. The outcome of the service is to provide assistive technology devices to improve vision to promote employability and independence.

For functional and low vision training services the provider shall develop and submit a written plan to VR staff within five business days of the start of the service that includes: measurable outcomes, description of the instruction method, and projected timeframes. The final and/or monthly written report shall include input and feedback from the individual on the progress of the training. In addition, provider shall submit a written report within fifteen (15) business days of the completion of the service, but at a minimum once per month.

**WORK ADJUSTMENT (WA)**

Work Adjustment is utilized to help teach an individual to improve their vocational skills and improve work behaviors. WA may be provided in a competitive integrated or simulated work experience. Provider staff will provide the participant with an assessment at the start of the service to develop benchmarks and identify training goals. Provider and VR staff, in conjunction with the individual, will develop an objective and measurable rehabilitation plan. The

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rehabilitation plan will include expectations and responsibilities of the individual. WA may be used to facilitate learning of work skills, improve work behaviors, and build upon communication and interpersonal skills, or other vocational areas as identified by VR staff. The outcome of the service is to prepare the individual for permanent competitive integrated employment.

Requirements: the report should include information on the work environment and job tasks (job task analysis), including employer or industry accepted performance (quantity and quality) standards; an initial assessment of the individual's functioning at the beginning of the assessment and final assessment to demonstrate the individual's progress; observations of the individual's behavioral and job task performance; an explanation of instructional techniques and interventions that were used by provider staff or employer to facilitate learning and progress; input from the employer on performance and potential areas of concern; and input from the individual on their vocational preferences, their assessment of their physical and mental capabilities to do the job, and potential concerns; and the provider shall pay consumers for work experience activities and provide Worker's Compensation coverage to the individual during the service.

Job Development (JD) should be authorized separately to locate and coordinate an appropriate assessment site. JD will not be authorized for facility based programs in which the provider is the employer or the provider operates a sheltered employment program within another employer.

Provider shall submit a written report within fifteen (15) business days of the completion of the service, but at a minimum at the end of each month. The report will include both narrative and quantitative analysis of the individual's performance. The report will address all the components in the 'Requirements' section.

**SUMMER YOUTH WORK EXPERIENCE (SY)**

Summer Youth Work Experience is utilized to help teach transitional youth vocational skills and appropriate work behaviors. SY should be provided in a competitive integrated setting but may be provided as a non-competitive environment with VR staff approval. Provider staff will provide the participant with an assessment at the start of the service to develop benchmarks and identify training goals. Provider and VR staff, in conjunction with the individual, will develop an objective and measurable rehabilitation plan. The rehabilitation plan will include expectations and responsibilities of the individual. SY may be used to facilitate learning of work skills, improve work behaviors, and build upon communication and interpersonal skills, or other vocational areas as identified by VR staff. In addition to the work experience, the program should include instruction on independent living skills such as budgeting, time management, development of vocational interests, and job seeking skills training. The outcome of the service

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is to prepare the individual for permanent competitive integrated employment and independence.

Job Development (JD) should be authorized separately to locate and coordinate an appropriate assessment site. JD will not be authorized for facility based programs in which the provider is the employer or the provider operates a sheltered employment program within another employer. JD should only be authorized if a specialized SY program is developed for an individual.

Requirements: the report should include information on the work environment and job tasks (job task analysis), including employer or industry accepted performance (quantity and quality) standards; an initial assessment of the individual's functioning at the beginning of the adjustment program and final assessment to demonstrate the individual's progress; observations of the individual's behavioral and job task performance; an explanation of instructional techniques and interventions that were used by provider staff or employer to facilitate learning and progress; input from the employer on performance and potential areas of concern; and input from the individual on their self-evaluation of progress on work skills, behaviors, interpersonal skills, and other areas identified by the VR staff and individual at the start of the service; and the provider shall pay consumers for work experience activities and provide Worker's Compensation coverage to the individual during the service.

Provider shall submit a written report within fifteen (15) business days of the completion of the service, but at a minimum at the end of each month. The report will include both narrative and quantitative analysis of the individual's performance. The report will address all the components in the 'Requirements' section.

**PERSONAL ADJUSTMENT (PA)**

Personal Adjustment is a systematic, time-limited, approach to teach individuals life skills which will enhance their employability and independence. Provider staff will assess the needs of the individual and make recommendations to VR staff about which areas the individual may have barriers as well as the individual's strengths. PA may be utilized to address issues, such as: work behavior, inter-personal skills, hygiene and grooming concerns, budgeting, childcare, time management, or other areas identified by the provider or VR staff. The outcome of PA is that the individual will learn new skills and coping mechanisms that will allow them to be successful on the job.

Requirements: an assessment of the individual's initial performance level to benchmark performance; developing and submitting a written plan to VR staff within five business days of the start of the service that includes: measurable outcomes, description of the instruction method, and projected timeframes; and a written report that includes a comparison of current

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functioning benchmarked against the initial assessment and input and feedback from the individual on the progress of the training.

Provider will submit a written report within fifteen (15) business days of the completion of the service, but at a minimum at the end of each month. The report will include both narrative and quantitative analysis of the individual's performance. The report will address all the components in the 'Requirements' section.

**TRAVEL TRAINING (TT)**

Travel Training is utilized to teach individuals how to travel independently on public transportation. Provider will assess the needs of the individual and make recommendations to VR staff about which areas the individual may have barriers as well as the individual's strengths. Instruction will include topics such as: learning how to schedule transportation requests with transportation providers, reading bus schedules, purchasing tokens/bus passes, training on the public transportation rules, and contingency planning in the event of an unexpected issue such as missed bus, getting off at the wrong stop, etc. Provider staff may provide instruction by demonstrating how to ride public transportation with the job seeker until the individual is independent. The outcome of the service is that the individual will be confident and independent in their ability to work and travel around in the community.

Requirements: performing an assessment of the individual's initial performance level to benchmark performance; developing and submitting a written plan to VR staff within five business days of the start of the service that includes: measurable outcomes, description of the instruction method, and projected timeframes; and a written report that includes a comparison of current functioning benchmarked against the initial assessment and input and feedback from the individual on the progress of the training.

The individual and VR staff will discuss and determine when the service has been completed successfully. Provider shall submit a written report within fifteen (15) business days of the completion of the service, but at a minimum at the end of each month. The report will include both narrative and quantitative analysis of the individual's performance. The report will address all the components in the 'Requirements' section.

**JOB READINESS TRAINING (JRT)**

Job Readiness Training Programs are designed to provide transitional youth and adults with work experiences while at the same time developing work skills and work behavior. JRT programs tend to last longer than traditional WA services. JRT provides opportunities for participants to either try multiple jobs within one employer or similar jobs amongst multiple employers. Provider staff will provide the participant with an assessment at the start of the

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service to develop benchmarks and identify training goals. Provider and VR staff, in conjunction with the individual, will develop an objective and measurable rehabilitation plan. The rehabilitation plan will include expectations and responsibilities of the individual. JRT may be used to facilitate learning of work skills, improve work behaviors, build on communication and interpersonal skills, to provide work experiences for individuals who have never or not worked in a prolonged period, or other vocational areas as identified by VR staff. In addition to the work experience, the program should include instruction on independent living skills such as budgeting, time management, development of vocational interests, and job seeking skills training. The outcome of the service is to prepare the individual for permanent competitive integrated employment and independence. Training occurs in a community-based integrated setting that has agreed to work with the local school system or provider (for adults) to provide educational and work experience opportunities to the students and adults that need transitional work experiences. VR staff should discuss their expectation with the provider as far as how often provider staff should be present with the individual. Provider staff may be required to be on-site with the individual all the time or they may be able to leave for periods of time to determine how the individual functions independently.

JRT programs should be developed to last the 9 month academic year. JRT for adults should last until the individual has been permanently placed or up to 12 months. Provider and VR staff will staff the service with the individual at the end of each academic semester to help the individual recognize their progress and develop new vocational goals.

Job Development should only be authorized if the individual will need placement outside of the JRT site.

Requirements: report should include information on the work environment and job tasks (job task analysis), including employer or industry accepted performance (quantity and quality) standards; an initial assessment of the individual's functioning at the beginning of the adjustment program and final assessment to demonstrate the individual's progress; observations of the individual's behavioral and job task performance; an explanation of instructional techniques and interventions that were used by provider staff or employer to facilitate learning and progress; input from the employer on performance and potential areas of concern; and input from the individual on their self-evaluation of progress on work skills, behaviors, interpersonal skills, and other areas identified the VR staff and individual at the start of the service.

Provider shall submit a written report within fifteen (15) business days of the completion of the service, but at a minimum at the end of each month. The report will include both narrative and quantitative analysis of the individual's performance. The report will address all the components in the 'Requirements' section.

**ORIENTATION & MOBILITY (OM)**

Orientation & Mobility is utilized to assist individuals with visual impairments to familiarize themselves with their environment and to learn to navigate independently. OM specialist will assess the needs of the individual and make recommendations to VR staff about which areas the individual may have barriers as well as the individual's strengths. OM specialist may provide instruction techniques, such as sighted-guide, cane, or service animal techniques. The service may be provided in different settings, such as the workplace, home, educational setting, or the community-at-large. The outcome of the service is that the individual develops the skills and confidence to navigate independently.

Requirements: performing an assessment of the individual's initial performance level to benchmark performance; developing and submitting a written plan to VR staff within five business days of the start of the service that includes: measurable outcomes, description of the instruction method, and projected timeframes; and a written report that includes a comparison of current functioning benchmarked against the initial assessment and input and feedback from the individual on the progress of the training.

Provider shall submit a written report within fifteen (15) business days of the completion of the service, but at a minimum at the end of each month. The report will include both narrative and quantitative analysis of the individual's performance. The report will address all the components in the 'Requirements' section.

**ACTIVITIES OF DAILY LIVING (SELF) TRAINING (ADL)**

ADL (Self) Training, also commonly referred to as Rehabilitation Teaching, is utilized to teach individuals with visual impairments and other disabilities, such as cognitive disability or traumatic brain injury, to learn activities of daily living to enhance safety, independence, and employability. Provider will assess the needs of the individual and make recommendations to VR staff about which areas the individual may have barriers as well as the individual's strengths. Provider staff can provide training on topics such as: selecting and organizing clothing, preparing meals, budgeting and managing money, and maintaining hygiene. Instructional techniques can include one-on-one demonstration, repetition, and development of natural supports and cues. The outcome of the service is that the individual develops the skills and confidence to be able to live and manage their activities of daily living independently.

Requirement: performing an assessment of the individual's initial performance level to benchmark performance; developing and submitting a written plan to VR staff within five business days of the start of the service that includes: measurable outcomes, description of the instruction method, and projected timeframes; and a written report that includes a comparison

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of current functioning benchmarked against the initial assessment and input and feedback from the individual on the progress of the training.

Provider shall submit a written report within fifteen (15) business days of the completion of the service, but at a minimum at the end of each month. The report will include both narrative and quantitative analysis of the individual's performance. The report will address all the components in the 'Requirements' section.