

Appendix A

RRP Service Codes, Standard Units and Service Descriptions

SERVICE & CODE	REPORTING & BILLING UNIT	DESCRIPTION
OUTREACH 811	hour	A contact involving the sharing of information regarding RRP service programs with an eligible refugee.
DAY CARE 812.10	hour	Provision of one hour of child care; this may include a snack or hot meal.
812.20	day	Provision of a day of child care including hot meals and snacks
EMERGENCY 813	hour	Assessment and short term counseling to persons in a perceived crisis; provision of interpretation services in an emergency or therapeutic setting; making collateral contacts and referrals.
TRANSLATION & INTERPRETER 814	hour	Provision of translation or interpreter service for non-English speaking client; includes collateral contacts on behalf of the client

SERVICE & CODE	REPORTING & BILLING UNIT	DESCRIPTION
EMPLOYABILITY SERVICES		
EMPLOYABILITY ASSESSMENT 815.10	hour	Provision of one hour of service designed to assess the client's employability potential; includes aptitude and skills testing.
EMPLOYABILITY ASSESSMENT 815.10	hour	Provision of one hour of service designed to assess the client's employability potential; includes aptitude and skills testing.
Individual Employment Services 815.20	hour	Provision of employment services including career counseling, job orientation, job placement and follow-up; includes collateral contacts.
Group Employment Services 815.30	course	Delivery, in a group setting, of information regarding expectations of American employers, general practices of the workplace, job club, job search techniques and career counselling.

SERVICE & CODE	REPORTING & BILLING UNIT	DESCRIPTION
Employment- Related Day care 815.40	hour	Provision of one hour of child care which may include a snack or hot meal.
815.50 .	day	Provision of a day of child care, including hot meals and snacks.
Employment- Related Translation and Interpreter 815.60	hour	Translation and interpreter services necessary in connection with employment or participation in an employment service; includes collateral contacts.
English Language Instruction - Group 815.70	course	Provision of one course of English as a Second Language (ESL) or Vocational English as a Second Language (VESL) in a group setting. The specific length of the "course" shall be defined in the individual contract program description.
English Language Instruction - Individual 815.80	hour	Provision of one hour of ESL or VESL on a tutorial basis.

SERVICE & CODE	REPORTING & BILLING UNIT	DESCRIPTION
English Language Test 815.90	test	Provision of ESL placement test to determine the client's functional level of English language proficiency.
HEALTH-RELATED 816.10	hour	Provision of one hour of health-related service activities, including orientation to the American health system, referral to appropriate resources, collateral contacts providing assistance in scheduling appointments and obtaining services including mental health services, counseling with individuals and families to help them understand and identify their health needs, assisting refugees to complete health- screening and follow-up procedures as required by the Ohio Department of Health.
816.20	course	Provision of health or nutritional information in a group setting.
VOCATIONAL TRAINING		
Vocational training 817.10	course	Provision of one course vocational instruction when included in the client's CDHS-approved employability plan.

SERVICE & CODE	REPORTING & BILLING UNIT.	DESCRIPTION
Skills recertification 817.20	course	Provision of a course of professional refresher training or other professional recertification service to prepare a client in obtaining an American professional license, when included in the client's CDHS-approved employability plan.
Driver Education 817.30	course	Provision of one course of instruction in driver education when included in the client's CDHS-approved employability plan.

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TRANSPORTATION

This service may be authorized as a subcode in conjunction with any of the preceding services when transportation is required to allow delivery of a service or for implementation of an employability plan approved by the CDHS. If there is no subcode for the service, the transportation code would appear as, for example, 813.02, one mile of transportation in conjunction with emergency services; if the code features subcodes for differing activities, then the transportation code would replace the zero in the service subcode; for example, 812.21, indicates a round trip transportation for a full day of daycare.

Transportation () .01	round trip	Provision of one round trip per person when necessary for activities included in the individual's service or employability plan.
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SERVICE & CODE	REPORTING & BILLING UNIT.	DESCRIPTION
() .02	miles per person	Provision of one mile of transportation.
() .03	token	Provision of one token, ticket or voucher for use on a common carrier (bus, taxi, etc.) when necessary for activities included in the individual's service or employability plan.