

Note: Upload completed document to the Electronic Rule Filing System.

Hearing Date: August 5, 2024

Today's Date: August 6, 2024

Agency: Opportunities for Ohioans with Disabilities

Rule Number(s): Ohio Adm.Code 3304-2-52

If no comments at the hearing, please check the box. ☒

List organizations or individuals giving or submitting testimony before, during or after the public hearing and indicate the rule number(s) in question.

In-Person Comments:

Individual(s)/Organization(s)	Rule	Comments
N/A		

Written Comments:

Individual(s)/Organization(s)	Rule	Comments
Hearing Healthcare Alliance of Ohio	3304-2-52	Hearing Healthcare Alliance of Ohio noted that a collaborative effort was undertaken with Opportunities for Ohioans with Disabilities to formulate the schedule of fees. Hearing Healthcare Alliance of Ohio noted that the new schedule of fees will increase access to Opportunities for Ohioans with Disabilities consumers.

Consolidated Summary of Comments Received

Please review all comments received and complete a consolidated summary paragraph of the comments and indicate the rule number(s).

Ohio Adm.Code 3304-2-52: Hearing Healthcare Alliance of Ohio entered comments showing support for the proposed changes to the payment rates. They noted that the changes were following a collaborative review of the hearing aid program. The Alliance showed their appreciation for being involved in the review. They noted that the previous reimbursement rates tied to Medicaid levels made it challenging for providers. They noted that the new fee schedule proposed in 3304-2-52 will allow more providers to accept Opportunities for Ohioans with Disabilities consumers.

Hearing Summary Report

Incorporated Comments into Rule(s)

Indicate how comments received during the hearing process were incorporated into the rule(s). If no comments were incorporated, explain why not.

Response to Written Comments Received:

Opportunities for Ohioans with Disabilities (OOD) appreciates the comments submitted by the Hearing Healthcare Alliance of Ohio. OOD worked collaboratively with many stakeholders in updating the fee schedules associated with vocational rehabilitation services and medical, psychological and dental services. In doing so, more providers will be able to assist the citizens of Ohio in obtaining competitive integrated employment. As the comments were in support of the changes submitted by OOD, no changes were incorporated as a result of the comments submitted by the Hearing Healthcare Alliance of Ohio.



Opportunities for Ohioans with Disabilities

Rules



Contents

[Ohio Rules](#)

[Rules Governing OOD](#)

[Public Notices for Proposed Rule Changes](#)

EXHIBIT
1

Ohio Rules

While the Ohio Revised Code (R.C.) contains all of the laws that the legislature has passed, the [Ohio Administrative Code \(Ohio Adm.Code\)](#) contains all of the rules passed by the various state agencies. Opportunities for Ohioans with Disabilities (OOD) is governed by both.

State agencies adopt rules to carry out the policies and intent of laws passed by the General Assembly. The rules are collected and published in the Ohio Adm.Code.

Rules Governing OOD

The Ohio Adm.Code outlines the rules that govern OOD at [3304 | Opportunities for Ohioans with Disabilities](#). They are organized in the following five (5) chapters:

[Chapter 3304-1](#) | General Rules

[Chapter 3304-2](#) | Vocational Rehabilitation Program

[Chapter 3304-4](#) | Personal Care Assistance Program

[Chapter 3304-5](#) | Independent Living Services

[Chapter 3304-6](#) | Vehicle Modification

Public Notices For Proposed Rule Changes

CSI Filing: Proposed Rule Amendment 3304-4

Opportunities for Ohioans with Disabilities (OOD) has filed the proposed rule concerning revisions to the Personal Care Assistance (PCA) program, definitions, grievances, and disciplinary infractions with the Common Sense Initiative (CSI) Office.

Please visit [Ohio Admin. Code 3304-4 | Personal Care Assistance Program](#) to review the current language of Ohio Administrative Codes 3304-4-01, 3304-4-02, 3304-4-03, 3304-4-04.

Proposed Changes

- **Ohio Adm.Code 3304-4-01:** Amended Rule 3304-4-01 reflects changes to the definitions for the PCA program. Please view this clean copy of the [proposed changes to 3304-4-01 \(Definitions\)](#).
- **Ohio Adm.Code 3304-4-02:** Amended Rule 3304-4-02 reflects changes to the language for clarity for the program processes and qualifying as an eligible individual. Please view this clean copy of the [proposed changes to 3304-4-02 \(Personal Care Assistance Program\)](#).
- **Ohio Adm.Code 3304-4-03:** Amended Rule 3304-4-03 reflects changes to clarify the grievance process for the PCA program. Please view this clean copy of the [proposed changes to 3304-4-03 \(Grievances\)](#).
- **Ohio Adm.Code 3304-4-04:** Amended Rule 3304-4-04 reflects changes to the language to clarify what actions would constitute a disciplinary infraction for a PCA program-eligible individual. Please view this clean copy of the [proposed changes to 3304-4-04 \(Disciplinary Infractions\)](#).

Business Impact

CSI reviews rules to determine whether any adverse effect on business is justified by the regulatory intent. Please view this [Business Impact Analysis](#).

Public Comment

Please submit any comments regarding the proposed rule revisions no later than July 25, 2024, to CSI and OOD at both of the following email addresses:

- **OOD:** OOD.AdministrativeRules@ood.ohio.gov
- **Common Sense Initiative:** csipubliccomments@governor.ohio.gov

Public Hearing: Proposed Rule Amendment 3304-2-52

Opportunities for Ohioans with Disabilities (OOD) is announcing OOD's intention to file Ohio Administrative Code 3304-2-52 (Least cost, use of comparable benefits, participant contributions, and fees for services). The proposed changes increase rates for services, expand services, and simplify language in the Vocational Rehabilitation (VR) Fee Schedule.

Proposed Changes

[3304-2-52 \(Least cost, use of comparable benefits, participant contributions, and fees for services\)](#).

- [Appendix A – Vocational Rehabilitation \(VR\) Fee Schedule](#)
- [Appendix B – Medical, Psychological, and Dental Fee Schedule](#)

The existing rule can be found at <https://codes.ohio.gov/ohio-administrative-code/rule-3304-2-52>.

[Notice of Public Hearing](#) (includes meeting time, date, and location)

Public Comment

OOD is providing this information so that interested persons or groups may review it for comments before the public hearing at 10:30 AM on August 5, 2024. Anyone may comment on the proposed rule by attending the hearing in person or submitting comments in writing to OOD Director Kevin Miller via email to OOD.AdministrativeRules@OOD.Ohio.Gov before the start of the public hearing.

If you have questions about these rules, please call Rick Schanz at 614-545-8964.

LAUNCH 

Ohio Administrative Code | Chapter 3304

Related Laws & Forms

Public Records Policy & Retention Schedules

[Public Record Requests](#)

[DAS General Retention Schedules](#)

[OOD Retention Schedules \(Select OOD as the Agency\)](#).

From: Jump, Kim
Sent: Wednesday, July 3, 2024 1:04 PM
To: Schanz, Rick <Rick.Schanz@ood.ohio.gov>
Subject: FW: Courtesy Copy: Notice of Public Hearing

For your records

From: Opportunities for Ohioans with Disabilities <ood.ohio@public.govdelivery.com>
Sent: Wednesday, July 3, 2024 12:58 PM
To: Jump, Kim <Kim.Jump@ood.ohio.gov>
Subject: Courtesy Copy: Notice of Public Hearing

This is a courtesy copy of an email bulletin sent by Kim Jump.

This bulletin was sent to the following groups of people:

Subscribers of Administrative Rule and Policy Notifications (5270 recipients)

Administrative Rule and Policy Notifications



A message from Opportunities for Ohioans with Disabilities, Division of Legal Services, 150 E. Campus View Blvd., Suite 300, Columbus, Ohio 43235-4604

(614) 545-8964

July 3, 2024

Opportunities for Ohioans with Disabilities (OOD) is announcing OOD's intention to file Ohio Administrative Code 3304-2-52 (Least cost, use of comparable benefits,

EXHIBIT

2

participant contributions, and fees for services). The proposed changes increase rates for services, expand services, and simplify language in the Vocational Rehabilitation (VR) Fee Schedule.

[3304-2-52 \(Least cost, use of comparable benefits, participant contributions, and fees for services\)](#)

- [Appendix A – Vocational Rehabilitation \(VR\) Fee Schedule](#)
- [Appendix B – Medical, Psychological, and Dental Fee Schedule](#)

[Notice of Public Hearing \(includes meeting time, date, and location\)](#)

OOD is providing this information so that any interested persons or groups may review it for comments prior to the public hearing at 10:30 a.m. on August 5, 2024. Anyone may comment on the proposed rule by either attending the hearing in-person or submitting comments in writing to OOD Director Kevin Miller via email to OOD.AdministrativeRules@OOD.Ohio.Gov before the start of the public hearing.

SPECIAL NOTICE: OOD uses the weblinks in this communication to provide the proposed rule and appendices and the Notice of Public Hearing. If you would like to receive information as a reasonable accommodation (e.g., Microsoft Word format, regular or large print), please email Rick.Schanz@ood.ohio.gov.

If you have questions about these rules, please call Rick Schanz at (614) 545-8964.

Sincerely,

Rick Schanz, Esq.

Chief Legal Counsel



Follow OhioOOD



[Contact Us](#)

[Manage Preferences](#)

[Request Help](#)

[Unsubscribe](#)

Help us support more individuals with disabilities by forwarding this newsletter.

Programs provided by Opportunities for Ohioans with Disabilities (OOD) are funded, in whole or in part, with federal grants

awarded by the U.S. Department of Education (DOE) or the U.S. Department of Health and Human Services (HHS). For purposes of the Vocational Rehabilitation (VR) Program, including Pre-Employment Transition Services (Pre-ETS), OOD received 78.7% of its funding through the DOE VR grant. In federal fiscal year (FFY) 2023, OOD received \$105,851,906 in federal funds. Funds appropriated by the State covered 21.3 % of the total costs, or \$28,648,610. Of these federal funds, \$15,877,786 is set aside for Pre-ETS.

For purposes of the Supported Employment (SE) Program, the DOE SE grant funded 90% of the costs for the Supported Employment for Youth with a Disability Program up to the grant amount and 100% of the costs of regular Supported Employment program costs up to the grant amount. In FFY 2023, OOD received \$301,051 for SE Youth with a Disability, and State appropriated funds paid the remaining 10%, or \$33,450 of the total costs. In FFY 2023, OOD received \$301,051 in regular SE grant funds.

For the purposes of the Independent Living Services for Older Individuals Who are Blind (OIB) Program, the federal grant received from DOE in FFY 2023 paid 90% of the total costs incurred under the program. In FFY 2023, OOD received \$1,159,083 in federal grant funds. Funds appropriated by the State paid the 10% required match, or \$128,787 of the total costs incurred under the OIB program. For the Independent Living (IL) Program, the federal grant from HHS paid 90% of the total costs incurred in FFY 2023. In FFY 2023, OOD received \$645,712 in federal grant funds. Funds appropriated by the State paid the 10% required match, or \$71,746 of the total costs incurred under the IL Program.

CAUTION: This is an external email and may not be safe. If the email looks suspicious, please do not click links or open attachments and forward the email to csc@ohio.gov or click the Phish Alert Button if available.

**NOTICE OF PUBLIC HEARING
OPPORTUNITIES FOR OHIOANS WITH DISABILITIES (OOD) AGENCY**

Date: Monday, August 5, 2024
Time: 10:30 a.m.
Location: OOD and Microsoft Teams videoconference
150 E. Campus View Boulevard, 3rd Floor,
Conference Room 0306
Columbus, Ohio 43235

The Opportunities for Ohioans with Disabilities (OOD) Agency will conduct a public hearing for the purpose of soliciting comments regarding proposed changes to rule Ohio Administrative Code 3304-2-52 (Least cost, use of comparable benefits, participant contributions, and fees for services) and the appendices.

The public hearing will be conducted on Monday, August 5, 2024 beginning at 10:30 a.m. in the 0306 conference room located at 150 E. Campus View Boulevard, 3rd Floor, Columbus, Ohio 43235 and continue until all those attending have had an opportunity to be heard. You may also join the public hearing via Microsoft Teams videoconference. If you would like to attend virtually, or if you would like to request reasonable accommodation to participate in the hearing, please notify ood.administrativerules@ood.ohio.gov to make arrangements.

This notice of public hearing announces OOD's intention to file Ohio Administrative Code 3304-2-52 (Least cost, use of comparable benefits, participant contributions, and fees for services). The proposed changes increase rates for services, expand services, and simplifies language in the Vocational Rehabilitation (VR) Fee Schedule.

Ohio Administrative Code 3304-2-52 (Least cost, use of comparable benefits, participant contributions, and fees for services) requires OOD to provide services to an individual with a disability at the least cost consistent with the individual's disability and rehabilitation needs. The rule describes when OOD is and is not expected to pay for goods and services, with contributions from the individual taken into account. OOD is required to use comparable benefits to pay for services, unless doing so would lead to an interruption or delay in certain situations. The rule is amended to adopt a Medical, Psychological, and Dental fee schedule and clarify that OOD must pay cancellation rates for American Sign Language and international language interpreting services. Two appendices to the rule are also provided. Appendix A contains the Vocational Rehabilitation (VR) Fee Schedule adopted by the rule and is amended to add clarifying language, increase rates for services, expand services, and propose additional services. Appendix B is new and contains the Medical, Psychological, and Dental Fee Schedule adopted by the rule.

The purpose of this hearing is to provide the opportunity for any interested person to give testimony for or against the proposed Ohio Administrative Code rule. Testimony for the proposal or against the proposal may be made at the public hearing, or written comments maybe emailed to the Executive Director at ood.administrativerules@ood.ohio.gov. Written comments will be accepted until the start of the hearing.

Please find the proposed rule and appendices on OOD's website using the following link: [OOD Proposed Rules](#). If you would like to receive a copy of the rules in a special format (e.g., Microsoft Word format, regular or large print), please email ood.administrativerules@ood.ohio.gov.

**EXHIBIT
3**



ELECTRONIC RULE-FILING SYSTEM

FILING OF OHIO ADMINISTRATIVE RULES AND RULE-RELATED DOCUMENTS

The Honorable Frank LaRose
Secretary of State
180 Civic Center Drive
Columbus, OH 43215

Wendy Zhan, Director
Legislative Service Commission
77 South High St., 9th Floor
Columbus, OH 43215

Ian Dollenmayer, Executive Director
Joint Committee on Agency Rule Review
77 South High St., Concourse Level
Columbus, OH 43215

It is hereby confirmed that the Opportunities for Ohioans with Disabilities **original filed** the following rule(s) pursuant to section 119.03 of the Ohio Revised Code.

Package Number: 203572
File Date and Time: 07/03/2024 3:16 PM
Confirmation Number: a1f352ebbfac94f777588bfe22a974

ORIGINAL FILE

Rule Number	Type	FYR	CSI	JE Date	Eff Date	Next FYR	Tagline
3304-2-52	Amendment	Y	Y	09/06/2024			Least cost, use of comparable benefits, participant contribution, and fees for services.

3304-2-52

Least cost, use of comparable benefits, participant contribution, and fees for services.**(A) Definitions**

- (1) "Comparable benefits" means service and benefits, including accommodations and auxiliary aids and services, that are provided or paid for, in whole or in part, by other federal, state, or local public agencies, by health insurance, or by employee benefits; are available to the individual at the time needed to ensure the progress toward achieving the employment outcome in the individual's individualized plan for employment; and are commensurate to the services that the individual would otherwise receive from OOD.
 - (2) "Extreme medical risk" means a probability of substantially increasing functional impairment or a risk of death if medical services, including mental health services, are not provided expeditiously. Determination of such risk shall be based on medical evidence provided by an appropriate, licensed medical professional.
- (B) OOD shall provide services to an individual with a disability at the least cost consistent with their disability and rehabilitation needs.
- (C) If an individual with a disability, consistent with informed choice, chooses to receive services from a qualified service provider other than the least cost provider identified in accordance with this rule, OOD shall only pay for the services in the amount it would cost to go to the least cost service provider. Any costs incurred by the individual above that amount shall be the individual's sole responsibility to pay.
- (D) OOD shall not pay for missed appointments or other goods and services which have not been provided, except when required for purchase order items and except for the guaranteed minimum two hour fee for interpreter service, reasonable and standard cancellation rates for American Sign Language and international language interpreting services.
- (E) OOD shall purchase services and goods only from service providers, suppliers, and vendors who agree not to charge or accept any payment from an individual with a disability or the individual's family unless the amount of the charge or payment is previously known and approved by OOD.
- (F) Notwithstanding paragraph (B) of this rule, an individual with a disability may not choose an alternative provider when goods or services are procured through the competitive bidding process.

- (G) An individual with a disability may be expected to pay for services to the extent they are able.
- (H) OOD shall use comparable benefits to pay for services, unless such a determination would interrupt or delay:
- (1) Services to an individual with a disability who is at extreme medical risk.
 - (2) An immediate job placement.
 - (3) The progress of an individual with a disability toward achieving the employment outcome in the individualized plan for employment.
- (I) The following services do not require the use of nor the determination of the availability of comparable benefits:

Assessments for determining eligibility and vocational rehabilitation needs, counseling and guidance, referral, job-related services, including job search and placement assistance, on-the-job support services, follow-up services and follow-along services, and rehabilitation technology, including when any of these are provided as post-employment services.

~~(J) Maximum fees for medical, psychological and dental services paid wholly or in part by OOD shall be based on the fee schedules established by the Ohio department of Medicaid as set forth in rule 5160-1-60 of the Administrative Code and the appendix to the rule.~~

~~(K)~~(J) Pursuant to section 3304.15 of the Revised Code, the executive director shall establish a fee schedule for vocational rehabilitation services. The executive director hereby adopts the vocational rehabilitation fee schedule indicated in appendix A to this rule, developed with stakeholder input. Any community rehabilitation program, entity or person providing a service listed on the vocational rehabilitation fee schedule shall bill in accordance with the fee schedule.

(K) The executive director hereby adopts the medical psychological, and dental fee schedule indicated in appendix B to this rule. For medical, psychological, and dental services not located in appendix B, the maximum fees shall be based on the fee schedule established by the Ohio department of Medicaid as set forth in rule 5160-1-60 of the Administrative Code and the appendix to the rule.

(L) OOD shall pay only the fee agreed upon up to the maximum listed in the fee schedules, less the individual with a disability's contribution and less any applicable comparable benefit.

- (M) Exceptions to this rule may be made only upon the express, written approval of the executive director of OOD or the executive director's designee.
- (N) This rule is designed to implement "the Workforce Innovation and Opportunity Act of 1973," and "Title IV of the Workforce Investment Act," 29 U.S.C. 2801 2945, which contains the 1998 amendments to "The Rehabilitation Act of 1973," 29 U.S.C. 701 - 797 and resulting regulations.

Effective:

Five Year Review (FYR) Dates: 7/3/2024

Certification

Date

Promulgated Under: 119.03
Statutory Authority: 3304.15(C)(1), (D)
Rule Amplifies: 3304.15(D)
Prior Effective Dates: 09/30/1985, 04/04/1988, 07/21/1990, 03/12/1993,
05/15/1998, 01/11/1999, 01/03/2000, 06/20/2002,
01/20/2004, 09/05/2006, 08/10/2009, 10/01/2012
(Emer.), 12/30/2012, 04/13/2014, 10/01/2017,
10/01/2019, 05/27/2021 (Emer.), 11/05/2021,
10/01/2022, 08/17/2023

VR FEE SCHEDULE RATES & DESCRIPTIONS

EXHIBIT
6

TABLE 1: INDIVIDUAL FEE SCHEDULE RATES

SERVICE DESCRIPTION	RATE PER UNIT	UNIT (DURATION)
BILINGUAL SUPPLEMENT	SERVICE RATE + 10%	VARIABLE
BRIDGE SUPPORT SERVICES	\$6.60	UNIT OF SERVICE
CRITICAL NEED RATE	\$100.00	FLAT FEE
SERVICE AREA MODIFIER – LEVEL I (UP TO 35 MILES ONE WAY)	\$40.00	FLAT FEE
SERVICE AREA MODIFIER – LEVEL II (36 – 50 MILES ONE WAY)	\$57.40	FLAT FEE
SERVICE AREA MODIFIER – LEVEL III (OVER 50 MILES ONE WAY)	\$79.90	FLAT FEE
INTAKE	\$122.90	FLAT FEE
INTERPRETER SERVICES (INTERNATIONAL & SIGN LANGUAGE)	\$6.40	6 MINUTES
SITE COORDINATION	\$143.40	FLAT FEE
SITE DEVELOPMENT	\$7.20	6 MINUTES
TRANSPORTATION	\$5.60	6 MINUTES
VOCATIONAL TRAINING STIPEND	OHIO MINIMUM WAGE + 15%	6 MINUTES
WORK INCENTIVES PLANNING	\$471.00	FLAT FEE
WORK INCENTIVES COORDINATION	\$7.70	6 MINUTES
COMMUNITY BASED ASSESSMENT (HALF DAY: 4 OR LESS HOURS)	\$262.10	FLAT FEE (DAY)
COMMUNITY BASED ASSESSMENT (FULL DAY: OVER 4 HOURS)	\$458.70	FLAT FEE (DAY)
COMMUNITY BASED ASSESSMENT – RAPID ENGAGEMENT	\$409.50	FLAT FEE
COMMUNITY BASED ASSESSMENT – PLACEMENT PREMIUM	\$1,280.70	FLAT FEE

VOCATIONAL EVALUATION	\$1,108.70	FLAT FEE
VOCATIONAL CONSULTATION	\$7.20	6 MINUTES
CAREER EXPLORATION	\$7.40	6 MINUTES
ACTIVITIES OF DAILY LIVING TRAINING (NON-CREDENTIAL)	\$10.70	6 MINUTES
ACTIVITIES OF DAILY LIVING TRAINING (CREDENTIAL)	\$11.70	6 MINUTES
ORIENTATION & MOBILITY TRAINING	\$13.10	6 MINUTES
O&M SITE DEVELOPMENT	\$179.20	FLAT FEE
TRAVEL TRAINING	\$6.60	6 MINUTES
SUMMER YOUTH WORK EXPERIENCE	\$1,240.80	FLAT FEE (WEEK)
WORK ADJUSTMENT (HALF DAY: 4 OR LESS HOURS)	\$250.90	FLAT FEE (DAY)
WORK ADJUSTMENT (FULL DAY: OVER 4 HOURS)	\$439.20	FLAT FEE (DAY)
WORK ADJUSTMENT – PLACEMENT PREMIUM	\$1,280.70	FLAT FEE
JOB SEEKING SKILLS TRAINING	\$6.60	6 MINUTES
JOB DEVELOPMENT (UOS)	\$7.20	6 MINUTES
PERFORMANCE BASED JOB DEVELOPMENT TIER I	\$1,706.60	FLAT FEE
PERFORMANCE BASED JOB DEVELOPMENT TIER II	\$1,280.70	FLAT FEE
PERFORMANCE BASED JOB DEVELOPMENT TIER III – 30 DAYS	\$426.90	FLAT FEE (30 DAYS)
PERFORMANCE BASED JOB DEVELOPMENT TIER III – 60 DAYS	\$426.90	FLAT FEE (30 DAYS)
PERFORMANCE BASED JOB DEVELOPMENT TIER III – 90 DAYS	\$426.90	FLAT FEE (30 DAYS)
PERFORMANCE BASED JOB DEVELOPMENT TIER III – 90 DAYS PREMIUM A (RAPID PLACEMENT)	\$836.40	FLAT FEE (30 DAYS)
PERFORMANCE BASED JOB DEVELOPMENT TIER III – 90 DAYS PREMIUM B (SGA PLACEMENT)	\$836.40	FLAT FEE (30 DAYS)
PERFORMANCE BASED JOB DEVELOPMENT TIER III – 90 DAYS PREMIUM C (RAPID & SGA)	\$1,245.90	FLAT FEE (30 DAYS)
SETUP FOR TECHNOLOGY ACCESS READINESS TRAINING (START UP)	\$6.60	6 MINUTES

SUPPORTED EMPLOYMENT JD TIER I	\$2,133.40	FLAT FEE
SUPPORTED EMPLOYMENT JD TIER II	\$1,600.10	FLAT FEE
SUPPORTED EMPLOYMENT JD TIER III – 30 DAYS	\$533.40	FLAT FEE (30 DAYS)
SUPPORTED EMPLOYMENT JD TIER III – 60 DAYS	\$533.40	FLAT FEE (30 DAYS)
SUPPORTED EMPLOYMENT JD TIER III – 90 DAYS	\$533.40	FLAT FEE (30 DAYS)
SUPPORTED EMPLOYMENT JD TIER III RETENTION PREMIUM A – 90 DAYS (RAPID PLACEMENT)	\$942.90	FLAT FEE (30 DAYS)
SUPPORTED EMPLOYMENT JD TIER III RETENTION PREMIUM B – 90 DAYS (SGA PLACEMENT)	\$942.90	FLAT FEE (30 DAYS)
SUPPORTED EMPLOYMENT JD TIER III RETENTION PREMIUM C – 90 DAYS (RAPID & SGA PLACEMENT)	\$1,352.40	FLAT FEE (30 DAYS)
ON-THE-JOB SUPPORTS	\$6.60	6 MINUTES
ON-THE-JOB SUPPORTS + SHIFT DIFFERENTIAL	\$6.80	6 MINUTES
REHABILITATION TECHNOLOGY (NON- CREDENTIAL)	\$11.80	6 MINUTES
REHABILITATION TECHNOLOGY (CREDENTIAL)	\$13.00	6 MINUTES
COUNSELING ON POSTSECONDARY	\$6.70	6 MINUTES
INSTRUCTION IN SELF-ADVOCACY	\$6.70	6 MINUTES
JOB EXPLORATION COUNSELING	\$6.70	6 MINUTES
WORK BASED LEARNING	\$6.70	6 MINUTES
WORKPLACE READINESS TRAINING	\$6.70	6 MINUTES

TABLE 2: GROUP FEE SCHEDULE RATES (PER PARTICIPANT)

SERVICE DESCRIPTION	RATE PER UNIT	UNIT (DURATION)
JOB READINESS TRAINING (SCHOOL BASED) (HALF DAY: 2.5 OR LESS HOURS)	\$60.40	FLAT FEE (DAY)
JOB READINESS TRAINING (SCHOOL BASED) (FULL DAY: OVER 2.5 HOURS)	\$96.30	FLAT FEE (DAY)
JOB READINESS TRAINING (NON-SCHOOL BASED) (HALF DAY: 4 OR LESS HOURS)	\$96.30	FLAT FEE (DAY)
JOB READINESS TRAINING (NON-SCHOOL BASED) (FULL DAY: OVER 4 HOURS)	\$166.90	FLAT FEE (DAY)

TABLE 3: GROUP FEE SCHEDULE RATES (BASED ON GROUP SIZE)

SERVICE DESCRIPTION	NUMBER IN GROUP (#)			UNIT (DURATION)
	2 (54%)	3 (41%)	4 (33%)	
TRAVEL TRAINING	\$3.56	\$2.71	\$2.18	6 MINUTES
SUMMER YOUTH WORK EXPERIENCE	\$670.03	\$508.73	\$409.46	FLAT FEE (WEEK)
WORK ADJUSTMENT (HALF DAY: 4 OR LESS HOURS)	\$135.49	\$102.87	\$82.80	FLAT FEE (DAY)
WORK ADJUSTMENT (FULL DAY: OVER 4 HOURS)	\$237.17	\$180.07	\$144.94	FLAT FEE (DAY)
JOB SEEKING SKILLS TRAINING	\$3.56	\$2.71	\$2.18	6 MINUTES
ON-THE-JOB SUPPORTS	\$3.56	\$2.71	\$2.18	6 MINUTES
COUNSELING ON POSTSECONDARY	\$3.62	\$2.75	\$2.21	6 MINUTES
INSTRUCTION IN SELF-ADVOCACY	\$3.62	\$2.75	\$2.21	6 MINUTES
JOB EXPLORATION COUNSELING	\$3.62	\$2.75	\$2.21	6 MINUTES
WORK BASED LEARNING	\$3.62	\$2.75	\$2.21	6 MINUTES
WORKPLACE READINESS TRAINING	\$3.62	\$2.75	\$2.21	6 MINUTES

FISCAL REQUIREMENTS

FLAT FEES

The duration of Flat Fees shall be defined as a specific amount of time or a specific outcome as identified in the service description of the VR Fee Schedule. Flat Fees include services authorized on a daily, weekly, or specific milestone/outcome basis. Flat Fees are inclusive of all contacts required to provide and document the service (e.g., telephone contacts to set appointments, texting, a case staffing).

INDIVIDUAL AND GROUP RATES

When Opportunities for Ohioans with Disabilities (OOD) authorizes for Vocational Rehabilitation (VR) services at rates identified in TABLE 1: INDIVIDUAL FEE SCHEDULE RATES, providers shall deliver services to participants on a 1:1 basis. This means a ratio of one provider staff person to one participant shall be maintained for the entire duration of the service, except for Community Based Assessments (CBAs). CBAs shall not exceed one provider staff person to two participants and VR Staff or VR Contractor must provide approval of the group service prior to the start of the CBA. In these cases each CBA would be authorized for each participant at the full individual rate for the service.

When OOD authorizes for VR services at rates identified in TABLE 2: GROUP FEE SCHEDULE RATES, providers may deliver services in a group setting. Groups are defined as a single provider staff person dividing their time amongst multiple service recipients regardless of funding source. Groups shall have a maximum staffing ratio of 1:4, one provider staff person to four participants. Individualized services provided in a group setting shall not be considered 1:1 and shall be paid at the group rate. When group services are authorized, the provider shall bill the service based upon the actual provider staff to participant ratio when the service was provided.

- Example: Provider is serving three participants, one funded through OOD and two through the Department of Developmental Disabilities (DODD) waiver. This shall be billed at the group rate even though the provider is only providing services to one OOD participant.

When a provider delivers services not defined in the VR Fee Schedule through an approved Addendum and/or Miscellaneous Training Addendum, services shall be provided on an individual basis, one provider staff person to one participant, unless the provider specifically has requested, and OOD has approved, a group rate on their approved Addendum and/or Miscellaneous Training Addendum, as posted in the Provider Management Program (PMP).

SERVICE DELIVERY CYCLE

VR Original Authorization/Billing (OOD-0020), hereafter referred to as "VR Authorization", for services that are purchased as a Unit of Service (UOS) or daily (Flat Fee) rates shall be issued for one calendar month with an allowable variance of seven days into the previous or following month (e.g., February 22 to March 31 or March 1 to April 7). VR authorizations for UOS or flat fees (e.g., daily rate, weekly rate) shall not exceed a total of five weeks.

Service dates of VR authorizations for other Flat Fee services (e.g., week or outcome) shall be authorized no later than the end of the current Federal Fiscal Year. Providers shall complete the entire service prior to submitting the invoice and report, with the exception of Summer Youth Work Experience, which may be billed up to twice during the service. Providers may not bill for partial or incomplete services during the billing cycle.

UNITS OF SERVICE (UOS)

Units of Service (UOS) shall equal six-minute increments. UOS shall be billed in accordance with the chart below. Providers may bill for time actively providing direct services to participants; for direct contacts with potential employers on behalf of specific participants; and for direct contacts with VR Staff or VR Contractors on behalf of specific participants. Services can be billed for activities performed either in-person, via telephone, email, or other electronic media (such as completing an online electronic job application). Providers shall not bill for travel time between appointments. Provider staff shall be physically present and/or actively performing a service for the time to be billable. Remote services, as noted below, are also allowable. Providers shall not bill for time providing indirect services which include: reading email; listening to messages; internal communications between provider staff members; reading collateral documentation; conducting case/file reviews; and for the purpose of managing authorizations, invoices, and/or payments.

MINUTES	UOS
UP TO 6	1
7 – 12	2
13 – 18	3
19 – 24	4
25 – 30	5
31 – 36	6
37 – 42	7
43 – 48	8
49 – 54	9
55 – 60	10

VR AUTHORIZATIONS

VR authorizations act as the agreement to purchase a maximum amount of a specific service within a specific range of dates and the rate the provider will be compensated. Providers should not deliver services without a VR authorization. If there is a need to increase the amount of service or extend the dates of service from what has been originally authorized, the provider is responsible for contacting the assigned VR Staff or VR Contractor to obtain approval of the increase or change of dates prior to delivering services. Providers will receive an amended VR authorization with the increase in the amount of service or extension of dates of service.

VR REPORTS & INVOICES

Providers shall submit a written report, including the invoice, using the appropriate template for

the specific service as defined in the VR Provider Manual.

VR reports and invoices shall include all documentation and address all areas of the service definition and requirements section, even if previously submitted to VR Staff or VR Contractor (e.g., resume, placement report). VR reports and invoices shall be submitted electronically within twenty-one calendar days of the date of last service or the last date of service (i.e., last direct contact with the participant and/or employer) as defined on the VR authorization whichever comes first.

OOD will not issue subsequent VR authorizations if reports and invoices are not received within the twenty-one-day timeframe. OOD shall return reports and invoices that contain errors and/or do not meet the requirements of the VR Fee Schedule. If returned, providers shall have twenty-one calendar days from the date that the report and/or invoice was returned to the provider to make corrections and re-submit for payment. Final invoices, including corrections, shall be submitted to OOD no later than ninety calendar days of the date of last service for payment. Providers shall have a maximum of twenty-one calendar days to submit corrections, as long as the original invoice was submitted within ninety calendar days. Requests for payments after ninety days, or after the twenty-one-day period to correct and resubmit the invoice and/or report, may be denied.

- Example: Invoice was submitted on February 27, day 89, but it was returned to the provider for corrections on March 3. Provider has until March 24 to submit the correction.

Reports for VR Fee Schedule services purchased by OOD are the property of OOD and may not be disseminated in draft form without the express written consent of OOD. Draft reports may not be shared with participants and neither draft nor final reports shall be shared with any third party. Providers may share final, OOD approved reports directly with the participant.

ELECTRONIC SUBMISSIONS OF REPORTS & INVOICES

Providers of VR services shall submit a proper invoice, report, and if applicable other required documentation via the AWARE Vendor Portal (AVP). Proper invoices are defined as including an invoice and report that is free of errors and provides all required documentation in order for a payment to be released.

REMOTE SERVICES

VR Fee Schedule services are generally provided in person as direct services from local providers. When appropriate for the participant and with participant approval, most VR services may be provided remotely, including but not limited to Intakes, Job Development, On-the-Job Supports, Work Incentive Planning, Career Exploration, Vocational Evaluations, Interpreter Services, Rehabilitation Technology, Pre-Employment Transition Services, and Job Seeking Skills Training. Orientation & Mobility providers may complete as much of the assessments as possible remotely in order to start making plans for training and provide a limited scope of instruction to include items such as concept development or instruction through family members (sighted guide techniques, etc.) as the provider finds appropriate.

Community Based Assessments, Work Adjustments and Job Readiness Training cannot be provided remotely. These services are required to be provided in person at an employer worksite as part of the service definition and cannot be provided remotely. Activities of Daily Living (ADL) services may be provided remotely for services that do not require on-site assistance (e.g., budgeting). ADL services that are traditionally provided in person, such as cooking or ironing, cannot be provided remotely. Services outside of those mentioned here, such as Addendum/Miscellaneous Training Addendum can be considered to be provided remotely. Providers are required to email the Provider and Contract Management Unit (PCMU) at pcmu@ood.ohio.gov with their proposal in order to receive approval.

Remote services must be direct services to participants through phone, Microsoft Teams, Skype, Facetime, or other electronic communication. Texting (excluding disability-related accommodations) is not an approved delivery method for remote services. Remote services shall not include any “assigned” tasks for the participant (e.g., online training). Services must involve a staff person in direct communication with the participant.

Remote services shall be offered by providers in-state. PCMU may approve an out-of-state provider in situations when an in-state provider is not possible (e.g., participant lives in Ohio close to a state border and there is not a local provider available for the service in Ohio) or when OOD determines necessary. Providers shall be able to meet in person if determined necessary by the participant, their parent or legal guardian if applicable, or the VR Staff or VR Contractor, at any time during services. All provider staff shall be at a regular work location that is in a professional and confidential environment free from distractions, including background noises, during service delivery and shall be available for in person contact as needed and appropriate.

All documentation required to be submitted with the invoice and report according to the VR Provider Manual and Fee Schedule remains the same. If a service has a required document, it is required to be submitted, even if the service is provided remotely (e.g., Pre-ETS Job Exploration Counseling requires copies of student assessment of student’s knowledge of where they are in the career planning process, copies of informational interviews, the date of registration with OhioMeansJobs.com and creation of the student’s Backpack). All required documentation for services shall be sent together when submitting the invoice and report to OOD so that the invoice and report can be processed in a timely manner.

Providers shall specifically discuss the opportunity for remote service delivery with program participants. Services are participant focused. Provider shall communicate with the participant about their preferences for services (e.g., in-person versus remote), take into consideration the participant’s abilities and the appropriateness for remote services. When a participant receives remote services, the provider shall obtain and document the participant’s agreement to participate in the services remotely. When remote services are not deemed as successful or appropriate by either the participant or OOD staff, services shall return to in-person delivery.

Participant Signatures and Acknowledgement of Agreement

Providers shall make every effort to obtain signatures on documents or reports requiring participant signatures. When a signature is not able to be physically obtained, OOD will allow

alternate documentation of participant agreement. The provider must document on the form how the agreement occurred. The note “signature waived” does not fulfill this requirement. Providers should ask the participant to email their agreement, ask for permission to document the participant’s verbal consent in a report, or ask if the participant can sign the document electronically and then send it through email.

Examples of acceptable documented participant agreement:

- Jane Doe provided approval via email on 3/23/2020 (email should be attached to the form);
- verbal consent was obtained by Jane Doe by phone on 3/23/2020;
- reviewed all elements of form with Mason on 9/15/2020 over the phone and he agreed and consented verbally;
- verbal approval via phone on 9/15/2020;
- approval via Microsoft Teams on 9/15/2020; or
- approved via email (email attached).

Examples of unacceptable documented participant agreement:

- signature waived;
- verbal signature;
- accepted virtually;
- “COVID-19”; or
- participant’s typed signature using a cursive font

It is important for providers to document when remote services are utilized in the reports. Providers shall obtain and document the participant’s agreement to participate in services remotely, the technology utilized and the location of the participant receiving the service (e.g., the participant agreed to remote services and joined via Skype from their home).

Protecting Confidentiality

Providers shall notify participants that third-party applications (e.g., Skype, Facetime) potentially introduce privacy risks. Providers should enable all available encryption and privacy modes when using such applications. Both parties (participant and provider) should mutually agree not to film/record conversations or photo/screenshot services in order to protect the confidentiality of their sessions.

At the beginning of each session, provider shall specifically discuss with the participant who is in the area (both for the participant and the provider) so that the privacy of the discussion can be appropriately maintained. If the participant has family members or friends in the area, confirm that they are comfortable proceeding with the conversation. Provider shall meet in a quiet and confidential space, free from distractions for both the provider and participant. Provider shall ensure the participant understands that confidentiality is limited to who may be on the receiving end of any video electronic communication (e.g., Skype, Facetime).

Environmental Considerations

Providers must emphasize the importance of a quiet environment to the best of the participant’s

ability during remote service delivery. Provider shall follow appropriate dress codes for any remote services, ensure no identifying information is present (e.g., home address), ensure there are no other people in view of the camera (e.g., family members), and ensure their focus remains on the service being delivered (e.g., not working on other cases at the same time).

VOCATIONAL SERVICES

SERVICE DESCRIPTION	RATE PER UNIT	UNIT (DURATION)
BILINGUAL SUPPLEMENT	SERVICE RATE + 10%	VARIABLE
CRITICAL NEED RATE	\$100.00	FLAT FEE
SERVICE AREA MODIFIER – LEVEL I (UP TO 35 MILES ONE WAY)	\$40.00	FLAT FEE
SERVICE AREA MODIFIER – LEVEL II (36 – 50 MILES ONE WAY)	\$57.40	FLAT FEE
SERVICE AREA MODIFIER – LEVEL III (OVER 50 MILES ONE WAY)	\$79.90	FLAT FEE

BILINGUAL SUPPLEMENT (BS)

Providers with bilingual staff who have the ability to communicate with participants in their preferred mode of communication, either in international language or sign language, may charge an additional ten percent supplement when utilizing those skills to provide vocational services. The bilingual supplement is applied to the specific service base rate as defined in the VR Fee Schedule. The bilingual supplement shall apply to all billing increments provided on behalf of the participant by the bilingual staff including contacts with VR Staff or VR Contractors and businesses. The minimum service delivery requirement for missed appointments for interpreting does not apply to the bilingual supplement. The supplement shall not be paid for Transportation.

CRITICAL NEED RATE (CNR)

The Critical Need Rate (CNR) may be authorized in conjunction with VR Fee Schedule services to support service provision within Ohio where there are no service providers available (e.g., Orientation & Mobility, Rehabilitation Technology, Interpreting, Activities of Daily Living in rural counties). OOD shall create and maintain the list of underserved counties without local or nearby service providers and determine which counties and services qualify for the CNR to ensure adequate statewide service coverage. The CNR shall be authorized in addition to a Service Area Modifier (SAM) rate. The CNR may be charged once per participant per day by the provider. OOD shall authorize for the CNR prior to service delivery. CNR shall be authorized for in-person services only.

SERVICE AREA MODIFIER (SAM)

OOD may authorize the Service Area Modifier (SAM) in situations where OOD specifically requests a provider to serve a participant outside of their designated service area. The SAM

Fee shall only apply to services defined in the VR Fee Schedule.

The SAM Fee shall be determined based upon the one-way distance from the closest border of the provider's service delivery area to the participant's residence. Service delivery areas are identified by county as indicated by providers in the Provider Management Program (PMP). The SAM Fee may only be charged once per day by the provider staff member. When serving more than one participant in a given day, the SAM rate shall be determined based upon the mileage of the participant with the furthest residence from the provider's defined service delivery area. OOD shall establish the SAM Fee utilizing an electronic mapping tool, such as navigation software or web-based programs. OOD shall authorize the SAM Fee prior to service delivery. The SAM Fee shall not be allowed when providing remote services.

AUXILIARY SERVICES

These services are designed to complement the delivery of other services to ensure that participants may fully engage in diagnostic services or vocational services identified on their Individualized Plan for Employment (IPE).

SERVICE DESCRIPTION	RATE PER UNIT	UNIT (DURATION)
BRIDGE SUPPORT SERVICES	\$6.60	UNIT OF SERVICE
INTAKE	\$122.90	FLAT FEE
INTERPRETER SERVICES (INTERNATIONAL & SIGN LANGUAGE)	\$6.40	6 MINUTES
SITE COORDINATION	\$143.40	FLAT FEE
SITE DEVELOPMENT	\$7.20	6 MINUTES
TRANSPORTATION	\$5.60	6 MINUTES
VOCATIONAL TRAINING STIPEND	OHIO MINIMUM WAGE + 15%	6 MINUTES

BRIDGE SUPPORT SERVICES (BSS)

Bridge Support Services (BSS) are intended to enhance participant engagement and to focus directly on employment supports through short-term support to overcome significant barriers to employment. These services are not intended as ongoing services, or to mimic, duplicate, or supplement case management services that may be available from other sources (e.g., mental health and local county board of developmental disabilities services). BSS may be authorized for an initial four hours (forty UOS) in any category, with additional UOS authorized on an individual basis by the referring VR Staff or VR Contractor. Independent participant completion and comparable benefits should be considered ahead of authorizing for these services. Use of online resources are encouraged as part of these services.

Bridge Support Services: Identification (ID) Obtainment/Replacement. BSS may be utilized to help a participant obtain an ID (e.g., driver's license, State ID) needed for a paid work

experience or employment. Consider using website services in conjunction with any needed visits to any government offices such as the Ohio Bureau of Motor Vehicles (<https://www.bmv.ohio.gov/>). This service may also be utilized to help a participant obtain a replacement ID or documents necessary for paid work experience or employment (e.g., social security card, driver's license, I-9 documents). This service may not be used to fund the reinstatement fees for replacing IDs due to warrant blocks.

Bridge Support Services: Work Clothing Assistance. This includes helping a participant choose and purchase appropriate interview or work clothing. Service time includes direct service with the participant including any transportation with the participant in the vehicle, time at any stores, and time transporting the participant back home.

Bridge Support Services: Community Connections. This service includes connecting participants with resources in the community to address significant barriers (e.g., accessing childcare, addressing homelessness). Services in this subcategory include: assistance setting up mental health case management, childcare services, setting up a bank account, housing, interview clothing, or applying for services with other community agencies such as Supplemental Nutrition Assistance Program (SNAP), Women, Infants & Children Program (WIC), or Medicaid. This subcategory can also be used to address transportation barriers and may be used to research available options such as public transit, ride share services (e.g., Uber, Lyft) or other viable local options. Travel Training shall be utilized to help a participant learn to utilize any travel system. This service may not be used by a provider to self-refer back to its own agency or subcontractors.

Bridge Support Services: Training Preparation Support. This service is to assist participants with applying for post-secondary training and completing any required application documentation and/or FAFSA documentation as needed, or required, when other assistance (e.g., school guidance counselor, financial aid office, parent, case manager, independent completion) is not available or feasible.

Bridge Support Services: Training Exploration. This service may be used to research academic post-secondary programs, complete college entrance applications, assist with college visits, assist with the initial class registration, visit student disability services offices, etc. when other assistance (e.g., school guidance counselor, parent, admissions office, independent completion) is not available or feasible.

REQUIREMENTS

- Providers must be with the participant either remotely or in-person in order to bill these services. Transportation with the participant in the vehicle shall be included in service time.
- Providers shall submit the report and invoice on the appropriate template within twenty-one calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first.

INTAKE (I)

Intakes are the initial provider and participant meeting ahead of Vocational Rehabilitation services. During this meeting the provider shall review referral information, discuss the participant's disability, strengths, and any limitations and/or required accommodations. The provider shall provide an overview of items such as confidentiality, ethics, dispute resolution, etc. This meeting allows for required information and conversations as part of any accreditation requirements. Providers may charge the Intake fee in conjunction with an approved service (see below) at a maximum of once every twelve months since the last date of service provided to the participant.

REQUIREMENTS

- Providers shall ensure that the following components are addressed with the participant:
 - participant's rights and responsibilities;
 - confidentiality, including limitations of confidentiality;
 - who the participant would like involved in their case and the need for any releases;
 - participant's preferred mode of communication (e.g., phone, video, appropriateness of remote services);
 - address any history of behavioral or safety concerns; and
 - review of the referral information with the participant.
- Providers shall notify VR Staff or VR Contractor of any updates and/or discrepancies to the referral information.

SERVICES ELIGIBLE FOR INTAKE

Site Coordination	Travel Training
Site Development	Summer Youth Work Experience
Community Based Assessment	Rehabilitation Technology
Vocational Evaluation	Work Adjustment
Vocational Consultation	On-the-Job-Supports
Career Exploration	Job Seeking Skills Training
Activities of Daily Living (Non-Credential)	Job Development- Units of Service
Activities of Daily Living (Credential)	Job Development- Performance Based
Orientation & Mobility Site Development	Job Development- Supported Employment
Orientation & Mobility Training	Job Readiness Training

Providers shall submit the authorization and the Intake Acknowledgement, signed by the participant and if applicable, their parent or legal guardian, within twenty-one calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first.

INTERPRETER SERVICES - INTERNATIONAL LANGUAGE & SIGN LANGUAGE (INT)

Interpreter Services are utilized to ensure effective communication for participants who are deaf, hard of hearing, deaf-blind, or have limited English proficiency. Interpreting may be performed either in person, on the telephone, or online. Interpreting also includes similar services required to ensure effective communication such as Communication Access Real Time (CART), C-Print, etc. The outcome of the service is to provide effective communication access to deaf or hard of hearing participants and/or participants who are not fluent in English. Intake shall not be authorized with or as part of Interpreter Services.

REQUIREMENTS

- The written VR Report shall, at a minimum, address the following:
 - date(s) and times of the interpreting assignment(s); and
 - signature of the participant or other individual, (e.g., VR or provider staff, who participated as part of the meeting/service).
 - Exception: Signatures are not required for remote interpreting (e.g., telephone or internet). If a transcript is created as part of the service, it shall be submitted with the invoice.
- Interpreters may charge up to a maximum of twenty UOS per appointment or up to the actual time performing the service (e.g., the actual time spent facilitating the communication between the parties), whichever is higher, including for missed appointments or no shows in which the interpreter was not notified at least twenty-four hours in advance of the cancellation.
- Interpreters should arrive or connect at a minimum of five minutes before the appointment to ensure that things are in place before the appointment.
- Providers shall submit the invoice and report on the appropriate template within twenty-one calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first.

SITE COORDINATION (SC)

Site Coordination may be used by providers to facilitate a Community Based Assessment (CBA) and/or Work Adjustment (WA) at a business with which a provider has an existing relationship. Site Coordination will include all contacts with the participant, potential business, VR Staff or VR Contractor. Site Coordination may include an interview, site tour with the potential business, and/or staffing to discuss the potential site and job duties. Site Coordination shall be issued at the same time as the Intake authorization (if needed). Site Coordination ends once the site has been confirmed and the dates and times of the CBA or WA are determined. Site Coordination and Site Development shall not be authorized together for the same service.

REQUIREMENTS

- The written VR Report shall, at a minimum, address the dates of contacts and the outcome of the contacts with:
 - participant, and if applicable their parent or legal guardian;

- VR Staff or VR Contractors; and
 - businesses contacted on behalf of the participant.
- Providers shall submit the invoice and report on the appropriate template within twenty-one calendar days of the completion of service or the last date of service as defined on the VR authorization, whichever comes first.

SITE DEVELOPMENT (SD)

Site Development services are utilized to secure a potential employment setting that may be used to help either assess or address a participant's vocational barriers. Site Development may be authorized to secure a new business location for a Community Based Assessment; in cases where a participant needs an individualized site for Summer Youth Work Experience; and Work Adjustment. Site Development shall be issued at the same time as the Intake authorization (if needed). Site Development ends once the site has been secured and the dates and times of the assessment or adjustment are determined. Site Coordination and Site Development shall not be authorized together for the same service.

REQUIREMENTS

- The written VR Report shall, at a minimum, address the dates of contacts and the outcome of the contacts with:
 - participant, and if applicable their parent or legal guardian;
 - VR Staff or VR Contractors; and
 - businesses contacted on behalf of the participant.
- Providers shall submit the invoice and report on the appropriate template within twenty-one calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first.

TRANSPORTATION (T)

Transportation services are utilized when providers transport participants to and from appointments or worksites for the following services: Community Based Assessment, Work Adjustment, On-the-Job Supports, Summer Youth Work Experience, and for other services not included within the VR Fee Schedule (e.g., transportation to a psychological evaluation, medical appointment to determine eligibility). Providers may begin billing Transportation once the participant has been picked up and should end billing once the participant has been dropped off. Providers shall not bill wait time associated with Transportation. The Transportation service ends when the participant gets to the service location, (e.g., Community Based Assessment worksite).

Providers shall divide the total amount of time for transportation, from the point when the first participant is picked up and until the last participant is dropped off, amongst the total number of participants receiving transportation for the trip regardless of funding sources. The Bilingual Supplement shall not apply to Transportation. Intake shall not be authorized with or as part of Transportation Services. Transportation for Summer Youth participants shall not exceed ten UOS at the start and end of the service.

REQUIREMENTS

- The written VR Report shall, at a minimum, include the date(s) and times of transportation including street name and city of pick-up and drop-off locations, as well as the number of participants transported.
- Providers shall submit the invoice and report within twenty-one calendar days of the completion of service or the last date of services defined on the VR authorization, whichever comes first.

VOCATIONAL TRAINING STIPEND (VTS)

Providers shall compensate participants for vocationally related work experiences (e.g., Community Based Assessment, Work Adjustment, Summer Youth Work Experience, and non-school-based Job Readiness Training services) at a rate equivalent to the current State of Ohio Minimum Wage. OOD shall reimburse providers at a rate equivalent to the State of Ohio Minimum Wage plus an additional fifteen percent to include additional costs such as Worker's Compensation, Federal Insurance Contributions (FICA), Medicare, and administrative costs. Providers shall, at a minimum, provide Worker's Compensation for participants during work experiences.

Providers shall provide at least one fifteen-minute break for every four hours of scheduled service. Providers shall provide an unpaid thirty-minute lunch period after six (6) hours of scheduled service. The unpaid meal periods are not a vocational service and are not counted as part of billable service delivery time. If a participant needs additional breaks, Providers should provide it as a reasonable accommodation, but the time shall not be paid.

Summer Youth participants scheduled over the entirety of 11:00 a.m. – 1:30 p.m. or 4:30 p.m. - 6:30 p.m. shall be provided a thirty-minute unpaid meal period.

Participants are not intended to substitute for employees of a host business.

Participants may request to waive the Vocational Training Stipend. VR Staff will make the final decision whether or not to authorize for the stipend.

REQUIREMENTS

- Providers shall keep records for minors to document the name of businesses, business addresses, occupations, number of hours worked by each minor on each day of the week, the hours of beginning and ending work, the hours of beginning and ending meal periods, and the amount of wages paid each pay period to each minor. Records shall be kept for two years (Source ORC § 4109.11).
- Providers are responsible to know and ensure compliance with the Ohio Minor Labor laws. OOD does not provide technical guidance and/or enforcement of the minor labor laws.

DIAGNOSTIC & ASSESSMENT SERVICES

These services provided and activities performed are to determine a participant's eligibility for vocational rehabilitation services, assignment of the participant to an Order of Selection priority, and/or to determine the nature and scope of services to be included in the Individualized Plan for Employment (IPE). Services may also include assistance to a participant who is interested in becoming employed but is uncertain of the impact that work income will have on their benefits and/or is not aware of benefits (e.g., access to healthcare) that might be available to support any work efforts.

SERVICE DESCRIPTION	RATE PER UNIT	UNIT (DURATION)
WORK INCENTIVES PLANNING	\$471.00	FLAT FEE
WORK INCENTIVES COORDINATION	\$7.70	6 MINUTES
COMMUNITY BASED ASSESSMENT (HALF DAY: FOUR OR LESS HOURS)	\$262.10	FLAT FEE
COMMUNITY BASED ASSESSMENT (FULL DAY: OVER FOUR HOURS)	\$458.70	FLAT FEE
CBA – RAPID ENGAGEMENT	\$409.50	FLAT FEE
CBA – PLACEMENT PREMIUM	\$1,280.70	FLAT FEE
VOCATIONAL EVALUATION	\$1,108.70	FLAT FEE
VOCATIONAL CONSULTATION	\$7.20	6 MINUTES
CAREER EXPLORATION	\$7.40	6 MINUTES

WORK INCENTIVES PLANNING (WIP)

Work Incentives Planning (WIP) services are utilized to provide information on how participating in vocational rehabilitation services and returning to work can positively impact the participant's earning potential. The Flat Fee shall include the time interviewing the participant, verifying benefits, analyzing data, and a review of the written report with the participant and if applicable, their parent or legal guardian, and/or representative payee. WIP takes into consideration current Federal, State, and Local benefits such as Title II (Social Security Disability Insurance (SSDI), Disabled Adult Child (DAC), Survivor Benefits, etc.); Title XVI (Supplemental Security Income (SSI)); Health Benefits (Medicaid, Medicare, other Private or Public health benefits); Veteran's benefits; and housing, food,, and other public assistance programs. WIP services also provide participants information on work incentives including but not limited to: Ticket to Work, Impairment Related Work Expenses (IRWE), Trial Work Periods (TWP), Student Earned Income Exclusions (SEIE), Plan for Achieving Self-Sufficiency (PASS) plans, etc. The outcome of the service is to provide a participant a comprehensive overview of how working affects benefits and how work incentives can be utilized to maximize earnings. Intake shall not be authorized with or as part of Work Incentive Planning.

REQUIREMENTS

- The written VR Report shall, at a minimum, include following:
 - the acquisition of information from the source organization (e.g., Social Security, Jobs & Family Services) and verification of the amount and type of benefits received (e.g., SSI/SSDI, medical, housing, cash assistance) by participant;
 - demonstration of how returning to work may positively impact the participant's overall income, including illustrations of how working can potentially increase earnings (e.g., SSI calculation sheets comparing current situation to at least two comparison points with different earnings);
 - identification of any benefit issues that require a resolution;
 - information about specific work incentives that apply to the participant's specific benefits and may be eligible to utilize, including a brief explanation of how the participant would request and document the work incentive; and
 - answers to questions posed by VR Staff or VR Contractor in the Work Incentives Referral Form.
- Provider shall review the report and Benefits Planning Query (BPQY), in a manner that is understandable, with the participant and if applicable, their parent or legal guardian, and/or representative payee, any other person(s) the participant identifies, and the VR Staff or VR Contractor (if available).
- VR Staff or VR Contractor may request to be present during the review of the report.
- Provider shall provide the participant and if applicable, their parent or legal guardian, and/or representative payee with a written copy of the report and BPQY.
- Provider staff delivering this service shall be currently certified as a Community Work Incentives Coordinator (CWIC) through Virginia Commonwealth University or Work Incentive Practitioner through Cornell University and must complete follow up trainings as required to maintain their certification.
- Providers shall submit the invoice and report on the appropriate template within twenty-one calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first.

WORK INCENTIVES COORDINATION (WIC)

Work Incentives Coordination (WIC) services are utilized to assist the participants in coordinating and resolving benefits issues which include, but are not limited to: reporting income; applying for and documenting work incentives; applying for Medicaid Buy-In for People with Disabilities; and resolving over-payments. WIC may also be utilized to assist participants with developing and implementing a Plan for Achieving Self-Sufficiency (PASS). WIC services shall not be utilized to

assist a participant in applying for Social Security benefits or completing a Continuing Disability Review (CDR). Intake shall not be authorized with or as part of Work Incentive Coordination.

REQUIREMENTS

- The written VR Report shall, at a minimum, include the following:
 - dates of contacts with the participant and if applicable, their parent or legal guardian, and/or representative payee, VR Staff or VR Contractors, Social Security Administration, Department of Jobs & Family Services, or other organizations;
 - answers to questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program; and
 - results of the coordination.
- Information shall be provided to the participant and if applicable, their parent or legal guardian, and/or representative payee in an understandable format (i.e., preferred mode of communication);
- Providers shall submit the invoice and report on the appropriate template within twenty-one calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first.

COMMUNITY BASED ASSESSMENT (CBA)

Community Based Assessments (CBAs) are utilized to assess provide information on a participant's aptitudes, abilities, behaviors, accommodation needs, and preferences to determine if a specific employment opportunity would be an appropriate match. CBAs shall be authorized either as a half day (i.e., four hours or less), or a full day (i.e., over four hours). VR Staff or VR Contractors shall determine if the CBA is a half or full day and specify the option on the VR authorization. The Flat Fee includes provider staff time to assess the participant, any staffing that may be needed, and the report preparation. CBAs are not intended to teach specific work skills, provide work experience or adjustment services. CBAs should not be standard practice for onboarding participants with disabilities or used as a hiring incentive in conjunction with or in lieu of Job Development services. CBAs shall be conducted in competitive and integrated settings, except for limited circumstances when the VR Staff or VR Contractor determines that the participant's needs cannot be met in the community. CBAs provided in a non-integrated setting shall be transitioned to an integrated setting as soon as possible based upon the readiness of the participant. The outcome of the service is to assess the participant's current work skills and identify/recommend future community services and supports/resources needed in order for the participant to be successful in competitive integrated employment.

Provider staff may assess up to two participants at the same time as part of the service with approval from each participant's VR Staff and/or VR Contractor.

REQUIREMENTS

- The written VR Report shall, at a minimum, include the following:
 - dates of contacts with the participant and if applicable, their parent or legal guardian;

- questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program;
 - dates of service, including any staffing, as well as dates of contact with VR Staff or VR Contractors;
 - information about the work environment and job tasks (job task analysis), including employer or industry accepted performance (quantity and quality) standards;
 - initial assessment of the participant's functioning at the beginning of the assessment and final assessment to demonstrate the participant's progress including but not limited to the following areas: attendance, interpersonal skills, work behaviors, work tolerance, quality and quantity of work, ability to stay on task, and responsiveness to supervision, etc.;
 - explanation of instructional techniques and interventions that were used by provider staff or employer to facilitate learning and progress, including the effectiveness of the strategies in achieving desired results;
 - observation of the participant's behavioral and job task performance for each date of service;
 - input from the employer on participant's performance and potential areas of concern; and
 - input from the participant on their vocational preferences; their assessment of their physical and mental capabilities to do the job; and their concerns.
- Provider staff shall be physically present and/or actively performing a service for time to be billable. Employees of the host site business shall not be used in lieu of provider staff to train or supervise participants at the worksite.
 - Providers shall immediately notify the VR Staff or VR Contractor if the participant misses more than two days during the service and/or when sufficient information has been obtained to answer the referral questions. VR Staff and/or VR Contractors will then determine if services should continue
 - The Vocational Training Stipend shall be authorized by VR Staff or VR Contractor to compensate participants for actual work performed during the CBA. VTS shall not be paid for breaks that last thirty minutes or longer.
 - Providers shall submit the invoice and report on the appropriate template within twenty-one calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first.

CBA - RAPID ENGAGEMENT PREMIUM (CRE)

Providers who complete the CBA and submit the report and invoice within thirty calendar days from the issue date of the Site Coordination or Site Development authorization shall be entitled to charge a CBA - Rapid Engagement Premium (CRE). The CRE shall be calculated based on the date that the Site Coordination/Site Development authorization was issued to the date that

the report/invoice for the CBA is received by OOD. If the report/invoice is denied and/or returned to the provider, the provider will need to make corrections and re-submit the amended invoice/report within the original thirty-day period in order to maintain eligibility for the premium. The authorization for the premium shall be issued by the VR Staff or VR Contractor once the requirements have been fulfilled.

REQUIREMENT

- Providers shall submit the invoice and report on the appropriate template within twenty-one calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first.

COMMUNITY BASED ASSESSMENT – PLACEMENT PREMIUM (CPP)

CBAs shall not be marketed to participants or businesses as an incentive to hire a participant. There are circumstances, however, where an employer may be interested in hiring a participant following this service. If a participant is hired at the business that hosted the CBA within four weeks from the date of finishing the CBA, the provider may charge the Community Based Assessment – Placement Premium. Four weeks shall be defined as twenty-eight calendar days. This service is for the coordination and facilitation of the participant being hired by the employer following this service. Performance Based Job Development (PBJD) and Supported Employment Job Development (SE-JD) shall not be authorized to facilitate the hiring of a participant at the CBA site. CBA – Placement Premium shall not be paid if Job Development services have been authorized. If PBJD or SE-JD have been authorized prior to the CBA, providers may bill according to those service definitions. If the participant needs additional support after the CBA, On-the-Job Supports (OTJS) may be authorized once the participant has started the first paid day of work, as needed, to assist the participant in continuing to learn job tasks, adjust to the work environment, and/or maintain employment. The VR authorization for the premium shall be issued by the VR Staff or VR Contractor once the requirements have been fulfilled. The service is billable following the participant's second completed day of employment.

REQUIREMENT

- Providers shall submit the invoice and report on the appropriate template within twenty-one calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first.

VOCATIONAL EVALUATION (VE)

Vocational Evaluations (VE) are utilized to identify and evaluate a participant's current and projected vocational functioning. The Flat Fee shall include: the time associated with scheduling; collecting information; administering and analyzing test results and current local labor market analysis based on OhioMeansJobs and other labor market resources; the report, and a staffing at the request of VR Staff or VR Contractor. Providers shall, at a minimum perform standardized test batteries and/or work samples to document a participant's abilities, interests, capabilities, aptitudes, and level of academic functioning. VE may include interviewing participants, family members, and other involved service personnel (e.g., teachers, case managers). The outcome of the service is to identify and provide supporting data and documentation of viable employment options that the participant and VR Staff or VR Contractor may discuss as part of the vocational counseling process.

REQUIREMENTS

- The written VR Report shall, at a minimum, address the following:
 - dates of contacts with the participant and if applicable, their parent or legal guardian;
 - questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program;
 - summary of the participant’s abilities, interests, capabilities, aptitudes, and level of academic functioning;
 - identification of realistic and viable employment options;
 - justification and explanation of why the identified employment options would be a suitable match based on the testing results as well as the participant’s unique strengths, resources, capabilities, interests, aptitudes, and informed choice;
 - current local labor market analysis based on OhioMeansJobs and other labor market resources; and
 - identification of potential strengths and barriers, including recommendations for possible accommodations that may mitigate barriers.
- VR Staff or VR Contractor may request specific test batteries to be included in the service.
- Providers shall use the most current version of test batteries that are currently supported by publishers and accepted by the professional community.
- Providers shall submit the invoice and report on the appropriate template within twenty-one calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first.

VOCATIONAL CONSULTATION (VC)

Vocational Consultations are utilized when the participant has identified a potential employment outcome but VR Staff or VR Contractor needs additional information to determine the feasibility and appropriateness of the potential employment outcome. Providers may charge for the time associated with administering and analyzing test results and current local labor market information. VC may be utilized in the following situations:

- to administer specific test instruments such as academics, interests, etc.;
- to complete a current local labor market or transferable skills analysis based on OhioMeansJobs and other labor market resources;
- to assess a participant’s computer skills and knowledge of software applications (e.g., Microsoft Word, Excel,); or
- to review and update a previous vocational evaluation.

REQUIREMENTS

- The written VR Report shall, at a minimum, include the following:
 - dates of contacts with participants and if applicable, their parent or legal guardian, VR Staff or VR Contractors;
 - dates of service;

- identification of potential strengths and barriers, including recommendations for possible accommodations that may mitigate barriers; and
 - answers to questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program.
- Computer skills and knowledge of software application assessments shall not exceed forty UOS.
 - VR Staff or VR Contractor may request specific test batteries to be included as part of the service.
 - Providers shall use the most current version of testing batteries that are currently supported by publishers and accepted by the professional community.
 - Providers shall submit the invoice and report on the appropriate template within twenty-one calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first.

CAREER EXPLORATION (CX)

Career Exploration is utilized to assist a participant in exploring a specific employment outcome(s). Career Exploration involves the participant conducting informational interviews with individuals or employers who are actually performing the duties or hiring for the duties of the identified occupation (not academic/college programs) to ask questions about the job tasks, training required, and salaries. The participant may also have the opportunity to job shadow and observe employees performing the job tasks associated with the identified occupation. If possible, the participant should be given an opportunity to attempt actual job tasks as well. Work samples may not last longer than one hour for specific career clusters (e.g., retail, health, food service) and providers may not complete more than two work samples per business for a total of twenty UOS per business.

The use of videos as a method of providing career exploration are not permitted without prior specific approval of VR Staff or VR Contractor.

Travel to and from businesses for the purposes of informational interviews, job shadows, etc. may be billed as actual service (CX) for the time that the participant is in the vehicle. Providers should maximize the amount of time of the service and ensure that travel is kept to a minimum.

Career Exploration may not be used to research academic (college) programs, complete college entrance applications, college visits, register for classes, etc. These activities are part of Pre-ETS, the vocational planning process, Bridge Support Services, and/or the VR Staff or VR Contractor should assist participants with these activities.

Career Exploration is also utilized for extended support planning and discovery activities in

preparation for Supported Employment. Discovery activities may include activities such as interviewing participants, family members, other involved service personnel (e.g., teachers, case managers, etc.); observing participants in the community; and exploring participant's interests and identification of potential areas of vocational interest. Providers, at the request of VR Staff or VR Contractor, may participate in meetings to provide input on the development of the Individualized Plan for Employment (IPE), to determine supported employment services, and to determine benchmarks to transition services to the long term supported employment provider. Providers may be compensated up to a maximum of three hours for these planning and discovery meetings.

The outcome of the service is to identify and provide supporting data and documentation of viable employment options that the participant and VR Staff or VR Contractor may discuss as part of the vocational counseling process.

REQUIREMENTS

- The written VR Report shall, at a minimum, include the following:
 - dates of contacts with participants and if applicable, their parent or legal guardian, VR Staff or VR Contractors, host businesses, and service;
 - identification of a realistic and viable employment outcome(s) based on the participant's geographic location and labor market analysis;
 - justification and explanation of why the identified employment outcome(s) would be a suitable match for the participant based on their unique strengths, resources, capabilities, interests, and aptitudes;
 - identification of potential strengths and barriers and suggested accommodations that may mitigate barriers;
 - input from the participant on their experiences during the job shadowing activities; and
 - answers to questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program.
- Providers shall submit the invoice and report on the appropriate template within twenty-one calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first.

DISABILITY & AUGMENTATIVE SKILLS TRAINING

Services provided to assist participants with utilizing or enhancing their current functioning levels to be able to fully participate in vocational rehabilitation services, secure and maintain employment, and/or enhance independence.

SERVICE DESCRIPTION	RATE PER UNIT	UNIT (DURATION)
ACTIVITIES OF DAILY LIVING TRAINING (NON-CREDENTIAL)	\$10.70	6 MINUTES
ACTIVITIES OF DAILY LIVING TRAINING (CREDENTIAL)	\$11.70	6 MINUTES
ORIENTATION & MOBILITY TRAINING	\$13.10	6 MINUTES
ORIENTATION & MOBILITY SITE DEVELOPMENT	\$179.20	FLAT FEE
TRAVEL TRAINING	\$6.60	6 MINUTES

SERVICE DESCRIPTION	NUMBER IN GROUP (#)			UNIT (DURATION)
	2 (54 %)	3 (41 %)	4 (33 %)	
TRAVEL TRAINING	\$3.56	\$2.71	\$2.18	6 MINUTES

ACTIVITIES OF DAILY LIVING TRAINING (ADL)

Activities of Daily Living (ADL) Training, commonly referred to Rehabilitation Teaching, is utilized to teach participants with visual impairments and other disabilities such as cognitive disability, traumatic brain injury, deafness or those with language deprivation, to learn ADLs to enhance safety, independence, and employability. Provider will assess the needs of the participant, make recommendations to VR Staff or VR Contractor and identify which areas the participant may have barriers as well as strengths. Provider will develop a plan outlining benchmarks, specific goals, instructional techniques, and estimated timeframes to achieve learning objectives.

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 participant will develop the skills and confidence to be able to live and manage their activities of daily living independently. The service may include the research and development of appropriate tools/equipment needed to achieve specific goals.

Services provided to participants with vision loss must have specific accreditation or certification. These providers shall be compensated at the certified rate. These accreditations or certifications shall include:

- Association for the Education and Rehabilitation of the Blind and Visually Impaired (AER), formerly the National Accrediting Council (NAC);
- Commission on Accreditation of Rehabilitation Facilities (CARF) Accreditation in Vision Rehabilitation Services;
- Academy for the Certification of Vision Rehabilitation and Education

- Professionals (ACVREP);
- Occupational Therapists with additional post graduate low vision certification
- Examples: Low Vision Rehabilitation, Specialty Certification in Low Vision; or
- Teacher for the Visually Impaired (TVI), as licensed by the Ohio Department of Education.

REQUIREMENTS:

- The written VR Report shall, at minimum, include the following:
 - initial assessment of the participant's functioning at the beginning of the service and final assessment to demonstrate the participant's progress;
 - identification of specific goal benchmarks to address identified barriers and the estimated timeframes to achieve these benchmarks;
 - itemized list of equipment recommendations with specific features necessary to meet the identified needs;
 - explanation of instructional techniques and interventions that were used by provider staff or employer to facilitate learning and progress towards the attainment of each identified goal or benchmark;
 - input from the participant on their self-assessment and progress during the instructional period and potential concerns; and
 - answers to questions posed by VR Staff or VR Contractor in the Referral to Facility form.
- This service shall only be authorized on an individual, one staff: one participant ratio. There shall not be a group rate for this service.
- Providers shall send OOD a current copy of their credential and if ACVREP certified, their liability insurance, prior to being approved for the credentialed rate. Providers shall submit a copy of their liability insurance to OOD upon annual renewal. The requirement for the submission of the insurance policy only applies to providers who are only ACVREP.
- Providers shall submit the invoice and report on the appropriate template within twenty-one calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first.

ORIENTATION & MOBILITY (OM)

Orientation & Mobility is utilized to assist participants with visual impairments to familiarize themselves with their environment and to learn to navigate independently. Provider will assess the needs of the participant, make recommendations to VR Staff or VR Contractor, and identify in which areas the participant may have barriers as well as strengths. Provider will develop a plan outlining benchmarks, specific goals, instructional techniques, and estimated timeframes to achieve learning objectives. Providers may use instructional techniques, such as sighted-guide, long cane, or use of service animals. 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 participant develops the skills and confidence to navigate independently.

REQUIREMENTS:

- The written VR Report shall, at minimum, include the following:
 - initial assessment of the participant's functioning at the beginning of the service and final assessment to demonstrate the participant's progress;
 - identification of specific goal benchmarks to address identified barriers and the estimated timeframes to achieve these benchmarks;
 - explanation of instructional techniques and interventions that were used by provider staff or employer to facilitate learning and progress towards the attainment of each identified goal or benchmark;
 - input from the participant on their self-assessment and progress during the instructional period and potential concerns; and
 - answers to questions posed by VR Staff or VR Contractor in the Referral to Facility form.
- This service shall only be authorized on an individual, one staff: one participant ratio. There shall not be a group rate for this service.
- Providers shall send OOD a current copy of their credential and if ACVREP certified, their liability insurance, prior to being approved for the credentialed rate. Providers shall submit a copy of their liability insurance to OOD upon annual renewal. The requirement for the submission of the insurance policy only applies to providers who are only ACVREP.
- Providers shall submit the invoice and report on the appropriate template within twenty-one calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first.

ORIENTATION & MOBILITY SITE DEVELOPMENT (OMSD)

Orientation & Mobility Site Development is a Flat Fee service to allow the provider to conduct an environmental assessment for the purpose of safety and route planning in order to identify appropriate training environments, as requested by VR Staff or VR Contractor. The Site Development fee shall be included on the first month's service report.

TRAVEL TRAINING (TT)

Travel Training is utilized to teach participants how to travel independently on public transportation or in the community in their own private vehicle. The provider shall assess the needs of the participant and make recommendations to VR Staff or VR Contractor regarding in which areas the participant may have barriers and strengths as well as the service needs of the participant.

Instruction should 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 (e.g., a missed bus, getting off at the wrong stop, or using GPS to navigate). Provider staff may provide instruction by demonstrating how to ride public transportation with the participant until the participant is independent. The outcome of the service is that the participant will be confident and independent in their ability to work and travel in the community.

REQUIREMENTS

- The written VR Report shall, at a minimum, include the following:
 - dates of contacts with participants and if applicable, their parent or legal guardian, VR Staff or VR Contractors, and service;
 - evaluation of the participant's functioning at the beginning of the service and at the end of each training period to document progress;
 - explanation of instructional techniques and interventions that were used by provider staff to facilitate learning and progress;
 - input from the participant on their self-assessment and progress during the adjustment period and potential concerns; and
 - answers to questions posed by VR Staff or VR Contractors in the Referral to Community Rehabilitation Program.
- Providers shall submit the invoice and report on the appropriate template within twenty-one calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first.

JOB READINESS SERVICES

Services provided to prepare a participant for the world of work (e.g., appropriate work behaviors, getting to work on time, appropriate dress and grooming, increasing productivity).

SERVICE DESCRIPTION	RATE PER UNIT	UNIT (DURATION)
SUMMER YOUTH WORK EXPERIENCE	\$1,240.80	FLAT FEE (WEEK)
WORK ADJUSTMENT (HALF DAY: 4 OR LESS HOURS)	\$250.90	FLAT FEE (DAY)
WORK ADJUSTMENT (FULL DAY: OVER 4 HOURS)	\$439.20	FLAT FEE (DAY)
WORK ADJUSTMENT – PLACEMENT PREMIUM	\$1,280.70	FLAT FEE

SERVICE DESCRIPTION	RATE PER UNIT	UNIT (DURATION)
JOB READINESS TRAINING (SCHOOL BASED) (HALF DAY: 2.5 OR LESS HOURS)	\$60.40	FLAT FEE (DAY)
JOB READINESS TRAINING (SCHOOL BASED) (FULL DAY: OVER 2.5 HOURS)	\$96.30	FLAT FEE (DAY)
JOB READINESS TRAINING (NON-SCHOOL BASED) (HALF DAY: 4 OR LESS HOURS)	\$96.30	FLAT FEE (DAY)
JOB READINESS TRAINING (NON-SCHOOL BASED) (FULL DAY: OVER 4 HOURS)	\$166.90	FLAT FEE (DAY)

SERVICE DESCRIPTION	NUMBER IN GROUP (#)			UNIT (DURATION)
	2 (54 %)	3 (41 %)	4 (33 %)	
SUMMER YOUTH (WORK EXPERIENCE)	\$670.03	\$508.73	\$409.46	FLAT FEE (WEEK)
WORK ADJUSTMENT (HALF DAY: 4 OR LESS HOURS)	\$135.49	\$102.87	\$82.80	FLAT FEE (DAY)
WORK ADJUSTMENT (FULL DAY: OVER 4 HOURS)	\$237.17	\$180.07	\$144.94	FLAT FEE (DAY)

JOB READINESS TRAINING (JRT)

Job Readiness Training (JRT) is utilized to assist participants with developing the necessary skills and abilities to become successfully employed. JRT is a group-based service and collaboration in which OOD, the host business, the provider and education partner for school-based JRT site, have an established relationship which includes an OOD approved training curriculum to address vocational barriers while at the same time learning transferable skills. The outcome of the service is to prepare participants to be job ready and to secure permanent, competitive integrated employment. JRT should include several short-term rotations or internships, within the business to allow participants to learn various job tasks. Providers shall conduct an assessment at the start of the service to identify training goals, develop benchmarks, and to establish a timeline for successful completion of the service. The primary emphasis of JRT is to help participants obtain and improve work skills such as: work behaviors; communication and interpersonal skills; build stamina and endurance; address attendance and timeliness issues, etc.

JRT services must include a soft skills educational component approved by OOD (e.g., “Skills to Pay the Bills”) to teach skills such as budgeting, time management, development of vocational interests, and job seeking skills training. The soft skills training may be provided and/or funded through sources other than OOD, e.g., high schools, developmental disability (DD) boards, etc. The educational component may take place onsite at the host business or at an offsite location. Non-School Based JRT programs should include a staffing every two weeks to discuss progress, updated goals, and to establish new goals. Non-School Based JRT should not be developed for a specific duration but should be based on participant’s progress. JRT includes the provider facilitating a potential job placement within the business partner once the participant approaches job readiness. VR Staff or VR Contractors may refer the participant for Job Development for a position outside the JRT host site if there is not an opening or if the participant is not going to be hired by the JRT business partner. Provider staff must remain on site and provide direct instruction and observation with participants during the full duration of the service.

Prior to establishing a new JRT site, OOD shall determine the need for an additional site and if sufficient referrals are available to support the site. OOD and the business partner shall also meet to discuss job tasks and the business partner’s expectations.

REQUIREMENTS FOR SCHOOL BASED PROGRAMS (JRT-SB)

- School Based JRT is defined as work experience services provided in conjunction with a secondary educational track.
- School based JRT shall be authorized either as a half day, two-and-a-half hours or less, or a full day, over two-and-a-half hours. VR Staff or VR Contractors may request a modified schedule to accommodate a participant’s disability related needs. VR Staff or VR Contractors must specifically communicate this to the provider at the time of the authorization.
- School based programs may occur for up to nine months in the academic year during the participant’s last year of school. Services are expected to be

scheduled two-and-a-half hours for half day services and up to four hours for full day services. Classroom time and unpaid meal periods do not count as service time for the calculation of the duration. Service time is intended to cover the job tasks typically associated as part of On-the-Job-Supports.

- Provider staff shall be physically present and/or actively performing a service for time to be billable. Employees of the host site business shall not be used in lieu of Provider staff to train or supervise youth at the worksite.
- Providers shall immediately notify the VR Staff or VR Contractor if the participant misses more than two days of the service during a week and/or when sufficient information has been obtained to answer the referral questions. VR Staff or VR Contractor will then determine if services should continue.
- The written VR Report shall, at a minimum, address the following:
 - dates of service, including any staffing, as well as dates of contact with VR Staff or VR Contractors;
 - information on the work environment and job tasks (job task analysis) including employer or industry accepted performance (quantity and quality) standards;
 - initial assessment of the participant's functioning at the beginning of the service and final assessment to demonstrate the participant's progress;
 - observation of the participant's behavioral and job task performance;
 - 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;
 - input from the participant on their self-evaluation of progress on work skills, behaviors, interpersonal skills, and other areas identified by the VR Staff or VR Contractor and participant at the start of the service; and
 - questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program.
- Providers shall submit the invoice and report on the appropriate template within twenty-one calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first. Providers shall submit a report at a minimum of at least once per month.

REQUIREMENTS FOR NON-SCHOOL BASED PROGRAMS (JRT-NSB)

- Non-school based JRT shall be authorized in cases where participants are not involved with an educational track either as a half day, four hours or less, or a full day, over four hours. VR Staff or VR Contractor may request a modified schedule to accommodate a participant's disability related needs. VR Staff or VR Contractor must specifically communicate this to the provider at the time of the authorization.

- Provider staff shall be physically present and/or actively performing a service for the time to be billable. Employees of the host site business shall not be used in lieu of provider staff to train or supervise youth at the worksite.
- Providers shall immediately notify the VR Staff or VR Contractor if the participant misses more than two days of the service during a week and/or when sufficient information has been obtained to answer the referral questions. VR Staff or VR Contractor will then determine if services should continue.
- The duration of non-school based programs should be confirmed prior to the participant's first rotation and may last as long as the participant is making progress towards achieving the specific goals as identified in their participant service plans. There is not a standard duration for non-school based programs. Participants should progress to other VR services (e.g., Job Development) as they approach completing their individualized plan goal and approach job readiness.
- Prior to establishing a new JRT site, OOD shall determine the need for an additional site and if sufficient referrals are available to support the site. OOD and the business partner shall also meet to discuss job tasks and the business partner's expectations.
- OOD will direct the business partner to review available providers or share a list of potentially available providers through some other mechanism (e.g., verbal discussion, list). OOD will ask the business what factors are most important to them in making a provider selection (i.e., specific industry experience, experience working with a specific target population, experience with similar JRT models).
- OOD will direct the business partner to information available on the Provider SEARCH website, the Provider Scorecard, and other relevant information based on the needs identified by the team. If the business desires, OOD will facilitate the coordination of provider interviews and the final selection. OOD will notify the provider of their selection and develop next steps based on the needs and nature of the partnership.
- Unpaid meal periods and classroom activities do not count as service time for the calculation of the duration.
- The written VR Report shall, at a minimum, address the following:
 - dates of service, including any staffing, as well as dates of contact with VR Staff or VR Contractor,
 - information on the work environment and job tasks (job task analysis), including employer or industry accepted performance (quantity and quality) standards;
 - initial assessment of the participant's functioning at the beginning of

- the service and final assessment to demonstrate the participant's progress;
 - observation of the participant's behavioral and job task performance for each date of service;
 - 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;
 - input from the participant on their self-evaluation of progress on work skills, behaviors, interpersonal skills, and other areas identified the VR Staff or VR Contractor and participant at the start of the service; and
 - questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program.
- The Vocational Training Stipend shall be authorized by VR Staff or VR Contractor to compensate participants for actual work performed during Non-School Based Job Readiness Training. VTS shall not be paid for breaks that last thirty minutes or longer.
 - Providers shall submit the invoice and report on the appropriate template within twenty-one calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first.

SUMMER YOUTH WORK EXPERIENCE (SYWE)

Summer Youth Work Experiences are intended to be group-based services utilized to teach students and youth with disabilities vocational skills and appropriate work behaviors. SYWE services may be provided on an individual 1:1 (one provider staff to one participant) basis to accommodate disability related needs or based on a specific employment outcome as identified by the VR Staff or VR Contractor. Group sites are defined as locations that are hosting more than one SYWE participant during the summer. SYWE shall be conducted in competitive and integrated settings, except for limited circumstances when the VR Staff or VR Contractor determines that the participant's needs cannot be met in the community.

SYWE can be authorized at two levels as noted below based on participant need. The Flat Fee reflects the full twenty hours; services less than twenty hours will be prorated.

- Level 1: Ten to twelve hours per week, may be structured between two to five weeks
- Level 2: Eighteen to twenty hours per week, shall be five weeks

SYWE Level 1 shall not have any site changes at any point in the service. SYWE Level 2 may have participants scheduled up to a maximum of two work sites during the five-week period. Site changes shall only occur at the end of the scheduled week.

The first day of the SYWE will be a day of orientation (i.e., onboarding) which replicates the first day of competitive employment and should include employee responsibilities, worksite safety guidelines, work tasks, key contacts, call-off procedures, and other essential information

necessary for the duration of the work experience. Participants shall be paid for the orientation day. During this day of onboarding, provider may utilize the “Skills to Pay the Bills” curriculum or other OOD approved curriculum to address soft skills. The onboarding can occur at the employment site if space allows, or another location in the community (e.g., provider’s office, library).

The outcome of SYWE is that participants should be able to identify several vocational areas of interest; possess a general understanding of the job seeking process; the ability to meet employer’s expectations as far as quality and quantity of work, work behaviors, etc.; build upon communication and interpersonal skills; and/or address other potential vocational barriers.

Participants scheduled over the entirety of 11:00 a.m. – 1:30 p.m. or 4:30 p.m. – 6:30 p.m. during Summer Youth Work Experience services shall be given a thirty-minute unpaid meal period. Unpaid meal periods are not counted as work or as part of a vocational rehabilitation service.

Transportation for Summer Youth services shall be limited to one hour to get participants from their homes to the worksite and one hour in the afternoon back home from the worksite. Youth shall not be in the vehicle for more than two hours per day.

REQUIREMENTS

- The written VR Report shall, at a minimum, include the following:
 - information on the work environment and job tasks (job task analysis) including employer or industry accepted performance (quantity and quality) standards.
 - initial assessment of the participant’s functioning at the beginning of the service and final assessment to demonstrate the participant’s progress;
 - observation of the participant’s behavioral and job task performance;
 - explanation of instructional techniques and interventions that were used by provider staff or employer to facilitate learning and progress;
 - observation of the participant’s behavioral and job task performance for each date of service;
 - input from the employer on performance and potential areas of concern;
 - input from the participant on their self-evaluation of progress on work skills, behaviors, interpersonal skills, and other areas identified the VR Staff or VR Contractor and participant at the start of the service; and
 - answers questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program.
- Provider staff shall be physically present and/or actively performing a service for time to be billable. Employees of the host site business should not be used to train or supervise youth at the worksite.
- Providers shall immediately notify the VR Staff or VR Contractor if the participant misses more than two days of the service during a week and/or

when sufficient information has been obtained to answer the referral questions. VR Staff or VR Contractor will then determine if services should continue.

- The Vocational Training Stipend shall be authorized by VR Staff or VR Contractor to compensate participants for actual work performed during Summer Youth Work Experiences. VTS shall not be paid for breaks that last thirty minutes or longer.
- Providers shall submit the invoice and report on the appropriate template within twenty-one calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first.

WORK ADJUSTMENT (WA)

Work Adjustment services are utilized to assist participants in preparing for employment by improving their job readiness. Work Adjustment is successfully completed once specific barriers/behaviors are addressed, and ongoing supports and accommodations have been identified/recommended. At that time, Work Adjustment should end and the participants should progress into other vocational services, e.g., Job Development. Work Adjustment shall be conducted in competitive and integrated settings, except for limited circumstances when the VR Staff or VR Contractor determines that the participant's needs cannot be met in the community. Providers shall create a service plan that outlines what steps, supports, and accommodations are required to be able to transition the participant into a competitive integrated setting.

Provider staff will provide the participant with an assessment at the start of the service to develop an objective and measurable service plan that includes training goals and benchmarks, outlines training techniques, and establishes timeframes for adjustment. The service plan shall be submitted to VR Staff or VR Contractor within two weeks of the start of service. VR Staff and VR Contractor may not authorize additional time until the service plan has been received and reviewed. Providers should amend the service plan as needed with specific goals, modified instructional techniques, expected outcomes, and updated timeframes. Providers shall submit copies of updated plans to VR Staff and VR Contractor whenever they are updated. Work Adjustment should not be used to teach position specific occupational or employer skills in order to get the participant hired or to develop a work history. The outcome of the service is to prepare the participant for permanent competitive integrated employment.

REQUIREMENTS

- Work Adjustment shall be authorized either as a half day, four hours or less, or a full day, more than four hours. VR Staff or VR Contractor may request a modified schedule to accommodate a participant's disability related needs. VR Staff or VR Contractor must specifically communicate this to the provider at the time of the authorization.
- Provider staff shall be physically present and/or actively performing a service for time to be billable. Employees of the host site business shall not be used in lieu of provider staff to train or supervise participants at the worksite.

- Providers shall immediately notify the VR Staff or VR Contractor if the participant misses more than two days of the service during a week and/or when sufficient information has been obtained to answer the referral questions. VR Staff or VR Contractor will then determine if services should continue.
- The written VR Report shall, at a minimum, include the following:
 - dates of contacts with participants and if applicable, their parent or legal guardian, VR Staff or VR Contractors, host businesses, and dates of service;
 - information on the work environment and job tasks (job task analysis), including employer or industry accepted performance (quantity and quality) standards;
 - initial assessment of the participant's functioning at the beginning of the service and at the end of each adjustment period to document progress;
 - observations of the participant's behavioral and job task performance;
 - explanation of instructional techniques and interventions that were used by provider staff or employer to facilitate learning and progress;
 - observation of the participant's behavioral and job task performance for each date of service;
 - input from the employer on performance and potential areas of concern;
 - input from the participant on their vocational preferences; their self-assessment of their physical and mental capabilities to do the job, work skills, and potential concerns; and
 - answers to questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program. Providers shall attach a participation log signed by the participant outlining dates, time started and ended, and any breaks, if applicable.
- The Vocational Training Stipend shall be authorized by VR Staff or VR Contractor to compensate participants for actual work performed during the WA. VTS shall not be paid for breaks that last thirty minutes or longer.
- Providers shall submit the invoice and report on the appropriate template within twenty-one calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first.

WORK ADJUSTMENT – PLACEMENT PREMIUM (WPP)

Work Adjustment shall not be marketed to participants or businesses as an incentive to hire a participant. There are circumstances, however, where an employer may be interested in hiring a participant following this service. If a participant is hired at the business that hosted the Work Adjustment within four weeks (twenty-eight calendar days) from the date of finishing the WA, the provider may charge the Work Adjustment – Placement Premium. This service is for the coordination and facilitation of the participant being hired by the employer following this service. Performance Based Job Development (PBJD) and Supported Employment Job Development

(SE-JD) shall not be authorized to facilitate the hiring of a participant at the WA site. WA – Placement Premium shall not be paid if Job Development services have been authorized. If PBJD or SE-JD have been authorized prior to the WA, providers may bill according to those service definitions. If the participant needs additional support after the WA, On-the-Job Supports (OTJS) may be authorized once the participant has started the first day of paid work, as needed, to assist the participant in continuing to learn job tasks, adjust to the work environment, and/or maintain employment.

The authorization for the premium shall be issued by the VR Staff or VR Contractor once the requirements have been fulfilled. The service is billable following the participant's second completed day of employment.

Providers shall submit the invoice and report on the appropriate template within 21 calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first.

JOB RELATED SERVICES

Job Related Services support and assist a participant in searching for and securing an appropriate employment outcome. Job Related Services also includes services provided to a participant who has been placed in employment in order to stabilize the placement and enhance job retention. Services may include, but are not limited to, activities such as: resume preparation; identifying appropriate job opportunities; developing interview skills; making contacts with companies on behalf of participants; and on-the-job-supports.

SERVICE DESCRIPTION	RATE PER UNIT	UNIT (DURATION)
JOB SEEKING SKILLS TRAINING	\$6.60	6 MINUTES
JOB DEVELOPMENT (UOS)	\$7.20	6 MINUTES
PERFORMANCE BASED JOB DEVELOPMENT TIER I	\$1,706.60	FLAT FEE
PERFORMANCE BASED JOB DEVELOPMENT TIER II	\$1,280.70	FLAT FEE
PERFORMANCE BASED JOB DEVELOPMENT TIER III – 30 DAYS	\$426.90	FLAT FEE
PERFORMANCE BASED JOB DEVELOPMENT TIER III – 60 DAYS	\$426.90	FLAT FEE
PERFORMANCE BASED JOB DEVELOPMENT TIER III – 90 DAYS	\$426.90	FLAT FEE
PERFORMANCE BASED JOB DEVELOPMENT TIER III – 90 DAYS PREMIUM A (RAPID PLACEMENT)	\$836.40	FLAT FEE

PERFORMANCE BASED JOB DEVELOPMENT TIER III - 90 DAYS PREMIUM B (SGA PLACEMENT)	\$836.40	FLAT FEE
PERFORMANCE BASED JOB DEVELOPMENT TIER III - 90 DAYS PREMIUM C (RAPID & SGA)	\$1,245.90	FLAT FEE
SUPPORTED EMPLOYMENT JD TIER I	\$2,133.40	FLAT FEE
SUPPORTED EMPLOYMENT JD TIER II	\$1,600.10	FLAT FEE
SUPPORTED EMPLOYMENT JD TIER III – 30 DAYS	\$533.40	FLAT FEE
SUPPORTED EMPLOYMENT JD TIER III – 60 DAYS	\$533.40	FLAT FEE
SUPPORTED EMPLOYMENT JD TIER III – 90 DAYS	\$533.40	FLAT FEE
SUPPORTED EMPLOYMENT JD TIER III RETENTION PREMIUM A – 90 DAYS (RAPID PLACEMENT)	\$942.90	FLAT FEE
SUPPORTED EMPLOYMENT JD TIER III RETENTION PREMIUM B - 90 DAYS (SGA PLACEMENT)	\$942.90	FLAT FEE
SUPPORTED EMPLOYMENT JD TIER III RETENTION PREMIUM C - 90 DAYS (RAPID & SGA PLACEMENT)	\$1,352.40	FLAT FEE
ON- THE-JOB SUPPORTS	\$6.60	6 MINUTES

SERVICE DESCRIPTION	NUMBER IN GROUP (#)			UNIT (DURATION)
	2 (54%)	3 (41%)	4 (33%)	
JOB SEEKING SKILLS TRAINING	\$3.56	\$2.71	\$2.18	6 MINUTES
ON-THE-JOB SUPPORTS	\$3.56	\$2.71	\$2.18	6 MINUTES

JOB SEEKING SKILLS TRAINING (JSST)

Job Seeking Skills Training (JSST) is utilized to assist a participant to successfully identify and respond to potential job opportunities. JSST is a component of Job Development; however, JSST may be provided outside of Job Development for

participants who are preparing to conduct their own independent job search (i.e., not receiving Job Development). The service may include: how to locate job opportunities through the newspaper, online, job boards, and 'cold calling' techniques (e.g., telephone script); how to develop a resume and cover 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 the need for reasonable accommodations; how to handle difficult interview questions and mock interviews; and to teach participants the importance of and how to manage their online/social media. The outcome of the service should be that the participant has the skills and resources to maximize their independence in conducting their own job search.

REQUIREMENTS

- The written VR Report shall, at a minimum, include the following:
 - dates of contacts with participants and if applicable, their parent or legal guardian, VR Staff or VR Contractor;
 - documentation of the topics and techniques used to teach the participant how to prepare for their independent job search;
 - input from the participant on their self-evaluation of their interviewing skills; and
 - answers to questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program.
- Providers shall submit an editable electronic copy (e.g., Microsoft Word) of the participant's resume with the first report and invoice, which must be approved by the VR Staff or VR Contractor prior to being used for Job Development. The resume shall follow OOD's Resume Standards which includes:
 - being professional in appearance;
 - accurately reflecting participant's information, work and educational histories; and
 - being free of spelling and grammatical errors.

VR Staff or VR Contractor may request a sample mock application in addition to the resume.

- Providers shall assist the participant to register with OhioMeansJobs (OMJ), if they are not already registered.
- Providers shall submit the invoice and report, on the appropriate template, within twenty-one calendar days of the completion of service or the last date of services defined on the VR authorization, whichever comes first.

JOB DEVELOPMENT (JD)

Job Development is utilized to prepare and assist participants to contact businesses, apply and interview with employers, and to secure competitive integrated employment. Job Development should include, but may not be limited to: instruction and guidance about how to locate potential job opportunities (e.g., networking, use of OMJ and other electronic job boards, newspapers, online, and "cold" calling); development of a resume, mock application template, and cover

letter; how to answer interview questions including issues such as gaps in employment histories, requesting reasonable accommodations, addressing criminal histories, and managing online profiles/social media.

This instruction and guidance should maximize the independence of the participant to conduct their own job search. Based upon the needs of the job seeker, Job Development may also include the job developer updating the job seeker's resume and mock application, sending out cover letters and resumes to potential employers, providing job leads to the participant to follow up on, review of the participant's interview skills, follow up contact with employers when applications have been submitted or when a participant has an interview, discussion of hiring incentives and tax credits with the business, and providing support in requesting and implementing reasonable accommodations.

Performance Based (Tiers) is the preferred fee structure for Job Development and shall be inclusive of all job search activities including, but not limited to, activities involving contacting businesses, preparing for interviews, and attending interviews with participants. The Tiers shall be paid upon the deliverables described below being met.

- Tier I (Job Seeking Skills Training & Planning): Upon completion of 1) Job Seeking Skills Training (JSST), 2) approval of the resume, 3) approval of the mock application, if requested, 4) registration of the participant with OhioMeansJobs (OMJ), 5) completion of the Job Development Plan, and 6) the "kick off" meeting. Note: none of these deliverables may be waived by the VR Staff or VR Contractor.
- Tier II (Job Search Assistance): VR Staff or VR Contractor's approval of a job that meets the participant's agreed upon wage and hours as identified in the IPE, a review of the position description, and successful completion of the second day of work. Providers shall submit a report to verify the job start signed by the participant and if applicable, their parent or legal guardian. The report shall be signed by the participant on the first day of paid work or later. Tier II may be authorized more than once, as needed, for subsequent placements in which the participant loses the previous position that they were placed in but prior to the final monthly Tier III payment. The subsequent placement shall be requested and/or approved by the VR Staff or VR Contractor prior to the new job search;
- Tier III (Retention): Payments shall be made in separate thirty-day increments after job stabilization. Job stabilization, as determined by the VR Staff or VR Contractor, begins when the participant is able to independently perform job tasks without the assistance of a Job Coach and has adjusted to the demands of the work environment. The deliverables for each monthly period shall be as follows:
 - First 30 Calendar Days: Provider shall have an interactive contact with the participant and/or business (e.g., speak with them via telephone or make a

site visit at least once every two weeks, reciprocal text messages), unless the participant does not give the provider permission to speak with their employer.

- Days 31 – 60: Provider shall have an interactive contact with the participant and/or business (e.g., speak with them via telephone or make a site visit at least once every two weeks, reciprocal text messages), unless the participant does not give the provider permission to speak with their employer. VR Staff or VR Contractor may require more frequent contacts dependent on the needs of the participant.
- Days 61 – 90: Provider shall have an interactive contact with the participant and/or business (e.g., speak with them via telephone or make a site visit at least once every two weeks, reciprocal text messages), unless the participant does not give the provider permission to speak with their employer.
- Note: VR Staff or VR Contractor may require more frequent contacts dependent on the needs of the participant. The final contact shall take place between the eighty-third to ninetieth day, post job stabilization.

The outcome of the service is for the participant to receive necessary supports to successfully obtain and maintain permanent employment.

Job Development UOS services may be utilized in situations such as locating non-permanent placements for summer or year-round jobs for students of any age, allowing a provider to pursue a specific employment lead for participants who may be receiving Job Development services from another provider, and/or on a case-by-case basis as determined by OOD.

REQUIREMENTS

- The written VR Report shall, at a minimum, include the following:
 - dates and outcomes of contacts with the participant and if applicable, their parent or legal guardian, VR Staff or VR Contractor, and businesses contacted on behalf of the participant;
 - input from the participant on their self-evaluation of the job search; and
 - answers to questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program.
- For tiered Job Development Services Only (not JD-UOS), providers shall submit an editable electronic copy (e.g., Microsoft Word) of the participant's resume with the first report and invoice which must be approved by the VR Staff or VR Contractor prior to being used for Job Development. The resume shall follow OOD's Resume Standards which includes:
 - being professional in appearance;
 - accurately reflecting participant's information, work and educational histories; and

- being free of spelling and grammatical errors.

Note: VR Staff or VR Contractor may request a sample mock application in addition to the resume.

- Providers and participants shall develop a Job Development Plan that: includes responsibilities for both the job developer and participant; identifies 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 participant. The Job Development Plan must be submitted with the Tier I report and invoice. The Job Development Plan shall be reviewed each month and new goals and lists of potential positions/employers shall be updated and documented on the monthly report.
- Provider staff shall deliver services at an intensity as agreed upon in the Job Development Plan and with sufficient attention to ensure the continued progress of the job seeker. Job developers will be required to have weekly contact with the participant. The expectation is that the job developer and the participant are together regularly and actively job hunting together in the community. Minimal amount of time should be spent doing online job searches.
- Providers shall assist participants in registering with OhioMeansJobs (OMJ) if they are not already registered.
- Providers shall submit the name of the employer, the number hours worked, wages, and position description and/or summary of job duties to the VR Staff or VR Contractor prior to OOD approving the placement.

Guidance for issuing and paying invoices:

Service	When to Authorize	When Approved for Payment
Tier I	With referral to initiate Job Development	VR Staff or VR Contractor cannot waive these deliverables: <ul style="list-style-type: none"> • Completion of interview skills • Completion of the Job Development Plan • Completion and approval of resume (and mock application, if requested) • Registration with OhioMeansJobs • Completion of “kick off” meeting
Tier II	Provider sends VR Staff or VR Contractor the position description and details about the job, e.g., wages, hours, benefits. (Can use page one of the Job Placement and Tier III form)	<ul style="list-style-type: none"> • Second completed day of paid employment • Job Placement and Tier III form completed and signed by the participant and if applicable, their parent or legal guardian

Tier III	Each service (30, 60, 90 Days, including ninety-day premiums) will be issued one at a time as a single authorization.	<ul style="list-style-type: none"> • Job Placement and Tier III form <ul style="list-style-type: none"> a) Provider must document contact with the participant and/or employer every fourteen days (two weeks) b) Invoice is submitted every thirty days (30, 60, 90)
----------	---	---

REQUIREMENTS

- Providers shall submit the invoice and report on the appropriate template within twenty-one calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first.
- Providers shall submit a report at a minimum of at least once per calendar month.

SUPPORTED EMPLOYMENT - JOB DEVELOPMENT (SE-JD)

Supported Employment – Job Development (SE-JD) services are intensive, ongoing support services (e.g., Customized Employment, the IPS Model and Employment First Model) that are needed to assist a participant with the most significant disabilities to work in a competitive integrated employment setting. SE-JD should not be utilized to place participants into sheltered work environments. Due to the intensive, ongoing support, SE-JD will include more frequent and substantial contacts with the participant and their person-centered employment team. Participants should be involved and included in the job search process to the fullest extent possible.

The SE-JD job developer will take on a more active role in securing employment opportunities including: contacting businesses on behalf of the participants; negotiating possible customized employment options; job carving; completing applications on behalf of participants or support participants completing their own applications for employment; discussion of hiring incentives and tax credits with the business; and providing support in requesting and implementing reasonable accommodations. Providers shall also register participants with OhioMeansJobs (OMJ) if they are not already registered.

Providers, participants, and support professionals, and members of the participant's person-centered planning team (e.g., family members, case managers) shall develop a Job Development Plan that includes: vocational areas, or themes, for possible employment; specific employers where participants would like to apply; frequency and methods of communicating updates (at a minimum, twice per week). Providers, participants, and their person-centered planning team should meet as a team at a minimum of every sixty calendar days to review the supported employment/job development plan.

Providers shall be certified by the Ohio Department of Developmental Disabilities (DODD) in the areas of Career Planning and Individual Employment Supports or approved as a qualified Individual Placement Supports (IPS) provider that passes a fidelity review administered by the

Ohio Department of Mental Health & Addiction Services (ODMHAS) in order to provide SE-JD services. Provider staff who work for organizations certified by DODD must also be currently Certified Employment Support Professionals (CESP) through the Association for People Supporting Employment First (APSE) or be a Certified Rehabilitation Counselor (CRC) through the Commission on Rehabilitation Counselor Certification (CRCC). Direct service staff working for certified IPS organizations do not need to be CESP.

Performance Based (Tiers) is the preferred fee structure for SE-JD and shall be paid upon the deliverables described below.

- Tier I (Job Seeking Skills Training & Planning): Upon completion of 1) Job Seeking Skills Training (JSST), 2) approval of the resume, 3) approval of the mock application, if requested, 4) registration of the participant with OhioMeansJobs (OMJ), 5) completion of the Job Development Plan and 6) the “kick off” meeting. Note: these deliverables may not be waived by the VR Staff or VR Contractor.
- Tier II (Job Search Assistance): VR Staff or VR Contractor’s approval of a job that meets the participant’s agreed upon wage and hours as identified in the IPE, a review of the position description, and successful completion of the second day of work. Providers shall submit a report to verify the job start signed by the participant and if applicable, their parent or legal guardian. The report shall be signed by the participant on the first day of paid work or later. Tier II may be authorized more than once, as needed, for subsequent placements in which the participant loses the previous position that they were placed in but prior to the final monthly Tier III payment. The subsequent placement shall be requested and/or approved by the VR Staff or VR Contractor prior to the new job search;
- Tier III (Retention): Provider staff who do not hold the CESP or a CRC may provide Tier III services as long as they have completed the Employment First Partnership training. This requirement does not apply to IPS certified providers. Service shall be paid in separate thirty-day increments after job stabilization. Job stabilization, as determined by the VR Staff or VR Contractor, begins when the participant is able to perform job tasks at the level required for long term supports, and has adjusted to the demands of the work environment. The deliverables for each monthly period shall be as follows:
 - First 30 Calendar Days: Provider shall have an interactive contact with the participant and/or business (e.g., speak with them via telephone or make a site visit at least once every two weeks, reciprocal text messages), unless the participant does not give the provider permission to speak with their employer;
 - Days 31 – 60: Provider shall have an interactive contact with the participant and business (e.g., speak with them via telephone or make a

site visit at least once every two weeks, reciprocal text messages), unless the participant does not give the provider permission to speak with their employer. VR Staff or VR Contractor may require more frequent contacts dependent on the needs of the participant;

- Days 61 – 90: Provider shall have an interactive contact with the participant and/or business (e.g., speak with them via telephone or make a site visit at least once every two weeks, reciprocal text messages), unless the participant does not give the provider permission to speak with their employer. VR Staff or VR Contractor may require more frequent contacts dependent on the needs of the participant. The final contact shall take place between the eighty-third to ninetieth day post job stabilization.

The outcome of the service is for the participant to receive necessary supports to successfully obtain and maintain permanent competitive integrated employment.

REQUIREMENTS

- The written monthly VR Report(s) shall, at a minimum, include the following:
 - dates and outcomes of contacts with the participant and if applicable, their parent or legal guardian, VR Staff or VR Contractor, and businesses contacted on behalf of the participant; and
 - answers to questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program.
- Providers approved to deliver Supported Employment – Job Development must offer and be able to provide ongoing support after OOD case closure to comply with this service delivery model.
- Providers shall submit an editable electronic copy (e.g., Microsoft Word) of the participant's resume with the first report and invoice which must be approved by the VR Staff or VR Contractor prior to being used for Job Development. The resume shall follow OOD's Resume Standards which includes:
 - being professional in appearance;
 - accurately reflecting participant's information, work and educational histories; and
 - being free of spelling and grammatical errors.
- VR Staff or VR Contractor may request a sample mock application in addition to the resume.
- Providers and participants shall submit a Job Development Plan that includes: responsibilities for both the job developer and participant; identifies specific positions and employers that the participant would like to pursue; and establishes the frequency and method of contact between the job developer and participant. The Job Development Plan must be submitted with the first

month's report and invoice. The job development plan shall be reviewed each month and new goals and lists of potential positions/employers shall be updated and documented on the monthly report.

- Provider staff shall deliver services at an intensity as agreed upon in the job development plan and with sufficient attention to ensure the continued progress of the participant. Job Developers will be required to have contact with the participants at least twice per week. The expectation is that the job developer and the participant are together regularly and actively job hunting together in the community. A minimal amount of time should be spent doing online job searches.
- Providers shall assist participants in registering with OhioMeansJobs (OMJ) if they are not already registered.
- Providers shall submit the name of the employer, the number hours worked, wages, and position description and/or summary of job duties to the VR Staff or VR Contractor prior to OOD approving the placement.

Guidance for issuing and paying invoices:

Service	When to Authorize	When Approved for Payment
Tier I	With referral to initiate Job Development	VR Staff or VR Contractor cannot waive these deliverables: <ul style="list-style-type: none"> • Completion of interview skills • Completion of Tier and JD Plan • Completion and approval of resume (and mock application, if requested) • Registration with OhioMeansJobs • Completion of "kick off" meeting
Tier II	Provider sends VR Staff or VR Contractor the position description and details about the job, e.g., wages, hours, benefits. (Can use page one of the Job Placement and Tier III form)	<ul style="list-style-type: none"> • Second completed day of paid employment • Job Placement and Tier III form completed and signed by the participant and if applicable, their parent or legal guardian
Tier III	Each service (30, 60, 90 Days, including ninety-day premiums) will be issued one at a time as a single authorization.	<ul style="list-style-type: none"> • Job Placement and Tier III form <ol style="list-style-type: none"> a) Provider must document contact with the participant and/or employer every fourteen days (two weeks) b) Invoice is submitted every

		thirty days (30, 60, 90)
--	--	--------------------------

- Providers shall submit the invoice and report on the appropriate template within twenty-one calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first.
- Providers shall submit a report at least once per calendar month. Monthly reports for PBJD and SE-JD must be submitted even if no payment is being requested.

PERFORMANCE BASED JOB DEVELOPMENT RETENTION PREMIUM RATES

The Tier III ninety-day outcome rate shall be paid based upon the nature of the outcome achieved. VR shall compensate providers for assisting participants in meeting specific job retention benchmarks. There shall be three job retention premium rates. Retention premium rates may be paid for Performance Based Job Development and Supported Employment Performance Based Job Development services.

REQUIREMENTS: PREMIUM A (RAPID PLACEMENT)

- Participant is placed in an employment setting, in accordance with the requirements of Tier II, that matches their desired wages, hours, and employment outcome as identified on their IPE within ninety calendar days of the start of job search activities, defined as the first contact reported on the Tier I report; and
- Participant maintains a position with the same employer that they were placed through the first Tier II authorization and throughout the entire Tier III (Retention).

REQUIREMENTS: PREMIUM B (SGA EARNINGS PLACEMENT)

- Participant is placed in an employment setting, in accordance with the requirements of Tier II, that pays earnings above the current Substantial Gainful Activity (SGA) rate established by the Social Security Administration (SSA) from the time of hire throughout the entire Tier III (Retention); Participant need not be eligible for SSDI/SSI benefits for provider to be eligible for the SGA premium;
- Providers shall submit one of the following forms of verification at the time of the Tier III – ninety-day report:
 - letter from the business documenting wage and hours of employment (preferred); or
 - copy of the participant's earnings statement (preferred); or
 - a final verification of employment signed and dated by the participant between days eighty-three and ninety attesting to the wages and hours.

REQUIREMENT: PREMIUM C (RAPID & SGA EARNINGS PLACEMENTS)

- Participant is placed in employment that meets the requirements of both Premium A & B.

ON-THE-JOB SUPPORTS (OTJS)

On-the-Job Supports (OTJS) are utilized to provide assistance such as instruction to learn job tasks; to develop natural and peer supports; and to adjust to the work environment. OTJS may occur on-site or off-site. Examples of off-site job supports could be contacts with the participant before or after work to problem solve possible concerns that may impact employment. Providers shall perform a job task analysis for newly hired participants and develop a support plan that identifies specific qualitative and quantitative performance standards based on the employer's expectations and industry standards. The plan should project a systematic decrease of the intensity of supports as the participant learns job tasks and adjusts to the work environment. OTJS are also utilized to provide continued supports to the participant and/or employer after the participant has learned the job tasks and reached their expected level of independence, to ensure stability of the placement, and enhance retention.

During the first month after job stabilization, at a minimum, the provider shall contact the participant and employer once per week; during the second month the contacts may decrease to bi-weekly; and during the third month, as needed. Providers must contact the participant within one week of the ninetieth day after the job has been stabilized. Interactive communication via text messaging in situations where the employer did not allow OTJS in-person, the participant did not want in-person OTJS, or when OTJS have started to fade may be billed at a rate of five text messages sent by the provider staff per one UOS. The outcome of the service is that the participant will be able to perform job tasks within the employer's accepted quality and quantity standards and that the participant will have successfully learned the job tasks and adjusted to the work environment.

REQUIREMENTS

- The written VR Report shall, at a minimum, include the following:
 - information on the work environment and job tasks (job task analysis), including employer or industry accepted performance (quantity and quality) standards;
 - initial assessment of the participant's functioning at the beginning of the service and final assessment to demonstrate the participant's progress;
 - observation of the participant's behavioral and job task performance;
 - 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;
 - input from the participant on their self-evaluation of progress on work skills, behaviors, interpersonal skills, and other areas identified by the VR Staff or VR Contractor and participant at the start of the service;
 - input that includes a plan for fading supports provided during the OTJS; and
 - answers to questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program.

- Providers shall submit a copy of the support plan to the VR Staff or VR Contractor within the first five workdays of OTJS.
- Providers shall submit a written request for additional OTJS for the following month by the twentieth. The request shall provide a brief explanation of what tasks need to be trained on and or any adjustment issues. OOD shall not authorize for additional OTJS without a request.
- Providers shall notify VR Staff or VR Contractor as soon as possible, but no more than two business days, of any potential issues or areas of concern raised by the participant or employer.
- Provider staff providing OTJS for Supported Employment cases must complete the Employment First Partnership training if they do not hold a CESP. This requirement does not apply to IPS certified providers.
- Providers shall submit the invoice and report on the appropriate template within twenty-one calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first. Providers shall submit a report at a minimum of at least once per month.

ON-THE-JOB SUPPORTS SHIFT DIFFERENTIAL (OTJS-SD)

Providers may charge an additional two dollars to the base service rate for On-the-Job Supports that are scheduled to start after 9:00 p.m. or before 5:30 a.m. or any time during a federal holiday (the actual holiday, not the observed date). Eligibility for the shift differential will be established by the service start time regardless of when the service ends. The shift differential shall apply to the entire time of the service from start time to end time for the service shift.

Example 1: Service starts at 10:00 p.m. and ends at 7:30 a.m., since the start time is after 9:00 p.m. the shift differential applies.

Example 2: Service starts at 8:30 p.m. and ends at 2:00 a.m., since the start time is before 9:00 p.m. the shift differential does not apply.

Example 3: Service starts at 5:00 a.m. and ends at 12:00 p.m., since the start time is before 5:30 a.m. the shift differential does apply.

Example 4: Service starts at 6:00 a.m. and ends at 12:00 p.m., since the start time is after 5:30 a.m. the shift differential does not apply.

AMERICAN SIGN LANGUAGE (ASL) INTERPRETING SHIFT DIFFERENTIAL

Providers may charge an additional two dollars to the base service rate for ASL Interpreting that are scheduled to start after 9:00 p.m. or before 5:30 a.m. or any time during a federal holiday (the actual holiday, not the observed date). Eligibility for the shift differential will be established by the service start time regardless of when the service ends. The shift differential shall apply to the entire time of the service from start time to end time for the service shift.

REHABILITATION TECHNOLOGY

Rehabilitation Technology (RT) is a systematic application of technologies, engineering methodologies, or scientific principles to meet the needs of, and address the barriers confronted by, participants with disabilities in areas that include education, rehabilitation, employment, transportation, and independent living. It also includes the assessment, recommendation, and training on the appropriate selection and utilization of low vision equipment, assistive technologies, or lighting to address the functional impairments associated with vision loss. RT includes both assessment and services.

SERVICE DESCRIPTION	RATE PER UNIT	UNIT (DURATION)
REHABILITATION TECHNOLOGY (NON-CREDENTIAL)	\$11.80	6 MINUTES
REHABILITATION TECHNOLOGY (CREDENTIAL)	\$13.00	6 MINUTES
SETUP FOR TECHNOLOGY ACCESS READINESS TRAINING	\$6.60	6 MINUTES

REHABILITATION TECHNOLOGY (RT)

Service should include home and/or employment site visits; measurements of the physical environment or equipment, developing technical drawings e.g., in the case of home modifications/physical accessibility modifications; researching potential modifications or technology solutions; fabrication and installation of modifications; and computer training to provide for accessibility (excluding JAWS scripting), research and design of a customized assistive technology solutions to address the participant's specific needs. Service may also include training on utilization, proper care of, and maintenance of accommodations. Provider will develop a plan outlining benchmarks, specific goals, instructional techniques, and estimated timeframes to achieve learning objectives. The outcome of the service should be modifications to the physical environment or equipment that will enhance the participant's independence and employment options, or to provide assistive technology devices and services to promote employability and independence.

Services provided to participants with vision loss must have specific accreditation or certification. These providers shall be compensated at the certified rate. These accreditations or certifications shall include:

- Association for the Education and Rehabilitation of the Blind and Visually Impaired (AER), formerly the National Accrediting Council (NAC);
- Commission on Accreditation of Rehabilitation Facilities (CARF) Accreditation in Vision Rehabilitation Services;
- Academy for the Certification of Vision Rehabilitation and Education Professionals (ACVREP);
- Occupational Therapists with additional post graduate low vision certification.
- Examples: Low Vision Rehabilitation, Specialty Certification in Low Vision; or
- Teacher for the Visually Impaired (TVI), as licensed by the Ohio Department of

Education;

- Providers who are licensed by the State of Ohio as a Doctor of Optometry (OD) or Optician may also charge the credentialed rate for Individuals with vision loss. Providers must submit a copy of their license prior to being approved for the credentialed rate;
- Providers who have been certified by Freedom Scientific, on the most current version of JAWS, may provide Rehabilitation Technology – Computer Access at the credentialed rate to Individuals with vision loss. Providers must update their certification whenever an updated version of JAWS is released and/or the certification examination has been updated. Providers must submit a copy of their certification prior to being approved for the credentialed rate.

Providers who obtained and maintain a current certification or licensure that demonstrates competence in analyzing the needs of individuals with disabilities shall be compensated at the certified rate. These accreditations or certifications shall include:

- Rehabilitation Engineering and Assistive Technology Society of North America (RESNA);
- Assistive Technology Professional (ATP);
- Licensed Professional Engineer;
- Board of Certification in Professional Ergonomics (CPE, CHFP, AEP, AFHP); or
- Certified Industrial Ergonomist (Oxford Research Institute)

REQUIREMENTS

- The written VR Report shall, at minimum, address the following:
 - drawings and plans that clearly identify the current situation and proposed modifications. Drawings, including measurements and dimensions, shall be required for all proposed home modifications;
 - itemized list of equipment recommendations with specific features necessary to meet the identified needs;
 - identification of specific goal benchmarks to address identified barriers and the estimated timeframes to achieve these benchmarks;
 - initial assessment of the participant's functioning at the beginning of the service and final assessment to demonstrate the participant's progress;
 - explanation of instructional techniques and interventions that were used by provider staff or employer to facilitate learning and progress towards the attainment of each identified goal or benchmark;
 - input from the participant on their progress during the instructional period and potential concerns; and
 - questions posed by VR Staff or VR Contractor in the Referral to Facility form.
- Providers shall submit the invoice and report on the appropriate template within twenty-one calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first.

SETUP FOR TECHNOLOGY ACCESS READINESS TRAINING (START UP)

The purpose of this service is to teach participants to use technology (iPad, laptops, and/or computers) to be able to effectively participate remotely in services defined in OOD's VR Fee Schedule or other services approved and authorized by OOD. The service may consist of hardware (e.g., iPad, laptop) setup, registration of devices, installing and use of applications and/or programs required for remote services, such as Zoom, Teams, Google Classrooms, etc. After the initial setup, some participants may need additional assistance learning how to use the technology or with setting up additional devices and/or programs. START UP may be used for ongoing support beyond the initial setup. This service is not intended to take the place of Rehabilitation Technology – Computer Access, which focuses on the usage of adaptive software such as Jaws, ZoomText, etc. The START UP service shall not be used to assess or train individuals on computer software, e.g., Microsoft Word, etc. Service shall only be authorized after comparable benefits e.g., Apple Support, family support, etc. have been explored and used.

Provider shall follow-up at least seven calendar days after the initial setup/training to ensure that the participant is able to successfully participate in a remote service/meeting. Initial setup and training should generally be in person. It may be provided remotely with VR Staff's or VR Contractor's approval. Follow-up contact should generally be provided remotely to verify the participant's ability to meet remotely but may be provided in person with the permission of the referring VR Staff or VR Contractor. VR Staff or VR Contractor may authorize for additional time for ongoing support as determined necessary.

Service shall be authorized for up to twenty UOS initially, which shall include the initial setup/training and follow up. Provider may request an additional twenty UOS in writing by outlining what still needs to be addressed, planned interventions, and potential issues/barriers. VR Staff or VR Contractor shall review and approve the request for additional time, as appropriate. Intake shall not be authorized for this service alone, but an Intake may be authorized in conjunction with a qualifying service that the START UP service is supporting (e.g., Career Exploration).

Providers who currently offer core services (Job Development or Pre-Employment Transition Services) or Rehabilitation Technology (credentialed) may apply to provide START UP services. The START UP service is typically authorized in conjunction with a service (e.g., Pre-ETS) that is being delivered remotely.

The service shall focus on the following objectives:

- to teach participants how to use device(s) and access applications/programs required for remote services (e.g., how to login to a Zoom, TEAMS, Google meeting);
- to assist in setting up a user account (Apple ID) and/or a professional email address, if necessary;
- how to connect to wireless options e.g., Wi-Fi, mobile hotspot, mobile data, or home internet;
- how to participate in a remote meeting including camera usage (including background pictures/views), mute/unmute function, closed captioning (CC), and

appropriate remote etiquette e.g., appropriate clothing, language, and behavior; and

- to discuss online safety (e.g., not sharing personal information, pictures, Social Security Numbers).

REQUIREMENTS

- The written VR Report shall, at minimum, include the following:
 - list of objectives covered during the session(s), any potential barriers/challenges, and interventions used to mitigate barriers/challenges; and
 - answers to questions posed by VR Staff or VR Contractor in the Referral to Facility form.
- Providers shall submit the invoice and report on the appropriate template within twenty-one calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first.

PRE-EMPLOYMENT TRANSITION SERVICES **SUBCATEGORIES**

Pre-Employment Transition Services are provided to students with disabilities (SWD) who have been determined eligible or are potentially eligible (PE) for Vocational Rehabilitation (VR) services. Services are short-term and can precede or supplement traditional VR transition services. They are designed to help students identify career interests and improve the transition of students from school to postsecondary education and/or employment outcomes. An intake would not be authorized for the Pre-ETS subcategories: Pre-ETS Coordination would be authorized. Pre-Employment Transition Services can be provided individually or in groups and include the following five different sub-categories:

- 1) Counseling on Post-Secondary Opportunities;
- 2) Instruction in Self-Advocacy,
- 3) Job Exploration Counseling,
- 4) Work-Based Learning, and
- 5) Workplace Readiness Training.

The rates listed in the tables below shall be used for all five service sub-categories.

SERVICE DESCRIPTION	RATE PER UNIT	UNIT (DURATION)
PRE-ETS COORDINATION	\$266.20	FLAT FEE
COUNSELING ON POSTSECONDARY	\$6.70	6 MINUTES
INSTRUCTION IN SELF- ADVOCACY	\$6.70	6 MINUTES
JOB EXPLORATION COUNSELING	\$6.70	6 MINUTES

WORK BASED LEARNING	\$6.70	6 MINUTES
WORKPLACE READINESS TRAINING	\$6.70	6 MINUTES

SERVICE DESCRIPTION	NUMBER IN GROUP (#)			UNIT (DURATION)
	2 (54%)	3 (41%)	4 (33%)	
COUNSELING ON POSTSECONDARY	\$3.62	\$2.75	\$2.21	6 MINUTES
INSTRUCTION IN SELF-ADVOCACY	\$3.62	\$2.75	\$2.21	6 MINUTES
JOB EXPLORATION COUNSELING	\$3.62	\$2.75	\$2.21	6 MINUTES
WORK BASED LEARNING	\$3.62	\$2.75	\$2.21	6 MINUTES
WORKPLACE READINESS TRAINING	\$3.62	\$2.75	\$2.21	6 MINUTES

PRE-ETS COORDINATION

Pre-ETS Coordination may be used by providers to arrange for the provision of services related to one or more of the five subcategories of Pre-Employment Transition Services (Pre-ETS). Pre-ETS Coordination will include all contacts with the student, student's family or guardian, VR Staff or VR Contractor, school staff, potential businesses, and other community partners.

During this service, the provider shall conduct an initial meeting with the student, including activities such as: reviewing referral information, gathering pertinent disability related information, determining the appropriateness of remote services (if applicable), and identifying any needed accommodations for participation in Pre-ETS. The provider shall review which Pre-ETS subcategories the student has been referred for, explain what is involved with the service(s), and review whether the service is expected to be provided individually or in a group. The provider shall also discuss the student's preferred mode of communication (e.g., Braille, e-mail, in-person, phone, text, virtual) for coordination and arrangement of services.

This service shall also include coordination with whom services will occur. This may include the following activities: planning meetings, interviews, site tours with potential businesses, post-secondary institutions, etc.; and service arrangement (e.g., following school protocols to reserve meeting space, schedule services, orchestrate remote services) with school staff, VR Staff or VR Contractor, and other community partners. This service is available for both vocational rehabilitation (VR) and potentially eligible (PE) students and can be authorized a maximum of once per school year (i.e., beginning of grade level through the end of summer).

REQUIREMENTS

- The written VR Report shall, at a minimum, address the following:

- summary of communication with VR Staff or VR Contractor and the student and if applicable, their parent or legal guardian; and
- provider should also include a summary of initial contact with businesses, school staff, educational institutions, and/or other community partners as needed to initiate Pre-ETS on behalf of the student.

COUNSELING ON POSTSECONDARY OPPORTUNITIES

Counseling on Postsecondary Opportunities includes the exploration of training options available after graduation. Service may be provided one-on-one or in a group setting. Activities may include education on enrollment in comprehensive transition or postsecondary educational programs at institutions of higher education such as: course offerings, career options, the types of academic and occupational training needed to succeed in the workplace, and post-secondary opportunities associated with industry recognized credentials, career fields or pathways. Services may include advising students and parents or representatives on academic curricula, college application and admissions processes, completing the Free Application for Federal Student Aid (FAFSA), and resources that may be used to support individual student's success in education and training, which could include disability support services. Service is typically authorized for up to eighty UOS.

REQUIREMENTS

- The written VR Report shall, at a minimum, include the following:
 - completed self-evaluation to identify potential needs for training options available after graduation;
 - information about degrees and industry recognized credentials (e.g., certification, license, etc.) through training programs, community colleges and universities;
 - information provided about preparing for post-secondary training and how to succeed;
 - financial literacy, the Free Application for Federal Student Aid (FAFSA) application process and scholarship resources provided.; and
 - how to access disability services or accommodations needed on campus; and
 - answers to questions posed by VR Staff or VR Contractor in the Referral for Pre-ETS form.
- Providers shall submit the invoice and report on the appropriate template within twenty-one calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first.

INSTRUCTION IN SELF-ADVOCACY

Instruction in Self-Advocacy is utilized to assist students with disabilities to learn skills needed for greater independence. Service may be provided one-on-one or in a group setting. Services may include generalized classroom lessons in which students learn about their rights, responsibilities, and how to request accommodations or services and supports needed during the transition from secondary to post-secondary education and/or employment. During these lessons, students may share their thoughts, concerns, and needs, in order to prepare them for peer mentoring opportunities with individuals working in the area(s) of their interest.

Opportunities may be arranged for students to conduct informational interviews or mentor with educational staff such as principals, nurses, teachers, or office staff; or they may mentor with individuals employed by or volunteering for employers, board associations, or organizations in integrated community settings. Students may also participate in youth leadership activities offered in educational or community settings. Service is typically authorized for up to eighty UOS.

REQUIREMENTS

- The written VR Report shall, at a minimum, address the following:
 - self-evaluation of personal self-advocacy interests and activities to build independence and self-advocacy skills;
 - evaluation of student's awareness of their rights and responsibilities, including the decision if and how to disclose disability and how to request accommodations;
 - Opportunities in various settings identified to practice self-advocacy skills (e.g., at work, Individualized Education Program (IEP) and IPE meetings, requesting accommodations);
 - student networking including the names of peer mentoring groups or community networks student is interested in or participated; and
 - questions posed by VR Staff or VR Contractor in the Referral for Pre-ETS form.
- Providers shall submit the invoice and report on the appropriate template within twenty-one calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first.

JOB EXPLORATION COUNSELING

Job Exploration Counseling includes information regarding in-demand industry sectors and occupations, as well as non-traditional employment, labor market composition, administration of vocational interest inventories, and identification of career pathways of interest to the students. Service may be provided one-on-one or in a group setting in a classroom or community setting. Service may be provided in school or the community and shall include discussion of the student's vocational interest inventory results, in-demand occupations, career pathways, and local labor market information that applies to those particular interests. Service is typically authorized for up to eighty UOS.

REQUIREMENTS

- The written VR Report shall, at a minimum, include the following:
 - self-evaluation and assessment of student's knowledge of where they are in the career planning process;
 - copies of student's completed interest inventories identifying potential employment outcomes;
 - copies of the informational interviews completed with individuals working at in-demand jobs;
 - research of in-demand jobs & local labor market information;
 - student's knowledge of in-demand jobs and career pathways;
 - resources and assessment activities provided to identify career pathways

- include the date of registration with OhioMeansJobs and creation of the student's Backpack; and
 - answers to questions posed by VR Staff or VR Contractor in the Referral for Pre-ETS form.
- Providers shall submit the invoice and report on the appropriate template within twenty-one calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first.

WORK-BASED LEARNING

Work-Based Learning is utilized for a student with a disability to experience and gain knowledge about the workplace. These services are those that would be most beneficial to an individual in the early stages of employment exploration during the transition process from school to post-school activities, including employment. Service may be provided one-on-one or in a group setting in a classroom or community setting. Work-Based Learning experiences may include coordinating school-based job training, informational interviews to research employers, work-site tours to learn about necessary job skills, job shadowing, and/or mentoring opportunities in the community. Services may include work experiences to explore the student's area of interest through paid and unpaid internships, apprenticeships, short-term employment, fellowships, or on-the-job training in the community. Service is typically authorized for up to eighty UOS.

REQUIREMENTS

- The written VR Report shall, at a minimum, include the following:
 - names of community business that students completed work site tours, job shadowing, informational interviewing and/or field trip experiences at community businesses;
 - names and roles of guest speakers or name of businesses performing presentations;
 - student's understanding and acknowledgement of appropriate work site behaviors; and
 - answers to questions posed by VR Staff or VR Contractor in the Referral for Pre-ETS form.
- Providers shall submit the invoice and report on the appropriate template within twenty-one calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first.

WORKPLACE READINESS TRAINING

Workplace Readiness Training is utilized to improve social and independent living skills. Workplace readiness training may include programming to develop social skills and independent living, such as communication and interpersonal skills, financial literacy, orientation and mobility skills, job-seeking skills, understanding employer expectations for punctuality and performance, as well as other "soft skills" necessary for employment. Service shall include discussion of the following areas:

- Professional Skills: Workplace communication (written and verbal, with peers/supervisors), work ethics, teamwork, networking, health/safety, basic

customer service, business organization/hierarchy, job seeking skills and understanding employer expectations;

- Personal Skills: Social and inter-personal skills development, enthusiasm/attitude, integrity, personal responsibility, time management, self-management, and life-long learning;
- Internet: Safety and self-representation online, social media and potential impact on job searches, how to conduct online job searches, filling out online applications, and telephone etiquette; and
- Independent Living: Financial literacy and management, budgeting, hygiene/dress, community access, transportation, household management, Orientation & Mobility

Service may be provided in a classroom setting or be tailored to an individual's needs in an education or community setting. Service is typically authorized for up to 80 UOS.

REQUIREMENTS

- The written VR Report shall, at a minimum, include the following:
 - pre- and post-evaluation to measure skill attainment;
 - summary of and feedback from mock interviews and observations from job fairs attended;
 - completion of (mock) applications, and resumes
 - summary of sessions addressing the four content areas referenced in the definition: professional skills, personal skills, the internet, and independent living; and
 - answers to questions posed by VR Staff or VR Contractor in the Referral for Pre-ETS form.
- Providers shall submit the invoice and report on the appropriate template within twenty-one calendar days of the completion of service or the last date of service defined on the VR authorization, whichever comes first.

Self-Employment Services

Self-Employment services are designed to encourage and enable participants identified as appropriate for self-employment to create their own jobs by starting their own small businesses. Services will enable participants to further develop their business concept, to see if their concept is feasible, to plan for their business and to then implement the business plan.

SERVICE DESCRIPTION	RATE PER UNIT	UNIT (DURATION)
SELF-EMPLOYMENT BUSINESS CONCEPT (ASSESSMENT OR EVALUATION)	\$250.00	FLAT FEE
SELF-EMPLOYMENT FEASIBILITY STUDY (ASSESSMENT OR EVALUATION)	\$1,500.00	FLAT FEE

SELF-EMPLOYMENT BUSINESS PLAN WRITING (ASSESSMENT OR EVALUATION)	\$2,200.00	FLAT FEE
SELF-EMPLOYMENT BUSINESS PLAN ANALYSIS (ASSESSMENT OR EVALUATION)	\$500.00	FLAT FEE
SELF-EMPLOYMENT TECHNICAL ASSISTANCE	\$7.80	UNIT OF SERVICE

Self-Employment Business Concept

Self-Employment Business Concept can be authorized when a participant has identified an interest in becoming self-employed, the VR Staff or VR Contractor has preliminarily determined the participant is appropriate for self-employment, and the participant has a business concept ready to be evaluated. The Flat Fee includes meetings with the participant, a review of records, a written report with recommendations, and a staffing with the participant, business partner (if applicable), and VR Staff or VR Contractor. The outcome of this service is to identify if the participant is ready and has the capacity to pursue self-employment, if the business idea is ready or if it needs more development, and to provide the referring VR Staff or VR Contractor information and a recommendation to determine if the case should move to the next step: Feasibility Study.

Staff Qualifications: Certified Business Advisor (CBA); and/or bachelor's degree in management, operations, public administration, economics, finance, or other business-related field and/or at least twelve months operating their own business including marketing, financial, and sales responsibilities (e.g., self-employed); and strong written and verbal communication skills.

REQUIREMENTS:

- The written VR Report shall, at a minimum, include the following:
 - dates of service, including any staffing, as well as dates of contact with VR Staff or VR Contractor;
 - answers to questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program; and
 - the provider's accurate recommendation including any potential challenges, contraindications, or other considerations relating to the potential success of self-employment and appropriateness for the participant (e.g., financial, skills set).
- Business Consultant shall keep VR Staff or VR Contractor informed of missed appointments or delays in providing the service.
- This service would only be authorized prior to the Feasibility Study but it is not required. The service is recommended if the VR Staff or VR Contractor determines that the participant may be appropriate for self-employment, but the participant does not have a clear direction or needs assistance with fully structuring their business concept.

Self-Employment Feasibility Study

A Feasibility Study is an analysis that considers five elements - Business Description, Operational Analysis, Market Analysis, Financial Analysis, and Summary and Recommendations- to assist the VR Staff or VR Contractor to examine the specific function of the business and how likely it will be to succeed. The report must reflect recommendations consistent with OOD practices and allowances with the resulting recommendation supported by research. The study must clearly identify what support is being requested of OOD in order to launch the business venture and what supports will be available to the participant once OOD supports are no longer available. The Flat Fee includes a staffing with the individual, business partner (if applicable) and VR Staff or VR Contractor in order to review the report and recommendations, and any requested revisions to the Feasibility Study. The outcome of this service will be a clear answer to the question “Is this business idea feasible?” with supporting evidence including consideration and documentation of any risk factors or contraindications.

Staff Qualifications: Certified Business Advisor (CBA); and/or bachelor’s degree in management, operations, public administration, economics, finance, or other business-related field and/or at least twelve months operating their own business including marketing, financial, and sales responsibilities (e.g., self-employed); and strong written and verbal communication skills.

REQUIREMENTS:

- The VR Report shall answer questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program.
- Business Consultant shall keep VR Staff or VR Contractor informed of missed appointments or delays in providing the service.
- If factors outside of the Business Consultant’s control result in an incomplete feasibility study and it is determined jointly by the Business Consultant and VR Staff or VR Contractor that the service cannot continue in a timely manner, Business Consultant shall submit all work product available and the incomplete report. The Feasibility Study is divided into four clearly identified steps or sections. If the bill must be prorated, each completed section can be billed at twenty-five percent of the report fee or three hundred and seventy-five dollars per section.

Self-Employment Business Plan Writing

A Business Plan is a document that defines the core business activities, objectives, goals, and how the business will achieve its goals. It will define the actions needed to make the business a reality. The business plan shall include the following elements: Executive Summary; Business Description; Marketing Plan; Operations Plan; and Financial Plan. The Business Consultant shall assist the participant with developing the Business Plan within sixty calendar days of receiving the referral for services. The Flat Fee includes a staffing with the participant, business partner (if applicable) and VR Staff or VR Contractor in order to review and discuss the Business Plan, and up to two requested revisions to the business plan.

Staff Qualifications: Certified Business Advisor (CBA); and/or bachelor's degree in management, operations, public administration, economics, finance, or other business-related field and/or at least twelve months operating their own business including marketing, financial, and sales responsibilities (e.g., self-employed); and strong written and verbal communication skills.

REQUIREMENTS:

- The VR Report shall, at a minimum, answer questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program.
- Business Consultant shall keep VR Staff or VR Contractor informed of missed appointments or delays in providing the service.
- If factors outside of the Business Consultant's control result in an incomplete Business Plan and it is determined jointly by the Business Consultant and VR Staff or VR Contractor that the service cannot continue in a timely manner, the Business Consultant shall submit all work product available and the incomplete report. A Business Plan has five clearly identified sections. If the bill must be prorated, each completed section can be billed at twenty percent of the report fee or four hundred and forty dollars per section.

Self-Employment Business Plan Analysis

Business Plan Analysis will be authorized when a participant already has a Business Plan developed by either themselves or another entity and VR Staff or VR Contractor requires a professional or second opinion as to the completeness or quality of the plan. The Flat Fee includes meetings with the participant, any research to verify information or to provide additional information to add to the Business Plan, a written comprehensive evaluation of the Business Plan with recommendations, and a staffing with the individual, business partner (if applicable), and VR Staff or VR Contractor. This service shall not be authorized in conjunction with Self-Employment Business Plan Writing or to the same Business Consultant as who provided the initial Business Plan.

Staff Qualifications: Certified Business Advisor (CBA); and/or bachelor's degree in management, operations, public administration, economics, finance, or other business-related field and/or at least twelve months operating their own business including marketing, financial, and sales responsibilities (e.g., self-employed); and strong written and verbal communication skills.

REQUIREMENTS:

- The written VR Report shall, at a minimum, include the following:
 - dates of service, including any staffing, as well as dates of contact with VR Staff or VR Contractor; and
 - answers to questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program.

- Business Consultant shall keep VR Staff or VR Contractor informed of missed appointments or delays in providing the service.

Self-Employment Technical Assistance

Technical assistance can be authorized when the participant needs one-on-one assistance with issues central to running a business that may include, but is not limited to, reviewing agreements or contracts, marketing, merchandising, inventory procurement or management, accounting, and strategic planning. Technical assistance can be used to assist the participant with implementing the business plan and developing processes for day-to-day operations. If the Business Consultant is not qualified to, or does not have the capacity to, advise the participant in specific business areas (e.g., reviewing legal agreements, establishing a bookkeeping process) the Business Consultant shall use this service to research and provide at least three recommendations to other local qualified entities.

Staff Qualifications: Certified Business Advisor (CBA); and/or bachelor's degree in management, operations, public administration, economics, finance, or other business-related field and/or at least twelve months operating their own business including marketing, financial, and sales responsibilities (e.g., self-employed); and strong written and verbal communication skills.

REQUIREMENTS:

- The written VR Report shall, at a minimum, include the following:
 - dates of service, including any staffing, as well as dates of contact with VR Staff or VR Contractor; and
 - answers to questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program.
- Business Consultant shall keep VR Staff or VR Contractor informed of missed appointments or delays in providing the service.

VR FEE SCHEDULE SERVICE RATES & DESCRIPTIONS

Appendix A to Ohio Administrative Code Rule 3304-2-52

VR ADDENDUM OR MISCELLANEOUS TRAINING ADDENDUM SERVICES

In order for a provider to deliver services not defined in the VR Fee Schedule through an Addendum and/or Miscellaneous Training Addendum, the provider shall obtain Opportunities for Ohioans with Disabilities (OOD) approval. Services shall be provided on an individual basis or at a ratio of one-to-one (i.e., one provider staff person to one participant), unless the provider specifically has requested, and OOD has approved, a group rate. Approved services on their approved Addendum and/or Miscellaneous Training Addendum are posted in the Provider Management Program (PMP).

Addendum and/or Miscellaneous Training Addendum services may be considered to be provided remotely at OOD's discretion. Providers are required to email OOD their proposal in order to receive approval.

Providers shall refer to the "VR Authorizations" section of this appendix.

Providers shall create their own invoice and report but must follow instructions as detailed in this appendix under the "Invoice Report" with the exception of having an OOD-created invoice report and the "Submission of Invoice Reports" for timelines and electronic submission.

SERVICES DEFINED IN THE VR FEE SCHEDULE

Providers shall follow all requirements in this appendix as well as in the OOD VR Provider Manual.

Fiscal Requirements

FLAT FEES

The duration of Flat Fees shall be defined as a specific amount of time, or a specific outcome as identified in the service description under each applicable service of the VR Fee Schedule. Flat Fees include services authorized on a daily, weekly, or specific milestone/outcome basis. Flat Fees are inclusive of all contacts required to provide and document the service (e.g., telephone calls to set appointments, other communications via phone or texting, a case staffing).

INDIVIDUAL AND GROUP RATES

When Opportunities for Ohioans with Disabilities (OOD) authorizes for Vocational Rehabilitation (VR) on an individual basis, providers shall deliver services at a ratio of one-to-one (i.e., one provider staff person to one participant). This ratio shall be maintained for the entire duration of the service, except for Community Work Experience (CWE). CWEs shall not exceed a ratio of one-to-two (i.e., one provider staff person to two participants) and OOD or VR Contractor must provide approval of two participants prior to the start of the CWE. When approved, this service would be authorized, for each participant, at the full individual fee schedule rate.

When OOD authorizes for VR services at a group rate, providers may deliver services in a group setting. Groups are defined as one provider staff person dividing their time amongst multiple participants regardless of funding source. Groups shall have a maximum staffing ratio of one-to-four (i.e., one provider staff person to four participants). Individualized services provided in a group setting shall not be considered one-to-one and shall be paid at the group rate. When group services are authorized, the provider shall invoice for the service based upon the actual provider staff to participant ratio when the service was provided.

Example: Provider is serving three participants, one funded through OOD and two through the Department of Developmental Disabilities (DODD) waiver. This shall be billed at the group rate, at a one-to-three ratio (i.e., one provider staff person to three participants), even though the provider is only providing services to one OOD participant.

SERVICE DELIVERY CYCLE

VR Original Authorization/Billing (OOD-0020), hereafter referred to as “VR Authorization”, for services that are purchased as a Unit of Service (UOS) (i.e., six-minute increments) or a daily (Flat Fee) rate shall be issued for one calendar month with an allowable variance of seven days into the previous or following month (e.g., February twenty-second to March thirty-first or March first to April seventh). VR authorizations for UOS or flat fees (e.g., daily rate, weekly rate) shall not exceed a total of five weeks.

Service dates of VR authorizations for other Flat Fee services (e.g., daily, weekly, outcome) shall be authorized no later than the end of the current Federal Fiscal Year (FFY). Providers shall complete the entire service prior to submitting the invoice report, with the exception of Summer Youth Work Experience (SYWE), which may be billed up to twice during the service. Providers may not invoice for partial or incomplete services during the service delivery cycle, unless otherwise noted under the service description or an exception is approved by OOD.

UNITS OF SERVICE (UOS)

Units of Service (UOS) shall equal six-minute increments. UOS shall be invoiced in accordance with the chart below. Providers may invoice for UOS when, on behalf of a participant, they: provide direct services to participants; have made direct contact with potential employers; and have made direct contact with OOD or VR Contractors. Services can be invoiced for activities performed either in-person, via telephone, email, other electronic media (e.g., completing an online electronic job application), or via video electronic communication applications (e.g., Microsoft Teams, Zoom).

Texting cannot be invoiced in most cases, unless specifically for an approved disability-related accommodation (e.g., for a Deaf or hard of hearing participant), or if noted specifically in the service description as an allowable mode of service delivery (e.g., specific and limited allowances of interactive texting as part of Job Coaching, the retention component of Job Search Assistance Part 3). Providers shall not invoice for travel time between appointments. Provider staff shall be physically present and/or actively performing a service for the time to be billable. Remote services, as noted in the “Remote Services” section, are also allowable. Providers shall not invoice for time providing indirect services which include: reading email; listening to messages; internal communications between provider staff members; reading collateral documentation; conducting case/file reviews; and for the purpose of managing authorizations, invoices, and/or payments.

MINUTES	UOS
UP TO 6	1
7 – 12	2
13 – 18	3
19 – 24	4
25 – 30	5
31 – 36	6
37 – 42	7
43 – 48	8
49 – 54	9
55 – 60	10

VR AUTHORIZATIONS

VR authorizations act as the agreement to purchase a maximum amount of a specific service within a specific range of dates at the rate listed in this fee schedule. Providers should not deliver services without a VR authorization as payment may not be made. If there is a need to increase the amount of service or extend the dates of service from what has been originally authorized, the provider is responsible for contacting the assigned VR Staff or VR Contractor to obtain approval of the increase or change of dates prior to delivering services. Providers will receive an amended VR authorization with the increase in the amount of service or extension of dates of service.

INVOICE REPORT

An appropriate OOD-created invoice report template is required to be submitted for all VR Fee Schedule services defined in this appendix and in the VR Provider Manual. The invoice report shall provide all requirements listed below, attachments (if applicable), and address additional requirements listed under each service definition (if applicable), even if previously submitted to OOD (e.g., resume, placement report). The invoice report is to invoice for payment of services, to document services provided, and if applicable, to respond to OOD’s referral form questions and information to be obtained.

The OOD-created invoice report template shall include the following:

- full provider name (payee);
- authorization number;
- provider invoice number;
- participant's first name, last initial;
- full name of provider staff who delivered the service;
- full name of the individual completing the report;
- OOD staff or VR Contractor name;
- invoice date;
- service start and end date;
- service description(s);
- dates of contacts made with the participant and if applicable, their parent or legal guardian;
- response to questions and information to be obtained as indicated on the OOD referral form; and
- if applicable, dates of contacts made with businesses and other organizations (e.g. Social Security).

The following additional requirements may be listed under service descriptions including, but not limited to:

- initial/final assessment of the participant's functioning at the beginning and end of the service to demonstrate participant's progress;
- interventions used by provider staff, including instructional techniques, to facilitate learning progress, including the effectiveness of the strategies in achieving desired results, and/or employer training, and accommodations requested and granted;
- participant behavior observed and, if applicable, their performance for each date of service.
- participant input on their self-assessment and progress during service including potential concerns; and
- if applicable, employer input (e.g., their observations of the participants' hard skills, soft skills, performance).

Invoice Report Submission

Invoice reports shall be submitted electronically, via the AWARE Vendor Portal (AVP), within twenty-one calendar days of the date of last service (i.e., last direct contact with the participant and/or employer) or the VR authorization end date whichever comes first.

OOD will not issue subsequent VR authorizations if the invoice report is not received within the twenty-one-day timeframe.

If the invoice report is not considered a *proper* invoice report OOD shall return the invoice report to the provider. If returned, providers shall have twenty-one calendar days, from the date that the invoice report was returned to the provider, to make corrections and re-submit for payment.

Final invoice reports, including corrections, must be submitted to OOD no later than ninety

calendar days of the date of last service for payment. Providers shall have the twenty-one calendar days mentioned above to submit corrections, as long as the original invoice report was submitted within the ninety calendar days. Submission of the invoice report after ninety days, or after the twenty-one-day period to correct and resubmit, may be denied.

Example: Invoice report was submitted on February twenty-seventh, day eighty-ninth, but it was returned to the provider for corrections on March third. Provider has until March twenty-fourth to submit the correction.

Receipts

If a receipt is required, it must be an original purchase receipt from a vendor (e.g., bookstore, gas station, clothing store, assistive technology) and not secondary documentation of purchase. The receipt shall include the name and address of the vendor (i.e., payee) providing the goods or services, the date the goods or services were purchased and received, itemization of the goods or services and pricing, the final amount due, and evidence that payment was made (e.g., merchant receipt, credit card authorization).

Release of Invoice Reports and Payments

Invoice reports for the VR Fee Schedule services purchased by OOD are the property of OOD and may not be disseminated in draft form without the express written consent of OOD. Draft invoice reports may not be shared with participants and neither draft nor final reports shall be shared with any third party. Providers may share final, OOD approved invoice reports directly with the participant.

Once a proper invoice report is received and processed, payment will be released.

SERVICE INTERRUPTIONS, DELAYS, CANCELLATIONS, AND NO-SHOWS

Providers shall notify the VR Staff or VR Contractor when a service cannot be completed within two months of the referral and also when a participant misses two days of service, no matter the length of the service authorized.

Payment will not be made for cancellations or “no-shows”.

REMOTE SERVICES

VR Fee Schedule services are generally provided in person as direct services from local providers. When appropriate and consistent with the needs and preferences of the participant, most VR services may be provided remotely, including but not limited to Intakes, Job Search Assistance, Job Coaching, Work Incentive Planning, Career Exploration, Vocational Evaluations,

Assistive Technology, Pre-Employment Transition Services (Pre-ETS), and Job Search Preparation. Orientation & Mobility providers may complete as much of the assessments as possible remotely to start making plans for training and to provide a limited scope of instruction, including items such as concept development or instruction through family members (e.g., sighted guide techniques) as the provider finds appropriate.

Community Work Experiences (i.e., Assessments, Adjustments, and Internships) cannot be provided remotely. These services are required to be provided in person at an employer worksite as part of the service definition. Life Skills Training (LST) services may be provided remotely for services that do not require on-site assistance (e.g., budgeting). LST services that are traditionally provided in person (e.g., cooking, ironing), cannot be provided remotely. Services outside of those mentioned here, may be considered to be provided remotely with OOD approval. Services shall be participant focused.

Providers shall specifically discuss the opportunity for remote service delivery with participants and if applicable, their parents or legal guardian including their preferences for services (e.g., in-person versus remote), taking into consideration the participant's abilities and the appropriateness for remote services. When remote services are not deemed appropriate (or successful) by either the participant or VR staff or VR Contractor (e.g., counselor, coordinator, PCMU), services shall return to in-person delivery.

Remote services must be direct services to participants through phone, Microsoft Teams, Skype, Facetime, Zoom, or other electronic communication. Texting (with the exception of disability-related accommodations) is not an approved delivery method for remote services. Remote services shall not include any "assigned" tasks for the participant (e.g., online training). Services must involve a provider staff person in direct communication with the participant.

Remote services shall only be offered by providers in-state. OOD may approve an out-of-state provider in situations when an in-state provider is not possible (e.g., participant lives in Ohio close to a state border and there is not a local provider available for the service in Ohio) or when OOD determines necessary. Providers shall be able to meet in person if determined necessary by the participant, and if applicable, their parents or legal guardian, or the VR Staff or VR Contractor, at any time during services. All provider staff shall be at a regular work location that is in a professional and confidential environment free from distractions, including background noises, during service delivery (refer to "Protecting Confidentiality / and Environmental Considerations" section) and shall be available for in person contact as needed and appropriate.

Participant Signatures And Acknowledgement Of Agreement

Providers shall make every effort to obtain signatures, wet or electronically, on any documents requiring participant signatures. When a wet or electronic signature is not able to be obtained, OOD may allow alternate documentation of participant agreement. The provider must detail on the document how the agreement occurred (e.g., verbally, text, email). Providers should ask the

participant to email their agreement or ask for permission to document the participant's verbal consent.

Examples of acceptable documented participant agreement:

- Jane Doe provided approval via email on 03/23/2024 (attach form to email);
- Jane Doe provided approval via text on 03/24/2024 (attach a screenshot of text including contact number of participant);
- verbal consent was obtained by Jane Doe via phone on 03/23/2024;
- reviewed all elements of form with Mason on 09/15/2024 via phone and he agreed and consented verbally;
- verbal approval via phone on 09/15/2024;
- approval via Microsoft Teams on 09/15/2024; or
- by any mechanism of agreement built into an OOD-created invoice report (e.g., dropdown option).

The following are unacceptable ways of documenting participant agreement:

- the phrase "signature waived";
- the phrase "verbal signature";
- the phrase "accepted virtually"; or
- participant's typed signature using a cursive font.

It is required that providers document when remote services are utilized in the invoice reports. Providers shall obtain and document the participant's agreement to participate in services remotely, the technology utilized and the location of the participant receiving the service (e.g., the participant agreed to remote services and joined via Skype from their home).

PROTECTING CONFIDENTIALITY / ENVIRONMENTAL CONSIDERATIONS

During the provision of services remotely or in a public space, providers shall protect the confidentiality of participants by ensuring that no identifying information (e.g., home address) is visible to others, that no other people (e.g., family members, business patrons) are within distance to overhear the service session or within view of the camera, and ensure the focus remains on the services being delivered (e.g., not working on other cases). Providers must emphasize the importance of a private and quiet environment to the best of the participant's and provider's ability.

During the provision of remote services, providers shall notify participants that third-party applications (e.g., Skype, Facetime, Zoom) potentially introduce privacy risks. Providers should enable all available encryption and privacy modes when using such applications. Both parties (participant and provider) should mutually agree not to film/record conversations or photo/screenshot services in order to protect the confidentiality of their sessions. Providers should discuss the environment they are participating in, and all parties must disclose if additional parties (e.g., family members) are present.

VOCATIONAL SERVICES

SERVICE DESCRIPTION	RATE	RATE TYPE
BILINGUAL SUPPLEMENT	SERVICE RATE + 10%	VARIABLE
CRITICAL NEED RATE	\$105.50	FLAT FEE
EXTRA TRAVEL ALLOWANCE – LEVEL I (UP TO 35 MILES ONE WAY)	\$ 42.00	FLAT FEE
EXTRA TRAVEL ALLOWANCE – LEVEL II (36 – 50 MILES ONE WAY)	\$ 60.27	FLAT FEE
EXTRA TRAVEL ALLOWANCE LEVEL III (51-70 MILES ONE WAY)	\$ 83.90	FLAT FEE
EXTRA TRAVEL ALLOWANCE – LEVEL IV (71-90 MILES ONE WAY)	\$107.52	FLAT FEE
EXTRA TRAVEL ALLOWANCE – LEVEL V (OVER 90 MILES ONE WAY)	\$131.15	FLAT FEE

BILINGUAL SUPPLEMENT (BS)

Providers with bilingual staff who have the ability to communicate with participants in their preferred mode of communication, either in international language or sign language, may charge an additional ten per cent supplement when utilizing those skills to provide VR services. The bilingual supplement is applied to the specific service base rate as defined in the VR Fee Schedule. The bilingual supplement shall apply to all billing increments provided on behalf of the participant by the bilingual staff including contacts with VR Staff or VR Contractors and businesses. The supplement shall not be paid for missed appointments, cancellations, or transportation.

CRITICAL NEED RATE (CNR)

The Critical Need Rate (CNR) may be authorized in conjunction with VR Fee Schedule services to support service provision within Ohio where there are no service providers available (e.g., Orientation & Mobility, Assistive Technology, Life Skills Training in rural counties). OOD shall create and maintain the list of underserved counties without local or nearby service providers and determine which counties and services qualify for the CNR to ensure adequate statewide service coverage. The CNR shall be authorized in addition to an Extra Travel Allowance (ETA) rate. The CNR may be charged once per participant per day by the provider. OOD shall authorize for the CNR prior to service delivery. CNR shall be authorized for in-person services only.

EXTRA TRAVEL ALLOWANCE (ETA)

OOD may authorize the Extra Travel Allowance (ETA) in situations where OOD specifically

requests a provider to serve a participant outside of their designated service area as declared in the Provider Management Program (PMP) and displayed on the Provider Search tool. The ETA rate shall only apply to services defined in the VR Fee Schedule.

The ETA rate shall be determined based upon the one-way distance from the closest county border of the provider staff's point-of-origin (i.e., closet border to provider's office, or staff's home) to the destination of service delivery (e.g., participant's residence, local library). The ETA rate may only be charged once per day by the provider staff member. When serving more than one participant in a given day, the ETA rate shall be determined based upon the mileage of the participant with the furthest residence from the provider staff's point-of-origin county border. OOD shall establish the ETA rate utilizing an electronic mapping tool (e.g., navigation software, Google Maps). OOD shall authorize the ETA rate prior to service delivery.

The ETA rate shall not be allowed when providing remote services. This rate may be authorized in conjunction with the Critical Need Rate (CNR) and may not be invoiced for cancelled or "no-show" meetings.

Auxiliary Services

These services are designed to complement the delivery of other services to ensure that participants may fully engage in diagnostic services or VR services identified on their Individualized Plan for Employment (IPE).

SERVICE DESCRIPTION	RATE	RATE TYPE
BRIDGE SUPPORT SERVICES (BSS)	\$6.96	6 MINUTES
INTAKE (I)	\$129.66	FLAT FEE
SITE COORDINATION (SC)	\$151.29	FLAT FEE
SITE DEVELOPMENT (SD)	\$7.60	6 MINUTES
TRANSPORTATION	\$5.91	6 MINUTES
VOCATIONAL TRAINING STIPEND (VTS)	OHIO MINIMUM WAGE + 15%	6 MINUTES

BRIDGE SUPPORT SERVICES (BSS)

Bridge Support Services (BSS) are intended to enhance participant engagement and to focus directly on employment supports through short-term support to overcome significant barriers to employment. These services are not intended as ongoing services, or to mimic, duplicate, or supplant case management services that may be available from other sources (e.g., mental health and local county board of developmental disabilities services). However, the VR Staff or VR Contractor may consider if those services are available from other sources in a timely manner and, if not available timely, may authorize for BSS. BSS may be authorized for an initial four hours (forty UOS) in any category, with additional UOS authorized on an individual basis by the VR Staff

or VR Contractor. Participants' own completion and comparable benefits should be considered ahead of authorizing these services. Use of online resources are allowable and encouraged for BSS. These services may not be invoiced as a "pass through" fee (e.g. for clothing purchases, a fuel card), and the participant must be directly receiving the services.

BSS: Identification (ID) Obtainment/Replacement

This subcategory service may be utilized to help a participant obtain an ID (e.g., driver's license, State ID) needed for training, a paid work experience, employment, or other activities directly related to supporting the participants' IPE. Consider using website services in conjunction with any needed visits to any government offices such as the Ohio Bureau of Motor Vehicles (<https://www.bmv.ohio.gov>). This service may also be utilized to help a participant obtain a replacement ID or documents necessary for paid work experience or employment (e.g., driver's license, I-9 documents). This service may not be used to fund the reinstatement fees for replacing IDs due to warrant blocks.

BSS: Work Clothing Assistance

This subcategory service includes helping a participant choose and purchase appropriate interview, training, or work clothing; and/or tools needed for work or an apprenticeship program (e.g. stethoscope for nursing training, black non-slip boots and a tool belt needed for an apprenticeship). This subcategory includes direct service with the participant including transportation with the participant in the vehicle, time at any stores, and time transporting the participant back home.

BSS: Community Connections

This subcategory service includes connecting participants with resources in the community to address significant barriers (e.g., accessing childcare, addressing homelessness, justice-involvement). This subcategory includes, but is not limited to: assistance setting up mental health case management or other ongoing supports; childcare services; setting up a bank account; housing; interview clothing; or applying for services with other community agencies (e.g., Supplemental Nutrition Assistance Program (SNAP), Women, Infants & Children Program (WIC); Medicaid). This subcategory may also be used to address transportation barriers and may be used to research available options such as public transit, ride share services (e.g., Uber, Lyft) or other viable local options. Travel Training shall be utilized to help a participant learn to utilize any travel system. This service may not be used by a provider to self-refer back to its own agency or subcontractors or to apply for Social Security benefits.

BSS: Training Support

This subcategory service is to assist participants with applying for post-secondary training and completing any required application documentation and/or FAFSA documentation as needed, or required, when other assistance (e.g., school guidance counselor, financial aid office, parent, case manager, independent completion) is not available or feasible.

This service may also be used to research academic post-secondary programs, complete college entrance applications, assist with college visits, assist with the initial class registration, visit student

disability services offices, etc. when other assistance (e.g., school guidance counselor, parent, admissions office, independent completion) is not available or feasible.

An [invoice report](#) is required for all of these services.

INTAKE (I)

An intake (I) is the initial provider and participant meeting when providing VR services. During this meeting the provider shall review referral information and discuss the participant's disability, strengths, and any limitations and/or required accommodations to ensure that the VR services are individualized to meet the specific needs of the participant. The provider shall provide an overview of items such as confidentiality, ethics, and dispute resolution. This meeting allows for required information and conversations as part of any accreditation requirements. OOD allows all providers to invoice for an Intake, excluding Pre-ETS, Transportation, Addendum services, and Miscellaneous Training Addendum services at a maximum of once every twelve months since the last date of service provided to the participant. Subsequent Intakes require an invoice report with updated information.

Providers shall notify VR Staff or VR Contractor of any updates and/or discrepancies to the referral information.

An [invoice report](#) is required for this service. In addition, the following shall be addressed with the participant and noted in the report:

- participant's rights and responsibilities;
- confidentiality, including limitations of confidentiality;
- who the participant would like involved in their case and the need for any consent/releases;
- participant's preferred mode of communication (e.g., phone, video, request services provided remotely);
- address any history of behavioral or safety concerns; and
- review of the referral information with the participant.

SITE COORDINATION (SC)

Site Coordination (SC) may be used by providers to facilitate a Community Work Experience (CWE) (Assessment or Adjustment) at a business with which a provider has an existing relationship. SC shall include all contacts with the participant, potential business, VR Staff or VR Contractor. SC may include an interview, site tour with the potential business, and/or staffing to discuss the potential site and job duties. SC shall be issued at the same time as the Intake authorization (if needed). SC ends once the site has been confirmed and the dates and times of the CWE are determined. SC and Site Development (SD) shall not be authorized together for the same service.

An [invoice report](#) is required for this service.

SITE DEVELOPMENT (SD)

Site Development services (SD) are utilized to secure a potential employment setting that may be used to help either assess or address a participant's vocational barriers. SD may be authorized

to secure a new business location for a Community Work Experience (Assessment or Adjustment) or in cases where a participant needs an individualized site for Summer Youth Work Experience

SD shall be issued at the same time as the Intake authorization (if needed). SD ends once the site has been secured and the dates and times of the CWE (Assessment or Adjustment) are determined. SC and SD shall not be authorized together for the same service.

An [invoice report](#) is required for this service.

TRANSPORTATION

Transportation services are utilized when providers transport participants to and from appointments or worksites for the following services: Community Work Experience (Assessment and Adjustment), Job Coaching, Summer Youth Work Experience, Summer Youth Job Exploration Counseling, and for other services not included within the VR Fee Schedule (e.g., transportation to a psychological evaluation, medical appointment to determine eligibility). Providers may begin billing Transportation once the participant has been picked up and should end billing once the participant has been dropped off. Providers shall not bill wait time associated with Transportation. The Transportation service ends when the participant gets to the service location, (e.g., Community Work Experience worksite).

Providers shall divide the total amount of time for transportation (i.e., the point when the first participant is picked up until the last participant is dropped off) amongst the total number of participants receiving transportation for the trip regardless of funding sources.

The Bilingual Supplement shall not apply to Transportation. Intake shall not be authorized with or as part of Transportation Services. Transportation for Summer Youth participants shall not exceed an hour of travel time or ten UOS at the start and end of the service.

An [invoice report](#) is required for this service.

VOCATIONAL TRAINING STIPEND (VTS)

Providers shall compensate participants for vocationally related work experiences (e.g., Community Work Experience (Assessment and Adjustment), Summer Youth Work Experience, and non- school-based Community Work Experience Internships services) at a rate equivalent to the current State of Ohio Minimum Wage. OOD shall reimburse providers at a rate equivalent to the State of Ohio Minimum Wage plus an additional fifteen per cent to include additional costs such as Worker's Compensation, Federal Insurance Contributions (FICA), Medicare, and administrative costs. Providers shall, at a minimum, provide Worker's Compensation for participants during work experiences.

Providers shall provide participants at least one fifteen-minute break for every four hours of any scheduled work experience service. Providers shall provide an unpaid thirty-minute lunch period after six hours of scheduled work experience service. The unpaid meal periods are not a VR fee schedule service and are not counted as part of billable service delivery time. If a participant needs additional breaks, providers should provide it as a reasonable accommodation, but the time shall not be paid.

Participants are not intended to substitute for employees of a host business.

Participants may request to waive the VTS. VR Staff or VR Contractor will make the final decision whether or not to authorize for the VTS.

Providers shall keep records for minors to document the name of businesses, business addresses, occupations, number of hours worked by each minor on each day of the week, the hours of beginning and ending work, the hours of beginning and ending meal periods, and the amount of wages paid each pay period to each minor. Records shall be kept for two years (**Source R.C. 4109.11**).

Providers are responsible to know and ensure compliance with the Ohio Minor Labor laws ([Source R.C. Chapter 4109](#)). OOD does not provide technical guidance and/or enforcement of minor labor laws.

Information on this service must be included on the corresponding service's invoice report.

Diagnostic & Assessment Services

These services provided and activities performed are to determine a participant's eligibility for VR services, assignment of the participant to an Order of Selection (OOS) priority, and/or to determine the nature and scope of services to be included in the Individualized Plan for Employment (IPE). Services may also include assistance to a participant who is interested in becoming employed but is uncertain of the impact work income will have on their benefits and/or is not aware of benefits (e.g., access to healthcare) that might be available to support any work efforts.

SERVICE DESCRIPTION	RATE	RATE TYPE
WORK INCENTIVES PLANNING (WIP)	\$496.91	FLAT FEE
WORK INCENTIVES COORDINATION (WIC)	\$8.12	6 MINUTES
COMMUNITY WORK EXPERIENCE (CWE) (ASSESSMENT) (HALF DAY: FOUR OR LESS HOURS)	\$276.52	FLAT FEE
COMMUNITY WORK EXPERIENCE (ASSESSMENT) (FULL DAY: OVER FOUR HOURS)	\$483.93	FLAT FEE
CWE – RAPID ENGAGEMENT	\$432.02	FLAT FEE
CWE– PLACEMENT PREMIUM	\$1,351.14	FLAT FEE
VOCATIONAL EVALUATION	\$1,169.68	FLAT FEE
VOCATIONAL CONSULTATION	\$7.60	6 MINUTES

CAREER EXPLORATION	\$7.81	6 MINUTES
--------------------	--------	-----------

WORK INCENTIVES PLANNING (WIP)

Work Incentives Planning (WIP) services are utilized to provide information on how participating in VR services and returning to work can positively impact the participant's earning potential. The Flat Fee shall include the time interviewing the participant, verifying benefits, analyzing data, and a review of the written reports with the participant and if applicable, their parent or legal guardian, and/or representative payee. WIP takes into consideration current Federal, State, and Local benefits such as Title II (Social Security Disability Insurance (SSDI), Disabled Adult Child (DAC), Survivor Benefits, etc.); Title XVI (Supplemental Security Income (SSI)); Health Benefits (Medicaid, Medicare, other Private or Public health benefits); Veteran's benefits; and housing, food, and other public assistance programs. WIP services also provide participants information on work incentives including, but not limited to: Ticket to Work; Impairment Related Work Expenses (IRWE); Trial Work Periods (TWP); Student Earned Income Exclusions (SEIE); and Plan for Achieving Self-Sufficiency (PASS) plans. The outcome of the service is to provide a participant a comprehensive overview of how working affects benefits and how work incentives can be utilized to maximize earnings.

Provider staff delivering this service shall be currently certified as a Community Work Incentives Coordinator (CWIC) through Virginia Commonwealth University or Work Incentive Practitioner through Cornell University and must complete follow up trainings as required to maintain their certification.

Provider shall review the invoice report and Benefits Planning Query (BPQY), in a manner that is understandable, with the participant and if applicable, their parent or legal guardian, and/or representative payee, any other person(s) the participant identifies, and the VR Staff or VR Contractor (if available).

VR Staff or VR Contractor may request to be present during the review of the invoice report.

Provider shall provide the participant and if applicable, their parent or legal guardian, and/or representative payee with a written copy of the invoice report and BPQY.

An [invoice report](#) is required for this service. Additional requirements include:

- the acquisition of information from the source organization (e.g., Social Security, Jobs & Family Services) and verification of the amount and type of benefits received (e.g., SSI/SSDI, medical, housing, cash assistance) by participant;
- demonstration of how returning to work may positively impact the participant's overall income, including illustrations of how working can potentially increase earnings (e.g., SSI calculation sheets comparing current situation to at least two comparison points with different earnings);
- identification of any benefit issues that require a resolution; and

- information about specific work incentives that apply to the participant's specific benefits and may be eligible to utilize, including a brief explanation of how the participant would request and document the work incentive.

WORK INCENTIVES COORDINATION (WIC)

Work Incentives Coordination (WIC) services are utilized when a WIP has been completed or is available to assist the participants in coordinating and/or resolving benefit issues which include, but are not limited to: reporting income; applying for and documenting work incentives; applying for Medicaid Buy-In for People with Disabilities; and resolving over-payments. WIC may also be utilized to assist participants with developing and implementing a Plan for Achieving Self-Sufficiency (PASS). WIC UOS shall not be utilized to assist a participant in applying for Social Security benefits or completing a Continuing Disability Review (CDR). Intake shall not be authorized with or as part of WIC.

Information shall be provided to the participant and if applicable, their parent or legal guardian, and/or representative payee in an understandable format (i.e., preferred mode of communication).

An [invoice report](#) is required for this service. Additional requirements include:

- dates of contacts with Social Security Administration, Department of Jobs & Family Services, or other organizations; and
- results of the coordination and/or resolving of benefit issues.

COMMUNITY WORK EXPERIENCE (CWE) (ASSESSMENT)

Community Work Experiences (CWEs) authorized as assessments are utilized to assess a participant and provide information on a participant's aptitudes, abilities, behaviors, accommodation needs, and preferences to determine if a specific employment opportunity would be an appropriate match as well as what supports they may need in the workplace. CWEs shall be authorized either as a half day (i.e., four hours or less), or a full day (i.e., over four hours). The Flat Fee includes provider staff time to assess the participant, any staffing that may be needed, and the invoice report preparation. CWEs authorized as an assessment are not intended to teach specific work skills, provide work experience or adjustment services; though the provider may address behavior, skills deficits, and concerns during this service as needed. CWEs should not be standard practice for onboarding participants or used as a hiring incentive in conjunction with or in lieu of Job Search Assistance services. CWEs shall be conducted in CIE settings, except for limited circumstances when the VR Staff or VR Contractor determines that the participant's needs cannot be met in the CIE setting. CWEs provided in a non-CIE setting shall be transitioned to a CIE setting as soon as possible based upon the readiness of the participant.

One provider staff may assess up to a maximum of two participants at the same time as part of the service with approval from each participant's VR Staff and/or VR Contractor. When approved, this service would be authorized for each participant, at the full individual VR fee schedule rate.

Provider staff shall be physically present and/or actively performing a service for time to be billable. Employees of the host site business shall not be used in lieu of provider staff

to train or supervise participants at the worksite.

Providers shall immediately notify the VR Staff or VR Contractor when sufficient information has been obtained to answer the referral questions. VR Staff or VR Contractors will then determine if services should continue.

The Vocational Training Stipend (VTS) shall be authorized by VR Staff or VR Contractor to compensate participants for actual work performed during the CWE. VTS shall not be paid for breaks that last thirty minutes or longer.

An [invoice report](#) is required for this service, including initial/final assessment, interventions used, participant behavior, employer input, and participant input. Additional requirements include:

- information about the work environment and job tasks (job task analysis), including employer or industry accepted performance (quantity and quality) standards.

CWE RAPID ENGAGEMENT PREMIUM (CRE)

Providers who complete the CWE (Assessment or Adjustment) and submit the invoice report within thirty calendar days from the issue date of the SC or SD authorization shall be entitled to charge a CWE - Rapid Engagement Premium (CRE). The CRE shall be calculated based on the date that the SC or SD authorization was issued to the date that the invoice report for the CWE is received by OOD. If the invoice report is denied and/or returned to the provider, the provider will need to make corrections and re-submit the amended invoice report within the original thirty-day period in order to maintain eligibility for the premium. The authorization for the premium shall be issued by the VR Staff or VR Contractor once the requirements have been fulfilled.

CWE PLACEMENT PREMIUM (CPP)

CWEs (Assessments and Adjustments) shall not be marketed to participants or businesses as an incentive to hire a participant. There are circumstances, however, where an employer may be interested in hiring a participant following this service. If a participant is hired at the business that hosted the CWE (Assessment or Adjustment only) within four weeks from the date of finishing the CWE, the provider may charge the CPP. Four weeks shall be defined as twenty-eight calendar days. This service is for the coordination and facilitation of the participant being hired by the employer following this service. Job Search Assistance shall not be authorized to facilitate the hiring of a participant at the CWE site. CPP shall not be paid if Job Search services have been authorized, as providers may invoice according to those service definitions. If the participant needs additional support after the CWE, Job Coaching (JC) may be authorized once the participant has started the first paid day of work, as needed, to assist the participant in continuing to learn job tasks, adjust to the work environment, and/or maintain employment. The VR authorization for the premium shall be issued by the VR Staff or VR Contractor once the requirements have been fulfilled. The service is billable following the participant's second completed day of employment.

VOCATIONAL EVALUATION (VE)

Vocational Evaluations (VE) are utilized to identify and evaluate a participant's current and projected vocational functioning. The Flat Fee shall include: the time associated with scheduling; collecting information; administering and analyzing test results and current local labor market analysis based on OhioMeansJobs and other labor market resources; the preparation of the invoice report, and a staffing at the request of VR Staff or VR Contractor. Providers shall, at a minimum, perform standardized test batteries and/or work samples to document a participant's abilities, interests, capabilities, aptitudes, and level of academic functioning. VE may include interviewing participants, family members, and others involved service personnel (e.g., teachers, case managers). The outcome of the service is to identify and provide supporting data and documentation of viable employment options that the participant and VR Staff or VR Contractor may discuss as part of the vocational counseling and guidance process.

VR Staff or VR Contractor may request specific test batteries to be included in the VE service. Providers shall use the most current industry recognized version of test batteries that are supported by publishers and accepted by the appropriate professional community.

An invoice report is required for this service. Additional requirements include:

- questions posed by VR Staff or VR Contractor in the Referral to Community Rehabilitation Program;
- summary of the participant's abilities, interests, capabilities, aptitudes, and level of academic functioning;
- identification of realistic and viable employment options;
- justification and explanation of why the identified employment options would be a suitable match based on the testing results as well as the participant's unique strengths, resources, capabilities, interests, aptitudes, and informed choice;
- current local labor market analysis based on OhioMeansJobs and other labor market resources; and
- identification of potential strengths and barriers, including recommendations for possible accommodations that may mitigate barriers.

VOCATIONAL CONSULTATION (VC)

Vocational Consultations (VC) are utilized when the participant has identified a potential employment outcome but VR Staff or VR Contractor needs additional information to determine the feasibility and appropriateness of the potential employment outcome. Providers may charge for the time associated with administering and analyzing test results and current local labor market information. VC may be utilized in the following situations:

- to administer specific test instruments (e.g., academics, interests);
- to complete a current local labor market analysis or transferable skills analysis based on OhioMeansJobs and other labor market resources;
- to assess a participant's computer skills and knowledge of software applications (e.g., Microsoft Word, Excel,); or
- to review and update a previous vocational evaluation.

An [invoice report](#) is required for this service. Additional requirements include:

- identification of potential strengths and barriers, including recommendations for possible accommodations that may mitigate barriers;
- computer skills and knowledge of software application assessments shall not exceed forty UOS; and
- VR Staff or VR Contractor may request specific test batteries to be included as part of the service.

Providers shall use the most current version of testing batteries that are currently supported by publishers and accepted by the professional community.

CAREER EXPLORATION (CX)

Career Exploration (CX) is utilized to assist a participant in exploring a specific employment outcome(s). CX involves the participant conducting informational interviews with individuals or employers who are actually performing the duties or hiring for the duties of the identified occupation (not academic/college programs) to ask questions about the job tasks, training required, and salaries. The participant may also have the opportunity to job shadow and observe employees performing the job tasks associated with the identified occupation. If possible, the participant should be given an opportunity to attempt actual job tasks as well. Work samples may not last longer than one hour for specific career clusters (e.g., retail, health, food service) and providers may not complete more than two work samples per business for a total of twenty UOS per business.

The use of videos as a method of providing CX is not permitted without prior approval of VR Staff or VR Contractor on a case-by-case basis.

Travel to and from businesses for certain purposes (e.g., informational interviews, job shadows) may be billed as the actual service of CX for the time that the participant is in the vehicle.

Providers should maximize the amount of time of the service and ensure that travel is kept to a minimum.

CX may not be used to research academic programs (e.g., complete college entrance applications, college visits, register for classes). These activities are part of Pre-ETS, the vocational planning process, or BSS, and the VR Staff or VR Contractor should assist participants with these activities.

CX is also utilized for extended support planning and discovery activities in preparation for Supported Employment. Discovery activities may include, but not be limited to: interviewing participants, family members, other involved service personnel (e.g., teachers, case managers); observing participants in the community; and exploring a participant's interests and identification of potential areas of vocational interest. Providers, at the request of VR Staff or VR Contractor, may participate in meetings to: provide input on the development of the Individualized Plan for Employment (IPE); determine supported employment services; and determine benchmarks to transition services to the long term supported employment provider. Providers may be compensated up to a maximum of three hours for these planning and discovery meetings.

The outcome of the service is to identify and provide supporting data and documentation of viable employment options that the provider and participant may discuss as part of the vocational counseling and guidance process.

An [invoice report](#) is required for this service, including initial/final assessment, interventions used, participant behavior, employer input, participant input. Additional requirements include:

- identification of a realistic and viable employment outcome(s) based on the participant's geographic location and local labor market analysis;
- justification and explanation of why the identified employment outcome(s) would be a suitable match for the participant based on their unique strengths, resources, capabilities, interests, and aptitudes; and
- identification of potential strengths and barriers and suggested accommodations that may mitigate barriers.

Disability & Augmentative Skills Training

Services provided to assist participants with utilizing or enhancing their current functioning levels to be able to fully participate in VR services, secure and maintain employment, and/or enhance independence.

SERVICE DESCRIPTION	RATE	RATE TYPE
LIFE SKILLS TRAINING (LST) (NON-CREDENTIAL)	\$11.29	6 MINUTES
LIFE SKILLS TRAINING (LST) (CREDENTIAL)	\$12.34	6 MINUTES
ORIENTATION & MOBILITY (OM) TRAINING	\$13.82	6 MINUTES
ORIENTATION & MOBILITY (OM) SITE DEVELOPMENT	\$189.06	FLAT FEE
TRAVEL TRAINING (TT)	\$6.96	6 MINUTES

SERVICE DESCRIPTION	NUMBER IN GROUP (#)			RATE TYPE
	2 (54 %)	3 (41 %)	4 (33 %)	
TRAVEL TRAINING (TT)	\$3.76	\$2.86	\$2.30	6 MINUTES

LIFE SKILLS TRAINING (LST)

Life Skills Training (LST), sometimes referred to as Rehabilitation Teaching, is utilized to teach participants with visual impairments and other disabilities (e.g., an intellectual disability, traumatic

brain injury, deafness or those with language deprivation) to learn Life Skills to enhance safety, independence, and employability. Provider will assess the needs of the participant, make recommendations to VR Staff or VR Contractor and identify which areas the participant may have strengths as well as barriers. Provider will develop a plan outlining benchmarks, specific goals, instructional techniques, and estimated timeframes to achieve learning objectives. 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 expected outcome of the service is that the participant will develop the life skills and confidence needed to live independently. The service may include the research and development of appropriate tools/equipment needed to achieve specific goals.

Credentialed services provided to participants with vision loss must have specific accreditation or certification. These providers shall be compensated at the certified rate. These accreditations or certifications shall include:

- Association for the Education and Rehabilitation of the Blind and Visually Impaired (AER), formerly the National Accrediting Council (NAC);
- Commission on Accreditation of Rehabilitation Facilities (CARF) Accreditation in Vision Rehabilitation Services;
- Academy for the Certification of Vision Rehabilitation and Education Professionals (ACVREP);
- Occupational Therapists with additional post graduate low vision certification (e.g., Low Vision Rehabilitation, Specialty Certification in Low Vision); or
- Teacher for the Visually Impaired (TVI), as licensed by the Ohio Department of Education.

Providers shall send OOD a current copy of their credential and, if ACVREP certified, their liability insurance, prior to being approved for the credentialed rate. Providers shall submit a copy of their liability insurance to OOD upon annual renewal.

Credentialed and Non-credentialed services shall only be authorized at a ratio of one-to-one. There shall not be a group rate for this service.

An [invoice report](#) is required for this service, including initial/final assessment, interventions used, and participant input. Additional requirements include:

- identification of specific goal benchmarks to address identified barriers and the estimated timeframes to achieve these benchmarks; and
- itemized list of equipment recommendations including specific features necessary to meet the identified needs.

ORIENTATION & MOBILITY (OM)

Orientation & Mobility is utilized to assist participants with visual impairments to familiarize themselves with their environment and to learn to navigate independently. Provider will assess the needs of the participant, make recommendations to VR Staff or VR Contractor, and identify in

which areas the participant may have barriers as well as strengths. Provider will develop a plan outlining benchmarks, specific goals, instructional techniques, and estimated timeframes to achieve learning objectives. Providers may use instructional techniques, such as sighted-guide, long cane, or use of service animals. The service may be provided in different settings (e.g., the workplace, home, educational setting, the community). The outcome of the service is that the participant develops the skills and confidence to navigate independently.

This service shall only be authorized on an individual basis or a ratio of one-to-one. There shall not be a group rate for this service.

Providers shall send OOD a current copy of their credential and, if ACVREP certified, their liability insurance, prior to being approved for the credentialed rate. Providers shall submit a copy of their liability insurance to OOD upon annual renewal.

An [invoice report](#) is required for this service, including initial/final assessment, interventions used, and participant input. Additional requirements include:

- identification of specific goal benchmarks to address identified barriers and the estimated timeframes to achieve these benchmarks.

ORIENTATION & MOBILITY SITE DEVELOPMENT (OMSD)

Orientation & Mobility Site Development is a Flat Fee service to allow the provider to conduct an environmental assessment for the purpose of safety and route planning in order to identify appropriate training environments, as requested by VR Staff or VR Contractor. The Site Development fee shall be included on the first month's invoice report for OM.

TRAVEL TRAINING (TT)

Travel Training (TT) is utilized to teach participants how to travel independently on public transportation or in the community in their own private vehicle. The provider shall assess the needs of the participant and make recommendations to VR Staff or VR Contractor regarding which areas the participant may have barriers and strengths as well as the service needs of the participant.

Instruction should 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 (e.g., a missed bus, getting off at the wrong stop, or using GPS to navigate). Provider staff may provide instruction by demonstrating how to ride public transportation with the participant until the participant is independent. The outcome of the service is that the participant will be confident and independent in their ability to work and travel in the community.

An [Invoice report](#) is required for this service, including initial/final assessment, interventions used, and participant input.

Job Readiness Services

Services provided to prepare a participant for the world of work (e.g., appropriate work behaviors,

getting to work on time, appropriate dress and grooming, increasing productivity).

SERVICE DESCRIPTION	RATE	RATE TYPE
SUMMER YOUTH WORK EXPERIENCE	\$1,392.60	FLAT FEE (WEEK)
COMMUNITY WORK EXPERIENCE (CWE) (ADJUSTMENT) (HALF DAY: 4 OR LESS HOURS)	\$276.52	FLAT FEE (DAY)
COMMUNITY WORK EXPERIENCE (CWE) (ADJUSTMENT)(FULL DAY: OVER 4 HOURS)	\$483.93	FLAT FEE (DAY)
COMMUNITY WORK EXPERIENCE (CWE) (INTERNSHIPS) (SCHOOL BASED)(HALF DAY: 2.5 OR LESS HOURS)	\$63.72	FLAT FEE (DAY)
COMMUNITY WORK EXPERIENCE (CWE) (INTERNSHIPS) (SCHOOL BASED)(FULL DAY: OVER 2.5 HOURS)	\$101.60	FLAT FEE (DAY)
COMMUNITY WORK EXPERIENCE (CWE) (INTERNSHIPS) (NON-SCHOOL BASED)(HALF DAY: 4 OR LESS HOURS)	\$101.60	FLAT FEE (DAY)
COMMUNITY WORK EXPERIENCE (CWE) (INTERNSHIPS)(NON-SCHOOL BASED) (FULL DAY: OVER 4 HOURS)	\$176.08	FLAT FEE (DAY)

SERVICE DESCRIPTION	NUMBER IN GROUP (#)			RATE TYPE
	2 (54%)	3 (41%)	4 (33%)	
SUMMER YOUTH (WORK EXPERIENCE)	\$752.00	\$570.97	\$459.56	FLAT FEE (WEEK)
COMMUNITY WORK EXPERIENCE (CWE) (ADJUSTMENT) (HALF DAY: 4 OR LESS HOURS)	\$149.32	\$113.37	\$91.25	FLAT FEE (DAY)
COMMUNITY WORK EXPERIENCE (CWE) (ADJUSTMENT) (FULL DAY: OVER 4 HOURS)	\$261.32	\$198.41	\$159.70	FLAT FEE (DAY)

COMMUNITY WORK EXPERIENCE (CWE) (INTERNSHIPS)

Community Work Experience (CWE) offered in Internship settings are group-based services and a collaboration in which OOD, the provider, and the host business (work site), and if applicable, an education partner (for school-based services), have an established relationship which includes an OOD approved training curriculum to address vocational barriers while at the same time learning transferable work skills. CWE Internships should include several short-term rotations or internships, within the business to allow participants to learn various job tasks. Providers shall conduct an assessment at the start of the service to identify training goals, develop benchmarks, and to establish a timeline for successful completion of the service. The primary emphasis of a CWE Internship is to help participants obtain and improve work skills (e.g., appropriate work behaviors; communication and interpersonal skills; build stamina and endurance; address attendance and timeliness issues). The outcome of the service is to prepare participants to be job ready and to secure permanent CIE.

CWE services must include a soft skills educational component approved by OOD (e.g., “Skills to Pay the Bills”) to teach various skills (e.g., budgeting, time management, development of vocational interests, job search assistance). The soft skills training may be provided and/or funded through sources other than OOD (e.g., high schools, developmental disability (DD) boards). When a source other than provider staff is delivering these components (e.g., a high school teacher), this component of the program may not be invoiced as part of this service. The educational component may take place onsite at the host business or at an offsite location. Non-School Based CWE Internship programs should include a staffing every two weeks to discuss progress, updated goals, and to establish new goals. Non-School Based CWEs should not be developed for a specific duration but should be based on the participant’s progress. CWE Internships include the provider facilitating a potential job placement within the host business once the participant approaches job readiness as part of the service. VR Staff or VR Contractors may refer the participant for Job Search Assistance services for a position outside the CWE Internship host site if the participant is not going to be hired by the CWE Internship business partner. Provider staff must remain on site and provide direct instruction and observation with participants during the full duration of the service for any time they are invoicing.

Prior to establishing a new CWE Internship site, OOD shall determine if there is a need for an additional site and if sufficient referrals are available to support the site. OOD and the business partner for the internship site shall also meet to discuss job tasks and the business partner’s expectations. OOD must finalize and approve any new CWE Internship sites before services may begin or authorizations may be issued.

Requirements For School Based CWE Internships

- School Based CWE Internships are defined as work experience services provided in conjunction with a secondary (i.e., high school) educational track.
- School based CWE Internships shall be authorized either as a half day, two and one-half hours or less, or a full day, over two and one-half hours. VR Staff or VR Contractors may request a modified schedule to accommodate disability-related needs. VR Staff or VR Contractors must specifically communicate this to the provider at the time of the authorization.
- School based programs may occur for up to nine months in the academic year during

the participant's last year of high school. Services are expected to be scheduled two and one-half hours or less for half-day services and over two and one-half hours for full-day services. Classroom time and unpaid meal periods do not count as service time for the calculation of the duration. Service time is intended to cover the job tasks typically associated as part of Job Coaching (JC).

- Provider staff shall be physically present and/or actively performing a service for time to be billable. Employees of the host site business shall not be used in lieu of provider staff to train or supervise students with disabilities (herein referred to as "student") at the worksite.

Direct services with students during the (up to two-week) orientation period may be authorized at the beginning of this service to allow for activities necessary for a participant to engage in the service. Activities include, but are not limited to: host site tours with students, assisting the student with completing a health screening/immunizations, obtaining badges/IDs with students, internship or rotation interviews with students, internship or rotation assessments with students, reviewing work tasks with students, assessing for job accommodations with students, and assisting students to complete first aid/CPR/ServSafe or other required training with students prior to starting internships or rotations.

Additionally, up to twice per school year, direct services with students during the 'transition week' between internships or rotations may be authored for activities including: helping students interview for their next internship or rotation, helping students develop skill needed to start the next internship or rotation, helping students learn to navigate to a different part of the host business and learn the necessary routines to start a new internship or rotation such as safety protocols, and revisiting orientation activities with the student.

An [invoice report](#) is required for this service, including initial/final assessment, interventions used, student behavior, employer input, and student input. Additional requirements include:

- information on the work environment and job tasks (job task analysis) including employer or industry accepted performance (quantity and quality) standards.

Requirements For Non-School Based CWE Internships

- Non-school based CWE Internships shall be authorized in cases where participants are not involved with an educational track either as a half day, four hours or less, or a full day, over four hours. VR Staff or VR Contractor may request a modified schedule to accommodate a participant's disability related needs. VR Staff or VR Contractor must specifically communicate this to the provider at the time of the authorization.
- Provider staff shall be physically present and/or actively performing a service for the time to be billable. Employees of the host site business shall not be used in lieu of provider staff to train or supervise youth at the worksite.
- The duration of non-school based programs should be confirmed prior to the participant's first rotation and may last as long as the participant is making progress

towards achieving the specific goals as identified in their participant service plans. There is not a standard duration for non-school based programs. Participants should progress to other VR services (e.g., Job Search Assistance) as they approach completing their individualized plan goal and approach job readiness.

- Prior to establishing a new CWE (Internships) site, OOD shall determine the need for an additional site and if sufficient referrals are available to support the site. OOD and the business partner shall also meet to discuss job tasks and the business partner's expectations.
- OOD will direct the business partner to review available providers or share a list of potentially available providers through some other mechanism (e.g., verbal discussion, list). OOD will ask the business what factors are most important to them in making a provider selection (i.e., specific industry experience, experience working with a specific target population, experience with similar CWE (Internships) models).
- OOD will direct the business partner to information available on the Provider SEARCH website, the Provider Scorecard, and other relevant information based on the needs identified by the team. If the business desires, OOD will facilitate the coordination of provider interviews and the final selection. OOD will notify the provider of their selection and develop next steps based on the needs and nature of the partnership.
- Unpaid meal periods and classroom activities do not count as service time for the calculation of the duration.

An [invoice report](#) is required for this service, including referral response, initial/final assessment, interventions used, participant behavior, employer input, and participant input. Additional requirements include:

- information on the work environment and job tasks (job task analysis), including employer or industry accepted performance (quantity and quality) standards.

The VTS shall be authorized by VR Staff or VR Contractor to compensate participants for actual work performed during Non-School Based CWE Internships. VTS shall not be paid for breaks that last thirty minutes or longer.

SUMMER YOUTH WORK EXPERIENCE (SYWE)

Summer Youth Work Experiences are intended to be group-based services utilized to teach students and youth with disabilities vocational skills and appropriate work behaviors. SYWE services may be provided on an individual basis or a ratio of one-to-one to accommodate disability related needs or based on a specific employment outcome as identified by the VR Staff or VR Contractor. Group sites are defined as locations that host more than one SYWE participant during the summer. SYWE shall be conducted in CIE settings, except for limited circumstances when the VR Staff or VR Contractor determines that the participant's needs cannot be met in the community.

Participants scheduled over the entirety of 11:00 A.M. – 1:30 P.M. or 4:30 P.M. – 6:30 P.M. during SY services shall be given a thirty-minute unpaid meal period. Unpaid meal periods are not

counted as work or as part of a vocational rehabilitation service.

Transportation for SYWE services shall be limited to one hour to get participants from their homes to the worksite or starting location in the community and one hour in the afternoon back home from the worksite or ending location in the community. Youth shall not be in the vehicle for more than two hours per day.

SYWE can be authorized at two levels as noted below based on participant need. The Flat Fee reflects the full twenty hours; services less than twenty hours will be prorated.

- Level 1: ten to twelve hours per week, may be structured between two to five weeks
- Level 2: eighteen to twenty hours per week, shall be five weeks

SYWE Level 1 shall not have any site changes at any point in the service. SYWE Level 2 may have participants scheduled up to a maximum of two work sites during the five-week period. Site changes shall only occur at the end of the scheduled week.

The first day of the SYWE will be a day of orientation (i.e., onboarding) which replicates the first day of CIE and should include employee responsibilities, worksite safety guidelines, work tasks, key contacts, call-off procedures, and other essential information necessary for the duration of the work experience. Participants shall be paid for the orientation day. During this day of onboarding, provider may utilize the “Skills to Pay the Bills” curriculum or other OOD approved curriculum to address soft skills. The onboarding can occur at the employment site if space allows, or another location in the community (e.g., provider’s office, library).

The outcome of SYWE is that participants should be able to identify several vocational areas of interest; possess a general understanding of the job seeking process; the ability to meet employer’s expectations as far as quality and quantity of work, work behaviors, etc.; build upon communication and interpersonal skills; and/or address other potential vocational barriers.

Provider staff shall be physically present and/or actively performing a service for time to be billable. Employees of the host site business should not be used to train or supervise youth at the worksite.

Providers shall immediately notify the VR Staff or VR Contractor when sufficient information has been obtained to answer the referral questions. VR Staff or VR Contractor will then determine if services should continue.

The VTS shall be authorized by VR Staff or VR Contractor to compensate participants for actual work performed during Summer Youth Work Experiences. VTS shall not be paid for breaks that last thirty minutes or longer.

Community Work Experience

An [invoice report](#) is required for this service, including initial/final assessment, interventions used, participant behavior, employer input, and participant input. Additional requirements include:

- information on the work environment and job tasks (job task analysis) including employer or industry accepted performance (quantity and quality) standards.

CWE (ADJUSTMENT)

Authorized CWE (Adjustments) must meet all of the standard Community Work Experience (Assessment) criteria, with the focus of the service being to assist participants in preparing for employment by improving their job readiness. During this service, interventions, and adjustments behaviors are a focus. CWE (Adjustment) is successfully completed once specific barriers/behaviors are addressed, and ongoing supports and accommodations have been identified/recommended. At that time, the service should end and the participant should progress into other vocational services (e.g., Job Search Assistance.)

Providers shall assess the participant at the beginning of the service and create a service plan with goals, , benchmarks and training techniques that outlines what steps, supports, and accommodations are required to be able to transition the participant into a CIE setting.

The service plan shall be submitted to VR Staff or VR Contractor within two weeks of the start of service. VR Staff and VR Contractor may not authorize additional time until the service plan has been received and reviewed. Providers should amend the service plan as needed with specific goals, modified instructional techniques, expected outcomes, and updated timeframes. Providers shall submit copies of updated plans to VR Staff and VR Contractor whenever they are updated. CWE (Adjustment) should not be used to teach position specific occupational or employer skills in order to get the participant hired or to develop a work history. The outcome of the service is to prepare the participant for permanent CIE.

CWE (Adjustment) shall be authorized either as a half day: four hours or less, or a full day: over four hours. VR Staff or VR Contractor may request a modified schedule to accommodate a participant's disability related needs. VR Staff or VR Contractor must specifically communicate this to the provider at the time of the authorization.

Provider staff shall be physically present and/or actively performing a service for time to be billable. Employees of the host site business shall not be used in lieu of provider staff to train or supervise participants at the worksite.

The VTS shall be authorized by VR Staff or VR Contractor to compensate participants for actual work performed during the WA. VTS shall not be paid for breaks that last thirty minutes or longer.

An [invoice report](#) is required for this service, including initial/final assessment, interventions used, participant behavior, employer input, and participant input. Additional requirements include:

- information on the work environment and job tasks (job task analysis), including employer or industry accepted performance (quantity and quality) standards;
- input from the participant on their vocational preferences; and
- Providers shall attach a participation log signed by the participant outlining dates, time started and ended, and any breaks, if applicable.

Job Related Services

Job Related Services support and assist a participant in searching for and securing an appropriate employment outcome. Job Related Services also include services provided to a participant who has been placed in employment in order to stabilize the placement and enhance job retention. Service activities may include, but are not limited to: resume preparation; identifying appropriate job opportunities; developing interview skills; making contacts with companies on behalf of participants; and Job Coaching.

SERVICE DESCRIPTION	RATE	RATE TYPE
JOB SEARCH PREPARATION (JSP)	\$6.96	6 MINUTES
JOB SEARCH ASSISTANCE(JSA)	\$7.60	6 MINUTES
JOB SEARCH ASSISTANCE PART 1	\$1,800.46	FLAT FEE
JOB SEARCH ASSISTANCE PART 2	\$1,351.14	FLAT FEE
JOB SEARCH ASSISTANCE PART 3 – 30, 60, AND 90 DAYS	\$450.38 (30 days) \$450.38 (60 days) \$450.38 (90 days)	FLAT FEE
JOB SEARCH ASSISTANCE – SUPPORTED EMPLOYMENT (NON-CREDENTIAL) PART 1	\$2,000.46	FLAT FEE
JOB SEARCH ASSISTANCE – SUPPORTED EMPLOYMENT (NON-CREDENTIAL) PART 2	\$1,501.14	FLAT FEE
JOB SEARCH ASSISTANCE – SUPPORTED EMPLOYMENT (NON-CREDENTIAL) PART 3 – 30, 60, AND 90 DAYS	\$ 500.38 (30 days) \$ 500.38 (60 days) \$ 500.38 (90 days)	FLAT FEE
JOB SEARCH ASSISTANCE – SUPPORTED EMPLOYMENT (CREDENTIAL) PART 1	\$2,250.74	FLAT FEE
JOB SEARCH ASSISTANCE – SUPPORTED EMPLOYMENT (CREDENTIAL) PART 2	\$1,688.11	FLAT FEE
JOB SEARCH ASSISTANCE – SUPPORTED EMPLOYMENT (CREDENTIAL) PART 3 – 30, 60, AND 90 DAYS	\$ 562.74 (30 days) \$ 562.74 (60 days) \$ 562.74 (90 days)	FLAT FEE
PLACEMENT PREMIUM A: RAPID PLACEMENT	\$432.02	FLAT FEE
PLACEMENT PREMIUM B: SGA EARNINGS PLACEMENT	\$432.02	FLAT FEE
PLACEMENT PREMIUM C: JUSTICE-INVOLVED PLACEMENT	\$432.02	FLAT FEE
JOB COACHING	\$6.96	6 MINUTES
JOB COACHING (SHIFT DIFFERENTIAL)	\$7.16	6 MINUTES

SERVICE DESCRIPTION	NUMBER IN GROUP (#)			RATE TYPE
	2 (54%)	3 (41%)	4 (33%)	
JOB SEARCH PREPARATION (JSP)	\$3.76	\$2.86	\$2.30	6 MINUTES
JOB COACHING (JC)	\$3.76	\$2.86	\$2.30	6 MINUTES

JOB SEARCH PREPARATION (JSP)

Job Search Preparation (JSP) is utilized to assist a participant to successfully identify and respond to potential job opportunities. JSP is a component of Job Search Assistance; however, JSP may be provided outside of Job Search Assistance for participants who are preparing to conduct their own independent job search (i.e., not receiving Job Search Assistance). The service may include: how to locate job opportunities through the newspaper, online, job boards, and 'cold calling' techniques (e.g., telephone script); how to develop a resume and cover letter; how to follow up with employers after completing an application or interview; how to address potential barriers such as breaks in employment history, justice involvement, and the need for reasonable accommodations; how to handle difficult interview questions and mock interviews; and to teach participants the importance of and how to manage their online/social media. The outcome of the service should be that the participant has the skills and resources to maximize their independence in conducting their own job search.

Providers shall submit an editable electronic copy (e.g., Microsoft Word) of the participant's resume with the first invoice report which must be approved by the VR Staff or VR Contractor prior to being used for Job Search Assistance. The resume shall follow OOD's Resume Standards which includes:

- being professional in appearance;
- accurately reflecting participant's information, work and educational histories; and
- being free of spelling and grammatical errors.

VR Staff or VR Contractor may request a sample mock application in addition to the resume. Providers shall assist the participant to register with OhioMeansJobs (OMJ), if they are not already registered.

JSP Units of Service (UOS)

UOS may be authorized, as approved by OOD, in some situations and/or on a case-by-case basis as approved by OOD. Additional UOS for JSP may not be authorized in conjunction with the JSA package.

An invoice report is required for this service. Additional requirements include:

- documentation of the topics and techniques used to teach the participant how to prepare for their independent job search; and
- input from the participant on their self-evaluation of their interviewing skills.

JOB SEARCH ASSISTANCE (JSA)

Job Search Assistance (JSA) is a package of services utilized to prepare and assist participants to contact businesses, apply and interview with employers, and to secure CIE which matches their employment outcome. JSA should include, but may not be limited to: instruction and guidance about how to locate potential job opportunities (e.g., networking, use of OMJ and other electronic job boards, newspapers, online, and “cold” calling); development of a resume, mock application template and cover letter; how to answer interview questions or issues including, but not limited to: gaps in employment histories; requesting reasonable accommodations; addressing justice involvement; and managing online profiles/social media.

JSA instruction and guidance should maximize the independence of the participant to conduct their own job search. Based upon the needs of the participant, JSA may also include the following: the job developer creating or updating the participant’s resume and a mock application; sending out cover letters and resumes to potential employers; providing job leads to the participant to follow up on; review of the participant’s interview skills; follow up contact with employers when applications have been submitted or when a participant has an interview; discussion of hiring incentives and tax credits with the business; and providing support in requesting and implementing reasonable accommodations.

The preferred fee structure for JSA is the performance-based structure and shall be inclusive of all job search activities including, but not limited to, activities involving contacting businesses; preparing for interviews and attending interviews with participants.

An invoice report is required for all JSA services, including participant input.. Additional requirements may be listed under service descriptions.

JSA Part 1 - Job Search Preparation & Planning

Part 1 is considered complete when the following are finalized: 1) Job Search Preparation (JSP); 2) approval of the resume; 3) approval of the mock application, if requested; 4) registration of the participant with OhioMeansJobs (OMJ); 5) completion of the Job Search Assistance Plan; and 6) the “kick off” meeting. Note: none of these deliverables may be waived by the VR Staff or VR Contractor.

Providers shall submit an editable electronic copy (e.g., Microsoft Word) of the participant’s resume with the first invoice report of Part 1 which must be approved by the VR Staff or VR Contractor prior to being used for Job Search. The resume shall follow OOD’s Resume Standards which includes:

- being professional in appearance;
- accurately reflecting participant’s information, work and educational histories; and
- being free of spelling and grammatical errors.

Providers and participants shall develop a Job Search Plan that: includes responsibilities for both the job developer and participant; identifies specific positions and employers that the participant would like to pursue; and establishes the frequency and method of contact between the job developer and participant. The Job Search Plan must be submitted with

the Part 1 invoice report. The Job Search Plan shall be reviewed each month and new goals and lists of potential positions/employers shall be updated and documented on the monthly invoice report.

JSA Part 2 - Job Search Assistance

Part 2 shall be considered complete upon: the VR Staff or VR Contractor's approval of a job that meets the participant's agreed upon employment outcome and wage and hour goals, as identified in the IPE; a review of the position description; and successful completion of the second day of work. Verification of the job start acknowledgement by the participant and, if applicable, their parent or legal guardian, is submitted on the invoice report.

JSA Part 2 may be authorized more than once, as needed, for subsequent job placements when the participant loses the previous position that they were placed in but must be authorized prior to the last date of service of JSA Part 3. The subsequent placement shall be requested and/or approved by the VR Staff or VR Contractor prior to a new job search.

JSA Part 3 - Retention

Payments shall be made in separate thirty-day increments after job stabilization. Job stabilization, as determined by the VR Staff or VR Contractor, begins when the participant is able to independently perform job tasks without the assistance of a Job Coach and has adjusted to the demands of the work environment. The deliverables for each monthly period shall include interactive contact with the participant and/or business if the participant consents to contact with the business. Interactive contact may include speaking directly by telephone or virtually, a site visit, or reciprocal text messages. The interactive contact for each monthly period shall be at least once every two weeks for first thirty calendar days, days thirty-one through sixty, and days sixty-one through ninety.

Note: VR Staff or VR Contractor may require more frequent contacts dependent on the needs of the participant. The final contact shall take place between the eighty-third to nintyeth day, post job stabilization.

The outcome of the service is for the participant to receive necessary supports to successfully obtain _____ and _____ maintain _____ permanent _____ CIE.

JSA Parts 1, 2, and 3 are the standard package for assisting participants in obtaining CIE. In addition, the following variations, with corresponding requirements, also exist.

- Provider staff shall deliver services at a frequency and intensity as agreed upon in the Job Search Plan and with sufficient attention to ensure the continued progress of the participant. Job developers will be required to have a minimum of weekly contact with the participant. The expectation is that the job developer and the participant are together regularly and actively job hunting together in the community. Minimal amount of time should be spent doing online job searches.

- Providers shall assist participants in registering with OhioMeansJobs (OMJ) if they are not already registered.
- Prior to OOD approving the placement, providers shall submit the name of the employer, the number of hours worked, the amount of wages, and a position description and/or summary of job duties to the VR Staff or VR Contractor.

Guidance for Processing Invoice Reports for JSA Parts 1, 2 and 3

In addition to the “Fiscal Requirements” at the beginning of this Appendix, the following is provided:

Service	When to Authorize	When Approved for Payment
Part 1	With referral to initiate Job Search	VR Staff or VR Contractor cannot waive these deliverables: <ul style="list-style-type: none"> • completion of interview skills; • completion of the Job Search Plan; • completion and approval of resume (and mock application, if requested;) • registration with OhioMeansJobs; or • completion of “kick off” meeting.
Part 2	Provider sends VR Staff or VR Contractor the position description and details about the job (e.g., wages, hours, benefits). (Can use page 1 of the Job Placement and Part 3 form)	<ul style="list-style-type: none"> • Second completed day of paid employment • Job Placement and Part 3 form completed and signed by the participant and if applicable, their parent or legal guardian
Part 3	Each service (30, 60, 90 days, including 90-day premiums) will be issued one at a time as a single authorization.	<ul style="list-style-type: none"> • Job Placement and Part 3 form <ol style="list-style-type: none"> a) Provider must document contact with the participant and/or employer every 14 calendar days (2 weeks) for standard and non-permanent JSA. b) Invoice is submitted every 30 days (30, 60, 90)

An [invoice report](#) is required for this service, including participant input.

JSA – NON-PERMANENT

This service has the same parts and requirements as JSA noted in Parts 1, 2 and 3 above and is for temporary (non-permanent) job searches, including those for students seeking summer work, students seeking temporary work during the school year, and adults requiring temporary work as part of their long-term job search strategy. This may also be authorized for paid or unpaid internship support if the participant is enrolled in a postsecondary training program that the participant will receive credit at the training institute when working the unpaid internship.

A JSA Non-permanent service may not be invoiced on a JSA authorization referred for a permanent position. JSA Non-permanent services are not eligible for placement premiums.

JSA – SUPPORTED EMPLOYMENT

These services have the same parts and requirements as JSA noted in Parts 1, 2 and 3 above, with additional requirements.

JSA – SUPPORTED EMPLOYMENT (NON-CREDENTIALLED)

This intensive service may be authorized based on all of the following requirements being met:

- participant has been determined to have a Most Significant Disability (MSD) at the time of the referral for this service and requires long term supports in order to maintain CIE;
- participant has a documented developmental disability which would qualify them for services from a county board of developmental disabilities, a mental health and/or substance use disorder diagnosis, a diagnosed traumatic brain injury (TBI), and/or is Deaf or deafblind; and
- participant has secured ongoing supports available after OOD case closure (e.g., through a TBI network, local DD county board, behavioral healthcare provider, Community Center for the Deaf (CCD), or other official funding source as approved by OOD).

In addition to all of the JSA service requirements noted in Parts 1, 2 and 3 above, for this intensive service model providers must meet with participants at a minimum of two times per week during Parts 1 and 2. Providers, participants, and their person-centered planning team should meet as a team at a minimum of every sixty calendar days to review the supported employment/job search plan.

Documentation of an appropriate Hand-off discussion during JSA Part 3 is required, noting that the participant's access to ongoing supports after OOD case closure has been communicated to the participant, and they have a written copy of this information. OOD may consider and approve other non-credentialed supported employment providers that meet the model's requirements and have funded ongoing supports following OOD case closure.

JSA –SUPPORTED EMPLOYMENT (CREDENTIALLED)

This intensive service model has the same requirements of the JSA - Supported Employment (Non-credentialed) and requires that the provider and their staff maintain appropriate credentials. In order to offer the credentialed rate, providers must adhere to the following: for Individual Placement Supports (IPS) Supported Employment, a provider must pass a fidelity review administered by the Ohio Department of Mental Health & Addiction Services (ODMHAS); and for Supported Employment for Developmental Disabilities (DD), the provider shall be certified by the Ohio Department of Developmental Disabilities (DODD) in the areas of Career Planning and Individual Employment Supports and their staff must also be Certified Employment Support

Professionals (CESP) through the Association for People Supporting Employment First (APSE) or be a Certified Rehabilitation Counselor (CRC) through the Commission on Rehabilitation Counselor Certification (CRCC),

If all service requirements cannot be met for any of the JSA supported employment levels (e.g., provider staff or provider organization requirements), the subsequent invoiced service will move to the appropriate service level meeting the requirements (e.g., JSA-SE(Non-credentialed)).

JOB SEARCH ASSISTANCE (JSA) PREMIUM RATES FOR PART 3 - RETENTION

In addition to the JSA Part 3 ninety-day flat fee, premium rates for assisting participants in meeting specific job retention benchmarks may be paid based on the nature of the outcome achieved. Providers may potentially qualify for multiple premiums associated with the same ninety-day outcome.

Premium A - Rapid Placement

- Participant is placed in a CIE in accordance with the requirements of JSA Part 2, that matches their desired wages, hours, and employment outcome as identified on their IPE within ninety calendar days of the start of job search activities, defined as the first contact reported on the JSA Part 1 invoice report.
- Participant maintains a position with the same employer that they were placed through the first JSA Part 2 authorization and throughout the entire JSA Part 3 .

Premium B - Substantial Gainful Activity (SGA) Earnings Placement

- Participant is placed in an employment setting, in accordance with the requirements of JSA Part 2, that pays earnings above the current Substantial Gainful Activity (SGA) rate established by the Social Security Administration (SSA), from the time of hire throughout the entire JSA Part 3; Participant need not be eligible for SSDI/SSI benefits for provider to be eligible for the SGA premium.
- Providers shall submit one of the following forms of verification at the time of the JSA Part 3 – ninety-day invoice report: letter from the business documenting wage and hours of employment (preferred); copy of the participant's earnings statement (i.e., pay stub); or a final verification of employment signed and dated by the participant between days eighty-three and ninety attesting to the wages and hours.

Premium C Justice - Involved Placement

- Participant with a felony conviction, as verified by VR Staff or VR Contractor through a background check and/or court records and indicated on the JSA Part 1 referral to the provider, is placed in an employment setting, in accordance with requirements of JSA Part

2, that matches their desired wages, hours, and employment outcome as identified on their IPE.

- Participant maintains a position with the same employer that they were placed through the first JSA Part 2 authorization and throughout the entire Part 3 - Retention.

JSA Units of Service (UOS)

JSA UOS may be authorized, as approved by OOD, in some situations (e.g., allowing a provider to pursue a specific employment lead for participants who may be receiving JSA services from another provider) and/or on a case-by-case basis as approved by OOD. Additional UOS for JSA may not be authorized in conjunction with the JSA package.

JOB COACHING (JC)

Job Coaching (JC) is utilized to provide assistance such as: instruction to learn job tasks; to assess, request, and implement any accommodations; to utilize interventions; to develop natural and peer supports; and to assist a participant in being successful in the work environment. JC may occur on-site or off-site. An example of off-site JC is to contact the participant before or after work to problem-solve possible concerns that may impact employment. Providers shall perform a job task analysis for newly hired participants and develop a support plan that identifies intervention strategies and specific qualitative and quantitative performance standards based on the job tasks, employer's expectations, and industry standards. The plan should project a systematic decrease (e.g., fading) of the intensity of supports as the participant learns job tasks and adjusts to the work environment. JC is also utilized to provide continued support to the participant and/or employer after the participant has learned the job tasks and reached their expected level of independence, to ensure stability of the placement, and enhance retention.

Providers shall submit a copy of the support plan to the VR Staff or VR Contractor within the first five workdays of JC.

During the first month after job stabilization, at a minimum, the provider shall contact the participant and employer once per week; during the second month the contacts may decrease to bi-weekly; and during the third month, as needed. Providers must contact the participant within one week of the ninetieth day after the job has been stabilized. Interactive communication via text messaging in situations where the employer did not allow in-person JC, the participant did not want in-person JC, or when JC has started to fade may be invoiced at a rate of five text messages sent by the provider staff per one UOS. The outcome of the service is that the participant will be able to perform job tasks within the employer's accepted quality and quantity standards and that the participant will have successfully learned the job tasks and adjusted to the work environment.

Providers shall submit a written request for additional JC for the following month by the twentieth day of the current month. The request shall provide a brief explanation of what tasks need to be trained on and any adjustment issues. OOD shall not authorize for additional JC without a request.

Providers shall notify VR Staff or VR Contractor as soon as possible, but no more than two

business days, of any potential issues or areas of concern raised by the participant or employer.

Job Coaching Shift Differential (JC-SD)

Providers may charge an additional \$2.00 to the base service rate for JC that is scheduled to start after 6:00 P.M. or before 6:00 A.M. or any time during a federal holiday (the actual holiday, not the observed date). Eligibility for the shift differential will be established by the service start time regardless of when the service ends. The shift differential shall apply to the entire time of the service from start time to end time for the shift.

Example 1: Service starts at 10:00 P.M. and ends at 7:30 A.M., since the start time is after 6:00 P.M. the shift differential applies.

Example 2: Service starts at 5:30 P.M. and ends at 2:00 A.M., since the start time is before 6:00 P.M. the shift differential does not apply.

Example 3: Service starts at 5:00 A.M. and ends at 12:00 P.M., since the start time is before 6:00 A.M. the shift differential does apply.

Example 4: Service starts at 6:30 A.M. and ends at 12:00 P.M., since the start time is after 6:00 A.M. the shift differential does not apply.

An [invoice report](#) is required for this service, including initial/final assessment, interventions used, participant behavior, employer input, and participant input. Additional requirements include:

- information on the work environment and job tasks (job task analysis), including employer or industry accepted performance (quantity and quality) standards; and
- input that includes a plan for fading supports provided during the JC.

Assistive Technology (AT)

Assistive Technology (AT) is a systematic application of technologies, engineering methodologies, or scientific principles to meet the needs of, and address the barriers confronted by, participants with disabilities in areas that include education, rehabilitation, employment, transportation, and independent living. It also includes the assessment, recommendation, and training on the appropriate selection and utilization of low vision equipment, assistive technologies, or lighting to address the functional impairments associated with vision loss. AT includes both assessment and services.

SERVICE DESCRIPTION	RATE	RATE TYPE
ASSISTIVE TECHNOLOGY (NON-CREDENTIAL)	\$12.45	6 MINUTES
ASSISTIVE TECHNOLOGY (CREDENTIAL)	\$13.72	6 MINUTES
SETUP FOR TECHNOLOGY ACCESS READINESS TRAINING	\$6.96	6 MINUTES

SERVICE DESCRIPTION	NUMBER IN GROUP (#)			RATE TYPE
	2 (54%)	3 (41%)	4 (33%)	
ASSISTIVE TECHNOLOGY (NON-CREDENTIAL)	\$6.72	\$5.10	\$4.11	6 MINUTES
ASSISTIVE TECHNOLOGY (CREDENTIAL)	\$7.41	\$5.63	\$4.53	6 MINUTES

This service should include home and/or employment site visits; measurements of the physical environment or equipment; developing technical drawings (e.g., for home modifications/physical accessibility modifications); researching potential modifications or technology solutions; fabrication and installation of modifications; and computer training to provide for accessibility (excluding JAWS scripting), research and design of a customized assistive technology solutions to address the participant's specific needs. This service may also include training on utilization, proper care of, and maintenance of accommodations. Provider shall develop a plan outlining benchmarks, specific goals, instructional techniques, and estimated timeframes to achieve learning objectives. The outcome of the service should be modifications to the physical environment or equipment that will enhance the participant's independence and employment options, or to provide assistive technology devices and services to promote employability and independence. In instances when the participant is in agreement with group services, it would not delay their progress, and the group service environment would meet their needs, this service may be authorized at group rates.

Services provided to participants with vision loss must have specific accreditation or certification and shall be compensated at the credentialed rate. These accreditations or certifications shall include:

- Association for the Education and Rehabilitation of the Blind and Visually Impaired (AER), formerly the National Accrediting Council (NAC);
- Commission on Accreditation of Rehabilitation Facilities (CARF) Accreditation in Vision Rehabilitation Services;
- Academy for the Certification of Vision Rehabilitation and Education Professionals (ACVREP);
- occupational therapists with additional post graduate low vision certification (e.g., Low Vision Rehabilitation, Specialty Certification in Low Vision; Teacher for the Visually Impaired (TVI), as licensed by the Ohio Department of Education);
- providers who are licensed by the State of Ohio as a Doctor of Optometry (OD) or Optician may also charge the credentialed rate for participants with vision loss, however they must submit a copy of their license prior to being approved for the credentialed rate; and
- providers who have been certified by Freedom Scientific, on the most current version of JAWS, may provide Assistive Technology – Computer Access at the credentialed rate to participants with vision loss. Providers must update their certification whenever an updated version of JAWS is released and/or the certification

examination has been updated. Providers must submit a copy of their certification prior to being approved for the credentialed rate.

Providers who obtained and maintain a current certification or licensure that demonstrates competence in analyzing the needs of individuals with disabilities shall be compensated at the credentialed rate. These accreditations or certifications shall include:

- Rehabilitation Engineering and Assistive Technology Society of North America (RESNA);
- Assistive Technology Professional (ATP);
- Licensed Professional Engineer;
- Board of Certification in Professional Ergonomics (CPE, CHFP, AEP, AFHP); or
- Certified Industrial Ergonomist (Oxford Research Institute).

An [invoice report](#) is required for this service, including initial/final assessment, interventions used, and participant input. Additional requirements include:

- drawings and plans that clearly identify the current situation and proposed modifications. Drawings, including measurements and dimensions, shall be required for all proposed home modifications;
- an itemized list of equipment recommendations with specific features necessary to meet the identified needs; and
- identification of specific goal benchmarks to address identified barriers and the estimated timeframes to achieve these benchmarks.

SETUP FOR TECHNOLOGY ACCESS READINESS TRAINING (START UP)

The purpose of this service is to teach participants to use technology (e.g., iPads, laptops, computers) to be able to effectively participate remotely in services defined in OOD's VR Fee Schedule and other services approved and authorized by OOD. The service may consist of hardware (e.g., iPad, laptop) setup, registration of devices, and the installation and use of applications and/or programs required for remote services (e.g., Zoom, Microsoft Teams, Google Classrooms.). After the initial setup, some participants may need additional assistance learning how to use the technology or with setting up additional devices and/or programs. START UP may be used for ongoing support beyond the initial setup. The service is not intended to take the place of Assistive Technology – Computer Access, which focuses on the usage of adaptive software (e.g., Jaws, ZoomText). The service shall not be used to assess or train participants on computer software (e.g., Microsoft Word). The service shall only be authorized after comparable benefits (e.g., Apple Support, family support) have been explored and used.

Provider shall follow up at least seven calendar days after the initial setup/training to ensure that the participants are able to successfully participate in a remote service/meeting. Initial setup and training should generally be in person. It may be provided remotely with VR Staff or VR Contractor approval. Follow-up contact should generally be provided remotely to verify the participant's ability to meet remotely but may be provided in person with the permission of the VR Staff or VR Contractor. VR Staff or VR Contractor may authorize for additional time for ongoing support as

determined necessary.

Service shall be authorized for up to twenty UOS initially, which shall include the initial setup/training and follow up. Provider may request an additional twenty UOS in writing by outlining what still needs to be addressed, planned interventions, and potential issues/barriers. VR Staff or VR Contractor shall review and approve the request for additional time, as appropriate. Intake shall not be authorized for this service alone, but an Intake may be authorized in conjunction with a qualifying service that the START UP service is supporting (e.g., Career Exploration).

Providers who currently offer core services (e.g., Job Search Assistance), Pre-Employment Transition Services, or Assistive Technology (credentialed) may apply to provide START UP services. The START UP service is typically authorized in conjunction with a service (e.g., Pre-ETS) that is being delivered remotely.

START UP shall focus on the following objectives:

- to teach participants how to use device(s) and access applications/programs required for remote services (e.g., how to login to a Zoom, TEAMS, or Google meeting);
- to assist in setting up a user account (e.g., Apple ID) and/or a professional email address, if necessary;
- how to connect to wireless options (e.g., Wi-Fi, mobile hotspot, mobile data, or home internet);
- how to participate in a remote meetings including camera usage (e.g., using background pictures/views), using the mute/unmute function, turning on/off closed captioning (CC), and using appropriate remote etiquette (e.g., appropriate clothing, language, and behavior); and
- to discuss online safety (e.g., not sharing personal information, pictures, Social Security Numbers).

An [invoice report](#) is required for this service. Additional requirements include:

- list of objectives covered during the session(s), any potential barriers/challenges, and interventions used to mitigate barriers/challenges.

Pre-Employment Transition Services (Pre-ETS)

Pre-Employment Transition Services (Pre-ETS) are provided to students with disabilities (herein referred to as “students) who have been determined eligible or are potentially eligible (PE) for VR services. They are designed to help students identify career interests and improve the transition of students from school to postsecondary education and/or employment outcomes. An intake may not be authorized for the Pre-ETS subcategories. Pre-ETS can be provided on an individual basis or in groups (at a maximum ratio of one-to-four) and include the following five subcategories:

- 1) Counseling on Postsecondary Opportunities;
- 2) Instruction in Self-Advocacy;
- 3) Job Exploration Counseling;

- 4) Work-Based Learning; and
- 5) Workplace Readiness Training.

SERVICE DESCRIPTION	RATE	RATE TYPE
PRE-EMPLOYMENT TRANSITION SERVICES - PART 1	\$150.00	FLAT FEE
PRE-EMPLOYMENT TRANSITION SERVICES - PART 2	\$250.00*	FLAT FEE
PRE-EMPLOYMENT TRANSITION SERVICES - PART 3	\$100.00	FLAT FEE
PRE-EMPLOYMENT TRANSITION SERVICES - UOS	\$6.96	6 MINUTES
SUMMER YOUTH- JOB EXPLORATION COUNSELING	\$1,044.45	FLAT FEE (WEEKLY)

*Amount may be prorated based on benchmarks completed.

SERVICE DESCRIPTION	NUMBER IN GROUP (#)			RATE TYPE
	2 (54 %)	3 (41 %)	4 (33 %)	
SUMMER YOUTH - JOB EXPLORATION COUNSELING	\$564.00	\$428.22	\$344.67	FLAT FEE (WEEK)

PRE-EMPLOYMENT TRANSITION SERVICES (PRE-ETS) SUBCATEGORIES

For each Pre-ETS subcategory, the duration of services will typically be between six to eight hours, but may vary based on student need. The flat fee service model for each subcategory is the preferred method for delivering Pre-ETS and shall be inclusive of all Pre-ETS activities including coordination activities (e.g., contacting the student, school, businesses, and completing all activities in each Pre-ETS subcategory). The flat fee service model shall be paid upon the deliverables described in each service definition below. Pre-ETS UOS may be utilized, although not preferred, in situations outside of the standard Pre-ETS subcategory services, where an individual need exists. The use of UOS must be approved by OOD prior to the service being delivered and may only be provided individually.

STANDARD REQUIREMENTS FOR ALL PRE-ETS SUBCATEGORIES

Pre-ETS Parts 1 (Coordination + Pre-Assessment)

All subcategory Parts 1 will include all coordination activities (e.g., all contacts with the student,

student's family or guardian, VR Staff or VR Contractor, school staff, potential businesses, other community partners) and a pre-assessment to document the student's baseline knowledge for the Pre-ETS subcategory to which they are referred. During this service, the provider shall conduct an initial meeting with the student, including activities such as reviewing referral information, gathering pertinent disability related information, determining the appropriateness of remote services (if applicable), and identifying any needed accommodations for participation in the specific Pre-ETS subcategory to which they are being referred. The provider shall review the Pre-ETS subcategory the student has been referred for, explain what is involved with the service, and review whether the service is expected to be provided individually or in a group. The provider shall also discuss the student's preferred mode of communication (e.g., Braille, email, in-person, phone, text, virtual) for coordination and arrangement of services. This service shall also include coordination with whom services will occur. This may include the activities such as planning meetings, interviews, site tours with potential businesses, postsecondary institutions, and service arrangements (e.g., following school protocols to reserve meeting space, schedule services, orchestrate remote services) with school staff, VR Staff or VR Contractor, and other community partners.

An [invoice report](#) is required for each Pre-ETS subcategory being invoiced. Additional requirements include:

- a pre-assessment documenting the student's baseline knowledge for the referred Pre-ETS subcategory.

Pre-ETS Parts 2 (Activities To Achieve Benchmarks)

All subcategory Parts 2 will include the activities to achieve the completion of the referred Pre-ETS subcategory benchmarks.

While the expectation is that each student completes all benchmarks of the referred Pre-ETS subcategory, in instances where the student is unable to complete all benchmarks identified in Part 2 of each Pre-ETS subcategory, OOD may prorate Part 2 for less than four benchmarks achieved. If the service must be prorated, each completed benchmark can be billed at twenty-five percent of the Part 2 fee or \$62.50 per benchmark. VR Staff or VR Contractor must be notified of any change in the expectation of a student completing all benchmarks.

An [invoice report](#) is required for each Pre-ETS subcategory being invoiced, including participant behaviors and participant Input. Additional requirements include:

- activities that were completed to support the required benchmarks; and
- documents completed during the service.

Pre-ETS Parts 3 (Post-Assessment + Recommendations)

All subcategory Parts 3 will include the completion of the post-assessment to evaluate a student's progress from the beginning of the service and recommend any additional needs they may have.

An [invoice report](#) is required for each Pre-ETS subcategory being invoiced. Additional requirements include:

- student's post-assessment information; and
- comprehensive summary of all benchmarks reached, student reaction and input to service delivery, and provider's recommendation for future services and potential areas of concern.

PRE-ETS JOB EXPLORATION COUNSELING

Job Exploration Counseling includes information regarding in-demand industry sectors and occupations, as well as non-traditional employment, labor market composition, administration of vocational interest inventories, review of the Ohio Means Jobs "Student Learning Kit," and identification of career pathways of interest to the students.

Job Exploration Counseling - Part 1

Part 1 includes the [standard requirements for Part 1](#). The pre-assessment shall include baseline knowledge of items (e.g., career exploration of various careers, labor market information, student interest in career pathways, in-demand industries).

Job Exploration Counseling - Part 2

Part 2 includes expected benchmarks for Job Exploration Counseling as follows:

- explored why employment matters to the student;
- explored how personal preferences impact employment such as public benefits, full/part time, time of day;
- gained knowledge of career paths and job opportunities including the necessary skills and qualifications to be successful; and
- determined potential areas of vocational interest.

Providers shall ensure that the [standard requirements for Part 2](#) are met. Additional requirements include:

- completed interest inventories; and
- date of registration on OMJ "Student Learning Kit."

Job Exploration Counseling - Part 3

Part 3 includes the [standard requirements for Part 3](#). At the end of service, the provider will evaluate the student's progress from the beginning of service and recommend any additional needs they may have.

PRE-ETS COUNSELING ON POSTSECONDARY OPPORTUNITIES

Counseling on Postsecondary Opportunities includes the exploration of training options available after graduation. Activities may include education on enrollment in comprehensive transition or postsecondary educational programs at institutions of higher education (e.g., course offerings, career options, types of academic and occupational training needed to succeed in the workplace, post-secondary opportunities associated with industry recognized credentials, career fields or pathways). Services may include advising students and parents or representatives on academic curricula, college application and admissions processes, completing the Free Application for

Federal Student Aid (FAFSA), and resources that may be used to support an individual student's success in education and training, which may include disability support services.

Counseling On Postsecondary Opportunities - Part 1

Part 1 includes the [standard requirements for Part 1](#). The pre-assessment shall include baseline knowledge of postsecondary opportunities, in addition to the disability and financial aid resources available.

Counseling On Postsecondary Opportunities - Part 2

Part 2 includes expected benchmarks for Counseling on Postsecondary Opportunities as follows:

- explore postsecondary opportunities, including college/university and other occupational training programs that lead to industry recognized credentials (e.g.: certification, license);
- acquire information about admissions processes, expanded financial literacy, and the Free Application for Federal Student Aid (FAFSA) application process and scholarship resources provided;
- explore differences between secondary and postsecondary support; and
- discover resources available in a postsecondary environment, including how to access disability services or accommodations needed for success.

Providers shall ensure that the [standard requirements for Part 2](#) are met. Additional requirements include:

- a completed self-evaluation to identify potential needs for training options available after graduation.

Counseling On Postsecondary Opportunities - Part 3

Part 3 includes the [standard requirements for Part 3](#). At the end of service, the provider will evaluate the student's progress from the beginning of service and recommend any additional needs they may have.

PRE-ETS INSTRUCTION IN SELF-ADVOCACY

Instruction in Self-Advocacy is utilized to assist students to learn skills needed for greater independence. Services may include generalized classroom lessons in which students learn about their rights, responsibilities, and how to request accommodations or services and supports needed during the transition from secondary to post-secondary education and/or employment. During these lessons, students may share their thoughts, concerns, and needs, in order to prepare them for peer mentoring opportunities with individuals working in the area(s) of their interest. Opportunities may be arranged for students to conduct informational interviews or mentor with educational staff such as principals, nurses, teachers, or office staff; or they may mentor with individuals employed by or volunteering for employers, board associations, or organizations in integrated community settings. Students may also participate in youth leadership activities offered in educational or community settings.

Instruction In Self-Advocacy - Part 1

Part 1 includes the [standard requirements for Part 1](#). The pre-assessment shall include baseline knowledge of disability awareness of their rights and responsibilities, how to request accommodations and learn about their rights, and how to disclose disability.

Instruction In Self-Advocacy - Part 2

Part 2 includes expected benchmarks for Instruction in Self-Advocacy Part 2 are:

- explore rights and responsibilities as it relates to the student's disability.
- introduce leadership skills to support success in the workplace.
- increase awareness of opportunities in the community to build leadership skills, expand community networks, and increase advocacy skills (e.g., at work, Individualized Education Program (IEP) and IPE meetings, requesting accommodations); and.
- identify personal self-advocacy interests and activities to build independence and self-advocacy skills including any network activities locally such as the name of peer mentoring groups or community networks.

Providers shall ensure that the [standard requirements for Part 2](#) are met. Additional requirements include:

- a completed self-evaluation of personal self-advocacy interests and activities to build independence and self-advocacy skills.

Instruction In Self-Advocacy - Part 3

Part 3 includes the [standard requirements for Part 3](#). At the end of service, the provider will evaluate student's progress from the beginning of service and recommend any additional needs they may have.

PRE-ETS WORK BASED LEARNING

Work-Based Learning is utilized for a students to experience and gain knowledge about the workplace. These services are those that would be most beneficial to a participant in the early stages of employment exploration during the transition process from school to postschool activities, including employment. Work-Based Learning experiences may include coordinating school-based job training, informational interviews to research employers, work-site tours to learn about necessary job skills, job shadowing, and/or mentoring opportunities in the community. Services may include work experiences to explore the student's area of interest through paid and unpaid internships, apprenticeships, short-term employment, fellowships, or on-the-job training in the community.

Work Based Learning - Part 1

Part 1 includes the [standard requirements for Part 1](#). The pre-assessment shall include baseline knowledge of appropriate work site behaviors, understanding of the field they're interested in, and connections and contacts for their field.

Work Based Learning - Part 2

Part 2 includes expected benchmarks as follows:

- participate in work site tours, job shadowing, and informational interviews experiences at community businesses;
- practice and improved workplace competencies in competitive integrated work settings;
- obtain first-hand knowledge of work settings and employer expectations; and
- learn the importance of networking and identifying resources within their networks.

Providers shall ensure that the [standard requirements for Part 2](#) are met. Additional requirements include:

- names of community business that students completed work site tours, job shadowing, informational interviewing and/or field trip experiences at community businesses; and
- names and roles of guest speakers or name of businesses performing presentations.

Work Based Learning - Part 3

Part 3 includes the [standard requirements for Part 3](#). At the end of service, the provider will evaluate student's progress from the beginning of service and determine any additional needs they may have.

PRE-ETS WORKPLACE READINESS TRAINING

Workplace Readiness Training is utilized to improve social and independent living skills. Workplace readiness training may include programming to develop social skills and independent living, such as communication and interpersonal skills, financial literacy, orientation and mobility skills, job-seeking skills, understanding employer expectations for punctuality and performance, as well as other "soft skills" necessary for employment. Service shall include discussion of the following areas:

- Professional Skills: workplace communication (written and verbal, with peers/supervisors), work ethics, teamwork, networking, health/safety, basic customer service, business organization/hierarchy, job seeking skills and understanding employer expectations;
- Personal Skills: social and inter-personal skills development, enthusiasm/attitude, integrity, personal responsibility, time management, self-management, and life-long learning;
- Internet: safety and self-representation online, social media and potential impact on job searches, how to conduct online job searches, filling out online applications, and telephone etiquette; and
- Independent Living: financial literacy and management, budgeting, hygiene/dress, community access, transportation, household management, Orientation & Mobility

Workplace Readiness Training – Part 1

Workplace Readiness Training Part 1 includes the [standard requirements for Part 1](#). The pre-assessment shall include baseline knowledge of professional behavior and communication skills, personal work ethic and attitude management, and independent living skills.

Workplace Readiness Training – Part 2

The expected benchmarks for Workplace Readiness Training Part 2 are:

- explore personal skills necessary to improve appropriate work behaviors;
- acquire knowledge of professional skills to meet employer expectations;
- expand skills needed to live independently; and
- develop communication skills needed to succeed in a professional environment.

Providers shall ensure that the [standard requirements for Part 2](#) are met. Additional requirements include:

- Summary of and feedback from any mock interviews and/or observations from job fairs attended; and
- Completion of mock applications and resumes.

Workplace Readiness Training – Part 3

Workplace Readiness Training Part 3 includes the [standard requirements for Part 3](#). At the end of service, the provider will evaluate student's progress from the beginning of service and determine any additional needs they may have.

PRE-ETS SUMMER YOUTH - JOB EXPLORATION COUNSELING (SY-JEC)

Summer Youth - Job Exploration Counseling is a more intensive type of Pre-ETS delivered when school is not in session and is intended to be a group-based service. Group sites are defined as locations that host more than one student during the service. Summer Youth Job Exploration Counseling may be authorized for ten to fifteen hours per week for up to three weeks. The flat fee for this service reflects the full fifteen hours; services less than fifteen hours will be prorated. SY-JEC is intended for students who would benefit from exposure to employment options available in the community. SY-JEC shall consist of tours of businesses in CIE settings which may include brief work samples, job shadows, informational interviews, and discussion and presentations from employers, all of which are in support of CIE. Students shall be scheduled to visit a minimum of three employers per week that demonstrate different types of occupations. Work samples may not last longer than one hour for specific career clusters (e.g. hospitality, retail, healthcare, manufacturing) and providers may not complete more than two work samples per business. As the intent of this service is to get students out into the community, the use of videos as a method of providing site visits is not permitted. Employers presenting to students at a provider's office or headquarters is permitted. Site visits and employer visits should be planned and organized in advance to ensure well organized services. The outcome of SY-JEC is the student can express their desire to work; recognize different employment options; and gain awareness of their own preferences in different areas of vocational interest. Transportation that occurs during the service, such as transporting a student from the starting location in the community to another site, is part of the service and not separately billable.

Students scheduled over the entirety of 11:00 A.M. – 1:30 P.M. or 4:30 P.M. – 6:30 P.M. during SY-JEC services shall be given a thirty-minute meal period. Meal periods are not counted as part of the service.

Transportation for VR-eligible students to access SY-JEC service shall be limited to one hour to get students from their homes to the worksite or starting location in the community and one hour in the afternoon to get students back home from the worksite or ending location in the community. Students shall not be in the vehicle for more than two hours per day.

An [Invoice Report](#) is required for this service, including and student input. Additional requirements include:

- identifying names of community businesses where students completed work site tours, job shadowing, informational interviewing and/or field trip experiences at community businesses;
- identifying names and roles of guest speakers or name of businesses performing presentations; and
- providing information regarding student's understanding and acknowledgement of appropriate work site behaviors.

Self-Employment Services

Self-Employment services are designed to encourage and enable participants identified as appropriate for self-employment to create their own jobs by starting their own businesses. Services will enable participants to further develop their business concept, to see if their concept is feasible, to plan for their business and to then implement the business plan.

SERVICE DESCRIPTION	RATE	RATE TYPE
SELF-EMPLOYMENT BUSINESS CONCEPT (ASSESSMENT OR EVALUATION)	\$263.75	FLAT FEE
SELF-EMPLOYMENT FEASIBILITY STUDY (ASSESSMENT OR EVALUATION)	\$1,582.50	FLAT FEE
SELF-EMPLOYMENT BUSINESS PLAN WRITING (ASSESSMENT OR EVALUATION)	\$2,321.00	FLAT FEE
SELF-EMPLOYMENT BUSINESS PLAN ANALYSIS (ASSESSMENT OR EVALUATION)	\$527.50	FLAT FEE
SELF-EMPLOYMENT TECHNICAL ASSISTANCE	\$8.23	6 MINUTES

SELF-EMPLOYMENT BUSINESS CONCEPT

Self-Employment Business Concept can be authorized when a participant has identified an interest in becoming self-employed, the VR Staff or VR Contractor has preliminarily determined

the participant is appropriate for self-employment, and the participant has a business concept ready to be evaluated. The Flat Fee includes meetings with the participant, a review of records, a written report with recommendations, and a staffing with the participant, business partner (if applicable), and VR Staff or VR Contractor. The outcome of this service is to identify if the participant is ready and has the capacity to pursue self-employment, if the business idea is ready or if it needs more development, and to provide the referring VR Staff or VR Contractor information and a recommendation to determine if the case should move to the next step: Feasibility Study.

Staff Qualifications: Certified Business Advisor (CBA); and/or bachelor's degree in management, operations, public administration, economics, finance, or other business-related field and/or at least twelve months operating their own business including marketing, financial, and sales responsibilities (e.g., self-employed); and strong written and verbal communication skills.

This service is not required and would only be authorized prior to the Feasibility Study . The service is recommended if the VR Staff or VR Contractor determines that the participant may be appropriate for self-employment, but the participant does not have a clear direction or needs assistance with fully structuring their business concept.

An [invoice report](#) is required for this service. Additional requirements include:

- the provider's accurate recommendation including any potential challenges, contraindications, or other considerations relating to the potential success of self-employment and appropriateness for the participant (e.g., financial, skills set).

SELF-EMPLOYMENT FEASIBILITY STUDY

A Feasibility Study is an analysis that considers five elements: Business Description; Operational Analysis; Market Analysis; Financial Analysis; and Summary and Recommendations. These elements are to assist the VR Staff or VR Contractor to examine the specific function of the business and how likely it will be to succeed. The study must reflect recommendations consistent with OOD practices and allowances with the resulting recommendation supported by research. The study must clearly identify what support is being requested of OOD in order to launch the business venture and what supports will be available to the participant once OOD supports are no longer available. The Flat Fee includes a staffing with the participant, business partner (if applicable) and VR Staff or VR Contractor in order to review the study and recommendations, and to make any requested revisions to the study. The outcome of this service will be a clear answer to the question "Is this business idea feasible?" with supporting evidence including consideration and documentation of any risk factors or contraindications.

Staff Qualifications: Certified Business Advisor (CBA); and/or bachelor's degree in management, operations, public administration, economics, finance, or other business-related field and/or at least twelve months operating their own business including marketing, financial, and sales responsibilities (e.g., self-employed); and strong written and verbal communication skills.

If factors outside of the Business Consultant's control result in an incomplete Feasibility Study and it is determined jointly by the Business Consultant and VR Staff or VR Contractor that the service cannot continue in a timely manner, the Business Consultant shall submit all work

product available and the incomplete study. The Feasibility Study is divided into four clearly identified steps or sections. If the invoice must be prorated, each completed section can be billed at twenty-five per cent of the report fee or \$375 per step or section.

An [invoice report](#) is required for this service.

SELF-EMPLOYMENT BUSINESS PLAN WRITING

A Business Plan is a document that defines the core business activities, objectives, goals, and how the business will achieve its goals. It will define the actions needed to make the business a reality. The Business Plan shall include the following elements: Executive Summary; Business Description; Marketing Plan; Operations Plan; and Financial Plan. The Business Consultant shall assist the participant with developing the Business Plan within sixty calendar days of receiving the referral for services. The Flat Fee includes a staffing with the participant, business partner (if applicable) and VR Staff or VR Contractor in order to review and discuss the Business Plan, and up to two requested revisions to the business plan.

Staff Qualifications: Certified Business Advisor (CBA); and/or bachelor's degree in management, operations, public administration, economics, finance, or other business-related field and/or at least twelve months operating their own business including marketing, financial, and sales responsibilities (e.g., self-employed); and strong written and verbal communication skills.

If factors outside of the Business Consultant's control result in an incomplete Business Plan and it is determined, jointly by the Business Consultant and VR Staff or VR Contractor that the service cannot continue in a timely manner, the Business Consultant shall submit all work product available and the incomplete Business Plan. A Business Plan has five clearly identified sections. If the invoice must be prorated, each completed section can be billed at twenty per cent of the report fee or \$440 per section.

An [invoice report](#) is required for this service.

SELF-EMPLOYMENT BUSINESS PLAN ANALYSIS

Business Plan Analysis will be authorized when a participant already has a Business Plan developed by either themselves or another entity and VR Staff or VR Contractor requires a professional or second opinion as to the completeness or quality of the plan. The Flat Fee includes meetings with the participant, any research to verify information or to provide additional information to add to the Business Plan, a written comprehensive evaluation of the Business Plan with recommendations, and a staffing with the participant, business partner (if applicable), and VR Staff or VR Contractor. This service shall not be authorized in conjunction with Self-Employment Business Plan Writing or to the same Business Consultant as who provided the initial Business Plan.

Staff Qualifications: Certified Business Advisor (CBA); and/or bachelor's degree in management, operations, public administration, economics, finance, or other business-related field and/or at least twelve months operating their own business including marketing, financial, and sales responsibilities; and strong written and verbal communication skills.

An [invoice report](#) is required for this service.

SELF-EMPLOYMENT TECHNICAL ASSISTANCE

Technical assistance can be authorized when the participant needs one-on-one assistance with issues central to running a business that may include but is not limited to: reviewing agreements or contracts; marketing; merchandising; inventory procurement or management; accounting; and strategic planning. Technical assistance can be used to assist the participant with implementing the Business Plan and developing processes for day-to-day operations. If the Business Consultant is not qualified to, or does not have the capacity to, advise the participant in specific business areas (e.g., reviewing legal agreements, establishing a bookkeeping process) the Business Consultant shall use this service to research and provide at least three recommendations to other local qualified entities.

Staff Qualifications: Certified Business Advisor (CBA); and/or bachelor's degree in management, operations, public administration, economics, finance, or other business-related field and/or at least twelve months operating their own business including marketing, financial, and sales responsibilities (e.g., self-employed); and strong written and verbal communication skills.

An [invoice report](#) is required for this service.

MEDICAL, PSYCHOLOGICAL, AND DENTAL FEE SCHEDULE

SERVICE RATES & DESCRIPTIONS

Appendix B to Ohio Administrative Code Rule 3304-2-52

EXHIBIT

8

Maximum fees for medical, psychological, and dental (MPD) services or equipment, paid wholly or in part by Opportunities for Ohioans with Disabilities (OOD), shall be based on OAC 3304-2-52 "Least cost, use of comparable benefits, participant contribution, and fees for services" and this Appendix. Rates for MPD services or equipment not included in OAC 3304-2-52, Appendix B, shall be based on the Ohio Department of Medicaid (ODM) Fee Schedules' maximum fees (herein referred to as "ODM max fees") or Ohio Department of Administrative Services' (DAS) purchasing requirements and OOD purchasing policies and procedures.

FISCAL REQUIREMENTS

RATES

Rates for services described in this Appendix will be charged either as a flat fee or unit of service (USO) as described on the tables at the beginning of each service section (i.e., Medical Services, Psychological Services, Dental Services, Deaf and Hard of Hearing).

Rates for services not described in this Appendix shall be based on ODM max fees or DAS purchasing requirements and OOD purchasing policies and procedures.

Flat Fees

The Medical, Psychological, and Dental Fee Schedule "flat fees" refer to the entire cost of the service, including: preparatory time; time administering the service and/or assessment; test scoring (if applicable); follow up; and preparation/submission of the final invoice and if applicable, any subsequent report.

Units of services (UOS)

Units of service (UOS) rates and duration vary throughout the document, please refer to the table at the beginning of each service section (i.e., Medical Services, Psychological Services, Dental Services, Deaf and Hard of Hearing) to determine what the rates are for each type of service (i.e., service description).

AUTHORIZING AND PAYMENT FOR SERVICES

Authorizing and payment of services shall follow DAS purchasing and payment requirements and OOD's purchasing and payment policies and procedures.

REMOTE SERVICES

Remote services may be permitted for psychological services, with prior approval from OOD, consistent with the needs and preferences of the participant. If approved, professional standards for providing remote psychological services shall be followed.

MEDICAL SERVICES

SERVICE DESCRIPTION	RATE	RATE TYPE
DRUG SCREEN *	\$17.50	Flat Fee
DRUG SCREEN – CHEMISTRY ANALYZER **	\$57.50	Flat Fee
FUNCTIONAL CAPACITY EVALUATION (ASSESSMENT)	\$26.50	UOS-15 min

DRUG SCREEN*

These drug screens are to test participants using dipsticks, cups, cards, or cartridges read on an instrument reader.

DRUG SCREEN – CHEMISTRY ANALYZER**

These drug screens are to test participants using a chemistry analyzer.

FUNCTIONAL CAPACITY EVALUATION (ASSESSMENT) (FCE)

A functional capacity evaluation (assessment) (FCE) is a set of tests that may be used to identify a participant's physical skills, functional capabilities, activity, endurance, and work tolerances. The FCE is a six to eight hour evaluation that is administered over two days by an occupational therapist or physical therapist. Work simulations are included in the FCE when the goal of the evaluation is to determine if a participant can safely perform the job duties of a specific job.

PSYCHOLOGICAL SERVICES

SERVICE DESCRIPTION	RATE	RATE TYPE
CLINICAL INTERVIEW	\$ 200.00	Flat Fee
GROOVED PEG BOARD (GPT)	\$ 60.00	Flat Fee
INCOMPLETE SENTENCES BLANK (ISB)	\$ 60.00	Flat Fee
MINNESOTA MULTIPHASIC PERSONALITY INVENTORY (MMPI)	\$ 180.00	Flat Fee
NELSON-DENNY	\$ 60.00	Flat Fee
NEUROPSYCHOLOGICAL TESTING EVALUATION	\$ 200.00	Flat Fee
PSYCHOLOGICAL TESTING EVALUATION	\$ 200.00	Flat Fee
REPEATABLE BATTERY FOR THE ASSESSMENT OF	\$ 120.00	Flat Fee

NEUROPSYCHOLOGICAL STATUS (RBANS)		
REY COMPLEX FIGURE (RCF)	\$ 120.00	Flat Fee
TOOL FOR REAL-TIME ASSESSMENT OF INFORMATION LITERACY SKILLS (TRAILS)	\$ 60.00	Flat Fee
WECHSLER ADULT INTELLIGENCE SCALE (WAIS)	\$375.00	UOS-30 min
WECHSLER MEMORY SCALE (WMS)	\$500.00	UOS-30 min
WIDE RANGE ACHIEVEMENT TEST (WRAT)	\$134.00	UOS-30 min

CLINICAL INTERVIEW

A Clinical Interview is dialogue between a psychologist and participant that is designed to help the psychologist diagnose and plan treatment for the participant. It is often called a “conversation with a purpose.”

GROOVED PEG BOARD (GPT)

A Grooved Peg Board (GPT) is primarily used to measure the motor functions of participants, but some research indicates that performance on this test may also reflect cognitive factors, particularly attention and executive functioning.

INCOMPLETE SENTENCE BLANK (ISB)

An Incomplete Sentence Blank (ISB) is a projective psychological test for participants which comes in three versions based on age group. Each version consists of forty incomplete sentences, usually only one to two words in length (e.g., “I regret...”, “Most girls...”), to which the participant is then required to complete each sentence.

MINNESOTA MULTIPHASIC PERSONALITY INVENTORY (MMPI)

A Minnesota Multiphasic Personality Inventory (MMPI) is a standardized psychometric test of an adult participant’s personality and psychopathology. Psychologists and other mental health professionals use various versions of the MMPI to help develop treatment plans, assist with differential diagnosis, help answer legal questions (e.g., forensic psychology), screen job candidates during the personnel selection process, or as a part of a therapeutic assessment.

NELSON-DENNY

Nelson-Denny is an evaluation to measure the reading ability of participants to identify the need for remedial reading instruction. It is normally used among high school and college students and is not appropriate for the clinical evaluation of reading disorders.

NEUROPSYCHOLOGICAL TESTING EVALUATION

Neuropsychological testing evaluations are tests to evaluate a participant’s functioning in a number of areas including: intelligence; executive functions (e.g., planning, abstraction,

conceptualization); attention; memory; language; perception; sensorimotor functions; motivation; mood state and emotion; quality of life; and personality styles.

PSYCHOLOGICAL TESTING EVALUATION

Psychological testing evaluations are a series of tests that assist in determining the cause of mental health symptoms and disorders, and determining the correct diagnosis and follow up with the appropriate course of treatment for a participant.

REPEATABLE BATTERY FOR THE ASSESSMENT OF NEUROPSYCHOLOGICAL STATUS (RBANS)

A Repeatable Battery for the Assessment of Neuropsychological State (RBANS) is a brief neurocognitive assessment with four alternate forms, measuring immediate and delayed memory, attention, language, and visuospatial skills (e.g., drawing, buttoning shirts, making a bed, putting together furniture) of a participant.

REY COMPLEX FIGURE (RCF)

Rey Complex Figure (RCF) is a test commonly used as an integral part of every neuropsychological assessment tool. It will be used to assess the visuoconstructional abilities and visual memory of participants with neuropsychiatric disorders, including copying and recall tests.

TOOL FOR THE REAL-TIME ASSESSMENT OF INFORMATION LITERACY SKILLS (TRAILS)

A Tool for the Real-Time Assessment of Information Literacy Skills (TRAILS) is a neuropsychological test of visual attention and task switching and is sensitive to cognitive impairment associated with dementia, including Alzheimer's disease. It has two parts in which the subject is instructed to connect a set of twenty-five dots as quickly as possible while maintaining accuracy. This test is used to provide information about visual search speed, scanning, speed of processing, mental flexibility, and executive functioning of participants.

WECHSLER ADULT INTELLIGENCE SCALE (WAIS)

Wechsler Adult Intelligence Scale (WAIS) is an IQ test designed to measure intelligence and cognitive ability in adult and older adolescent participants.

WECHSLER MEMORY SCALE (WMS)

Wechsler Memory Scale (WMS) is a neuropsychological test designed to measure different memory functions in a participant. Anyone aged sixteen to ninety is eligible to take this test.

WIDE RANGE ACHIEVEMENT TEST (WRAT)

A Wide Range Achievement Test (WRAT) is an achievement test which measures a participant's ability to read words, comprehend sentences, spell, and compute solutions to math problems. The test is appropriate for individuals aged five years through adult.

DENTAL SERVICES

SERVICE DESCRIPTION	RATE	RATE TYPE
COMPREHENSIVE ORAL EVALUATION	\$26.50	Per Visit
PANORAMIC IMAGE	\$57.00	Per Image

COMPREHENSIVE ORAL EVALUATION

A Comprehensive Oral Evaluation is an examination usually performed on the first visit to the dentist or if there have been major health changes since the last dental visit. During this examination, a dentist will ask the participant about health history, perform a thorough visual examination, take x-rays, and examine the head and neck to check for any lumps, bumps or abnormalities that could indicate health problems. The examination may include an evaluation for dentures or oral prosthetics, if applicable.

PANORAMIC IMAGE

A Panoramic Image is a two-dimensional (2-D) dental x-ray examination that captures the participant's entire mouth in a single image, including the teeth, upper and lower jaws, surrounding structures, and tissues.

DEAF AND HARD OF HEARING SERVICES

SERVICE DESCRIPTION	RATE	RATE TYPE
ASSISTIVE LISTENING DEVICE (ALD) CONSULTATION	\$100.00	Flat Fee
ASSISTIVE LISTENING DEVICE (ALD) FITTING (N/A)	\$350.00	Flat Fee
ADDITIONAL HEARING PROFESSIONAL FEE	\$200.00	UOS-1 hour
AUDIOLOGICAL EVALUATION	\$100.00	Flat Fee
HEARING AID CONSULTATION	\$200.00	Flat Fee
HEARING AID FITTING	\$800.00	Flat Fee
ON-SITE CONSULTATION	\$200.00	Flat Fee

ASSISTIVE LISTENING DEVICE (ALD) CONSULTATION

An Assistive Listening Device (ALD) Consultation is a determination of specific device(s) that are recommended for a participant based on hearing aid(s) and other product(s) they use, the environment, employment needs, and additional factors unique to the participant. This consultation fee only applies if it takes place at a different time than another service already paid for by OOD or another source.

The report for OOD shall include:

- the name of the recommended product(s);
- how the recommended product(s) meets the participant's current and future vocational needs; and
- any additional considerations, including participant preferences and special circumstances.

ASSISTIVE LISTENING DEVICE (ALD) FITTING

An Assistive Listening Device (ALD) Fitting includes: dispensing the device(s); synching the device(s) with hearing aids (if applicable); providing education on the various functions of the device(s), including those specifically for the employment setting; handling of the device(s); and providing warranty information.

The report for OOD shall include:

- the clinician's assessment of the fitting;
- verification the ALD was dispensed;
- verification education was provided; and
- if warranted, the time and date of any follow-up appointment(s).

ADDITIONAL HEARING PROFESSIONAL FEES

Additional hearing professional fees are the provision of supplemental support(s) for challenging cases or situations where the participant has changing needs due to an adjustment in hearing and/or environment, including the employment setting.

The report for OOD shall include:

- a description of support(s) provided;
- participant self-report;
- the Clinician's assessment of need for additional support(s); and
- if warranted, time and date of any follow-up appointment(s).

AUDIOLOGICAL EVALUATION

An Audiological Evaluation is an evaluation of an individual's ability to hear that includes the following components:

- testing of air-conducted stimuli at thresholds of five hundred hertz (Hz), one thousand Hz, two thousand Hz, and four thousand Hz;
- assessment of air-conducted speech awareness or speech reception threshold;
- establishment of most comfortable and most uncomfortable listening levels;
- pure-tone bone conduction audiometry (unless the individual's age or capability precludes such testing); and
- if applicable, the following may also be considered:
 - tympanometry;
 - acoustic reflex battery; and
 - otoacoustic emissions testing.

The report for OOD shall include the results of all components evaluated.

HEARING AID CONSULTATION

A Hearing Aid Consultation is the determination of specific hearing aid(s) recommended for the individual based on audiometric, employment needs, and additional factors unique to the individual (e.g., fine motor dexterity).

The report for OOD shall include:

- The name of the recommended product(s);
- How the recommended product(s) meets the patient's current and future vocational needs; and
- Additional considerations, including patient preferences and special circumstances.

HEARING AID FITTING

A Hearing Aid Fitting is the dispensing of the hearing aid(s), verifying the function and fit of the aid(s); including, but not limited to, education on the various functions of the device, including those specifically for the employment setting; care and upkeep; instruction on how to handle the aid(s), batteries, and charging mechanism (if applicable); providing warranty information. This fee shall apply to the entirety of the manufacturer's warranty period.

The report for OOD shall include:

- Real-ear or objective gain verification;
- Speech verification;
- Patient self-report; and
- Time and date of follow up appointment.

ON-SITE CONSULTATION

An On-Site Consultation is an evaluation of an individual's current and/or anticipated employment environment to determine which interventions may be introduced to assist an individual in their communication or performance. Evaluation may include physical inspection of the various spaces, sound readings, and testing interventions.

The report for OOD shall include:

- date, time, and location of the physical space evaluated;
- description of the physical space;
- summary of any conversations with individual and/or associates;
- description of any readings or results of any tested interventions (if applicable); and
- recommendations.

Rule Summary and Fiscal Analysis

Part A - General Questions

Rule Number: 3304-2-52

Rule Type: Amendment

Rule Title/Tagline: Least cost, use of comparable benefits, participant contribution, and fees for services.

Agency Name: Opportunities for Ohioans with Disabilities

Division:

Address: 150 E. Campus View Blvd. Suite 300 Columbus OH 43235

Contact: Rick Schanz **Phone:** (614) 545-8964

Email: Rick.Schanz@ood.ohio.gov

I. Rule Summary

1. Is this a five year rule review? Yes
 - A. What is the rule's five year review date? 7/3/2024
2. Is this rule the result of recent legislation? No
3. What statute is this rule being promulgated under? 119.03
4. What statute(s) grant rule writing authority? 3304.15(C)(1), (D)
5. What statute(s) does the rule implement or amplify? 3304.15(D)
6. Does the rule implement a federal law or rule in a manner that is more stringent or burdensome than the federal law or regulation requires? No
 - A. If so, what is the citation to the federal law or rule? Not Applicable
7. What are the reasons for proposing the rule?

The drafted rule is being proposed to update the fee schedule appendix currently used by the Bureau of Vocational Rehabilitation. The rule also enacts a new fee schedule appendix regarding medical, psychological and dental services.

8. Summarize the rule's content, and if this is an amended rule, also summarize the rule's changes.

The proposed changes increase rates for services, expand services, and simplify language in the Vocational Rehabilitation (VR) Fee Schedule.

Ohio Administrative Code 3304-2-52 (Least cost, use of comparable benefits, participant contributions, and fees for services) requires OOD to provide services to an individual with a disability at the least cost consistent with the individual's disability and rehabilitation needs. The rule describes when OOD is and is not expected to pay for goods and services, with contributions from the individual taken into account. OOD is required to use comparable benefits to pay for services, unless doing so would lead to an interruption or delay in certain situations. The rule is amended to adopt a Medical, Psychological, and Dental fee schedule and clarify that OOD must pay cancellation rates for American Sign Language and international language interpreting services. Two appendices to the rule are also provided. Appendix A contains the Vocational Rehabilitation (VR) Fee Schedule adopted by the rule and is amended to add clarifying language, increase rates for services, expand services, and propose additional services. Appendix B is new and contains the Medical, Psychological, and Dental Fee Schedule adopted by the rule.

9. Does the rule incorporate material by reference? No

10. If the rule incorporates material by reference and the agency claims the material is exempt pursuant to R.C. 121.75, please explain the basis for the exemption and how an individual can find the referenced material.

Not Applicable

11. If revising or re-filing the rule, please indicate the changes made in the revised or re-filed version of the rule.

Not Applicable

II. Fiscal Analysis

12. Please estimate the increase / decrease in the agency's revenues or expenditures in the current biennium due to this rule.

This will have no impact on revenues or expenditures.

Not Applicable

Not Applicable

13. What are the estimated costs of compliance for all persons and/or organizations directly affected by the rule?

Not Applicable

14. Does the rule increase local government costs? (If yes, you must complete an RSFA Part B). No

15. Does the rule regulate environmental protection? (If yes, you must complete an RSFA Part C). No

16. If the rule imposes a regulation fee, explain how the fee directly relates to your agency's cost in regulating the individual or business.

Not Applicable

III. Common Sense Initiative (CSI) Questions

17. Was this rule filed with the Common Sense Initiative Office? Yes

18. Does this rule have an adverse impact on business? Yes

- A. Does this rule require a license, permit, or any other prior authorization to engage in or operate a line of business? No
- B. Does this rule impose a criminal penalty, a civil penalty, or another sanction, or create a cause of action, for failure to comply with its terms? No
- C. Does this rule require specific expenditures or the report of information as a condition of compliance? Yes

The adverse impacts created by the rule include the time and costs associated with completing services according to the requirements of the fee schedules in order to be compensated by OOD. Please see the Common Sense Initiative recommendation included with this rule package for additional information.

- D. Is it likely that the rule will directly reduce the revenue or increase the expenses of the lines of business of which it will apply or applies? No

IV. Regulatory Restriction Requirements under S.B. 9. Note: This section only applies to agencies described in R.C. 121.95(A).

19. Are you adding a new or removing an existing regulatory restriction as defined in R.C. 121.95? No

A. How many new regulatory restrictions do you propose adding to this rule?

Not Applicable

B. How many existing regulatory restrictions do you propose removing from this rule?

Not Applicable

C. If you are not removing existing regulatory restrictions from this rule, please list the rule number(s) from which you are removing restrictions.

Not Applicable

D. Please justify the adoption of the new regulatory restriction(s).

Not Applicable



Common Sense Initiative

Mike DeWine, Governor
Jon Husted, Lt. Governor

Joseph Baker, Director

Business Impact Analysis

Agency, Board, or Commission Name: Opportunities for Ohioans with Disabilities

Rule Contact Name and Contact Information: Rick Schanz – rick.schanz@ood.ohio.gov - (614)545-8964

Regulation/Package Title (a general description of the rules' substantive content): Vocational Rehabilitation (VR) Fee Schedule; OOD is proposing changes to the vocational rehabilitation provider VR Fee Schedule. Proposed changes involve increasing rates for services, adding expanding services and simplifying language to the VR Fee Schedule. Least cost, use of comparable benefits, participant contribution, and fee for services

Rule Number(s): OAC 3304-2-52 Appendix A; OAC 3304-2-52 Appendix B

Date of Submission for CSI Review: June 5, 2024

Public Comment Period End Date: June 12, 2024

Rule Type/Number of Rules:

New/___ rules

No Change/___ rules (FYR? __)

Amended/ X rules (FYR? 2025)

Rescinded/___ rules (FYR? __)

The Common Sense Initiative is established in R.C. 107.61 to eliminate excessive and duplicative rules and regulations that stand in the way of job creation. Under the Common Sense Initiative, agencies must balance the critical objectives of regulations that have an adverse impact on business with the costs of compliance by the regulated parties. Agencies should promote transparency, responsiveness, predictability, and flexibility while developing regulations that are fair and easy to follow. Agencies should prioritize compliance over punishment, and to that end, should utilize plain language in the development of regulations.

77 SOUTH HIGH STREET | 30TH FLOOR | COLUMBUS, OHIO 43215-6117

CSIPublicComments@governor.ohio.gov

**EXHIBIT
10**

Reason for Submission

1. **R.C. 106.03 and 106.031 require agencies, when reviewing a rule, to determine whether the rule has an adverse impact on businesses as defined by R.C. 107.52. If the agency determines that it does, it must complete a business impact analysis and submit the rule for CSI review.**

Which adverse impact(s) to businesses has the agency determined the rule(s) create?

The rule(s):

- a. ☒ **Requires a license, permit, or any other prior authorization to engage in or operate a line of business.**
- b. ☐ **Imposes a criminal penalty, a civil penalty, or another sanction, or creates a cause of action for failure to comply with its terms.**
- c. ☒ **Requires specific expenditures or the report of information as a condition of compliance.**
- d. ☐ **Is likely to directly reduce the revenue or increase the expenses of the lines of business to which it will apply or applies.**

Regulatory Intent

2. **Please briefly describe the draft regulation in plain language.**
Please include the key provisions of the regulation as well as any proposed amendments.

Appendix A

OOD is proposing changes to 3304-2-52 (Least cost, use of comparable benefits, consumer contributions, and fees for services). OOD is proposing changes to the Vocational Rehabilitation (VR) Fee Schedule, which is found in Appendix A of 3304-2-52. Proposed changes involve increasing rates for services, expanding services and simplifying language in the VR Fee Schedule service descriptions. Additional services are also being proposed to meet the needs of individuals with disabilities. These proposed changes are explained further in question 10 and the attached VR Fee Schedule draft.

Appendix B

The drafted updates allow the executive director to create a medical, psychological, and dental fee schedule for various medical, psychological, and dental services. Services included in the medical, psychological, dental fee schedule will allow OOD to provide increased support for providers offering services to individuals with disabilities who are eligible for

vocational rehabilitation services. Services not included in the medical, psychological, dental fee schedule will continue to be reimbursed at the Medicaid rate.

- 3. Please list the Ohio statute(s) that authorize the agency, board or commission to adopt the rule(s) and the statute(s) that amplify that authority.**

Appendix A- O.R.C. 3304.15, 3304.16 & 3304.14(B)(2)

Appendix B- O.R.C 3304.15(C)(1), 3304.16(D).

- 4. Does the regulation implement a federal requirement? Is the proposed regulation being adopted or amended to enable the state to obtain or maintain approval to administer and enforce a federal law or to participate in a federal program? If yes, please briefly explain the source and substance of the federal requirement.**

Appendix A- No.

Appendix B- No.

- 5. If the regulation implements a federal requirement, but includes provisions not specifically required by the federal government, please explain the rationale for exceeding the federal requirement.**

Appendix A

The federal government does not set fees for VR services. However, 34 C.F.R. 361.50 allows vocational rehabilitation agencies to establish fee schedules for services to individuals with disabilities.

Appendix B

The federal government allows for medical, psychological, and dental services to be provided, however, the policies and procedures around the implementation and reimbursement rates of such services are up to the individual States. The change to this rule provides OOD the opportunity to adjust reimbursement rates for various medical, psychological, and dental services which will increase the number of providers offering services to individuals with disabilities who are eligible for services to prepare for, secure, retain, advance in or regain employment.

- 6. What is the public purpose for this regulation (i.e., why does the Agency feel that there needs to be any regulation in this area at all)?**

Appendix A

OOD is the State of Ohio agency that empowers Ohioans with disabilities through employment, disability determinations and independence. The Rehabilitation Act and 34 C.F.R. 361.50, allows OOD's vocational rehabilitation program to establish fee schedules for services to individuals with disabilities. OOD has established a defined VR Fee Schedule. The VR Fee Schedule establishes minimum standards for the quality of services being provided and billed. The VR Fee Schedule provides consistency in payments and the type of services being provided. Expenditures for these services totaled approximately \$81 million for Federal Fiscal Year 2023.

Appendix B

The updated rule will allow the Executive Director to create a medical, psychological, dental fee schedule which will provide OOD an opportunity to develop competitive reimbursement rates for providers offering medical, psychological, and dental services for individuals eligible for vocational rehabilitation services. The ability to create rates for services will increase the number of providers offering services, especially in critical need areas of the state.

7. How will the Agency measure the success of this regulation in terms of outputs and/or outcomes?

Appendix A

In place since October 1, 2012, the VR Fee Schedule defines the services provided to individuals with disabilities, sets standards for the delivery of a consistent quality of service statewide and establishes the rates for these services. This VR Fee Schedule has enabled OOD to set a baseline for provider performance and ensure that individuals with disabilities receive quality services regardless of their chosen VR provider.

OOD has taken into consideration concerns from providers such as a changing labor market, administrative costs and indirect costs. These were used as reference points in conjunction with the OOD budget allowances to determine the increased VR Fee Schedule rates. While OOD is investing 5.5% in general rate increases, OOD is making significant investments in Summer Youth Work Experience and Pre-Employment Transition Services (Pre-ETS) as well as adding Summer Youth Career Exploration to address the federally required spending for Pre-ETS.

OOD closely monitors expenditures under the VR program, as well as program benchmarks and outcomes to ensure the effectiveness and efficiency of services provided to individuals with disabilities throughout the state. With this investment, there will be more students receiving services, a greater scope of participants will be receiving supported employment

services, and there will be more availability for participants to have access to American Sign Language and international language interpreting.

Appendix B

OOD will continue to monitor spending on the medical, psychological, and dental services included in the fee schedule along with updating the agency's own policy and procedure to ensure compliance and consistency for what is provided for in the rule.

- 8. Are any of the proposed rules contained in this rule package being submitted pursuant to R.C. 101.352, 101.353, 106.032, 121.93, or 121.931?**

If yes, please specify the rule number(s), the specific R.C. section requiring this submission, and a detailed explanation.

Appendix A- No.

Appendix B- No.

Development of the Regulation

- 9. Please list the stakeholders included by the Agency in the development or initial review of the draft regulation.**

If applicable, please include the date and medium by which the stakeholders were initially contacted.

Appendix A

OOD took into consideration the Comprehensive Statewide Needs Assessment in regard to individuals with disabilities receiving VR Fee Schedule services, OOD staff, State of Ohio partner agencies (including the Department of Development Disabilities and the Department of Mental Health and Addiction Services), and providers of VR Fee Schedule services. All providers were invited to five regional virtual forums hosted by OOD to provide initial input. These forums were held online via Microsoft Teams between December 5, 2023, and December 20, 2023.

OOD then held two additional focus groups and invited providers from across the state to participate on January 30, 2024. The first focus group was to obtain feedback on transition services for students and youth with disabilities. The second focus group was to obtain feedback on services for individuals who are blind or low vision and deaf or hard of hearing.

OOD reviewed all feedback from these listening sessions and focus groups. On April 12, 2024, OOD distributed the VR Fee Schedule Update 2024: Feedback & Response document via the Provider News (Granicus) summarizing this feedback along with OOD's responses to each concern including proposed changes to the VR Fee Schedule. OOD also requested feedback via the OOD's provider management email to be submitted by April 26, 2024 (2-week window).

On April 18, 2024, OOD's Director, along with several members of OOD's Executive and Senior Staff, met with OOD's Provider Stakeholder group, which includes representation from several associations such as the Ohio Association of Goodwill Industries, The Ohio Council, Ohio Provider Resource Association, and County Boards Associations, as well as other provider representatives to discuss the feedback received through the listening sessions and focus groups, and to vet OOD's proposed changes to the VR Fee Schedule.

After the conclusion of the first feedback period for providers, OOD drafted Administrative Rule language based upon the provider feedback received relative to the proposed VR Fee Schedule changes, including the rate recommendations. This draft language and a companion summary document were distributed to the providers on May 13, 2024, via the Provider News (Granicus). Providers were again encouraged to submit feedback via OOD's provider management email by May 24, 2024.

OOD reviewed additional feedback from this period and made additional adjustments. OOD made additional adjustments after that feedback window, including expanding the timeframe for On-the-job Supports shift differential and adjusting the required number of meetings for Supported Employment Job Development, per providers' request.

On June 5, 2024, OOD sent a Provider News message to share these final adjustments, a final copy of Appendix A and Appendix B with tracked changes, a final Feedback and Response document, and the Business Impact Analysis. OOD also indicated that it would be moving forward with submitting materials to the Common Sense Initiative.

Appendix B

OOD staff met virtually three times with the Ohio Speech and Hearing Governmental Affairs Coalition (OSHGAC) and the Healthcare Alliance and engaged in a collaborative dialogue. The purpose was to learn about the challenges hearing health providers encounter when providing services to OOD participants and obtain feedback on potential solutions to the problems.

10. What input was provided by the stakeholders, and how did that input affect the draft regulation being proposed by the Agency?

Appendix A

OOD gathered feedback through multiple notices, feedback periods, and virtual meetings with stakeholders. The feedback and corresponding changes were communicated through an initial Feedback and Response document, a second Feedback and Response document (with the first draft update language of the VR Fee Schedule), and a final copy of the VR Fee Schedule updated language.

Based on all of the feedback gathered from the providers, OOD made several changes to the proposed updates to the VR Fee Schedule. Changes include but are not limited to a general rate increase of 5.5% to compensate providers in areas they report seeing an increase in costs, such as a changing labor market, administrative and indirect costs. We are making a substantial investment of 11% increase for Summer Youth Work Experience for student compensating for the extensive coordination providers carry out to make this service successful to invest further in services for transition youth. We are increasing the Service Area Modifier (SAM) rates as well and adding two additional SAM rate levels to compensate for providers' travel costs between 71-90 miles and 91+ miles. Provider input also influenced OOD in developing a benchmark approach to Pre-Employment Transition Services, expanding the definition of School-Based Job Readiness Training, expanding Supported Employment to provide additional support for Traumatic Brain Injuries, Deaf and Deafblind participants, and simplification of the VR Fee Schedule. OOD also expanded the use of intakes for most VR Fee Schedule Services, excluding Pre-ETS and Transportation. A full list of the changes is attached.

Appendix B- Not Applicable

11. What scientific data was used to develop the rule or the measurable outcomes of the rule? How does this data support the regulation being proposed?

Appendix A

The base rates of the VR Fee Schedule were developed in 2016 based upon detailed service utilization and staffing data submitted by providers along with two federal fiscal years of payments for vocational services from OOD's case management system. This data was used to develop rate increases for the services on the OOD's Vocational Rehabilitation Fee Schedule. The rates use the actual costs incurred and staff utilization information to develop rates that cover the costs of providing these services.

OOD utilizes a rate formula developed by an external consulting firm that takes into account an hourly based rate for services, fringe benefits for employers, report writing costs, paid time off for provider staff, non-service hour fees, supervision costs, indirect administrative costs, and mileage. Providers widely reported that cost reporting was time prohibitive, an administrative burden, and that they could not consistently produce information in ways that easily allowed OOD to compare information (e.g. staff productivity rates). Instead, to calculate new rate increases, OOD has updated the VR Fee Schedule rates by utilizing the rate calculation methodology to consider allowable, reasonable, and justifiable rate changes to establish the recommended rates. OOD is including a 5.5% overall rate increase, with proposed additional increases for extended travel to deliver services (Service Area Modifier

rates), Summer Youth Work Experience, and Pre-Employment Transition Services subcategories as well as creating Justice-involved incentives and Non-Credentialed Supported Employment Job Development. This would be an estimated additional \$13 million in service investment per year when considering all rate increases and additional services.

Appendix B

OOD compared current Medicaid rates for various medical, psychological, and dental rates to rates offered by other entities. Through this exercise, it was determined that the reimbursement rates offered by OOD were on the lower end when compared to other sources. No scientific data was utilized. The rules follow statutory provision in O.R.C. Chapter 3304 and the CFR. OOD has been establishing rules since 1978 and such rules have undergone revisions and additions as appropriate.

- 12. What alternative regulations (or specific provisions within the regulation) did the Agency consider, and why did it determine that these alternatives were not appropriate? If none, why didn't the Agency consider regulatory alternatives?**
Alternative regulations may include performance-based regulations, which define the required outcome, but do not dictate the process the regulated stakeholders must use to comply.

Appendix A

OOD considered determining VR Fee Schedule rate changes based on cost reporting. OOD surveyed its providers throughout various feedback sessions and while not a complete consensus, providers overwhelmingly preferred that OOD review the rate calculation methodology using industry standards to establish the recommended rates rather than cost reporting. Providers noted that cost reporting can be time intensive and that the process is not preferable for this VR Fee Schedule update.

OOD currently utilizes performance-based job development rates in the VR Fee Schedule. OOD has previously evaluated that individuals served by OOD who were provided Performance Based Job Development Services had a median length of service of 132 days while the hourly based Job Development Services had a median of 167 days. Those individuals served under the performance-based fee structure found employment 35 days quicker than the hourly fee structure. OOD provides guidance on specific elements as part of the service definition; however, providers are able to establish their own process to deliver the service.

OOD is proposing to move Pre-Employment Transition Services away from the Units of Services model to a benchmark approach that would include 3 payments based on service

outcomes. This approach will better support providers that have reported challenges related to limited student availability during the school year and frequent no-shows.

Appendix B

No other regulations were considered as these fall under OOD's statutory authority and suit the administrative needs of the agency.

13. What measures did the Agency take to ensure that this regulation does not duplicate an existing Ohio regulation?

Appendix A

These rules are specific to the OOD VR program and individuals with disabilities who are eligible for services within that program. Since OOD is the sole designated agency within Ohio to administer the VR program there is no duplication between these rules and other rules in the Ohio Administrative Code.

Appendix B

OOD is the only Ohio agency administering Ohio's vocational rehabilitation program. All statutes and rules governing OOD were reviewed and addressed to ensure there are no duplications.

14. Please describe the Agency's plan for implementation of the regulation, including any measures to ensure that the regulation is applied consistently and predictably for the regulated community.

Appendix A

OOD has established a billing and payment system with checks and balances and OOD will implement this VR Fee Schedule update within that same system. OOD will conduct training on the proposed VR Fee Schedule changes with providers and OOD staff. There will be ongoing meetings conducted by OOD staff at the local level to ensure consistency in the application of the VR Fee Schedule. OOD's goal is to ensure a smooth transition that will improve service delivery and quality of services provided to individuals with disabilities.

Appendix B

OOD will provide training for OOD staff implementing the policy to ensure consistent

implementation statewide by OOD staff. The purpose of this rules is to provide transparency for the administration of the vocational rehabilitation program and to provide quality services to individuals participating in the program.

Adverse Impact to Business

15. Provide a summary of the estimated cost of compliance with the rule(s). Specifically, please do the following:

- a. Identify the scope of the impacted business community, and**
- b. Quantify and identify the nature of all adverse impact (e.g., fees, fines, employer time for compliance, etc.).**

The adverse impact can be quantified in terms of dollars, hours to comply, or other factors; and may be estimated for the entire regulated population or for a representative business. Please include the source for your information/estimated impact.

Appendix A

- a) The impacted business community consists of the providers of VR services to individuals with disabilities who are eligible for OOD services. There is no expected adverse impact, as all service rates are increasing, and many requests from providers are being implemented.
- b) Some providers may consider an adverse impact including the continued requirement that the VR providers must complete services and reports as defined in 3304-2-52 Appendix A in order to be compensated by OOD. The VR Fee Schedule sets a minimum level of requirements to ensure consistency and quality services to individuals with disabilities. These reports are also required as part of federal requirements.

The time for the vocational rehabilitation provider to complete a report of service will vary with the nature and extent of the VR services provided to the eligible individual with a disability, but it is a routine office procedure that VR providers are experienced in performing for many insurance payers or other state agencies. Additionally, OOD continues to use an electronic bill payment portal (The Aware Vendor Portal) which makes it easier for providers to submit, track, and resubmit payments. Any perceived adverse impact of completing invoice reports is offset by the fact that the VR provider will receive compensation from OOD for the services. Built into each rate is a portion of the cost allocated to report writing and invoice submission.

Appendix B

No adverse impacts are expected in the area of the medical, psychological, and dental fee schedule, as all rates will be increasing from previous rates OOD had paid.

16. Are there any proposed changes to the rules that will reduce a regulatory burden imposed on the business community? Please identify. (*Reductions in regulatory burden may include streamlining reporting processes, simplifying rules to improve readability, eliminating requirements, reducing compliance time or fees, or other related factors*).

Appendix A

OOD is proposing rule changes that will reduce regulatory burden on the providers. The addition of Non-Credentialed Supported Employment Job Development will allow providers to be compensated for a more intense job development service based on a participant's Most Significant Disability status and eligibility for Supported Employment Job Development without the requirement for provider staff to hold the Certified Employment Support Professional (CESP) credential. This new service would also expand participant eligibility beyond mental health and individuals connected with a local board of Developmental Disabilities. It will now include participants with Traumatic Brain Injuries (TBIs) as well as participants that are Deaf and Deafblind. This is in response to our Deaf and Deafblind providers explaining the intense nature of services given communication barriers, and job development services frequently taking longer than the standard Performance Based Job Development model.

The fee structure for Pre-Employment Transition Services has been streamlined to a benchmark approach, allowing providers to receive payment when meeting benchmarks within the service. This benchmark approach would include 3 payments based on service outcomes. Language has been added to allow for an intake for most VR Fee Schedule Services, excluding Pre-Employment Transition Services and Transportation. The VR Fee Schedule includes simplification in language and streamlined definitions where possible. Due to the consolidations and streamlining, the VR Fee Schedule overall went from 73 to 47 pages; a 35% reduction.

Appendix B- Not Applicable

17. Why did the Agency determine that the regulatory intent justifies the adverse impact to the regulated business community?

Appendix A

The providers' participation in the OOD VR program and receiving compensation for providing services is voluntary. OOD has determined through its comprehensive analysis

that it offers a fair, cost-informed reimbursement to providers for their services to eligible individuals with disabilities. The impact of completing invoice reports is a requirement and justified expectation of the provider to receive payment for services. The minimal regulatory impact upon the provider is balanced by the benefit the provider enjoys in compensation for services.

Appendix B

There are no known adverse impacts to the regulated business community.

Regulatory Flexibility

18. Does the regulation provide any exemptions or alternative means of compliance for small businesses? Please explain.

Appendix A

The providers affected by these rules include small and large businesses, for profit and non-profit, and counties boards of developmental disabilities.

Appendix B- Not Applicable

19. How will the agency apply Ohio Revised Code section 119.14 (waiver of fines and penalties for paperwork violations and first-time offenders) into implementation of the regulation?

Appendix A

There are no fines or penalties for paperwork violations under these rules.

Appendix B- Not Applicable

20. What resources are available to assist small businesses with compliance of the regulation?

Appendix A

OOD conducts training with providers whenever there are updates to the VR Fee Schedule. OOD will also conduct additional training to providers on these proposed VR Fee Schedule changes. OOD posts information about the VR Fee Schedule on the OOD website at ood.ohio.gov. Also, providers can contact OOD for technical assistance to make sure that they are meeting requirements. OOD staff also host local meetings quarterly with the providers to discuss services and provide any needed technical assistance.

Appendix B- Not Applicable



Common Sense Initiative

Mike DeWine, *Governor*
Jon Husted, *Lt. Governor*

Joseph Baker, *Director*

MEMORANDUM

TO: Rick Schanz, Opportunities for Ohioans with Disabilities

FROM: Michael Bender, Business Advocate

DATE: July 2, 2024

RE: **CSI Review – Vocational Rehabilitation Fee Schedule (OAC 3304-2-52)**

On behalf of Lt. Governor Jon Husted, and pursuant to the authority granted to the Common Sense Initiative (CSI) Office under Ohio Revised Code (ORC) section 107.54, the CSI Office has reviewed the abovementioned administrative rule package and associated Business Impact Analysis (BIA). This memo represents the CSI Office's comments to the Agency as provided for in ORC 107.54.

Analysis

This rule package consists of one amended rule proposed by Opportunities for Ohioans with Disabilities (OOD) as part of the statutory five-year review process. This rule package was submitted to the CSI Office on June 5, 2024, and the public comment period was held open through June 12, 2024. Unless otherwise noted below, this recommendation reflects the version of the proposed rule filed with the CSI Office on June 5, 2024.

Ohio Administrative Code (OAC) 3304-2-52 requires OOD to provide services to an individual with a disability at the least cost consistent with the individual's disability and rehabilitation needs. The rule describes when OOD is and is not expected to pay for goods and services, with contributions from the individual taken into account. OOD is required to use comparable benefits to pay for services, unless doing so would lead to an interruption or delay in certain situations. The rule is amended to adopt a medical, psychological, and dental fee schedule and clarify that OOD must pay cancellation rates for American Sign Language and international language interpreting services. Two appendices to the rule are also provided. Appendix A contains the vocational rehabilitation (VR) fee schedule adopted by the rule and is amended to add clarifying language, increase rates for services,

77 SOUTH HIGH STREET | 30TH FLOOR | COLUMBUS, OHIO 43215-6117

CSIPublicComments@governor.ohio.gov

EXHIBIT
11

expand services, and propose additional services. Appendix B is new and contains the medical, psychological, and dental fee schedule adopted by the rule.

During early stakeholder outreach, OOD held multiple online forums, focus groups, meetings, and feedback periods with stakeholders from December 2023 through May 2024 to solicit input on the rule. Among those engaged by OOD were individuals with disabilities receiving VR fee schedule services, providers of VR fee schedule services, individuals who are blind or low vision, individuals who are deaf or hard of hearing, the Ohio Speech and Hearing Governmental Affairs Coalition, the Healthcare Alliance, the Ohio Department of Developmental Disabilities, the Ohio Department of Mental Health and Addiction Services, OOD staff, and OOD's Provider Stakeholder group, which itself includes representatives from the Ohio Association of Goodwill Industries, the Ohio Council of Behavioral Health & Family Services Providers, the Ohio Provider Resource Association, and County Boards Associations, as well as other provider representatives. Based on the feedback provided by stakeholders, OOD made changes to the rule to include a 5.5% general rate increase to compensate providers, increase investment by 11% for Summer Youth Work Experience for students, increase Service Area Modifier (SAM) rates, add two additional SAM rate levels to compensate for providers' travel costs, and develop a benchmark approach to Pre-Employment Transition Services (Pre-ETS). Other changes expanded the definition of School-Based Job Readiness Training, expanded Supported Employment to provide additional support for traumatic brain injuries as well as deaf and deafblind participants, and expanded the use of intakes for most VR fee schedule services.

During the CSI public comment period, OOD received three comments from Bridges Interpreting, Cleveland Sight Center (CSC), and the Family Hearing and Balance Center (FHBC). Bridges Interpreting asked how the changes made to the VR fee schedule would impact the interpreting services it provides for OOD. OOD said that it would continue purchasing interpreting services from a variety of vendors and would follow the fee schedules that interpreters and agencies use for all their community partners and businesses. CSC asked whether the categories of Activities of Daily Living, Orientation & Mobility Training, Pre-ETS, and technology would be covered under the changes made to the VR fee schedule. OOD replied that all these categories would remain on the VR fee schedule with the exception of technology, explaining that the purchase of general technology has not been covered by the schedule because such purchases are individual decisions for participants. However, OOD noted that the VR fee schedule does include a Rehabilitation Technology category which will remain with increased rates. The FHBC asked several questions for clarification purposes regarding the costs of products and services. OOD explained that it would enter into contracts with major manufacturers of the relevant devices and develop a system where hearing care professionals can order directly from these contracts. For the services offered by hearing care professionals, OOD has proposed a list of separate rates. Lastly, OOD made technical and grammatical corrections to the VR fee schedule in Appendix A.

The business community impacted by the rule includes providers of VR services to individuals with disabilities who are eligible for OOD services. The adverse impacts created by the rule include the time and costs associated with completing services according to the requirements of the fee schedules in order to be compensated by OOD. According to OOD, the time it takes for a VR provider to complete a report of service will vary with the nature and extent of the VR services provided to the eligible individual with a disability. However, OOD notes that the adverse impacts of completing invoice reports are offset by the fact that the VR provider will receive compensation from OOD for the services. Furthermore, OOD points out that it continues to use an electronic bill payment portal which makes it easier for providers to submit, track, and resubmit payments. OOD emphasizes that participation in the VR program is voluntary and stresses that the changes to the rule and appendices will reduce the burden on businesses by allowing providers more opportunities to receive compensation, streamlining the fee structure for Pre-ETS to a benchmark approach, allowing for an intake for most VR fee schedule services, and simplifying the VR fee schedule. OOD states that the adverse impacts to business are justified to implement federal law and empower Ohioans with disabilities through employment, disability determinations, and independence.

Recommendations

Based on the information above, the CSI Office has no recommendations on this rule package.

Conclusion

The CSI Office concludes that OOD should proceed in filing the proposed rule with the Joint Committee on Agency Rule Review.



MEMORANDUM

To: Joseph Baker, Director, Common Sense Initiative

CC: Michael Bender, Business Advocate, Common Sense Initiative

From: Richard M. Schanz, Chief Legal Counsel, Opportunities for Ohioans with Disabilities

Date: July 2, 2024

Re: Response to July 2, 2024 CSI review – Vocational Rehabilitation Fee Schedule (OAC 3304-2-52)

Dear Mr. Baker,

On July 2, 2024, Opportunities for Ohioans with Disabilities (OOD) received a Memorandum from the Common Sense Initiative (CSI). The Memorandum contained CSI's comments and recommendations on the rule package in which OOD seeks to refile Ohio Administrative Code 3304-2-52 along with appendices. OOD appreciates and agrees with both the analysis and recommendation of the CSI memorandum. OOD will follow the recommendations of CSI and proceed with filing the proposed rule and the included appendices with the Joint Committee on Agency Rule Review (JCARR).

Respectfully,

Richard M. Schanz
Chief Legal Counsel
Opportunities for Ohioans with Disabilities



Opportunities for Ohioans with Disabilities
150 E. Campus View Boulevard, 3rd Floor,
Columbus, Ohio 43235
Submitted via: ood.administrativerules@ood.ohio.gov

RE: 3304-2-52

Thank you for the opportunity to submit comments regarding the proposed changes to OAC 3304-2-52 and its accompanying appendix. The Hearing Healthcare Alliance of Ohio (HHAO) represents licensed hearing aid specialists and dispensing Audiologists within Ohio. We wish to convey appreciation to OOD for their work on this rule proposal.

OOD undertook a collaborative review of their hearing aid program, and we appreciate that the Alliance was invited to be a part of those discussions. For years, the hearing aid program has set their reimbursement rates at the Medicaid level. This low payment methodology proved to be a disincentive for providers to participate. We know that those with hearing impairments can be wonderful employees, particularly if they have access to hearing healthcare. By working with professionals who can test hearing, select and fit appropriate hearing aids, OOD consumers can pursue careers in most any field.

The new fee schedule proposed in 3304-2-52 will allow more providers to accept OOD consumers, increasing access to this critically important care. OOD worked with the field experts to understand what services go into a typical hearing aid exam/fitting and built the fee schedule around best practices. This approach will allow for comprehensive care for this population.

Again, we thank OOD for their work and look forward to this package being finalized.

Public Hearing, August 5, 2024, 10:00 AM

1. Jay Burns
2. Amanda Sines
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____