



COLORADO

**Department of
Labor and Employment**

Division of Vocational Rehabilitation Fee Schedule

SPRING 2024

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Introduction

The mission of DVR is to assist persons with disabilities to succeed at work and to live independently. Vendor partners are an extremely important part of fulfilling our mission.

The Division of Vocational Rehabilitation (DVR) has established a range of allowable rates for each specific good and service. All purchases must be in accordance with Colorado State Procurement Rules, in accordance with this fee schedule and DVR policy, and purchased at the least possible cost in an effort to be good stewards of public funds.

DVR Rehabilitation Counselors shall authorize services and goods and approve payment in accordance with the DVR Fee Schedule, which identifies market-based standardized rates of payment and other rate setting procedures for each available vocational rehabilitation service. They shall be reviewed periodically and adjusted when needed to assure that applicants and recipients of services have meaningful choices of vocational rehabilitation service providers.

DVR may authorize and approve payment of a fee exceeding standard rates contained in the Fee Schedule when an individual's vocational rehabilitation needs are such that they require a specialized service or service delivery mechanism not typically required by other persons with disabilities within the parameters incorporated into the Fee Schedule. DVR may also exceed the Fee Schedule in order to offer a service or good within an individual's home community when appropriate. Documentation supporting the need to exceed the standard rates contained in the Fee Schedule for any service shall be included in the individual's case record.

Vendor and Provider Requirements

The expectation of service providers/vendors is that they are knowledgeable about disabilities and understand disability-related employment barriers. Vendors should focus on outcomes and meeting the individual's employment goals, as documented in an Individualized Plan for Employment (IPE).

In addition, a quality service provider/vendor:

- *Meets Qualifications:* As outlined in the DVR Fee Schedule, Appendix A: Provider Standards.
- *Is Responsive:* Provides quality, timely, and consistent communication with both counselor and the individual.
- *Is Available and Accessible:* To meet with the individuals regularly and provide accessible environments and methods of communication.
- *Provides Timely Reports and Invoices:* Provides accurate, consistent reports and invoices. Reports and invoices must be typed and not hand-written.
- *Is Ethical:* Adheres to highest ethical behavior and treats staff and individuals with respect.

DVR Vendor Code of Ethics

Objectivity

- Provide professional services with objectivity and respect for the unique needs and values of the individual being provided services.
- Provide sufficient objective information to enable an individual or the individual's authorized representative to make informed choices.

Nondiscrimination

- Avoid discrimination based on factors that are irrelevant to the provision of services; be conscious of DVR values and how they influence professional decisions.
- Do not discriminate on the basis of race, creed, and color, type of disability, national origin, sex, or age.

Professionalism and Competency

- Comply with all licensing, credentialing and/or accreditation requirements recognized within their fields of service.
- Provide services only within the scope of their competency, considering their education, experience, and training and recognizing the limits of their skills and knowledge.
- Take on only those professional commitments and agreements that they can fulfill and carry out those obligations in a timely manner.
- Ensure recommendations for individuals are first discussed with counselors.

Sound Business Practices

- Do not engage in fraud, waste, or abuse when charging for services.
- Be truthful and accurate in all statements about the services and products they provide.
- Stay within the scope of services agreed upon by DVR individuals and DVR.
- Maintain adequate records of evaluations, assessments, services, recommendations, reports, or products provided and preserve confidentiality of those records, unless disclosure is required by law, or protection of the DVR individual or the public.

Integrity and Responsibility

- Assume responsibility and accountability for all decisions and actions.
- Be honest, faithful, and keep promises and honor the trust placed in them.
- Do not advertise or market services in a misleading manner.
- Do not engage in uninvited solicitation of potential individuals, who are vulnerable to undue influence, manipulation, or coercion.

Conflict of Interest

DVR is in compliance with “[State of Colorado Procurement Code of Ethics and Guidelines](https://www.colorado.gov/pacific/sites/default/files/State%20of%20Colorado%20Procurement%20Code%20of%20Ethics%20and%20Guidelines.pdf),” which addresses conflict of interest and the appearance thereof (<https://www.colorado.gov/pacific/sites/default/files/State%20of%20Colorado%20Procurement%20Code%20of%20Ethics%20and%20Guidelines.pdf>).

DVR does not hire former DVR staff or individuals from government agencies closely tied to DVR services (e.g., workforce centers that are cohoused with DVR) as contracted service providers until at least six months have passed since termination of employment. DVR does not hire direct family members of current DVR staff to provide services to DVR individuals. In cases where a necessary and appropriate service within an individual's home community is only available through a direct family member of a DVR staff, documentation supporting the need shall be included in both the vendor and individual records. Additionally, DVR does not hire *current* DVR individuals to provide goods and services to DVR or DVR individuals.

Vendor Termination

Per DVR's "Vendor Guidelines and Standards," DVR "may stop the work of the vendor at any time but shall be liable for payment for work already done if the work completed was properly authorized and approved by DVR."

DVR may discontinue use of a vendor that has not been utilized in two years or more without notice. A vendor who has a current authorization for services will be notified of any termination by letter. A vendor who does not meet the criteria for timely invoicing may have their vendor/provider status terminated. A former vendor who was terminated may only register again with DVR with field office supervisor and CFO approval.

"Usual and Customary" Guidance

State Fiscal Rule 24-30-202 requires that State employees designated to authorize a service or goods must ascertain if a price or rate is (1) in accordance with law or administrative rules or (2) is fair and reasonable. Reference Fiscal Rule 2-2, Commitment Vouchers, Section 3.3 (<https://www.colorado.gov/pacific/osc/fiscalrules>).

Within the Fee Schedule, most service and good rates are specifically set. When the Fee Schedule permits a "usual and customary" rate, DVR staff must determine if the rate meets the test of fair and reasonable. Substantiation may result from the proposed price or rate compared to established catalog prices or market prices or historical prices/rates for similar goods/services procured previously. A cost/price analysis must be completed if substantiation is not obtainable.

Established Catalog Prices or Market Prices

"Established Market Price" means a current price, established in the usual and ordinary course of trade between buyers and sellers, which can be substantiated from sources which are independent of the manufacturer or supplier and may be an indication of the reasonableness of price. In many instances, a lower price or rate may be negotiated.

Historical Prices or Rates for Similar Goods/Services

Historical prices or rates for similar items or services procured in the past also serve as a guide to fair and reasonable prices.

Cost/Price Analysis

In cases where neither historical nor catalog prices exist, cost analysis must be used. Vendors can be asked to provide summary level detail of materials and labor costs, as well as markups and other indirect cost rates included in the price. Technical judgments concerning labor hours can be applied to labor hour rates to evaluate the reasonableness of

the overall price.

Reasonable profit is another element of price. Per 24-103-403 C.R.S., for noncompetitive acquisitions where neither historical nor catalog prices exist, vendors are required to submit cost or pricing data for purposes of conducting a cost analysis.

Overview of Vocational Services and Goods

Rates for each service are identified in the units most commonly used when the service is rendered and will vary depending on the unit types that apply to a given good or service.

Current Procedural Terminology (CPT) Codes

DVR uses these codes to determine allowable fees for the purchase of most medical and psychological assessment and treatment services.

Monthly Payment Rates

Services that are typically provided over a period of months have a monthly payment rate. Unless otherwise noted, the monthly payment rate requires a minimum of 30 hours of contact between the service provider and the individual. Partial months of service (1-29 hours of direct service to an individual) are paid at the prescribed hourly rate. Payments for full or partial months of service include the preparation and provision of a written report(s) and the provider's travel costs, including travel time, within normal service delivery areas. See "Provider Travel Time."

Hourly Payment Rates

Unless otherwise noted, partial hours of service will be rounded to the nearest quarter-hour. In most cases, payment is made only for hours in which the provider is rendering services directly to an individual. Payment includes the preparation and provision of a written report(s) and the provider's travel costs, including travel time, within the normal service delivery area. See "[Provider Travel](#)."

Rate Adjustments for Service Settings

Separate fee ranges have been established for certain services according to the settings in which they are rendered.

Facility Settings

These are environments and/or structures designed specifically to provide services to persons with disabilities and other special populations, such as community rehabilitation program facilities, clubhouses, independent living centers and residential facilities, extended employment facilities, etc.

Community Settings

These are real-life settings appropriate to the type of service, such as real work settings, community-based transitional employment program sites, home, or community environments, training facilities serving the general public, etc.

State Ownership of Equipment, Tools, and Other Non-Prescription Goods

Equipment, tools, and other non-prescription devices purchased by DVR for use by an individual in a training program or for employment remain the property of the State of

Colorado until successful closure from the DVR program occurs. When such items are initially issued, the service record will contain written acknowledgment of State ownership from the individual receiving the equipment.

Recovery

Upon termination of a program that does not result in a successful vocational rehabilitation outcome, the individual will be requested, in writing, to return any equipment purchased by DVR. If the equipment is not returned after two such requests, recovery efforts may be turned over to the Office of the Attorney General.

Re-issue

Recovered items will be retained in field offices to be reissued to other individuals with disabilities who may have need of such items. Documentation of re-issued items will be placed in the service record of the individual from whom state property was recovered as well in the service record of the individual to whom it is being reissued.

Worker's Compensation

Pursuant to Section 8-40-202 of the [Colorado Revised Statutes](#), individuals participating in the DVR program are covered by the State of Colorado's workers' compensation insurance when they are receiving diagnostic or training services sponsored by DVR. Examples of these types of services include but are not limited to evaluations, situational assessments, personal and work adjustment training, vocational training, work experiences and on-the-job training in accordance with DVR's On-the-Job Training Agreement.

If you have any questions concerning DVR's workers' compensation coverage for participants of this program, you can contact your local DVR office or DVR administration at 303-318-8571.

Fiscal Procedures for Service Providers and Vendors

Service providers and vendors must submit invoices to the originating DVR office by mail, fax, or encrypted email as follows:

- Within 15 days of completion of a service or receipt of a good and/or service, or,
- The 15th day of the following month for ongoing services (e.g., job preparation and development services)

Exceptions

- Postsecondary training invoices are due 15 days after the postsecondary institution applies financial aid (e.g., Pell grant)
- Health care provider invoices are due 15 days after insurance has been applied, including Medicaid

NOTE: If DVR has not received an invoice (and required supporting reports, as applicable) within 45 days from completion of a service or receipt of a good—not the authorization end date—a vendor forfeits all rights to be paid for services rendered/goods provided.

Postsecondary training: If DVR has not received an invoice 45 days after financial aid has been applied, a vendor forfeits all rights to be paid for services rendered and/or goods provided.

Health care providers: If DVR has not received an invoice 45 days after insurance has been applied, including Medicaid, a vendor forfeits all rights to be paid for services rendered and/or goods provided.

Invoice Requirements

Invoices must contain the following information, at a minimum:

- Dates of service
- DVR authorization number
- Invoice total
- Itemized list of fees according to authorization
- Name of the providerProvider's invoice number
- Provider mailing address

An example of a generic DVR invoice may be located on the DVR Partners and Providers webpage at: <https://www.colorado.gov/pacific/dvr/vendors-providers>.

DVR cannot reimburse sales or use taxes. Vendors and service providers who do not meet the above criteria for timely invoicing may have their vendor/provider status terminated with DVR. DVR will pay vendors for all amounts due within 45 days after receipt of products or services, all required reports, and an invoice with the correct amount due.

Cancellation Fees for Services

(Procedure code XX-15, for non-interpreter/communication assistant services)

Whenever a vocational service is scheduled but not actually provided due to cancellation with less than 24 hours' notice or an individual has a "no-show," DVR may pay either one-half of the allowable fee for a scheduled day of service or \$150.00, whichever is less. These are the maximum allowable fees for cancelled or missed appointments, and payment will only be made if requested by the provider. Counselors should negotiate the lowest possible cost in such circumstances. (Does not include interpreter or communication assistant services; please see "[Chapter 9: Communication Services](#)").

Provider Travel

(Procedure codes 02020-34, 02020-35, 02020-36, 31050-05, 31050-06, 31050-07, P31050-05, P31050-06, P31050-07, P31050-09, P31050-10)

DVR may pay for a provider's travel time in excess of 30 minutes one-way if the business address (starting location of travel) and service location is beyond the seven- (7-) county Denver Metro Area (counties of Adams, Arapahoe, Broomfield, Boulder, Denver, Douglas, and Jefferson). For individuals served outside of the Denver Metro Area, travel time may be paid if the vendor's travel is in excess of 30 minutes one-way outside of the provider's normal service area (e.g., outside of a town, city limits, tri-county area, etc.).

Payment Rate

- Provider's hourly rate, payable in 15-minute increments (exclude first 30 minutes of one- way travel and the 7-county Denver Metro Area)
- If there is no hourly provider rate, travel may be paid at the rate of \$20.00 per hour, payable in 15-minute increments (excluding first 30 minutes of one-way

travel and 7- county Denver Metro Area)

- Flat Rate (exceptional or out-of-state), rarely used, negotiable
- A provider serving more than one individual and/or providing more than one service is payable the hourly rate of the least costly service per trip
- A “trip” is defined as the segment of travel from one destination to another outside of a service area
- A provider traveling to more than one town or city excludes the first 30 minutes for each trip between individuals.

Examples

- Example 1: A DVR Rehabilitation Counselor authorizes a provider in Durango to travel to Cortez to meet with an individual. This trip typically takes 45 minutes one-way, and the Rehabilitation Counselor authorizes for two hours to ensure that adequate hours are available if travel takes longer than expected. The provider invoices for 15-minute increments of travel to the individual after deducting 30 minutes of travel time each way, 30 minutes total. The Rehabilitation Counselor cancels the 90 minutes of unused time left on the authorization.
- Example 2: A DVR Rehabilitation Counselor authorizes a provider in Denver to provide a service in Fort Collins. The trip typically takes one hour, 15-minutes, one-way. The Rehabilitation Counselor authorizes three hours of travel at the provider’s hourly rate (two hours each way) to allow for unexpected delays. The provider invoices for 15-minute increments of travel to the individual after deducting 30 minutes of travel time each way, 90 minutes. The Rehabilitation Counselor cancels the remaining 90 minutes of unused time left on the authorization.

Community-Based Site Setup

(Procedure code 27050-02)

Community-based site setup is payment to a vendor for finding, developing, and securing a new community-based site for adjustment training, assessment, evaluation, trial work experience, or paid work experience. This is a one-time site development fee, which is only paid if the site is successfully secured. If an agency already has an established site, payment will not be made.

Payment Rate: Up to \$250.00 per community-based site setup

Service providers must provide a written report and invoice for each community-based site that is established for the individual with a disability. Service providers may not invoice for community-based sites that were previously established, and the community-based site must be utilized and confirmed by the individual with a disability.

Payment to Employers for Use of a Worksite

(Procedure codes 08107-01, 08107-02)

This is payment to an employer that is available only when the employment setting provides an integrated, competitive work environment, the individual’s performance provides no net benefit to the employer, and the employer is not being paid by DVR to provide any other service to the individual. The payment offsets costs incurred by the employer, such as

training costs.

Monthly Payment Rate

- 30+ hours of individual on-site per month
- Up to \$540.00 per month
- Maximum of two months

Payment for Partial Months

- 1-29 hours per month
- Up to \$18.00 per hour
- Maximum of two months

Contractor/Provider Agreement

Providers who approach \$250,000 in encumbered or actual payments during a state fiscal year (July 1 - June 30) are required to complete a Contractor/Provider Agreement that further details agreement to the terms and conditions of the Authorization/PO for DVR service, the Vendor Code of Ethics, Provider Standards, the DVR Fee Schedule, and Provider Qualifications. This agreement is valid for five (5) years, and DVR notifies the provider when the Contractor/Provider Agreement will be required. Failure to return the Agreement within the designated time frame may result in services with the provider being suspended or terminated.

Chapter 1: Medical and Psychological Goods and Services

Evaluation, diagnosis, and treatment of physical and mental disorders must be provided by service providers qualified in accordance with Colorado licensure and certification laws or equivalent licensure and certification laws governing the provision of services in the state of purchase.

1.1 Necessary, Appropriate, Least Possible Cost

Individuals receiving medical or psychological restoration services through DVR are expected to first use all comparable benefits and resources for which they are eligible (e.g., private insurance, Social Security benefits, Medicare, Medicaid, the Veterans Administration, Tricare, or other private or public programs). Provision of restoration services by DVR will not duplicate those available under other public health programs or private insurance policies.

A physical and psychological restoration service shall be provided under the following circumstances:

- The service is necessary to achieve the employment outcome;
- The service is not available through comparable benefits; and,
- The service is likely to correct or substantially improve an impairment that constitutes a substantial impediment to employment within a reasonable period (time-limited, not ongoing).

DVR does not customarily support medical treatments related to gender affirming surgery.

1.2 Establishment of Allowable Fees: *Relative Values for Physicians (RVP)*

The *RVP* is widely accepted as the basis of fee-for-service insurance reimbursement in the medical community. DVR uses the *RVP* to determine allowable fees for the purchase of most medical assessment and treatment services.

The *RVP* is divided into sections that address different aspects of the delivery of medical services, including the following:

- Anesthesia
- Evaluation and Management
- Medicine
- Pathology
- Radiology
- Surgery

The *RVP* utilizes Current Procedural Terminology (CPT) codes to identify medical services and treatment procedures. Each service or procedure is assigned a “relative value unit” (unit) which reflects its relative worth in terms of time, skill, severity of illness, risk to the patient, and risk to the physician. In addition, “conversion factors” represent an appropriate base rate that, along with the relative value unit, determines a unique dollar value for procedures.

The normal maximum allowable fee for a procedure is **Units x Conversion Factor = Fee**

1.2.1 RVP Conversion Factors for Medical Treatment Procedures

- Anesthesia - \$53.73 per unit plus per time unit
- Surgery - \$99.83 per unit
- Radiology - \$18.41 per unit
- Pathology - \$13.72 per unit
- Medicine - \$8.33 per unit
- Physical Medicine - \$6.23 per unit
- Evaluation and Management - \$10.16 per unit

1.2.2 Non-Numerical Values in the RVP and Modifiers

While most CPT codes are assigned a relative value reflected by a particular number of units, there are exceptions. The following “values” may also apply:

- BR - By Report. A value is denoted in this way when the variance is too great to establish a relative value.
- RNE - Relativity Not Established. This is used to identify a procedure that is new or uncommon.
- xx.x(l) - Interim Value. This is used when the data received is below confidence levels.

In each of these situations, the maximum allowable rate is the usual and customary rate and must reflect the least possible cost.

A provider may also use a modifier to adjust the rate charged when certain circumstances apply. A complete list of modifiers is available in the Introduction of the *RVP*. When a modifier is used, the accompanying report must reflect the reason(s) and the authorization is amended to reflect the change in rate.

1.2.3 Fee Adjustments for Type of Provider

DVR only purchases medical services from a provider that is appropriately licensed and/or certified in accordance with the laws of the state in which they are providing service, is within their scope of practice, and is in good standing. Providers for which there are no state licensure laws must be certified or otherwise qualified in accordance with the standards provided in this chapter. Procedures performed by qualified non-physician providers must be rendered under the direct and personal supervision of a physician. Direct and personal supervision means that a physician is physically present on the premises at the time the procedure or examination is provided by the qualified non-physician provider.

Reimbursement for physician services shall be the lower of the allowable fee for corresponding Colorado providers or the out-of-state provider's actual charge. Providers are reimbursed at different rates according to licensing and specialty.

Physician providers are reimbursed at **100%** of a procedure's relative value, as follows:

- Doctor of Medicine, licensed under CRS 12-36 by the State Board of Medical Examiners
- Doctors of Osteopathy, licensed under CRS 12-36 by the State Board of Medical Examiners

- Chiropractors, licensed under CRS 12-33 by the State Board of Chiropractic Examiners
- Podiatrists, licensed under CRS 12-32 by the Colorado Podiatry Board

The following non-physician providers are reimbursed at **100%** of the procedure's relative value for a physician:

- Physical Therapists, licensed under CRS 12-41, and Occupational Therapists, certified by the American Occupational Therapy Certification Board, shall be reimbursed only for procedures in the "Medicine" section of the *RVP* (CPT codes 97001-97799)
- Speech Pathologists, certified by the American Speech and Hearing Association
- Optometrists, licensed under CRS 12-40 by the State Board of Optometric Examiners, may be reimbursed for only for the following ophthalmology procedures 92002, 92004, 92012, 92014, 92015, 92081, 92083, 99215, 99201, 99202, 99203, 99204, and 99205
(DVR may also reimburse for dispensing of glasses under CPT 92340, 92341, 92342)
- Acupuncturists, registered under CRS 12-29.5 with the Colorado Office of Acupuncturists Registration; only for physical medicine procedures 97810, 97811, 97813, and 97814

The following providers are reimbursed at **90%** of the procedure's relative value for a physician:

- Psychologists, licensed under CRS 12-43 by the Colorado State Board of Psychologist Examiners
- Doctoral interns receiving one-on-one supervision by a licensed psychologist pursuant to the intern's licensure under CRS 12-43

The following professional categories shall be paid at **75%** of the relative value for a physician:

- Orthopedic Technologists, certified by the National Organization of Orthopedic Technologists
- Surgical Technologists, certified by the Association of Surgical Technologists
- Audiologists, practicing in Colorado prior to July 1, 1995, certified by the American Speech and Hearing Association, registered under CRS 12-5.5 with the Colorado Department of Regulatory Agencies, Division of Registrations. Audiologists beginning practice in Colorado on or after July 1, 1995 are registered under CRS 12-5.5 with the Colorado Department of Regulatory Agencies, Division of Registrations
- Respiratory Therapists, certified by the National Board of Respiratory Care
- Registered Nurses, licensed under CRS 12-38 by the State Board of Nursing, including family nurse practitioners certified by the American Nurses Association; pediatric nurse practitioners certified by the National Certification Board of Pediatric Nurse Practitioners and Nurses or the American Nurses Association; nurse anesthetists certified by the Council on Certification of Nurse Anesthetists or the Council on Recertification of Nurse Anesthetists; psychiatric and mental health nurses certified by the American Nurses Credentialing Center
- Optometrists licensed under CRS 12-40 by the State Board of Optometric Examiners; for procedures other than those identified under 1.c) above.
- Clinical Social Workers, licensed under CRS 12-43 by the State Board of Social Work

Examiners, and interns receiving one-on-one supervision pursuant to the intern's licensure under CRS 12-43

- Marriage and Family Therapists, licensed under CRS 12-43 by the State Board of Marriage and Family Therapists Examiners, and interns receiving one-on-one supervision pursuant to the intern's licensure under CRS 12-43
- Licensed Professional Counselors, licensed under CRS 12-43 by the State Board of Professional Counselor Examiners, and interns receiving one-on-one supervision pursuant to the intern's licensure under CRS 12-43-601
- School Psychologists, licensed under CRS 12-60-1044(1)(e)
- Learning Disability Specialists with an advanced degree in Learning Disabilities and/or Special Education, and a current Teacher's Certification from the Colorado Department of Education
- Psychiatric and Mental Health Nurses, certified by the American Nurses Credentialing Center and licensed under CRS 12-38 by the State Board of Nursing
- Clinical Specialists in Psychiatric and Mental Health Nursing, certified by the American Nurses Credentialing Center and licensed under CRS 12-38 by the State Board of Nursing
- Registered Dietitians, certified as such by the National Commission on Dietetics Registration
- Physician Assistants, certified by the National Commission on Certification of Physician's Assistants and under CRS 12-36-106(5)(a) by the State Board of Medical Examiners, including university trained Surgeon Assistants

The following are reimbursed at **50%** of the procedure's relative value for a physician:

- Massage Therapists, registered under 12-35.5 and certified by the National Certification Board for Therapeutic Massage and Bodywork; only for massage treatment (CPT code 97124)
- Registered Dietetic Technicians, certified through the Commission on Dietetics Registration

In all cases, payment for the procedures includes the preparation and provision of a written report. The report must reflect the complexity of the service, length of time involved, level of training and expertise required by the provider to perform the procedure, and the scope of medical services provided.

1.3 Diagnostic and Evaluation Services

Diagnostic and evaluation services are provided as necessary to determine eligibility and/or the nature and scope of vocational rehabilitation services.

1.3.1 Medical Diagnostic and Evaluation Services (General Medical Exams, Consultation, Occupational Therapy, Physical Therapy, Specialist Evaluations)

(Procedure codes 01000-01, 01000-02, 01100-01, 01100-02, 01100-03, 01100-04, 01400-02, 01400-03, 01400-04, 01500-02, 01500-03, 01500-04, 01600-03, 01600-04, 01600-05, 01600-06, 01900-01, 01900-02, 01900-03, 01900-04, 01900-05, 01900-06, 01900-07, 11000-07, 11000-08)

CPT codes used for diagnostic medical procedures are frequently found in either the “Medicine” section or the “Evaluation and Management” section of the *RVP*. Medical assessments or diagnostic tests ordered in conjunction with a specialty examination are typically found in the “Medicine” section. Unless prohibited by a procedure’s description, the physician may also be paid for the office visit, which is reported as an “Evaluation and Management” procedure.

The “Evaluation and Management” section of the *RVP* contains two series of CPT codes (i.e., new patient or established patient) that depend on the physician’s previous knowledge of the individual, the type of medical history required, the scope of the required physical examination, the complexity of medical decision-making required of the physician, and the detailed reporting of medical and work-related functional limitations necessary.

1.3.2 Laboratory and X-Ray Services

(Procedure codes 01300-01, 01300-02—non-dental)

These diagnostic services provided to establish an impairment must be ordered by a licensed physician. The services must be provided by a laboratory that is certified in accordance with the Clinical Laboratory Improvement Amendments of 1988 or meets the Health Care Financing Administration guidelines; or by an independent laboratory certified by the Health Facilities Division of the Colorado Department of Public Health and Environment.

Diagnostic services will be purchased from independent laboratories only in the specialties or sub-specialties for which they are certified. Laboratories that provide X-ray services must have their X-ray equipment, directors, and equipment operators certified by the Colorado Department of Health as meeting Medicare guidelines.

The fees for radiological diagnostic procedures are frequently separated into two components. The “technical component” (modifier TC) covers the cost of equipment, supplies, technical personnel, and other incidental expenses. This component is allowed when the service is provided to an outpatient by an appropriately certified laboratory. Payment of a “professional component” (modifier 26) is also allowed to compensate the radiologist for supervision of the laboratory’s activities and interpretation of the radiological studies, when required. Alternatively, both components can be billed in total with a modifier of 00.

In addition, the CPT coding structure lists tests in groups at a lower cost than individual tests. When tests are ordered in a group, the individual tests will not be paid for separately. Conversely, when the physician orders multiple individual tests that can be performed in a group, the maximum-allowable fee corresponds to the CPT code for such tests in a group. Laboratory procedures are generally found in the “Radiology” or “Pathology” sections of the *RVP*.

1.3.3 Hearing Assessments

(Procedure codes 01700-07, 01700-08)

This service to assess extent of hearing loss includes the complete audiologic history, full diagnostic evaluation including pure-tone and bone conduction testing, speech discrimination, tympanometry, and acoustic reflex testing, and full report to DVR.

1.3.4 Psychological (Psychiatric, Neurofunctional, and Psychological) Diagnostic and Evaluation Services

(Procedure codes 05000-01, 05000-02, 05000-07, 05000-08, 05000-10, 05100-01, 05100-02, 05100-03, 05100-04, 05200-01, 05200-02, 05200-03, 05200-08, 05300-02, 05300-03, 05900-08, 05900-09, 05900-10, 05900-11, 05900-12, 05900-13) Licensed neuropsychologists, psychologists, psychiatrists, or certified learning disability specialists administer evaluations and interpret and report results. Types of assessments are found in the “Medicine” section of the RVP, CPT codes 90791-90792, 90885-90889, and 96101- 96150. The total allowable fee for such tests depends upon the amount of time required. The CPT code series 99212-99215, found in the “Evaluation and Management” section of the RVP, is used if a follow-up diagnostic session is necessary.

1.4 Medical Restoration Services

Procedures for medical restoration are found in all sections of the *RVP*, depending on the type of treatment required.

1.4.1 Treatment Plan

The practitioner shall provide a written treatment plan prior to beginning physical restoration services. The complexity of the treatment plan will vary depending on the type of services being provided and may include services provided by other practitioners. The plan may be a stand-alone document, or it may be articulated in the “recommendations” section of a diagnostic report. Any treatment plan must identify the treatment objectives and parameters of proposed treatment in sufficient detail to enable DVR to authorize goods and services in advance, including the required services, length of treatment, scope and intensity of required procedures, and the anticipated follow-up. The treatment plan must reflect that all restoration services are likely to correct or substantially improve an impairment that constitutes a substantial impediment to employment within a reasonable period (time-limited—not ongoing) and are essential to achieving the employment outcome.

1.4.2 Surgical Procedures

Surgical services will only be provided when certified as medically necessary by the attending physician. Routine surgical supplies and incidental procedures commonly carried out as an integral part of the surgical service are considered part of the treatment protocol and do not warrant separate payment. However, multiple surgical procedures and occasions when the skills of more than one surgeon are necessary the following may apply.

Multiple procedures during one surgery

- Multiple surgical procedures performed with a *single surgical incision*, regardless of how many organ systems are involved or how many different surgeons participated, indicated by a modifier of 51 for the second and subsequent procedures:
 - 100% of the relative value for the procedure commanding the greatest value;
 - 50% of the relative value for the second procedure; and
 - 25% of the relative value for each subsequent procedure.
 - Microsurgery is 125% of the relative value for the surgical procedure unless

the CPT code already specifies that the procedure involves microsurgery.

- Bilateral surgical procedures performed by one surgeon, indicated by a modifier code of 50:
 - 100% of the relative value for the first procedure;
 - 80% of the relative value for the second procedure.
 - Multiple surgical procedures requiring *two or more incisions* (separate organ systems or different anatomical locations), indicated by a modifier of 51 for the second and subsequent procedures:
 - 100% of the allowable value for the first procedure: and
 - 70% of the allowable value for each subsequent procedure.

Procedures performed by multiple surgeons

- Two primary surgeons involved in the performance of a single surgical procedure, indicated by a modifier of 62:
 - 125% of the procedure relative value, split equally between the surgeons.
 - Bilateral surgical procedures or multiple procedures involving different organs or body systems performed by two surgeons, indicated by a CPT modifier code of 50:100% of the relative value for both procedures
- Services of an assistant surgeon
 - Indicated by modifier codes 80 or 82: 20% of the relative value
 - Indicated by modifier code 81: 10% of the relative value

1.4.3 Laboratory and X-Ray Services

(Procedure codes 11300-01, 11300-02)

Laboratory and X-ray services are performed as part of a treatment plan to treat conditions with specific symptoms. They are not typically routine diagnostic tests performed without apparent relationship to a specific illness, symptom, complaint, or injury. A licensed physician must authorize all laboratory and X-ray services. The services must be provided by a physician's office or by the physician's clinical laboratory that is certified in accordance with the Clinical Laboratory Improvement Amendments of 1988 or meets the Health Care Financing Administration guidelines; or by an independent laboratory certified by the Health Facilities Division of the Colorado Department of Public Health and Environment.

CPT codes for laboratory services are found in the "Radiology" and "Pathology" sections of the RVP. The fees for radiological diagnostic procedures are frequently separated into two components. The "technical component" (TC) covers the cost of equipment, supplies, technical personnel, and other incidental expenses. This component is allowed when the service is provided to an outpatient by an appropriately certified laboratory. Payment is allowed for a "professional component" (modifier 26) to compensate the radiologist for supervision of the laboratory's activities and interpretation of the radiological studies, when required. Alternatively, both components can be billed in total with a modifier of 00.

In addition, the CPT coding structure lists tests in groups at a lower cost than individual tests. When tests are ordered in a group, the individual tests will not be paid separately. Conversely, when the physician orders multiple individual tests that can be performed in a

group, the maximum-allowable fee corresponds to the CPT code for such tests in a group. Laboratory procedures are generally found in the “Radiology” or “Pathology and Laboratory” sections of the *RVP*.

Laboratory services provided to hospital patients under the supervision of the hospital are considered part of the hospital's treatment facility services and a separate payment is not warranted. Tests performed by an independent certified lab are purchased separate from the associated treatment procedures.

1.4.4 Physical Medicine Restoration Services

(Procedure codes 11400-02, 11500-01, 11600-01, 11700-01)

Treatment procedures found in the “Medicine” section of the *RVP* (CPT codes 97010-97799) are typically performed by physical and occupational therapists. The need for such services must be included as part of a treatment plan and must be authorized by a licensed physician.

1.4.4 Massage Therapy Services

(Procedure code 11700-01 or 11500-01, provided by physical therapist)

Certified massage therapists may provide massage therapy when authorized as part of a treatment plan by a licensed physician. Services provided by massage therapists are limited to CPT code 97124 and are paid at 50% of the procedure's relative value.

1.4.5 Acupuncture Services

(Procedure code 11700-01- “Other Therapy”)

Licensed acupuncturists may provide acupuncture services when authorized as part of a treatment plan by a licensed physician. Services provided by acupuncturists are limited to CPT codes 97810 through 97814 and paid at 100% of the procedure's relative value.

1.4.6 Home Health Services

(Procedure codes 11900-01, 11900-02, 11900-03)

Home health services consist of skilled nursing services and home health aide services. They must be provided by a home health agency, certified by the Department of Health Care Policy and Financing. Home health aide services must include at least one task defined as skilled personal care under the direct direction and supervision of an appropriately licensed nurse. Payment for home health services is on a per visit basis, regardless of the number of nurses or nurse aides in attendance, for up to 2 ½ hours.

A “visit” means a personal contact made by a nurse or home health aide with the individual in the individual's place of residence for the purpose of providing a legitimate home health service. The cost of supplies used by home health agency staff for universal precautions is included in the payment for each visit. Other supplies are paid for separately. Home health services will be paid at the rates identified below or the actual amount invoiced charge, whichever is less.

- Nursing Visit - \$95.79 per visit
- Home Health Aide Visit - \$39.67 for first hour and \$9.46 for each additional half hour

1.5 Psychological (Including Psychiatric and Neurofunctional) Restoration Services

(Procedure codes 13000-01, 13000-02, 13000-03, 13000-04, 13000-05, 13000-06, 13000-07, 13000-08, 13000-09, 13300-01, 13300-02, 13300-03, 13300-04, 13300-05, 13300-06, 13300-07, 13300-08, 13300-09)

Most psychological restoration services are found in the “Medicine” section of the RVP under CPT codes 90804-90899. Payment rates for evaluation, counseling, and psychotherapy will be determined by the practitioner providing the service, the length of the session, and whether the psychotherapy is provided individually or in a group setting. CPT code 90834 is for a 45-minute session of individual psychotherapy, 90832 for a 30-minute session, and 90837 for a 60-minute session, based on the closest time interval. Group therapy is under CPT code 90853.

1.5.1 Treatment Plan

The practitioner shall provide a written treatment plan prior to beginning psychological restoration services. The complexity of the treatment plan will vary depending on the type of services being provided, and it may include services provided by other practitioners. The plan may be a stand-alone document, or it may be articulated in the “recommendations” section of a diagnostic report. The counselor, practitioner, and individual with a disability must reach agreement concerning the goal of planned treatment and the scope, intensity, and duration of treatment services prior to implementation of mental restoration services.

1.5.2 Duration of Services

DVR support for all psychological treatment will not exceed 12 sessions and six months’ duration. **Purchase of treatment services beyond 12 sessions and six months requires supervisor approval after each additional six sessions and three months duration.**

1.5.3 Use of Independent Practitioners

Rates of payment for evaluation, counseling, and psychotherapy vary depending on the practitioner providing the service, the length of the session, and whether the psychotherapy is provided individually or in a group setting.

1.5.4 Use of Mental Health Centers

Evaluation, counseling, and psychotherapy services will only be purchased from a community mental health center that is licensed by the Colorado Department of Public Health and Environment when an individual is not eligible for the service under the center’s targeted population criteria. DVR may pay an individual’s co-payment for such services when the individual’s financial circumstances warrant. Treatments for services from mental health centers require an encounter between the individual and the mental health professional providing services for payment. Treatment may take place on a one-on-one basis or may be provided to a group of not more than 12 individuals. The fee for a treatment service is determined by the credential level of who provides the service. The following rates have been determined by applying the appropriate conversion factor to the allowable CPT codes for psychological testing and psychotherapy.

1.5.5 Rates According to Conversion Factor and Allowable CPT Codes for Psychological Evaluation and Psychotherapy

Psychiatrist licensed under CRS 12-36-107

- Individual
 - Evaluations per hour (96101) \$324.87
 - 30 minutes (90832) \$74.97
 - 45 Minutes (90834) \$95.80
 - 60 Minutes (90837) \$141.61
- Group per hour (90853) 28.32

Psychologist licensed under CRS 12-43-303

- Individual
 - Evaluations Per Hour (96101) \$180.68
 - 30 Minutes (90832) \$67.47
 - 45 Minutes (90834) \$86.22
 - 60 Minutes (90837) \$127.45
- Group per hour (90853) \$25.49

Professional Counselor Licensed under CRS 12-43-601

- Individual
 - Evaluations Per Hour (96101) \$150.56
 - 30 Minutes (90832) \$56.23
 - 45 Minutes (90834) \$71.85
 - 60 Minutes (90837) \$106.21
- Group per hour (90853) \$21.24

Clinical Social Worker licensed under CRS 12-43-403

- Individual
 - Evaluations Per Hour (96101) \$150.56
 - 30 Minutes (90832) \$56.23
 - 45 Minutes (90834) \$71.85
 - 60 Minutes (90837) \$106.21
- Group per hour (90853) \$21.24

Marriage and Family Therapist licensed under CRS 12-43-501

- Individual
 - Evaluations Per Hour (96101) \$150.56
 - 30 Minutes (90832) \$56.23
 - 45 Minutes (90834) \$71.85
 - 60 Minutes (90837) \$106.21
- Group per hour (90853) \$21.24

Psychiatric Mental Health Nurses licensed under CRS 12-38-111

- Individual
 - Evaluations Per Hour (96101) \$150.56
 - 30 Minutes (90832) \$56.23
 - 45 Minutes (90834) \$71.85
 - 60 Minutes (90837) \$106.21
- Group per hour (90853) \$21.24

Clinical Specialists in psychiatric mental health nursing licensed under CRS 12-38-111

- Individual
 - Evaluations Per Hour (96101) \$150.56
 - 30 Minutes (90832) \$56.23
 - 45 Minutes (90834) \$71.85
 - 60 Minutes (90837) \$ 106.21
- Group per hour (90853) \$21.24

The group CPT code (90853) applies to both inpatient and outpatient group therapy. The maximum allowable fee is the rate identified above or the actual billed charge, whichever is less.

1.5.5(a) Lower Rates When Service Performed with Evaluation and Management Service

Psychiatrist licensed under CRS 12-36-107

- Evaluations per hour (90791, 96101) \$324.87, \$200.75
- Individual Add-ons
 - 30 minutes (90833) \$49.98
 - 45 Minutes (90836) \$79.99
 - 60 Minutes (90838) \$129.12
- E&M CPT Codes, not add-ons
 - 99212, \$60.96
 - 99213, \$91.44
 - 99214, \$137.16
 - 99215, \$198.12

1.5.6 Behavior Assessment, Consultation, and Counseling

(Procedure codes 05500-01, 13500-01)

Behavior analysis is the process of studying behavior so that appropriate behavioral interventions can be put into place. A qualified behavior analyst provides assessment, consultation and/or counseling services to an individual, job coach, employer, and co-workers, etc. to identify antecedents to workplace behaviors and individualized

techniques and strategies to modify behaviors.

1.5.6(a) Functional Behavioral Assessment

Functional Behavioral Assessment includes administration of standardized and non-standardized tests, trauma screening, detailed behavioral history, observation of the individual, caregiver interview, job coach interview, employer interview, workplace observations, interpretation of test results, discussion of findings and recommendations to include treatment plan with the individual, primary guardian(s), caregiver(s), employers, co-workers, and preparation of a report.

1.5.6(b) Behavioral Consultation and Counseling

Behavioral consultation and counseling includes recommendations for behavioral interventions and development of behavioral support plans that are related to the individual's developmental history and/or disability and are necessary for the individual to acquire or maintain emotional and behavioral regulation, adaptive skills, interactions with others and improved self- management. Intervention modalities relate to an individual's developmental experiences, identify challenging behavioral needs of the individual, and incorporate an understanding of the impact of early experiences on the development of the individual. Specific goals and procedures for the behavioral service are established. Behavioral consultation and counseling are applicable to competitive integrated employment environments.

Rates for Behavioral Assessment, Consultation, and Counseling

- Behavioral Plan Assessment - \$300.00 per assessment
- Behavioral Consultation and Counseling - \$25.29 per 15 minutes (101.16 per hour)

NOTE: Prior to authorization, verify whether the individual has funding available in the HCBS-DD and HCBS-SLS Waiver for Behavioral Assessment, Consultation, and Counseling services specific to competitive integrated employment.

1.5.7 Substance Abuse Evaluation and Counseling

A Certified Addiction Specialist (CAS) or Licensed Addiction Counselor (LAC) overseen by the Colorado Alcohol and Drug Abuse Division of the Colorado Department of Human Services may provide substance abuse services to an individual in a program licensed by the Colorado Alcohol and Drug Abuse Division for outpatient substance abuse treatment services. Therapy may take place one-on-one or in a group of not more than 12 individuals and may be paid for services within the scope of their certification at 75% of the relative value for a physician. Substance abuse treatment services may not be purchased from programs only certified to provide Level I DUI Education and Level II DUI education and treatment.

Allowable Fees for Substance Abuse Evaluation and Counseling, Certified Addiction Specialist or Licensed Addiction Counselor

- 30 minutes individual session (CPT 90832) \$56.23
- 45 minutes individual session (CPT 90834) \$71.85
- 60 minutes individual session (CPT 90837) \$106.21
- Inpatient and outpatient group therapy (CPT 90853) \$21.24 per hour

1.6 Other Fees

1.6.1 Cancellation Fee

(Procedure code XX-15)

The maximum fee for a canceled or missed appointment is one-half of the allowable fee for the scheduled service(s) or \$150.00, whichever is less. Payment must be requested by the provider. DVR will negotiate the lowest possible cost in such circumstances.

1.6.2 Reports from File

(Procedure codes 01999-01, 01999-02, 01999-03, 01999-04, 01999-05, 01999-06, 01999-07, 01999-08)

Rates for Reproduction of In-File Records (in accordance with CRS 25-1-801)

- Pages 1 to 10 - \$18.53 maximum
- Pages 11 to 40 - \$.85 per page
- Pages greater than 41 - \$.57 per page
- Review or edit in-file records is necessary prior to copying, if necessary - \$10.50 maximum
- Narrative medical report based on in-file records - \$42.00 maximum
- Records copied from microfilm - \$1.50 per page
- Records provided on a CD - \$25.00 or the above rates, whichever is less
- Postage - usual and customary rate

1.7 Out-of-State Medical Treatment

Under the following conditions, medical or psychological services may be purchased from an out-of-state provider:

- The service is necessary to achieve the employment outcome;
- The service is not available through comparable benefits;
- The service is likely to correct or substantially improve an impairment that constitutes a substantial impediment to employment within a reasonable period (time-limited, not ongoing);
- Out-of-state medical services are more accessible in areas adjacent to the Colorado border;
- It is more cost-effective to obtain medical services from an out-of-state provider; or,
- The individual is temporarily out of Colorado and services are needed due to a medical emergency.

1.8 Invoices

All invoices for medical treatment services must be itemized. Additionally, invoices from physician and non-physician providers must include the following information:

- Patient's name
- Name of provider and his or her professional credentials

- Itemized list of services provided
- Treatment rendered, such as modalities, time, intensity, and area treated, when applicable for a particular procedure such as physical therapy, anesthesia, and services reimbursed by time units.
- Dates of service
- Exact CPT code and modifier(s), when applicable, for each service or procedure. If CPT codes are missing, they must be obtained prior to processing the bill for payment.

1.9 Reports

Any bill received from a medical service provider must include the service provider's written report. Preparation of this report is considered part of the authorized service and does not warrant additional fees. This provision also applies to required periodic progress reports for services, which extend over a period of time, such as physical therapy, psychotherapy, etc.

The report must include, at a minimum:

- Patient's diagnosis (periodic progress reports do not need to repeat the diagnosis);
- Description of the service(s) provided;
- Treatment procedures;
- Outcome of treatment;
- Identification of type of provider and credentials: If information has been gathered or synthesized by someone other than a Doctor of Medicine or a doctor of osteopathy, it is only acceptable when the actual report indicates through co-signature that it was prepared under the supervision of one of the above;
- Date(s) of service(s) provided.

Additional Report Requirements for Office Visits, CPT codes 99201-99220:

- Summary of pertinent medical history;
- Scope of examination; and
- Complexity of medical decision making is consistent with the descriptions of office visits.

Additional Report Requirements for Specialized Disability Assessments, CPT codes 99455 or 99456:

- Summary of pertinent medical history;
- Results of a sufficiently comprehensive physical examination;
- Diagnosis;
- Summary of capabilities;
- Level of stability;
- Functional limitations; and
- Proposed treatment, if any.

Reports for physical medicine procedures (physical therapists and occupational therapists) must contain sufficient information to justify a CPT 97000-series office visit. Reports accompanying unique procedures without relative values must also reflect the complexity of the procedure and the length of time required to complete the procedure.

1.9.1 Additional Medical or Psychological Reports

(Procedure codes 01999-01, 01999-02, 01999-03, 01999-04, 01999-05, 01999-06, 01999-07)

Reports should include the provider's supplemental report, progress notes (other than required progress reports), or office notes, and should only be paid for when the counselor specifically requested them. For special narrative reports, the content should be established with the provider before the report is prepared.

Chapter 2: Medical Treatment Facility Services

2.1 Requirements

Treatment facilities (other than practitioners' offices) used for the provision of medical and psychological services must belong to one of the following groups and be licensed and/or certified in accordance with the Colorado Department of Public Health and Environment (CDPHE):

1. Hospitals accredited by the Joint Commission on Accreditation of Healthcare Organizations and licensed by CDPHE;
2. Medical laboratories certified and in good standing as per surveys conducted by the Health Facilities Division of CDPHE;
3. Freestanding or hospital affiliated health centers certified as Federal Qualified Health Centers by the U.S. Department of Health and Human Services;
4. Health clinics located in rural areas (Rural Health Clinics), which have been so certified under Medicare;
5. Federally designated community health centers (CHCs);
6. Community health clinics certified as community clinics by the CDPHE;
7. Health Maintenance Organization facilities accredited by the National Committee for Quality Assurance (NCQA) and licensed as such by the Colorado Division of Insurance;
8. Ambulatory surgery centers (ASC) certified as such by Medicare and licensed by CDPHE; or,
9. Nursing homes licensed by CDPHE as an Intermediate Health Care Facility (IHCN) or as a Nursing Care Facility.

For more specific information go to: <https://www.colorado.gov/cdphe/hfems>

2.2 Medical Treatment Facility Rates

DVR uses hospital and clinic rate information developed and maintained by the Department of Health Care Policy and Financing (HCPF) to determine rates for treatment facility services. When services under this category(s) are deemed necessary, the physician provides a proposed treatment plan, and DVR field staff contact the Finance and Operations Unit (FOU) who provides current allowable rates in compliance with HCPF.

2.2.1 In-State Inpatient Services

2.2.1(a) Hospital

(Procedure code 14300-01)

A hospital provides diagnostic and therapeutic services by or under the supervision of physicians for the purpose of diagnosis, treatment, and care of an injured, disabled, or sick person. Hospitalization for more than 24 hours is considered inpatient and includes those items and services that are ordinarily provided by a hospital for the care and treatment of inpatients provided under the direction of a physician.

Inpatient hospital rates are determined by three separate factors:

1. A Diagnostic Related Grouping (DRG), established for each hospitalization stay;

2. A relative weight established for each DRG; and
3. An inpatient rate for the specific hospital, which is based on the hospital's patterns of service and expenditures.

A Diagnostic Related Grouping (DRG) is established for each hospitalization stay, reflecting the type and complexity of the procedure(s) and treatment rendered, and the patient's general health and age. The DRG is commonly used by private insurance companies as well as the Medicaid and Medicare programs.

DVR uses hospital and clinic rate information developed and maintained by the Colorado Department of Health Care Policy and Financing (HCPF) to guide its rate setting for treatment facility services. When hospital care is deemed necessary, DVR field staff shall refer to Appendix D of the Fee Schedule to devise the correct “facility fee” to pay the hospital. If the provider does not include the “facility fee” as one of the line items on the claim form, then do NOT add the facility amount. All other services that are billed should be paid according to the *Relative Values for Physicians (RVP)* manual.

2.2.1(b) Extended Care Facility

(Procedure code 14700-01)

DVR may provide services in an extended care facility when determined medically necessary by the treating physician and required on a continuous 24-hour basis. This need must be incorporated into a plan of treatment written by a physician, licensed and in good standing. In addition, DVR's provision of extended care services should be predicated upon a reasonable assurance of progress toward sufficient functional and developmental improvement to enable the individual to become gainfully employed. This means that such services are only provided on a time-limited basis and for the purpose of facilitating the individual's recuperation or habilitation to the degree that they can complete the rehabilitation program.

DVR will only use extended care facilities that are appropriately licensed, employ qualified staff, and adhere to all regulations required by CDPHE. The prescribing physician must identify whether the individual needs skilled or intermediate nursing services to determine the type of facility to be used, defined in Appendix B.

2.2.2 In-State Outpatient Services

2.2.2(a) Hospital

(Procedure code 14000-01)

Outpatient hospital services are diagnostic, therapeutic, rehabilitative, preventive, and palliative items and services provided in a hospital setting by or under the direction of a physician to an individual who is not receiving room and board or professional services on a continuous 24-hour-a-day basis. Outpatient hospitalization includes the use of an operating room, recovery room, surgical instruments, and supplies needed for the duration of the hospital stay.

DVR has established an Outpatient Hospital Facility Fee reimbursement rate for each hospital. When services under this category(s) are deemed necessary, DVR Field Services Staff shall refer to Appendix D of the Hospital Facility Fee Schedule to acquire the correct amount to pay the hospital for the facility fee. If the provider does not include the “Facility Fee” as one

of the line items on the claim form, do NOT add the facility amount. All other services that are billed should be paid according to the *Relative Values for Physicians (RVP)* manual. Additional medical supplies or prosthetic devices provided by the hospital are reimbursed separately when authorized by the treating physician. However, if such services are also billed by the treating physician, the counselor will need to determine which provider should be reimbursed before determining allowable fees.

2.2.2(b) Community Health Centers and Clinics

Medical services may be purchased from federally designated qualified health centers, rural health clinics, community health centers, and community health clinics. Each such health agency will only be reimbursed for those services for which it is certified. Clinics performing laboratory services must be certified as clinical laboratories in accordance with the Colorado Department of Health Care Policy and Financing (HCPF).

A physician must provide medical supervision and guidance for clinic services provided by physician assistants and nurse practitioners. This means that a physician must be present at the clinic for sufficient periods of time to provide guidance, prepare medical orders, and review clinic services. The physician must also be available at all times, by direct means of communication, for advice and assistance on patient referrals and medical emergencies. A clinic operated by a nurse practitioner or physician assistant may satisfy these requirements through agreements with one or more physicians.

Rates of payment for clinic services are governed by the procedures in Chapter 1 in accordance with the type of treatment rendered and the type of provider. Rates of payment are determined by the individual directly providing the services, not by the individual supervising treatment. Only one office visit per day will be paid to a clinic for treatment of a specific condition, regardless of the types of procedures performed. If same-day services are needed after the first visit to treat an additional illness or injury, payment for an additional office visit may be made. Depending on a clinic's relationship with the treating practitioner, all services may be billed by the clinic or billing may be shared between the clinic and practitioner. In all cases, reimbursement for a service shall only be made to the treating practitioner or the clinic. If both entities bill for the same services, the counselor will need to determine which provider will be reimbursed.

2.2.2(c) Ambulatory Surgery Centers

(Procedure code 14000-01)

An ambulatory surgery center (ASC) is a distinct entity which operates exclusively for the purpose of furnishing outpatient surgical procedures. An ASC may be part of a hospital; however, the building space constituting an ASC must be physically separated from any other health services offered by a hospital.

ASCs are entitled to a facility fee for outpatient surgical services. The use of an operating room, a recovery room, surgical instruments and medical supplies, nursing and other technical personnel services, blood products and services, materials for anesthesia, and related diagnostic services are included in the ASC facility fee. Physician services (including surgeon, assistant surgeon, anesthesiologist, and certified registered nurse anesthetist), durable medical equipment, surgically implanted prosthetics, and services provided by a certified independent laboratory are paid for separately under the procedures identified in

Chapter 1.

When services under this category are deemed necessary, DVR Field Services Staff shall refer to Appendix D to acquire the correct amount to pay the ambulatory surgery center for the facility fee. Staff take the first CPT code on the claim form and then refer to the group sections to locate what group the CPT code is listed. After staff locate the correct group number, staff refer to the beginning of Appendix D and locate the group number that will indicate the facility fee. Staff will pay RVP rates for each CPT code billed on the claim form in addition to the Group Rate.

NOTE: If a CPT code is not within any of the groups, staff do not pay a facility fee and will pay only the *RVP* rates for CPT codes.

2.2.3 Out-of-State Medical Facility Services

An individual may receive facility treatment services from out-of-state providers to the same extent as when provided by in-state providers under one of the following conditions:

- Medical services are needed by an individual temporarily out of Colorado because of a medical emergency;
- Needed medical services are more readily available in the state where the individual is temporarily located;
- Out-of-state medical services are more accessible in areas adjacent to the Colorado border; or,
- It is more cost-effective to obtain medical services from an out-of-state provider.

Out-of-state treatment facilities must meet the same standards as those used in Colorado, and they must be licensed or certified in accordance with the licensure laws of the state in which they operate.

2.3 Invoicing

DVR Rehabilitation Counselors will authorize treatment facility services prior to service delivery based on the treating physician's treatment plan, the type of facility to be used, and the anticipated length of stay. Final outpatient or inpatient treatment facility rates cannot be established until after an invoice has been received and reviewed.

Invoices for hospitalization or other treatment facility services must contain the following information (normally submitted on a **UB-92** form):

- Patient name and unique identifier (e.g., medical record number);
- Hospital or clinic provider name, number, and type of facility;
- Dates of hospitalization;
- Inpatient or outpatient status;
- Itemized billing for services;
- Diagnostic Related Grouping (DRG) for inpatient hospital services; and
- CPT code of treatment rendered for outpatient services.

Chapter 3: Medical Supplies and Equipment

3.1 Medical Supplies

(Procedure code 15201-01)

Routine medical and surgical supplies that are provided by the treating physician or facility as part of the treatment protocol will be included in the physician or facility fees. Such supplies include absorbent pads or sponges, swabs, anesthetics, bandages and non-adherent dressings, gloves, oral medication, oxygen, saline for irrigation, suture supplies, syringes and needles, tongue blades, etc. Non-routine medical supplies or medical supplies for home-use ordered by the treating physician may be purchased through the physician's office, a pharmacy, a medical supply company, and discount retail outlets. The allowable rate of payment for medical supplies purchased from non-discount sources is **80%** of the usual and customary charge. However, if the needed supplies are available from a discount outlet whose normal price is substantially lower than other sources, counselors may pay up to 100% of the usual and customary discount charge.

3.2 Durable Medical Equipment

(Procedure code 15701-01, 15702-01, 15706-01)

Durable medical equipment is equipment which can withstand repeated use, and which generally does not have a value to the patient in the absence of an illness or injury. Durable medical equipment can be purchased or rented. Purchase of durable medical equipment, other than wheelchairs, will be paid at 80% of the usual and customary rate. In the rare instances that a hospital furnishes durable medical equipment to an individual for home-use, the use of such equipment is considered part of the allowable hospital fee and does not warrant separate payment.

NOTE: See the *DVR Service Delivery Policy* manual on vendor selection for the purchase of wheelchairs and other adaptive equipment that must be customized to meet the individual's specific needs. Customized adaptive equipment does not require the use of the formalized bid process.

3.2.1 Rental and Repair of Durable Medical Equipment

When the need for medical equipment is temporary, such equipment shall be rented rather than purchased when it is the least possible cost option. Repair of durable medical equipment shall be made at the lowest usual and customary rate when it is cost-effective to do so.

Chapter 4: Drugs and Medications

(Procedure code 15000-01)

4.1 Requirements

Medications must be prescribed by a licensed health care provider in good standing and in accordance with his or her licensure. Prescription medications, other than approved controlled substances, being provided as part of a treatment program may only be purchased from registered pharmacists, licensed in accordance with CRS 12-22 by the State Board of Pharmacy, pharmacies under the management of a licensed pharmacist, and drug outlets registered under CRS 12-22.

4.2 Comparable Benefit

Colorado residents are eligible for reduced price prescriptions using the free statewide Prescription Assistance Program (PAP). Please go to www.coloradodrugcard.com for more information. Other comparable benefits may be available through drug manufacturers and physician offices and will be explored as least possible cost options.

4.3 Rates of Payment

Medications will be purchased at usual and customary rates. Prescription medications will be generic unless the brand name is specified by the prescriber with a designation of "Dispense as Written." The maximum amount of prescribed medication that may be purchased by DVR at one time is a 30-day supply or the actual prescribed amount, whichever is less. Counselors will make maximum effort to locate comparable benefits. **Purchase of prescribed medication for more than three months requires supervisor approval and reassessment after each 3-month period.**

4.3.1 Oral Medication

Oral medication administered in a physician's office is considered part of the physician's services and does not warrant separate payment.

4.3.2 Injections

Injectable medications administered in a physician's office are payable to the physician. Such injections are usually provided in conjunction with an Evaluation and Management service. Except for chemotherapy agents, payment for an injection includes the cost of medication, associated supplies, and administration. Any medication provided by the physician for the patient to self-administer or be given at home shall be purchased from a pharmacy.

4.3.3 Controlled Substances

Methadone, LAAM, or other approved controlled substances may be purchased from a licensed drug and alcohol treatment program only when prescribed as part of the program's treatment protocol for the eligible individual. Approved programs must be licensed under the Colorado Department of Human Services, Office of Behavioral Health. Approved controlled substances provided by the licensed drug and alcohol treatment program will be paid at the usual and customary fee charged by the program to other participants. Fees for the dispensing and administration of such medications does not warrant additional payment. DVR cannot purchase or reimburse the cost of prescribed marijuana.

Chapter 5: Prosthetic and Orthotic Services

5.1 Requirements

Devices such as prosthetics and orthotic devices may be provided as necessary and appropriate to achieve an employment outcome.

5.2 Visual Prosthetic Devices

Visual services are provided to correct or modify a visual condition and to provide the individual with maximum visual acuity given impairment and functional limitations. Professional diagnostic and treatment services include the provision of ocular prostheses and aphakic corrective lenses.

Low vision evaluations may include an Evaluation and Management procedure (such as CPT codes 99205 or 99215) in addition to determination of refractive state (CPT code 92015). Low vision follow-up services should be reported using CPT code 99213. Allowable fees for such services depend on the type of provider and are determined in accordance with the procedures provided in Chapter 1 of the Fee Schedule.

5.2.1 Corrective Lenses

(Procedure codes 18000-52, 18000-53, 18000-54, 18000-55, 18000-56, 18000-57, 18000-58, 18000-59, 18000-60, 18000-61, 18000-62, 18000-63, 18000-64, 18500-01, 18500-02, 18500-03, 18500-07, 18500-08, 18500-09)

Corrective lenses must be prescribed in writing by a physician or optometrist who is appropriately licensed and in good standing. Lenses may be purchased from physicians, optometrists, or optical outlets whose lenses are ground by or under the supervision of an optician certified by the American Board of Optometry.

5.2.2 Eyeglasses

(Procedure codes 18000-01, 18000-65)

Corrective eyeglasses include spectacle-mounted single element or telescopic low vision aids. DVR does not provide designer frames or frames made out of specialized materials, such as advanced metal alloys. However, high index lenses may be provided for individuals whose distance refraction is greater than or equal to minus 7 (-7).

NOTE: Hand-held low vision aids are considered assistive technology devices and are governed by rates in Chapter 10 of the Fee Schedule.

In addition, DVR does not purchase the following types of lens features unless medically prescribed for a particular visual condition or for specific working conditions related to the individual's chosen vocational goal:

- Contact lenses
- Tinted lenses
- Photochromic lenses
- Scratch resistant lenses
- Lens hardening

5.2.3 Purchase and Repair of Eyeglasses

(Procedure code 18006-01)

The maximum rate for the repair of eyeglasses is the lowest available usual and customary charge.

DVR has established a structure for allowable fees for the purchase of eyeglasses and contact lenses that is not based on the RVP procedures due to the wide variation of availability and cost across the State. Counselors, however, still should purchase glasses "at the least possible cost," regardless of the maximum fee established in the Fee Schedule and document the need in the service record.

Some vision prescriptions may not fall into one of the routine categories. In such cases, the counselor will use the maximum fees listed as the base rates and have the dispensing optician specify the additional costs required to fill the ophthalmologist's or optometrist's prescription.

Rates for Corrective Eyeglasses

- Frames - \$82.25
- Single Vision - \$46.75 per lens
- Bifocal - \$70.55 per lens
- Trifocal - \$81.20 per lens

*The amounts and lenses below are added to the cost of the glasses if medically prescribed for a particular visual condition or for specific working conditions related to the individual's chosen vocational goal.

- High Index* \$55.58 per lens
- Transition* \$51.06 per lens
- Progressive* \$113.85 per Lens

Rates for Contact Lenses

- Standard Hard Lenses \$190.00 per pair
- High RX Lenses \$190.00 per pair
- Keratoconic Lenses \$220.00 per pair
- Toric Lenses (3 month supply) \$1498.98 per pair
- Soft Lenses (3 month supply) \$37.50 per pair

The maximum allowable fee for contact lenses is the lower of the rates identified above or the actual billed charge.

5.2.4 Ocular Prostheses and Intraocular Lenses

(Procedure codes 16500-01, 16500-02, 16500-03, 16500-04, 16500-05, 16500-06, 16500-07, 16500-08, 16500-09, 16500-10)

Payment for ocular prostheses and intraocular lenses provided by the treating physician or the treatment facility follow the procedures outlined in Chapter 1. However, ocular prosthesis provided by a prosthetist are identified by HCPCS codes V2623-2632.

Ocular prosthesis are identified by HCPCS codes, and those listed below may be purchased by DVR. Glass and plastic stock eyes are no longer provided. In addition, glass custom eyes are only prescribed in cases where a previous glass eye is being replaced. Glass custom eyes are not available in the United States and must be purchased from Germany.

HCPCS Codes and Allowable Fees

- V2623 Prosthetic eye, plastic custom \$905.68
- V2624 Polishing and resurfacing ocular prosthesis \$73.83
- V2626 Enlargement of Ocular Prosthesis \$190.23
- V2627 Reduction of ocular prosthesis \$1596.47
- V2628 Fabrication/fitting of ocular conformer \$386.80 (Used as initial prosthesis following surgery)
- V2629 Prosthetic eye, other \$1,792.43 - \$2,581.25 (Used when the injury is more severe and requires special or additional construction to fit the deformity)
- Glass custom eye \$826 - \$1,032.50
- V2630 Anterior chamber intraocular lens \$113.49
- V2631 Iris supported intraocular lens \$113.49
- V2632 Posterior chamber intraocular lens \$113.49

The maximum allowable fee for an ocular prosthesis is the actual billed charge or the rate identified above, whichever is lower.

5.3 Other Prosthetic Devices

(Procedure code 16500-11)

Medical prescriptions from qualified providers are required for prosthetic devices. Prosthetic and other medically prescribed items necessary to implement a physical restoration plan may be purchased without use of the State bid process.

Prosthetics will be purchased at usual and customary rates.

5.3.1 Orthotic Devices

(Procedure code 16850-01)

Orthotics devices are designed, developed, fitted, and manufactured to support or correct musculoskeletal deformities or abnormalities. Medical prescriptions from qualified providers are required for orthotic devices. Orthotic and other medically prescribed items necessary to implement a physical restoration plan may be purchased without use of the State bid process.

Orthotic devices will be purchased at usual and customary rates.

Chapter 6: Dental Restoration Services

6.1 Requirements

Dental restoration services are only provided to correct or modify a dental condition that creates a substantial vocational impediment, or which, in connection with other conditions, has resulted or is likely to result in barriers to employment. Preventative dental services and treatment of acute dental conditions are normally outside the scope of vocational rehabilitation services authorized under the Rehabilitation Act of 1973, as amended. The provision of prosthetics (e.g., dentures) is likewise limited to those necessary for the individual to become employed according to the employment goal in the IPE.

Dental services shall only be provided by dental practitioners licensed under CRS 12-35-109 by the State Board of Dental Examiners. The scope of services provided by licensed dentists and dental hygienists is limited to that allowed under their specific licensure provisions.

NOTE: The rehabilitation counselor will select dental restoration treatment service(s) that is the least possible cost; not necessarily the procedure that offers the longest-lasting outcome.

6.2 Diagnostic Dental Services

(Procedure codes 01200-01, 01300-03, 01300-04, 01300-05, 01300-06, 01300-07, 01300-08, 01300-09, 01300-10)

When necessary to establish eligibility and to determine the individual's vocational rehabilitation needs, the counselor will obtain a dental evaluation (including x-rays, if indicated). The general dentist will usually include procedures unrelated to the vocational impediment as part of a comprehensive treatment plan. Therefore, **it is particularly important that the DVR limitations placed on the purchase of dental work be made available to the dentist at the time of evaluation.**

6.3 Dental Consultation

(Procedure code 01950-01)

A dentist who is a DVR vendor may review proposed treatment plan(s), if needed.

6.4 Dental Treatment Services

(Procedure codes 11200-01)

6.5 Orthodontic Treatment Services

(Procedure codes 01250-01, 11250-01)

6.6 Dental X-Rays or Lab Work Required for Restoration

(Procedure codes 11300-03, 11300-04, 11300-05, 11300-06, 11300-07, 11300-08 11300-09, 11300-10)

Allowable fees for Dental Procedures

- Initial oral examination \$60.00
- Radiographs
 - Complete intraoral, includes bitewings \$99.00
 - Periapical intraoral, first film \$22.00
 - Periapical intraoral, each additional \$22.00
 - Occlusal intraoral \$22.00
 - Panoramic film \$99.00
 - Single Bitewings, first \$22.00
 - Bitewings, two films \$33.00
 - Bitewings, four films \$52.00

Chapter 7: Non-Medical Assessment Services

Assessment can be provided for determining eligibility, severity of disability, and vocational rehabilitation needs.

7.1 Community-Based Site Set Up

(Procedure code 27050-02)

Payment to a vendor for finding, developing, and securing a new community-based site for adjustment training, assessment, evaluation, paid work experience, or trial work experience. This is a one-time site development fee, which is only paid if the site is successfully secured. If the site is already an established Community-Based site, payment will not be made.

Payment Rate: Up to \$250.00 per community-based site setup

Service providers must provide a written report and invoice for each community-based site that is established for the person with a disability. Service providers may not invoice for community-based sites that were previously established, and the community-based site must be utilized and confirmed by the individual with a disability.

7.2 Payment to Employers for Use of a Worksite

(Procedure codes 08107-01, 08107-02)

This is payment to an employer that is available only when the employment setting provides a competitive, integrated work environment, the individual's performance provides no net benefit to the employer, and the employer is not being paid by DVR to provide any other service to the individual. This is payment made to an employer to offset costs incurred by the employer, such as training costs

Monthly Payment Rate

- 30+ hours of individual on-site per month
- Up to \$540.00 per month
- Maximum of two months

Payment for Partial Months

- 1-29 hours of individual on-site per month
- Up to \$18.00 per hour
- Maximum of two months

7.3 Rehabilitation and Assistive Technology Evaluation

(Procedure code 08400-02)

Rehabilitation and Assistive Technology Evaluations are provided to identify the assistive technology devices, assistive technology services, and rehabilitation engineering services that are necessary for the individual to participate in vocational rehabilitation evaluations and the services included in the Individualized Plan for Employment. Assistive technology evaluations are a type of rehabilitation technology evaluation, and its focus is limited to assessing an individual's need for assistive technology devices.

Payment Rate

- Up to \$545.00 of direct on-site evaluation of an individual
- Covers all costs for the evaluation, including preparation of a written evaluation report

7.3.1 Adaptive and Specialized Driving Evaluations

(Procedure code 08450-01)

Adaptive and Specialized Driving Evaluations are conducted to determine if an individual is able to drive with or without the use of adaptive driving equipment. This may include a vehicle evaluation to determine if the individual is able to drive the vehicle using the recommended adaptive equipment. Specialized driving evaluations are necessary when the disability-related needs of the individual cannot be assessed by a non-specialized driving instructor. All adaptive and specialized driving evaluations must be completed by a Certified Driver Rehabilitation Specialist (CDRS).

Payment Rate

- Up to \$180.00 per hour of direct on-site evaluation of an individual
- Covers all costs for the evaluation, including preparation of a written evaluation report

7.4 Assessment, Plan Development (IACA)

7.4.1 Assessment, Adjustment

A personal adjustment evaluation is an individualized and systematic process to evaluate an individual's skills, behaviors, and needs in the areas of independent living, communications, homemaking, mobility, orientation and community travel, and personal functioning.

Personal Adjustment Evaluations are conducted on a one-on-one basis. However, DVR will permit payment at the one-on-one rate per individual when the service is provided simultaneously to up to three individuals.

7.4.1(a) Personal Adjustment Evaluation for Persons with Disabilities Other Than Visual Impairments, Facility Setting

(Procedure codes 08250-01, 08250-03) Evaluation in a facility setting is typically provided directly to an individual and is only utilized to the extent an integrated community setting is not available to adequately meet the individual's needs in a community rehabilitation program, clubhouse, independent living center, or residential facility.

Monthly Payment Rate

- 30+ hours of direct on-site evaluation of an individual
- Up to \$480.00 per month
- Maximum of two months
- Covers all costs for the evaluation, including preparation of a written evaluation report

Payment for Partial Months

- 1-29 hours of direct on-site evaluation of an individual

- Up to \$16.00 per hour
- Maximum of two months
- Covers all costs for the evaluation and preparation of monthly written reports

7.4.1(b) Personal Adjustment Evaluation for Persons with Visual Impairments, Facility Setting

(Procedure codes 04350-01, 04350-03)

Evaluation for an individual who is blind is typically provided in a community rehabilitation program, clubhouse, independent living center, or residential facility.

Monthly Payment Rate

- 30+ hours of direct on-site evaluation of an individual
- Up to \$630.00 per month
- Maximum of two months
- Covers all costs for the evaluation, including a vision rehabilitation therapy evaluation, a mobility evaluation and preparation of a written evaluation report

Payment for Partial Months

- 1-29 hours of direct on-site evaluation of an individual
- Up to \$21.00 per hour
- Maximum of two months
- Covers all costs for the evaluation including a vision rehabilitation therapy evaluation and a mobility assessment, and preparation of monthly written reports

7.4.1(c) Personal Adjustment Evaluation for Persons with Disabilities Other Than Visual Impairments, Community Setting

(Procedure codes 08200-01, 08200-03)

Evaluations are provided at an individual's home or in community environments.

Monthly Payment Rate

- 30+ hours of direct on-site evaluation of an individual
- Up to \$1950.00
- Maximum of two months
- Covers all costs for the evaluation, including preparation of a written evaluation report

Payment for Partial Months

- 1-29 hours of direct on-site evaluation of an individual
- Up to \$65.00 per hour
- Maximum of two months
- Covers all costs for the evaluation including preparation of monthly written reports

7.4.1(d) Personal Adjustment Evaluation for Persons with Visual Impairments, Community Setting

(Procedure codes 04300-01, 04300-03)

Evaluations are provided at an individual's home or in community environments.

Payment Rate

- Up to \$150.00 per hour
- Covers all costs for the assessment, including a vision rehabilitation therapy evaluation, a mobility assessment, and preparation of a written evaluation report

7.4.1(e) Orientation and Mobility Evaluation for Persons with Visual Impairments

(Procedure code 04370-01)

Payment Rate

- Up to \$150.00 per hour
- Can ONLY be provided one-on-one
- Covers all costs for the evaluation, including preparation of a written evaluation report

7.4.1(f) Transportation Evaluation for Persons with Other than Visual Impairments

(Procedure code 08370-02)

Payment Rate

- Up to \$65.00 per hour
- Can ONLY be provided one-on-one
- Covers all costs for the assessment, including preparation of a written evaluation report

7.4.2 Assessment, Miscellaneous Plan Development

7.4.2(a) Equipment, Tools, Supplies, Clothing, Grooming

(Procedure code 04500-01)

Goods such as equipment, tools, clothing, and grooming supplies may be purchased if necessary and appropriate for assessment to determine the nature and scope of VR services to be included as part of an individual's IPE.

7.4.2(b) Tuition and Fees

(Procedure code 04500-02)

Short-term training may be part of assessment if necessary and appropriate to determine the nature and scope of VR services to be included as part of an individual's IPE.

7.4.2(c) Coaching, Vocational Assessment

(Procedure code 04500-03)

An employed individual may receive job coaching services as part of assessment to determine the nature and scope of VR services to be included as part of an individual's IPE.

7.4.3 Assessment, Vocational

7.4.3(a) *Standardized Vocational Evaluation*

(Procedure codes 04000-02, 04000-01)

Type of vocational evaluation utilizing formalized testing tools and standard protocols. Standardized vocational evaluations typically involve the use of formalized normed work samples, such as the Valpar written test, etc.

Payment for a Comprehensive Evaluation

- 10+ hours of direct evaluation of an individual
- Up to \$520.00 each
- Covers all costs for the assessment, including preparation of a written evaluation report

Payment by the Hour

- 1-9 hours of direct evaluation of an individual
- Up to \$52.00 per hour
- Covers all costs for the evaluation, including preparation of a written evaluation report

7.4.3(b) *Situational Assessment (SA)*

This is assessment of work behaviors, interpersonal skills, and job-related skill levels for purposes of establishing eligibility, providing Trial Work Experience (TWE), or developing an Individualized Plan for Employment (IPE). They may take place in community-based settings, including real-life work settings and transitional employment settings, or in facility-based settings, such as community rehabilitation program facilities. Situational assessments may be used for supplemental evaluations.

Typically, all SAs are provided one-on-one. However, DVR will allow for payment to be made when the service is being provided simultaneously to multiple individuals as follows:

- 1-3 individuals - 100% of identified direct service one-on-one rate per individual
- 4-6 individuals - 50% of the identified direct service one-on-one rate per individual

During a facility-based Situational Assessment, assessment is provided in a community rehabilitation program, clubhouse, etc. and cannot exceed two full months. During a community-based assessment, assessment is provided at job sites in the community. Rather than providing an individual with uniquely designed situational assessment services, a Standard 2-week Situational Assessment uses standardized protocols and practices for all participating individuals.

7.4.3(b)(i) Facility-Setting SA

(Procedures codes 04150-01, 04150-02, 04150-03, 04150-04)

Assessment is provided in a community rehabilitation program, clubhouse, etc.

Monthly Payment Rate

- 30+ hours of direct on-site assessment of an individual
- Up to \$630.00 per month
- Maximum of two months
- Covers all costs for the assessment, including preparation of a written evaluation report

Payment for Partial Months

- 1-29 hours
- Up to \$21.00 per hour of direct on-site assessment of an individual
- Maximum of two months
- Covers all costs for the assessment and preparation of monthly written reports

7.4.3(b)(ii) Community-Setting SA

(Procedure code 04100-01, 04100-02, 04100-03, 04100-04)

Assessment is provided at worksites in the community and can be used for work experiences, job shadowing, and supplemental evaluations.

Monthly Payment Rate

- 30+ hours of direct on-site assessment of an individual
- Up to \$1,230.00
- Covers all costs for the assessment, including preparation of a written report

Payment for Partial Months

- 1-29 hours of direct on-site assessment of an individual
- Up to \$41.00 per hour
- Covers all costs for the assessment, including preparation of monthly written reports

7.4.3(b)(iii) Standard 2-Week Community-Setting Situational Assessment (Procedure code 04100-05)

Rather than providing an individual with uniquely designed situational assessment services, a standard 2-week situational assessment uses standardized protocols and practices for all participating individuals.

Payment Rate

- Up to \$630.00 of direct on-site assessment of an individual
- Covers all costs for the assessment, including preparation of a written report

7.4.3(b)(iv) Job Site Evaluation

(Procedure code 04100-06)

A Job Site Evaluation is a limited community-based SA that consists of observing an individual on a specific job to determine if the particular job and/or work setting are appropriate for the individual and what accommodations may be needed.

Payment Rate

- Up to \$41.00 per hour of direct on-site assessment of an individual
- Maximum of three hours
- Covers all costs for the assessment, including preparation of monthly written reports

7.4.3(b)(v) Farm/Ranch Evaluation

(Procedure code 04100-08)

An on-site evaluation of an individual's skills, behaviors and needs in areas related to employment in production agriculture. This may include AgrAbility services.

Payment Rate

- Up to \$61.00 per hour of direct on-site evaluation of an individual
- Includes written reports, vendor travel, training and consultation of the individual, and additional consultation and technical support, as necessary

7.5 Occupational Testing and Exams

(Procedure code 08903-01)

The payment rate for occupational testing and exams is the usual and customary rates charged to other individuals or entities.

7.6 Requests for Background Checks, Transcripts, and Vocational Reports

7.6.1 Background Checks

(Procedure code 08903-03)

The payment rate for background checks is the usual and customary rates charged to other individuals or entities.

7.6.2 Transcripts

(Procedure code 08943-01)

The payment rate for transcripts is the usual and customary rates charged to other individuals or entities.

7.6.3 Copies of Vocational Reports

(Procedure codes 01999-01, 01999-02, 01999-03, 01999-04, 01999-05, 01999-06, 01999-07)

Payment Rate

- Up to \$18.53 for pages 1-10
- \$.85 per page for pages 11-40
- \$.57 per page for pages 41+

- Additional \$10.50 for reviewing and/or editing in-file information prior to copying, if necessary
- Up to \$42.00 for a narrative vocational report based on in-file information (rate applies only if report alone is requested)
- \$1.50 per page for records copied from microfilm
- \$25.00 for copies provided on a CD or at the above rates, whichever is less

Chapter 8: Training Services

8.1 Community-Based Site Setup Fee

(Procedure code 27050-01)

Community-Based Site Setup is payment to a vendor for finding, developing, and securing a new community-based site for adjustment training, assessments, evaluations, paid work experience, or trial work experience. This is a one-time site development fee, which is only paid if the site is successfully secured. If an agency already has an established site, payment will not be made.

Payment Rate: Up to \$250.00 per community-based site setup

Service providers must provide a written report and invoice for each community-based site that is established for the person with a disability. Service providers may not invoice for community-based sites that were previously established, and the community-based site must be utilized and confirmed by the individual with a disability.

8.2 Payment to Employer for Use of a Worksite

(Procedure codes 08107-01, 08107-02)

This is payment to an employer for allowing DVR to use a worksite for adjustment training, assessment, evaluation, paid work experience, or trial work experience and only when the applicant's or eligible individual's work performance provides no net benefit to an employer, and no other service is being purchased from the employer for the individual. This is payment made to an employer to offset costs incurred by the employer, such as training costs.

Monthly Payment Rate

- 30+ hours of individual on-site per month
- Up to \$540.00 per month
- Maximum of two months

Payment for Partial Months

- 1-29 hours of individual on-site per month
- Up to \$18.00 per hour
- Maximum of two months

8.3 Assistive Technology

Separate payment can be made for the purchase of assistive technology devices necessary for individuals to participate.

8.4 Adjustment Training

Adjustment training encompasses Work Adjustment Training (WAT), Personal Adjustment Training (PAT), as well as other important services that are subsets of WAT and PAT.

Facility-based adjustment training is non-integrated and provided directly to the individual at a community rehabilitation program, clubhouse, etc. Facility-based training is only utilized to the extent an integrated community setting is not able to adequately meet the

individual's needs.

Community-based adjustment training is integrated training provided directly to the individual on-site at real work or transitional employment sites, etc. in the community.

8.4.1 Work Adjustment Training (WAT)

Work adjustment training (WAT) is provided to help individuals with disabilities adjust behavior and/or develop compensatory skills in vocational areas, such as peer work relationships, supervisory work relationships, general work behaviors and expectations, and work habits.

Includes training to improve an individual's interpersonal skills to the degree necessary to engage in employment. WAT is provided to individuals in integrated community settings to the maximum extent possible.

8.4.1(a) Facility-Based WAT

(Procedure codes 21050-01, 21050-02)

Monthly Payment Rate

- 30+ hours of direct on-site instruction to an individual
- Up to \$630.00 per month
- Covers all costs for WAT, including preparation of periodic written reports

Payment Rate for Partial Months

- 1-29 hours of direct on-site instruction to an individual
- Up to \$21.00 per hour
- Covers all costs for WAT, including preparation of periodic written reports

8.4.1(b) Community-Based WAT

(Procedure codes 21000-01, 21000-02, 21000-03, 21000-04)

This WAT is delivered directly to the individual at real workplace settings, including on-site training at transitional employment sites within the community.

Monthly Payment Rate

- 30+ hours per month
- Individual instruction (1-3 individuals): Up to \$1,950.00
- Group instruction (4-6 individuals): Up to \$960.00 per individual
- Covers all costs for WAT, including preparation of periodic written reports

Payment Rate for Partial Months

- 1-29 hours per month
- Individual instruction (1-3 individuals): Up to \$65.00 per hour
- Group Instruction (4-6 individuals): Up to \$32.00 per hour, per individual
- Covers all costs for WAT, including preparation of periodic written reports

8.4.1(c) WAT, Technology Based

(Procedure code 21110-00)

The purchase of a software or application license needed to provide WAT directly to the individual using a digital platform.

Payment Rate: Lowest available usual and customary rate charged to other individuals and entities

This code is used for the license only. If additional customization is required, this is authorized at the hourly WAT rate to a qualified provider. This customization may include such as:

- Recording and uploading WAT videos
- Creation and uploading of checklists
- Training and orientation for the individual to use the software or application independently

8.4.2 Project SEARCH

(Procedure codes 21000-05, 21000-06)

Project SEARCH is a work adjustment training program available to students in the final two semesters of their 18-21-year-old transition program. Project SEARCH participants learn to adjust behaviors and/or develop compensatory skills in vocational areas such as peer work relationships, supervisory work relationships, general work behaviors and expectations, and work habits necessary to work in competitive integrated employment. Students also receive training to improve their interpersonal skills to the degree necessary to engage in competitive integrated employment.

Requirements

- Service providers must be licensed by Project SEARCH; and
- All services must be provided in an integrated community setting.

Service providers are expected to:

- Assist with student recruitment activities;
- Link the host business' human resources staff and Project SEARCH instructor to identify internship opportunities for participants, examine existing open positions to determine if appropriate for participants, and perform job analyses;
- Participate in team meetings to report progress to team partners, including parents;
- Assist with classroom setup, curriculum development, and worksite rotation planning;
- Train participants at the worksite in vocational skills, provide worksite orientation, monitor the individual and assess the participant's progress towards developing compensatory skills in vocational areas;
- Coordinate or provide services, during or outside of the academic calendar, at or away from the worksite, to promote success at the worksite;
- Direct individual and group services in alignment with the participant's Individualized Plan for Employment (IPE) to assist the student to develop a career pathway and achieve competitive integrated employment;
- Educate and train the host business employees regarding the creation of natural supports in the workplace, how to work with individuals with disabilities, and assist with implementing necessary accommodations;

- Develop competitive integrated employment opportunities in the community;
NOTE: Please reference Chapter 15, “Supported Employment Services,” for information about job search and development services; and
- Link students to appropriate long-term service provider(s).

In addition,

- Individuals participating in Project SEARCH are limited to no more than two semesters in the program without DVR Supervisory approval.
- Following each semester, the Project SEARCH WAT is evaluated to determine whether the student is ready and chooses to move towards competitive integrated employment.
- Project SEARCH WATs are not to be used with other DVR incentives such as Paid Work Experience, On-the-Job Training, or Employment Stipend.

Payment Rate

- Up to \$1,950.00 monthly
- \$487.50 per week when school is not in session; prorated for partial months
- Covers all costs for all components of the program, including preparation of periodic written reports

8.4.3 Personal Adjustment Training (PAT)

This is training provided to help individuals with disabilities develop compensatory skills and/or to adjust behavior in the areas of independent living, communications, homemaking, personal mobility, and ability to travel in the community, and personal functioning.

8.4.3(a) Facility-Based PAT for Persons with a Disability Other than Visual Impairment

(Procedure codes 21250-01, 21250-02)

Monthly Payment Rate

- 30+ hours of direct on-site instruction to an individual
- Up to \$480.00 per month
- Includes use of assistive technology devices necessary for the individual to participate in the training program
- Covers all costs for the training, including preparation of periodic written reports

Payment Rate for Partial Months

- 1-29 hours of direct on-site instruction to an individual
- Up to \$16.00 per hour
- Includes use of assistive technology devices necessary for the individual to participate in the training program
- Covers all costs for the training, including preparation of periodic written reports

8.4.3(b) Community-Based PAT for Persons with a Disability Other than Visual Impairment

(Procedure codes 21200-01, 21200-02)

Monthly Payment Rate

- 30+ hours of direct on-site instruction to an individual
- Up to \$1950.00
- Covers all costs for instruction, including preparation of monthly written reports

Payment Rate for Partial Months

- 1-29 hours of direct on-site instruction to an individual
- Up to \$65.00 per hour
- Covers all costs for instruction, including preparation of monthly written reports

8.4.3(c) Transportation Training, PAT (Other than VI)

(Procedure codes 21370-02)

Transportation training is instruction to help an individual develop or relearn skills and concepts to travel safely and independently within the home and the community.

Payment Rate

- \$65.00 per hour and can ONLY be provided one-on-one
- Covers instructional costs for all components of transportation training, including preparation of periodic written reports

8.4.3(d) Facility-Based PAT for Persons with a Visual Impairment

(Procedure code 21350-01)

Monthly Payment Rate

- Up to \$4400.00
- Includes all costs required for vision rehabilitation therapy, orientation and mobility, communications training, braille instruction, daily living skills training, basic computer orientation, home maintenance instruction, instruction in personal management, social development, self-esteem building, and adjustment to blindness
- Includes the use of assistive technology devices necessary for the individual to participate in the training program
- Covers costs associated with the preparation of periodic written reports

8.4.3(e) Community-Based PAT for Persons with a Visual Impairment

(Procedure codes 21300-01, 21300-02)

Monthly Payment Rate

- 30+ hours of direct on-site instruction to an individual
- Up to \$4,500
- Covers instructional costs for all components of a vision rehabilitation therapy program and/or mobility training, including the preparation of periodic written reports

Payment Rate for Partial Months

- 1-29 hours of direct on-site instruction to an individual
- Up to \$150.00 per hour

- Covers instructional costs for all components of a vision rehabilitation therapy program and/or mobility training, including preparation of periodic written reports

8.4.3(f) PAT, Technology Based

(Procedure code 21600-00)

The purchase of a software or application license needed to provide PAT directly to the individual using a digital platform.

Payment Rate

- Lowest available usual and customary rate charged to other individuals and entities
- This code is used for the license only. If additional customization is required, this is authorized at the hourly PAT rate to a qualified provider. This customization may include such as:
 - Recording and uploading WAT videos
 - Creation and uploading of checklists
 - Training and orientation for the individual to use the software or application independently

8.4.4 Cognitive Training

(Procedure codes 21600-01, 21600-02)

Cognitive Training is training in the development of cognitive skills to improve attention, memory, and problem solving.

- Cognitive Skills Training (CPT 97127) \$50.00 per 15 minutes
- Sensory Integration (CPT 97533) \$78.30 per 15 minutes

8.4.5 Inclusive/Supported Higher Education, Skills Training

(Procedure code 21090-01)

Students enrolled in Inclusive or Supported Higher Education programs receive additional academic, social, and vocational support on campus and in the community beyond what is typically available to students enrolled at the institution of higher education. The additional services are intended to prepare the student for success within competitive integrated employment and greater independence after completing the program. This fee does not include tuition or other standard institution-based fees.

Services are individualized to meet the needs of each student and may include training in the following areas:

- Career Guidance
- Communication and interpersonal relationships
- Independent living
- Critical thinking and decision making
- Time and task management
- Use of public transportation or other independent travel
- Self-advocacy

- Employer expectations and general work behaviors
- Other similar skills necessary for employment success

Requirements

- Students must be enrolled in a Comprehensive Transition Program (CTP), Transition and Post-Secondary Program for Students with Intellectual Disabilities (TPSID) approved program, or a program that was developed through TPSID funding. All programs must continue to maintain Model Accreditation Standards for Higher Education Programs for Students with Intellectual Disability as outlined in the [Think College National Coordinating Center Accreditation Workgroup May 2021 Report](#).
- The program must be identified on the student's IPE as a necessary service to achieve the employment outcome;
- Services must be provided directly by the CTP or TPSID;
- Students must demonstrate satisfactory progress in academic courses, as well as skills training, for DVR support to continue
- Individual must be enrolled in a Comprehensive Transition Program (CTP), or Transition and Post-Secondary Program for Students with Intellectual Disabilities (TPSID) approved program identified on his or her IPE as a necessary service to achieve the employment outcome;
- Services must be provided directly by the CTP or TPSID;
- All services must be provided in an integrated community setting; and
- Students must demonstrate satisfactory progress in academic courses, as well as skills training, for DVR support to continue.

Service providers are expected to:

- Support the student through academic advising to ensure courses and work experiences are aligned with identified employment outcome on the student's Individualized Plan for Employment (IPE);
- Assist the student to advocate for themselves through person-centered planning and principles of self-determination, providing support as needed;
- Partner with DVR to identify on- and off-campus work-based learning experiences;
- Train students during paid and unpaid work experiences in vocational skills, monitor the individual and assess their progress towards developing compensatory skills in vocational areas;
- Coordinate or provide necessary support services at or away from the work experience site to promote student success (e.g., travel training, as necessary);
- Educate and train work experience sites regarding natural supports in the workplace, how to work with individuals with disabilities, and implementing necessary accommodations;
- Link students to appropriate long-term service provider(s) in coordination with DVR; and
- Provide monthly progress reports demonstrating student progress in developing skills necessary for success in competitive integrated employment.

Restrictions

- Individuals participating in inclusive or supported higher education are limited to
- no more than eight semesters without DVR Supervisory approval.
- Inclusive/Supported Higher Education, Skills Training, is not to be combined with other similar training services: Work Adjustment Training, Personal Adjustment Training, and Site Setup Fee.
- Inclusive and Supported Higher Education programs may charge an additional programmatic fee to provide further social and academic support. This fee is not payable by DVR.

Payment Rate

- Usual and customary rate, not to exceed \$3000.00 per semester
- Covers all costs for all components of the program, including preparation of periodic written reports

8.5 Orientation and Mobility Training

(Procedure codes 21370-01, 21370-02)

Orientation and Mobility Training is instruction to help an individual develop or relearn skills and concepts to travel safely and independently within the home and the community.

Payment Rate

- \$150.00 and can ONLY be provided one-on-one
- Covers instructional costs for all components of orientation and mobility training, including preparation of periodic written reports

8.6 Communication Skills Training

(Procedure codes 21500-01, 21500-03, 21500-04)

Specialized visual, auditory or sign language communication training needed by an individual with a disability to communicate with others.

Payment Rate for individuals with a Disability other than Visual Impairment

- Individual instruction: up to \$65.00 per hour
- Adult learning programs: the lowest available usual and customary tuition rate charged to other individuals and entities

Payment Rate for individuals with a Visual Impairment

- Individual Instruction: up to \$150 per hour
- Adult learning programs: the lowest available usual and customary tuition rate charged to other individuals and entities

8.7 On-the-Job Training (OJT)

(Procedure codes 27300-01, 27300-02, 27300-03, 27300-04)

OJT is job skill training provided by the employer in an employment setting after placement

has been secured with the clear expectation that employment will be the same or a similar job for the employer will continue if training is successful. The training fee paid to the employer by DVR is designed to offset the employer's costs for lost productivity while training the individual to perform job duties satisfactorily. Reimbursement to the employer covers shifts where the individual is present and does not include sick, personal, or holiday leave. All on-the-job training arrangements will be documented using DVR's On-the-Job Training Agreement that DVR staff create.

8.7.1 Requirements

- Individuals must be compensated by the employer at the usual and customary wages for the required skill level and type of position in which the individual is placed.
- Typical training period shall not exceed three months. When three months of on-the-job training is insufficient to permit the individual to develop the skills necessary to perform the job duties satisfactorily, the counselor may approve additional months of training in 1-month increments. For each additional month approved, a new OJT Agreement must be developed. The total number of months of on-the-job training shall not exceed six months.
- Payment includes written monthly training reports from the employer that identifies, at a minimum, the training content and skills taught during the month and the degree of mastery demonstrated by the individual.
- On-the-Job Training is not to be used with other DVR incentives such as Paid Work Experience or Employment Stipend.

Payment is made to the employer in accordance with the individual's wages during the training period.

Monthly Payment Rate

- First month is the maximum of 75% of the individual's salary or wage
- Second month is the maximum of 50% of the individual's salary or wage
- Third month is the maximum of 25% of the individual's salary or wage

NOTE: Variation from the payment schedule outlined above is permitted if justified. However, payment for any additional month cannot exceed 25% of the individual's salary or wage.

8.8 Registered Apprenticeship Training

(Procedure code 27500-01)

Work-based employment and training program that combines hands-on, on-the-job work experience in a skilled occupation with related classroom instruction. Structured apprenticeship programs generally have requirements for the duration of on-the-job work experience and classroom instruction, and/or could utilize competency-based elements but should have mechanisms in place to ensure quality and consistency of skills acquisition.

8.8.1 Requirements

The following elements distinguish apprenticeship programs from other work-based learning including OJT and internships:

- Supervision and structured mentoring;

- Provision of wage increases as an apprentice's skills increase;
- Employer-employee relationship; and
- Industry recognized certificate of completion of the program

8.9 Paid Work Experience (PWE)

Paid Work Experience is training provided in a competitive and integrated employment setting in which the recipient of the service performs real work while receiving wages for all time spent on the job. PWE wages may be paid as reimbursement to the PWE worksite or Temporary/ Staffing Agency .

(For Job Seeking Skills Training and Job Coaching, see Chapter 14, “Job Search and Placement Services.”)

8.9.1 Requirements

Paid Work Experience must result in at least one of the following outcomes for the individual:

- Acquisition of occupational skills;
- An opportunity to demonstrate competitive employment skills;
- An opportunity to try-out employment accommodations;
- Completion of an internship or externship, which culminates in the receipt of an occupational or academic degree, certificate, or endorsement;
- Work experience in an employment field or occupational area; and/or
- Acquisition of current work history.

8.9.2 Restrictions

While employers may partner with DVR to offer various Paid Work Experience opportunities, in each situation the individual shall be the primary beneficiary of the relationship with the employer and PWEs shall not be used as a regular subsidy to pay employee wages. To determine the primary beneficiary, consider the following:

- The extent to which the PWE's duration is limited to the period in which PWE provides the individual with the benefit of achieving the PWE objectives;
- The extent to which the individual's work complements, rather than displaces, the work of employees; and
- The extent to which the individual and employer understand that the PWE is conducted without entitlement to ongoing paid employment at the conclusion of the PWE.

In addition,

- Individuals receiving Paid Work Experience are limited to no more than two placements without DVR supervisor approval. However, for Students with Disabilities (ages 15-21) there is no limit on the number of Paid Work Experiences.
- Each Paid Work Experience shall not exceed 160 hours without supervisor approval.
- Paid Work Experience is not to be used with other DVR incentives such as On-the-Job Training or Employment Stipend.
- DVR individuals who receive PWE are participating in a temporary training activity, which is not expected to continue beyond the agreed upon dates.

8.9.3 PWE Wages Paid as Reimbursement to a Temporary Employment/ Staffing Agency

(Procedure code 27600-07)

For individuals participating in PWE with wages paid directly by the temporary staffing agency, the following conditions apply:

- Staffing agencies supporting PWEs must be an approved and active vendor.
- The vendor is responsible for managing all aspects of the payroll administrative process, including but not limited to implementing timekeeping systems and delivering paychecks.
- The vendor assumes all legal obligations for the individual participating in the PWE. This includes issuing wages earned, calculating and withholding payroll deductions, and providing unemployment insurance and worker's compensation coverage.
- The vendor is required to compensate the individual at the prevailing competitive wage.

The payment rate is the individual's wage along with the staffing agency's markup for [administrative fees](#) related to payroll and incurred expenses. The DVR counselor employs the associated administrative rates pertinent to the chosen temporary agency providing hiring and payroll services to establish the hourly service rate for inclusion in the authorization.

Example:

- Individual's hourly wage = \$20/hr, Temp agency administrative rate = 45%, Total hours authorized = 160
- To figure the total rate per unit for the auth; $\$20 \times 1.45 = \$29/\text{hr}$
- $29/\text{hr} \times 160 \text{ hrs} = \$4,640$

8.9.4 PWE Wages Paid as Reimbursement to the Worksite

(Procedure code 27600-04)

Individuals participating in PWE whose wages are paid directly by the PWE worksite become temporary employees of that employer. In addition,

- The employer assumes all legal obligations for the trainee, including issuing wages earned, calculating, and withholding payroll deductions, and worker's compensation coverage.
- The worksite compensates the individual at the prevailing competitive wage and may seek reimbursement from DVR as outlined in the PWE Agreement with prior written authorization.

The payment rate is the individual's wage plus up to **10%** for administrative fee to cover payroll taxes. Reimbursement is payable only if the invoice is accompanied by a detailed report of actual hours worked by the individual, along with a report of the individual's progress in achieving his or her PWE objectives.

8.9.5 Purchasing Procedures

- A DVR staff person identifies a community-based work site willing to provide a

Paid Work Experience for the individual.

- The entity processing payroll collects the information needed for payroll services, including required identification and work authorization documents.
- The work site provides DVR the occupational title and job duties the individual will perform, the beginning and ending dates, and the work schedule.
- DVR issues the Authorization for Service.
- Approval or denial of payment will be made within three business days after receipt of the progress report and invoice.

8.9.6 Payment for Community Work Based Learning Experience (CBWE) Setup, Wages Paid by the Worksite (Procedure Code 27600-06)

Community Work Based Learning Experience Setup is a payment made to a vendor for finding, developing, and securing a work-based learning experience in a competitive and integrated employment setting in which the identified employer pays the wages for the recipient of this service for all time spent on the job.

Payment Rate:

- Flat fee of up to \$700.00
- Providers must provide a written report.
- Payment is made after the individual has begun the job and has worked at least five full shifts or three weeks on the job at the worksite performing their actual job duties (whichever occurs first), not including orientation time.
- Unlike the New Site Set-up fee (procedure code 27050-02) that is used for adjustment training, assessment, evaluation, trial work experience, or paid work experience, this fee may be paid more than once per worksite.

8.9.6 Requirements

CBWE must result in at least one of the following outcomes for the individual.

- An opportunity to demonstrate expected work behaviors to be successful in competitive integrated employment.
- Acquisition of a current work history.
- Establish entry into a career pathway, supporting eventual attainment of position aligned with employment outcome.
- An opportunity to explore careers and understand the nature of work through first-hand exposure.

8.9.6 Restrictions

CBWEs should be the primary option for work-based learning experiences when:

- The individual has sufficient skills to contribute to the worksite.
- Community employment is available in lieu of a paid work experience with wages paid by DVR.

The following elements distinguish Community Based Work Experiences from Paid Work experiences.

- The worksite hires the individual and is responsible for processing timesheets and paying all wages.
- The paid work-based learning experience is not expected to be permanent but does not require mandated end dates or service maximums.
- May be provided in conjunction with training, such as Work Adjustment Training to build work behaviors or Rehabilitation Technology Training to test out workplace accommodations.
- May or may not be connected to formal vocational training.

8.10 Business Enterprise Program (BEP) Training

Under the Randolph Sheppard Act, federal and state laws give priority to blind individuals to operate and manage food, vending, and other services in federal and state government office buildings and properties. The Business Enterprise Program (BEP) provides training and consultation to qualified blind businesspeople for food service operations in these buildings, plus some privately-owned facilities.

8.10.1 BEP Skills Training and Materials

(Procedure code 23500-01)

General skills training, such as ServSafe certification, Hadley Business Enterprise training, or other on-line relevant skills training, and associated training materials required for an individual to operate a BEP food service location, vending route, or other small business location.

8.10.2 BEP Specialty Training and Consultation

(Procedure code 23500-02)

Specialized skill training or consultation necessary to operate a BEP food service location or vending route. Training and consultation are technical in nature addresses the unique needs of the individual and/or unique circumstances of the business being established, rather than simply the general BEP skills training required of all operators.

- Up to \$50.00 per hour of direct instruction to an individual
- Maximum of 30 hours

8.10.3 BEP Payment to Operator for Use of Location

(Procedure code 23500-03)

Payment made to a BEP operator for allowing DVR to use a work site for BEP Skills Training or necessary assessment when the participant's work performance provides no net benefit to the operator and there are no other services being purchased from the operator for the individual.

Monthly Payment Rate

- 30+hours of individual on-site time per month
- Up to \$540.00 per month
- Maximum of two months

Payment Rate for Partial Months

- 1-29 hours of individual on-site time per month
- Up to \$35 per day
- Maximum of two months

8.11 Educational and Training Institutions

8.11.1 Duration of Training

- DVR support for an individual to obtain a GED shall not exceed one year unless the provision of reasonable accommodations for the documented disability requires an extended time.
- DVR support for remedial classes shall not exceed three remedial classes. **DVR will not pay for repetition of a remedial course.**
- DVR support for technical, vocational or certification coursework (not resulting in a degree) shall not exceed two years.
- DVR support for an Associate's degree shall not exceed three years.
- DVR support for a Bachelor's degree shall not exceed six years.
- DVR may support up to three years of training beyond a Bachelor's degree for the acquisition of a postgraduate degree, with regional supervisor approval.
- An exception may be provided for any of the above timeframes if necessary to address the individual's unique circumstances with supervisor approval.

8.11.2 Tutorial Services

(Procedure codes 26800-01, 26800-02)

One-on-one specialized instructional services provided most often in educational settings to help individuals gain knowledge and skills in a specific subject area may be provided to supplement a course of formalized academic or vocational training or to remediate an individual's knowledge or skill deficit in a particular area.

8.11.2(a) Non-Technical Tutoring

Payment Rate

- Up to \$17.60 per hour of direct instruction of an individual
- Cannot exceed the fees typically charged to other individuals or entities for commensurate services
- Covers all costs of the training, including periodic report writing

8.11.2(b) Technical Tutoring

(e.g., computer programming, advanced engineering, advanced mathematics)

Payment Rate

- Up to \$40.00 per hour of direct instruction of an individual
- Cannot exceed the fees typically charged to other individuals or entities for commensurate services
- Covers all costs of the training, including periodic report writing

8.11.3 Vocational, Trade, and Business School

(Procedure codes 22100-02, 22300-02, 23000-01, 23300-02)

This is training to teach an individual the skills necessary to perform the tasks of a specific job. DVR pays the usual and customary tuition rates charged to other individuals and entities when paying for programs provided by vocational, trade, and business schools.

Any entity (person, society, association, partnership, corporation, or trust—for profit or not for profit) operating in Colorado, meaning establishes, keeps, or maintains any facility or location in Colorado where, from, or through which educational services are offered or educational credentials are offered or granted, must be approved by the Division of Private Occupational Schools (DPOS) (CRS 23-64-113) unless the school is exempt (CRS 23-64-104).

Many schools offering programs and degrees via the internet do not seek DPOS approval. A DVR rehabilitation counselor should contact the DPOS before enrolling an individual in a school offering distance learning programs (phone 303-862-3001).

8.11.4 College or University

This is full-time or part-time academic training leading to a degree. It includes programs that grant degrees at the associate's level or higher.

DVR must not finalize provision of training services in an institution of higher education until the individual's financial aid award status is determined and documented in accordance with the timelines governing financial aid award decisions at the chosen training facility.

NOTE: Written authorization can be provided to a college or university up to the institution's drop/add deadline to allow time to determine the correct amount of the authorization. DVR is the last source of funding. All Pell and other need-based grants must be applied to the student's balance, with the exception of federal student loans before DVR processes tuition payments.

8.11.4(a) Colorado Colleges and Universities

(Procedure codes 22100-04, 22100-03, 22100-02, 23100-01)

Usual and customary tuition rates charged to other individuals and entities purchasing postsecondary college programs from in-state colleges and universities.

8.11.4(b) Colorado Private Colleges and Universities

When the documented vocational rehabilitation needs of the individual necessitates training in a private college or university, DVR pays the usual and customary tuition rates charged to other individuals and entities when purchasing postsecondary college programs from private colleges and universities.

8.11.4(c) Private and Out-of-State Colleges and Universities

(Procedure codes 22300-04, 22300-03, 22300-04, 23300-01)

When an individual chooses an out-of-state or private college or university and there are other appropriate and less costly alternatives that meet the individual's documented vocational rehabilitation needs within Colorado, DVR will not be responsible for any costs in excess of the cost of public training available in-state. This includes, but is not limited to,

costs for transportation, maintenance, non-resident tuition, etc. (DVR Policy 12.24.2).

8.11.4(d) Out-of-State Public Colleges and Universities

When the documented vocational rehabilitation needs of the individual necessitates out-of-state training, DVR pays the usual and customary non-resident tuition rates charged to other individuals and entities when purchasing postsecondary college programs from out-of-state public colleges and universities.

8.11.5 High School Equivalency Exam (GED, HiSET, TASC)

Educational services provided on a one-on-one basis or through a specialized adult learning program to help an individual prepare for obtaining their high school equivalency diploma.

8.11.5(a) One-to-One (1:1) Instruction

(Procedure code 22750-01)

Payment Rate

- Lowest available usual and customary tuition rate charged to other individuals and entities
- Up to \$16.00 per hour of direct instruction of an individual

8.11.5(b) Instruction through Adult Learning Programs

(Procedure code 22750-02)

Payment Rate

- Lowest available usual and customary tuition rate charged to other individuals and entities
- Up to \$150.00

8.11.6 Books, Supplies, and Other Training Materials

(Procedure code 26001-01)

Non-adaptive books, supplies, and other materials necessary for the individual to participate in academic or vocational training programs, purchased at the lowest available usual and customary rates.

DVR purchases used books when they are available and adequate to meet the individual's training and employment needs. DVR will rent or lease equipment when rental or leasing is adequate to meet the individual's training needs unless the total rental or lease costs exceed purchase costs.

8.11.7 Non-Adaptive Training Equipment

(Procedure codes 26501-01, 26502-01, 26506-01)

Equipment necessary for the individual to participate in an academic and vocational training program, purchased at the lowest available usual and customary rates. DVR will rent or lease equipment needed for training programs when rental or leasing is adequate to meet the individual's training needs unless the total rental or lease costs exceed purchase costs.

8.12 Other Vocational Skill Training

(Procedure code 23800-01)

Refers to vocational training provided by a community rehabilitation program, an individual, or any other entity not previously identified as a training service provider that is part of an organized, formal training program, which equips an individual with skills necessary to perform the tasks of a specific job or a family of jobs.

Payment Rate

- Lowest available usual and customary rate charged to other individuals and entities
- Covers instructional costs for all components training, including preparation of periodic reports

8.13 Driver's Training

(Procedure code 27400-01)

Non-specialized driver's education will be purchased from existing community programs serving the general public at the lowest available usual and customary rates not to exceed fees charged to other individuals and entities.

8.13.1 Adaptive or Specialized Driver's Training

(Procedure codes 27450-01, 27450-02)

Specialized driver's training, with or without adaptive equipment necessary to accommodate an individual's disability is paid for at usual and customary rates for one-on-one training time.

Hourly payment covers all costs for the instruction including preparation of periodic written reports.

Chapter 9: Communication Services

A service provider who is qualified as an interpreter may provide interpreter services with other services to the same individual but may not invoice separately for simultaneously providing other services. In some scenarios, it may be necessary to hire a separate interpreter.

9.1 Certified Interpreter, Certified Deaf Interpreter, Communication Assistant, and Deaf Communication Assistant Services

Per the Consumer Protection Act, Article 6, specifically section

6-1-707(1)(e),

[https://leg.colorado.gov/sites/default/files/images/olls/crs2018-title-06.](https://leg.colorado.gov/sites/default/files/images/olls/crs2018-title-06.pdf)

[pdf](#):

6-1-707. Use of title or degree -- deceptive trade practices. (1) A person engages in a deceptive trade practice when, in the course of such person's business, vocation, or occupation, such person:

(e) Claims to be a "sign language interpreter", "interpreter for the deaf", "deaf interpreter", "ASL-English interpreter", "American sign language (ASL) interpreter", "transliterator", "certified sign language interpreter", "certified interpreter for the deaf", "certified deaf interpreter", "certified ASL-English interpreter", "certified American sign language (ASL) interpreter", or "certified transliterator", unless they hold a current certification issued by the registry of interpreters for the deaf or a successor organization. A registry of interpreters for the deaf, or successor organization, membership card that shows proof of current membership and certification shall be made available for immediate inspection and review by any consumer or agent of the state of Colorado.

ASL interpreting services at DVR are always provided by RID or BEI-certified sign language interpreters to assure the most accurate and impartial interpretations.

NOTE: Proof of current membership and/or certification shall be made available for immediate inspection and review by any individual or agent of the State of Colorado.

9.1.1 Qualified Communication Assistants

Non-RID communication assistants help or assist the individual with expressive and receptive language through oral, manual, or written communication techniques.

NOTE: A certified interpreter may provide services in addition to interpreting, but not simultaneously to providing interpreting services (please see page 4 in the "Introduction" of this Fee Schedule. Communicating one-on-one with an individual who is deaf is not interpreting but is instead considered communicating.

A service provider who is qualified as an ASL interpreter may provide other services to the same individual but may not bill separately for simultaneously providing ASL interpreting or foreign language interpreting. Please see section 14.8 for the payment rates for job coaching with a RID-certified interpreter or sign language communication assistant.

9.1.2 Certified Interpreter, including Certified Deaf Interpreter

(Procedure codes 51000-01, 51000-02, 51000-03, 51000-07)

Interpreting services should be scheduled and authorized as far in advance as possible to assure the availability of appropriate interpreting at the least possible cost. It may be necessary to procure the services of two interpreters when interpreting services are needed for more than two consecutive hours or depending on the content of the meeting (e.g., content is complicated or intensive). The industry standard requires a two-hour minimum to be authorized and paid, even if the event is expected to last less than two hours. When a vendor has an internal contract for interpreting services, DVR staff shall authorize at these rates. Internal contract rates can be found [here](#). If a contract rate is not available, DVR staff will authorize at a usual and customary rate that is deemed fair and reasonable.

Payment Rate (51000-01)

- According to internal contract or lowest available usual and customary rate
- 2- hour minimum
- Purchased in 15-minute increments thereafter

Payment Rate for Special Circumstances (51000-02, 51000-03)

- Evening, Weekends, Holidays
 - According to internal contract or lowest available usual and customary rate
 - 2-hour minimum
 - Purchases in 15-minute increments thereafter
- Late Notice payment rate (51000-07)

A higher hourly rate for short notice scheduling that is less than 48 hours can be paid at the lowest available usual and customary rate

9.1.2(a) Cancellation Fees

(Procedure codes XX-01, XX-02, XX-03)

The cancellation fee is 100% of the planned amount for the first day when DVR, an individual, or the host of the assignment site (e.g., employer) cancels an interpreter assignment with less than **24 hours' notice**. If an assignment is scheduled with specific time frames (e.g., the assignment was scheduled for 8 AM to 4 PM, but only required to provide services from 8 AM to 3 PM), with less than 24 hours' notice, the original assignment amount will be paid. If a Rehabilitation Counselor authorizes more hours than needed, only originally scheduled hours of services will be paid.

To avoid a cancellation fee, an interpreting assignment must be canceled during DVR business hours (Monday - Friday, 8 A.M. - 5 P.M.) and not less than 24 hours prior to the start of the assignment. The cancellation fee is 100% of the authorized interpreter fee for the first day of the assignment. Colorado state holidays or weekend days are not counted towards 24 hours' notice.

Please also consider the following:

- If the interpreter arrives at the assignment and the individual is a “no-show,” DVR pays 100% of the planned amount for the first day only.
- Assignments after 5 P.M. Friday through before 8 A.M. Monday needs to be canceled by 5 P.M. Thursday to avoid late fees.
- Colorado state holidays are the following:
 - New Year’s Day: January 1
 - Dr. Martin Luther King Jr. Day: Third Monday of January
 - President’s Day: Third Monday of February
 - Memorial Day: Last Monday of May
 - Independence Day: July 4
 - Labor Day: First Monday of September
 - Frances Xavier Cabrini Day: Second Monday of October
 - Veterans Day: November 11
 - Thanksgiving Day: Fourth Thursday of November
 - Christmas Day: December 25

Example cancellation scenarios:

- An assignment scheduled for 4 P.M. Wednesday incurs a cancellation fee if the assignment is canceled after 5 P.M. of the previous Tuesday.
- An assignment scheduled for 6 A.M. on Saturday incurs a cancellation fee if the assignment is canceled after 5 P.M. of the previous Thursday.
- An assignment scheduled for 10 P.M. on Tuesday incurs a cancellation fee if the assignment is canceled after 5 P.M. of the previous Monday.
- An assignment scheduled for 7 A.M. on Tuesday following President’s Day (Monday) incurs a cancellation fee if the assignment is canceled after 5 P.M. of the previous Thursday.

NOTE: For cancellation of Job Coaching with Interpreter services, the fee is based on the interpreter fee, not to include the job coaching premium.

9.1.3 Communication Assistant, including Deaf Communication Assistant

(Procedure codes 51000-04, 51000-05)

Deaf communication services may be purchased from an uncertified provider in some circumstances, for example, if no certified interpreters are available and the provider is fully capable of delivering adequate communication services to the individual, and/or a DVR individual selects a provider through informed choice. It may be necessary to procure the services of two providers when communication services are needed for more than two consecutive hours or depending on the content of the situation.

Payment Rate

- Up to \$31.00 per hour for each full hour
- Up to \$7.75 for each 15-minute increment thereafter

- No 2-hour minimum

Payment Rate for Special Circumstances (51000-06)

- Up to \$41.00 per hour on the weekends
- Up to \$51.00 per hour on holidays
- No 2-hour minimum

Late Notice Surcharges, Per Assignment (51000-07)

- An additional surcharge for short notice scheduling that is less than 48 hours can be paid at rate not to exceed \$20.00

9.1.3(a) *Cancellation Fees*

(Procedure codes XX-04, XX-05, XX-06)

The cancellation fee is 100% of the planned amount for the first day when DVR, an individual, or the host of the assignment site (e.g., employer) cancels an interpreter assignment with less than **24 hours' notice**. If an assignment is scheduled with specific time frames (e.g., the assignment was scheduled for 8 AM to 4 PM, but only required to provide services from 8 AM to 3 PM), with less than 24 hours' notice, the original assignment amount will be paid. If a Rehabilitation Counselor authorizes more hours than needed, only originally scheduled hours of services will be paid. See section 9.1.2(a) for additional details.

9.1.4 *Communication Services Provided by a Family Member*

Sign language communication services from a family member should be obtained at no cost whenever reasonable and possible. However, DVR can pay family members for communication services, when appropriate.

Payment Rate

- Up to \$21.00 per hour
- Partial hours are purchased in 15-minute increments
- No 2-hour minimum

9.2 *Communications Access Real-Time Translation (CART)*

(Procedure code 51000-10)

CART is instantaneous translation of the spoken word into English text using a stenotype machine, computer, and Real-Time software. This technology is primarily used by people who have hearing limitations or are learning English as a second language. The Americans with Disabilities Act (ADA) specifically recognizes CART as "effective communication access."

Payment Rate: Up to \$100.00 per hour or \$1.67 per minute (typically charged by the minute)

9.3 *Foreign Language Interpreter*

(Procedure codes 51500-01, 51500-02)

Foreign language interpreting services can be purchased from professional interpreters or from family members.

9.3.1 Professional Foreign Language Interpreter

Payment Rate

- Lowest available usual and customary rates
- Partial hours purchased in 15-minute increments
- No 2-hour minimum

NOTE: Interpreters for Spanish are widely available in Colorado, and counselors should be able to negotiate for considerably lower rates than for other foreign languages.

A service provider who is qualified as foreign language interpreter may provide other services to the same individual but may not bill separately for simultaneously providing ASL interpreting or foreign language interpreting.

9.3.1(a) Cancellation Fee

(Procedure code XX-10)

The cancellation fee is 100% of the planned amount for the first day when DVR, an individual, or the host of the assignment site (e.g., employer) cancels an interpreter assignment with less than **24 hours' notice**. If an assignment is scheduled with specific time frames (e.g., the assignment was scheduled for 8 AM to 4 PM, but only required to provide services from 8 AM to 3 PM), with less than 24 hours' notice, the original assignment amount will be paid. If a Rehabilitation Counselor authorizes more hours than needed, only originally scheduled hours of services will be paid. See section 9.1.2(a) for additional details.

9.3.2 Foreign Language Services Provided by Family Member

Foreign language interpreting services from a family member should be obtained at no cost whenever reasonable and possible. However, DVR can pay family members for interpreting services, when appropriate.

Payment Rate

- Up to \$21.00 per hour
- Partial hours purchased in 15-minute increments, No 2-hour minimum

9.4 Reader Services

(Procedure code 53000-01)

Verbal or signed communications of printed text for individuals unable to read or comprehend typical written or printed materials.

Payment Rate: \$15.85 per hour

9.4.1 Technical/Complex Reader Services or Reader Services with Technology Access

(Procedure code 53000-02)

Verbal or signed communications of highly technical, industry-specific, or otherwise atypically complex printed text for individuals unable to access or comprehend written or printed materials. Service also allows access to technology and electronic information (e.g., internet)

that is unable to be accessed due to disability (e.g., accessing job applications on websites that are not compatible with screen reading or enlargement programs; applying at kiosks where adaptive technology cannot be used; or, accessing computers when an individual is unable due to language, physical, or cognitive ability). **This service is not to be provided in conjunction with the purchase of job placement services.**

Payment Rate

- Up to \$16.50 per hour
- Initial authorizations should not exceed 10 hours per month
- Authorization may be amended for additional hours if the counselor determines it to be necessary and documents justification in the service record

9.5 Notetaker Services

(Procedure code 53500-01)

Notetaker services provide accurate records of the content of verbal material presented by an instructor, evaluator, or employer for an individual unable to hear or comprehend verbal communications. Payment Rate: \$15.85 per hour

9.6 Translation Services

(Procedure code 52000-01)

Translation services provide accurate records of the content of written material for an individual unable to understand written communications. Payment Rate: \$.15 per word

Chapter 10: Rehabilitation and Assistive Technology Goods, Services, and Training

Rehabilitation technology services encompass the systematic application of technologies, engineering methodologies, or scientific principles to address the barriers encountered by individuals with disabilities in areas that include education, rehabilitation, employment, transportation, independent living, and recreation. The term includes rehabilitation engineering and assistive technology devices and services.

10.1 Vehicle, Residential, and Job Site Modification

10.1.1 Vehicle Modification

(Procedure code 55100-01)

Vehicle modification is structural modification or adaptation to a motorized vehicle that enables an individual with a disability to access and operate said vehicle for use in achieving an agreed-upon employment goal. DVR will purchase vehicle modifications at the lowest available usual and customary rates.

10.1.1(a) Provider Requirements

Provider requirements include membership in good standing with the National Mobility Equipment Dealer Association (NMEDA) and Certification as a NMEDA-QAP (Quality Assurance Program) dealer who is thereby qualified to meet minimum standards for vehicle modifications and adapted driving equipment installation.

NOTE: Vendor selection for the purchase of vehicle modification and other adaptive equipment that must be customized to meet the individual's needs does not require a formalized purchasing (PCS) process.

10.1.2 Residential Modification

(Procedure code 55200-01)

Residential modification is structural modification or adaptation to an individual's residence to enable access to an independent function in the residence to the degree necessary to support the employment goal, as identified on the Individualized Plan for Employment (IPE).

10.1.3 Job Site Modification

(Procedure code 55300-01)

Job site modification is modification or adaptation to a workstation and/or job site to enable the individual access to necessary tools, equipment, and materials for the performance of job tasks, and to improve the ability to perform required job tasks. Job site modification must comply with State procurement procedures and the informal bid process.

10.2 Informal Bid Process

Three (3) written quotes must be obtained, when available, for purchase of goods costing more than \$2,000 if an individual chooses a provider who does not appear on a State bid award (<https://www.bidscolorado.com/co/portal.nsf>).

Price quotes must requirements are as follows:

- All quotes must be in writing;
- All quotes must provide specifications, when applicable; and,
- All quotes must be for the same or comparable items.

The DVR Rehabilitation Counselor shall document the following within the service record:

- Procurement activities, including copies of quotes, when required;
- Justification if the chosen provider is not quoting the lowest cost; and
- Explanation of why three providers are not available to provide a price quote, if applicable.

10.3 Assistive Technology Devices

(Procedure codes 55501-01, 55502-01, 55506-01)

Assistive technology refers to non-medical items, pieces of equipment, or product systems that are used to increase, maintain, or improve the functional capabilities of an individual with a disability. These devices may be acquired commercially “off the shelf,” modified, or customized. **When suitable to meet the needs of the individual, “off the shelf” assistive technology purchases are preferred.**

Payment rates for purchase, rental and repair are the lowest available usual and customary rates charged to other individuals or entities.

NOTE: Vendor selection for the purchase of rehabilitation/assistive technology devices that must be customized to meet the individual’s needs does not require a formalized bid process.

10.4 Professional Rehabilitation Technology Services

Professional rehabilitation technology services include any service that directly assists individuals with disabilities in the selection and use of assistive technology devices. These services include; designing, fitting, customizing, and adapting assistive technology devices; providing training or technical assistance to an individual in the use of an assistive technology device; and/or providing training/technical assistance that is needed to help an individual achieve his or her employment goal.

10.4.1 Design, Fabrication, Adaptation, and Customization Services

(Procedure code 55400-01)

The payment rate is the lowest available usual and customary rates, depending on the skill level and technical expertise required.

10.4.2 Training and Consultation

(Procedure code 55400-02)

The payment rate is the lowest available usual and customary rates, depending on the skill level and technical expertise required.

10.5 Hearing Technology Goods and Services

DVR purchases hearing aids related to the individual's medical condition and from the recommendations received from an audiologist, hearing aid provider, or ENT who is appropriately licensed, certified, and/or registered and in good standing with the Office of Audiology Licensure. In addition, the nature and working conditions of the individual's employment outcome must be considered. Reference CRS 12-5.5-101 and CRS 12-5.5-201.

10.5.1 Hearing Assessment

Hearing assessment includes complete audiological history and full diagnostic evaluation, including pure-tone and bone conduction testing, speech discrimination, tympanometry, acoustic reflex testing, needs assessment, technology evaluation and full report to DVR.

- Hearing Assessment (Procedure code 01700-08) \$90.00

10.5.2 Hearing Aid Evaluations

This service determines the potential need for hearing aids, including possible assistive technology, and a full written report, including recommendations, to DVR by a provider who meets the criteria as referenced in section 10.5.

- Hearing Aid Evaluation (Procedure code 01750-05) \$75.00

10.5.3 Hearing Aids

10.5.3 (a) Hearing Aid Purchases

(Procedure codes 17500-05, 17500-06)

10.5.3(a)(i) Hearing Aid Volume Purchase Contract (HAVPC)

DVR has entered into contractual relationships with a number of hearing aid manufacturers by participating in a multi-state cooperative agreement administered by the State of Minnesota Cooperative Purchasing Venture (MNCPV). Hearing aid service providers must provide hearing aids under the terms of the Hearing Aid Volume Purchase Contract (HAVPC).

- Pre-authorization is required
- Contract rate is authorized to the hearing aid vendor
- Dispensing Fee is authorized to the hearing aid vendor
- Includes 12 months of loss and damage
- Includes 24 months of parts and labor

Hearing Aid Volume Purchase Contract Pricing

10.5.3 (a)(ii) Hearing Aids Not on the Hearing Aid Volume Purchase Contract

(Non-HAVPC, procedure code 17500-06)

To purchase hearing aid(s) that are not listed as part of the HAVPC, the service provider must provide DVR the reasons the contract aids will not meet the recipient's needs, and reasons the non-contract aid will meet the recipient's needs.

Exceptions to purchasing hearing aids from the contract include:

- Overall lower cost, including dispensing fee
- No approved vendors to provide services within a geographic area
- No aid available from the contract that will meet an individual's employment needs

When purchasing hearing aids outside the HAVPC contract, DVR will only pay the price the vendor paid for the non-contract aid (no markup). Appropriate documentation of cost should be submitted when invoicing, including at-cost fee and dispensing fee. **Supervisor approval is required for all purchases of non-HAPVC aids unless procuring non-HAPVC aids, including the dispensing fee, is the most cost-effective option for DVR.**

10.5.3(a)(iii) Dispensing Fee

(Procedure code 17500-07)

DVR will reimburse the hearing aid service provider one dispensing fee of \$700.00 per hearing aid for a recipient after the hearing aid is dispensed.

The dispensing fee includes the following:

- Provision of at least three hearing aid batteries per aid
- Informing the recipient of the trial period
- Instructing and counseling the recipient on use and care of the hearing aid(s)
- Written copy of the manufacturer's warranty (all warranties will be a minimum of 24 months)
- Returning the hearing aid to the manufacturer for repair during the 24-month warranty period for parts and labor
- Routine in-office service for the warranty of the hearing instrument at no additional charge. Includes reprogramming, tube changes, cleanings, instrument checks and in-office repairs.
- Annual Hearing Screening and Check-ups. Complete audio logic history, otoscopic examination of ear canal, threshold testing via insert earphones, and report when requested. No charge for the warranty of the aid(s).

Providers may request authorization for an additional dispensing fee when providing a replacement hearing aid, even if a dispensing fee had been previously paid. For example, an additional dispensing fee may be authorized when hearing aids are replaced under the loss and damage warranty. Additional dispensing fees will not be authorized for replacing an unsatisfactory hearing aid during the required trial period.

10.5.3 (a)(iv) Trial Period

Hearing aids that are not satisfactory to the user may be returned to the audiologist within 90 days after the dispensing date. The trial period consists of 90 consecutive days beginning the day the hearing aid is provided to the recipient. If the audiologist prescribes a hearing aid to replace the unsatisfactory aid, the hearing aid service provider (after consultation with the DVR Rehabilitation Counselor) can order the prescribed replacement aid once given authorization.

10.5.3(a)(v) Hearing Aid Parts

(Procedure code 17500-01)

Parts include batteries and any other part not included in the original HAVPC contract purchase.

10.5.3(b)Hearing Aid Repairs and Replacements

(Procedure code 17500-02, 17500-03,17500-08)

DVR does not cover repairs or the cost of returning the aid to the manufacturer while the aid is under warranty. To verify the hearing aid warranty has expired, hearing aid service providers must obtain the purchase date and purchase warranty expiration date from the manufacturer and submit this with the hearing aid repair estimate for the pre-authorization of needed repairs. All hearing aid repairs are required to have a minimum 6 months' warranty, whether sent to the manufacturer or performed by the hearing aid service provider. Most manufacturers on the HAVPC provide a 1-year repair warranty. However, some provide repair warranties as long as 24 months. Providers are responsible to check the manufacturer's repair warranty information listed on the contract from which the hearing aid was obtained.

NOTE: The hearing aid service provider must inform the recipient of the beginning and ending dates of the trial period, repair warranty, and loss & damage warranty. The hearing aid repair rate is determined by the HAVPC under which the aid was purchased. The HAVPC contract requires manufacturers to honor the contracted repair rate for the life of the hearing aid following the expiration of the contract.

10.5.3(b)(i)Hearing Aid Repair (Out of Warranty)

(Procedure codes 17500-02, 17500-03)

Includes assessment of repair need, handling, and all reprogramming and re-fitting

- Hearing Aid, Repair (Out of Warranty) non-HAPC aid: Repair cost plus \$50.00
- Hearing Aid, Repair (Out of Warranty) HAPC aid: per HAPC contract plus \$50.00

10.5.3(b)(ii)Hearing Replacements fee(s), Under Warranty

(Procedure code 17500-08)

Replacement of technology including impressions, reprogramming, and re- fitting of replacement products (does not include earmold replacement).DVR pre-authorization or individual-funded;cost variances for replacement aid can cause an increase or decrease over original cost.

10.5.4 Cochlear Implants

10.5.4(a) Cochlear Implant Device

(Procedure code 17500-04)

The allowable fee for a cochlear implant device is at the lowest available usual and customary rate. The surgical procedure is priced and authorized separately using appropriate medical restoration procedure codes. For individuals with insurance (e.g., private, Medicaid, or Medicare), the surgery will likely be paid for through these resources.

Chapter 11: Self-Employment Services

Self-employment services are services provided to assist an individual with a disability in assessing the suitability and desirability of a self-employment outcome, to develop and implement a viable business plan, and to enable the individual to run his or her own business successfully. See the [Self-Employment Procedure and Training Manual](#) for more detail.

11.1 Allowable Funding for Self-Employment Startup Costs

Tier Level I, Low End

- Startup Cost Range, \$0.00
- Percent Payable Per Tier By DVR, 85%
- Maximum DVR Contribution, \$0.00
- Maximum Individual Contribution, \$0.00

Tier Level 1, High End

- Startup Cost Range, \$3000.00
- Percent Payable Per Tier By DVR, 85%
- Maximum DVR Contribution, Includes prior tier high end amount paid PLUS current tier allowable amount \$2,550.00
- Maximum Individual Contribution, Includes prior tier high end amounts paid by DVR plus current tier allowable-cash or in-kind allowable \$450.00

Tier Level 2, Low End

- Startup Cost Range, \$3000.01
- Percent Payable Per Tier By DVR, 70%
- Maximum DVR Contribution, \$2,550.00
- Maximum Individual Contribution, \$450.00

Tier Level 2, High End

- Startup Cost Range, \$6,500.00
- Percent Payable Per Tier By DVR, 70%
- Maximum DVR Contribution, Includes prior tier high end amount paid PLUS current tier allowable amount \$5,000.00
- Maximum Individual Contribution, Includes prior tier high end amounts paid by DVR plus current tier allowable-cash or in-kind allowable \$1,500.00

Level 3, Low End

- Startup Cost Range, \$6,500.01
- Percent Payable Per Tier By DVR, 50%
- Maximum DVR Contribution, \$5000.00
- Maximum Individual Contribution, \$1,500.00

Tier Level 3, High End

- Startup Cost Range, \$21,000
- Percent Payable Per Tier By DVR, 50%
- Maximum DVR Contribution, Includes prior tier high end amount paid PLUS current tier allowable amount \$12,250.00
- Maximum Individual Contribution, Includes prior tier high end amounts paid by DVR plus current tier allowable - cash or in-kind allowable \$8,750.00

NOTE: Contact the DVR Finance and Operations Unit when planning to purchase equipment that requires a state registration, such as a trailer.

11.2 Technical Assistance

Professional services provided by business consultants, accountants, attorneys, industry experts, or other business mentors for the purpose of assisting individuals to determine whether or not to pursue self-employment, as well as develop and implement a viable business plan.

11.2.1 Business Coaching

(Procedure code 60700-01)

Specialized instruction and guidance during start-up, or to stabilize an existing small business, in areas such as: financial forecasts, marketing, accounting, and goal setting to ensure both sustainability and profitability.

Payment Rate (Non-Supported Employment)

- Up to \$65.00 per hour
- Maximum 20 hours a month
- Maximum of four months

Payment Rate (Supported Self-Employment)

- Up to \$65.00 per hour
- Maximum 40 hours a month
- Maximum of six months

11.2.2 Feasibility Assessment

(Procedure code 60700-02)

A specialized assessment utilized to make a preliminary review of the viability of the proposed business idea and provide recommendations as to whether the business idea warrants developing a business plan.

Payment Rate

- Up to \$110.00 per hour
- Maximum 15 hours total
 - Supported Self-Employment: maximum of 20 hours total

11.2.2(a) Elements of a Feasibility Assessment

A Feasibility Assessment must contain the following elements.

- Business Description
 - Preparedness of the individual to own and operate the business (preparation and research the individual has done, training completed, etc.)
 - Outcomes of initial research completed (provide sources of information, as applicable)

- Critical success factors in comparable businesses
- Level of activity that would need to occur for the business to bring in the equivalent of gross minimum wage for anticipated hours worked
- Description of service or product
- Overview of concept, background, and market within the industry
- Operational Analysis
 - Qualifications/skills needed for success in field and/or business operations
 - Skill deficiencies and recommendations on how to address
 - Equipment/supplies needed
 - Licenses and/or permits needed and required insurance(s)
 - Facilities needed for business operations
 - Daily operation of business (e.g., hours of operation, who will complete tasks such as bookkeeping, marketing, sales, etc.)
 - Employees and/or managerial needs
 - Phase-in schedule of business elements (e.g., accounting, space, etc.)
- Market Analysis
 - Target market: demographics, location, geography
 - Market demand and value for service/product
 - Test market, if appropriate
 - Competition: direct and indirect (include name, location, estimated annual revenues, market share performance/penetration)
 - Market share estimates
 - Requirements to succeed in industry or what makes competitors successful
 - Competitive advantage
 - Marketing plan: first six-month detail, including estimated costs
- Financial Analysis
 - Minimum revenue needed to yield income that is comparable to the income received by other individuals in similar occupations or on similar tasks, with similar skills and experience, etc.
 - Start-up costs (first 3 months)
 - Recommended schedule for phases of purchase/attainment of required start-up items
 - Forecast of gross revenue
 - Cash flow needs
 - Projected profit/loss for first three years
 - Projected break-even amount
 - Identification of potential funding sources to assist with any needed start-up costs and on-going sustainability of small business
 - Accounting plan, including roles and responsibilities for operational use of plan

11.2.2(b) Summary of Feasibility Assessment Findings Report

The vendor must provide a written report of the assessment that includes a summary of the required elements described in 11.2.2(a) and a recommendation of the feasibility of the business:

- **Business is viable and feasible** - research and findings suggest the proposed business is feasible and recommend proceeding with business plan development. Provide overview of items supporting why feasible and any recommendations to support successful business development.
- **Areas of concern** - research and findings suggest the proposed business may be feasible. Provide overview of items supporting decision, list items needing further consideration before business would be feasible, and recommendations to improve the feasibility of the business.
- **Business is not viable or feasible** - research and findings suggest the proposed business is not feasible. Provide overview of items supporting decision, items needing further consideration, and recommendations.

11.2.3 Business Plan Development

(Procedure code 60700-03, 60700-04)

Business Plan Development services include assisting a DVR individual to develop and write a plan identifying sustainable business objectives and strategy.

Required components of the business plan include the following:

- **Executive Summary** - a brief overview that highlights the business concept and the owner's ability to run a successful business
- **Business Description** - a thorough description of the business, including why the business is needed, the form of ownership, ownership interest, industry trends, and background experience of the business owner/manager
- **Marketing Plan** - a complete description of the products and services offered, target market, business location, business name, existing competition, and advertising and promotion strategies
- **Operations Plan** - a description of required inputs for business start-up including, capital equipment and facilities; operating costs; legal requirements such as licenses, permits, zoning, insurance, taxpayer number, and corporation status; production and management methods; employees; and purchased services.
- **Financial Plan** - a description of the need for and sources of cash; list of equipment; income statement; break-even analysis; cash flow statement; and balance sheet, including start-up costs; and three years of financial forecasts.

Payment Rate

- Up to \$110.00 per hour
- In addition to Feasibility Assessment, maximum of 10 hours
- Without Feasibility Assessment, maximum of 20 hours
- Supported Self-Employment

- In addition to Feasibility Assessment, maximum of 15 hours
- Without Feasibility Assessment, maximum of 30 hours

11.2.4 Marketing Assessment

(Procedure code 60700-05)

Services assisting a DVR individual to develop and write a document setting the sustainable business objectives and marketing strategy.

Payment Rate

- Up to \$110.00 per hour
- Maximum of 10 hours

11.2.5 Website Development

(Procedure code 60700-06)

A comprehensive service involving web design, web content creation, search engine optimization, and network security configuration, among other necessary tasks to ensure an effective website.

Payment Rate: Up to \$75.00 per hour

11.2.6 Lawyer Consultation

(Procedure code 60700-07)

Legal review and guidance related to needed legal services, including contract development, trademarks, and other aspects related to starting a small business.

Payment Rate: Up to \$125.00 per hour

11.2.7 Accountant or Bookkeeping Services

(Procedure code 60700-08; 60700-09)

Consultation and accounting or bookkeeping services to start-up a small business; may include instruction in QuickBooks or other accounting software and/or tax reporting.

Payment Rate

- Certified Accountant: Up to \$75.00 per hour
- Bookkeeping, Accounting, or Auditing Clerk: Up to \$40.00 per hour

11.2.8 Incorporation Fees

(Procedure code 70503-04)

Fees related to the start-up and licensing of a small business with the Colorado Secretary of State or local city or county.

Payment Rate: Lowest available usual and customary rate charged to other individuals and entities.

11.2.9 Civic Membership Fees

(Procedure code 70503-03)

Fees related to membership with a civic entity, such as a Rotary Club. Fee may not be used to support any lobbying activities or membership to social clubs (2 CFR 200.454).

Payment Rate: Lowest available usual and customary rate charged to other individuals and entities.

11.3 Occupational Goods and Services

11.3.1 Occupational Testing and Examinations

(Procedure code 08903-02)

Required fees for an individual to complete an occupational exam.

Payment Rate: Lowest available usual and customary rates

11.3.2 Occupational Licenses and Fees

(Procedure code 70503-02)

Required fees for an individual to obtain an occupational/vocational credential.

Payment Rate: Lowest available usual and customary rates

11.3.3 Occupational Tools and Equipment

(Procedure codes 60001-01, 60002-01, 60006-01)

Payment Rates for Purchase, Rental and Repair: The lowest available usual and customary rates charged to other individuals or entities.

11.3.4 Initial Stock and Inventory

(Procedure code 60501-01)

Initial stock and inventory are limited to the items and quantities necessary for the business to operate at the level identified for job stability in the individual's Individualized Plan for Employment (IPE).

Payment Rate: Lowest available usual and customary rates

NOTE: Three (3) written quotes must be obtained, when available, for purchase of goods costing more than \$2,000.00 if an individual chooses a provider who does not appear on a State bid award (<https://www.bidscolorado.com/co/portal.nsf>).

Price quotes must comply with the following requirements:

- All quotes must be in writing;
- All quotes must provide specifications, when applicable; and,
- All quotes must be for the same or comparable items.

DVR Rehabilitation Counselor shall document the following within the service record:

- Procurement activities, including copies of quotes, when required;

- Justification if the chosen provider is not quoting the lowest cost; and,
- Explanation of why three providers are not available to provide a price quote, if applicable.

Chapter 12: Occupational Licenses, Tools, and Equipment

Occupational licenses, tools, and equipment are items normally required for job performance in the occupation of the individual's employment outcome. Specialized adaptive equipment, including microcomputers, which are necessary to accommodate limitations imposed by the impairment(s) for the performance of job tasks are considered rehabilitation technology services, not occupational equipment.

12.1 Occupational Testing and Examinations

(Procedure code 08903-02)

Payment for the required fees for an individual to complete an occupational test or exam are at the lowest available usual and customary rates.

12.2 Occupational Licenses and Fees

(Procedure code 70503-01)

The payment rate for occupational licenses and fees is the lowest available usual and customary rates charged to other individuals or entities.

12.3 Occupational Tools and Equipment

(Procedure codes 70001-01, 70002-01, 70006-01)

The payment rate for purchase, rental, or lease of occupational tools and equipment is the lowest available usual and customary rates charged to other individuals or entities.

12.4 Informal Bid Process

Three (3) written quotes must be obtained, when available, for the purchase of goods costing more than \$2,000 if an individual chooses a provider who does not appear on a State bid award (<https://www.bidscolorado.com/co/portal.nsf>).

Price quotes must comply with the following requirements:

- All quotes must be in writing;
- All quotes must provide specifications, when applicable; and,
- All quotes must be for the same or comparable items.

DVR Rehabilitation Counselor shall document the following within the service record:

- Procurement activities, including copies of quotes, when required;
- Justification if the chosen provider is not quoting the lowest cost; and,
- Explanation of why three providers are not available to provide a price quote, if applicable.

Chapter 13: Pre-Employment Transition Services

Pre-employment transition services are provided to students with disabilities to further develop an awareness of career and education opportunities, the general skills needed for employment success in any field, and the skills needed to appropriately advocate for themselves as they prepare to exit secondary education and enter the workforce or participate in other post-school activities.

Pre-employment transition services include:

- Job Exploration Counseling
- Work-Based Learning Experiences
- Counseling on Comprehensive Transition or Postsecondary Education Opportunities
- Workplace Readiness Training
- Instruction in Self-Advocacy
- Pre-ETS Support Services (in combination with provision of a Pre-ETS service)

A student with a disability is defined as an individual with a disability in a secondary, postsecondary, or other recognized education program who is:

- Between 15-21 years old
- Eligible for, and receiving, special education or related services under Part B of the Individuals with Disabilities Education Act
- An individual with a disability, for purposes of Section 504 of the 1973 Rehabilitation Act

Pre-Employment Transition Services are provided to students with disabilities in individual and/or group settings in the most integrated setting possible. Students may receive individual Pre-Employment Transition Services through a tiered level of support based on the student's individualized support needs. The Rehabilitation Counselor determines and authorizes for the appropriate level of tiered support based on information contained in the individual's service record to include potential barriers to employment, educational, medical and/or psychological records and input from the individual's support system (i.e., family, case managers, teachers, etc.)

13.1 Tier I

This tier entails Pre-Employment Transition Services for the majority of students with disabilities whose needs cannot be fully met by internal DVR staff and who have the ability to complete at least some aspects of Pre-ETS activities after receiving training and guidance from a service provider.

13.2 Tier II

This tier entails Pre-Employment Transition Services for students with disabilities who require one-on-one assistance for every Pre-ETS activity due to disability-related reasons.

Tier II includes students who are anticipated to require supported employment services or, less commonly, students with disabilities who require one-on-one assistance to benefit from Pre-ETS activities but are not anticipated to need extended services to retain employment. For example, a student with newly acquired blindness or TBI may require one-on-one

assistance to complete online interest inventories, mock applications, and interviews. However, the student's functional limitations can be accommodated on the job and adaptive behaviors learned, so extended services are likely not necessary.

13.3 Group Pre-ETS

Pre-ETS can be provided in group settings, and there are often great benefits found in the provision of services for students with similar aged peers. Groups can vary greatly in size; therefore, the hourly payment rates are based on the below instructor to student ratios. It is the responsibility of the service provider to accurately determine and communicate with the Rehabilitation Counselor the appropriate instructor to student ratio so that an authorization can be generated. Any changes to the ratio must have prior authorization from the Rehabilitation Counselor.

Payment Rates

- Up to \$26.00 per hour per student for groups with each instructor supporting no more than six students (1:6 ratio)
- Up to \$20.00 per hour per student for groups with each instructor supporting 7 or more students (1:7 or greater ratio)

NOTE: Any service provider working with multiple students with disabilities must report and invoice the time spent with students accurately to the quarter-hour.

13.4 Pre-ETS Job Exploration Counseling

Job Exploration Counseling includes a wide variety of professional activities that help individuals identify viable career options or solidify careers that a student will want to explore further.

Job Exploration Counseling activities can be done through collaboration with private, for-profit, public, or nonprofit businesses in the community and/or web-based resources.

Job Exploration Counseling may include:

- Activities to create career awareness and gain knowledge of career paths
- Administration of career or vocational assessments
- Administration of vocational interest inventories
- Development of career-focused student organizations
- Exploration of non-traditional employment options
- Identification of career pathways of interest to the student
- Instruction on labor market information
- Introduction to in-demand industries and occupations
- Presentations on various careers

13.4.1 Pre-ETS Job Exploration Counseling

(Procedure code P08600-01, P08600-02, P08600-03, P08600-04)

Payment Rate

- Up to \$33.00 per hour for Tier I
- Up to \$50.00 per hour for Tier II

- Groups (1:6 ratio) \$26 per hour per student
- Groups (1:7+ ratio) \$20 per hour per student
- Covers all costs for counseling activities, including preparation of periodic written reports

13.4.2 Pre-ETS Situational Assessment (SA)

Situational Assessments evaluate work behaviors, interpersonal skills, and job-related skill levels for purposes of identifying viable career options. They may take place in community-based settings, including real-life work settings and transitional employment settings, or in facility-based settings, such as community rehabilitation program facilities. Situational Assessments must be provided in integrated settings to the maximum extent possible.

Typically, all SAs are provided one-on-one. However, DVR will allow for payment to be made when the service is being provided simultaneously to multiple individuals as follows:

- 1-3 individuals - 100% of the identified direct service one-on-one rate per individual
- 4-6 individuals - 50% of the identified direct service one-on-one rate per individual

During a *facility-based* Situational Assessment, assessment is provided in a community rehabilitation program, clubhouse, etc. and cannot exceed two full months. During a *community-based* assessment, assessment is provided at job sites in the community. Rather than providing an individual with uniquely designed situational assessment services, a *Standard 2-week Situational Assessment* uses standardized protocols and practices for all participating individuals.

13.4.2(a) Facility Setting Situational Assessment

(Procedure codes P08150-01, P08150-02, P08150-03, P08150-04)

Assessment is provided in a community rehabilitation program, clubhouse, etc.

Monthly Payment Rate

- 30+ hours of direct on-site assessment of an individual
- Up to \$630.00
- Covers all costs for the assessment, including preparation of a written report

Payment for Partial Months

- 1-29 hours
- Up to \$21.00 per hour of direct on-site assessment of an individual
- Covers all costs for the assessment and preparation of monthly written reports

13.4.2(b) Community Setting Situational Assessment

(Procedure codes P08100-01, P08100-02, P08100-03, P08100-04)

Monthly Payment Rate

- 30+ hours of direct on-site assessment of an individual
- Up to \$1,230.00

- Covers all costs for the assessment, including preparation of a written report

Payment for Partial Months

- 1-29 hours of direct on-site assessment of an individual
- Up to \$41.00 per hour
- Covers all costs for the assessment, including preparation of a written report

13.4.2(c) Standard 2-Week Community Setting Situational Assessment

(Procedure code P08100-05)

Rather than providing an individual with uniquely designed situational assessment services, a standard 2-week situational assessment uses standardized protocols and practices for all participating individuals.

Payment Rate

- Direct on-site assessment of an individual
- Up to \$630.00
- Covers all costs for the assessment, including preparation of a written report

13.4.3 Pre-ETS Standardized Vocational Evaluation

(Procedure codes P08000-01, P08000-02)

Standardized vocational evaluation is formalized testing using standard protocols to identify viable career options. Standardized vocational evaluations typically involve the use of formalized normed work samples, such as the Valpar written test, etc. A standardized vocational evaluation must be conducted by an individual who is qualified to administer the standardized assessment tools.

Payment Rates for a Comprehensive Evaluation

- 10+ hours of direct on-site evaluation of an individual
- Up to \$520.00
- Covers all costs for the evaluation, including preparation of a written report

Payment by the Hour

- 1-9 hours of direct on-site evaluation of an individual
- Up to \$52.00 per hour
- Covers all costs for the evaluation, including preparation of a written report

13.5 Pre-ETS Work-Based Learning Experiences

Work-Based Learning Experiences (WBLEs) use the workplace or real work to provide students with the knowledge and skills that will help them connect school experiences to real-life work activities and future career opportunities. It is essential that direct employer or community involvement be a component of the WBLE to ensure in-depth student engagement. These opportunities are meant to engage, motivate, and augment the learning process. WBLEs can be done in collaboration with private, for-profit, public, or nonprofit businesses in the community.

They may include in-school or after-school opportunities or experiences outside the traditional school setting that are provided in an integrated environment to the maximum extent possible. If paid, the student with a disability must be paid competitive wages to the extent competitive wages are paid to students without disabilities. In addition, work-based learning requires in- depth engagement of youth and an evaluation of acquired work relevant skills.

A WBLE may include:

- Apprenticeships (not including pre-apprenticeships and registered apprenticeships)
- Career Mentorships
- Career-Related Competitions
- Informational Interviews
- Internships (paid or unpaid)
- Job Shadowing
- Practicums
- Service Learning or Volunteer Experiences
- Simulated Workplace Experiences
- Student-led Enterprises
- Work Experiences (paid or unpaid)
- Workplace Tours, Field Trips

13.5.1 Pre-ETS Community and Paid Work-Based Learning Experiences

Paid Work-Based Learning Experience is training provided in a competitive and integrated employment setting in which a student performs real work while receiving wages for all time spent on the job. Paid Work-Based Learning Experience wages may be paid as a reimbursement to the work site or temporary/ staffing agency.

13.5.1(a) Restrictions

While employers may partner with DVR to offer various Paid Work-Based Learning Experience opportunities, in each situation the student shall be the primary beneficiary of the relationship with the employer, and Paid Work-Based Learning Experiences shall not be used as a regular subsidy to pay employee wages. To determine the primary beneficiary, consider the following:

- The extent to which the DVR individual's work complements, rather than displaces, the work of employees; and
- The extent to which the student and employer understand that the Paid Work-Based Learning Experience is conducted without entitlement to ongoing, paid employment at the conclusion of the Paid Work-Based Learning Experience.

In addition,

- Each Paid Work-Based Learning Experience shall not exceed 160 hours without supervisor approval.
- A student who receives Paid Work-Based Learning Experience is participating in a temporary training activity, which is not expected to continue beyond the agreed upon dates.

13.5.1(b) Paid Work-Based Learning Experience Wages Paid as Reimbursement Temporary Employment / Staffing Agency

(Procedure code P27600-07)

A student participating in a Paid Work-Based Learning Experience with wages paid directly the temporary staffing agency, the following conditions apply:

- Staffing agencies supporting PWEs must be authorized and active vendors.
- The vendor is responsible for managing all aspects of the payroll administrative process, including but not limited to implementing timekeeping systems and delivering paychecks.
- The vendor assumes all legal obligations for the student participating in the PWE. This includes issuing wages earned, calculating, and withholding payroll deductions, and providing unemployment insurance and worker's compensation coverage.
- The vendor is required to compensate the student at the prevailing competitive wage.

The payment rate is the individual's wage along with the staffing agency's markup for [administrative fees](#) related to payroll and incurred expenses. The DVR counselor employs the associated administrative rates pertinent to the chosen temporary agency providing hiring and payroll services to establish the hourly service rate for inclusion on the authorization.

13.5.1(c) Paid Work-Based Learning Experience Wages Paid as Reimbursement to the Work Site

(Procedure code P27600-04)

A student participating in a Paid Work-Based Learning Experience whose wages are paid directly by the work site becomes a temporary employee of that employer. In addition,

- The employer assumes all legal obligations for the student, including issuing wages earned, calculating, and withholding payroll deductions, and worker's compensation coverage.
- The work site compensates the student at the prevailing competitive wage and may seek reimbursement from DVR with prior written authorization.

The payment rate is the student's wage plus up to **10%** for administrative fee to cover payroll taxes. Reimbursement is payable only if the invoice is accompanied by a detailed report of actual hours worked by the student, along with a report of the student's progress in achieving his or her Paid Work-Based Learning Experience objectives.

13.5.1(c)(i) Purchasing Procedures

- A DVR staff person identifies a community-based work site willing to provide a Paid Work-Based Learning Experience for the student.
- The entity processing payroll collects the information needed for payroll services, including required identification and work authorization documents.
- The work site provides DVR the occupational title and job duties the student will perform, the beginning and ending dates, and the work schedule.
- DVR issues the Authorization for Service.
- Approval or denial of payment will be made within three business days after receipt

of the progress report and invoice.

13.5.1 (d) Payment for Community Work Based Learning Experience (CBWE) Setup, Wages Paid by the Worksite

(Procedure code P27600-06)

Community Based Work Learning Experience Setup is a payment made to a vendor for finding, developing, and securing a work-based learning experience in a competitive and integrated employment setting in which the identified employer hires the individual directly, paying the wages for the recipient of this service for all time spent on the job.

Payment Rate:

- Flat fee of up to \$700.00
- Providers must provide a written report
- Payment is made after the individual has begun the job and has worked at least five full shifts or three weeks on the job at the worksite performing their actual job duties (whichever occurs first), not including orientation time.
- Unlike the New Site Set-up fee (procedure code P27050-01) that is used for adjustment training, assessment, evaluation, trial work experience, or paid work experience, this fee may be paid more than once per worksite

13.5.1 (d)(i) Requirements

Community Based Work Experiences must result in at least one of the following outcomes for the individual.

- An opportunity to demonstrate expected work behaviors to be successful in competitive integrated employment.
- Acquisition of a current work history.
- Establish entry into a career pathway, supporting eventual attainment of position aligned with employment outcome.
- An opportunity to explore careers and understand the nature of work through first-hand exposure

13.5.1 (d)(ii) Restrictions

Community Based Work Experiences should be the primary option for work-based learning experiences when:

- The individual has sufficient skills to contribute to the worksite.
- Community employment is available in lieu of a paid work experience with wages paid by DVR.

The following elements distinguish Community Based Work Experiences from Paid Work experiences.

- The worksite hires the individual and is responsible for processing timesheets and paying all wages.
- The paid work-based learning experience is not expected to be permanent but

does not require mandated end dates or service maximums.

- May be provided in conjunction with training, such as Work Adjustment Training to build work behaviors or Rehabilitation Technology Training to test out workplace accommodations.
- May or may not be connected to formal vocational training.

13.5.2 Pre-ETS Community Based Site Setup

(Procedure code P27050-01)

This is payment made to a vendor DVR authorizes to find and set up an employer for a Work Based Learning Experience. This is a one-time site development fee, which is only paid if the site is successfully secured. If an agency already has an established site, payment will not be made.

Payment Rate: up to \$250.00 per community-based site

Service providers must provide a written report and invoice for each community-based site that is established for the student with a disability. Each community-based site must be unique to the service provider. Service providers may not invoice for community-based sites that were previously established, and the community-based site must be utilized and confirmed for the student with a disability.

13.5.3 Pre-ETS Employer Expenses

(Procedure code P08107-01, P08107-02)

This is a payment to an employer that is available only when the employment setting provides an integrated, competitive work environment, the individual's performance provides no net benefit to the employer, and the employer is not being paid by DVR to provide any other service to the individual. This is payment made to an employer to offset costs incurred by the employer, such as training costs, by allowing their community job site to be used for Work Based Learning Experiences.

Monthly Payment Rate

- 30+ hours of individual on-site per month
- Up to \$540.00 per month
- Maximum of two months per student with the same employer

Payment for Partial Months

- 1-29 hours of individual on-site per month
- Up to \$18.00 per hour
- Maximum of two months per student with the same employer

13.5.4 Pre-ETS Informational Interview, Job Site Tour, or Job Shadow

(Procedure code P08700-01, P08700-02, P08700-03, P08700-04)

Payment to a vendor for identifying and coordinating with community employers to provide informational interviews, job site tours, and job shadows. Includes accompanying students to the job site for these activities and preparation of reports demonstrating the outcome of

activities.

Payment Rate

- Up to \$33.00 per hour for Tier I
- Up to \$50.00 per hour for Tier II
- Groups (1:6 ratio) \$26.00 per hour per student
- Groups (1:7+ ratio) \$20.00 per hour per student

13.6 Pre-ETS Counseling on Comprehensive Transition or Postsecondary Education (PSE) Programs

(Procedure code P21100-01, P21100-02, P21100-03, P21100-04)

Choosing a career requires exploration and planning to gain awareness of the wide range of career pathways and labor market realities and projections. It is essential for students to see how skill development and knowledge relate to future opportunities in Postsecondary Education (PSE) settings and employment. In addition to being provided information and guidance on a variety of postsecondary education and training opportunities, the PSE planning process allows students to learn about the special departments and/or supports available at the PSE institutions of higher learning.

Counseling on postsecondary education may include:

- Identifying interests, abilities, talents, needs, learning style preferences and goals
- Researching career and PSE options
- Promoting participation in PSE preparation classes, etc.
- Promoting use of executive function skills needed to succeed in postsecondary education
- Promoting use of self-advocacy skills
- Supporting student participation in college fairs and tours
- Teaching students about applicable educational and vocational laws
- Documenting necessary academic accommodations
- Connecting to PSE resources, services, websites
- Identifying financial aid options
- Providing PSE information to family members
- Assisting with application and enrollment process
- Identifying and advocating for needed accommodations and services, including technology, admission test accommodations, and classroom accommodations

Payment Rate

- Up to \$33.00 per hour for Tier I
- Up to \$50.00 per hour for Tier II
- Groups (1:6 ratio) \$26.00 per hour per student
- Groups (1:7+ ratio) \$20.00 per hour per student
- Covers all costs for counseling, including preparation of periodic written reports

13.7 Pre-ETS Workplace Readiness Training

Workplace readiness describes a number of commonly expected skills and behaviors that employers seek from most employees that are necessary for any job. Work readiness skills are sometimes called soft skills, employability skills, or job readiness skills.

Workplace Readiness Training includes a broad range of activities to help students learn skills, such as appropriate workplace interactions, time management, effective and professional communication, problem solving, decision making, and other independent living and interpersonal behaviors essential for workplace success. Additionally, financial literacy, orientation and mobility, job seeking skills, and the development of other soft skills may be included in workplace readiness training.

Payment Rate

- Up to \$33.00 per hour for Tier I
- Up to \$50.00 per hour for Tier II
- Groups (1:6 ratio) \$26.00 per hour per student
- Groups (1:7+ ratio) \$20.00 per hour per student

13.7.1 Pre-ETS Work Adjustment Training (WAT)

Work Adjustment Training (WAT) is training provided to help students with disabilities adjust behavior and/or develop compensatory skills in vocational areas, such as peer work relationships, supervisory work relationships, general work behaviors and expectations, and work habits. Includes training to improve a student's interpersonal skills to the degree necessary to engage in employment. WAT is provided to students in integrated community settings to the maximum extent possible.

Facility-based WAT is non-integrated WAT provided directly to the student at a community rehabilitation program, clubhouse, etc. Facility-based WAT is only utilized to the extent an integrated community setting is not able to adequately meet the student's needs.

Community-based WAT is integrated WAT provided directly to the student on-site at real work or transitional employment sites, etc. in the community.

13.7.1(a) Facility Setting WAT

(Procedure codes P22050-01, P22050-02)

Facility-based WAT is provided directly to the student at a community rehabilitation program, clubhouse, etc.

Monthly Payment Rate

- 30+ hours of direct on-site instruction to an individual
- Up to \$630.00 per month
- Covers all costs for WAT, including preparation of periodic written reports

Payment Rate for Partial Months

- 1-29 hours of direct on-site instruction to an individual
- Up to \$21.00 per hour

- Covers all costs for WAT, including preparation of periodic written reports

13.7.1(b) Community Setting WAT

(Procedure codes P22000-01, P22000-02, P22000-03, P22000-04)

This WAT is delivered directly to the individual at real workplace settings, including on-site training at transitional employment sites within the community.

Monthly Payment Rate

- 30+ hours per month
- Individual instruction (1-3 individuals): Up to \$1,950.00
- Group instruction (4-6 individuals): Up to \$960.00 per individual
- Covers all costs for WAT, including preparation of periodic written reports

Payment Rate for Partial Months

- 1-29 hours per month
- Individual instruction (1-3 individuals): Up to \$65.00 per hour
- Group Instruction (4-6 individuals): Up to \$32.00 per hour, per individual
- Covers all costs for WAT, including preparation of periodic written reports

13.7.1(c) Project SEARCH

(Procedure codes P21000-05, P21000-06)

Project SEARCH is a work adjustment training program available to students in the final two semesters of their 18-21-year-old transition program. Project SEARCH participants learn to adjust behaviors and/or develop compensatory skills in vocational areas such as peer work relationships, supervisory work relationships, general work behaviors and expectations, and work habits necessary to work in competitive integrated employment. Students also receive training to improve their interpersonal skills to the degree necessary to engage in competitive integrated employment.

Requirements

- Must be licensed by Project SEARCH; and
- All services must be provided in an integrated community setting.

Service providers are expected to:

- Assist with student recruitment activities;
- Link the host business' human resources staff and Project SEARCH instructor to identify internship opportunities for participants, examine existing open positions to determine if appropriate for participants, and perform job analyses;
- Participate in team meetings to report progress to team partners, including parents;
- Assist with classroom set-up, curriculum development, and worksite rotation planning;
- Train participants at the worksite in vocational skills, provide worksite orientation, monitor the individual and assess the participant's progress towards developing compensatory skills in vocational areas;
- Coordinate or provide services, during or outside of the academic calendar, at or away from the worksite, to promote success at the worksite;

- Direct individual and group services in alignment with the participant's Individualized Plan for Employment (IPE) to assist the student to develop a career pathway and achieve competitive integrated employment;
- Educate and train the host business employees regarding the creation of natural supports in the workplace, how to work with individuals with disabilities, and assist with implementing necessary accommodations;
- Develop competitive integrated employment opportunities in the community;
NOTE: Please reference Chapter 15, "Supported Employment Services," for information about job search and development services.
- Link students to appropriate long-term service provider(s).

In addition,

- Individuals participating in Project SEARCH are limited to no more than two semesters in the program without DVR Supervisory approval.
- Following each semester, the Project SEARCH WAT is evaluated to determine whether the student is ready and chooses to move towards competitive integrated employment.
- Project SEARCH WATs are not to be used with other DVR incentives such as Paid Work Experience, On-the-Job Training, or Employment Stipend.

Payment Rate

- Up to \$1,950.00 monthly
- \$487.50 per week (when school is not in session; prorated for partial months)
- Covers all costs for all components of the program, including preparation of periodic written reports

13.7.1(d) Pre-ETS WAT, Technology Based

(Procedure code P21110-00)

The purchase of a software or application license needed to provide WAT directly to the student using a digital platform.

Payment Rate

- Lowest available usual and customary rate charged to other individuals and entities
- This code is used for the license only. If additional customization is required, this is authorized at the hourly WAT rate to a qualified provider. This customization may include activities such as:
 - Recording and uploading WAT videos
 - Creation and uploading of checklists
 - Training and orientation for the individual to use the software or application independently

13.7.2 Pre-ETS Personal Adjustment Training (PAT)

Personal Adjustment Training (PAT) is training provided to help students with disabilities develop compensatory skills and/or to adjust behavior in the areas of independent living to the degree necessary for employment, communications, personal mobility, and ability to travel in the community, and personal functioning. PAT is provided to students in integrated

community settings to the maximum extent possible.

Facility-based PAT is PAT provided directly to a student, typically in a community rehabilitation program, clubhouse, independent living center, or residential facility. Facility-Based WAT is only utilized to the extent an integrated community setting is not able to adequately meet the student's needs.

Community-based PAT is PAT provided directly to an individual at the individual's home or other community site.

13.7.2(a) Facility-Based PAT for Students with a Disability Other than Visual Impairment

(Procedure codes P21250-1, P21250-2)

Facility-based PAT is provided directly to an individual and is only utilized to the extent an integrated community setting is not available to adequately meet the individual's needs.

Monthly Payment Rate

- 30+ hours of direct on-site instruction to a student
- Up to \$480.00 per month
- Includes use of assistive technology devices necessary for the student to participate in the training program
- Covers all costs for the training, including preparation of periodic written reports

Payment Rate for Partial Months

- 1-29 hours of direct on-site instruction to a student
- Up to \$16.00 per hour
- Includes use of assistive technology devices necessary for a student to participate in the training program
- Covers all costs for the training, including preparation of periodic written reports

13.7.2(b) Facility-Based PAT for Students with a Visual Impairment

(Procedure code P21350-01)

Payment Rate

- Up to \$4400.00 per month
- Includes all costs required for vision rehabilitation therapy, orientation and mobility, communications training, braille instruction, daily living skills training, basic computer orientation, instruction in personal management, social development, self-esteem building, and adjustment to blindness
- Includes the use of assistive technology devices necessary for the individual to participate in the training program
- Covers costs associated with the preparation of periodic written reports

13.7.2(c) Community-Based PAT for Students with a Disability Other than Visual Impairment

(Procedure codes P21200-01)

Monthly Payment Rate

- 30+ hours of direct on-site instruction to an individual
- Up to \$1950.00
- Covers all costs for instruction, including preparation of monthly written reports

Payment Rate for Partial Months

- 1-29 hours of direct on-site instruction to an individual
- Up to \$65.00 per hour
- Covers all costs for instruction, including preparation of monthly written reports

13.7.2(d) Community-Based PAT for Students with Visual Impairment

(Procedure codes P21300-01, P21300-02)

PAT provided directly to a student with visual impairment at an individual's home or other community site.

Monthly Payment Rate

- 30+ hours of direct on-site instruction to a student
- Up to \$4500.00
- Covers instructional costs for all components of a vision rehabilitation therapy program and/or mobility training, including the preparation of periodic written reports

Payment Rate for Partial Months

- 1-29 hours of direct on-site instruction to a student
- Up to \$150.00 per hour
- Covers instructional costs for all components of a vision rehabilitation therapy program and/or mobility training, including preparation of periodic written reports

13.7.2(e) Pre-ETS PAT, Technology Based

(Procedure code P21600-00)

The purchase of a software or application license needed to provide PAT directly to the student using a digital platform.

Payment Rate

- Lowest available usual and customary rate charged to other individuals and entities
- This code is used for the license only. If additional customization is required, this is authorized at the hourly PAT rate to a qualified provider. This customization may include activities such as:
 - Recording and uploading PAT videos
 - Creation and uploading of checklists

- Training and orientation for the individual to use the software or application independently

13.7.3 Pre-ETS Orientation and Mobility Training

(Procedure codes P21370-01)

Orientation and Mobility Training is instruction to help a student with a visual impairment develop or re-learn skills and concepts to travel safely and independently within the home and the community.

Payment Rate

- Up to \$150.00 per hour of direct on-site instruction to an individual and can ONLY be provided one-on-one
- Covers instructional costs for all components of orientation and mobility training, including preparation of periodic written reports

13.7.4 Pre-ETS Communication Skills Training

(Procedure codes P21500-01, P21500-02, P21500-03, P21500-04, P21500-06, P21500-07) Communication Skills Training is specialized visual, auditory or sign language communication training needed by an individual with a disability to communicate with others.

Payment Rate

- Up to \$65.00 per hour of direct on-site instruction
- Groups (1:6 ratio) \$32.00 per hour per student
- Groups (1:7+ ratio) \$26.00 per hour per student
- Covers instructional costs for all components of communication skills training, including preparation of periodic written reports

13.7.5 Pre-ETS Job Seeking Skills Training

(Procedure code P27500-01)

Job Seeking Skills Training is training to teach individuals to independently job search, including preparing résumés, completing applications, and interviewing.

Payment Rate

- Up to \$33.00 per hour of direct on-site instruction to an individual in Tier I
- Up to \$50.00 per hour of direct on-site instruction to an individual in Tier II
- Covers all costs for training, including preparation of periodic written reports

13.7.6 Pre-ETS Job Club

(Procedure code P81500-01)

Job Club is a structured group setting to provide assistance and support to learn how to conduct an independent job search. Providing Job Club services repeatedly is not typically expected to occur unless appropriate justification is provided in the service record.

Payment Rate

- Up to \$26.00 per hour per student for groups with each instructor supporting no

more than six students (1:6 ratio).

- Up to \$20.00 per hour per student for groups with each instructor supporting 7 or more students (1:7 or greater ratio)
- Covers all costs for training, including preparation of periodic written reports

13.7.7 Pre-ETS Curriculum-Based Workplace Readiness Training Program

(Procedure code P08800-01)

Curriculum-Based Workplace Readiness Training Program refers to tuition and participation fees for students with disabilities to participate in formally established workplace readiness training programs. Programs must have a clearly defined eligibility criteria, goals, curriculum, and outcome measurements. Training curriculum and activities are designed to help students develop general work, academic, independent living, and social skills needed to succeed in post-secondary education and competitive integrated employment. Programs include elements of both Work Adjustment Training and Personal Adjustment Training and cannot be authorized in conjunction with either of these services. The fee does not include tuition for academic coursework, which is authorized and paid using the appropriate vocational training procedure codes.

Payment Rate (for Established Training Term)

- Lowest available usual and customary rate charged to other individuals and entities
- Covers instructional costs for all components of training, including preparation of periodic reports

13.7.8 Pre-ETS Generalized Benefits Counseling

(Procedure code P08800-06)

Assistance provided by a Community Work Incentives Coordinator (CWIC), Community Partner Work Incentives Coordinator (CPWIC), or a Credentialed Work Incentives Practitioner (WIP) to an individual who is interested in becoming employed, but is

- Uncertain of the impact earnings may have on any disability benefits and entitlements received; and/or,
- Is not aware of benefits, such as access to healthcare that might be available to support employment efforts.

This service is designed for students with disabilities that are currently receiving and/or anticipated to be eligible for Social Security benefits (SSI and/or SSDI), as well as Medicare, Medicaid, housing assistance, food stamps, and other federal, state, and local benefits. This service provides students with introductory/general information regarding the impact of work on the individual's benefits and future financial situation. This assistance is intended to provide the individual an opportunity to make an informed choice regarding the pursuit of Pre-ETS activities including Work-Based Learning Experiences and career pathway opportunities. This service is not intended to provide the student with a disability with an individualized analysis; only general and introductory information.

Providers enrolled in a DVR- approved benefits counseling training are eligible for payment while providing authorized services necessary to complete the performance-based certification.

Payment Rate

- Up to \$100.00 per hour
- Up to 2 hours maximum
- Covers all components of generalized benefits counseling, including the preparation of periodic written reports

13.8 Pre-ETS Instruction in Self-Advocacy

(Procedure code P08500-01)

Self-advocacy refers to an individual's ability to effectively communicate, convey, negotiate, or assert his or her own interests and/or desires. Instruction in self-advocacy may include development of self-awareness (including understanding of one's disability), independent decision making, goal setting, self-determination, understanding, requesting, and utilizing needed accommodations, knowing rights and responsibilities, and leadership skills.

Payment Rate

- Up to \$33.00 per hour for Tier I
- Up to \$50.00 per hour for Tier II
- Groups (1:6 ratio) \$26.00 per hour per student
- Groups (1:7+ ratio) \$20.00 per hour per student
- Covers all costs for training, including preparation of periodic written reports

13.9 Pre-ETS Auxiliary Aids and Services

Includes a range of services and devices that enable students with impaired sensory, cognitive, manual, or speaking skills to have an equal opportunity to participate in pre-employment transition services. Prescriptive or highly customized rehabilitation technology (e.g., hearing aids) does not constitute auxiliary aids or services allowable as a pre-employment transition service. Additionally, in some cases, accessibility software may be considered an auxiliary aid or service, but the purchase of a computer needed to use the software would not.

A service provider who is qualified as an ASL interpreter may provide other services to the same individual but may not bill separately for simultaneously providing ASL interpreting.

13.9.1 Pre-ETS Vendor Travel

(Procedure codes P31050-05, P31050-06) Please

see the "[Introduction](#)," "[Provider Travel](#)."

13.9.2 Pre-ETS Communication Services

13.9.2(a) Certified Interpreter, including Certified Deaf Interpreter

(Procedure codes P51000-01, P51000-02, P51000-03, P51000-07)

Interpreting services should be scheduled and authorized as far in advance as possible to assure the availability of appropriate interpreting at the least possible cost. It may be necessary to procure the services of two interpreters when interpreting services are needed

for more than two consecutive hours or depending on the content of the meeting (e.g., content is complicated or intensive). The industry standard requires a two-hour minimum to be authorized and paid, even if the event is expected to last less than two hours. When a vendor has an internal contract for interpreting services, DVR staff shall authorize at these rates. If a contract rate is not available, DVR staff will authorize at a usual and customary rate that is deemed fair and reasonable. Please also see Chapter 9, “Communication Services,” for more detailed information.

Payment Rates (P51000-01)

- According to internal contract or lowest available usual and customary rate
- 2-hour minimum
- Purchased in 15-minute increments purchased thereafter

Payment Rate for Special Circumstances (P51000-02, P51000-03)

- Weekends and Holidays
 - According to internal contract or lowest available usual and customary rate
 - 2-hour minimum
 - Purchased in 15-minute increments purchased thereafter

Late Notice Surcharges, Per Assignment (P51000-07)

An additional surcharge for short notice scheduling that is less than 48 hours can be paid at the lowest available usual and customary rate

The cancellation fee is 100% of the planned amount for the first day when an interpreting job is canceled with less than **24 hours’ notice**.

13.9.2(b) Pre-ETS Communication Assistant, including Deaf Communication Assistant (Procedure code P51000-04, P51000-05, P51000-06, P51000-07, P51000-08, and P51000-09)

Deaf communication services may be purchased from an uncertified provider if the provider is fully capable of delivering adequate communication services to the individual. It may be necessary to procure the services of two providers when communication services are needed for more than two consecutive hours or depending on the content of the situation.

Payment Rates

- Up to \$31.00 per hour
- Up to \$7.75 each 15-minute increment thereafter
- No 2-hour minimum

Payment Rate for Special Circumstances

- Up to \$41.00 per hour on the weekends
- Up to \$51.00 per hour on holidays
- No 2-hour minimum

Late Notice Surcharges, Per Assignment

An additional surcharge for short notice scheduling that is less than 48 hours can be paid at a rate not to exceed \$20.00

The cancellation fee is 100% of the planned amount for the first day when an interpreting job is canceled with less than **24 hours' notice**.

13.9.2(c) Pre-ETS ASL Communication Services Provided by a Family Member

(Procedure code P51000-10)

Sign language communication services from a family member should be obtained at no cost whenever reasonable and possible. However, DVR can pay family members for communication services, when appropriate.

Payment Rate

- Up to \$21.00 per hour
- Partial hours purchased in 15-minute increments
- No 2-hour minimum

13.6.2(d) Pre-ETS Communications Access Real-Time Translation (CART)

(Procedure code P51000-11)

CART is instantaneous translation of the spoken word into English text using a stenotype machine, computer, and Real-Time software. This technology is primarily used by people who have hearing limitations or are learning English as a second language. The Americans with Disabilities Act (ADA) specifically recognizes CART as "effective communication access."

Payment Rate: Up to \$100.00 per hour

13.9.3 Pre-ETS Reader and Notetaker Services

13.9.3(a) Pre-ETS Reader

(Procedure code P53000-01)

Reader services are verbal or signed communications of printed text for individuals unable to read or comprehend typical written or printed materials.

Initial authorizations should not exceed 10 hours per month; authorization may be amended for additional hours if the counselor determines it to be necessary and documents justification in the service record.

Payment Rate: \$15.85 per hour

13.9.3(b) Pre-ETS Technical/Complex Reader Services or Reader Services with Technology Access

(Procedure code P53000-02)

Verbal or signed communications of highly technical, industry-specific, or otherwise atypically complex printed text for individuals unable to access or comprehend written or printed materials. Service also allows access to technology and electronic information like the

Internet that is unable to be accessed due to disability (e.g., accessing websites that are not compatible with screen reading or enlargement programs or accessing computers when an individual is unable due to language, physical, or cognitive ability).

Payment Rate: Up to \$16.50 per hour

13.9.3(c) Pre-ETS Notetaker Services

(Procedure code P53500-01)

Services that provide an accurate record of the content of verbal material presented by an instructor, evaluator, or employer for an individual unable to hear or comprehend verbal communications.

Payment Rate: \$15.85 per hour

13.9.4 Pre-ETS Purchase, Rental, and Repair of Assistive Technology Devices

(Procedure code P55501-01, P55502-01, P55506-01)

The payment rate for purchase, rental and repair is the lowest available usual and customary rates, depending on the skill level and technical expertise required.

13.10 Pre-ETS Support Services

Pre-ETS Support Services are services provided to a student with a disability with an Individualized Plan for Employment (IPE). These services are intended to remove barriers to participation in one or more Pre-ETS activities and can only be provided to enable a student with a disability to participate in a Pre-ETS activity.

13.10.1 Pre-ETS Background Check for WBLE

(Procedure code P08903-03)

The payment rate for background checks is the usual and customary rates charged to other individuals or entities.

13.10.2 Pre-ETS Required Supplies, Equipment, and Materials

(Procedure code P26001-01)

Items necessary for the student to participate in Pre-ETS services, purchased at the lowest available usual and customary rates.

13.10.3 Pre-ETS Participant Transportation

(Procedure coded P31000-01, P31000-02, P31000-15, P31000-16)

13.10.3(a) Pre-ETS Public Transportation

Whenever available, public transportation is the primary option for participating in DVR services unless the individual's impairment-related limitations prevent the use of public transportation.

Or, if the individual chooses to use his or her own vehicle when public transportation is available and accessible, DVR may provide mileage reimbursement at a rate not to exceed

the cost of public transportation.

13.10.3(b) Pre-ETS Participant Reimbursement

DVR may reimburse participants for use of a personal vehicle at a rate not to exceed the cost of available public transportation unless the individual's impairment-related limitations prevent the use of public transportation. The cost of available public transportation is determined through review of local transit provider fares, taking into consideration potential eligibility for reduced fares for individuals with disabilities. A **DVR Vehicle Mileage Reimbursement Log** shall be completed to determine if the reimbursement will be at the equivalent rate of a bus pass or based on actual miles (whichever is less).

Any reimbursement is in accordance with State Fiscal Rule 5-1, State Controller's Policy under the [Mileage Reimbursement Rate](#). A higher mileage reimbursement rate for four-wheel drive vehicles is allowable only when necessary because of road, terrain, or adverse weather conditions. If the 4WD mileage reimbursement rate is requested, documentation substantiating the circumstance must be attached to the **DVR Mileage Reimbursement Log**.

Requirements

- Valid driver's license
- Current vehicle insurance
- Use of a registered vehicle
- Copies of these documents with the DVR Rehabilitation Counselor
- Monthly submission of DVR Vehicle Mileage Log
- Calculation and approval by the DVR Rehabilitation Counselor

13.10.3(c) Pre-ETS Emergency Automobile Service

Requirements

- Individual cannot utilize any other available mode of transportation and vehicle cannot be operated safely
- Vehicle to be repaired is appropriately licensed and registered to the individual or the individual's spouse
- Payment to auto mechanic or repair shop will be at the lowest available usual and customary rates, as determined through obtainment of three informal quotes
- DVR staff has consulted a supervisor, as appropriate, and the *DVR Service Delivery Policy Manual* for additional considerations related to automobile repair (e.g., repair costs exceeding *Kelley Blue Book* car value)

NOTE: Automobile maintenance is the routinely scheduled services, inspections, part replacements, and insurance. Maintenance is covered through mileage reimbursement and is therefore not otherwise provided as a separate DVR service.

13.10.3(d) Pre-ETS, Other Transportation Services (e.g., Cab Fare, Curb-to-Curb, etc.)

Cab fare may be paid only when the individual cannot utilize any other less expensive form of transportation, including public transportation. An additional fee, negotiated with the cab company, if the individual requires door-to-door pick-up and delivery assistance due to the disability.

Curb-to-curb transportation is service due to disability unless the individual requires door-to-door pick-up and drop-off assistance due to disability. Curb-to-curb transportation services may be used only if the individual's circumstances preclude the utilization of other, less expensive means of transportation to a vocationally necessary service. Other considerations prior to authorizing curb-to-curb transportation services may include meeting at a less-distant location from the individual, a service provider traveling to the individual, and alternative meeting formats such as teleconferencing, etc. **The payment rate is for the distance that the individual is transported only and does not include the distance that the transportation service travels to and from the individual.**

Payment Rate

- Base rate \$17.91 per one-way trip
- Add \$2.07 per mile to base rate
- Door-to-door pick-up and drop-off assistance due to disability must be negotiated with provider in advance

13.10.4 Pre-ETS Vendor Travel

(Procedure codes P31050-07, P31050-08, P31050-09, P31050-10)

Please see “[Provider Travel](#)” within the “[Introduction](#)” of this manual.

13.10.5 Pre-ETS Maintenance

(Procedure code P35000-01)

13.10.6 Pre-ETS Family, Child, or Elder Care

(Procedure code P35504-01)

13.10.7 Pre-ETS Personal Assistance Services

(Procedure code P35800-01)

13.10.8 Pre-ETS Foreign Language Interpreting

(Procedure codes P51500-01, P51500-02, P51999-02)

Foreign language interpreting services can be purchased from professional interpreters or from family members.

Please see “[Foreign Language Interpreter](#)” within “[Chapter 9, Communication Services.](#)”

13.10.8(a) Document Translation Services

(Procedure code P52000-01)

Translation services provide accurate records of the content of written material for an individual unable to understand written communications.

Payment Rate: \$.15 per word

13.10.9 Pre-ETS Rehabilitative and Assistive Technology Goods and Services

(Procedure codes P55400-02, P55401-01)

Payment at the lowest available usual and customary rates may be made for the purchase of assistive technology devices necessary for the student to participate.

Chapter 14: Job Placement and Coaching Services (Non-Supported)

Individualized job placement services help an individual obtain suitable and satisfactory employment in a competitive integrated setting consistent with the individual's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice. Job placement services for DVR individuals whose needs cannot be fully met by a local workforce center or internal job placement efforts (e.g., Business Outreach Specialist, DVR Rehabilitation Counselor) may need additional training and guidance from a Job Placement Service provider (JPSP). Placement services are not intended to be provided repeatedly or over an extended period of time unless the counselor determines that continued job placement services are needed to address the individual's unique needs.

See Chapter 15, "[Supported Employment Services](#)," for information about supported employment, which includes **extended services** to retain employment.

NOTE: Generally, vendors providing job placement services who hire an individual at their own business are not eligible to receive the placement fee, an employment stipend, or OJT wage reimbursement. In cases where a company or organization providing job placement services has a position that is competitive integrated employment and that requires job placement services to secure the position, the vendor shall discuss the potential employment with the rehabilitation counselor (prior to invoicing) to determine the scope of services provided and whether the placement fee, employment stipend, or OJT wage reimbursement is appropriate.

Any JPSP working with multiple DVR individuals must report and invoice the time spent with individuals accurately to the quarter-hour.

14.1 Job Placement Agreement

Includes a meeting between the DVR Rehabilitation Counselor, individual, and JPSP to discuss expectations of services: timelines, payments and authorizations, and an overview of the individual's employment focus and needs for successful placement. Completion of the **Job Placement Agreement** is required before authorizing any job search and placement services.

Authorization: Based on the Job Placement Agreement, the DVR Rehabilitation Counselor will authorize for the projected number of hours per month. Milestone 1 is not intended to be authorized all at one time.

14.2 Milestone 1: Job Preparation and Development

(Procedure code 87002-01)

- Training individuals on how to conduct job searches, complete applications, identify and list references, target potential employers, and interview effectively. Provision of job seeking skills training is intended to enable the individual to conduct an independent job search.
- Teaching individuals how to create a basic résumé and cover letter and/or the job developer completing a basic résumé and cover letter themselves. Includes printing cost, 20 hard copies and the résumé provided in electronic format.
- A federal résumé may be authorized separately in conjunction with Milestone I, but a basic résumé may not.
- Contacting employers directly (with the individual's consent) to obtain information about possible competitive job openings and to develop employer relationships.
- Conducting on-site analysis with the individual to identify employment opportunities consistent with the IPE goal.
- Working together with the DVR Rehabilitation Counselor to educate and train employers in disability awareness.
- Networking with other community agencies to increase contact and employment possibilities.

Subsequently, the service provider submits typed monthly progress reports to DVR Rehabilitation Counselor until job placement is achieved, regardless of whether an invoice is being submitted. Report writing is not a billable job preparation and development activity.

A DVR Rehabilitation Counselor may authorize for up to an additional 20 hours, if needed. **There must be clear documentation from the JPSP and a supervisor approval in AWARE prior to authorization for additional hours.**

Payment Rate: \$55.00 per hour, up to 50 hours total

14.3 Milestone 2: Job Placement

(Procedure Code 87002-02)

The event when the individual has secured employment. All conditions of job placement must be met before payment can be issued.

Expectations for Payment:

- The job placement represents employment in a competitive integrated community setting.
- The employment and work setting is consistent with individuals' strengths, resources, priorities, interests, concerns, abilities, capabilities, and informed choice as reflected in the IPE.
- The JPSP was **actively** involved in job placement activities with the individual, as

evidenced by activities in monthly progress reports, individual, and/or employer reports.

- The individual has begun the job and has worked at least five full shifts or three weeks on the job at the job site performing their actual job duties (whichever occurs first), not including orientation time.
- The employment is expected to continue to be verified by DVR staff with individual and/or employer.
- The **Employment Notice** form has been completed and submitted

The JPSP will continue to submit monthly progress reports until the individual has achieved successful case closure.

Authorization: The DVR Rehabilitation Counselor authorizes for Milestone 2 no later than three weeks on the job. Payment for Milestone 2 is made after the **Employment Notice** form is submitted and verified with the individual. The DVR Rehabilitation Counselor will then authorize Milestone 3 for the Successful Closure Payment.

Payment rate: \$600

14.4 Job Coaching

(Procedure code 28001-02)

Training services provided by an individual other than the employer to an individual after job placement. Job coaching services include job skill training, job site orientation, and coordination or provision of specific services at or away from the work site to maintain employment stability. Job coaching is not intended to exceed more than the maximum allowed hours in one month.

Exception: If the DVR Rehabilitation Counselor determines that more hours are needed beyond the maximum allowed hours, additional hours may be authorized with clear documentation.

Payment Rate: \$55.00 per hour, up to 40 hours per month

14.5 Job Coaching with RID-Certified Interpreter or Sign Language Communication Assistant, Individual

(Procedure Codes 27201-03, 27201-04)

Vendors who are RID-certified interpreters or non- RID certified communication assistants may offer job coaching services for deaf and hard of hearing individuals. It is necessary to procure the services of two RID- certified vendors when job coaching services are needed for more than two consecutive hours or when the content is complicated or intensive. The hours spent receiving job coaching services are deducted from the job coaching maximum under Milestone 2, not the number of hours paid per job coach.

EXAMPLE: An individual's first shift is eight hours long and is anticipated to require eight

hours of job coaching. The rehabilitation counselor authorizes two job coaches for eight hours of coaching each. The individual receives job coaching the entire shift of eight hours. There is a 50-hour maximum for job coaching, but the time deducted from 50 hours for job coaching will be eight hours.

Exception: If the DVR Rehabilitation Counselor determines that more hours are needed after the provision of a majority of the maximum allowed hours, additional hours may be authorized.

For occasions strictly requiring an interpreter (e.g., new employee orientation, staff training sessions, etc.), a rehabilitation counselor will authorize interpreter services separately. Prior to authorizing, the counselor must first explore ADA responsibilities with the employer to provide these necessary interpreting services.

Payment Rate:

- RID-Certified: Internal Contract or Market Rate for interpreting + \$15/hour, up to 40 hours per month
- Communication Assistant: \$44.00 per hour, up to 40 hours per month

14.6 Job Coaching, Technology Based

(Procedure Code 21801-00)

This code is used for the license only. If additional customization is required, this is authorized at the hourly Job Coaching rate to a qualified provider. This customization may include activities such as:

- Recording and uploading Job Coaching videos
- Creation and uploading of checklists
- Training and orientation for the individual to use the software or application independently

Payment Rate: Lowest available, usual, and customary rate charged to other individuals and entities

14.7 Expedited Placement

(Procedure Code 87002-04)

An additional placement payment to the JPSP when the individual secures employment as a result of their active involvement within 60 days of the begin date of the authorization for Milestone 1. The DVR Rehabilitation Counselor authorizes for an Expedited Placement fee at the same time as authorization for Milestone 1 and 2. If applicable, payment is made at the same time as payment for Milestone 2.

Payment Rate: \$250

14.8 Supplemental Job Placement Payment

(Procedure Code 87002-05)

If the individual loses the job before successful closure for reasons unrelated to the appropriateness of the initial placement, the DVR Rehabilitation Counselor may authorize for the remaining Milestone 1 hours and/or the appropriate flat fee for Supplemental Job Placement Payment to the JPSP to continue to assist the individual in finding employment that matches the employment goal, as stated on IPE.

The DVR Rehabilitation Counselor can authorize the remaining hours if the maximum number of hours have not been used and clear documentation from monthly progress reports and individual contacts illustrate that the individual would benefit from continuing to work with the same JSPS. Milestone 1 hours, when available, can be billed as performed and with required documentation submitted to the DVR Rehabilitation Counselor. A supplemental job placement fee may be paid only upon placement into employment that matches the employment goal, as stated on the IPE.

Payment rate: \$600, can only be issued once per individual, per JPSP.

14.9 Milestone 3: Successfully Closed, Rehabilitated

(Procedure 87002-03)

Successfully Closed, Rehabilitated Requirements:

- The individual has obtained the employment outcome planned in the Individualized Plan for Employment;
- The individual and DVR Rehabilitation Counselor agree that the employment outcome is stable and satisfactory (if needed, the DVR Rehabilitation Counselor may contact the employer to gain verification of stability);
- The job is consistent with the individual's strengths, resources, priorities, interests, concerns, abilities, capabilities, and informed choice; and
- The individual has been employed in the position for at least **90 days** and is expected to remain without further DVR services (DVR case closure).

NOTE: The counselor must determine the employment to be stable and enter a "Stability Date" into AWARE. A case cannot be closed successfully until at least 90 days have passed since the stability date was entered into AWARE. Counselors and JPSP providers should communicate routinely about **when the stability date has been recorded** to ensure clear understanding of when the individual is eligible for successful closure and therefore the job placement service provider may be eligible for the successful closure payment.

Expectations for Payment:

- The JPSP has followed up with the individual at a minimum of once per month upon hire into employment to provide continued support, assist with any vocational concerns that may arise, monitoring of the individual at the job site to assess employment stability, and report to the DVR Rehabilitation Counselor progress and/or areas to address. When applicable, the JPSP will follow up with employer to gain feedback as well:
- The JPSP must submit monthly progress reports detailing the individual contact and a description of any services provided until successful employment has been secured;
- The JPSP should submit the **Employment Notice** form indicating "closure" and the final invoice to the DVR Rehabilitation Counselor after a minimum of 90 days of employment and after the counselor agrees that the placement is appropriate for

closure. The form will include the rationale for determining employment is stable and detailing the individual's employment information;

- Payment is made when a case meets criteria to be closed as rehabilitated. Whenever possible, outstanding invoices should be paid before the case is closed.
- The DVR Rehabilitation Counselor is responsible for determining when the individual's case shall be closed as rehabilitated

Authorization: The DVR Rehabilitation Counselor authorizes for Milestone 3 after Milestone 2 has been paid. The JPSP must be "active" and in good standing at the time of successful closure to receive payment.

Payment Rate: \$1,200.00

14.10 Exceptional Wage Payment

(Procedure Code 87002-06)

An additional payment is available when the individual's wages at successful closure is 25% above the Department of Labor's prevailing wage or higher of the most recent year for comparable positions. To receive payment for exceptional wages, the JPSP must request such payment and provide documentation of the individual's wage exceeding the prevailing wage. The DVR Rehabilitation Counselor must file this documentation in the individual case file.

[More information about exceptional wage can be obtained here.](#)

Authorization: The DVR Rehabilitation Counselor authorizes when Milestone 2 is paid (if applicable, and the wage is verified with the individual). Payment is made directly before closure if requested by the JPSP and documentation verifies that criteria for payment are met.

Payment Rate: \$200.00

14.11 Employer Hiring Incentives

14.11.1 Employment Stipend

(Procedure code 86757-01)

A payment to an employer for part of an individual's salary when necessary to procure a competitive integrated employment. Wages must be commensurate to those provided to other employees performing the same or similar work.

Requirements

- Stipend may not exceed 100% of the individual's monthly salary for any month;
- Stipend is limited to a maximum of one month; and
- Payment for both On-the-Job training and an employment stipend to the same employer is not allowed.

14.11.2 On-the-Job Training (OJT)

(Procedure codes 27300-01, 27300-02, 27300-03, 27300-04)

Job skill training provided by the employer in an employment setting after placement has been secured with the clear expectation that employment in the same or a similar job for the employer will continue if training is successful. The training fee paid to the employer by DVR is designed to offset the employer's costs for lost productivity while training the individual to perform job duties satisfactorily. All on-the-job training arrangements will be documented using DVR's On- the-Job Training document.

Requirements

- Individuals must be compensated by the employer at the usual and customary wages for the required skill level and type of position in which the individual is placed.
- Typical training period shall not exceed three months. When three months of on-the-job training is insufficient to permit the individual to develop the skills necessary to perform the job duties satisfactorily, the counselor may approve additional months of training in 1-month increments. For each additional month approved, a new OJT Agreement must be developed. The total number of months of on-the-job training shall not exceed six months.
- Payment includes written monthly training reports from the employer that identifies, at a minimum, the training content and skills taught during the month and the degree of mastery demonstrated by the individual.
- Payment for both on-the-job training and an employment stipend to the same employer is not allowed.

Monthly Payment Rate: Payment is made to the employer in accordance with the individual's wages with the following during the training period:

- First month maximum is 75% of the individual's salary or wage;
- Second month maximum is 50% of the individual's salary or wage; and
- Third month maximum is 25% of the individual's salary or wage.

NOTE: Variation from the payment schedule outlined above is permitted if justified. However, payment for any additional month cannot exceed 25% of the individual's salary or wage.

14.12 Job Search Activities as Standalone Services

14.12.1 Job Seeking Skills Training (JSST)

(Procedure codes 27500-01, 27500-02)

Training to teach individuals to independently job search, including preparing résumés, completing applications, and interviewing. Typically, JSST would not be provided more than once to the same individual over the course of the Individualized Plan for Employment unless the counselor determines with appropriate justification that further training is needed.

Payment Rate, Individual

- Up to \$33.00 per hour of direct on-site evaluation/instruction of an individual
- Maximum of 15 hours
- Covers all costs for training, including preparation of periodic written reports

Payment Rate, Group

- Up to \$11.00 per hour of direct on-site evaluation/instruction of an individual
- Maximum of 15 hours
- Covers all costs for training, including preparation of periodic written reports

14.12.2 Job Club

(Procedure code 81500-01)

A structured group setting to provide assistance and support for job search activities, emphasizing self-directed job search techniques. The service is intended to be transferable to enable the individual to conduct an independent job search. Providing Job Club services repeatedly is not typically expected to occur unless appropriate justification is provided in the service record.

Payment Rate

- Up to \$52.00 per week per individual
- Maximum of 15 consecutive weeks
- Covers all costs for training, including preparation of periodic written reports

14.12.2(a) *Successful Employment Outcome Resulting from Job Club*

(Procedure code 81550-01)

DVR may make payment to any provider for a job placement, given all the following conditions apply:

- The job placement represents employment in a competitive integrated community setting;
- The employment and work situation is consistent with the individual's strengths, resources, priorities, interests, concerns, abilities, capabilities, and informed choice as reflected in the IPE.
- The JPSP was actively involved in job placement activities with the individual, as evidenced by activities in monthly progress reports, individual, and/or employer reports;
- The individual has begun the job and has worked at least five full shifts or three weeks on the job at the job site performing their actual job duties (whichever occurs first), not including orientation time;
- The employment is expected to continue to be verified by DVR staff with the individual and/or employer; and,
- The **Employment Notice** form has been completed and submitted to the DVR Rehabilitation Counselor.
- Payment Rate Up to \$105.00
- Payment is made under a separate authorization before service record is closed

14.13 Job Search and Placement Supplies: Clothing, Grooming, Résumé, and Other

14.13.1 Clothing

(Procedure code 81101-01)

Clothing may be purchased if necessary, appropriate, and at least possible cost to attain employment.

14.13.2 Grooming

(Procedure code 81200-01)

Grooming supplies and services may be purchased necessary, appropriate, and at least possible cost to attain employment.

14.13.3 Résumé and Cover Letter

(Procedure codes 86040-01, 86040-02, 86040-03)

Once résumé preparation is completed, it is not typically expected that this service would be provided repeatedly as the résumé can be updated as needed. This service cannot be combined with Job Seeking Skills Training (JSST) and is a one-time charge.

14.13.3(a) Basic Résumé and Cover Letter

Preparing an individual's basic résumé and cover letter is included as part of Milestone 1 of job preparation and development. This service may be authorized separately for individuals not receiving job search and placement assistance from a job placement service provider.

Payment Rate

- \$100.00
- Includes 20 hard copies and résumé in electronic format

14.13.3(b) Federal Résumé and Cover Letter

Preparing an individual's résumé and cover letter in the federal format (including account set up at www.usajobs.gov) has a separate rate.

Payment Rate

- \$250.00
- Includes 20 hard copies and résumé in electronic format

14.13.3(c) Basic and Federal Résumé with Cover Letter

This service includes preparing a basic résumé *and* a federal résumé (including account setup at www.usajobs.gov) for an individual.

Payment Rate

- \$300.00
- Includes 20 hard copies each of basic and federal, cover letters for both, and providing

resumes in electronic format

14.13.3(d) Visual Resume

(Procedure code 86040-04)

The visual resume is an effective alternative to the traditional resume to market a job seeker to prospective employers. The visual resume contains images (photographs and/or video) demonstrating the individual at their best. It is not a scrapbook of the person's life.

A visual resume includes the following elements:

- A name page introducing the job seeker
- An introductory portrait or picture of the individual
- Images of the individual demonstrating competent performance of tasks
- Narrative pages relating to the images highlighting the individual's skills, abilities, experiences, and contributions relevant to employers
- A task list developed during the Employment Planning meeting based up on the IPE goal
- Unique features of the job seeker

Payment Rate

- \$250.00
- Includes the time spent creating the Visual Resume

14.14 Supplies, Other

(Procedure code 81001-01)

Chapter 15: Supported Employment Services

Supported employment services are provided by DVR as ongoing support services, including customized employment, and other appropriate services needed to support and maintain an individual with a most significant disability in Competitive Integrated Employment (CIE), including a youth with a most significant disability. Employment must be consistent with the individual's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice. Supported employment services rates apply to an individual that meets policy criteria to have a Supported Employment IPE.

Individuals may receive supported employment services for up to 24 months, which may be extended under special circumstances (see the *DVR Service Delivery Policy Manual*, 14.3.2).

NOTE: Any JPSP working with multiple DVR individuals must report and invoice the time spent with each individual accurately to the quarter-hour. Generally, vendors providing job search and placement services who hire an individual at their own business are not eligible to receive the placement fee, an employment stipend, or OJT wage reimbursement. In cases where a position within a company or organization providing job search and placement services is competitive integrated employment that requires job search and placement services to secure, the vendor shall discuss the potential employment with the rehabilitation counselor (prior to invoicing) to determine the scope of services provided and whether the placement fee, employment stipend, or OJT wage reimbursement is appropriate.

15.1 Job Placement Agreement

Includes a meeting between the DVR Rehabilitation Counselor, individual, and JPSP to discuss pertinent information relevant to expectations of services: timelines, payments and authorizations, and a complete overview of the individual's employment focus and needs for successful placement. Completion of the **Job Placement Agreement** is required and occurs before authorizing any job search and placement services.

15.2 Milestone 1: Supported Employment Job Preparation and Development

(Procedure Code 87003-01)

This category of job search and placement services is for DVR individuals who have supported employment IPE's. Individuals in this category require one-on-one assistance for every job search activity due to disability-related reasons and functional limitations. Individuals in this category **will need extended services or other identified natural supports to obtain, retain and maintain employment post DVR successful case closure.**

Job Preparation and Development includes:

- Training individuals on how to conduct job searches, complete applications, identify and list references, target potential employers, and interview effectively soft skills, professional attire and attitude, interview skills etc.
- Completing a [basic resume and cover letter](#). Includes printing cost, including 20 hard copies and the résumé provided in electronic format;

- A [federal resume](#) or a [visual resume](#) may be authorized separately in conjunction with Milestone 1, but a basic résumé may not.
- Contacting employers directly (and confirmed with individual) to obtain information about possible competitive job openings and to develop employer relationships;
- Conducting on-site analysis and helping employers in identifying accommodations for individuals, and/or addressing any barriers that may affect employment.
- Working together with the DVR Rehabilitation Counselor to educate and train employers in disability awareness;
- Networking with other community agencies to increase contact and employment possibilities;
- Submitting progress reports of job search activities and services to the DVR Rehabilitation Counselor on the **Monthly Progress Report** form (submission of monthly progress reports continues until the individual's DVR case is closed "successfully rehabilitated").

Report writing is not a billable job preparation and development activity.

A DVR Rehabilitation Counselor may authorize for up to an additional 20 hours, if needed. **There must be clear documentation from the JPSP and supervisor approval in AWARE prior to authorization for additional hours.**

Payment Rate: \$65.00 per hour, up to 50 hours total

15.3 Milestone 2: Job Placement

(Procedure Code 87003-02)

The event when the individual has secured employment. All conditions of job placement must be met before payment can be issued.

- The job placement represents competitive integrated employment;
- The employment and work situation is consistent with individuals' strengths, resources, priorities, interests, concerns, abilities, capabilities, and informed choice
- The JPSP was **actively** involved in job placement activities with individual, as evidenced by activities in monthly progress reports, individual, and/or employer reports;
- The individual has begun the job and has worked at least five full shifts or three weeks on the job at the job site performing his/her actual job duties (whichever occurs first), not including orientation time;
- The employment is expected to continue to be verified by DVR staff with individual and/or employer;
- The Employment Notice form has been completed and submitted to the DVR Rehabilitation Counselor.
- The JPSP will continue to submit monthly progress reports until the individual has achieved successful case closure.

Authorization: The DVR Rehabilitation Counselor authorizes for Milestone 2 after the Job

Placement Agreement is in place and no later than three weeks on the job. Payment for Milestone 2 is made after the Employment Notice form is submitted and verified with the individual. The DVR Rehabilitation Counselor then will then authorize Milestone 3 for the Successful Closure payment.

Payment Rate: \$750.00

15.4 Job Coaching

(Procedure Code 28002-01)

Training services provided by an individual other than the employer (unless under a program of natural support in a supported employment placement) to an individual after job placement. Job coaching services include job skill training, job site orientation, and coordination or provision of specific services at or away from the work site to maintain employment stability. Job Coaching is not intended to exceed more than 40 hours in one month.

Exceptions:

- The DVR Rehabilitation Counselor is required to complete the **Intent to Transfer Services** form when DVR services for job coaching will end in 30 calendar days. If the extended services provider is unable to accept the individual for ongoing services, DVR will continue to authorize for job coaching services up to 40 hours per month. This does not apply to individuals funded in a mental health supported employment or the School to Work Alliance Program (SWAP).
- If the DVR Rehabilitation Counselor determines that more hours are needed after the provision of a majority of 40 hours, additional hours may be authorized.

Payment Rate: \$65.00 per hour, up to a maximum of 40 hours per month

15.5 Job Coaching, Technology Based

(Procedure Code 21802-00)

This code is used for the license only. If additional customization is required, this is authorized at the hourly Job Coaching rate to a qualified provider. This customization may include activities such as:

- Recording and uploading Job Coaching videos
- Creation and uploading of checklists
- Training and orientation for the individual to use the software or application independently

Payment Rate: Lowest available usual and customary rate charged to other individuals and entities

15.6 Job Coaching with RID-Certified Interpreter or Sign Language Communication Assistant, Individual

(Procedure Codes 27202-01, 27202-02)

Vendors who are RID-certified interpreters or non- RID certified communication assistants may offer job coaching services for deaf and hard of hearing individuals. It is necessary to procure the services of two RID- certified vendors when job coaching services are needed for more than two consecutive hours or when the content is complicated or intensive. The hours spent receiving job coaching services are deducted from the job coaching maximum under Milestone 2, not the number of hours paid per job coach.

EXAMPLE: An individual's first shift is eight hours long and is anticipated to require eight hours of job coaching. The rehabilitation counselor authorizes two job coaches for eight hours of coaching each. The individual receives job coaching the entire shift of eight hours. There is a 50-hour maximum for job coaching, but the time deducted from 50 hours for job coaching will be eight hours.

Exception: If the DVR Rehabilitation Counselor determines that more hours are needed after the provision of a majority of the maximum allowed hours, additional hours may be authorized.

For occasions strictly requiring an interpreter (e.g., new employee orientation, staff training sessions, etc.), a rehabilitation counselor will authorize interpreter services separately. Prior to authorizing, the counselor must first explore ADA responsibilities with the employer to provide these necessary interpreting services.

Payment Rate:

- RID-Certified: Internal Contract or Market Rate for interpreting + \$25/hour, up to 40 hours per month
- Communication Assistant: \$54.00 per hour, up to 40 hours per month

15.7 Job Stability

(Procedure 87002-07)

An individual must be determined to have stabilized in employment, which means:

- The individual is reasonably expected to continue to perform all job duties acceptably without the provision of further vocational rehabilitation services;
- The individual, DVR Rehabilitation Counselor, employer, and support team agree that the employment is stable and satisfactory;
- It is anticipated that successful closure will be achieved after the 90 days of being in Extended Services;
- Extended services (ongoing support services that are funded by another source) are in place and sufficient to maintain the job.

Expectations for Payment:

- The job placement represents competitive integrated employment;
- The employment and work situation is consistent with the individual's strengths, resources, priorities, interests, concerns, abilities, capabilities, and informed choice as reflected in the IPE.
- The JPSP has completed and submitted the Stability section of the **Employment Notice** form.

The JPSP will continue to submit monthly progress reports until the individual has achieved successful case closure, 90 days or more. Individual and employer engagement is required through Extended Services provision, however, reporting to DVR is not necessary after DVR case closure.

Payment Rate: \$1000.00

15.8 Expedited Payment

(Procedure Code 87003-04)

An additional placement payment to the JPSP when the individual secures employment as a result of his/her active involvement within 60 days of the begin date of the authorization for Milestone 1 and meets all other payment criteria of Milestone 2 payment. DVR Rehabilitation Counselor authorizes for an Expedited Placement fee at the time as authorization for Milestone 1 and 2. If applicable, payment is made at the same time as payment for Milestone 2.

Payment Rate: \$250.00

15.9 Supplemental Job Placement

(Procedure Code 87003-05)

Loss of Employment Prior to Closure: If the individual loses the job before successful closure for reasons unrelated to the appropriateness of the initial placement, the DVR Rehabilitation Counselor may authorize remaining Milestone 1 hours and/or the appropriate flat fee for Supplemental Job Placement Payment to the JPSP to continue to assist the individual in finding employment that matches the desired employment goal, as stated on IPE. An Authorization for the Supplemental Job Placement Payment can only be issued once per individual, per JPSP.

Authorization: The DVR Rehabilitation Counselor can authorize for the remaining number of hours if the maximum number of hours has not been reached and clear documentation from monthly progress reports and contacts with the individual illustrates that the individual would benefit from continuing to work with the placement provider. Milestone 1 hours, when available, can be billed as performed and with required documentation submitted to the DVR Rehabilitation Counselor.

Payment Rate: \$750.00

15.10 Milestone 3: Successfully Closed, Rehabilitated

(Procedure Code 87003-03)

Successfully Closed, Rehabilitated means:

- The individual has obtained the employment outcome planned in the Individualized Plan for Employment;
- The individual and DVR Rehabilitation Counselor agree that the employment outcome is stable and satisfactory (if needed, the DVR Rehabilitation Counselor may contact the employer to gain verification of stability);
- The job is consistent with the individual's strengths, resources, priorities, interests, concerns, abilities, capabilities, and informed choice;
- 90 days have passed since the stability date was entered into AWARE.

Expectations for Payment:

- The JPSP has followed up with the individual at a minimum of once per month upon hire into employment to provide continued support, assist with any vocational concerns that may arise, monitoring of the individual at the job site to assess employment stability, and report to the DVR Rehabilitation Counselor progress and/or areas to address. When applicable, the JPSP will follow up with employer to gain feedback as well;
- The JPSP must submit monthly progress reports detailing contact with the individual and a description of any services provided until successful employment has been secured;
- The individual has achieved job stability and received extended services for at least 90 days. The DVR Rehabilitation Counselor is responsible for determining when the individual's case shall be closed rehabilitated;
- The JPSP must complete and submit the **Employment Notice** form indicating "closure" and the final invoice to the DVR Rehabilitation Counselor when closure is deemed appropriate;
- Payment is made when a case meets criteria to be closed as rehabilitated. Whenever possible, outstanding invoices should be paid before the case is closed.

Authorization: The DVR Rehabilitation Counselor authorizes for Milestone 3 after Milestone 2 has been paid. The JPSP must be "active" and in good standing at the time of successful closure to receive payment.

Payment Rate: \$500.00

15.11 Exceptional Wage

(Procedure Code 87003-06)

An additional payment is available when the individual's wages at successful closure is 25% above the Department of Labor's prevailing wage or higher of the most recent year for comparable positions. To receive payment for exceptional wages, the JPSP must request such payment and provide documentation of the individual's wage exceeding the prevailing wage. The DVR Rehabilitation Counselor must file this documentation in the individual's case file. More information can be obtained [here](#):

Authorization: The DVR Rehabilitation Counselor authorizes when Milestone 2 is paid (if applicable, and the wage is verified with the individual). Payment is made directly before closure if requested by the JPSP and documentation verifies that criteria for payment are met.

Payment Rate: \$200.00

15.12 Extended Services

Extended services are the ongoing and other support services that are needed to support and maintain an individual with a most significant disability in supported employment. DVR is only able to fund extended services for youth through age 24 receiving supported employment services, and only if other funding sources are not available. When it is necessary for DVR to fund extended services, this funding is available for a period of up to four years or when the youth turns 25, whichever occurs first. The individual begins to receive extended services when they have achieved job stability, which means:

- The individual is reasonably expected to continue to perform all job duties acceptably without the provision of further vocational rehabilitation services beyond extended services;
- The individual, DVR Rehabilitation Counselor, employer, and support team agree that the employment is stable and satisfactory;
- It is anticipated that successful closure will be achieved once alternative funding is identified and extended services have been provided for not less than 90 days; and
- Extended services are sufficient to maintain the job.

15.12.1 ES Job Coaching

(Procedure codes ES28002-01, ES28002-03)

Training services provided by an individual other than the employer (unless under a program of natural support in a supported employment placement) to an individual in supported employment after achieving job stability for a period not less than 90 days. ES - Job Coaching services include job skill training and coordination or provision of specific services at or away from the work site to maintain employment stability.

Payment Rate, ES Job Coaching, Individual

- \$50.00 per hour of on-site instruction to an individual
- Up to 40 hours per month

Payment Rate, ES Job Coaching-Group

- \$18.00 per hour of on-site instruction provided directly by the job coach to two or more individuals employed at the same work site
- Up to 40 hours per month

15.12.2 ES Transportation

(Procedure codes ES31000-01, ES31000-05, ES31000-15, ES31000-16, ES31000-17)

15.12.2(a) ES Public Transportation

Whenever available, public transportation is the primary option for participating in DVR services unless the individual's impairment-related limitations prevent the use of public transportation.

Or, if the individual chooses to use his or her own vehicle when public transportation is available and accessible, DVR may provide mileage reimbursement at a rate not to exceed the cost of public transportation.

15.12.2(b) ES Participant Reimbursement

DVR may reimburse participants for use of a personal vehicle at a rate not to exceed the cost of available public transportation unless the individual's impairment-related limitations prevent the use of public transportation. The cost of available public transportation is determined through review of local transit provider fares, taking into consideration potential eligibility for reduced fares for individuals with disabilities. A **DVR Vehicle Mileage Reimbursement Log** shall be completed to determine if the reimbursement will be at the equivalent rate of a bus pass or based on actual miles (whichever is less).

Any reimbursement is in accordance with State Fiscal Rule 5-1, State Controller's Policy under the [Mileage Reimbursement Rate](#). A higher mileage reimbursement rate for four-wheel drive vehicles is allowable only when necessary because of road, terrain, or adverse weather conditions. If the 4WD mileage reimbursement rate is requested, documentation substantiating the circumstance must be attached to the **DVR Mileage Reimbursement Log**.

Requirements

- Valid driver's license
- Current vehicle insurance
- Use of a registered vehicle
- Copies of these documents with the DVR Rehabilitation Counselor
- Monthly submission of DVR Vehicle Mileage Log
- Calculation and approval by the DVR Rehabilitation Counselor

15.12.2(c) ES Cab Fare

Cab fare may be paid only when the individual cannot utilize any other less expensive form of transportation, including public transportation.

Payment Rate

- Lowest available usual and customary rates, not to exceed fees charged to other individuals or entities under comparable circumstances.
- An additional fee, negotiated with the cab company, if the individual requires door-to-door pick-up and delivery assistance due to the disability

15.12.2(d) ES Curb-to-Curb Transportation Services

(ES31000-16, ES31000-17)

Curb-to-curb transportation is service due to disability unless the individual requires door-to-door pick-up and drop-off assistance due to disability. Curb-to-curb transportation services may be used only if the individual's circumstances preclude the utilization of other, less expensive means of transportation to a vocationally necessary service. Other considerations prior to authorizing curb-to-curb transportation services may include meeting at a less-distant location from the individual, a service provider traveling to the individual, and alternative meeting formats such as teleconferencing, etc. **The payment rate is for the distance that the individual is transported only and does not include the distance that the transportation service travels to and from the individual.**

Payment Rate

- Base rate \$17.91 per one-way trip
- Add \$2.07 per mile to base rate
- Door-to-door pick-up and drop-off assistance due to disability must be negotiated with provider in advance

15.12.3 ES Personal Adjustment Training (PAT)

(Procedure codes ES21250-01, ES21250-02, ES21350-01, ES21200-01, ES21200-02, ES21300-01, ES21300-02)

Training provided to help individuals in supported employment with disabilities develop compensatory skills and/or to adjust behavior in the areas of independent living, communications, homemaking, personal mobility, and ability to travel in the community, and personal functioning, to the extent necessary to support and maintain his/her current employment.

Facility-based PAT is PAT provided directly to an individual, this service is only utilized when an integrated community setting is not adequately available to meet the individual's needs.

Community-based PAT is PAT provided directly to an individual at the individual's home or other community site.

Payment Rate, ES Facility-Based PAT for Persons with a Disability Other than Visual Impairment

- Monthly
 - 30+ hours of direct on-site instruction to an individual
 - Up to \$480.00 per month
 - Includes use of assistive technology devices necessary for the individual to participate in the training program
 - Covers all costs for the training, including preparation of periodic written reports
- Partial Months
 - 1-29 hours of direct on-site instruction to an individual
 - Up to \$16.00 per hour
 - Includes use of assistive technology devices necessary for the individual

to participate in the training program. Covers all costs for the training, including preparation of periodic written reports

Payment Rate, ES Facility-Based PAT for Persons with Visual Impairment (VI)

- Up to \$4400.00 per month
- Includes all costs required for vision rehabilitation therapy, orientation and mobility, communications training, braille instruction, daily living skills training, basic computer orientation, home maintenance instruction, instruction in personal management, social development, self-esteem building, and adjustment to blindness, and the use of assistive technology devices necessary for the individual to participate in the training program.
- Covers costs associated with the preparation of periodic written reports

Payment Rate, ES Community-Based PAT for Persons with a Disability Other than Visual Impairment

- Monthly
 - 30+ hours of direct on-site instruction to an individual
 - Up to \$1950.00
 - Covers all costs for instruction, including preparation of monthly written reports
- Partial Months
 - 1-29 hours of direct on-site instruction to an individual
 - Up to \$65.00 per hour
 - Covers all costs for instruction, including preparation of monthly written reports

Payment Rate, ES Community-Based PAT for Persons with Visual Impairment (VI)

- Monthly: Applies to a full month of direct on-site instruction to an individual (30+ hours)
 - Up to \$4500.00 per month
 - Covers instructional costs for all components of a vision rehabilitation therapy program and mobility training, including the preparation of periodic written reports
- Partial Months: 1-29 hours of direct on-site instruction to an individual
 - Up to \$150.00 per hour
 - Covers instructional costs for all components of a vision rehabilitation therapy program and mobility training, including preparation of periodic written reports

15.12.4 ES Assistive Technology

(Procedure code ES55501-01)

A separate payment can be made for the purchase of assistive technology devices necessary for individuals to participate at the lowest available usual and customary rates.

Chapter 16: Customized Employment Services

Customized employment is an employment process that uses a flexible blend of strategies, services, supports, and funds to facilitate employment outcomes for job seekers with complex needs through negotiated employment relationships. Customized employment individualizes the employment relationship between a job seeker and an employer in ways that meet the needs of both. Employment is consistent with the individual's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice, as well as the identified business needs of the employer or the self-employment business chosen by the individual. (See Appendix A, "Provider Standards" of this manual for the specific qualifications required to provide this service).

The customized employment process involves three key phases:

1. Discovery
2. Job Development
3. Systematic Instruction

16.1 Discovery

Discovery is the process to identify the employment seeker's strengths (potential contributions to employers), needs (the supports that need to be in place for success), and interests (providing a direction for the type of work that the individual wants to do). The hourly rate is for time spent meeting with the individual. The time spent writing the profile is included in the flat fee for the Discovery Profile.

16.1.1 Discovery Services Payment Rates

(Procedure codes 41000-01, 41000-02)

- Discovery Services \$100.00 per hour, up to 50 hours total
- Discovery Services Profile \$300.00 each

* A DVR Rehabilitation Counselor may authorize up to 20 additional hours of Discovery Services (70 hours total) if needed. **Clear justification from the provider of the need for additional hours and DVR Supervisor approval must be documented in AWARE prior to authorization of any additional hours.**

16.2 Job Development

Central to Job Development is a dedicated plan to determine the direction of the job search. This plan should be derived from a planning meeting and reflect the wishes of the employment seeker. Job negotiations occur resulting in a job description that outlines a customized relationship between the employer and the individual. The time spent creating the Visual Resume is included in the flat fee.

16.2.1 Customized Employment Job Development Rates

(Procedure Codes 46003-01, 46003-02, 46003-JS, 46003-03)

- Milestone 1: Job Development, \$100 per hour, up to 50 hours total
- Customized Employment, Milestone 2: Job Placement Achieved, \$1,400 each
- Job stability \$1,000 each
- 46003-03 Milestone 3: Successfully Closed / Rehabilitated \$1,000 each

* A DVR Rehabilitation Counselor may authorize up to 20 additional hours of Job Development services (70 hours total) if needed. **Clear justification from the provider of the need for additional hours and DVR Supervisor approval must be documented in AWARE prior to authorization of any additional hours.**

16.2.2 Visual Resume

(Procedure code 46000-01, non-CE procedure code 86040-04)

The visual resume is an effective alternative to the traditional resume to market a job seeker to prospective employers. The visual resume contains images (photographs and/or video) demonstrating the individual at their best. It is not a scrapbook of the person's life.

A visual resume includes the following elements:

- A name page introducing the job seeker
- An introductory portrait or picture of the individual
- Images of the individual demonstrating competent performance of tasks
- Narrative pages relating to the images highlighting the individual's skills, abilities, experiences, and contributions relevant to employers
- A task list developed during the Employment Planning meeting based up on the IPE goal
- Unique features of the job seeker

Payment Rate

- \$250.00
- Includes the time spent creating the Visual Resume

16.3 Systematic Instruction

Systematic Instruction involves setting up ongoing post-placement supports and monitoring the employment relationship to ensure satisfaction of both the individual and the employer.

16.3.1 Systematic Instruction Payment Rates

(Procedure Codes 48003-01, 48003-02, 48003-03, 49003-02, 49003-03)

- Job Coaching/Systematic Instruction, \$100.00 per hour, up to 40 hours per month
- Job Coaching/Systematic Instruction, with RID-Certified Interpreter/Communication Assistant, Rid Certified Rate + \$50/hour, up to 40 hours per month
- Job Coaching/Systematic Instruction, Technology Based, Lowest available usual and customary rate charged to other individuals and entities
- Customized Employment, Systematic Instruction (WAT) \$53.00 per hour
- Systematic Instruction (WAT), Technology Based, Lowest available usual and customary rate charged to other individuals and entities

* A DVR Rehabilitation Counselor may authorize up to 20 additional hours of Job Coaching/Systematic Instruction if needed. **Clear justification from the provider of the need for additional hours and DVR Supervisor approval must be documented in AWARE prior to authorization of any additional hours.**

Chapter 17: Supportive and Other Services

17.1 Information and Referral

(Procedure code 95000-01)

Information and referral services may be provided to individuals who need community services from other agencies, including application to access the service (e.g., unemployment insurance [UI]). Typically, this service should not be utilized to aid individuals in applying for Social Security Disability or appealing decisions made by the Social Security Administration, unless there is justification that assisting an individual in securing these benefits aligns with a vocational need.

Payment Rate

- Up to \$33.00 per hour, for a maximum of 10 hours
- Covers all components of accessing services, including monthly reporting to DVR on activities completed and length of time required to complete an activity.

NOTE: Unemployment Insurance questions should be directed cdle_ui@state.co.us and ColoradoUI.gov.

17.2 Benefits Counseling

(Procedure code 90000-01)

Assistance provided by a Community Work Incentives Coordinator (CWIC), Community Partner Work Incentives Coordinator (CPWIC), or a Credentialed Work Incentives Practitioner (WIP) to an individual who is interested in becoming employed, but is

- Uncertain of the impact earnings may have on any disability benefits and entitlements received; and/or,
- Is not aware of benefits, such as access to healthcare that might be available to support employment efforts.

This service typically involves an analysis of an individual's current Social Security benefits (SSI and/or SSDI), as well as Medicare, Medicaid, housing assistance, food stamps, and other federal, state, and local benefits. The analysis is based on the individual's employment and earnings goals and summarizes the impact of work on the individual's benefits and future financial situation. This assistance is intended to provide the individual an opportunity to make an informed choice regarding the pursuit of employment.

Providers enrolled in a DVR approved benefits counseling training are eligible for payment while providing authorized services necessary to complete the performance-based certification.

Payment Rate

- Up to \$100.00 per hour
- Covers all components of benefits counseling, including the preparation of periodic written reports

17.3 Transportation

Transportation services cover travel and travel-related expenses for transporting applicants and eligible individuals (and his/her attendants or escorts) to enable them to participate in other vocational rehabilitation services being provided. Transportation shall not be provided by itself or in conjunction with only maintenance payments, services to family members, and/or personal assistance services. Transportation services include payment for the transit of individuals and/or escorts to and from specific locations as planned for on the Individualized Plan for Employment (IPE), emergency automobile repair, payment of parking fees, etc. Transportation is a need- tested service assessed through the Financial Need Analysis and shall only be provided in conjunction with the provision of a core service(s).

17.3.1 Public Transportation

(Procedure code 31000-01)

Whenever available, public transportation is the primary option for participating in DVR services unless the individual's impairment-related limitations prevent use of public transportation. Or, if the individual chooses to use his/her own vehicle when public transportation is available and accessible, DVR may provide mileage reimbursement at a rate not to exceed the cost of public transportation.

17.3.2 Personal Automobile, Participant Reimbursement

(Procedure code 31000-15)

DVR may reimburse participants for use of a personal vehicle at a rate not to exceed the cost of available public transportation unless the individual's impairment-related limitations prevent the use of public transportation. The cost of available public transportation is determined through review of local transit provider fares, taking into consideration potential eligibility for reduced fares for individuals with disabilities. A DVR Vehicle Mileage Log shall be completed to determine if the reimbursement will be at the equivalent rate of a bus pass or based on actual miles (whichever is less).

Any reimbursement is in accordance with State Fiscal Rule 5-1, State Controller's Policy under the Prevailing [Mileage Rate](#). A higher mileage reimbursement rate for four-wheel drive vehicles is allowable only when necessary because of road, terrain, or adverse weather conditions. If the 4WD mileage reimbursement rate is requested, documentation substantiating the circumstance must be attached to the **DVR Mileage Reimbursement Log**.

NOTE: Mileage reimbursement is compensation for fuel as well as normal automobile maintenance on vehicle(s), incidental repairs, and insurance.

Requirements

- Valid driver's license
- Current vehicle insurance
- Use of a registered vehicle
- Copies of these documents with the DVR Rehabilitation Counselor
- Monthly submission of DVR Vehicle Mileage Log

17.3.3 Emergency Automobile Service

(Procedure code 31000-02)

Requirements

- Individual cannot utilize any other available mode of transportation and vehicle cannot be operated safely
- Vehicle to be repaired is appropriately licensed and registered to the individual or the individual's spouse
- Payment to auto mechanic or repair shop will be at the lowest available usual and customary rates, as determined through obtainment of three informal quotes
- DVR staff has consulted a supervisor, and the *DVR Service Delivery Policy Manual* for additional considerations related to automobile repair.

NOTE: Automobile maintenance is the routinely scheduled services, inspections, part replacements, and insurance. Maintenance is covered through mileage reimbursement and is therefore not otherwise provided as a separate DVR service.

17.3.4 Cab Fare

(Procedure code 31000-05)

Cab fare may be paid only when the individual cannot utilize any other less expensive form of transportation, including public transportation.

Payment Rate

- Lowest available usual and customary rates, not to exceed fees charged to other individuals or entities under comparable circumstances.
- An additional fee, negotiated with the cab company, if the individual requires door-to-door pick-up and delivery assistance due to disability.

17.3.5 Curb-to-Curb Transportation Services

(31000-16, 31000-17, 31304-09, 31304-10)

Curb-to-curb transportation is service due to disability unless the individual requires door-to-door pick-up and drop-off assistance due to disability. Curb-to-curb transportation services may be used only if the individual's circumstances preclude the utilization of other, less expensive means of transportation to a vocationally necessary service. Other considerations prior to authorizing curb-to-curb transportation services may include meeting at a less-distant location from the individual, a service provider traveling to the individual, and alternative meeting formats such as teleconferencing. **The payment rate is for the distance that the individual is transported only and does not include the distance that the transportation service travels to and from the individual.**

Payment Rate

- Base rate \$17.91 per one-way trip
- Add \$2.07 per mile to base rate
- Door-to-door pick-up and drop-off assistance due to disability must be negotiated
- With provider in advance

Maintenance

(Procedure code 35000-01)

Maintenance is monetary support that may be provided to an individual to cover expenses that are *in excess* of (or over and above) normal expenses an individual may incur for participation in assessment used to determine eligibility or services under an IPE.

17.3.6 Requirements

- Comparable benefits search
- Eligible individuals complete Financial Needs Analysis, as applicable
- Not to be provided to replace previous sources of income that are no longer available due to the individual's participation in the vocational rehabilitation program
- Not to be provided by itself or in conjunction with only transportation, services to family members, or personal assistance services.

Payment Rate

- Limited to actual increased costs for food, shelter, and clothing minus the amount the individual is required to pay normally.
- Standardized comparative values have been created in order to compare the cost of living between two communities. The tool to calculate maintenance payments is located online: <http://livingwage.mit.edu/>

17.4 Personal Assistance Services

Personal assistance services are a range of services to assist an individual with a disability in performing daily living activities the individual would typically perform without assistance if the individual did not experience a disability. Services must be designed to increase the individual's independence and ability to perform everyday activities on or off the job. Services must be necessary to the achievement of an employment outcome and may be provided only while the individual is receiving other vocational rehabilitation services. The services may include training in managing, supervising, and directing personal assistance services.

17.4.1 Attendant Care and Personal Assistance Services

(Procedure code 35800-01)

Attendant care is assistance provided to an applicant or eligible individual in the performance of personal care tasks such as grooming, administering medications, bowel and bladder activities, bathing, etc.

The payment rate is the lowest available usual and customary rates charged to other individuals with comparable care needs.

17.4.2 Homemaking Assistance

(Procedure code 35850-01)

Homemaking activities include assistance in performing and/or managing household tasks, shopping, bill paying, etc.

The payment rate is the lowest available usual and customary rates charged to other individuals with comparable care needs.

17.4.3 Services to Family Members of an Applicant or Eligible Individual

Supportive services may be provided to family members only when necessary to enable the applicant or eligible individual to achieve an employment outcome. Such services may include childcare and eldercare when the individual is responsible for the daily living needs of children or parents, family relocation costs when necessary for the employment of the individual, family therapy, and transportation for family members.

17.4.4 Transportation for Family Members

Transportation services available to members of an individual's family are the same as those for transportation services provided to the individual:

- Bus Pass Rate, Public Transportation (procedure code 31304-01)
- Private Vehicle: Insurance, repair, and other expenses; not vehicle modifications (procedure code 31304-02)
- Curb-to-Curb Transportation (procedure code 31304-03), base rate, add to the per mile rate
- Curb-to-Curb Transportation (Procedure code 31304-04), per mile, add to the base rate
- Cab Fare (Procedure code 31304-05), ONLY when cannot utilize public transportation
- Airfare or Other Non-Local Transportation (procedure code 31304-06)
- Personal Vehicle Mileage Reimbursement (procedure code 31304-08), limited to available public transportation cost

17.4.5 Counseling for Family Members

Counseling services for an individual's family members are similar to those services provided to the individual and may take place in a group or individual setting.

17.4.6 Childcare and Eldercare

(Procedure code 35504-01)

The maximum amount payable for child or eldercare is determined by the rate paid by the county department of social services in the county where services are provided.

Payment Rate: Please contact your local county's Department of Human Services for childcare and eldercare rates.

Appendix A: Provider Standards

Vocational goods and services can only be purchased from organizations and individuals who meet the Division of Vocational Rehabilitation's minimum standards.

Accrediting Organizations

The following organizations appear throughout the "Provider Standards" appendix:

- **Academy for Certification of Vision Rehabilitation & Education Professionals (ACVREP)** - certifies individuals who provide rehabilitation and education services to persons with vision loss or blindness.
- **Association for Driver Rehabilitation Specialists for the Disabled (ADED)** - certifies individuals who teach persons with disabilities to drive using adaptive equipment or adapted vehicles.
- **Board for Evaluation of Interpreters" (BEI)** - the program operated by the Office of Deaf and Hard of Hearing under the Texas Department of Health and Human Services which tests and certifies individuals in sign language interpretation.
- **Commission on Accreditation of Rehabilitation Facilities (CARF)** - conducts on-site reviews to look at a provider's overall organizational structure, management, governance, qualifications of staff, as well as each service component. CARF ACCREDITATION accredits specific program area(s) surveyed.
- **Commission on Rehabilitation Counselor Certification (CRCC)** - certifies rehabilitation counselors (CRCs) and maintains the certification for vocational evaluators (CVEs).
- **National Association of the Deaf (NAD)** - offered certifications to providers of interpreting and transliteration services to persons who are deaf or hard-of-hearing between the early 1990s and late 2002. To continue to maintain certification, NAD credentialed interpreters must be registered with RID and comply with all aspects of RID's Certification Maintenance Program.
- **National Mobility Equipment Dealers Association (NMEDA)** - qualifies dealers of equipment used to adapt vehicles for persons with disabilities through its "Quality Assurance Program."
- **Registry of Interpreters for the Deaf (RID)** - a national organization with stringent standards that certifies American Sign Language (ASL) interpreters.
- **Rehabilitation Engineering and Assistive Technology Society of North America (RESNA)** - certifies professionals assisting in the selection of appropriate assistive technology for persons with disabilities and providing training in the use of the selected device(s).
- **Rehabilitation Services Accreditation System (RSAS)** - accreditor that conducts on-site reviews to evaluate the overall performance outcomes of the service provider. It also requires monthly service outcome data from the service provider, which is made available to the Division for monitoring service provider effectiveness and consumer satisfaction.
- **Testing, Evaluation, and Certification Unit (TECUnit)** - establishes and maintains national standards for the profession of cued language transliteration.

For most goods and services, there is a range of acceptable qualifications that may vary, depending on whether the provider is a multiple-employee outfit or an individual. The standards are organized in the following order:

- I. Non-Medical Assessment
- II. Training
- III. Communication Services
- IV. Rehabilitation and Assistive Technology
- V. Occupational Licenses, Tools, and Equipment
- VI. Job Search and Placement
- VII. Self-Employment
- VIII. Other Services

I. Non-Medical Assessment

Standardized Vocational Evaluations

- CARF accreditation in the area of Comprehensive Vocational Evaluation Services and/or
- RSAS accreditation

The individual providing the vocational evaluation service possesses one or more of the following:

- CVE certification
- Occupational Therapy license

Situational Assessments: Facility-Based

- CARF accreditation in the area of Comprehensive Vocational Evaluation Services or Community Employment Services and/or
- RSAS accreditation

The individual providing the situational assessment service(s) possesses one or more of the following:

- CVE certification
- Certification in Occupational Therapy
- Bachelor's degree or higher in Rehabilitation Services, Rehabilitation Counseling, or closely related field

Situational Assessments: Community-Based

- CARF accreditation and/or
- RSAS accreditation

The individual performing the situational assessment service(s) possesses one or more of the following:

- CVE certification or Occupational Therapy License

Personal Adjustment Evaluations (VI)

The individual performing the personal adjustment evaluation service(s) possesses at least one of the following:

- CARF accreditation in the area of Personal, Social and Community Support Services
- RSAS accreditation
- Bachelor's degree or higher in Rehabilitation Services or closely related field
- Eligibility for certification through the Academy for Certification of Vision Rehabilitation & Education Professionals (ACVREP)
- Bachelor's degree or higher in Orientation and Mobility services
- Bachelor's degree or higher in Vision Rehabilitation Therapy or Vision Services
- One year of full-time work experience providing the service which demonstrates to the Division's satisfaction the skills and experience necessary to provide the service(s)

Adaptive Driving Evaluation

- ADED certification

Rehabilitation Technology Evaluations

The Individual performing the evaluation possesses at least one of the following:

- CARF accreditation in the area of Assistive Technology for Employment or in Assistive Technology for Living and/or
- RSAS accreditation
- Possesses RESNA Certification
- Is a Registered Physical Therapist, Occupational Therapist or is a designer engineer
- Possesses a degree in rehabilitation technology
- Possesses a degree in speech pathology
- The individual performing the evaluation for an individual must have a minimum of one year of full-time work or personal experience using adaptive devices and/or other assistive technology accommodations designed for use for individuals that demonstrates to the Division's satisfaction that they possess the skills and experience necessary to effectively evaluate an individual's rehabilitation technology needs.

II. Training

Adjustment Training

Work Adjustment Training: Facility-Based

The individual performing the work adjustment training possesses at least one of the following:

- CARF accreditation in the area of Employee Development Services, Community Employment Services, or Organizational Employment Services
- RSAS accreditation
- CVE
- Occupational Therapy License

- Bachelor's degree or higher in Rehabilitation Services, Rehabilitation Counseling, or closely related field

Work Adjustment Training: Community-Based

The individual performing the work adjustment training must possess at least one of the following:

- CARF accreditation in the area of Employee Development Services or Community Employment Services and/or
- RSAS accreditation
- Vocational evaluation Certification (CVE) or work adjustment certification (CWA), which are currently overseen by the CRCC;
- Occupational Therapy License;
- Bachelor's degree or higher in Rehabilitation Services, Rehabilitation Counseling, or closely related field.
- Minimum of one year's full-time work experience providing the service that demonstrates to the Division's satisfaction that they possess the skills and experience necessary to provide valid and useful work adjustment training.

Personal Adjustment Training (Non-VI)

- CARF accreditation in the area of Personal, Social & Community Support Services and/or
- RSAS accreditation

The individual performing the personal adjustment training services possesses a Bachelor's degree or higher in one or more of the following areas of study:

- Rehabilitation Services
- Rehabilitation Counseling
- Social Work
- Occupational Therapy
- Closely related field

Personal Adjustment Training (VI)

- CARF accreditation in the area of Personal, Social and Community Support Services and/or
- RSAS accreditation

The individual performing the personal adjustment training services possesses a bachelor's degree or higher in one or more of the following areas of study:

- Rehabilitation Services
- Rehabilitation Counseling
- Social work
- Occupational Therapy
- Vision Rehabilitation Therapy
- Orientation and Mobility
- Eligibility for certification through ACVREP

- Closely related field

Cognitive Training

- Speech-Language Pathology Certification
- Colorado license to practice occupational therapy
- Colorado license to practice psychology
- Colorado Department of Education License Endorsement in School Psychology
- Bachelor's or Master's Degree in Special Education with a current teaching certificate

Communication Skills Training

Augmentative Communication

- Demonstrated proficiency in training in communication techniques or devices

Braille Training

- Proficiency in Grade 2 or higher Braille

English as a Second Language

- The individual providing the training has training in English language instruction and/or possess a current Colorado educator license in the appropriate area

Sign Language: Certified Interpreter, including Certified Deaf Interpreter

(Reviewed October 2021)

The individual providing the service must possess one of the following:

- Certification with the Registry of Interpreters for the Deaf (RID); or
- NAD certification at the advanced (NAD IV) or master level (NAD IV) under RID's Certification Maintenance Program; or,
- [BEI Certification](#), advanced level and above, including specialty certificates (or maintenance of Level III and above under the former BEI system)

Driver's Training (Non-Adaptive)

- In Colorado, the instructor must be state-certified.

Training Institutions

Training institutions must be accredited and/or authorized under one of the following:

- The [Colorado Commission on Higher Education \(CCHE\)](#) - authorizes certain types of institutions to offer degrees or degree credits: (1) accredited private, degree-granting colleges and universities; (2) postsecondary seminaries and religious training institutions; and (3) out-of-state, public institutions with a Colorado presence.
- [The Division of Private Occupational Schools \(DPOS\)](#) - a division of CCHE, approves and regulates Colorado private occupational schools.
- The U.S. Department of Education, Database of Accredited Postsecondary Institutions

and Programs - contains information reported to the directly by recognized accrediting agencies and state approval agencies. The database reflects additional information as it is received from recognized accrediting agencies and state approval agencies.

- The Eligible Training Provider List (ETPL) - is a list of vocational training providers approved by a state to offer training to individuals eligible to receive WIOA funds. The providers on the ETPL assists in selection of approved training programs that help prepare individuals to obtain training for a job in a locally high-demand field.

GED Preparation

- Demonstrates to the Division's satisfaction that the individual providing the service is capable of instructing adults in the acquisition of the academic skills necessary to pass the GED examination.

Other Skill Training

- CARF accreditation in the area appropriate to the training location and content and/or
- RSAS accreditation

The individual performing the skill training must possess at least one of the following:

- Bachelor's degree or higher in Rehabilitation Services, Rehabilitation Counseling, special education, or closely related field
- Demonstrated skills to the Division's satisfaction that can provide the specific skills training required by the individual

Books, Supplies, and Materials

- A business must be licensed in the state of purchase.

Non-Adaptive Training Equipment

- A business must be licensed in the state of purchase.
- The individual providing the non-adaptive training equipment can demonstrate to the Division's satisfaction that they possess the skills and any certifications or licenses necessary to legally provide the service(s).

Tutorial Services

- The individual providing the service is capable of instructing adults in the acquisition of the skills necessary to achieve the objective and employment outcome identified on the Individual's Plan for Employment.

Other Training Services

On-the-Job Training

- The trainer providing the training services possesses the education and skills necessary to enable the individual to acquire the skills and knowledge for successful performance of the job duties identified as the employment outcome.

III. Communication Services

(Reviewed October 2021)

Sign Language: Certified Interpreter

The individual providing the service must possess one of the following:

- Certification with the Registry of Interpreters for the Deaf (RID); or
- NAD certification at the advanced (NAD IV) or master level (NAD IV) under RID's Certification Maintenance Program; or,

[BEI Certification](#), advanced level and above, including specialty certificates (or maintenance of Level III and above under the former BEI system)

Sign Language: Communication Assistant, including Deaf Communication Assistant

A qualified provider or family member who can demonstrate accurate understanding of what an individual says or who can accurately communicate to the individual what is being said into the preferred mode of communication.

Cued Language Transliteration

Individuals providing service must possess TECUnit certification.

Foreign Language Interpreter

Individual providing service must possess a Bachelor's Degree in the language to be spoken, or a counselor and the individual may also choose the following two options:

- A non-family member who is able to facilitate accurate communication with the individual in the individual's native language
- Family members who can demonstrate accurate communication with the individual in his or her native language as well as in English.

General Reading

Individual providing the reading service possesses either:

- High School Diploma or General Equivalency Diploma (GED); and,
- Assures that the reading accurately communicates the printed text.

Technical/Complex Reader Services or Reader Services with Technology Access

Individual providing reading of technical/complex material possesses:

- Education or verifiable expertise in highly technical, industry-specific area; or,
- Verifiable experience providing access to technology and electronic information that is not accessible to individuals with disabilities; and,
- Assures that the reading accurately communicates the printed text.

Note Taking

Individual providing note taking services possesses either:

- High School Diploma or General Equivalency Diploma (GED); and,
- Assures that the reading accurately communicates the printed text

IV. Rehabilitation and Assistive Technology Services

Vehicle Modification

Individuals or businesses providing the vehicle modification must be a member of the National Mobility Equipment Dealers Association (NMEDA).

Residence Modification

Meets local city and county licensing and building requirements.

Job Site Modification

Individual or organization possesses at least one of the following qualifications:

- CARF accreditation in the area of Assistive Technology for Employment or in Assistive Technology for Living
- RSAS accreditation
- RESNA certification
- Physical Therapy license
- Occupational Therapy license
- Experience as a rehabilitation engineer Degree in Rehabilitation Technology
- Degree in Speech Pathology
- Supervision or working at the direction of a DVR rehabilitation counselor or an otherwise qualified individual
- Commitment to meet local city and county licensing and building requirements when construction is involved

Purchase of Assistive Technology Devices

- A business must be licensed in the state of purchase.
- The individual providing the assistive technology devices can demonstrate to the Division's satisfaction that they possess the skills and any certifications or licenses necessary to legally provide the service(s).

Rental and Repair of Assistive Technology Devices

- A business must be licensed in the state of purchase.
- The individual providing the rental or repair of assistive technology devices can demonstrate to the Division's satisfaction that they possess the skills and any certifications or licenses necessary to legally provide the service(s).

Professional Rehabilitation Technology Services

Individual performing the service possesses at least one of the following:

- CARF accreditation in the area of Assistive Technology for Employment or in Assistive Technology for Living
- RSAS accreditation
- RESNA certification

- Physical Therapy license
- Occupational Therapy license
- Experience as a rehabilitation engineer Degree in Rehabilitation Technology
- Degree in Speech Pathology
- Supervision or working at the direction of a DVR rehabilitation counselor or an otherwise qualified individual.
- Minimum of one year of full-time work or personal experience using adaptive devices and/or other assistive technology accommodations designed for use for individuals, which demonstrates to the Division's satisfaction that they possess the skills and experience necessary to effectively meet an individual's rehabilitation technology needs.

V. Occupational Licenses, Tools, and Equipment

Purchase of Non-Adaptive Occupational Tools and Equipment

- A business must be licensed in the state of purchase.
- The individual providing the non-adaptive occupational tools and/or equipment can demonstrate to the Division's satisfaction that they possess the skills and any certifications or licenses necessary to legally provide the service(s).

Rental and Repair of Non-Adaptive Occupational Tools and Equipment

- A business must be licensed in the state of purchase.
- The individual providing the rental or repair of occupational tools and/or equipment can demonstrate to the Division's satisfaction that they possess the skills and any certifications or licenses necessary to legally provide the service(s).

Occupational Licenses and Fees

Meets the appropriate state and other associated requirements necessary to administer tests and issue licenses.

VI. Job Search and Placement

Job Seeking Skills Training (JSST)

Individual providing JSST possesses at least one of the following:

- CARF accreditation in the area of Employee Development Services or Community Employment Services; or,
- RSAS accreditation
- Bachelor's degree or higher in Rehabilitation Services, Rehabilitation Counseling, human resources, marketing, job placement, or closely related field; or,
- Nationally recognized supported employment training certificate or certification; or
- Minimum of one-year full-time work experience providing the service which demonstrates to the Division's satisfaction the skills and experience necessary.

Job Club

Individual performing the job club services possesses at least one of the following:

- CARF accreditation in the area of Community Employment Services; or,
- RSAS accreditation
- Bachelor's degree or higher in Rehabilitation Services, Rehabilitation Counseling, human resources, marketing, job placement, or closely related field; or,
- Nationally recognized supported employment training certificate or certification; or,
- Minimum of one-year full-time work experience providing the service that demonstrates to the Division's satisfaction that they possess the skills and experience necessary to provide job club services

Job Placement Service Provider, Supported and Non-Supported Employment

An individual performing the job coaching possesses one or more of the following:

- CARF accreditation in the area of Community Employment Services; or,
- RSAS accreditation
- Bachelor's degree or higher in Rehabilitation Services, Rehabilitation Counseling, special education, or a closely related field; or,
- Nationally recognized supported employment training certificate or certification (**only required if offering supported employment services**)
- One year or more of full-time work experience providing satisfactory job placement services

NOTE: According to Colorado Senate Bill 18-145, all providers of supported employment services for persons with disabilities must obtain a nationally recognized supported employment training certificate or earn a nationally recognized supported employment certification before **July 1, 2024**.

Please see the Department of Healthcare Policy and Finance's [supported employment website](#) and HCPF_Supported.Employment@state.co.us for additional information.

Customized Employment (CE)*

Providers of customized employment must have successfully completed a performance-based certification within the identified area of customized employment (i.e., Discovery, Customized Job Development, and/or Systematic Instruction). Acquisition of the performance-based certification requires supervision by an approved mentor to demonstrate competency in the identified area of customized employment. Training certification is specific to the Employment Specialist and not to the agency with which the individual is employed.

* Providers enrolled in a DVR-approved or sponsored CE training are eligible for CE rates while providing services necessary to complete the performance-based certification.

Employment Stipend

A business must be licensed in the state of purchase.

VII. Self-Employment Services

Purchase of Non-Adaptive Occupational Tools and Equipment

- A business must be licensed in the state of purchase.
- The individual providing the occupational tools and/or equipment can demonstrate to the Division's satisfaction that they possess the skills and any certifications or licenses necessary to legally provide the service(s).

Rental and Repair of Non-Adaptive Occupational Tools and Equipment

- A business must be licensed in the state of purchase.
- The individual providing the rental or repair of occupational tools and/or equipment can demonstrate to the Division's satisfaction that they possess the

skills and any certifications or licenses necessary to legally provide the service(s).

Initial Stock and Inventory

A business must be licensed in the state of purchase.

Self-Employment Services and Consultation

- A business must be licensed in the state of purchase.
- The individual providing the self-employment services can demonstrate to the Division's satisfaction that they possess the skills and any certifications or licenses necessary to legally provide the service(s).

VIII. Other Services

Behavioral Plan Assessment; Consultation and Counseling

The behavior analyst performing the behavioral plan assessment or providing consultation and counseling shall have a Master's degree or higher in behavioral sciences and be nationally certified as a "Board Certified Behavior Analyst" (BCBA).

Benefits Counseling

- The individual providing benefits counseling must be a certified Community Work Incentives Coordinator (CWIC) or Community Partner Work Incentives Coordinator (CPWIC) through Virginia Commonwealth University or a Credentialed Work Incentives Practitioner (WIP) through Cornell University.
- The individual providing benefits counseling must demonstrate to the Division that they possess the skills necessary to legally provide the service, including; Maintaining current knowledge base of federal, state, and local benefits through completion of continuing education requirements, and
- The Division expects individuals providing benefits counseling to consult with technical assistance liaisons as needed for complex benefits situations.

Appendix B: Definitions

Academic Training - Training provided to develop academic and reasoning abilities as well as skills for a specific occupation typically leading to certificates or degrees at the associate level or higher.

Ambulatory Surgery Center (ASC) - A distinct entity that operates exclusively for furnishing outpatient surgical procedures.

Aniseikonic Lenses - Lenses that correct for lack of binocular vision.

Assistive Technology Device (AT) - A non-medical piece of equipment or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve the functional capabilities of an individual with a disability.

Assistive Technology Service - Any service that directly assists individuals with disabilities in the selection, acquisition, or use of an assistive technology device. This includes assistive technology evaluations; purchasing, leasing or otherwise assisting with acquisition of an assistive technology device; selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing or replacing assistive technology devices; coordinating and using other therapies, interventions or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs; training or technical assistance to the individual, family members, guardians, advocates or authorized representatives in the use of the device; and, training or technical assistance for professionals, employers and others who are substantially involved in the major life functions of the individual to the extent necessary to the achievement of an employment outcome by an individual with a disability.

By Report (BR) - Procedures referred to as “By Report” or “BR” in the RVP that are unusual and so variable that no relative value is assigned.

Chiropractic - A form of medicine focusing on diagnosis, treatment, and prevention of mechanical disorders of the musculoskeletal system, especially the spine, under the principle that these disorders affect general health via the nervous system.

Chiropractic Adjustment - Treatment whereby a chiropractor uses his/her hands or a small instrument to apply a controlled, sudden force to a joint to attempt to correct structural alignment and improve the body's physical function.

Clinical Laboratory - A certified provider who performs microbiological, serological, chemical, hematological, radio bioassay, cytological, immuno-hematological, pathological, or other examinations of materials derived from the human body to provide information for diagnosis, prevention, or treatment of any disease or the assessment of a medical condition.

Cognitive Skills Training - Training in the development of cognitive skills to improve attention, memory, and problem solving.

Communication Skills Training - Training in specialized visual, auditory, or sign language communication techniques needed by an individual with a disability to communicate with others.

Community-Based Services - Services provided in realistic life settings as applicable for the specific service, such as realistic work settings, an applicant or eligible individual's home, or the community environment, etc.

Competitive Integrated Employment - Work that is performed on a full-time or part-time basis (including self-employment) for which an individual is compensated at a rate that is not less than the customary rate paid by the employer for the same or similar work performed by other employees who are not individuals with disabilities, and who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills; or in the case of an individual who is self-employed, yields an income that is comparable to the income received by other individuals who are not individuals with disabilities, and who are self-employed in similar occupations or on similar tasks and who have similar training, experience, and skills; and is eligible for the level of benefits provided to other employees; that is at a location where the employee interacts with other persons who are not individuals with disabilities (not including supervisory personnel or individuals who are providing services to such employee) to the same extent that individuals who are not individuals with disabilities and who are in comparable positions interact with other persons; and that, as appropriate, presents opportunities for advancement that are similar to those for other employees who are not individuals with disabilities and who have similar positions.

Cued Language Transliteration - Communication that converts language from the spoken speech to the cued speech, making all sounds of that language uniquely visible on the hands and mouth. Transliterators also provide visual access to environmental sounds. In contrast, Sign Language Interpretation conveys what is being said in a manual language that is completely different from a spoken language.

Customized Employment - An employment process that uses a flexible blend of strategies, services, supports, and funds to facilitate employment outcomes for job seekers with complex needs through negotiated employment relationships. Customized employment individualizes the employment relationship between a job seeker and an employer in ways that meet the needs of both.

CPT codes - "Current Procedural Terminology" (CPT) codes, developed by the American Medical Association to identify medical services and related treatment procedures performed by physicians.

Dentistry - Conduct of dental diagnostic or therapeutic services, including oral surgery; furnishing, supplying constructing, or repairing prosthetic dentures, bridges, appliances, or other structures worn in the human mouth; diagnosis and treatment of diseases, pain, deformity, deficiency, injury, or physical condition of human teeth, jaws, or adjacent structure; extracts of human teeth; repairs of cavities; and dental x-rays.

Driver's Training - Formalized instruction in the safe operation of a motor vehicle.

Driver's Training (specialized) - Driver's training involving the use of specialized adaptive equipment, depending on the individual's needs.

Durable Medical Equipment - Equipment that can withstand repeated use and which generally does not have a value to the user in the absence of a medical or physical condition.

Employment Stipend - Payment to an employer for part or all of an individual's salary for up to one month when necessary to procure a job placement. After one month, the employer agrees to provide the individual commensurate wages and benefits as provided to other individuals performing the same or similar work.

Facility-Based Services - Services provided in environments designed specifically to furnish goods and services to persons with disabilities and other special populations, such as community rehabilitation program facilities, clubhouses, independent living centers, special residential facilities, extended employment sites, etc.

GED Preparation - Educational services provided on a one-on-one basis or through an adult learning program to help an individual prepare for obtaining a general equivalency diploma (GED).

Goods - Commodities obtained from vendors or via comparable benefits that have been determined necessary for participation in vocational rehabilitation services or attainment of an employment outcome.

HCPCS codes - “Healthcare Common Procedure Coding System” numbers, a national coding system for numerous medical and medically related services developed by the Health Care Financing Administration (HCFA).

Hearing Aid Dealer - Individual engaged in the practice of fitting and dispensing hearing aids.

High Index Lenses - Corrective lenses that are thinner and lighter than conventional glass or plastic corrective lenses for high amounts of nearsightedness or farsightedness.

Home Health Services - Medical services provided in the individual's place of residence (excluding hospitals or nursing homes) for the treatment of a medical or physical condition.

Independent Laboratory - Clinical laboratory that performs diagnostic tests and is independent of both the attending or consulting physician's office and hospital. A hospital laboratory performing tests for individuals who are not admitted as patients may be certified as an independent laboratory.

Individualized Plan for Employment - is a written plan outlining an individual's vocational goal, and the services to be provided to reach the goal. The IPE identifies the individual's employment objective, consistent with his/her unique strengths, resources, priorities, concerns, abilities, and capabilities and provides a plan for monitoring progress toward achievement of the goal.

Inpatient Hospitalization - Hospitalization for more than 24 hours.

Interim Value - Relative values that have been published as a guideline for keeping pace with the rapid changes in procedure technology in the *Relative Values for Physicians* (RVP) manual. Any reimbursement disagreements should be resolved by treating “I” codes as “BR” or “RNE.”

Intermediate Nursing Care - Care provided to individuals whose physical or medical condition does not require the degree of care and treatment that a hospital, extended care facility, or skilled nursing care facility is designed to provide.

Interpreter Services - Communication of expressive and receptive language through oral,

manual, or written communication techniques. Deaf interpreter services are distinct in that the interpreter must be certified with RID. See “Appendix A” for more detail.

Job Club - A structured group setting that provides assistance and support for job search activities, emphasizing self-directed job search techniques.

Job Coaching - Training provided by an individual other than the employer (unless under a program of natural support in a supported employment placement) to an eligible individual after placement in a paid employment situation. Services include job skill training at the work site, work site orientation, monitoring of the individual at the job site to assess employment stability, and coordination or provision of specific services at or away from the work site to maintain employment stability. Job coaching may include the purchase of a software, or an application license needed to provide coaching directly to the individual using a digital platform.

Job Placement - Services to help an individual obtain suitable, stable, and satisfactory employment in an integrated setting, which is consistent with the individual’s strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice. Services include individualized job search assistance, assistance in completing work applications, arranging for interviews, preparing for interviews, on-site job analyses, on-site consultation with employers, recommendations for work-site job modifications, and/or up to four hours of orientation to the workplace, as appropriate to the individual’s specific needs.

Job Seeking Skills Training (JSST) - Training to teach individuals how to conduct job searches, prepare résumés, complete applications, and interview effectively. The provision of job seeking skills training is intended to enable the individual to conduct the job search as independently as possible.

Job Shadowing - A community-based situational assessment provided in a real work setting where the individual observes and may assist in the performance of a specific job so that the individual has a sufficient understanding of job requirements when making a choice among potential employment goals.

Job Site Evaluation - A limited situational assessment (up to three hours) which consists of observing an individual with on a specific job to determine if the job and/or work setting is appropriate and/or to determine accommodations that may be needed.

Job Site Modification - Modification or adaptation of a workstation and/or job site to enable or improve the ability of an individual with a disability to access necessary tools, equipment, and materials for the performance of job tasks and/or perform required job tasks.

Lenticular Lenses - Corrective lenses that typically feature two different magnifications. One area of the lens has one refractive correction power, while the other area of the lens features a different power. For example, a pupil-sized circle in the center of the lens may be one power, while the outside edge of the lens is another. Which area has a stronger power depends upon the type of condition the doctor wishes to correct.

Licensed Professional Counselor (LPC) - Individual licensed to select, administer, score, and interpret tests measuring aptitudes, attitudes, abilities, achievements, interests, emotional, and other personal characteristics; to evaluate person’s personal and social functioning; to provide psychotherapy and counseling services which facilitate effective personal, emotional,

social, education, and vocational development in individuals, couples, groups, and organizations; to provide mental health counseling; and, to provide counseling to build skills in communications, decision-making, problem-solving, adaptation to life changes, developing social skills, restructuring cognitive patterns, facilitating adjustment to personal crises and conflicts.

Maintenance - Monetary support provided to an individual for expenses such as food, shelter, and clothing that are in excess of the normal expenses of the individual and that are necessitated by the individual's participation in assessment for determining eligibility and vocational rehabilitation needs or the individual's receipt of vocational rehabilitation services under an Individualized Plan for Employment (IPE).

Marriage and Family Counseling - Provision of professional marriage and family psychotherapy to individuals, couples, and family groups to assess and treat emotional and mental problems and to modify intrapersonal and interpersonal dysfunctions.

Medical Emergency - A medical condition or presenting complaint which manifests itself by acute symptoms of sufficient severity that the absence of immediate medical attention could reasonably expect to result in a threat to life, immediate or delayed, or an organ or body part not returning to full normal function.

Myodisc Lenses - Corrective lenses to treat extremely high myopia often seen in low vision patients.

Note Taking Services - Services that accurately record the content of verbal material presented by an instructor, evaluator, or employer for an individual who is unable to hear or comprehend verbal communication.

On-the-Job Training (OJT) - Job skill training an employer provides to an individual with a disability at the job site after placement in a paid employment situation, with the clear expectation that employment in the same or a similar job for the employer will continue if training is successful.

Optician - Individual who duplicates, supplies, sells, or repairs eyeglasses or corrective lenses prescribed by optometrists or ophthalmologists.

Optometry - Profession of examining the eyes for visual defects and prescribing corrective lenses.

Orientation and Mobility Evaluation - Personal adjustment evaluation for persons who are or visually impaired to determine independent travel skills and needs.

Orientation and Mobility Training - Personal adjustment training provided to persons who are or visually impaired to teach independent travel skills.

Osteopathy - Medical therapy that treats medical disorders through the manipulation and massage of the bones, joints, and muscles.

Outpatient Hospital Services - Diagnostic, therapeutic, rehabilitative, preventive, and palliative services provided by or under the direction of a physician to an individual who is not receiving room and board or professional services on a continuous 24-hour-a-day basis.

Personal Adjustment Evaluation - An individualized and systematic process to evaluate an individual's skills, behaviors, and needs in the areas of personal functioning, homemaking, orientation and mobility, adaptive communication, daily living skills, and, if applicable, low vision.

Personal Adjustment Training - Training provided to help individuals develop compensatory skills and/or to adjust behavior in the areas of independent living, personal functioning, homemaking, orientation and mobility, adaptive communication, daily living skills, and if applicable, low vision. PAT may include the purchase of a software, or an application license needed to provide support directly to the individual using a digital platform.

Personal Assistance Services - A range of services provided by one or more persons designed to assist an individual with a disability to perform daily living activities that the individual would typically perform without assistance if the individual did not have a disability. The services must be designed to increase the individual's control in life and ability to perform everyday activities on or off the job. The services must be necessary to the achievement of an employment outcome and may be provided only while the individual is receiving other vocational rehabilitation services. The services may include training in managing, supervising, and directing personal assistance services.

Physician Assistant (PA) - Individual licensed to perform delegated acts in the practice of medicine consistent with sound medical practice and under the direction and supervision of a licensed physician.

pl - Descriptor used in visual prescriptions which means "no power." Equivalent to 0 diopters.

Podiatry - Evaluation and treatment of disease, ailment, pain, injury, deformity or physical condition of the human toe, foot, ankle, and tendons which insert into the foot using medical, surgical mechanical, manipulative, or electrical treatment procedures.

Practical Nursing (LPN) - Performance of services necessary to care for the ill and injured under supervision of dentist, physician, podiatrist, or professional nurse; administration of treatments and medications prescribed by licensed physician.

Professional Nursing (RN) - Performance of independent nursing functions and delegated medical, podiatric, and dental functions by a registered professional nurse. Includes evaluating health status through collection and assessment of health data; health counseling; therapy and treatment which is supportive and restorative to life and well-being; executing delegated medical functions as prescribed and authorized by licensed physician; referring to medical or community agencies; reviewing and monitoring therapy and treatment plan.

Provider - The individual and/or organization that renders a necessary good or service.

Psychology - Practice of evaluating mental or emotional function of a person; construction, administration, and interpretation of tests assessing intellectual abilities, personality characteristics, cognitive skills, psychopathology, and psycho physiological characteristics; diagnosis and treatment of emotional, behavioral, and mental disorders; psychotherapy and psychological counseling.

Psychotherapy - Treatment, diagnosis, testing, assessment, or counseling in a professional relationship to assist individuals or groups to alleviate mental disorders, understand

unconscious or conscious motivation, resolve conflicts, or modify behaviors which interfere with effective emotional, social, or intellectual functioning.

Reader Services - Verbal communication of printed text for an individual unable to read or comprehend typical written or printed materials.

Rehabilitation Engineering - Original design and fabrication of devices and solutions to problems confronted by individuals with disabilities in preparing for, entering, and/or maintaining employment.

Vision Rehabilitation Therapy - Personal adjustment training provided to persons who are blind or visually impaired to identify, overcome, and/or circumvent barriers to communication, home and personal management, and independent mobility. May include counseling and guidance to enhance an individual's adjustment to blindness, self-reliance, and independent decision-making.

Rehabilitation Therapy Evaluation - Personal adjustment evaluation for a person who is blind or visually impaired to identify skills and needs in the areas of communication, home and personal management, adjustment to impairment, independent decision making, and independent mobility.

Rehabilitation Technology Evaluation - An assessment to identify the assistive technology devices, assistive technology services, and/or rehabilitation engineering services that are necessary for the individual to participate in vocational rehabilitation assessment and services and achieve an employment outcome.

Rehabilitation Technology Services - The systematic application of technologies, engineering methodologies, or scientific principles to address barriers confronted by individuals with disabilities in areas such as education, rehabilitation, employment, transportation, independent living, and recreation. The term includes rehabilitation engineering, assistive technology devices, and assistive technology services.

Relocation Costs - Financial support to cover relocation expenses of an individual with a disability and/or family when it is necessary enable an individual to participate in vocational rehabilitation services and attain an employment outcome.

Residential Modification - Structural modifications or adaptations to an individual's residence to facilitate access and independent functioning within the residence, as required for the individual to achieve an employment outcome.

RNE (Relativity Not Established) - unit values for procedures that are atypical, new, or unknown in common practice.

Relative Values for Physicians - A manual by which an entity can establish and negotiate fees for medical and surgical procedures with the same relative values used by many insurance companies.

Self-Employment - An employment outcome whereby the individual or the entity owned by the individual is responsible for paying employer and employee Social Security taxes, income taxes, insurance, licenses, and other employee benefits. Self-employment may be a sole proprietorship, partnership, or corporation.

Self-Employment Services and Consultation - Services that address professional fees paid to business consultants, accountants, attorneys, industry experts and mentors, etc., for assisting individuals to determine whether to pursue self-employment and in developing and implementing a viable business plan.

Service - The furnishing of labor, time, or effort on behalf of an individual to assess eligibility and vocational rehabilitation needs, accommodate barriers to employment, and enable the individual to achieve the planned employment outcome.

Services to Members of an Individual's Family - Supportive services provided to family members only when necessary to enable the applicant or eligible individual to achieve an employment outcome. Such services may include childcare and elder care when the individual is responsible for the daily living needs of children or parents, family relocation costs when necessary for the employment of the individual, family therapy, and transportation for family members.

Situational Assessment (SA) - A type of vocational evaluation conducted to assess work behaviors, interpersonal skills, and job-related skill levels for purposes of establishing eligibility or developing the Individualized Plan for Employment. May take place in community-based settings, including real life work settings and transitional employment settings, or in facility-based settings, such as community rehabilitation program facilities.

Skilled Nursing Services - Nursing services which require a substantial specialized judgment and skill based on knowledge and application of the principles of biological, physical, and social sciences, including the planning, organizing, and managing of a patient care plan.

Social Work - Psychotherapy and counseling provided to effect change in human behavior, emotional responses, and social conditions of individuals, couples, families, groups, and communities.

Sphere - Part of a visual prescription, measured in diopters, which identifies the major power of a lens.

Standardized Vocational Evaluation - A type of vocational evaluation utilizing formalized testing tools and standard protocols. Standardized vocational evaluations typically involve the use of formalized normed work samples, such as the Valpar, McCarron-Dial, written tests, etc. A standardized vocational evaluation must be conducted by an individual who is qualified to administer the standardized assessment tools.

Supplemental Evaluation - A type of vocational evaluation provided for an individual receiving supported employment services after the development of the Individualized Plan for Employment when necessary to reassess the particular on-going support services needed and/or the suitability of the particular placement. Supplemental evaluations typically take the form of situational assessments when additional information is necessary to determine an appropriate change or modification in the supported employment placement.

Supported Employment Services - Ongoing services needed to support and maintain employment of an individual with a most significant disability. DVR may provide such support up to 18 months unless, under special circumstances, the eligible individual and the rehabilitation counselor jointly agree to extend the time to achieve an employment

outcome.

Training Books, Supplies and Materials - Non-adaptive materials required for the individual's participation in adjustment training programs, vocational training programs, and/or academic training programs, including books, manuals, normal supplies, special training materials, and training clothing.

Transportation - Travel and related expenses that are necessary to enable an applicant or eligible individual to participate in vocational rehabilitation services, including expenses for training in the use of public transportation, to achieve an employment outcome.

Trial Work Experience (TWE) - Service provided to an applicant or eligible individual in realistic work settings to enable the individual to demonstrate abilities and capabilities to perform in work situations. Such services are provided to individuals whose eligibility or continuing eligibility is questioned due to the severity of disability.

Tutorial Services - One-on-one specialized instructional services provided most often in educational settings to help an individual gain knowledge and skills in a specific subject area. Tutorial services may be provided to supplement a course of formalized academic or vocational training or to remediate an individual's knowledge or skill deficit in a particular area.

Usual and Customary Rate - The prevailing cost of a good or service that the general public would expect to pay.

Vehicle Modification - Structural modifications or adaptations to a motorized vehicle to enable an individual access to and operation of the vehicle when necessary for the individual to obtain an employment outcome.

Vocational Evaluation - Service by which an applicant or eligible individual, in partnership with the evaluator, identifies strengths, resources, abilities, capabilities, and interests to develop a viable employment outcome. May include standardized vocational assessment, situational assessment, community-based job shadows, trial work experiences, etc.

Vocational Training - Training typically provided through community colleges, vocational schools, technical institutes, and other certification programs to enable eligible individuals to develop the skills necessary to perform the tasks of a specific job.

Work Adjustment Training (WAT) - Training provided to help eligible individuals adjust behavior and/or develop compensatory skills in vocational areas, such as peer-work relationships, supervisory work relationships, general work behaviors and expectations, and work habits. Work adjustment training may take place in facility- or community-based settings, and it includes training to improve an eligible individual's interpersonal skills to the degree necessary to engage employment. WAT is provided to students in integrated community settings to the maximum extent possible. WAT may include the purchase of a software, or an application license needed to provide support directly to the individual using a digital platform.

Work Experience Training - Community-based training provided in real work settings for the limited purposes of exposing individuals to the world of work and what is required to maintain successful employment. Work experience is not intended to result in permanent employment.