




Title:	Vocational Rehabilitation Fee Schedules
Policy #:	80-VR-10
Legal Reference:	ORC §3304.15; OAC 3304-2-52; CFR 361.50
Date:	May 28, 2019 (Note: VR Fee Schedule effective 10-01-17, then 10-01-19)
Approved:	Kevin L. Miller, Executive Director 
Origin:	Bureau of Vocational Rehabilitation and Bureau of Services for the Visually Impaired
Supersedes:	80-VR-10 (2/5/18 [VR Fee Schedule 10-01-17], 11/5/10)
History:	N/A
Review/ Implementation	Begin Review – 08/05/19 Implement Revisions By – 02/08/20

I. AUTHORITY

This policy, and if necessary subsequent procedures, are issued in compliance with Ohio Revised Code (ORC) §3304.15 which establishes the power and authority of the Opportunities for Ohioans with Disabilities (OOD) and its Executive Director to develop all necessary rules and policy and procedure in furtherance of its statutory duties.

II. PURPOSE

The purpose of this policy is to provide guidelines for maximum rate(s) paid for Vocational Rehabilitation (VR) Services, including medical, psychological, and dental services in accordance with appropriate federal (e.g. Code of Federal Regulations [CFR]) and state law (i.e. Ohio Revised Code [ORC], Ohio Administrative Code [OAC]), Governor directives and executive orders, other governing agency (e.g. DAS, OBM) policy or guidance, and/or Executive Director expectations.

Refer to the VR Provider Manual for more detailed information.

III. APPLICABILITY

This policy applies to VR Staff, VR Contractors, and Suppliers/Providers.

IV. DEFINITIONS

Refer to “Vocational Rehabilitation Definitions” (80-VR-99.A).

V. POLICY

A. General

1. OOD shall provide information to individuals and, if applicable, their parent or legal guardian throughout the VR process as required by law (e.g. rights and duties). This information shall be provided in writing, and when appropriate, in the individual’s native language or through an appropriate mode of communication.

2. AWARE shall be updated with pertinent conversations, recommendations, justifications, approvals and/or other actions taken in relation to this procedure. If supervisory or management approval is required during the VR process, the supervisor or manager shall document their approval in AWARE. If written approval is received from a supervisor or manager it shall be added to AWARE.
3. If any OOD Staff are a Certified Rehabilitation Counselor (CRC-certified) and will be directly involved with an individual's case, he/she shall complete the "Professional Disclosure Statement" (80-VR-01.E).
 - a. VR Staff or VR Contractors who are not a Certified Rehabilitation Counselor (CRC-certified) are exempt from this requirement.
 - b. Once completed, the "Professional Disclosure Statement" shall be reviewed and signed by the individual and, if applicable, his/her parent or legal guardian, and the CRC-certified VR Staff or VR Contractor.
 - c. Once signed, the statement shall be scanned into the AWARE Participant Module, as a Case Note, with the category "Professional Disclosure Statement" and summary title "Signed."
4. Vocational Rehabilitation (VR) services shall be provided to individuals when determined necessary in order to: 1) establish eligibility for VR services, 2) develop an Individualized Plan for Employment (IPE), and/or 3) assist the individual to obtain, retain or advance in employment.
5. Least cost and informed choice shall be applied, as appropriate, when authorizing for vocational rehabilitation services.
6. OOD's VR Fee Schedule rates, Ohio Department of Medicaid's (ODM) Fee Schedules' maximum rates and direct contracted service rates, as provided in OOD's VR Provider Manual, Table 3 "Contracted Service Rates", shall be utilized by OOD for all listed services.
 - a. Exceptions to OOD paying these rate(s) may only be made upon written approval by OOD's Executive Director, or designee.
 - b. If ODM Fee Schedules do not list a maximum rate for a specific service, refer to "Vocational Rehabilitation Purchases" (40-FIN-01-06) for guidance (e.g. quotes, comparable benefits).
7. VR Staff or VR Contractors shall not pay for a job placement or on-the-job-support services if the placement does not meet the requirements of competitive integrated employment.

B. Referrals for Vocational Rehabilitation (VR) Services

1. VR Staff or VR Contractor shall make referrals, when appropriate, for VR services to assist in the determination of eligibility, order of selection and/or that are necessary for an individual to prepare for, secure, retain, advance in, or regain a competitive integrated employment outcome that is consistent with the individual's strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice.

- a. VR Staff or VR Contractor shall complete the items below when making a referral to an approved CRP or other service providers including, but not limited to, medical or behavioral health providers.
 - i. Provide the individual with the following:
 - a) information and advice pertaining to the nature and scope of services needed to prepare for, secure, retain, regain employment, or advance in employment;
 - b) name of the entity to which the referral is being made; and
 - c) a specific point of contact within the referral entity.
 - b. Complete, in its entirety, either a “Referral to Community Rehabilitation Program” (80-VR-10.A) form, or a “Referral for Physical or Behavioral Health Services” (80-VR-10.B) form, whichever is appropriate, and send to the chosen provider.

C. OOD’s VR Fee Schedule

1. The “VR Fee Schedule” establishes the rates that OOD will pay to provide various VR services listed.
 - a. Services and rates are listed in the “VR Provider Manual”, “VR Fee Schedule Rates & Descriptions” section, which can be found on OOD’s web page under the provider tab.
 - i. The above VR Provider Manual section comes from OAC 3304-2-52 with the exception of Table 3 “Contracted Service Rates” which are for OOD contracted direct services where the providers may request mileage reimbursement (refer to Section E. for additional information).
 - b. VR services provided via OOD’s VR Fee Schedule and contracted direct services provided via Table 3 “Contracted Service Rates” in the “VR Provider Manual” shall only be authorized to providers who have been approved in the Provider Management Program (PMP). (refer to “Vocational Rehabilitation Provider Management” [80-VR-09 and 80-VR-09-01]).

D. Ohio Department of Medicaid (ODM) Fee Schedules

1. In addition to the guidelines provided below, refer to “VR Medical, Psychological and Dental (MPD) Services” (80-VR-10-01) for further direction in regards to these services.
2. Rates for medical, psychological, and dental (MPD) services, paid wholly or in part by OOD, shall be based on Ohio Department of Medicaid (ODM) Fee Schedules’ maximum rates (herein referred to as ODM max rates”) which can be found via the following link:

<https://portal.ohmits.com/Public/Public%20Information/Fee%20Schedules/tabId/55/Default.aspx>

- a. Use of ODM max rates also apply to suppliers that reside outside of Ohio.
- b. If ODM Fee Schedules do not list a maximum rate or the chosen supplier has a normal customary rate lower than the listed maximum rate, least cost shall determine the rate (refer to “Purchasing” [40-FIN-01] and appropriate subsequent procedures).
- c. If the individual chooses to utilize a supplier whose rate is higher than the ODM max rate, OOD shall only pay the ODM max rate and the individual shall be responsible for the remaining amount.

- d. If comparable benefits are available, the amount of those benefits shall first be subtracted from any of the rates listed in C.2.b. or c. and the remaining amount (only up to the ODM max rate) shall be paid by OOD.
- 3. The “MPD Supplier List” (80-VR-10.C) shall be created and updated based on VR Staff or VR Contractors’ received information from contacted suppliers regarding whether or not they will accept or decline to accept ODM max rates and OOD authorizations.
 - a. The list shall be kept in a designated, shared location for easy access to all VR Staff and VR Contractors.

E. Direct Services Provided by VR Staff

- 1. VR Staff who directly provide VR services (e.g., job development service, work incentives planning/coordination) to individuals shall provide these services consistent with service definitions and requirements outlined in the “VR Fee Schedule” and will utilize the appropriate OOD required report templates which can be found on OOD’s webpage on under the provider tab.
 - a. VR Staff who provide these in-house services shall enter and update them in AWARE as “actual services.”
 - b. The documents to be completed when providing direct services include, but may not be limited to:
 - i. Job Development – Job Development Plan;
 - ii. Job Development – Monthly Tracking;
 - iii. Job Development – Placement Verification ;
 - iv. Work Incentives Plan; and
 - v. Work Incentives Coordination.

F. Contracted Direct Services (Table 3 in the VR Provider Manual)

- 1. Providers who have been contracted to provide activities of daily living, orientation and mobility, low vision services, and rehabilitation technology may request mileage reimbursement.
 - a. Mileage shall start from the provider staff person’s headquarters/office or home, whichever is closest to the location of his/her first meeting with an employer or individual.
 - b. Mileage rates shall be authorized at a rate up to the Internal Revenue Service’s business standard mileage rate, within the discretion of Ohio’s Director of the Office of Budget and Management (OBM).
 - i. The current State of Ohio mileage reimbursement rate can be found via the following link:

<http://obm.ohio.gov/TravelRule/default.aspx> under “Mileage Reimbursement”:

G. Prohibited Services

- 1. The following medical services shall not be authorized, as they are prohibited by OAC 3304-2-57 or by OOD’s Executive Director:

- a. abortion;
- b. experimental surgery and/or medical equipment;
- c. sterilization;
- d. transplants of vital organs, other than kidneys;
- e. transsexual surgery or any ancillary procedures associated with, or leading up to, such surgery; and
- f. medical marijuana.

H. Violation

An employee who violates this policy may be subject to discipline up to and including removal.

FORMS AND ATTACHMENTS

- 80-VR-10.A - Referral to Community Rehabilitation Program (*used to be 80-VR-11-07.A*)
- 80-VR-10.B - Referral for Physical or Behavioral Health Services (*renamed, used to be 80-VR-11-07.B*)
- 80-VR-10.C – MPD Supplier List (no sample, automated spreadsheet)

RESOURCES

- VR Provider Manual
- ODM Fee Schedules

FUNDING

Programs provided by the Opportunities for Ohioans with Disabilities are funded, in whole or in part, with federal grants awarded by the U.S. Department of Education (DOE) or the U.S. Department of Health and Human Services (HHS).

For purposes of the Vocational Rehabilitation (VR) Program, including Pre-Employment Transition Services (Pre-ETS), OOD received 78.7% of its funding through the DOE VR grant. In Federal fiscal year (FFY) 2018, OOD received \$100,336,097 in federal funds. Funds appropriated by the State covered 21.3 % of the total costs, or \$27,155,767. Of these federal funds, \$15,050,415 is set aside for Pre-ETS.

For purposes of the Supported Employment Program, the DOE VR grant funded 100% of the costs for the Supported Employment for Youth with a Disability Program. In FFY 2018, OOD received \$303,725. The grant also funded 95% of the Supported Employment Program (non-Youth). In FFY 2018, OOD received \$303,725 and the State appropriated funds paid the remaining 5% or \$33,747 of the total costs.

For purposes of the Independent Living Services for Older Individuals Who are Blind (OIB) Program, the federal grant received from DOE in FFY 2018 paid 90% of the total costs incurred under the program. In FFY 2018, OOD received \$1,174,400 in federal grant funds. Funds appropriated by the State paid 10% or \$130,489 of the total costs incurred under the OIB program.

For purposes of the Independent Living (IL) Program, the federal grant received from HHS paid 90% of the total costs incurred in FFY 2018. In FFY 2018, OOD received funding of \$632,411. Funds appropriated by the State paid 10% or \$70,268 of the total costs incurred under the IL Program.

REVIEW

It is the responsibility of the Deputy Director, or designee, to review this policy, on or before, the date listed in the header and if applicable, make any necessary revisions. The Deputy Director or designee shall document the annual review as required in "Policy and Procedure Development, Review, Dissemination and Acknowledgement" (10-ADM-01).