




Title:	Rehabilitation Technology
Policy #:	80-VR-25
Legal Reference:	CFR 361.5, 361.48, 361.53, 361.60; OAC 3304-2-52, 3304-2-54, 3304-2-56, 3304-2-59, 3304-2-67, 3304-6-01 through 3304-6-15
Date:	April 30, 2018
Approved:	Kevin L. Miller, Executive Director 
Origin:	Bureau of Vocational Rehabilitation and Bureau of Services for the Visually Impaired
Supersedes:	N/A
History:	N/A
Review/ Implementation	Begin Review – 10/30/19 Implement Revisions By – 04/30/20

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, policy and procedure in furtherance of its statutory duties.

II. PURPOSE

The purpose of this policy is to provide guidelines for providing rehabilitation technology aids, devices and 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.

III. APPLICABILITY

This policy applies to VR Staff and VR Contractors.

IV. DEFINITIONS

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

V. POLICY

1. OOD shall provide information to individuals and if applicable, their parent or legal guardian, throughout the Vocational Rehabilitation (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.
 - a. VR Staff or VR Contractor shall obtain supervisory approval if required, via use of an "Activity Due" in AWARE.
 - i. If supervisory or management approval is required during the VR process.
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) 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.
 - i. 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. "Transition Services" (80-VR-11-12) shall be followed for additional guidance and direction regarding rehabilitation technology for students with a disability enrolled in a secondary educational institution.
5. OOD shall only support the level of rehabilitation technology that is necessary to achieve the individual's employment goal or independent living.
6. Aids, devices and/or services that are not needed as the result of the individual's disability are considered equipment or supplies, not rehabilitation technology.

B. Assessing the Need for Rehabilitation Technology

1. Rehabilitation technology aids, devices and services may be provided to assist individuals with disabilities to overcome barriers in order to fully participate in education, rehabilitation, employment, transportation, and to be independent.
 - a. The following are stages in which these services may be provided:
 - i. eligibility determination and order of selection;
 - ii. during the comprehensive assessment process;
 - iii. as an aid, device (unless purchased for assessment) or service on the IPE; and/or
 - iv. during the provision of post-employment services.

2. To the maximum extent possible, assessments for rehabilitation technology should be conducted in the individual's usual and customary environment or the environment where the aid or device will be used (e.g. home, worksite, school).
3. The following should be considered when assessing an individual's need for rehabilitation technology:
 - a. the individual's current and historical use of rehabilitation technology;
 - b. recommendations from appropriate professionals (e.g. occupational therapists, rehabilitation technologist, audiologist);
 - c. VR Staff or VR Contractor's knowledge of the case; and
 - d. input from the individual and family members.
4. If it is determined that an individual needs a vehicle or home modification to achieve his/her employment goal, subsequent procedures attached to this policy, as detailed below, shall be followed for additional, specific direction related to these services.
 - a. "Vehicle Modifications" (80-VR-25-01); and/or
 - b. "Home Modifications" (80-VR-25-02).

C. Assessment and Training by Rehabilitation Technologists and Other Appropriate Professionals

1. Assessment

- a. Only a certified or licensed professional (e.g. hearing aid dispensers and fitters, occupational therapists, optometrists, physical therapists, speech pathologists) shall prescribe and/or fit rehabilitation technology aids and devices.
- b. When necessary, a rehabilitation technologist may be used to assess if an individual needs rehabilitation technology aids, devices and/or services to achieve his/her employment or independent living goal and/or training on the use of an approved aid and/or device.
 - i. Only rehabilitation technologists listed in the OOD Provider Management Program and who have a current, approved direct services contract with OOD shall be used when authorizing for an assessments or training.
- c. Recommendations provided by a rehabilitation technologists and other appropriate professionals should outline what rehabilitation technology aids, devices and/or services are needed by the individual.

2. Training

- a. Once the aid or device is received by the individual, if he/she needs training on the use of the item, such training may be authorized.
 - i. The individual providing training must be qualified and training should take place in the environment that the device will be utilized (e.g. vehicle, home, worksite).

D. Authorizing Rehabilitation Technology

1. Rehabilitation technology services are exempt from the determination of the availability of comparable benefits and services.
 - a. Comparable benefits and services may be used if such a determination will not interfere with or delay the individual's progress toward his/her employment outcome and if the individual agrees to utilize them.
2. Rehabilitation technology aids, devices and services shall only be authorized when they are necessary and will be useful in determining eligibility and order of selection and/or to assist the individual in achieving his/her employment and/or independent living goal.
 - a. Purchases of rehabilitation technology aids, devices and services shall follow direction outlined the "Vocational Rehabilitation Fee Schedules" (80-VR-10), "VR Medical, Psychological, and Dental (MPD) Services" (80-VR-10-01) and the VR Provider Manual.
 - i. If an aid, device or service is not found in either of the above, refer to "Vocational Rehabilitation Purchases" (40-FIN-01-06).
 - b. Supervisor approval is required for any single aid, device or service which exceeds \$5,000.
3. Aids and Devices
 - a. Prior to the purchase of rehabilitation technology aids and devices, the Asset Management System (AMS) shall first be checked to determine if OOD has the needed item in its inventory. If assistance is needed in making this determination, contact the Division of Fiscal Management, Office of Facilities Management (DFM, OFM).
 - i. If the needed item is available through AMS, the "Asset Management of Vocational Rehabilitation Inventory Items Procedure" (40-FAC-02-01) shall be followed and item shall not be purchased.
 - ii. If the item is not available, proceed as detailed below.
 - b. If the rehabilitation technology aid or device is not available through AMS, an authorization may be completed to purchase the item as detailed below.
 - i. Aids and devices that are prescribed and/or need to be fitted, must have a CPT-code and must follow the requirements under "Medical, Psychological, and Dental (MPD) Services" (80-VR-10-01).
 - a) Aids and devices that are not prescribed or that do not need to be fitted, shall be authorized following least cost as required in "Purchasing" (80-VR-01) and Vocational Rehabilitation Purchases" (40-FIN-01-06).
 - ii. Refer to "Vocational Rehabilitation Purchases" (40-FIN-01-06) to obtain the "Vocational Rehabilitation Inventory Agreement" form (40-FIN-01-06.A) which must be completed for all items provided.

- a) Rehabilitation technology aids and devices shall remain the property of OOD unless a transfer of ownership occurs which may happen when the individual is successfully employed and the case is closed rehabilitated.

- 1) The “Asset Management of Vocational Rehabilitation Inventory Items” (40-FAC-02-01) shall be followed when transferring an item owned by OOD to an individual.

4. After providing rehabilitation technology aids, devices and/or services the adequacy and effectiveness shall be evaluated to ensure it meets the vocational and/or independent living needs of the individual.

E. Violation

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

FORMS AND ATTACHMENTS

- N/A

RESOURCES

- Vocational Rehabilitation Definitions (80-VR-99.A)
- Transition Services (80-VR-11-12)
- Vocational Rehabilitation Fee Schedules (80-VR-10)
- VR Medical, Psychological, and Dental (MPD) Services (80-VR-10-01)
- VR Provider Manual
- Asset Management of Vocational Rehabilitation Inventory Items Procedure (40-FAC-02-01)
- Purchasing (80-VR-01)
- Vocational Rehabilitation Purchases (40-FIN-01-06)

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 review as required in “Policy and Procedure Development, Review, Dissemination and Acknowledgement” (10-ADM-01).