



Policy No. 700	Subject: Utilization of Community Rehabilitation Programs (CRPs)
Section: Other Policies and Procedures	Revised: 01/2019
Signature: Eric Evans, Bureau Chief	Version: FINAL

1. GUIDELINES

Authorization and Payment:

IVRS purchases employment services from approved CRPs using a standardized fee schedule. The fee schedule is aligned with the policy and funding protocols between the Department of Human Services (DHS) and IVRS, in support of effective resource sharing and service provision. The fee schedule system utilized by IVRS increases the array and quality of employment supports and services available to individuals with disabilities. While multiple services can be contracted based on the needs of the job candidate, only one service should be provided at a time in order to accurately assess the results of each service purchased.

- a. **Fee Schedule:** IVRS has implemented a fee schedule system that is consistent with Medicaid funding and enables IVRS to provide equitable fees to CRPs. Descriptions of the services available are included in the Menu of Services Manual.
- b. **Authorization:** IVRS staff may authorize necessary services per unit, with each unit equal to 15 minutes. IVRS does not allow rounding up to a whole hour when .25 (15 minutes) is the actual unit.
 - i. The documentation to support the services being billed should be submitted to IVRS within 45 days after services have been provided on the assigned IVRS form.
 - ii. A report is required with each billing that itemizes unit charges, the service provided, and a summary of issues, decisions and next steps.
 - iii. Depending on the service, there are specific limits to the number of units that can be authorized: an exception is necessary for additional hours exceeding the specified limit.



- iv. The R-450 claim must have the signatures of both the contractor and the authorized IVRS staff.

Specific vocational skill training secured from or arranged through CRPs must include a specific Standard Occupational Classification (SOC) in accordance with an Individualized Plan for Employment (IPE) and must include the planned training services required to achieve proficiency in the occupation, and the required monthly progress reports. The costs of such training programs should compare favorably with the cost of similar training that may be received through traditional training facilities.

Services may be purchased from programs that do not currently have a fee agreement with IVRS only with advanced approval of the area office supervisor in the form of an exception. The daily charges for services from non-authorized programs may not exceed the rate paid by other state agencies for similar services. When a supervisor approves the use of a CRP with which IVRS does not have a fee agreement, they must immediately contact the CRP Resource Manager.

2. EXCEPTIONS

- a. Paying more than the established rates.
- b. Using vendors that do not currently have a fee agreement with IVRS.
- c. Exceeding timeframes allowed under the Menu of Services.

3. APPLICABLE FORMS

- a. Menu of Services Manual
- b. [Request for Exception to Policy](#)