

NO SERVICE RECOMMENDATION REQUIRED- VR Counselor

APPENDIX 12-A

Updated October 10, 2018

Up To	For	Guidance
\$1,500	Maintenance (per federal fiscal year)	Maintenance (food, shelter, clothing) is provided only in support of other services in the IPE & is not a “stand alone” service.
\$3,000	Daycare (per federal fiscal year)	Childcare provided in accordance with 12.9.
\$3,000	Personal Attendant Services (per federal fiscal year)	Personal care attendant services. This includes but is not limited to personal care attendants, drivers, and home health aides.
\$1,500	Transportation Services (per federal fiscal year)	Transportation in accordance with Chapter 29.
\$3,000	Tangible Items/Durable Goods/Services (Not Related to Self-Employment or Farm/Ranch) (Life of Case)	VR Counselors have the authority to make purchases for tangible, durable goods and services, Not Related to Self-Employment and Farm & Ranch, up to \$3,000 following the purchasing policies outlined in Chapter 12 of the Client Service Manual. Services include but are not limited to tutoring, installation and repair of tangible goods, and services not specified elsewhere in Appendix 12-A.
\$5,000	Self-Employment Plans/ Farm & Ranch (Life of Case)	This category includes tools, equipment, computers, etc needed for self-employment or farming/ranching. (Self-Employment See Chapter 27 and Farm/Ranch See Chapter 28)
\$5,000	On-The-Job Training Programs/ Work-Based-Training Programs/ Apprenticeships (Life of Case)	Review Chapter 13 of the Client Service Manual for the OJT/WBT policy.
\$5,000	Prosthesis/Hearing Aids/ Wheelchairs/ Assistive Technology Devices/ Rehabilitation Technology Devices (Life of Case)	Review Chapter 12 of the Client Service Manual for purchasing policy.
\$5,000	Medical Restoration Services Surgical (Life of Case)	Cost of treatment plan, excludes diagnostic fees, lab fees, etc. Includes all fees related to procedure such as anesthesia, facility costs, supplies, etc.
\$5,000	Medical Restoration Services Non-Surgical (Life of Case)	Cost of medical care not including surgical or hospitalizations that is restorative in nature. Medications, office visits, etc.
\$3,500	Dental Restoration Services (Life of Case)	Cost of actual treatment plan. Examination fees, diagnostic fees, dental consultation fees leading to a treatment plan do not count against this VR Counselor level of authority
30 Units	Medication Management Units (Life of Case)	M.D., APRN. Must be licensed to practice by the State of Utah. This includes prescription(s) and review of medications. 1 Billing Unit equals 15 minutes of treatment.

20 Sessions	Psychotherapy – Individual (Life of Case)	Ph.D., LCSW, CMHC, LMFT, licensed by the State of Utah under a license that allows them to perform psychotherapy. See approved fee schedule in CSM Appendix 12-B.
20 Sessions	Psychotherapy – Group (Life of Case)	
20 Sessions	Speech/ Hearing / Physical/ Occupational/ Chiropractic Therapy (Life of Case) (Life of Case)	With a professional licensed by the State of Utah.
3 Months	Pre-IPE Restoration Stabilization	A VR Counselor may authorize the provision of restoration services to stabilize an eligible individual in support of the development of a meaningful IPE. The number of Pre-IPE sessions/ units provided and the authorized dollar amount is not counted towards the defined approval levels in Appendix 12-A. (See Chapter 12.11).
	JPP, SJBT & SE Milestone (Full Milestone) (Life of Case)	VR Counselors may approve the first occurrence of the full course of milestone payments for SJBT/SE. VR Counselors have the discretion to change vendors based on client need if the full milestone has not been paid out. (See Chapter 22 and Chapter 30)
20 Hours	Job Readiness Skills Training (Life of Case)	Up to 20 hours individual or up to 15 days in a group setting may be approved by the VR Counselor (See CSM 2010-07). This includes Life Skills, Disability Adjustment and Work Adjustment Trainings.
20 Hours	Community Service Brokering (Life of Case)	Up to 20 hours of supports provided by a qualified Community Service Brokers for clients who need assistance applying for Supported Employment services through DSPD. Once DSPD eligibility or wait list status has occurred, any additional CSB supports will be provided by DSPD. (See Chapter 30) .
20 Hours	CRP Consultation (Life of Case)	Up to 20 hours of CRP (job coach) intervention for clients who need minimal supports to maintain their employment (See Chapter 22) .
80 Hours	SE Job Coaching (Life of Case)	Up to 80 hours of onsite job coaching for Supported Employment clients. Job Coaching will be paid by VR; not to exceed 24 months, or until the client reaches the 80/20 level of support (See Chapter 30)
2 Year Program	College/University Vocational Training	VR Counselors have the authority to develop plans and authorize for training programs at the 2 Year/Associate Degree Level. If it is necessary and appropriate to support a client in a training program beyond this level, Counseling Supervisor Approval is required for 4-Year/ Bachelor Degree Programs and District Director approval is required for Master Degree Programs. Also, consult the AWARE facility information for private school programs.

SERVICE RECOMMENDATION TO COUNSELING SUPERVISOR

Up To	For	Guidance
\$4,000	Maintenance (per federal fiscal year)	Maintenance (food, shelter, clothing) is provided only in support of other services in the IPE & is not a “stand alone” service.
\$6,000	Daycare (per federal fiscal year)	Childcare provided in accordance with 12.9.

\$6,000	Personal Attendant Service (per federal fiscal year)	Personal care attendant services. This includes but is not limited to personal care attendants, drivers, and home health aids)
\$4,000	Transportation Services (per federal fiscal year)	Transportation in accordance with Chapter 29.
\$6,000	Tangible Items/Durable Goods/Services (Not Related to Self- Employment or Farm/Ranch) (Life of Case)	Counseling Supervisors have the authority to approve purchases for tangible and/or durable goods up to \$6,000 following the purchasing policies outlined in Chapter 12 of the Client Service Manual. Tangible items in this category includes tools, equipment, computers, etc. This category includes tools, equipment, computers, etc. Services include but are not limited to tutoring, installation and repair of tangible goods, and services not specified elsewhere in Appendix 12-A.
\$8,000	Self-Employment Plans and Farm & Ranch (Life of Case)	This category includes tools, equipment, computers, etc. (Self-Employment See Chapter 27 and Farm/Ranch See Chapter 28)
\$8,000	On-The-Job Training Programs/ Work-Based-Training Programs/ Apprenticeships (Life of Case)	Review Chapter 13 of the Client Service Manual for the OJT/WBT policy.
\$8,000	Prosthesis/Hearing Aids/ Wheelchairs/ Assistive Technology Devices/ Rehabilitation Technology Devices (Life of Case)	Review and follow CSM Chapter 12 purchasing policy.
\$8,000	Medical Restoration Services Surgical (Life of Case)	Cost of treatment plan, excludes diagnostic fees, lab fees, etc. Includes all fees related to procedure such as anesthesia, facility costs, supplies, etc.
\$8,000	Medical Restoration Services Non-Surgical (Life of Case)	Cost of medical care not including surgical or hospitalizations that is restorative in nature.
\$6,000	Dental Restoration Services (Life of Case)	Cost of treatment plan, excludes examination fees, diagnostic fees, dental consultation fees.
40 Units	Medication Management Units (Life of Case)	M.D., APRN. Must be licensed to practice by the State of Utah. This includes prescription(s) and review of medications. 1 Billing Unit equals 15 minutes of treatment.
30 Sessions	Psychotherapy – Individual (Life of Case)	Ph.D., LCSW, CMHC, LMFT, or other professional who is licensed by the State of Utah under a license that allows them to perform psychotherapy. See approved fee schedule in CSM Appendix 12-B.
30 Sessions	Psychotherapy – Group (Life of Case)	
30 Sessions	Speech/ Hearing/ Occupational/ Physical/ Chiropractic Therapy (Life of Case)	With a professional licensed by the State of Utah.
6 Months	Pre-IPE Restoration Stabilization	Counseling Supervisors have the authority to approve the provision of restoration services to stabilize an eligible individual in support of the development of a meaningful IPE for up to 6 months. The number of Pre-IPE sessions/ units provided and the authorized dollar amount is not counted towards the defined approval levels in Appendix 12-A. (See Chapter 12.11).
	JPP/SJBT/SE Milestone	Any additional occurrence beyond first full payout of full milestone course. This also includes payment of a 3 rd JPP Placement Fee and a 2 nd SJBT/SE Placement Fee (See Chapter 22 and Chapter 30)

30 Hours	Community Service Brokering (Life of Case)	Up to 30 hours of supports provided by a qualified Community Service Brokers for clients who need assistance applying for Supported Employment services through DSPD. Once DSPD eligibility or wait list status has occurred, any additional CSB supports will be provided by DSPD. (See Chapter 30).
30 Hours	CRP Consultation (Life of Case)	Up to 30 hours of CRP (job coach) intervention for clients who need minimal supports to maintain their employment (See Chapter 22).
30 Hours	Job Readiness Skills Training (Life of Case)	Up to 30 hours of individual or up to 30 days in a group setting. (See CSM 2010-07)
160 Hours	SE Job Coaching (Life of Case)	Up to 160 hours of onsite job coaching for Supported Employment Clients. Job Coaching will be paid by VR; not to exceed 24 months, or until the client reaches the 80/20 level of support (See Chapter 30)
4 Year Program	College/University Vocational Training	All 4 Year/ Bachelor's Degree level training programs require Counseling Supervisor Approval. Also, consult AWARE facility information for private school programs.

SERVICE RECOMMENDATION TO DISTRICT DIRECTOR		
Up To	For	Guidance
\$6,000	Maintenance (per federal fiscal year)	Maintenance (food, shelter, clothing) is provided only in support of other services in the IPE & is not a "stand alone" service.
\$8,000	Daycare (per federal fiscal year)	Childcare provided in accordance with 12.9.
\$6,000	Personal Attendant Service (per federal fiscal year)	Personal care attendant services. This includes but is not limited to personal care attendants, drivers, and home health aids
\$6,000	Transportation Services (per federal fiscal year)	Transportation in accordance with Chapter 29.
\$12,000	Tangible Items/Durable Goods/Services (Not Related to Self-Employment or Farm/Ranch) (Life of Case)	District Directors have the authority to approve purchases for tangible and/or durable goods up to \$6,000 following the purchasing policies outlined in Chapter 12 of the Client Service Manual. Tangible items in this category includes tools, equipment, computers, etc. Services include but are not limited to tutoring, installation and repair of tangible goods, and services not specified elsewhere in Appendix 12-A.
\$12,000	Self-Employment Plans and Farm & Ranch (Life of Case)	This category includes tools, equipment, computers, etc. (Self-Employment See Chapter 27 and Farm/Ranch See Chapter 28)
\$12,000	On-The-Job Training Programs/ Work-Based-Training Programs/ Apprenticeships (Life of Case)	Review Chapter 13 of the Client Service Manual for the OJT/WBT policy.
\$12,000	Prosthesis/Hearing Aids/ Wheelchairs/ Assistive Technology Devices/ Rehabilitation Technology Devices (Life of Case)	Review and follow CSM Chapter 12 for purchasing policy.

\$12,000	Medical Restoration Services Surgical (Life of Case)	Cost of treatment plan, excludes diagnostic fees, lab fees, etc. Includes all fees related to procedure such as anesthesia, facility costs, supplies, etc. in IPE, excludes PRE IPE Stabilization See CSM 2012-01)
\$12,000	Medical Restoration Services Non-Surgical (Life of Case)	Cost of medical care not including surgical or hospitalizations that is restorative in nature.
\$8,000	Dental Restoration Services (Life of Case)	Cost of treatment plan, excludes examination fees, diagnostic fees, dental consultation fees.
50 Units	Medication Management Units (Life of Case)	M.D., APRN. Must be licensed to practice by the State of Utah. This includes prescription(s) and review of medications. 1 Billing Unit equals 15 minutes of treatment.
40 Sessions	Psychotherapy (Individual and Group)/ Speech/ Hearing/ Occupational/Chiropractic Therapy (Life of Case)	Ph.D., LCSW, CMHC, LMFT, or other professional who is licensed by the State of Utah under a license that allows them to perform psychotherapy. See approved fee schedule in CSM Appendix 12-B. With a professional licensed by the State of Utah.
9 Months	Pre-IPE Restoration Stabilization	District Directors have the authority to approve the provision of restoration services to stabilize an eligible individual in support of the development of a meaningful IPE up to 9 months. The number of Pre-IPE sessions/ units provided and the authorized dollar amount is not counted towards the defined approval level in Appendix 12-A. (See Chapter 12.11).
	JPP/SJBT/SE Milestone	Additional occurrence beyond first full payout of full milestone course. VR Counselors must obtain District Director approval for payment for a 4 th JPP Placement Fee or a 3 rd SJBT/SE Placement Fee. (See Chapter 22 and Chapter 30)
40 Hours	Job Readiness Skills Training (Life of Case)	Up to 40 hours of individual or up to 30 days in a group setting. (See CSM 2010-07)
40 Hours	Community Service Brokering (Life of Case)	Up to 40 hours of supports provided by a qualified Community Service Brokers for clients who need assistance applying for Supported Employment services through DSPD. Once DSPD eligibility or wait list status has occurred, any additional CSB supports will be provided by DSPD. (See Chapter 30).
40 Hours	CRP Consultation (Life of Case)	Up to 40 hours of CRP (job coach) intervention for clients who need minimal supports to maintain their employment (See Chapter 22).
240 Hours	SE Job Coaching (Life of Case)	Up to 240 hours of onsite job coaching for Supported Employment Clients. Job Coaching will be paid by VR not to exceed 24 months, or until the client reaches the 80/20 level of support (See Chapter 30)
Master's Degree	College/ University Training	State Schools. See facilities screen for private school approval levels.
\$12,000	Other Services Not Listed Elsewhere (Life of Case)	

SERVICE RECOMMENDATION TO FIELD SERVICE DIRECTOR

Over	For	
9 Months +	Pre-IPE Restoration Stabilization	Field Service Directors have the authority to approve the provision of restoration services to stabilize an eligible individual in support of the development of a meaningful IPE beyond 9 months. The number of Pre-IPE sessions/ units provided and the authorized dollar amount is not counted towards the defined approval levels in Appendix 12-A. (See Chapter 12.11).
Out of State Training		FSD approval required for out of state training providers regardless of the program level (associates, bachelors, etc)
District Director Level	All goods and services	Field Service Director approval is needed for dollar amounts above the District Director approval level and requests for exception to policy.