

Core Rehabilitation Services

Provider Training
December 2013

Training Outline

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- ACCES-VR Basics
- Required Contract Documents
- CRS Case Services Overview
- Quality Assurance – Evaluation of Services
- Billing and Payment Processes
- Electronic Reporting
- Q & A



Training Objectives

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- Basics of SED and ACCES-VR
- Clarify contract documentation requirements – (to ensure timely start)
- Update providers about Core Rehabilitation Services
- Enhance awareness of responsibilities for ACCES-VR and Providers
- Improve understanding of how VR uses CRS
- Develop understanding of quality assurance and continuous improvement regarding CRS services
- Inform regarding the relationship between vendor performance and allocations
- Provide guidance on authorizing services, reporting, and billing



Adult Career and Continuing Education Services

Big Picture

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- ACCES is part of the New York State Education Department (NYSED).
- ACCES administers:
 - The Vocational Rehabilitation program
 - ✦ (ACCES- VR) including Independent Living,
 - Adult Education (includes GED testing) and
 - The Bureau of Proprietary School Supervision (BPSS).

Introduction to ACCES-VR

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- ACCES-VR's mission is to assist individuals with disabilities to achieve meaningful employment and independent living outcomes through education, rehabilitation and placement services.
- All individuals with disabilities who want to work will have the opportunity to achieve meaningful work.
- ACCES- VR has 15 district offices and 10 satellites located throughout New York State's 62 counties.

ACCES-VR

2013 Performance

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Total Employment Outcomes: 12,025

Total Caseload (open 2-24): 52,361

Employment Rate: 62.4%



Average Hourly Wage at Closure: \$10.91

ACCES-VR

2012 Performance

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Supported Employment Outcomes: 2,264

Youth Outcomes: 4,322

Individuals on SSI and SSDI Outcomes: 2,833

**Individuals earning above 200% of Poverty
(\$418/week): 2,830 (25%)**

- *FFY 2013 not yet available.*

ACCES-VR

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- ACCES-VR offers access to a range of employment and independent living services that may be needed by persons with disabilities.
- ACCES-VR presumes that all persons with disabilities can benefit from vocational rehabilitation services.
- ACCES-VR services are only provided to individuals who intend to achieve an employment outcome.
- A determination of eligibility is not a guarantee of specific services or of ACCES-VR's financial support.

Goal Development and Individualized Plan for Employment

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- The individual is involved in developing the goals and services in the IPE – VR has a high degree of commitment to consumer involvement
- Determining which services ACCES-VR will support is made by the ACCES-VR counselor
- Individuals have rights and responsibilities in the VR process and must actively engage in order to achieve an employment outcome

ACCES-VR and Selecting VR Services

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- IPE services must lead directly to employment goals that are consistent with the person's abilities, capabilities and informed choice
- ACCES-VR will only support services that are the most cost-effective option that led to the employment goals and are required
- Cost-effectiveness is not always the least expensive service but is determined by comparing: cost, level of integration, duration, quality, timeliness, proximity and appropriateness of service options required to meet the individual's need

Employment Outcome and Case Closure

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- An employment outcome is achieved when the outcome is:
 - Consistent with an individual's unique employment factors;
 - Consistent with the employment goals on the IPE; and,
 - The result of VR services provided
- At the time a case is closed in “Status 26 – Rehabilitation Achieved”, the individuals must be employed a minimum of 90 days
- Full or part time employment in an integrated setting and the individual has the opportunity for involvement in the decision to close the case



Why Core Rehabilitation Services?

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- Strengthens ACCES-VR's longstanding partnership with community rehabilitation providers and other resources in providing quality vocational rehabilitation services
- Combines former UCS and Supported Employment services into a common contract
- Builds in additional accountability and quality assurance provisions that are the focus of state and federal “investors” – stewardship of public funds

In the next 5 slides, we want to review some key information about contract set up.

Required Contract Documents

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- **Contract Document** – print four copies of the agreement. Original notarized signatures are required on all four. (Signature date and notary date must be the same.)
- **Required assurances** – return the original and one copy.
- **Charity Registration filing** – confirm and document that you are exempt or are current in your filing with the NYS Attorney General's Charities Bureau.



Required Contract Documents

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- Prequalification – all not-for-profit contractors must register to use the Grants Gateway and submit documents in order to be a pre-qualified contractor.
(<http://grantsreform.ny.gov/Grantees>)
- Vendor Responsibility Questionnaire (VRQ) required for all contracts of \$100,000 or greater.

<http://osc.state.ny.us/vendrep/documents/questionnaire/ac3290s.pdf#search=%20vendor%20responsibility%20questionnaire>

(BOCES, public colleges and universities, and Research Foundations of SUNY/CUNY are exempt.)

Required Contract Documents

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- Workers' Compensation Insurance and Disability Benefits Insurance certificates –
Entity requesting proof of coverage must be:
NYSED
89 Washington Avenue
Albany, NY 12234

Insurance

Required Contract Documents

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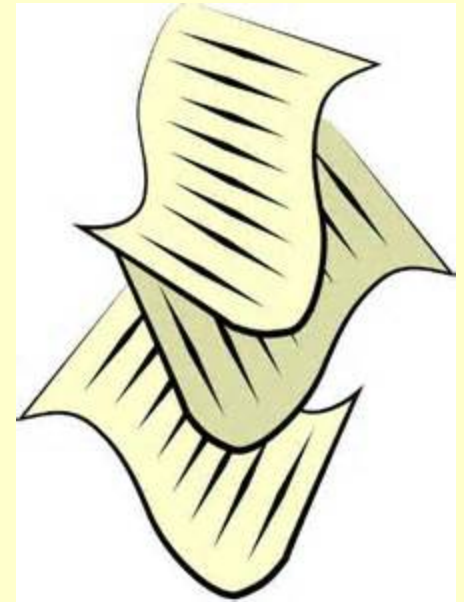
- **Workers' Compensation Forms:**
 - Form C-105.2 – Certificate of private insurance
 - Form U-26.3 – Certificate of State Insurance Fund
 - SI-12 – Certificate of Self-Insurance
 - GSI-105.2 – Certificate of Group Self-Insurance
 - CE-200 – Exemption from coverage



Required Contract Documents

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- Disability Benefits Forms:
 - DB-120.1 – Certificate of Insurance
 - DB-155 – Certificate of Self-Insurance
 - CE-200 – Exemption from Coverage



Now we will move to the Core Rehabilitation Services Overview

Core Rehabilitation Services Overview

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Services

- Entry services
- Assessment
- Work Readiness services
- Job Placement services
- Supported Employment services
- Youth Employment services
- Assistive Technology/Rehabilitation
- Driver Rehabilitation services
- Adjunct services





Core Rehabilitation Services (CRS)

Combines:

**Supported
Employment
Services**

+

**Former
“UCS”
Services**

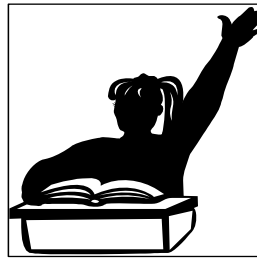


THE DIFFERENCE

- **Youth Employment Services** – places focus on transition age youth.



**Pre-Employment
Services**



**Individual
Services**



**Employment
Services**



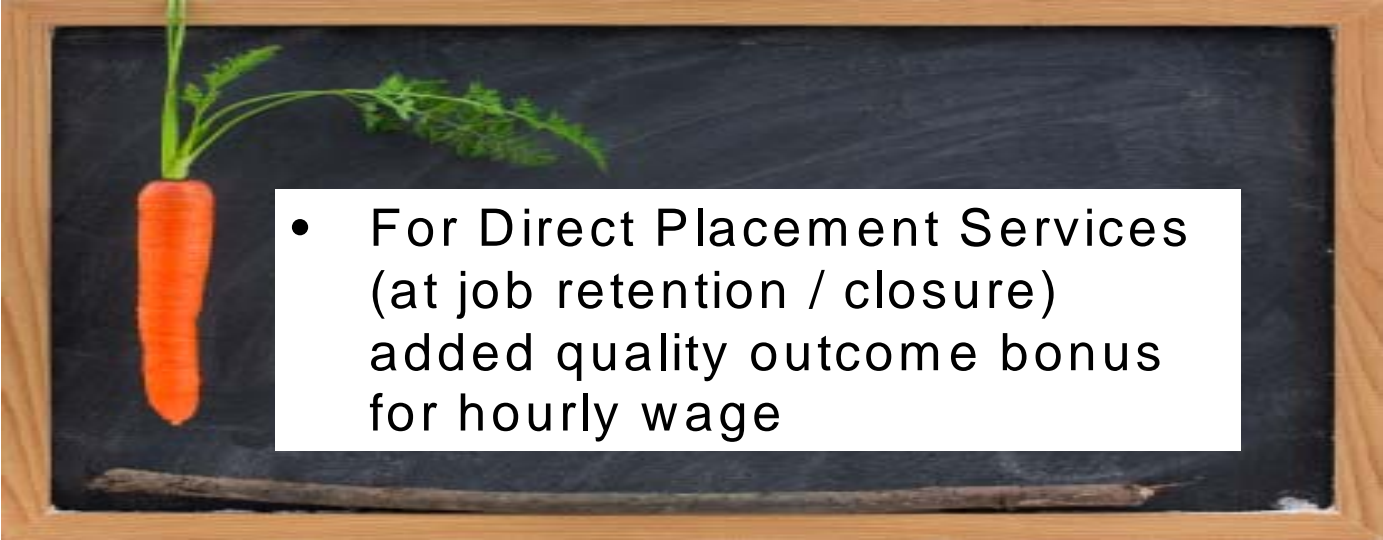
THE DIFFERENCE

- Added a new service –
 - Provider-Assisted
Community Work
Experience





THE DIFFERENCE

- 
- For Direct Placement Services (at job retention / closure) added quality outcome bonus for hourly wage

- 3% increase (for all services except Work Readiness, SE and Transportation);
- Increased rate for Work Readiness and Transportation Services.



Case Service Changes

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- *Combined*
 - Diagnostic Vocational Evaluation- general (110X) and Diagnostic Vocational Evaluation- special (111X) - - one service, case service code (110X)
 - Specialized Assessment (100X) and Specialized Evaluation (109X) -- one service, case service code – 100X
 - Benefits Advisement- short term (175X) and Benefits Advisement- long term (176X) - - this is now simply Benefits Advisement – (175X)

Case Service Changes

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- 958X Provider Assisted Community Work Experience
- 576X SE Job Retention (Hours/Week)
- 577X SE Job Retention (Hourly Wage)
- 933X Quality Wage Incentive for Provider

Case Service Changes

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- Change in the definition of a unit of service:
 - 620X Work Readiness Service 1
 - ✦ “unit” changed from a 5 hour/day under UCS to 2.5 hour/day under CRS
 - 112X Community Based Work Place Assessment
 - ✦ “unit” changed from a 5 hour/day under UCS to hourly under CRS

Service Categories - ***ENTRY***

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- Entry Service I (Group Orientation) - - no case service code – billed on standard voucher
- Entry Service II CSC 118X



Service Categories - ***ASSESSMENT***

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- 110X DVE/Community Based Situational Assessment
- 112X Community Based Workplace Assessment
- 100X Standardized Testing/Specialized Evaluation

Service Categories - *WORK READINESS*

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- **Work Readiness 1- Soft Skills Training CSC 620X**
- **Work Readiness 2- Skill Development CSC 625X**
- **Work Readiness 3- Skill Development with Work Experience 630X**
- **Work Experience Development CSC 559X**

Youth Employment Services – (YES)

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- Youth Employment Services encourages vendors to provide an array of services to help young adults transition to post secondary training and employment;
- No service provided under YES is meant exclusively for youth;
- Provision of Youth Employment Services DOES NOT shift the responsibility for transition planning and services from the school district to ACCES-VR.



Service Categories - *JOB PLACEMENT*

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- **Provider-Assisted Community Work Experience CSC 958X**
- **Coaching Supports (for employment) CSC 959X**
- **Direct Placement Intake CSC 921X**
- **Job Seeking and Development CSC 929X**
- **Job Placement CSC 931X**
- **Job Retention Services CSC 932X**
- **Enhancement for Job Retention CSC 933X**



Supported Employment Change Highlights

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- The 90 day clock for rehabilitation will begin on the first day of employment.



- Stabilization occurs when the individual's work performance reaches a performance level acceptable to the employer, and the job coaching and related ongoing support services have diminished to the level necessary to maintain the individual in employment
- Payment is a milestone system.

Supported Employment Change Highlights

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- ACCES-VR will no longer use one CSC (569X) for SE. Seven codes will be used to better identify components of the SE process.
- Consumer progress will no longer be reported on the VR-416. New forms and reports have been designed for each milestone to better reflect the type of information needed to review progress and identify on going support needs.



Supported Employment – Case Service Codes

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- **Supported Employment Intake - 571X**
- **SE Pre-Employment Assessment/Job Development -572X**
- **SE Job Placement Day 5 - 573X**
- **SE Job Placement Day 45 - 574X**
- **SE Retention/rehabilitation - 575X**
- **SE Quality Bonus (Hours per Week) - 576X**
- **SE Quality Bonus (Hourly Wage) - 577X**

Supported Employment and Converting to CRS

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- VRC assesses the need for continued Supported Employment service thorough a careful review of individuals currently receiving supported employment.
- NO authorizations for Intake 571X are allowed on any of the individuals converting to the new SE milestone system.
- Consumers who have received **less than 25 hours** of service will receive a **new plan with all milestones**

(**572X**-Pre-employment Assessment / Job Development; **573X** – Job Placement Day 5; **574X** Job Retention Day 45; **575X** – Job Retention and both Quality Bonus areas included: **576X**-Hours and **577X**-Wages).

Supported Employment and Converting to CRS

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- Consumers with **25 or over hours** of service will receive all milestones **except** **572X** Pre-employment Assessment / Job Development.
- **NO** billing will be allowed for job development (**572X**) or job placement (**573X**), regardless of the authorization, **IF** an individual is placed into a job **PRIOR** to the start of the new contract for the SE milestone system.
- Any consumer, who is working in an approved position, but not in Status 22 as of the conversion date, must be placed (by the VRC) immediately into status 22 at the start of the new contract.

Supported Employment and Converting to CRS

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- Any consumer already in employment (but **NOT** in extended services) at the time of the conversion may be eligible to receive an authorization for Job Retention Day 45 (**574X**), Job Retention (**575X**) and the Quality Bonuses (**576X/577X**). Payment is based on achieving the actual milestones during the new contract period. Days on the job will be counted from the original date of hire.
 - **NOTE:** Only CRS SE Quality bonuses (576X/577X) are authorized for individuals already in extended services at the start of the new contract (January 1, 2014).
- Any consumer who was placed into a job and reached a successful rehabilitation **no more than 6 months prior to the start of the CRS contract** may qualify for either Quality Bonus (**576X/577x**) based upon our 6 month achievement guideline.

Deaf Services

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- Rates have been established for services for consumers who are deaf/hard of hearing. These deaf service rates will not be combined with any other interpreter fees.
- Interpreter services may be purchased for services with no established deaf service rate.

Assistive Technology

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- Assistive Technology/Rehabilitation Technology Evaluation CSC 165X
- Assistive Technology/Rehabilitation Technology Training CSC 167X

What is Assistive Technology?



- **Device:** any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified or customized, that is used to increase, maintain, or improve functional capabilities of a child with a disability. The term does not include a medical device that is surgically implanted, or the replacement of that device.
- **Service:** any service that directly assists an individual with a disability in the selection, acquisition, or use of an assistive technology device.

- **Vendor Travel for Driver/Vehicle Eval or Training
CSC 142X**
- **Adaptive Driver Evaluation- Low Tech CSC 133X**
- **Adaptive Driver Evaluation- High Tech CSC 134X**
- **Adaptive Driver Training- Low Tech CSC 880X**
- **Adaptive Driver Training- High Tech CSC 881X**

Adjunct Services

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- Benefit Advisement CSC 175X
- Coaching Supports (not job related) CSC 790X
- Mobility Services CSSC “M”
- Transportation 1 CSSC “V”
- Transportation 2 CSSC “T”



Adjunct Services

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- Adjunct services --- supplement the delivery of vocational rehabilitation services by providing additional services/supports which the consumer requires for successful goal achievement.
 - They are purchased by ACCES-VR only in conjunction with other services on an IPE.
- 790X Coaching Supports (For Postsecondary Education, Internship or Other Activities in Pursuit of Employment Goals) may be provided with Supported Employment if the Coaching is for non-employment related activities the SE provider is directly responsible for.

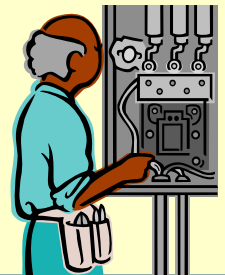


Combining Services

CRS with Another CRS Service and/or Another Non-CRS Service

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- A WTO or OJT may be combined with Supported Employment and other CRS services when it is determined necessary for the individual to achieve the employment outcome.
- Work Try Out (as an employer incentive) and On the Job Training (OJT) may be offered with supported employment to facilitate an employment outcome.
- When a WTO or OJT is authorized in conjunction with supported employment or other CRS service, it must be clearly documented in the record of service to be necessary to meet the rehabilitation needs of the individual. It cannot be a duplication of services.
- Approval by the ACCES-VR Regional Coordinator, District Office Manager or designated supervisor, is required.



Duration of Services

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- The standard time frames for service delivery for each service category is described in the CRS Service Guide.
- If meeting the unique needs of a consumer requires different service duration, it must be discussed and may be modified for that consumer by ACCES-VR.



- Providers developing service proposals must adhere to the standard time frames in outlining their service delivery plan.

Staffing

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Qualifications

- Vendors must have appropriate staffing in place to meet the standards outlined for each CRS service they provide.
- Staff turnover is inevitable. The provider is required to notify the ACCES-VR District Office involved and provide a staffing plan proposal for continuance of services.
- Each vendor must have a qualified individual overseeing the operation of ACCES-VR vocational services.

Use of District Office Space

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- Contracts will not provide any vendors with exclusive use of district office space or any guaranteed use of district office space.
- Where available, and at the convenience of a district office, shared space may be made available for vendors' use.
- No technology (computers, phones, faxes, or copiers, etc.) will be made available for vendor use at any ACCES-VR District Office.



Before moving to Contract Evaluating...

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Are there questions for this section?





THE DIFFERENCE

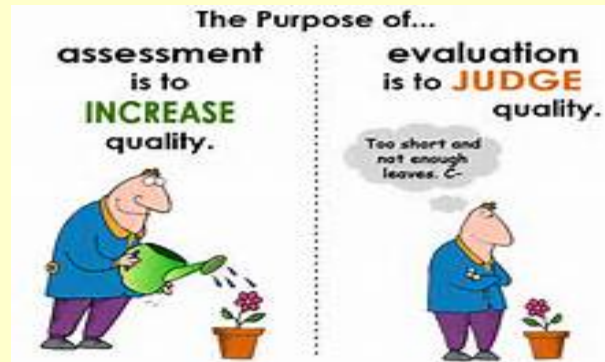
CRS – VR Commitments:

- Comprehensive referrals
- Thorough and on-going communication
- Timely responses

Quality Expectations-Performance

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- Performance will be assessed on key indicators:



- Percentage of consumers successfully employed
- Amount of time it takes a consumer to become successfully employed
- Amount of hours a consumer is working per week
- Hourly wages earned by the consumer

Methods and Tools

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CRS Accountability Methods and Tools

- Submitted Reports
- Electronic Data
- Supported Employment Information Directory (SEID)
- Meetings with District Office Leadership
- Provider agency self-evaluation



Methods and Tools

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Performance Rubric



- Reports are evaluated / rated by the VRC.
- There are three rankings:
 - ☐ Superior
 - ☐ Satisfactory
 - ☐ Needs Improvement

Methods and Tools

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Supported Employment Information Directory (SEID)



The SEID has two components:

1. Agency Profile
2. Data

Methods and Tools

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Changes in Monitoring



- Focus is on importance of quality service but quality documentation and recordkeeping is still important.
- Communication with district office and provider will be collaborative and much more interactive.

A Role for Everyone



- VRCs evaluate submitted reports
- Provider agencies will self-evaluate
- Monitors will conduct visits
- Managers will analyze data
- Consumers must engage and take responsibility



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- When we return, we will start with the CRS Billing Process then move to CRS Electronic Reporting.



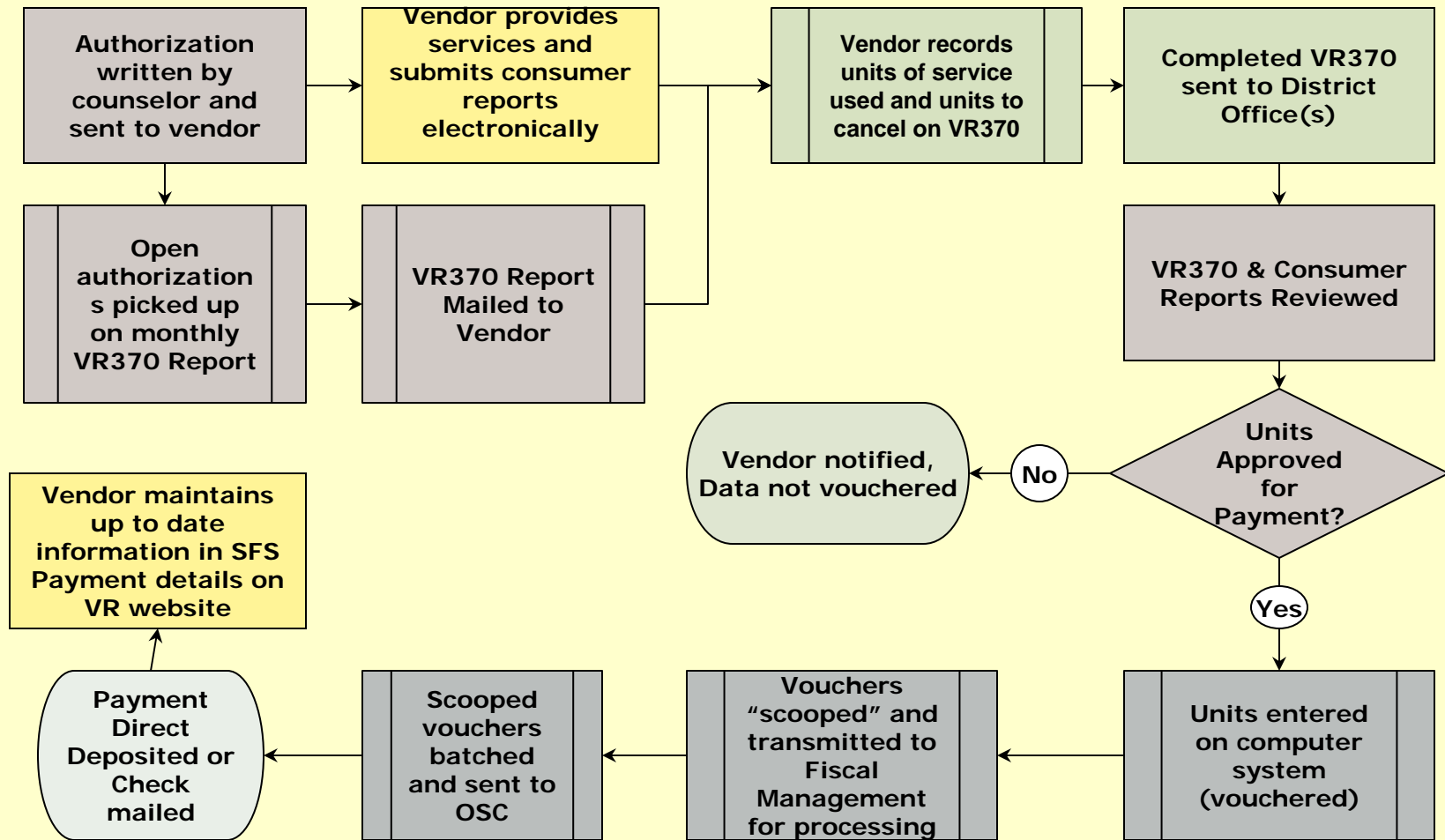
10 minutes

CRS

BILLING PROCESS

Individual Consumer Services From Authorization to Payment

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Billing for Individually Authorized Services

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1. Complete the VR-370 report & mail to each appropriate district office every month for individual consumer services.
2. District Office reviews and enters approved units onto centralized data system.
3. Data is “scooped” and transferred to Fiscal Management for payment
4. Batched payment request sent to OSC for processing.

Step 1 – VR370 REPORT

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1/31/14

REHABILITATION FACILITY MONTHLY SERVICE REPORT
REPORT MONTH - JANUARY 2014

VR370 PAGE 001

FACILITY 000000 PROVIDER NAME

Mid-Hudson A.O.

AUTHORIZATION DATA										SERVICE UNIT DATA					
CLIENT NAME	ID#	AUTH #	LINE	CS	START DATE	END DATE	PRICE	UNITS AUTH	UNITS AVAIL	START DATE	END DATE	UNITS	CAN BAL	RPT REC	PROC
DOE JANE	ZQ4444	2900000	1	110X	01/01/14	02/28/14	XXXX.XX	10.00	10.00						
COUNS 9999 SMITH										1	2	3	4	5	6
DOE JOHN	ZQ4467	2900022	1	929X	01/01/14	03/31/14	XXXX.XX	1.00	1.00						
COUNS 9999 SMITH															
JONES JANE	ZQ4477	2900102	1	620X	01/01/14	06/30/14	XXXX.XX	20.00	20.00						
COUNS 9999 SMITH															
JONES JOHN	ZQ5637	2900444	1	620X	01/01/14	06/30/14	XXXX.XX	20.00	20.00						
COUNS 9999 SMITH															
JONES JOHN	ZQ5637	2960567	1	110X	01/03/14	06/30/14	XXXX.XX	15.00	5.00						
COUNS 9999 SMITH															

- ¹ Start Date: First day of the billing month that service was provided.
² End Date: Last day of the billing month that service was provided.
³ Units: Enter the number of service units provided during the billing month.
⁴ Can Bal: Place a √ on this line if the balance of the units should be cancelled.
⁵ Rpt Rec: District Office will place a √ on this line if the supporting service deliverable (report) was received.
⁶ Proc: District Office will place a √ on this line if the units have been approved and processed.

VR370 REPORT

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1/31/14

REHABILITATION FACILITY MONTHLY SERVICE REPORT
REPORT MONTH - JANUARY 2014

VR370

PAGE 004

FACILITY 000000 NYS ARC
Mid-Hudson A.O.

	TYPE	CLIENT ID	NME/CHK	AUTH-NUM	LINE #	CS/CODE	START/DTE	END/DTE	PRICE	UNITS

***DATA ENTRY -->		¹ ZQ5637	² JON	³ 2000000	⁴ 1	⁵ 110X	⁶ 01 02 14	⁷ 01 13 14	\$____.	⁸ 6.00
***DATA ENTRY -->									\$____.	____.
***DATA ENTRY -->									\$____.	____.
***DATA ENTRY -->									\$____.	____.
***DATA ENTRY -->									\$____.	____.

I HEREBY CERTIFY THAT THE DATA SUBMITTED ON THIS DOCUMENT IS
TRUE AND CORRECT AND SUPPORTED BY THE SERVICE PROVIDERS INTERNAL
RECORDS.

Be sure to sign report

SIGNATURE

DATE

¹ Consumer ID #

² Name Check – First 3 letters of the consumer's last name

³ Authorization number – Always begins with a 2

⁴ Line number from the authorization that you are billing units on

⁵ Case Service Code – Identifies the service being billed

⁶ Start date – First day of the month being billed that service was provided

⁷ End Date – Last day of the month being billed that service was provided

⁸ Number of service units provided/billed for the period listed

VR-370 Report

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- VR-370 should be sent to each appropriate district office by the 15th or 22nd of the month, as noted in Attachment D of the contract. For example, the March 2014 report should be sent by April 15, 2014 if Attachment D includes a 15th of the month reporting deadline.
- Do not send in copies of the VR-370 to the Central Office in Albany. Questions on the VR-370 should be directed to your district office liaison.

Utilization Report

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- A Utilization Report is a cumulative report that lists all services to individuals you provide during the contract year. It provides detailed information on Authorization Vouchers issued to you including the dates that services were vouchered and/or cancelled. See sample that follows.
 - ✦ The report is sent by e-mail to one vendor-designated recipient.
- ACCES-VR makes a contractor's authorization activity available electronically as an Access database extract. It includes data for non-CRS services as well, if applicable. Firewall issues must be resolved first. Please send your request by email as follows:
 - ✦ To: vrcontracts@mail.nysed.gov
 - ✦ Subject: Send database #####
(where ##### your 6 digit ACCES-VR vendor code)
 - Do not write any messages. A program scans this subject line & generates an electronic response automatically.

Utilization Detail Report

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File Date: 07/31/2014

CRS Detail Report

1/1/2014 through 12/31/2014

C000000 008XXX Voc Rehab, Inc

***T Transportation

	Start Date	End Date	Units	Rate	Amount
Consumer: Smith, AXXXX ZD9200	Office: Mid-Hudson	Counselor: Lisa XXXXX			
Authorization #7480700 Line #2	1/15/2014	02/14/2014	20.00	40.00	800.00
Consumer: Smith, BXXXX ZT4100	Office: Mid-Hudson	Counselor: Maria XXXXX			
Authorization #7486100 Line #2	01/09/2014	03/30/2014	3.00	40.00	120.00
Consumer: Smith, CXXXX ZE7700	Office: Mid-Hudson	Counselor: Deborah XXXX			
Authorization #7478400 Line #2	04/19/2014	07/31/2014	15.00	40.00	600.00
Voucher Date 05/24/2014	04/19/2014	04/30/2014	8.00		320.00
Voucher Date 06/29/2014	05/03/2014	05/14/2014	7.00		280.00
BALANCE			0.00		0.00
Consumer: Smith, DXXXX ZE7700	Office: Mid-Hudson	Counselor: Deborah XXX			
Authorization #7481300 Line #1	03/07/2014	05/31/2014	65.00	40.00	2600.00
Cancellation Date 06/14/2014	03/07/2014	05/31/2014	65.00		2600.00
BALANCE			0.00		0.00
Consumer: Smith, EXXXX ZE8200	Office: Mid-Hudson	Counselor: Erica XXXXX			
Authorization #7481300 Line #3	01/02/2014	03/31/2014	15.00	40.00	600.00
Voucher Date 02/20/2014	01/02/2014	01/31/2014	6.00		240.00
BALANCE			9.00		360.00

No-Show/Drop-Out Billing

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- **Applies to some, but not all, CRS services**
 - See Attachment B-1 of the contract, or
 - <http://www.acces.nysed.gov/common/acces/files/vr/crsprogramguide.pdf>
- **After discussion with counselor:**
 - **Hourly-rate services –**
 - ✦ **Bill for ½ hr. for no-show on VR-370, cancel balance of authorization**
 - ✦ **For drop-outs, bill for actual hours provided**
 - **Non-hourly rate – Cancel original authorization in full. New authorization with primary code (i.e., 110) with support code “D” (i.e., 110D). This authorization will appear on next VR-370 report to be billed against.**
 - ✦ **Fee is \$30 for non-hourly applicable services.**

Billing for Services to Groups

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- Entry Services 1 Only
- One quarterly AC3253-S “Claim for Payment” with all sessions held during the quarter reported.
- Roster(s) of attendees attached to claim.
- AC3253-S “Claim for Payment”
 - Can be downloaded at:
http://www.osc.state.ny.us/agencies/forms/ac3253s_f.pdf

Claim for Payment Form

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- Entry Services 1 and Supported Employment Extended must be reported on separate claim forms.
- Do not include consumer-specific information on the form.

AC255-5 (Effective 1/13) State of New York									
CLAIM FOR PAYMENT									
Vendor Information									
Vendor Name					Vendor Identification Number 10-Digit NYS Vendor ID (SFS ID)				
Address					City		State		Zip Code
					Invoice Number				
Purchase Order No. and Date		Description of Materials/Service			Quantity	Unit	Price	Amount	
Contract Number		Entry Services 1 for (month, year) -List each month in the quarter or just the quarter as one line. -Attach roster for each session billed			1		258	258.00	
		Supported Employment Extended ACCES-VR funded (quarter, year) OPWDD Transfer funded (quarter, year) -Attach Extended Service Rosters			10 2		208.33 266.67	2,083.33 533.34	
Vendor Certification I certify that the above bill is just, true and correct, that no part thereof has been paid except as stated and that the balance is actually due and owing, and that taxes from which the State is exempt are excluded.							Total		
Vendor's Signature in Ink							Discount %		
Title							Net		
Date							Name of Company		
NYS Agency Information									
Vendor Identification Number			Vendor Location ID			Vendor Address Sequence			
Voucher ID		Business Unit Name			Bus. Unit		Interest Eligible (Y/N)		Contract ID
Payment Date (MM) (DD) (YY)			Liability Date (MM) (DD) (YY)			Merch/Inv. Rec'd Date (MM) (DD) (YY)			
Withholding Class		Withholding Amount		Handling Code		Payee Amount		Agency Internal Use	
Invoice Number					Invoice Date				
PeopleSoft Format Charge Lines (If Applicable)									
Business Unit		Department		Program		Fund		Account	
Budget Reference		Project ID		Activity		Class		Operating Unit	
Product		Chargefield 1 - Accumulator		Chargefield 2 - Agency Use		Chargefield 3		Amount	
Legacy Format Charge Lines (If Applicable)									
Expenditures									
Dept	Cost Center	Var	Yr	Object	Account	Amount	Orig Agency	PO/Contract	Line
					Dept	Statewide			
Liability Date		Firm Date		TC	Subledger		Optional		

Billing for Services to Groups (cont.)

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- The Claim for Payment and Roster of Participants should be sent to the local district office which requested the service
- DO will review and forward approved claims and rosters to Fiscal Management for processing
 - DO staff
 - ✦ Include DO cost center on claim form
 - ✦ Keep copy in office contract file

Supported Employment Extended Services

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- Two report forms for Extended Services
 - ACCES-VR Funded
 - OPwDD 2003 Transfers
- Forms calculates allowable reimbursement based on consumers receiving two visits per month recorded on the forms.
- Transfer amounts to Claim for Payment and send with Extended Service Report forms to Central Office.

Supported Employment Extended Services

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NEW YORK STATE EDUCATION DEPARTMENT SUPPORTED EMPLOYMENT - EXTENDED SUPPORT SERVICES MONTHLY REPORT OF SERVICES PROVIDED

ACCES-VR-SPONSORED CONSUMERS ONLY (\$2,500 Annual Rate)

Agency: XYZ Career Center Contract No. C01000

Month/Year: October 2014

Sent to ACCES-VR District Offices (initial and date): _____

	CaMS ID Number	ACCES-VR District Office	Consumer Name	Primary Disability Type					Date of Entry Into Extended Svc.	Date of First Monthly Contact By Vendor This Month	Date of Second Monthly Contact By Vendor This Month
				MI	MR	Deaf	Blind	Other			
1	123456789	Manhattan	Mary Lamb		x				1/1/2009	10/1/2014	10/15/2014
2	123456780	Bronx	James Smith				x		9/15/2008	10/11/2014	10/31/2014
3	987654321	Queens	Rick Hart			x			3/16/2006	10/8/2014	10/19/2014
4	888888888	Mid-Hudson	Barry Johnson					x	4/20/2008	10/16/2014	10/18/2014
250											
Total Individuals Served per Disability Type				0	1	1	1	1			
Total Cost for Blind Consumers This Month (ACCES VR Use Only)							\$208.33				

TOTAL ACCES-VR SERVICES PROVIDED:

Total Two (2)
Contact
4

ACCES-VR Monthly Rate

\$208.33

ACCES-VR Payment Total (Monthly Consumer Count * Rate)

\$833.32

Statement of Certification: I hereby certify that the information contained herein is valid and accurate to the best of my knowledge. Services have been provided in compliance with 34CFR363.6(c)(3). :

Signature of Executive Director or person of comparable authority:

Date: _____

Supported Employment Extended Services

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NEW YORK STATE EDUCATION DEPARTMENT
SUPPORTED EMPLOYMENT - EXTENDED SUPPORT SERVICES
MONTHLY REPORT OF SERVICES PROVIDED

OPwDD TRANSFER CONSUMERS ONLY
(\$3,200 Annual Rate)

Agency: XYZ Career Center Contract No. C010000
Month/Year: October 2014

	CaMS ID Number	ACCES-VR District Office	Consumer Name	Date of Entry Into Extended Svc.	Date of First Monthly Contact By Vendor This Month	Date of Second Monthly Contact By Vendor This Month
1	AA5609	Manhattan	David Green	1/1/2002	10/1/2014	10/15/2014
2	ES0589	Bronx	Josephine Apple	9/15/2003	10/11/2014	10/31/2014
3	TY7865	Queens	Mark Davidson	3/16/2000	10/8/2014	10/10/2014
4	MM6309	Mid-Hudson	William Washington	4/20/2001	10/16/2014	10/18/2014
5						

Total Two (2)
Contact

TOTAL OPwDD TRANSFER EXTENDED SERVICES PROVIDED:

4

OPwDD Transfer Monthly Rate

\$266.67

OPwDD Transfer Payment Total (Monthly Contact Count * Rate)

\$1,066.68

TOTAL PAYMENT FOR OPwDD TRANSFER EXTENDED SERVICES:

\$1,066.68

Statement of Certification: I hereby certify that the information contained herein is valid and accurate to the best of my knowledge. Services have been provided in compliance with 34CFR363.6(c)(3). :

Signature of Executive Director or person of comparable authority:

Date:

Contact Information

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- For questions regarding the VR370s and the billing process, please contact your district office liaison. See site below for contact information:
 - <http://www.acces.nysed.gov/vr/vr370-liaisons>
- The Central Office contact information for VR-370 Mailing address changes and Utilization Report email contact changes:

Timothy Hodder (518) 486-4706
timothy.hodder@nysed.gov

Also, Tina Seda at (518) 486-4706 or Jack LaFrank (518) 486-6585.

- CRS Information Online:
 - General: <http://www.acces.nysed.gov/vr/core-rehabilitation-services>

CRS Electronic Reporting

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- Technology Requirements
- Confidentiality
- Conceptual Overview
- Electronic Reporting
- Win-Zip
- Sending Reports
- Confirmation of Reports Received
- Organizing Files and Containers
- Additional Resources

Technology Requirement

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- Technology Requirement refers to the capacity to provide electronic reports.
- Using encryption software that must be compatible with ACCES-VR.
- Technology requirements are subject to change during the five-year contract term.

Confidentiality

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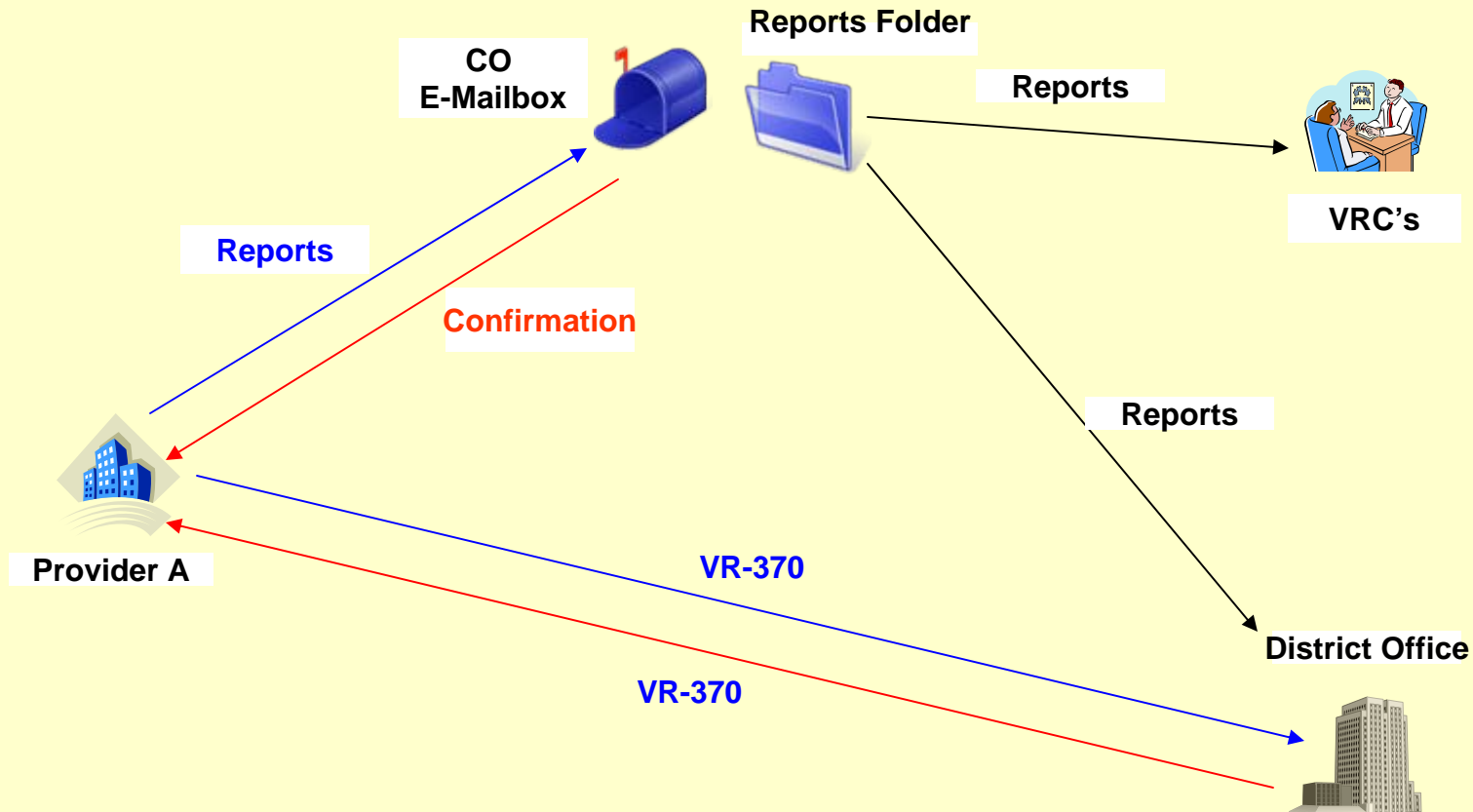
- All devices (e.g., laptops, flash drives or any other electronic storage devices) that store SED information/data **MUST** be encrypted.



Confidential
&
Secure

CRS Electronic Reporting Conceptual Overview

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CRS Electronic Reporting Guidelines

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- **Are located at:**

The screenshot shows a Windows Internet Explorer browser window displaying the 'StepByStepGuidelines' page. The address bar shows the URL: <https://wiki.nysed.gov/bin/view/VRHelp/StepByStepGuidelines>. The page has a left sidebar with navigation links: Home, Step By Step Guidelines, File Name Guidelines, Guidelines To Create A Zip File, Subject Format Guidelines, Trouble Shooting Guide, and FAQs. The main content area is titled 'Step by Step Guide to UCS Electronic Reporting'. It includes an alert: 'Alert: Effective March 1, 2012 a Resume will be required with the 929X Report (See FAQ #12)'. The guide is divided into five steps:

- Step 1:**
 - Providers need to create their UCS Monthly Service Reports as individual files. Word is our preferred choice. The service delivery reports will need to follow certain [file naming formats](#). If the report file name is incorrect you will receive an error message. [Click here](#) to view the Trouble Shooting Guide for additional information.
- Step 2:**
 - Using either WinZip or Stuffit, create a "zip container" that contains the individual files. [Click here](#) for directions on how to do this with WinZip.
 - The zipped container should be password protected (If you are not sure about the password contact VRCONTRACTS@MAIL.NYSED.GOV).
- Step 3:**
 - The zipped container should be attached to an email addressed to VRCONTRACTS@MAIL.NYSED.GOV
- Step 4:**
 - The email subject will need to follow certain subject naming formats. If the subject is incorrect your email will not be picked up by the system and you will not get a confirmation email. You can view the [Subject Format Guidelines](#) for more information.
- Step 5:**
 - Typically you should receive a confirmation email within the hour during normal business hours. If you don't receive one within 24 hours, contact VRCONTRACTS@MAIL.NYSED.GOV the next business day.

At the bottom of the main content area is a link labeled 'HOME'. The Windows taskbar at the bottom shows various open applications, including 'StepBySt...', 'Bridge - [V...', 'Document...', 'VR-400 VE...', 'Novell Gro...', 'Mail To: C...', 'CRS Traini...', and 'UCS Electr...'. The system clock shows 12:35 PM.

CRS Electronic Reporting

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- Electronic reports must be submitted for CRS services provided.
- Except: Electronic reports are not required for:
 - **Services to groups ***
 - **Entry services (delivery is the packet)***

* To bill see “Billing and Payment Process”
- Must use our report forms except for Work Readiness, DVE or Assistive Tech. (A Word document or PDF file can be used for these).

CRS Report Forms

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- Are located at:

<http://www.acces.nysed.gov/vr/crs-services-report-forms>

The screenshot displays the NYSED ACCESS-VR website in a Windows Internet Explorer browser. The browser's address bar shows the URL http://www.acces.nysed.gov/vr/ucs/report_forms.htm. The website's header features the NYSED logo and the text "ACCESS-VR Adult Career and Continuing Education Services-Vocational Rehabilitation". A search bar is located on the right side of the header. Below the header, a navigation menu includes links for "Contact Us", "District Office Index", "Forms", "Funding", "Partners", "Policies and Procedures", and "Publications". The left sidebar contains a list of services: "Adult Vocational Rehabilitation Services", "Applying for Vocational Rehabilitation Services", "Business Services", "Current Provider Information", "Independent Living Centers", "Procurement and Grant Opportunities", "Quality Assurance and Monitoring", "State Plan for Vocational Rehabilitation Services", and "State Rehabilitation Council (SRC)". The main content area is titled "NYSED / ACCESS / VR / Current Provider Information / UCS / UCS Services Report Forms". It lists "UCS Services Report Forms" and "Entry Services". Under "Entry Services", there are five items: 1. Cover Sheet - 118X or 117X (Form: [VR-118X and VR-117X](#), 66KB, 1pg), 2. Orientation Provider Report (Form: [VR-O](#), 62KB, 1pg), 3. Orientation Attendance Sheet (Form: [VR-OA](#), 59KB, 1pg), 4. ACCES-VR Orientation (Consumer Survey) (Form: [VR-OS](#), 59KB, 1pg), and 5. Application Information Sheet (Form: [VR-AIS](#), 56KB, 1pg). Below this, "Job Placement Services" are listed: 1. Level I (A. Coaching Supports for Employment - 959X, Coaching Supports for Employment - Deaf Service - 563X, Form: [VR-959X and VR-563X](#), 68KB, 1pg) and 2. Level II (A. Direct Placement Intake - Tier 1 - 921X, Form: [VR-921X](#), 62KB, 1pg). The Windows taskbar at the bottom shows various open applications, including "NYSED :: A...", "Bridge - [v...", "Document...", "Novell Gro...", "Mail To: C...", "CRS Electr...", and "UCS Electr...". The system clock indicates 2:00 PM.

CRS Service Delivery Report File Names

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The Format MUST be:

Authorization# CSCX MMM YY.docx

Ex. 2100021 931X Jan 14.docx

- The CRS Report file names are used to identify the consumer, authorizing office, service and counselor.
- Any variations in the format will cause delivery to fail.
 - there must be 3 spaces as indicated
 - 4 character case service code
 - 3 character month
 - 2 digit year

One more time!

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CRS Service Delivery Report Names Must be:

2594671 929X Jan 14.docx

Seven Digit Authorization #



Case Service Code

MMM <space> YY the Service was Delivered

Report Names - Examples

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- **2867549 110X May 14.docx**
- **2875320 790X Apr 14.docx**
- **2867453 929X Jan 14.docx**
- **2867453 RESU Jan 14.docx**
- **2867453 MPAR Feb 14.docx**
- **2671202 165X Jun 14.pdf**

Job Placement - 929X, 935X and 572X

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- Provider must maintain a signed hard copy in case of a program review – district offices do not need the electronic copy to be signed
- Month 1 - Submit VR-929X/VR-935X – Job Placement Services report form
- Month 2, 3, 4 - Submit VR-MPAR – Placement Activity Monthly Report form
- A resume must also be submitted for payment of either 929X or 935X.
- Monthly, after 572X, Submit VR-MPAR – Job Development Monthly Report



- **WinZip** (Windows PC)
- can be purchased via the website www.winzip.com

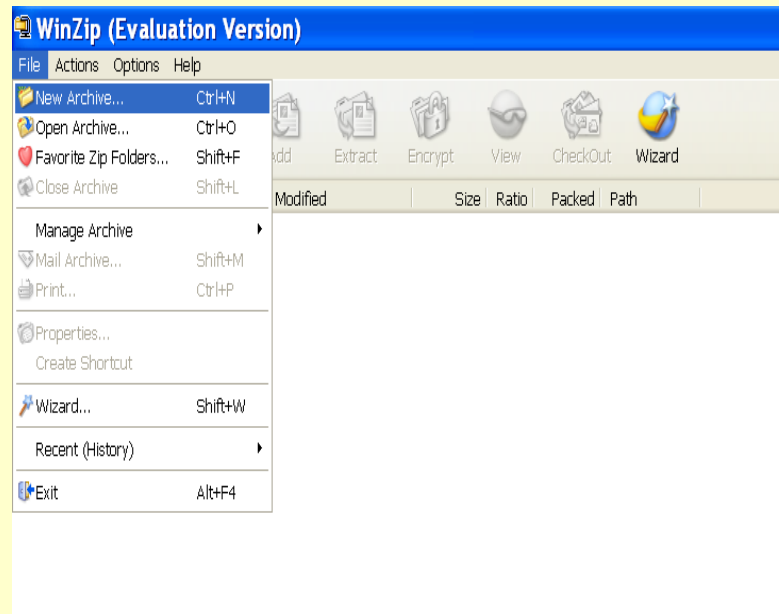
or

- **STUFFIT** (Macintosh PC)

Using WinZip

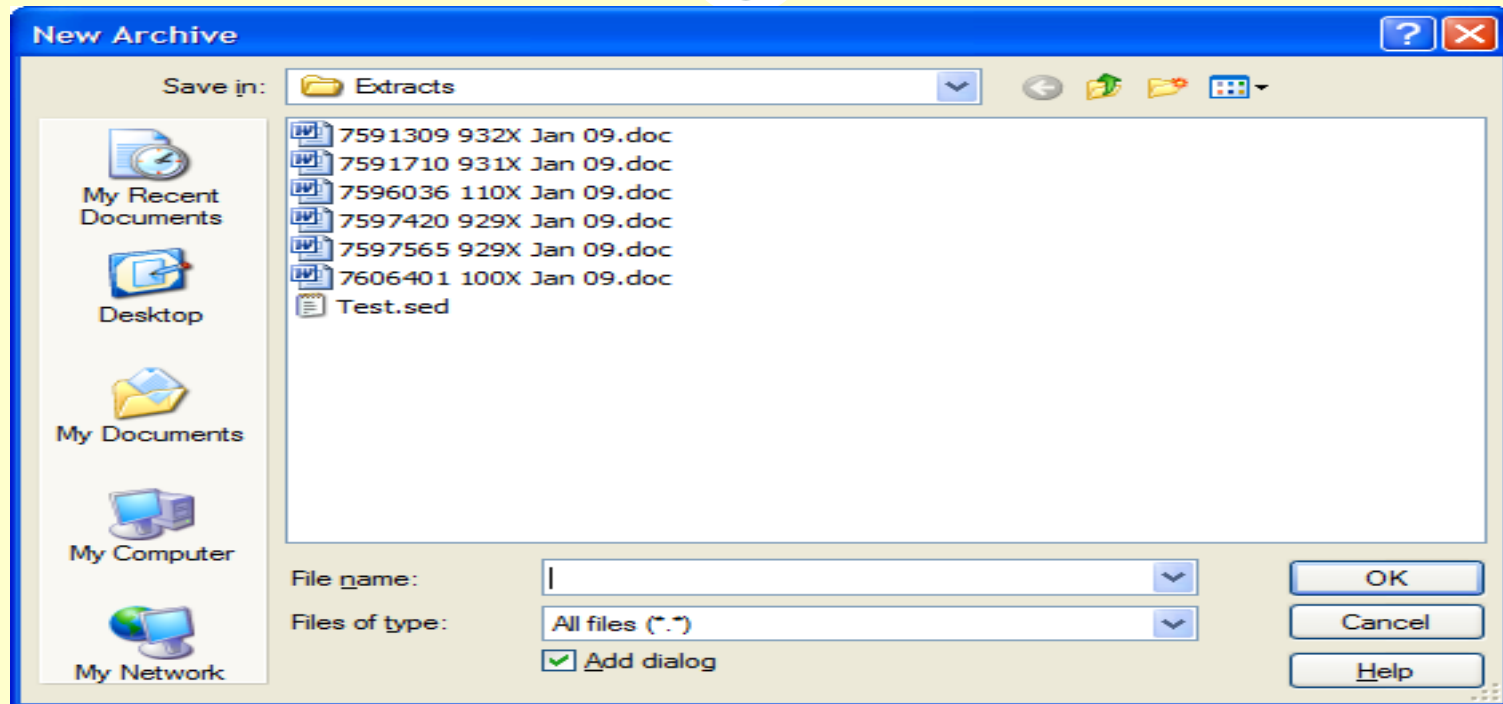
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1. Run WinZip
2. Click "File" then
3. "New Archive" (or click the "Zip My Files" button)



Creating a Location and Container to Hold the Zipped Files

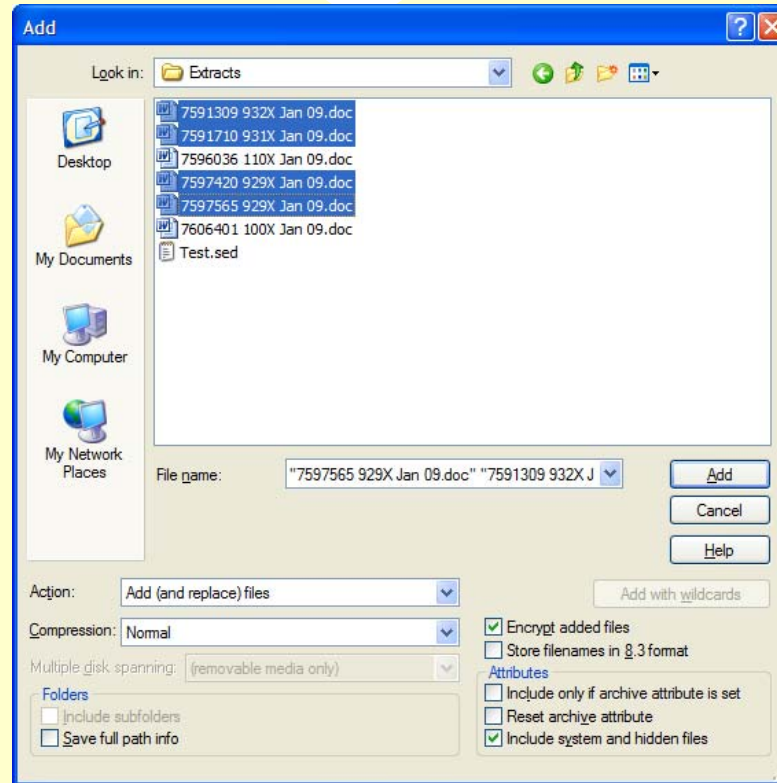
85



- **Select a location for the zipped container**
- **Enter a Container (file) name and click “OK”. (ex.20140105.sed)**
- **→Note: The container name must end with “.sed” and must not end with “.zip”**

Selecting the Report Files to Zip

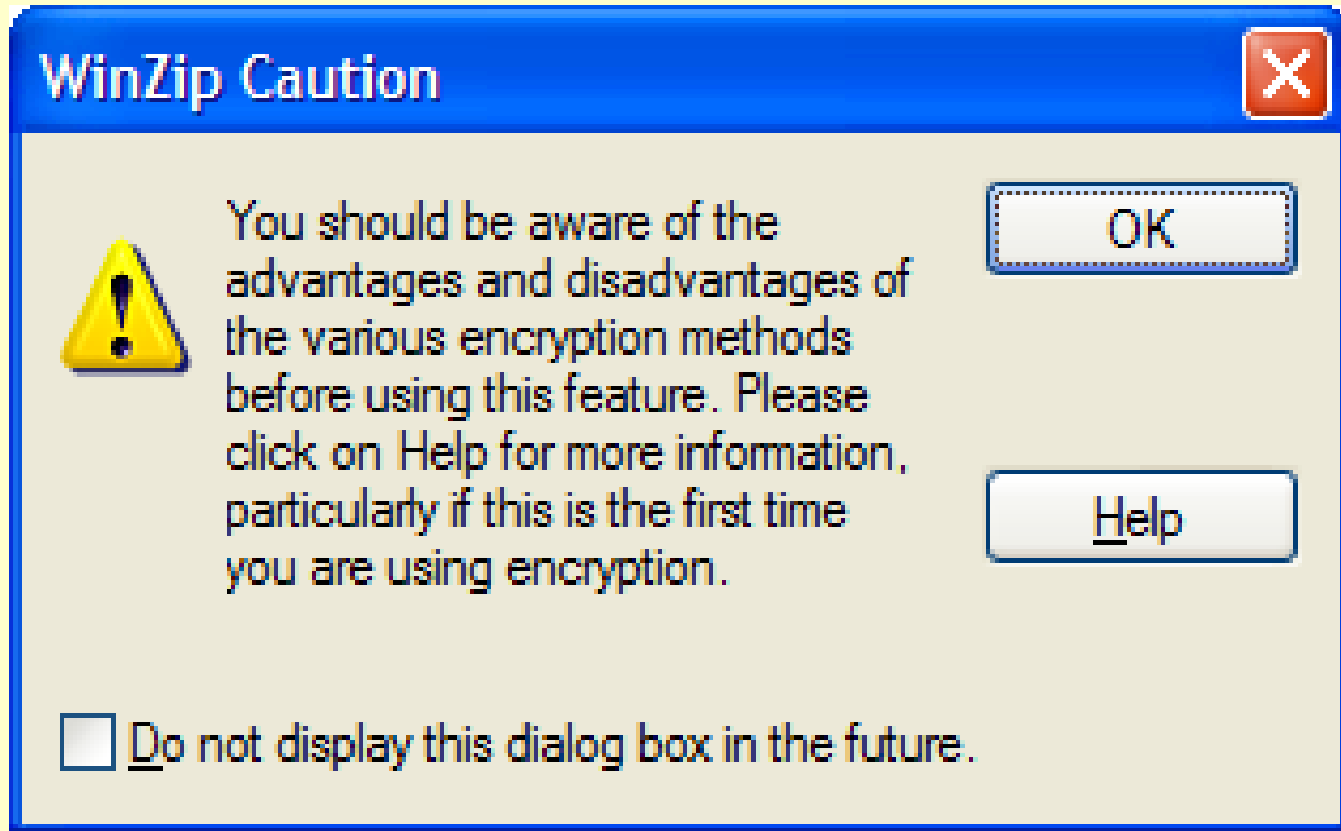
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Check the “Encrypt added files” box
Select the CRS service delivery files you want included and click “Add”
Note → You must check “Encrypt added files” before you select and “Add” files

Caution Message

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Click "OK" on the caution box that appears.

Password Protecting the Zipped Container

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Encrypt

Note: the password will be applied to files you subsequently add to or extract from the current archive, and will be automatically cleared when the archive is closed.

Enter password:

Re-enter password (for confirmation):

☒ Mask password

Encryption method

☒ Zip 2.0 compatible encryption (portable)

☐ 128-Bit AES encryption (strong)

☐ 256-Bit AES encryption (stronger)

Information on encryption methods

OK

Cancel

Help

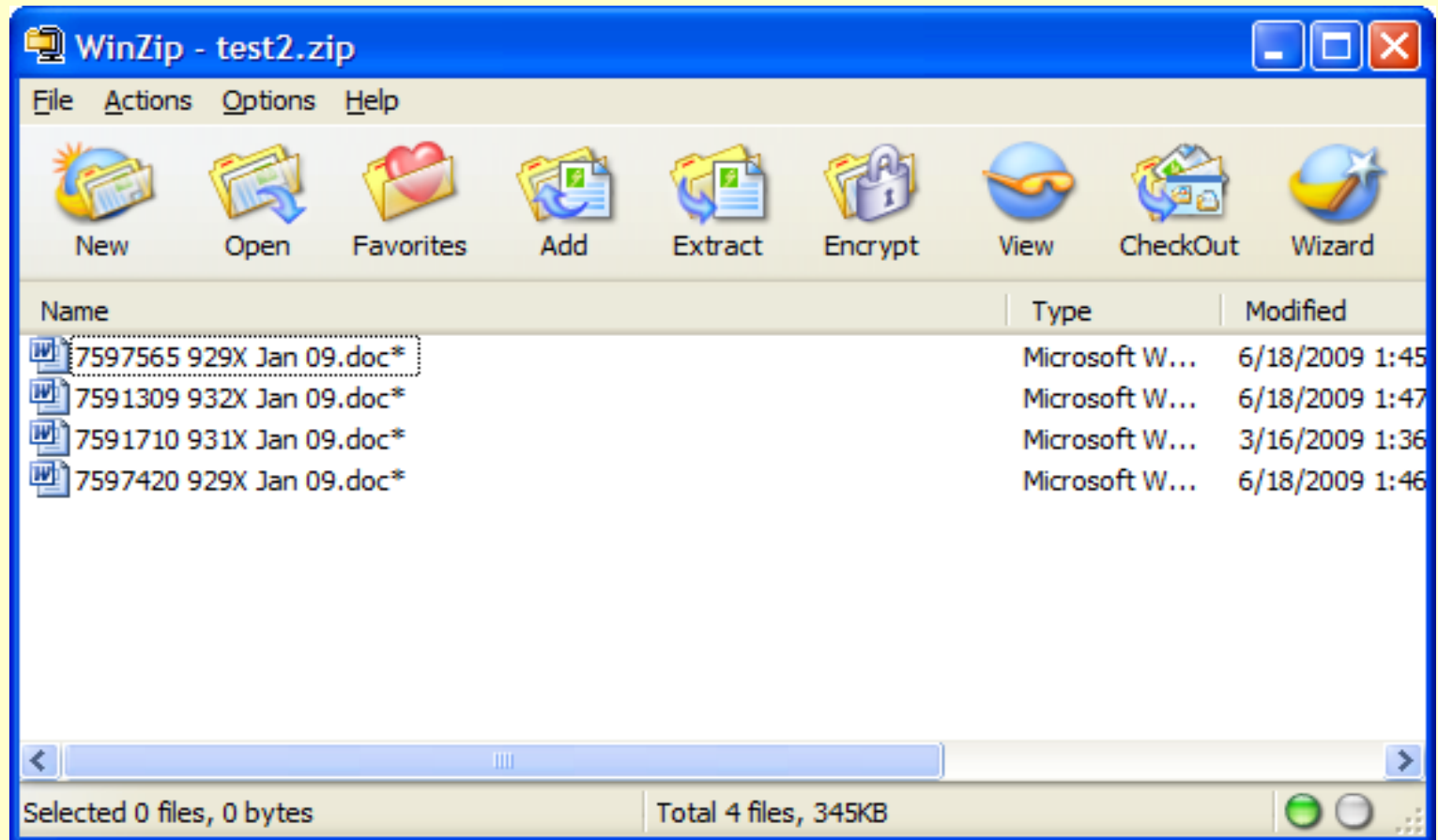
Enter, the password twice and click “OK”.

Go with default encryption method.

If you forget password: Send email to: VRcontracts@mail.nysed.gov

Finishing up

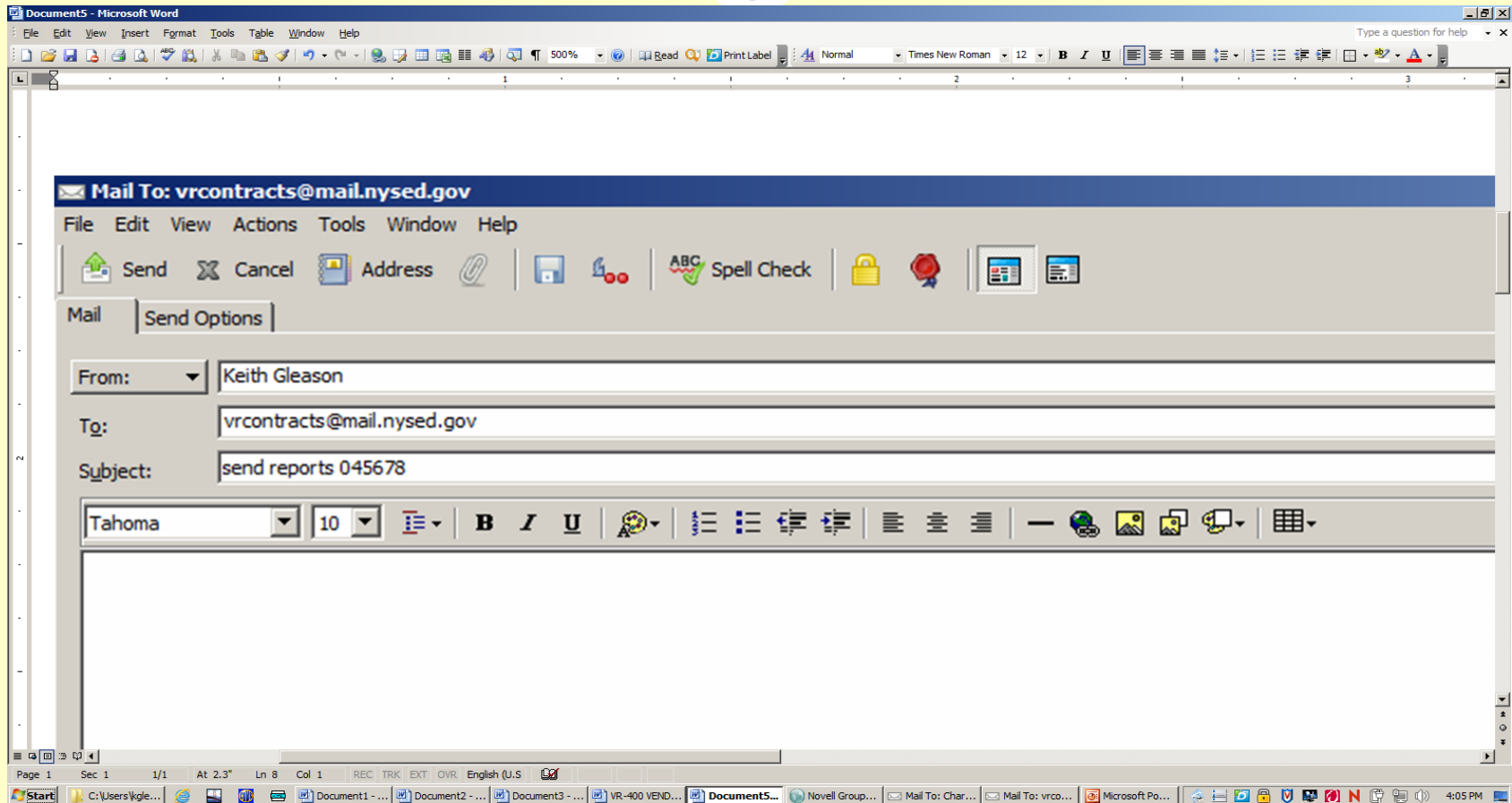
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Click "File" then "Close Archive".

E-Mail the Zipped Container (.sed) to SED

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Only send one container per Email.

Sending Reports

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E-Mail zipped container (.sed) to:

vrcontracts@mail.nysed.gov

Subject line must read:

[send reports <Vendor ID>](#)



- Ex. send reports 123456
- Vendor ID is six digit # printed on the authorization
- leading zeros are required in the Vendor ID
- must be two spaces in the subject line (one between 'send' and 'reports' and one between 'reports' and '<vendor id>')

Confirming E-Mail Receipt Confirmation

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The Provider will receive a confirming e-mail containing a list of the CRS Service Delivery Report Files that were sent. Following each report name will be a status.



- “Delivered” means the report was processed successfully.
- “Failure” means the report was not processed successfully.

Example Receipt Confirmation

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- >>> VRCONTRACTS 11/5/2014 9:19 AM >>>
- Reports received:
- 2591310 932X Jan 14.doc Failed Incorrect authorization number
- 2596036 110X Jan 14.doc Delivered
- 2615770 931X Jan 14.doc Failed --- No match on case service code

Reasons for Failure

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***No Match on Authorization Number

- Authorization # does not exist in our database – verify the correct AV# was used in the report file title.

***Incorrect Authorization Number

- Vendor ID on the Authorization does not match your Vendor ID - verify the correct AV# was used in the UCS Service Delivery Report file title.



***No Match on the Case Service Code

- The CSC in the CRS Service Delivery Report file title does not match any of the case service codes on the authorization – Verify the report file title contains the correct Authorization # and CSC

Organizing Files and Containers

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Below is one suggested way to keep the files and containers organized.

Individual Files Ready to Send

2595634 563X Aug 14.doc

2596671 929X Aug 14.doc

2597812 929X Aug 14.doc

Individual Files Sent

2594634 175X Jul 14.doc

2595371 790X Jul 14.doc

2596815 929X Jul 14.doc

Containers Zipped

20141001.sed

20141008.sed

Containers Sent

20140815.sed

20140822.sed

20140829.sed

Benefits of Electronic Processing

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To CRS Providers:

- Large reduction in photocopying
- Cost efficient (less postage, staff, etc. required)
- Automatic confirmation of reports received
- Provides proof that reports were sent.

To District Office:

- Ability to review report almost immediately
- Faster response time to move to “next” step
- Provides proof that reports were sent.



Additional Resources

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- Any updates will be listed on the website:
<http://www.acces.nysed.gov/common/acces/files/vr/winzipinstructions.pdf>
- Frequently asked questions are located here
<http://www.acces.nysed.gov/vr/crs-faqs>
- If all else fails then contact the district office Business Manager.

References

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- The Core Rehabilitation Services Guide and related information are posted on ACCES-VR's website at: <http://www.acces.nysed.gov/vr/core-rehabilitation-services>.
- The vendor training session scheduled for December 18, 2013 will be video taped and available for viewing on ACCES-VR's website <http://www.acces.nysed.gov/vr/core-rehabilitation-services>. We anticipate the video will be available by December 20 and will remain posted for 60 days.
- Not-for-Profit Agencies who must pre-qualify through the Grants Gateway system can access documents and instructions at: <http://grantsreform.ny.gov/Grantees>
- Vendor Responsibility Questionnaire documents and instructions can be found at: <https://esupplier.sfs.ny.gov/psp/fscm/SUPPLIER/>. *(BOCES, public colleges, and universities, and Research Foundations of SUNY/CUNY are exempt.)*
- Workers' Compensation and Disability Benefits forms and instructions can be found at: <http://www.wcb.ny.gov/content/main/forms/AllForms.jsp>
- Questions can be sent to: CRS@mail.nysed.gov

For All CRS Related – Always Check Here:

<http://www.acces.nysed.gov/vr/core-rehabilitation-services>

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- Core Rehabilitation Services Guide
- Cross Walk
- CRS Questions & Answers
- Supported Employment 2014 Guidelines (to be posted shortly)

Q & A



- Questions should be sent to: CRS@mail.nysed.gov



- Questions and answers will be compiled and posted on ACCES-VR's website