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CHAPTER 19 – REHABILITATION TECHNOLOGY, MODIFICATIONS AND EQUIPMENT

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5 CSR 20-500
1900 REHABILITATION TECHNOLOGY

1900.1 Guidance and Definitions

RSA DEFINITION OF REHABILITATION TECHNOLOGY:

Rehabilitation technology means the systematic application of technologies, engineering methodologies, or scientific principles to meet the needs of, and address the barriers confronted by, individuals with disabilities in areas that include education, rehabilitation, employment, transportation, independent living, recreation, home and vehicular modification, other assistive devices including, but not limited to hearing aids, low vision aids and wheelchairs. Rehabilitation technology includes rehabilitation engineering, assistive technology devices, and assistive technology services.

The term includes the following:

a) Rehabilitation Engineering Services are the systematic application of engineering sciences to design, develop, test, evaluate, apply, and distribute technological solutions to problems confronted by VR individuals in functional areas such as mobility, communications, hearing, vision, and cognition, and in activities associated with employment, independent living, education, and integration into the community.

b) Assistive Technology Devices are any items, piece of equipment, or product system, whether acquired commercially off the shelf, modified or customized, that is used to increase, maintain, or improve the functional capabilities of a VR customer.

c) Assistive Technology Services are any services that directly assist an individual with a disability in the selection, acquisition, or use of an assistive technology device. Services may include:

1. the evaluation of the needs of an individual, including a functional evaluation of the individual in his/her customary environment;
2. purchasing, leasing, or otherwise providing for the acquisition by an individual of an assistive technology device;
3. selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing assistive technology devices;
4. coordinating and using other therapies, interventions, or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs;
5. training or providing technical assistance for an individual or, if appropriate, the family members, guardians, advocates, or authorized representatives of the individual; and
6. training or providing technical assistance for professionals (including individuals providing education and rehabilitation services), employers, or others who provide services to, employ, or are otherwise substantially involved in the major life functions of VR individuals to the extent that training or technical assistance is necessary for individuals to achieve an employment outcome.

- Consider rehabilitation technology services each time a case is being reviewed including annual review of cases Closed – Other than Rehabilitated, Reason – Disability Too Severe.

- MVR Specialists for rehabilitation technology/assistive technology are available as a resource.

- Staff should utilize Missouri Assistive Technology (MOAT) as a resource when considering rehabilitation technology/assistive technology. [www.at.mo.gov](http://www.at.mo.gov)

- Clients requiring rehabilitation technology/assistive technology services must be evaluated on their specific needs in reaching their employment outcome.

- Rehabilitation technology services are subject to the economic need policy except for services provided when conducting the assessment for eligibility and the nature and scope of services or during a trial work period.

- Rehabilitation technology services are exempt from a determination of the availability of comparable services and benefits. However, if comparable services are known to be currently available, (including Medicare/Medicaid, or private insurance) they should be applied to the
cost of the service. If the vendor accepts Medicaid, then Medicaid payment must be accepted as payment in full.

- The IPE must identify the specific rehabilitation technology services to be provided.
- The IPE must also include an assessment of the expected need for post-employment services including rehabilitation technology services, where appropriate.

1900.2 Repair and Maintenance
- The client is responsible for appropriate maintenance, upkeep, or routine repairs for items in their possession.

- VR will not purchase extended warranties on any items.

1900.3 Ownership
- All non-expendable items purchased as rehabilitation technology or assistive technology are tracked as follows:
  - Ownership of all items purchased for the client as prescribed by a medical professional will be transferred to the client upon receipt.
  
  - Ownership of all items purchased for the client as rehabilitation technology or assistive technology will be transferred to the client upon successful case closure.
  
  - All assistive technology devices which are specially fitted, modified or customized for a particular client's needs will become the client's when the vendor provides the device.
  
  - If the assistive or rehabilitation technology device is not being used by the client, it is subject to recovery by VR.
  
  - On making the determination the VR case will be closed unsuccessfully, the counselor will contact the client to request the return of non-customized items having a depreciated value of $500.00 or more as determined by Vocational Rehabilitation for the possibility of reutilization.
If the counselor is unable to locate/contact the client, document the attempts to contact the client.

NOTE: Any item reclaimed by Vocational Rehabilitation will be sent to Central Office for evaluation. Items deemed unable to be reused will be sent to state surplus property. Items able to be reused will be made available for assignment to other clients.

- Clients will not sell, borrow against, pawn, give away, or in any other manner, dispose of the assistive or rehabilitation technology device without VR’s consent unless the client has been given ownership of the device.

1900.4 Procedure
- Follow guidance provided in CSG Section 500.

- Review/discuss with the client and provide informed choice regarding those rehabilitation technology services necessary to assess and develop the capacities of the individual to perform in a work environment, or to reach a successful employment outcome.

- Search available inventory to determine if an appropriate item is available that would meet the client’s needs.

- If rehabilitation technology services are not being provided as a diagnostic service, discuss financial guidelines and collect required financial documentation. Complete the Financial Needs Assessment.

- Obtain price quotes/written appraisals (if appropriate). If purchasing a prescribed assistive technology device and a bid is necessary, take into consideration the client's preference of vendor, quality, service and warranty.

- Complete a Cost Scenario, and document any client contribution or comparable services, if appropriate.
If rehabilitation technology services are not being provided as a diagnostic service, meet with the client to review and sign the IPE including all appropriate service categories and responsibilities.

Review/discuss ownership with the client.

Send a copy of the IPE/responsibilities addendum to the client and a copy of the authorizations to the client and vendor.

Contact the client immediately after the receipt of services to ensure client satisfaction with the services provided.

Follow up with the client to monitor satisfactory progress, in accordance with the timelines stipulated in the IPE and document.

1900.5 Authorization and Billing

Follow guidance provided in CSG Section 700.

1910 HEARING AIDS

1910.1 Guidance

Follow guidance provided in CSG Section 400.

Regardless of whether the deafness/hearing loss is a primary or secondary disability, hearing aid(s) may be purchased, as long as the counselor documents:

- how the deafness/hearing loss creates functional limitations, and
- a substantial impediment to employment as a result of the deafness/hearing loss

Counselors should look at the following factors in helping to determine what type of technology is required to assist an individual in their employment needs. Counselors should document how the functional limitations/barriers will be accommodated by providing hearing aids.

- Vocational Goal: Does the job/training require a lot of communication in a variety of listening environments? Will there
be a lot of background noise? Will there be a lot of telephone use, group meetings, working directly with customers/co-workers? List overall functional limitations and barriers to employment.

- Hearing Loss: Consider onset of hearing loss, residual hearing, speech discrimination, degree of hearing loss, progressive loss, oral vs. manual communication (method of communication) as a primary mode of communication, etc.

- Hearing aids are dependent upon the unique employment related needs of the individual.

- MVR will provide either a Full Shell model or Behind the Ear Model as a general practice. Smaller half-shell, in-the-canal or completely in-the-canal style aids will generally be a personal preference and clients would need to cover the difference in cost.
  - When a smaller style aid is required for the client to perform their job or due to a medical reason, document need in the case file.

- **Entry Level Amplification** –
  - Includes both conventional analog and basic digital/programmable technology.
  - Conventional aids may still be utilized for many older wearers of hearing aids because it is what they are accustomed to and they may be more comfortable with analog aids.

- **Advanced Level Amplification** –
  - May include programmable analog aids but most will include digital aids with multiple channels (up to 3 channel memory).
  - This category may include special hearing aids such as Cross or Bi-Cross Hearing Aids.

- **Premium Level Amplification** –
  - Includes digital aids that have multiple features and technologies.
  - Will generally include aids with 4 channel memory or more, directional microphones, noise reduction,
automatic digital algorithms which adapt to the user’s environment.
  o Open-fit aids.
  o Receiver in the Canal aids.
  o Receiver in the Ear aids, etc.

- Price guidelines are outlined in the Frequently Used Procedure Codes spreadsheet.

**1910.2 Procedure**

- Follow guidance provided in [CSG Section 500](#).

- Discuss financial guidelines, collect required financial information, and complete the Financial Needs Assessment and Cost Scenario when appropriate.

- Rehabilitation technology services are exempt from a determination of the availability of comparable services and benefits. However, if comparable services are known to be currently available, (including Medicare/Medicaid, or private insurance) they should be applied to the cost of the service. If the vendor accepts Medicaid, then Medicaid payment must be accepted as payment in full.

- Counselor should inform the client that hearing aids generally last four to six years with proper maintenance and care.

- Clients should plan for repairs and replacement aids in the future.

- On the IPE, the Assistive Technology box should be marked. Rehabilitation Technology Services should be selected and a description provided.

- Prior to the authorization of services, review the IPE and responsibilities addendum with the client and secure client’s signature.

- For services involving diagnosis and treatment of impairment such as Cochlear Implant or Bone Anchored Hearing Aids (BAHA):
On the IPE, the Assistive Technology box should be marked. Rehabilitation Technology Services & Diagnosis and Treatment of Impairment Services should be selected and descriptions provided. Authorize using the procedure codes requested by the doctors/providers.

- Contact the Assistant Director, DHH, for consultation when you have questions regarding hearing loss, eligibility and when hearing aid price quotes exceed our guidelines.

- Contact the client immediately after the receipt of services to ensure client satisfaction with the services provided.

- Follow up with the client to monitor satisfactory progress, in accordance with the timelines stipulated in the IPE and document.

1910.3 Authorization and Billing

- Follow guidance provided in CSG Section 700.

- Hearing aids may only be provided from a licensed dealer, certified audiologist or physician skilled in the diseases of the ear. All licenses and certifications must be valid, unencumbered, unrestricted and undisciplined.

- Always obtain the specific make and model of hearing aid being recommended by the vendor. A price quotation should include the standard manufacturer warranty (usually 1 year) on the hearing aids being recommended. If the client would like to purchase additional warranty coverage, they are responsible for the additional cost.

- All price quotations for hearing aids should include a T-Coil for clients able to utilize the phone and any applicable FM Assistive Technology.

- Additional features such as directional microphones, remote control function and special circuits (additional circuits, power circuit, super-compression) may increase the cost and would need to be evaluated on an individualized basis.
When reviewing price quotations, it is important to understand the make/model and type of aid being recommended. When discussing options with clients and vendors, discuss looking at what is required for them to function in their employment environment.

Bids are not required for a hearing aid costing $2999.99 and under. A hearing aid costing $3000 and above will require comparable bids.

If bids are required, obtain written price quotations from at least two (2) vendors, and prepare to authorize services based upon the lesser price quote, unless the following occurs:
  o The client chooses to purchase a hearing aid from the higher priced vendor, and agrees to pay the difference between the two price quotes.

When there is client participation, the vendor(s) should be advised that it is their responsibility to obtain the client’s contribution. Document communication with the vendor.

If a client is receiving Medicaid, vendor must accept Medicaid reimbursement as payment in full. VR cannot supplement Medicaid.

If vendor will not accept Medicaid payment, the counselor should document the vendor will not accept payment from Medicaid, and then authorize the full amount of the lowest bid or price quote, in accordance with guidance described in this section.

Audiologists & Hearing Instrument Specialists must submit a copy of the signed Purchase Agreement (which includes the terms of sale) along with the Invoice.
1920 DRIVER’S EVALUATION, DRIVER’S TRAINING AND VEHICLE MODIFICATION

1920.1 Guidance

- The counselor will review/advise the client of the requirements and responsibilities regarding vehicle modifications as stated in the State Rule (link provided at the beginning of this chapter) and document.

- The counselor should explore the availability of other means of meeting the transportation needs of the client. The counselor should evaluate local transportation systems to determine if there is suitable transportation in existence that would meet the needs of the client to participate in the rehabilitation program and to achieve the employment outcome. Documentation should reflect the results of this exploration.

- The agency shall not authorize modifications to a vehicle when the participant can effectively utilize other modes of transportation.

- The counselor should document the need for required modifications:
  - Example: If a client is able to drive with the use of hand controls and is able to satisfactorily access the vehicle, VR will not consider providing for the cost of a conventional van conversion.

- A physician’s prescription and valid driver’s license (or permit) is required prior to VR authorizing the evaluation.

- Driver’s evaluation and training should be provided by a qualified professional with a current Certified Driver Rehabilitation Specialist (CDRS) certification through the Association for Driver Rehabilitation Specialists or certified by a recognized professional accreditation organization that has developed commonly accepted standards for accreditation of driver rehabilitation specialists.

- Vendors who have provided the driver’s evaluation should not be used for the vehicle modification.

- Clients provided vehicle modifications by VR must obtain, at their own cost, insurance on those modifications.
The insurance policy must include an endorsement to cover the modifications.

VR will not repair or replace vehicle modifications lost through theft, damaged in an accident, or otherwise rendered inoperable, since these costs will be paid through the client’s deductible and the insurance company.

- The following should be included in the IPE:
  - The client’s agreement to purchase insurance on the modifications.
  - The client’s agreement to care for and maintain the equipment.

1920.2 Bid Process
- Follow guidance provided in CSG Section 700.

- If bids are required, obtain written price quotations from at least two (2) National Mobility Equipment Dealers Association (NMEDA) certified vendors and authorize services based upon the lesser price quote.

- Used equipment may be purchased if it results in a cost savings to VR and meets the needs of the client. The following is required before authorizing the purchase of used equipment:
  - The equipment must be evaluated by a qualified appraiser, and the appraisal submitted in writing with the appraiser’s signature.
  - The vehicle must be capable of passing state inspection.
  - The vehicle’s age and mileage must pass NMEDA vendor inspection/specifications.

1920.3 Procedure
- Follow guidance provided in CSG Section 500.

- Search available inventory to determine if an appropriate item is available that would meet the client’s needs.
- Collect required financial documentation and complete the Financial Needs Assessment.

- Obtain price quotes/written appraisals (if appropriate) and place documentation in the case folder.

- Complete a Cost Scenario, and document any client contribution or comparable services, if appropriate.

- Prior to the authorization of services, review IPE and "Vehicle Modification Services" responsibilities addendum with client and secure client’s signature.

- Send a copy of the IPE/responsibilities addendum to the client and a copy of the authorizations to the client and vendor.

- Contact the client immediately after the receipt of services to ensure client satisfaction with the services provided.

- Follow up with the client to monitor satisfactory progress, in accordance with the timelines stipulated in the IPE and document.

1920.4 Authorization and Billing

- Follow guidance provided in CSG Section 700.

- Use the Vehicle Modification procedure code in the case management system. Provide a complete description on the authorization of the items/modifications to be purchased.

- Review of the equipment/modification must be done prior to approving the invoice for payment. This review should be conducted in person whenever possible.
1930 HOME MODIFICATION AND/OR REMODELING

1930.1 Guidance

- The counselor will review/advise the client of the requirements and responsibilities regarding home modifications as stated in the State Rule (link provided at the beginning of this chapter) and document.

- The provision of home modifications should be thoroughly evaluated by the counselor and District Supervisor. The evaluation should include an on-site visit.

- Counselors should make client aware of the Residential Dwelling Accessibility (DAT) Tax Credit. Contact Missouri Department of Revenue for more information.

- Search available inventory to determine if an appropriate item is available that would meet the client's needs.

1930.2 Bid Process

- Follow guidance provided in CSG Section 700.

- Used equipment may be purchased if it results in a cost savings to VR and meets the needs of the client. The following is required before authorizing used equipment:
  - The equipment must be evaluated by a qualified appraiser, and the appraisal submitted in writing with the appraiser's signature.

1930.3 Procedure

- Follow guidance provided in CSG Section 500.

- Home modification and/or remodeling can only be authorized in Service status.

- Collect required financial documentation. Obtain price quotes/written appraisals (if appropriate).

- Complete the Financial Needs Assessment.
• Complete a Cost Scenario, and document any client contribution or comparable services, if appropriate.

• The client’s agreement to care for and maintain the home modification(s) and/or remodeling must be addressed in the IPE and in any IPE amendments.

• Prior to the authorization of services, review IPE and "Home Modification Services" responsibilities addendum with client and secure client’s signature.

• Send a copy of the IPE/responsibilities addendum to the client and a copy of the authorizations to the client and vendor.

• Contact the client immediately after the receipt of services to ensure client satisfaction with the services provided.

• Follow up with the client to monitor satisfactory progress, in accordance with the timelines stipulated in the IPE and document.

1930.4 Authorization and Billing

• Follow guidance provided in CSG Section 700.

• Authorize the cost and installation of ramps and lifts on a separate line code (if applicable).

• Use the Home Modification procedure code in the case management system. Provide a complete description on the authorization of the items/modifications to be purchased.

• Review of the equipment/modification must be done prior to approving the invoice for payment. This review should be conducted in person whenever possible.
1940 COMPUTERS AND MOBILE COMPUTING DEVICES

1940.1 Guidance

- VR may consider providing a computer and other assistive technology services when suitable resources are unavailable to meet the client’s IPE related needs.

- VR will not enter into a contract for cellular/data/internet service on behalf of clients.

- The counselor should document the following:
  - The reasons a computer/device is necessary to achieve a successful employment outcome;
  - The need for any special adaptive equipment/accommodations (e.g., special keyboard, software, etc.);
  - How setting up the computer/device, instructing the client in its use, software, etc., and providing on-going support/technical assistance will be accomplished.

1940.2 Computer Request for a Client Who Is Employed

- It is not the intent of Vocational Rehabilitation to purchase computers or other technology for clients who are employed. Employers who meet the legal requirements under the ADA are required to make reasonable accommodations for employees with a disability.

- VR may consider providing a computer and other assistive technology services for individuals who are employed when:
  - It is documented that it would create an undue hardship on the employer to provide the needed accommodations; and
  - Assistive technology services are required due to client’s disability to enable the client to perform “essential functions” of employment.
1940.3 Repair and Maintenance
- Clients are responsible for appropriate maintenance or repair of computer equipment in their possession.
- VR will not purchase extended warranties on any items.

1940.4 Purchasing, Inventory and Ownership
- Computer and related purchases are all subject to the same guidance and rules listed in Section 1950 for Tools, Equipment, Initial Stocks.

1940.5 Procedure
- Follow guidance provided in CSG Section 500.
- Search available inventory to determine if an appropriate item is available that would meet the client’s needs.
- Collect required financial documentation and obtain price quotes/written appraisals (if appropriate).
- Complete the Financial Needs Assessment.
- Complete a Cost Scenario, and document any client contribution or comparable services, if appropriate.
- Determine if the equipment will be authorized as rehabilitation technology/assistive technology or tools/equipment.
- Prior to the authorization of services, review IPE and “Tools and Equipment” responsibilities addendum with client and secure client’s signature.
- Send a copy of the IPE/responsibilities addendum to the client and a copy of the authorizations to the client and vendor.
- Contact the client immediately after the receipt of services to ensure client satisfaction with the services provided and document.
- Follow up with the client to monitor satisfactory progress, in accordance with the timelines stipulated in the IPE and document.
1940.6 Authorization and Billing

- Follow guidance provided in CSG Section 700.
- Use the appropriate procedure code in the case management system.
- Provide a detailed description of the computer/device to be purchased (make, model number, specifications, etc.) on the authorization.
- VR staff must contact the client directly to verify receipt of computer/equipment prior to paying invoice and document.

1950 TOOLS, EQUIPMENT, INITIAL STOCKS

1950.1 Guidance

- Training tools/equipment may be purchased for a client during a training program.
  - Inventory – This includes tools and equipment necessary for training which costs $3000.00 or more per item or unit.
  - Non-Inventory - This includes tools, equipment and supplies necessary for training which costs less than $3000.00 per item or unit.

- Placement tools/equipment may be purchased for a client in order to obtain/maintain employment, or in starting and conducting a self-enterprise. The client must have either training or past work experience prior to purchasing the tools/equipment.
  - Inventory - This includes tools, equipment, initial stocks, and supplies which costs $3000.00 or more per item or unit.
  - Non-Inventory - This includes tools, equipment, initial stocks, and supplies (including equipment, initial stocks and supplies for vending stands) which costs less than $3000.00 per item or unit.

- Initial stocks are expendable items that may be purchased for a client in conjunction with placement tools/equipment. They include
items/supplies which may be used (1) in operation of the placement equipment, or (2) for production of items for sale.

- Expendable items are those which will be used up, sold as initial stocks/supplies, worn out, or reduced to salvage within a period of one year.

- Non-expendable items are those which do not fall within the meaning of an expendable item.

1950.2 Initial Considerations

- VR may provide occupational tools, equipment and initial stocks for a client to achieve the employment outcome, providing the following conditions have been met and documented in the file:
  - Ability - the client has the proper skill and ability to succeed in the trade or occupation for which the services are provided.
  - Resources – The client is able to provide for the proper maintenance and upkeep of tools/equipment/stocks.
  - Financial eligibility – The client meets VR financial need requirements.
  - Self-employment – CSG Section 1000

- The provision of placement tools/equipment and initial stocks should be thoroughly evaluated by the counselor and the District Supervisor and may include on-site visits, if necessary.

- Search available inventory to determine if an appropriate item is available that would meet the client’s needs.

1950.3 Bid Process

- Follow guidance provided in CSG Section 700.
1950.4 Purchasing Used Equipment
- Used equipment may be purchased if it saves VR money and meets the needs of the client. The following is required before authorizing used equipment:
  - The equipment must be evaluated by a qualified appraiser, and submitted in writing with appraiser signature.

1950.5 Repair and Maintenance
- The client is responsible for appropriate maintenance, upkeep, or repairs for tools/equipment in their possession.

- VR will not purchase extended warranties on any items.

1950.6 Ownership
- All non-expendable tools and/or equipment purchased either for training or placement must be tracked as follows:
  - Ownership of all non-expendable items having an initial cost less than $500.00 will be transferred to the client upon receipt.

  - Ownership of all non-expendable items costing less than $3000.00 will be transferred to the client upon successful closure of the client’s VR case.

  - Ownership of all non-expendable item(s) costing $3,000.00 but less than $6000.00 each will be transferred to the client following continued use in training or employment for a period of 1 year and successful closure of the client's VR case. Employment or training must be in an occupation requiring the item(s). The client will be contacted to verify the item(s) are being used in this manner.

  - Ownership of all non-expendable items costing $6,000.00 but less than $12,000.00 each will be transferred to the client following continued use in training or employment for a period of 2 years and successful closure of the client’s VR case. Employment or training must be in an occupation requiring the item(s). The client will be contacted yearly for 2 years to verify the item(s) are being used in this manner.
Ownership of all non-expendable items costing $12,000.00 or more each will be transferred to the client following continued use in training or employment for a period of 3 years and successful closure of the client’s VR case. Employment or training must be in an occupation requiring the item(s). The client will be contacted yearly for 3 years to verify the item(s) are being used in this manner.

Non-expendable items having a depreciated value of $500.00 or more as determined by Vocational Rehabilitation, must be returned to Vocational Rehabilitation upon an “other than successful” closure. Any exceptions must be discussed with and approved by a Regional Manager. The reason for exception and the approval must be documented in the client’s case file. If an exception has not been granted, the counselor will contact the client to request the return of items for the possibility of reutilization.

If the counselor is unable to locate/contact the client, document the attempts to contact the client.

- Clients will not sell, borrow against, pawn, give away, or in any other manner, dispose of these tools and equipment without VR’s consent unless the client has been given ownership.

- If the tools, equipment and/or initial stocks are not being used in the client’s occupation or training, they will be subject to recovery, and may be reclaimed by VR for reissue or sale at any time prior to the client’s right to permanent ownership.

NOTE: Any item reclaimed by Vocational Rehabilitation will be sent to Central Office for evaluation. Items deemed unable to be reused will be sent to state surplus property. Items able to be reused will be made available for assignment to other clients.

1950.7 Inventory Number
- Each unit costing $3000.00 or more will have an inventory number affixed shortly after the time of purchase for future identification.
• When the inventory tags are received, the counselor will meet with the client to affix tags on the equipment/tools.

**1950.8 Follow-up Procedures for Inventoried Items**

- A letter will be sent to the client requesting confirmation of the item’s continued use in employment based on the following schedule:
  - One (1) year following receipt of equipment costing $3000.00 or more but less than $6000.00.
  - Annually for two (2) years on items costing $6000.00 or more but less than $12,000.00.
  - Annually for three (3) years on items costing $12000.00 or more.

**1950.9 Procedure**

- Follow guidance provided in CSG Section 500.

- Collect required financial documentation and obtain price quotes/written appraisals, if appropriate.

- Complete the Financial Needs Assessment.

- Complete a Cost Scenario and document any client contribution or comparable services, if appropriate.

- Prior to the authorization of services, review the IPE including the “Tools and Equipment” addendum with client and secure client’s signature.

- Send a copy of the IPE/responsibilities addendum to the client, and a copy of the authorizations to the client and vendor.

- Contact the client immediately after the receipt of services to ensure client satisfaction with the services provided and document.

- Follow up with the client to monitor satisfactory progress, in accordance with the timelines stipulated in the IPE and document.
1950.10 Authorization and Billing

- Follow guidance provided in [CSG Section 700](#).

- To purchase tools/equipment/initial stocks use the appropriate procedure code in the case management system. Itemize and describe for each line code as follows:
  - All expendable items and non-expendable items costing less than $3000.00 may be accumulated and entered on one line code. If several items, enter the statement, "Equipment (or tools or initial stocks as appropriate) as per attached list", and the total amount of purchase.
  - Any item costing $3000.00 or more must be authorized on a separate line code and include a detailed description of the item.

- VR staff must contact the client directly to verify receipt of tools/equipment prior to paying invoice and document.