

CSG Client Services Guide	Date Issued 6/12/13	Subject Transmittal #16	Transmittals
			Section 9998

Updates have been made to the online Client Services Guide located at <http://dese.mo.gov/vr/csg.htm>.

Section 200 (REFERRAL / INTAKE) has been replaced. Please review this section in its entirety.

Section 800 (Evaluation, Assessment, and Job Development) has been removed. Refer to Section 1200 for information on CRP Services.

Section 900 (Counseling and Guidance) has been replaced. Please review this section in its entirety.

Section 1200 (CRP Services) has been replaced. Please review this section in its entirety.

Section 1930 (TOOLS, EQUIPMENT, INITIAL STOCKS) (**found in Section 1900**) has been replaced. Please review 1930 in its entirety.

The Tools and Equipment addendum has been updated to reflect the changes in this section.

Section 2200 (Quality Standards/Casework Review) has been replaced. It is now titled: **Program Evaluation**. This section contains the links to the relevant sections of the Code of Federal Regulations.

Changes which apply to the entire CSG:

Section 1930 includes the following revisions to plan/purchase approval and purchasing. As additional sections of the CSG are revised, these changes will be made throughout the CSG.

The following change found in section 1930 now applies to all other sections of the CSG that reference District Supervisor plan approval:

Disregard: The District Supervisor will review and approve all initial plans prior to service and will approve all plans for services costing \$10,000.00 or more. *Exception: Assistant Supervisor and Counselor IV will be exempt from these plan reviews.*

Replace With: The District Supervisor (or Counselor II and above as designated by the District Supervisor) will review and approve all individual item purchases with a cost greater than or equal to \$3000.00. The review process must occur prior to purchase. The District Supervisor (or Counselor II and above as designated by the District Supervisor) will document the approval by issuing the authorization for the purchase.

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The following Guidance on purchasing found in section 1930 will be followed for all purchases:

All purchases should be evaluated using the "RAAN" philosophy. RAAN is an acronym for Reasonable, Allowable, Allocable and Necessary. Each Counselor should continue to use their good judgment with insuring item(s) being purchased fit the RAAN test.

NOTE: Please keep in mind we should still be searching for the most cost effective options when purchasing items for our clients. Therefore, if a \$400 computer is RAAN we should not be purchasing an \$800 computer.

The following Guidance on Bid Process found in section 1930 will apply to all purchases:

- Bids are not required for items \$2999.99 and under. All items \$3000 and above will require comparable bids.

NOTE: Bids are no longer required for any item listed in our established fees (i.e. approved tool kits at school, durable medical equipment with HCPCS codes such as glasses, orthotic devices, etc.).

- 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 one of the following occurs:
 - Only one price quotation is required if the equipment can only be obtained from a single source. If this occurs, attach a case note which includes a full explanation to the single source price quotation available.
 - The client chooses to purchase equipment from the higher priced vendor, and agrees to pay the difference between the two price quotes.

Expired versions of CSG sections have been moved to the Sharepoint Memo Archive for reference.