

15.00 PRIVATE VENDORS

Policy

It is policy of CBVH to use, in addition to CBVH direct service staff, community rehabilitation programs and existing community resources to meet the service needs of individuals. When services are not available or not feasible through these resources, the CBVH counselor has the option to utilize private vendors.

When to Use Private Vendors

Approved private vendors may be utilized when:

1. there is a specific need for a service not offered by a community rehabilitation program
2. CBVH direct service staff are unavailable
3. the needed service is not available from other community agencies
4. there will be a significant delay in the delivery of service from a community rehabilitation program or other community resource.

Community rehabilitation programs and other community resources must be fully explored prior to using a private vendor.

Private Vendor File

CBVH district offices maintain a local private vendor files which lists each vendor by discipline. A statewide private vendor file is maintained in Central Office.

Counselors should contact the appropriate CBVH district office for assistance in identifying a qualified private vendor outside of their office area.

Approval of Private Vendors

The approval of a private vendor is based upon the individuals ability to meet the educational, experiential and certification requirements required by CBVH. Only those private vendors who have received CBVH Central Office approval can be used to provide services to individuals served by CBVH.

Liability Insurance

As self-employed persons, private vendors are expected to be self-insured. CBVH

does not provide liability coverage for private vendors.

Procedure for Private Vendor Approval

When requesting private vendor approval, the district manager will follow these procedures:

1. Determine if the vendor has previously received approval.
2. Discuss with the prospective vendor the CBVH standard for the service that she/he would provide.
3. Complete the top section of the (DSS-3598) Individual Private Vendor Application using the CBVH Private Vendor Mileage Policy (page 15.00.06-15.00.07) and the Private Vendor Rates and Codes for Service (page 15.00.08-15.00.09).
4. Send an application packet to the vendor. (The application will be returned to the district manager).
5. Review the application for completeness and forward it to Central Office with a statement regarding the need for the vendor and any other relevant comments.
6. If the vendor is employed by an organization or agency from which CBVH purchases services, she/he must submit the Employee Release Letter (page 15.00.10) completed by his/her employer indicating that there is no conflict of interest.
7. If the vendor is applying for approval as a Technology Consultant, they need to complete and submit the Consultant Application Form (pages 15.00.11-15.00.13).
8. The application will be reviewed in Central Office. If the prospective vendor meets the CBVH personnel standard for the service to be provided, the application will be approved. Central office will send copies of the approved application to the:
 - a. district office which submitted the application, and
 - b. private vendor.
9. If the application is not approved, the vendor and the requesting district manager will be notified in writing of the disapproval and the district manager will be advised of the reason(s) for disapproval.

Duration of Approval

Once a private vendor is approved, he/she will remain on the CBVH private vendor list until one of the following occurs:

1. the vendor requests that his/her name be removed from the list
2. the vendor moves out of state or is no longer available to provide services
3. CBVH has determined that the vendor no longer meets the requirements for approval

Progress Reports

Private vendors are required to provide the CBVH counselor with a progress report each time a voucher is submitted for payment.

In addition, the vendor must submit a final service report to the counselor within one week of completion of the authorized period of service.

Additional reports, verbal or written, will also be provided when requested by the CBVH counselor.

Progress reports should contain the following information: the time period covered; identified goals; the services provided; a summary of the individual's progress toward the stated goal(s); comments or concerns and recommendations.

Consumer Conferences

Conferences with the private vendor can be held, as needed, to discuss the consumer's progress in the particular service area and to plan for additional or alternative services to meet the individual's service needs and achieve the stated goal.

Conferences can be held at any time during the service delivery period, particularly if a problem has been identified in the progress report or if requested by the consumer, the private vendor or the CBVH counselor. Conferences can be held in person or via telephone.

Confidentiality

Information about individuals served by CBVH (e.g., background, psychological and medical records) is confidential and cannot be released without the individual's written consent. Only information necessary for the provision of rehabilitation service should be shared with private vendors.

Academic Instruction/Tutor	75	\$20/hour
Communications	61	\$20/hour
Foreign Language Interpreter Services	54	\$15/hour
Job Coaching Services (up to maximum established in Section 8.38)	92	\$16/hour
Job Placement	58	\$35/hour
Low Vision Services	10 11	\$125/examination (initial) \$ 40/follow-up examination
Microcomputer Software Training	24	\$20/hour
Orientation and Mobility - Professional	50	\$45/hour
Rehabilitation Teaching - Professional	51	\$45/hour
Assistant	52	\$30/hour
Social Casework	53	\$30/hour
Strategic Technical Intervention	25	\$40/hour

Notes

1. Add \$10 per hour for service providers who have ASL certification when working with a deaf-blind consumer.
2. Add \$10 per hour for bilingual service providers when working with a consumer who needs bilingual translation.