

Section 12 / Part 6
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**Policy and procedure implementation memo
SFY 06 / Number 3**



KANSAS

GARY DANIELS, SECRETARY

SOCIAL AND REHABILITATION SERVICES

KATHLEEN SEBELIUS, GOVERNOR

REHABILITATION SERVICES

Memorandum

To: All Rehabilitation Services Staff

From: Peg Spencer

Date: April 7, 2006

Re: Policy and Procedure Implementation Memo — SFY 2006/ Number 3

Numerous updates to the Rehabilitation Services (RS) Manual will become effective April 10, 2006.

Many of the changes reflect a new approach to getting approvals for expenditure exceptions or services/actions which cannot be directly authorized by the Counselor. As noted for specific policies listed below, each Regional RS Program Administrator will now establish an exception procedure for his or her Region. This procedure will specify whether the approval may be granted by the RS Manager, the RS Program Administrator, or both. The procedure will also specify if there are circumstances where approval requests must first be routed through the RS Manager before being sent to the RS Program Administrator. This new approach is intended to provide flexibility according to the different staffing patterns in the Regions.

Expanded spending authorities are also noted for RS Managers and Program Administrators, meaning that a higher level of expenditure exceptions can now be approved directly in the field. New purchasing procedures impacting all staff are also in place.

RS Staff are encouraged to review this memo and the links to the new Manual information in order to become familiar with these policies and procedures.

RS MANUAL SECTION 1: ADMINISTRATIVE ISSUES

Section 1/Part 13

Miscellaneous administrative issues

http://www.srskansas.org/rehab/text/PolicyManual/Section_1/Part-13_Misc_admin.htm

Updated information is now included for approvals for **out-of-state services** and **prior authorization**. In each Region, the RS Program Administrator will establish a procedure for routing such approval requests through the RS Managers, RS Program Administrators, or both. Section 8 / Part 33,

http://www.srskansas.org/rehab/text/PolicyManual/Section_8/Part-33_Out-of-state_comparative_analysis_worksheet.pdf (the comparative analysis worksheet for out-of-state services) has also been updated to reflect this flexibility in approval authority.

RS MANUAL SECTION 3: SERVICE DELIVERY

Section 3/Part 3

Limits, nature and scope of services

http://www.srskansas.org/rehab/text/PolicyManual/Section_3/Part-3_Limits_of_services.htm

References to approvals for out-of-state services in this Part have been updated indicating that, in each Region, the RS Program Administrator will establish a procedure for routing such approval requests through the RS Managers, RS Program Administrators, or both.

Section 3/Part 8

Summary of spending authorities (cost caps)

http://www.srskansas.org/rehab/text/PolicyManual/Section_3/Part-8_Spending_authority.htm

Several significant changes have been made in this Part:

- * Rehabilitation Managers now have the authority to approve expenditures of no more than \$1,999 above the Counselor's spending authority.
- * RS Regional Program Administrators now have the authority to approve expenditures of no more than \$4,999 above the Counselor's spending authority. Each RS Regional Program Administrator will establish a procedure for routing such approval requests specifying whether the request must first go through the RS Manager or whether the request can be made directly to the Program Administrator.
- * A new Exceptions Request Form (Section 8 / Part 54, http://www.srskansas.org/rehab/text/PolicyManual/Section_8/Part-54_Exception_request.wpd) is now required. Upon final action (approval or denial), the form must be routed to Mary Kay Hirsch, the Policy Specialist at the Central Office. Exceptions will be compiled into a monthly report which will be used for an ongoing review of the appropriateness of the spending authority levels, statewide consistency and program evaluation.

The new approval authorities are intended to provide flexibility to the Regions and improve the timeliness of the approvals process. In light of the current fiscal situation and waiting lists, these authorities should not be viewed as a general expansion of allowable expenditures.

Section 3/Part 12

Vocational rehabilitation (VR) services for transition-aged youth with disabilities

http://www.srskansas.org/rehab/text/PolicyManual/Section_3/Part-12_Transition.htm

According to current policy, there may be situations when RS would grant an exception in order to serve a student prior to the 18-month or three semester timeline. Therefore, this Part has been updated to indicate that, in each Region, the RS Program Administrator will establish a procedure for routing such exception requests through the RS Managers, RS Program Administrators, or both. Use of the Exceptions Request Form (Section 8 / Part 54, http://www.srskansas.org/rehab/text/PolicyManual/Section_8/Part-54_Exception_request.wpd) is required.

Section 3/Part 17

Training

http://www.srskansas.org/rehab/text/PolicyManual/Section_3/Part-22_Vehicles.htm

According to current policy, there may be situations when RS would grant an exception to the 30-hours a year or full-time requirements. Therefore, this Part has been updated to indicate that, in each Region, the RS Program Administrator will establish a procedure for routing such exception requests through the RS Managers, RS Program Administrators, or both. Use of the Exceptions Request Form (Section 8 / Part 54, http://www.srskansas.org/rehab/text/PolicyManual/Section_8/Part-54_Exception_request.wpd) is required.

Section 3/Part 22

Vehicle modifications, purchase and repair

http://www.srskansas.org/rehab/text/PolicyManual/Section_3/Part-22_Vehicles.htm

This Part has been updated to include current references to spending and approval authorities.

RS MANUAL SECTION 4: MEDICAL SERVICES

Section 4/Part 6

Psychotherapy

http://www.srskansas.org/rehab/text/PolicyManual/Section_4/Part-6_Psychotherapy.htm

This Part has been updated to include current references to the Regional approval procedures for exceptions.

Section 4/Part 7

Dental services

http://www.srskansas.org/rehab/text/PolicyManual/Section_4/Part-7_Dental.htm

This Part now cross references Part 4/Section 11, which refers to when the surgery analysis is required for dental procedures. Under the new policy, the surgery analysis will no longer be required for most extractions.

Section 4/Part 9

Hospitalization and other hospital services

http://www.srskansas.org/rehab/text/PolicyManual/Section_4/Part-9_Hospitalization.htm

This Part has been updated to allow the RS Managers to approve exceptions in addition to Program Administrators.

Section 4/Part 10

Medications

http://www.srskansas.org/rehab/text/PolicyManual/Section_4/Part-10_Medications.htm

This Part has been updated to allow the RS Managers to approve exceptions in addition to the Program Administrators.

Section 4/Part 11

Surgery

http://www.srskansas.org/rehab/text/PolicyManual/Section_4/Part-11_Surgery.htm

This Part has been updated to include current references to the Regional approval procedures for exceptions.

This Part has also now includes clarification regarding dental surgery. With implementation of this clarification, most extractions will not require completion of the surgery analysis.

RS MANUAL SECTION 6: FISCAL PROCEDURES

Section 6/Part 1

Purchasing guidelines

http://www.srskansas.org/rehab/text/PolicyManual/Section_6/Part-1_Purchasing_guidelines.htm

Expanded purchasing authority has been delegated to field staff, as follows:

- * For items costing \$2,000 to \$4,999, three written bids are required. This step can be completed at the field level without the involvement of SRS Purchasing. For assistance regarding bidding procedures or specific bid requests, please contact George Victor at the Central Office, 785-267-5301, extension 233 or via GroupWise at HAGEV@srskansas.org.
- * For items costing \$5,000 or more, go through SRS Purchasing.

RS MANUAL SECTION 8: FORMS

See Section 8 of the policy manual, <http://www.srskansas.org/rehab/text/PolicyManual/ToC.htm>

Please note:

- * Spanish translations are now included for the basic IPE form, the IPE Amendment, and the Individual Plan for Trial Work Experience or Extended Evaluation.
- * Vietnamese translations are also included for the basic IPE form, the IPE Amendment, and the Individual Plan for Trial Work Experience or Extended Evaluation.
- * The Exceptions Request Form (http://www.srskansas.org/rehab/text/PolicyManual/Section_8/Part-54_Exception_request.wpd) referenced earlier in this memo is included.
- * The Functional Limitations Worksheet continues to be available in the Manual as a reference. Since the functional limitations information has been incorporated into KMIS, completion of the paper form is no longer required.
- * Please be sure that the version of the IPE, IPE Amendment, and the Individual Plan for Trial Work Experience or Extended Evaluation is the current form. The IPE is noted by an 0805 date at the bottom right corner of the last page, while the Individual Plan for Trial Work Experience or Extended Evaluation will have 1105. This version corrected the cost information in the service descriptions to reflect these choices: estimated cost (fill-in-the blank) and no cost (check-mark). It also updated the contact information for the Client Assistance Program to the Disability Rights Center.

RS MANUAL SECTION 9: RESOURCES

Information on dental codes, which are necessary to determine if the surgery analysis is required, are now included in Section 9/Part 29,

http://www.srskansas.org/rehab/text/PolicyManual/Section_9/Part-29_ADA_procedure_codes.htm.

RS MANUAL SECTION 10: DISABILITY DETERMINATION SERVICES (DDS)

This section has been changed to eliminate references to the telerecording function, which has been discontinued; and to update the DDS rates for medical records.

RS MANUAL SECTION 12: STATE MEMOS

This implementation memo has been added for future reference.

RS MANUAL SECTION 13: RSA MEMOS

The Technical Assistance Circular issued by RSA regarding integrated settings is included for staff reference in Section 13/Part 12. This document identifies factors that should be considered in determining whether an employment setting meets the integration requirements for purposes of job placement and Status 26 closure through the VR program.

ACCESSING THE ON-LINE MANUAL

Staff who want to keep their paper copies of the Manual current are reminded to print and replace the appropriate pages.

The updated on-line Manual may be viewed on the RS public web site at:

<http://www.srskansas.org/rehab/text/PolicyManual/ToC.htm>

For easy reference to the on-line Manual, you may want to consider using a bookmark or desktop shortcut.

Instructions to make a favorite bookmark

1. Open Internet Explorer and go to the index page of our policy manual.
<http://www.srskansas.org/rehab/text/PolicyManual/ToC.htm>
2. Select "Favorites" from the menu across the top of Internet Explorer.
3. From that menu, select "Add to Favorites".
4. Another small window will open up giving you the option to change the name of the favorite you are making and select where you want the bookmark to be placed. You choose the location by highlighting the folder you want or you can leave the default "Favorites" selected. Click on "OK" to save this bookmark.

5. Then when you need to look at the on-line manual, you can easily access it by using the bookmark.

There are times that your bookmark will seem out of date. This is because a bookmark uses a saved copy (cached) of the web page. To ensure you are getting the most current web pages, you may need to periodically refresh your bookmark. Use the above instructions for creating a bookmark to refresh your bookmark. If you still find you are still not getting the most current web page, hold down the Shift key and select Refresh from the View menu. Continue to hold down the Shift key until the web page refreshes.

Instructions for making a desktop shortcut

1. Open Internet Explorer and go to the index page of our policy manual.
<http://www.srskansas.org/rehab/text/PolicyManual/ToC.htm>
2. Select "File" from the menu across the top of Internet Explorer.
3. Choose "Save As..." from the menu.
4. A window will open that allows you to choose the location for the shortcut. Open up the drop down box located next to the words "Save in:". Choose the "Desktop". Do not change any of the other information located in this window except for possibly the name (Policy Manual, for example.)
5. Click on "Save" when you are finished. An Internet Explorer icon with the name of the file will be on your desktop.
6. Double click this icon when you want to access the Manual on the web.

QUESTIONS?

Please direct questions or comments about this policy and procedure information to my attention:

Peg Spencer
Rehabilitation Services
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785-267-5301, extension 220

Please direct questions or comments about the functionality of the web site and links to:

Frances (Grenier) Smith
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