



Eric Holcomb, Governor
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Division of Disability and Rehabilitative Services
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To: Vocational Rehabilitation (VR) Services Vendors
From: Kylee Hope, Director, Division of Disability and Rehabilitative Services (DDRS)
Theresa Koleszar, Director, Bureau of Rehabilitation Services (BRS)
Re: Update - VR Vendor Registration and Claims Payment System
Date: March 1, 2018

The Division of Disability and Rehabilitative Services, Bureau of Rehabilitation Services (BRS) has contracted with Public Consulting Group (PCG) to implement an electronic Claims Payment System (CPS) for Vocational Rehabilitation (VR) service vendors for the submission of invoices and payment of claims. The system will be rolled out in two phases: Phase 1) Vendor Registration Portal; and Phase 2) Vendor claims payment portal. Once Phase 2 is implemented, all payments to VR vendors will be processed through CPS.

In order to prepare for this change in billing practices, **all VR vendors must complete the new vendor registration process in CPS** (Phase 1). If you are a current VR service or product vendor, this may include re-submitting information and documentation you previously provided when you initially began providing VR services.

VR service vendors are individuals, businesses or organizations who receive payment from VR for the provision of services or devices to VR participants. Please see the Vocational Rehabilitation Services Manual for more information [by clicking here](#).

BRS and PCG completed six training webinars in February, 2018, and are preparing written responses to commonly asked questions. A recording of the training webinar will be available on the [VR Vendor Portal webpage](#). Vendors are encouraged to review the VR Services Manual prior to reviewing the training. BRS is in the process of conducting additional testing of the Vendor Registration portal and investigating strategies to enhance the system based on initial feedback received during training sessions, to ensure a user-friendly experience.

The Vendor Registration is not yet open and will be available soon for business vendors, and at a later time for individuals providing services. Once the Vendor Registration portal is live, BRS will provide notification to VR vendors, who may then begin the registration process. Please stay tuned for more information and be sure to join the VR vendor email list, [by clicking here](#), to access the most up to date information.

Additional information about the upcoming VR vendor registration process and CPS can be viewed on the [VR Vendor Portal webpage](#).