



Michael R. Pence, Governor  
State of Indiana

*Division of Disability and Rehabilitative Services*  
402 W. WASHINGTON STREET, P.O. BOX 7083  
INDIANAPOLIS, IN 46207-7083  
1-800-545-7763

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### Frequently Asked Questions for VR-CRP Application Process

**1. QUESTION:** We have some staff who will be taking the BINS training in the spring. Of course they are not certified today, but will be prior to June 30th. Should we include that on our application or will we need to submit an update after the training is complete?

**ANSWER:** Yes, you should still submit an application and indicate the intent to provide BIN services. Please provide an attachment to the application describing the plan for staff to attend BIN training and become certified. BRS would also request an update to [VRProvider@fssa.in.gov](mailto:VRProvider@fssa.in.gov) once the training is completed and certification is obtained. Your organization will not be able to provide BIN services until certification is obtained and verified.

**2. QUESTION:** Do we need to send organizational charts and job descriptions for our entire organization, or only for our VR related business or employment services? By just employment services, do we mean all administration that touches it, from CEO on down, as well as everyone employed in VR Services. The concern with providing a full organization chart is that, for some providers, this would include thousands of positions, from CEO to Direct Service Provider.

**ANSWER:** Organizational charts and job descriptions are required for sections of your organization and staff that provide services relevant to the VR provider application (i.e. discovery, employment, and other service categories included in the application). If your organization is identifying 'other' services please be sure your organizational charts and job descriptions are reflective of the sections of your organization and staff that provide those 'other' services. Organizational charts and job descriptions should minimally reflect management down through direct service positions for each category of service outlined in the application as relevant to your organization. Organizational charts and job descriptions for non-VR related sections of your organization such as residential services, nursing services, etc. are not necessary.

**3. QUESTION:** My organization is not currently accredited with the allowed entities because we currently only provide SGL services and it is not required for that. We will be seeking CARF accreditation as we want to expand into other services. However, CARF requires that their standards be in place at least 6 months prior to them completing their survey. Does the new VR application require accreditation prior to being approved as a provider? I am not sure how to make this happen since there needs to be a program to apply the standards to. Or is there a mechanism to start as a provider with a requirement to achieve accreditation within a certain time period? Given our situation, is it still possible to become a VR provider?



**ANSWER:** Your organization may submit an application and include documentation of your organization's application for accreditation to one of the outlined entities in IC 12-12-1-4.1(b). BRS will follow-up on a case-by-case basis to address accreditation compliance. If approved, BRS will set a timeline in which accreditation status shall be achieved.

**4. QUESTION:** Should the application and documents be sent via email or by snail mail? Can you please provide me with the email or address?

**ANSWER:** Please send applications electronically to [VRProvider@fssa.in.gov](mailto:VRProvider@fssa.in.gov)

**5. QUESTION:** I have a question regarding Trial Work Experiences/Extended Evaluations I do not see a reimbursement rate for this service. Can you provide the reimbursement rate to help us determine if this is a service we wish to provide?

**ANSWER:** Trial Work Experiences/ Extended Evaluations will be at the same rate as all other hourly services. \$42/hour.

**6. QUESTION:** The application does not clearly define the qualifications and/or the experience required of the Vocational Assessment Assessor. What qualifications are needed and what kind of experience is the state looking for to provide this service? Thank you.

**ANSWER:** Based on the specific, formal vocational assessment tool or test utilized, BRS expects that the provider will adhere to appropriate training and if applicable credential/certification expectations. Please submit what education, training or certification your staff has in this area on your application.