

## **DARS Vendor Agreement Appendices Changes Summary Effective July 1, 2013**

### **Appendix B - Provision of Short-Term Training Programs**

1. Section I.a.1: Updated description for Situational Assessments
2. Section I.a.2: Updated description for Work Adjustment Training
3. Added Section 1.F “The vendor shall maintain ongoing CARF accreditation in the appropriate CARF categories related to the services provided”

### **Appendix C - Provision of Extended Employment Services**

1. Added Section I.B: “The vendor shall maintain ongoing CARF accreditation in the appropriate CARF categories related to the services provided”
2. Section III.A: Added the word hourly to the following sentence; “The Vendor will be paid at the established daily/hourly unit of service rate for services provided to designated clients”
3. Section III.C: removed “The Vendor must submit the original signed invoice to the central DRS office by the tenth (10th) day of the month following the month services are provided” and added: The Vendor must submit monthly invoices using the LTESS/EES Internet based Requisitioning System by the tenth (10th) day of the month following the month services are provided.
4. Removed Contact Information on page 3
5. Changed CRP to ESO and DRS to DARS throughout the document.

### **Appendix D - Provision of Supported Employment Services And Job Coach Training Services**

1. Section I.B: removed “or transitional employment for individuals with chronic mental illness” from paragraph.
2. Section I.D.6: removed this section referring to Transitional Employment Services
3. Removed all form references and replaced with links to forms on the website.
4. Section II.C.5: removed
5. Replaced DRS and Department of Rehabilitative Services with DARS and Department for Aging and Rehabilitative Services throughout document.

### **Appendix E - Provision of Long-Term Employment Support Services**

1. Section I.G: removed “or vendors in contiguous states serving Virginia consumers, meet the requirements of the VR agency in their state.”
2. Added Section I.I: The vendor shall maintain ongoing CARF accreditation in the appropriate CARF categories related to the services provided.
3. Added Section III.B: The vendor shall submit reports monthly to the DARS counselor for a minimum of three months after LTESS Services begin up to DARS closure of the case. After DARS case closure the Vendor shall maintain monthly reports in their client files. These files are to be made available to DARS for auditing upon request.
4. Section III.D: Removed “the original signed invoice to the central DRS office” and added “monthly invoices using the LTESS/EES Internet based Requisitioning System.”
5. Removed Contact Information from Page 4.