

Official Authorization and Billing

ORIGINAL

Services to be Provided to:

Name :
Address :

Return Billing Copy to:

Iowa Vocational Rehabilitation Services

Services Provided by:

Payee :
Address :

Authorization # :
Case # :
IVRS Contact :
Contact Phone # :
Vendor # :

INSTRUCTIONS: Complete the billing section and sign and return this form (or attach an original invoice) within 45 days after services have been provided. If services are completed on different dates, photocopy this form and submit separately for payment after each service. Claims may not exceed the maximum. Return completed form to the address above. You may make a photocopy for your records. As an agency of the State of Iowa, IVRS is exempt from State of Iowa sales and use taxes.

Authorized Service Description # 1	Start Date	End Date	Qty	Unit Cost	Adjustment(+/-)	Total
Supported Job Coaching	10/21/2020	11/30/2020	275	\$11.29	\$0.00	\$3,104.75

Billing Section	Service Provided Date	Qty Billed	Unit Cost	Total Billed
To be Completed By Payee :	11-2 to 11-30	46	11.29	\$ 519.34

Original Authorization Total	(+) Amendment Total To-Date	(-) Cancellation Total To-Date	Current Authorization Total
\$3,104.75	\$0.00	\$225.80	\$2,878.95

Explanation of cancellation/total to date: \$225.80 of the \$3,104.75 had already been billed for October claims. \$2,878.95 is the remaining amount to claim. However, \$519.34 is the amount being claimed with this November claim. And since the remainder of the month is no longer being funded by VR, an additional \$2,359.61 should be cancelled on the "Cancellation Total To Date line."

Authorized By :

Authorized Date: 10/20/2020

Any apparent errors or misunderstandings should be reported to the Agency at once. Acceptance of this authorization is certification that the provider of services does not discriminate on the basis of age, race, creed, color, sex, national origin, religion, disability, ancestry, sexual orientation, gender identity, or veteran status. Persons with concerns or questions regarding civil rights compliance should contact: Attorney, Iowa Vocational Rehabilitation Services, 510 East 12th Street, Des Moines, Iowa 50319 (Telephone 515/281-4146). Training institutions will provide this agency with regular progress reports. The continuation of this program is at all times dependent upon satisfactory progress. The Agency assumes no responsibility for payment if any deviation from the authorized program of services is made without prior approval and official revision of this authorization. Authorized amounts may be reduced or canceled should funds be delayed or curtailed.

I certify services have been provided as specified in this authorization/billing. 12-3-2020

Payee Signature (or attach original invoice)
Signature Date

☐ **Final Invoice:** Please check this box if this is the final claim for this authorization.

For IVRS Office Use Only : I certify the goods and/or services have been received. Approval to pay: _____ Date: _____
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___ Billing Copy ___ Case file copy ___ Client Copy (This is not a bill.)

[REDACTED]

Client name: [REDACTED]
Service provider: [REDACTED]
Staff name: [REDACTED]
IVRS counselor name: [REDACTED]
Service start date: 11/2/2020
Name of employer: [REDACTED]
Name of supervisor: [REDACTED]
Address and zip code: [REDACTED]
Start date: 8/17/2020
Job title: Kitchen
Current wage: \$9.50 Hours per week: 15 to 25
Benefits (if available): No benefits available at this time
Date submitted (with claim): 12/3/2020

Milestones	Met	Quality Indicators	Met	Outcomes Payment Points Code	Met
Supported Job Coaching Status 18-6		Job Coach assesses the job candidate's adaptive behaviors, work skills, habits and socialization on the job and provides training to address needs.	Y		
Long term supports are identified	Y				
Job is stable and suitable as defined by job coaching plan Status 22	Y	Job coach trains the employer and co-workers on the job candidate's training needs and strategies.	Y		
		One-on-one training occurs with the job coach until the skills are learned. Coach trains employer on training strategies and natural supports.	Y		
		Follow up with the employer per coaching plan after the one on one training ends.	Y		
		Client works independently with natural supports.	Y		
				46 units @ 11.29 per unit	
				Outcome Payment \$519.34	

[REDACTED]

Date: 12-3-2020

Supported Employment Job Coaching Monthly Report

Job Candidate Name: [REDACTED]

Service: Supported Job Coaching

CRP Staff: [REDACTED]

Employment Location: [REDACTED]

Employment Start Date: 8/17/2020

1. A list of dates job coaching was provided:

11/2, 11/7, 11/16

2. Select the type of support provided to job candidate to become independent in employment.
(Select all that apply):

- | | | |
|--|--|--|
| ☐ Accommodations | ☐ Assistance with Communication | ☒ Advocacy |
| ☐ Co-Worker Training | ☐ Natural Supports Training | ☐ Soft-Skills |
| ☒ Job Training | ☐ Other: | |

☐ Employment Barriers Addressed:

- | | | | |
|--|--|---|--|
| ☐ Attendance | ☐ Punctuality | ☐ Transportation | ☐ Mental Health |
| ☐ Co-Worker Interaction | ☐ Appearance | ☐ Soft-Skills | |
| ☒ Task Related | ☐ Communication | ☐ Other: | |

Discuss strategies to address issues identified in #2. and #3.

[REDACTED] was struggling with new tasks that were given to her and also with talking to her boss about these new duties. Job coach assisted [REDACTED] with writing down her new job duties and also finding a co-worker that she can go to when she is not sure of what to do next or how to complete the job tasks.

4. Natural Supports Training Developed:

- ☐ Disability Awareness
 - ☐ Work Station Design
 - ☒ Strategies for Learning
 - ☐ Reasonable Accommodations and Assistive Technology
 - ☐ Communication Strategies

5. Timelines anticipated to reach stabilization and plan for fading:

██████████ will be done with job coaching on 11/30/2020.

6. Stabilization date and notification on contact made for transfer to Medicaid funds effective on:

§ 87(2)(b) did apply to Medicaid to get long term job coaching in the future.

7. Methods used to secure natural supports and identification of natural supports including names of co-workers identified.

██████████ can reach out to Rebecca and Chef Nick.

8. CRP Comments/Next Steps:

██████████ will no longer have job coaching funding through IVRS at this time.

Service provided: **Supported Job Coaching**

Date(s) of service and hours worked each date:

 $11/2$, $11/7$, and $11/16$

Correct way to report this: 11/2/26(3hr30min); 11/7/26(4hr); 11/16/26(4hr)

Total number of hours worked: 11.5 hrs total

CRP Signature:

CRP staff submit this form to IVRS with any narrative needed to document the provision of this service.

[illegible]

Unit Cost: \$11.29

Job Title:

Kitchen

Units of	
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[illegible]

46	Total Units
\$11.29	per unit

Billing total: \$519.34

TouchPoint: Vocational Services Case Notes**Subject:** [REDACTED]**Response Date:** 11/2/2020**Completed By:** [REDACTED]**Completed On Behalf Of:**

First Page

First Name [REDACTED]

Last Name [REDACTED]

DOB 6/29/1972

Date 11/2/2020

Staff [REDACTED]

Location [REDACTED]

Case Note Type General

Case Note Text

JC worked with [REDACTED] from 10:30am to 2pm. JC greeted [REDACTED] and [REDACTED] greeted JC. [REDACTED] talked with JC about how work was going and what she was working on. [REDACTED] told JC she was just making sure all of the tables and chairs were clean before the lunch rush started. [REDACTED] got everything clean before students started coming in for lunch. [REDACTED] went around and cleaned tables as students left. [REDACTED] told JC it was a lot easier to clean tables now that they only had to sanitize. [REDACTED] informed her manager when she was going on break. During her break [REDACTED] talked with JC about how different it was working the weekends than it is during the week while working. [REDACTED] told JC that she had to make sure there were cups, plates, silverware, and clean counters as well as cleaning tables. JC assisted [REDACTED] in coming up with a plan on how to check everything is good on the counter as well as being able to clean tables. [REDACTED] thanked JC and finished her break. [REDACTED] went back to cleaning tables. JC praised [REDACTED] for staying on task and completing all of her job tasks and [REDACTED] thanked JC.

Date of next contact with Participant

Reviewed: July 2020, April 2019, April 2018, September 2016, July 2015

Revised: July 2019

Developed: August 2014

Better narrative:

Observed JC from 10:30am-2pm. JC primarily worked independently; knew when to transition from task to task. JC communicated w/ boss as needed. JC needed 40 prompts to clean counters and to fill cups, plates & silverware but not as much as previous month (avg 75 prompts). Boss is happy with her work.

TouchPoint: Vocational Services Case Notes**Subject:** [REDACTED]**Response Date:** 11/7/2020**Completed By:** [REDACTED]**Completed On Behalf Of:**

First Page

First Name [REDACTED]

Last Name [REDACTED]

DOB 6/29/1972

Date 11/7/2020

Staff [REDACTED]

Location [REDACTED]

Case Note Type General

Case Note Text

JC worked with [REDACTED] from 10:15-2:15. JC observed [REDACTED] filling up the cups and plates. After brunch opened to the students [REDACTED] focused on keeping the food stations cleaned up for the students. [REDACTED] told JC that she was not sure if she was doing what she was supposed to since she barely had time to wipe the tables since she was staying busy keeping the cups and plates full and the food stations clean. JC praised [REDACTED] for doing a good job and staying focused. JC asked [REDACTED] if she had any questions or concerns and [REDACTED] said no.

Date of next contact with Participant

Reviewed: July 2020, April 2019, April 2018, September 2016, July 2015

Revised: July 2019

Developed: August 2014

Better narrative:

Observed JC from 10:15am-2:15pm. JC needed a couple of prompts; otherwise she stayed busy the entire time. JC needed little to no validation. Talked with boss afterwards and he is happy; no concerns from anyone.

Subject: [REDACTED]

Completed By: _____

First Page

First Name _____

Last Name [REDACTED]

DOB 6/29/1972

Date 11/16/2020

Staff [REDACTED]

Location [REDACTED]

Case Note Type	General
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Case Note Text

JC worked with [REDACTED] from 10-2. JC observed [REDACTED] wiping down tables. [REDACTED] told JC that during the week she focuses on keeping the tables clean and sanitized. [REDACTED] talked to JC about how she had pulled her sciatica and she was glad that she was going to the chiropractor later that day. JC praised [REDACTED] for working even though she was in a lot of pain and [REDACTED] said thank you. Before the lunch rush [REDACTED] went around and spot swept the floors. Once the lunch rush started [REDACTED] walked around the dining area wiping down tables as soon as the students were done. [REDACTED] did not need any prompts to stay focused and busy. JC praised [REDACTED] for staying busy and doing a good job and [REDACTED] said thank you.

Date of next contact with Participant

Reviewed: July 2020, April 2019, April 2018, September 2016, July 2015

Revised: July 2019

Developed: August 2014

Better narrative:

Observed JC work 10am-2pm. JC needed no prompt to start and stop working, including working through sciatica pain. JC even shared plans to see chiropractor w/ her boss. Boss feels that they can take on future supports and may only need ES to check in once a week to ensure JC is doing ok and employer does not have any issues.