

## Chapter 13

## Client Service Category Codes

**13.1 Authority:** Sec 103(a) Rehabilitation Act as Amended, 34 CFR 361, OMB 1820-0508

**13.2 Policy**

Utah State Office of Rehabilitation (USOR) has established client service category codes in compliance with Rehabilitation Services Administration reporting requirements. The Vocational Rehabilitation (VR) Counselor should use the appropriate client service category code when including paid services in the IPE, when authorizing for paid services, and when summarizing provided paid and unpaid services at closure. A list of the service codes and the service category under which each can be found in AWARE is available in Appendix A of this chapter. In addition, VR Counselors will follow approval levels outlined in CSM 12 Appendices A and B prior to authoring for services.

**13.3 Assessment**

CODE	DESCRIPTION
011	Medical Assessments
012	Psychological Assessments
013	Dental Assessments
014	Vision Related Assessments
015	Work Strategy Assessments
016	Academic Assessments
017	AT Related Assessments
019	Fees for records and all other assessments
020	Discovery Assessment for non-student

**POLICY:** To the maximum extent appropriate and within the professional discretion of the VR Counselor, existing information shall be used for eligibility determination and assessment services [34 CFR 361.5 (c)(5), 361.42 (d), 361.45 (f)(2)(ii)]. It is the intent of Congress that VR utilize existing documentation that accurately describes the current functioning of the applicant for eligibility determination. VR Counselors will evaluate existing documentation on a client by client basis to determine utility of existing documentation particularly in cases of individuals whose disabilities are permanent or chronic. If existing information is not available or is found to be inadequate or inappropriate VR Counselors should proceed in purchasing necessary diagnostic and/or evaluative information.

**13.4 Restoration**

CODE	DESCRIPTION
021	Medical Treatments (except medication & surgeries)
022	Psychological Treatments (except medications)
023	Dentistry (include dentures)
024	Vision Related Treatment
025	Medications
026	Surgeries (include anesthesia and hospitalization)

029 All other diagnosis and treatment

**POLICY:** Physical and mental restoration services require inclusion in a signed Individualized Plan for Employment (IPE). Exceptions to this requirement can be found in CSM 12.11. Restoration services are conditioned on financial need and the availability of comparable services and benefits (exception would be extreme medical risk - see Chapter 9) for the eligible client as well as the client under trial work experience. It is recommended VR Counselors staff requests for surgical treatment with medical consultants. VR Counselors should also consult CSM 14 (Restoration Services) before authorizing any service in this section.

**13.5 Vocational Rehabilitation Counseling & Guidance**

**CODE DESCRIPTION**

031 Vocational Rehabilitation Counseling & Guidance

**POLICY:** Vocational rehabilitation counseling and guidance is a core USOR service provided to every client by their qualified VR Counselor. This entails services above and beyond the minimum case management relationship between the client and VR Counselor. VR Counselors are required to document the vocational rehabilitation counseling and guidance provided during the life of the case. This service category may also include the purchasing of such services from a qualified vocational rehabilitation professional not employed by USOR.

**13.6 Vocational Training**

**CODE DESCRIPTION**

- 041 Graduate College or University Training
- 051 Four Year College or University Training
- 061 Junior or Community College Training
- 071 Occupational or Vocational Training
- 081 On-the-Job Training
- 085 Customized Training
- 091 Apprenticeship Training
- 101 Basic Academic Remedial or Literacy Training
- 111 Job Readiness Training
- 121 Disability-Related Skills Training
- 131 Miscellaneous Training

**POLICY:** In accordance with 34 CFR 361.48 (f) NO training at an institution of higher education may be paid for with VR funds unless maximum efforts have been made by the individual to secure grant assistance in whole or in part from other sources. See CSM 9.6 for more information regarding the use of comparable benefits and training services. To the maximum extent possible, training will be purchased from institutions and programs within the State of Utah. See CSM 12.13 for more information about the use of out-of-state training facilities.

Many occupations in Utah require licenses under the Division of Occupational and Professional Licensing (DOPL). Each one has specific stipulations which could prevent an individual from obtaining a particular license. Licensing information can be found at <http://www.dopl.utah.gov/>. Licensing information, specific to the client’s employment goal, should be explored prior to

finalization of the employment goal as part of informed choice.

**13.7 Job Placement & Supports**

CODE	DESCRIPTION
133	TWE Job Search Assistance
134	TWE Job Placement Assistance
135	TWE Job Coaching
141	Job Search Assistance
151	Job Placement Assistance
152	Job Placement Assistance (SE)
161	On-the-Job Supports - (SJBT)
163	High Quality Indicator (SJBT)
171	On-the-Job Supports (SE)
173	Extended Supports- Youth SE
174	High Quality Indicator (SE)
270	Customized Job Search Assistance
271	Customized Job Placement Assistance ( SE)
273	Customized On-the-Job Supports (SE)

**POLICY:** Service category codes in this section are used when USOR is providing job search, placement, and job coaching services in the IPE. This would include Supported Employment (SE), Supported Job Based Training (SJBT), Job Preparation and Placement, and Choose to Work (CTW). See Chapter 22 for JPP and SJBT and Chapter 30 for SE.

**13.8 Transportation**

CODE	DESCRIPTION
181	Vehicle purchases & repairs (include tires)
189	All other transportation (include gas, bus pass)

**POLICY:** VR Counselors are responsible for following USOR Transportation Policy located in Chapter 29 and State of Utah Purchasing Policy found in Chapter 12 of the Client Service Manual. VR Counselors are encouraged to consult with the USOR Purchasing Agent and the supervisory chain of command throughout this process as needed.

**13.9 Maintenance**

CODE	DESCRIPTION
199	Maintenance (food, clothing, shelter)

**POLICY:** Services under this section may only be provided in support of other VR services such as training, employment, etc. The VR Counselor must document what other VR service in the IPE is being supported by services coded as maintenance under this section. See CSM 12.7 for information on the use of maintenance services.

**13.10 Rehabilitation Technology**

<b>CODE</b>	<b>DESCRIPTION</b>
201	Artificial limbs evaluation & purchase
202	Hearing Aids
203	Wheelchairs evaluation & purchase
204	Vehicle/Driving evaluation & modifications
205	Home/Environmental evaluation & modifications
209	Other (include eye glasses)

**POLICY:** VR Counselors should refer to Chapter 23 and Chapter 12 when making purchases with these service codes.

**13.11 Other Services**

<b>CODE</b>	<b>DESCRIPTION</b>
191	Child Care
211	Reader Services
221	Interpreter Services
231	Personal Attendant Services
241	Technical Assistance Services
251	Information & Referral Services
261	Benefits Counseling
281	Self-Employment tools, equipment, licenses, initial stock
289	All other services related to the vocational goal (includes tools, equipment, licenses supplies)

**13.12 Pre-Employment Transition Services for Students with Disabilities**

<b>CODE</b>	<b>DESCRIPTION</b>
301	Job Exploration Counseling
311	Work Based Learning Experience
321	Counseling on Post-Secondary Opportunities
331	Workplace Readiness Training
341	Instruction in Self Advocacy

**POLICY:** The Service Codes assigned to Pre-Employment Transition Services are reserved for eligible VR clients meeting the definition of Student with a Disability. USOR defines a student with a disability as an individual who is:

- A. age 14 through 21 years; and
- B. eligible for and receiving special education or related services under IDEA; or regarded as an individual with a disability for purposes of section 504 of the Act; and
- C. in an educational program including, but not limited to:
  - I. Secondary education programs;

- II. Non-traditional or alternative secondary education programs, including home schooling;
- III. Postsecondary education programs; and
- IV. Other recognized educational programs, such as those offered through the juvenile justice system.

Services required to support participation in Pre-Employment Transition Service activities must be part of an IPE and authorized separately from Pre-Employment Transition Services. For example, a bus pass to facilitate transportation to a Work Based Learning Experience will be added to an IPE and authorized under Transportation Service Code 189. See Chapter 25 for more information about Students with Disabilities and Pre-Employment Transition Services.