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**IDAPA 47
TITLE 01
Chapter 02**

47.01.02 - FIELD SERVICES

000. LEGAL AUTHORITY.

Section 33-2301, Idaho Code and the Rehabilitation Act of 1973 and all subsequent Amendments. (3-30-01)

001. TITLE AND SCOPE.

01. Title. The title of this chapter is IDAPA 47.01.02, "Field Services". (4-5-00)

02. Scope. The chapter has the following scope: To streamline the existing rules and to implement program changes necessitated by the 1998 Amendments of the Rehabilitation Act of 1973. (4-5-00)

002. WRITTEN INTERPRETATIONS.

Written interpretations to these rules in the form of the explanatory comments accompanying the notice of proposed rulemaking that originally proposed the rules are available from the Idaho Division of Vocational Rehabilitation, 650 W. State Street, Boise, Idaho 83720. (4-5-00)

003. ADMINISTRATIVE APPEALS.

This chapter does not provide for appeal of the administrative requirements for agencies. (4-5-00)

004. INCORPORATION BY REFERENCE.

01. General. Unless provided otherwise, any reference in these rules to any document identified in Subsection 004 shall constitute the full incorporation into these rules of that document for the purposes of the reference, including any notes and appendices therein. The term "documents" includes codes, standards or rules which have been adopted by an agency of the state or of the United States or by any nationally recognized organization or association. (3-30-01)

02. Availability Of Reference Material. Copies of the documents incorporated by reference into these rules are available at the following locations: (3-30-01)

a. Central Office, Idaho Division of Vocational Rehabilitation, 650 W. State Street, Room 150, Boise, Idaho 83720, (208) 334-3390. (3-30-01)

b. Regional Offices, Idaho Division of Vocational Rehabilitation, located at: (3-30-01)

i. 1010 Ironwood Drive, Suite 101, Coeur d'Alene, Idaho 83814, (208) 769-1441. (3-30-01)

ii. 1118 F. Street, P.O. Box 1368, Lewiston, Idaho 83501, (208) 799-5070. (3-30-01)

iii. 3350 Americana Terrace, Suite 210, Boise, Idaho 83706, (208) 334-3560. (3-30-01)

iv. 10200 W. Emerald Street, Suite 101, Boise, Idaho 83704, (208) 327-7411. (3-30-01)

v. 245 3rd Avenue North, Twin Falls, Idaho 83301, (208) 736-2156. (3-30-01)

vi. 1070 Hiline, Suite 200, Pocatello, Idaho 83201, (208) 236-6333. (3-30-01)

vii. 1825 Hoopes Avenue, Idaho Falls, Idaho 83404, (208) 525-7149. (3-30-01)

viii. 3110 Cleveland Blvd. #A5, Caldwell, Idaho 83605, (208) 454-7606. (3-30-01)

ix. This document is also available at website <http://www.state.id.us/idvr/dvrhome.htm>. (3-30-01)

- 03. Documents Incorporated By Reference.** The following documents are incorporated by reference into these rules (3-30-01)
- a. All federal publications through the Rehabilitation Services Administration: (3-30-01)
 - b. Idaho Division of Vocational Rehabilitation Field Services Manual, 2000. (3-30-01)
 - c. State Plan for Vocational Rehabilitation 2001-2003. (3-30-01)
 - d. Public Law 105-220. (3-30-01)
 - e. Federal Register, Department of Education, 34 CFR Part 361. (3-30-01)
 - f. The Rehabilitation Act, as amended 1998. (3-30-01)

005 -- 009. (RESERVED).

010. DEFINITIONS.

- 01. Authorization To Purchase.** A purchase order issued on behalf of the Division (IDVR Form R-37). (3-30-01)
- 02. Client.** Any individual who has applied for or who is eligible for Vocational Rehabilitation services. (3-30-01)
- 03. Core Vocational Rehabilitation Services.** Services that reduce the impact of functional limitations on the ability to achieve an employment outcome (i.e. medical restoration services, training services, assistive technology, job placement, etc.). (2-1-95)
- 04. Designated State Unit.** The Idaho Division of Vocational Rehabilitation. (3-30-01)
- 05. Extended Period Of Time.** An anticipated six (6) or more months within which time rehabilitation services are being provided on an active and ongoing basis. (2-1-95)
- 06. FNA.** Financial Needs Assessment. (3-30-01)
- 07. IPE.** Individualized Plan for Employment. (3-30-01)
- 08. MSD.** Most Significant Disability. Meets the criteria as significant disability and is further defined as: (3-30-01)
- a. Having a severe physical, mental, cognitive or sensory impairment which seriously limits two (2) or more functional capacities (such as mobility, communication, self-care, self-direction, interpersonal skills, work tolerance or work skills) in terms of an employment outcome; and (2-1-95)
 - b. Whose vocational rehabilitation can be expected to require multiple core vocational rehabilitation services (as opposed to supportive services) over an extended period of time. (2-1-95)
- 09. OJT.** On-the-job training. (2-1-95)
- 10. Representative.** The client's parent, legal guardian, spouse, legal representative, or an individual who has the Power of Attorney to represent the client in legal situations or another person designated by the individual. (4-5-00)
- 11. SD.** Significant Disability. The definition of significant disability is found at in the Rehabilitation Act of 1973 as Amended. (3-30-01)

12. **SSDI.** Social Security Disability Insurance. (2-1-95)

13. **SSI.** Supplemental Security Income. (2-1-95)

14. **Supportive Services.** Services that compliment the provision of core services and are provided only to insure that the client can benefit. (4-5-00)

15. **VRC.** Vocational Rehabilitation Counselor. (2-1-95)

011. -- 099. (RESERVED).

100. RECORD KEEPING.

01. Confidentiality Of Client Records. All personal information (regarding individuals who apply for, are a client of, or who are past clients of the Division) which is given to the Division or its agents in the course of the administration of the Vocational Rehabilitation program is confidential. The use of such information and records will be limited to purposes directly connected with the administration of the Vocational Rehabilitation program and may not be disclosed directly or indirectly unless the informed consent of the individual is obtained through a signed release. Exceptions to this general rule are noted in the Rehabilitation Act of 1973 as Amended. (3-30-01)

101. -- 199. (RESERVED).

200. ORDER OF SELECTION.

01. Order Of Selection. The following order of selection will be used if the Idaho Division of Vocational Rehabilitation finds that it cannot serve all eligible clients due to a lack of either personnel and/or financial resources. The priority listings progress downward with priority number one (1) being the most restrictive and priority number four (4) being the least restrictive. (3-30-01)

a. **Priority #1:** At the time that a decision to move to an order of selection is made, it is determined that only those consumers who already have an existing individualized plan for employment (IPE) will continue to be served. (4-5-00)

b. **Priority #2:** At the time that a decision to move to an order of selection is made, it is determined that only those consumers in Priority Number 1 above and current and future, otherwise eligible, clients rated to this or a more restrictive priority can be served. Consumers meeting this priority rating are those individuals with most significant disabilities. (3-30-01)

c. **Priority #3:** At the time that a decision to move to an order of selection is made, it is determined that only those consumers in Priorities Numbers 1 and 2 above and current and future, otherwise eligible, clients rated to this or a more restrictive priority can be served. Consumers meeting this priority rating are those individuals with significant disabilities. (3-30-01)

d. **Priority #4:** All eligible clients for Vocational Rehabilitation services (no order of selection in place). (4-5-00)

201. -- 299. (RESERVED).

300. CLIENT SERVICES.

01. Provision Of Purchased Services Contingent Upon Financial Need Of The Recipient. (7-1-93)

a. The Idaho Division of Vocational Rehabilitation will apply a Financial Needs Assessment. Financial need will not be a consideration in the determination of eligibility for Vocational Rehabilitation, but will be a consideration in allocating the cost of VR services, with some exceptions. (3-30-01)

02. Authorization To Purchase. The Division requires that when purchasing services from a vendor,

an authorization must be issued prior to, or on, the beginning date of service. If services are provided without a Division approved authorization to purchase, the Division reserves the right to not honor the vendor's invoice. (3-30-01)

03. Provisions. Computation of budget limits is by family size for allowable monthly cost of housing, utilities, food and miscellaneous. (3-30-01)

301. -- 499. (RESERVED).

500. SERVICES FOR WHICH IDAHO DIVISION OF VOCATIONAL REHABILITATION FINANCIAL PARTICIPATION WILL NOT BE AVAILABLE.

01. General Provisions. Idaho Division of Vocational Rehabilitation will not pay for any services that do not contribute to the determination of eligibility or to achieve an employment outcome. (3-30-01)

02. Private Pilot's License. The Division of Vocational Rehabilitation will not financially participate in the securing of a private pilot's license. The Division may, assist in securing a Commercial Pilot's License. (3-30-01)

03. Advanced Degree. The Idaho Division of Vocational Rehabilitation may assist with an advanced degree if it is the only means available for an individual with a significant disability to achieve an employment outcome. (3-30-01)

04. Vehicular Purchase. Financial assistance will not be available for the purchase of a vehicle. For the purpose of this rule, "vehicle" is defined as any motorized conveyance that must be licensed by the state of Idaho in order to be operated on state highways, roads, streets, and waterways. (Included within this definition are: cars, trucks, vans, motorcycles, and boats of various sizes and description). Division funds may be utilized to render an already owned vehicle accessible for their use (i.e., hand controls, van conversions, and installation of lifts.). (3-30-01)

05. Medical Restoration. Financial participation will not be available for a surgery if it is the sole service needed for a client to achieve an employment outcome. Surgery may be provided if it is part of a comprehensive VR plan for employment and if it is needed to alleviate a problem diagnosed during the provision of VR services under an IPE. (3-30-01)

06. Organ Transplantation. The Idaho Division of Vocational Rehabilitation will not pay for organ transplantation with the exception of Renal Transplantation. (3-30-01)

07. Services To Non-Residents Of The State. Financial participation will not be available to non-residents of Idaho. Citizenship is not a requisite for financial assistance; however, the individual must have legal resident status (i.e., illegal aliens will not be eligible for the Vocational Rehabilitation programs). (3-30-01)

501. -- 599. (RESERVED).

600. POLICY ON PROVISION OF CRP (COMMUNITY REHABILITATION PROGRAM) SERVICES. Work Evaluation, Work Adjustment, Community Based Work Evaluation, Community Based Work Adjustment, Job Site Development, Job Coaching, Placement and Follow-Along Services, are services the Idaho Division of Vocational Rehabilitation purchases from CRPs which are accredited by CARF (Commission on Accreditation of Rehabilitation Facilities) or RSAS (Rehabilitation Services Accreditation System). (3-30-01)

601. -- 699. (RESERVED).

700. USE OF CHIROPRACTIC SERVICES. Chiropractic examinations will not suffice in meeting the medical documentation required for eligibility purposes. (4-5-00)

701. -- 999. (RESERVED).

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