**RSM 3
FINANCIAL POLICIES & PROCEDURES MANUAL
ATTACHMENT 1100-3**

# SERVICE CATEGORY ENTRY GUIDE FOR PLANS & AUTHORIZATIONS

Updated: 01/29/2025

To plan appropriately for and track expenditures, service categories are entered on plans with adequate descriptions for each service item, and service categories with subcategories, as needed, are entered on authorizations. Below, the service categories and subcategories are listed alphabetically as they appear in the Service Category drop down box when writing plans.

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## SERVICE CATEGORY: Apprenticeship Services

Available for Authorization Type: Vendor (Required on plan.)

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
|  | Pre-Apprenticeship Program | Tuition and fees for Pre-Apprenticeship Program. |
|  | Registered Apprenticeship | Tuition and fees for Registered Apprenticeship Program. |
|  | Apprenticeship Training Books & Required Supplies | Books and required supplies for Pre-Apprenticeship or Registered Apprenticeship Program. |

## SERVICE CATEGORY: Assessment for Potential Modifications (requires Administrative Approval)

Available for Authorization Type: Central (only those with security to use Central auths may draft/issue)

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
|  | Assessment for Home Mods | Home Modification Assessment |
|  | Assessment – Passenger-Only | During this assessment, the Driver Rehabilitation Specialist (DRS)/Certified Driver Rehabilitation Specialist (CDRS) will take measurements of the consumer in their wheelchair (see [RSM 2, Section 1604.03k](https://dors.maryland.gov/InDORS/Policy/RSM2/Pages/RSM2_1600.aspx#1604.03)) and take them to a mobility dealer to assessment different van conversions to determine the best fit for the consumer. |
| 01 | Assessment – Clinical Pre-Driving – Adapted Vehicle | During the Clinical Pre-Driving Assessment an Occupational Therapist (OT) administers perceptual, motor and reaction assess­ments that help to predict an individual’s capability to drive, who may or may not require any vehicle adaptations. This assessment is also required for individuals whose impairment is low vision.*Also requires Assessment – Behind-the-Wheel Adapted Driving Assessment (car or van)* |
| 01 | Behind-the-Wheel Adapted Driving Assessment-Car | During the evaluation the consumer is given a vision screening, brake reaction test, and 2-4 hours of “behind the wheel” evaluation. This assessment is also required for individuals who can safely and independently stow their wheelchair in the vehicle and then transfer to the car’s driver seat.*Also requires a Clinical Pre-Driving Assessment (see above).* |
| 01 | Behind-the-Wheel Adapted Driving Assessment-Van (Mid-Tech) | This will be added if the consumer needs an assessment in an adapted van as opposed to a car.A Mid-Tech van assessment will be needed if your consumer:* Uses a wheelchair but cannot transfer and/or stow their wheelchair independently.
* Has the strength and active range of motion without tremors and spasticity that allows the consumer to use OEM steering devices and gas/brake devices utilizing OEM brake/gas pedals.

*Also requires a Clinical Pre-Driving Assessment (see above).* |
| 01 | Behind-the-Wheel Adapted Driving Assessment-Van (High-Tech) | This will be added if the consumer needs an assessment using a fully electronic driving system. **Note:** Service requires a Central Authorization. *Also requires a Clinical Pre-Driving Assessment (see above).* |
| 01 | Vendor Travel for Assessment for Potential Mods | Evaluator travel to/from designated consumer location. |

## SERVICE CATEGORY: Training for Potential Modifications (Requires Administrative Approval and Required on IPE)

Available for Authorization Type: Central (only those with security to use Central auths may draft/issue)

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
| 20 | Driver Training – Adapted Car | Training services are provided by a DRS/CDRS in an adapted car. This training is provided “Behind-the-Wheel (BTW)” in the CDRS/DRS’s adapted vehicle and the recommended number of hours required can be found in the driving assessment report. |
| 20 | Driver Training – Adapted Van (Mid-Tech) | Training services are provided by a DRS/CDRS in an adapted van. Unlicensed driver training in an adapted van takes a minimum of 66 hours of BTW training, as required by the MVA. |
| 20 | Vendor Travel for Training for Potential Mods | Evaluator travel to/from designated consumer/ vehicle location, including travel for missed appointments. |
| 20 | Driver Training – Adapted Van (High-Tech) | Training services are provided by a DRS/CDRS in an adapted van. Unlicensed driver training in an adapted van takes a minimum of 66 hours of BTW training, as required by the MVA. |
|  | VEAPA-Vehicle Consultation | Vehicle consultation involves the DRS/CDRS and the consumer going to look at vehicles at mobility equipment dealers to determine which vehicle make, model and year would be the best fit for the consumer prior to the consumer purchasing a vehicle. This service is provided after completion of Adapted Driving Equipment Training and/or after licensing. |
|  | VEAPA-Estimate | The VEAPA is to be requested via Central Office Authorization to the DRS/CDRS who completed the adapted driving assessment and training. The DRS/ CDRS will write the VEAPA based upon the adapted driving assessment and training provided, and will provide cost estimates for proposed vehicle modifications. A copy of the VEAPA will be provided to the consumer and, DORS Counselor during the pre-procurement meeting with the consumer, Counselor and RTS Staff |

## SERVICE CATEGORY: Modifications (Requires Administrative Approval and Required on IPE)

Available for Authorization Type: Central (only those with security to use Central auths may draft/issue)

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
| 20 | Home Modifications | Provision of home modifications as indicated in approved specifications. |
| 20 | Vehicle Consultation: Vehicle Purchase | This service provides compatibility checks between the consumer’s desired vehicle and the adapted driving equipment recommended by the DRS/CDRS. The service involves the consumer shopping, sending a VIN# for their desired vehicle and the DRS/CDRS contacting adapted driving manufacturers to confirm vehicle compatibility based on the VIN#. This service can only be provided after “Vehicle Modifications” are on a dated and issued IPE. |
| 20 | Vehicle Mod: Pre-Bid Conference Consultation | This service is used when complex and/or customized driving equipment is recommended by the DRS/CDRS. This meeting is held to assist the bidders understand the specifications in the VEAPA so that they can place more accurate bids and lessen the chance for the need for “change orders'' in the middle of vehicle modification projects. This service item will be used when a DRS/CDRS needs to attend a pre-bid conference. |
| 20 | Vehicle Mod: Modification of Vehicle | This service is coordinated at WTC by RTS. The consumer should not purchase a vehicle until they have provided the Vehicle Identification Number (VIN) to the RTS Driving Program Staff Specialist to confirm the vehicle can be modified, as required to meet the consumer’s needs. Once the vehicle is purchased, consumer must provide a copy of the sales receipt and temporary registration. The sales receipt will provide documented proof that they have purchased a vehicle instead of leasing. |
| 20 | Vehicle Mod: Fitting(s) (Mid/Final) | The DRS/CDRS who wrote the VEAPA/prescription will travel to the modification vendor’s location to work with the consumer and modification technician to assure that adapted driving equipment is placed correctly for the consumer’s access. |
| 20 | Vehicle Mod: Post-Modification Training – Adapted Car | The DRS/CDRS who provided the adapted driving assessment, training and VEAPA provides this service in the consumer’s newly modified car to make sure that the consumer is able to drive with the new adaptations/equipment. Refer to driver training report for number of hours recommended. |
| 20 | Vehicle Mod: Post-Modification Training – Adapted Mid-Tech Van | The DRS/CDRS who provided the adapted driving assessment, training and VEAPA provides this service in the consumer’s newly modified mid-tech van to make sure that the consumer is able to drive with the new adaptations/equipment. Refer to driver training report for number of hours recommended. |
| 20 | Vehicle Mod: Post-Modification Training – Adapted High-Tech Van | The DRS/CDRS who provided the adapted driving assessment, training and VEAPA provides this service in the consumer’s newly modified high-tech van to make sure that the consumer is able to drive with the new adaptations/equipment. Refer to driver training report for number of hours recommended. |
| 20 | Vendor Travel for Modification Services | Evaluator travel to/from designated consumer/ vehicle location, including travel for missed appointments. |

## SERVICE CATEGORY: Assessment

Available for Authorization Type: Vendor

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
| 01 | Non-Adapted Driving: Behind-the-Wheel Assessment | During the evaluation the consumer is given a vision screening, brake reaction test, and two to four hours of “behind the wheel” evaluation. This assessment is also required for Low Vision drivers. *This is required with a Clinical Pre-Driving Assessment (see below).* |
| 01 | Non-Adapted Vehicle: Clinical Pre-Driving Assessment | During the Clinical Pre-Driving Assessment an Occupational Therapist (OT) administers percep­tual, motor and reaction assessments that help to predict an individual’s capability to drive. This assessment is also required for Low Vision drivers *This is required with the BTW Assessment (see above).* |
| 01 | Augmentative Communication Assessment | Evaluation of augmentative communication needs |
| 01 | Assistive Listening Assessment | Evaluation for assistive listening devices other than hearing aids |
| 01 | Audiology Assessment | Audiology exam only |
| 01 | Audiology Assessment – Additional Testing | Acoustic immittance testing, including tympanometry (impedance testing), acoustic reflex threshold testing and acoustic reflex decay testing |
| 01 | Audiology Assessment – Communication Evaluation | Aural rehabilitation and/or auditory processing |
| 01 | Background Check | Background check |
|  | Blindness Skills Assessment | Assessment leading to development of a comprehensive service plan, includes I.L., mobility, and computer training needs. |
| 01 | Career Assessment – Community-based  | Community-based CAS |
| 01 | Career Assessment – Comprehensive | Comprehensive CAS |
| 01 | Career Assessment – Comprehensive Hybrid | Comprehensive Hybrid CAS |
| 01 | Career Assessment – Exploratory | Exploratory CAS |
| 01 | Career Assessment – Exploratory Hybrid | Exploratory Hybrid CAS |
| 01 | Career Assessment – Focused | Focused CAS |
| 01 | Career Assessment – Focused Hybrid | Focused Hybrid CAS |
| 01 | Career Assessment – Itemized | Itemized CAS |
| 01 | Career Assessment – Itemized Hybrid | Itemized Hybrid CAS |
| 01 | Computer Assessment | Evaluation for computer access |
| 01 | Drug Screen | Drug screen |
| 01 | Functional Capacity Assessment | Functional capacity evaluation administered by licensed OT/PT provider |
| 01 | Interactive Complexity During Assessment | May be included when an interpreter, language translator, guardian, or other third parties such as welfare agencies, parole and probation officers, or school officials are needed during the appointment. |
| 01 | Low Vision Assessment | Evaluation for low vision devices, fitting and visual field |
| 01 | Medical Exam Not In Gen Fees – Approval Required | Medical Exams conducted in hospital or other facilities; requires CPT code and Fee Exception Request |
| 01 | Medical Radiological Services (X-Rays) | X-rays and radiologic services |
| 01 | Medical Record(s) | Medical records, either copies or abstract dictated by medical professional |
| 01 | Medical Office Visit | General medical office visit (new or established patient); formerly called “Health Status (GME).” |
| 01 | Missed Appointment Fee – assessments | Missed appointment fee for missed assessments. |
| 01 | Neuropsychological Assessment | Neuropsychological evaluation only |
| 01 | Occupational Therapy Assessment | Evaluation administered by an OT |
| 01 | Optometric Exam | Exam administered by an optometrist |
| 01 | Oral Exam | Exam administered by a dentist |
| 01 | Orientation and Mobility Assessment | Assessment of O&M training needs ***(Blind only)***. |
| 01 | Physical Therapy Assessment | Evaluation administered by a physical therapist |
| 01 | Private Vehicle Repair Assessment | Full Service Vehicle Inspection of privately-owned vehicle to determine if it needs and qualifies for repairs (not including vehicle modification). |
| 01 | Psychiatry Assessment | Psychiatric evaluation only |
| 01 | Psychological Assessment for Adult | Psychological evaluation for an adult (ages 18 and older) that is not neuropsychological |
| 01 | Psychological Assessment for Child | Psychological evaluation for a child (ages 17 and younger) that is not neuropsychological |
| 01 | Psychological Assessment – LD Supplement | Supplemental testing to evaluate the extent of an individual’s learning disability. |
| 01 | Psychological Assessment – Memory Supplement | Supplemental testing for evaluation of memory impairment using the Wechsler Memory Scale IV (See Fee Schedule or Referral for Psychological Evaluation for criteria to use when determining whether to authorize this assessment.). |
| 01 | Rehab Teaching Assessment | Assessment of rehab teaching needs |
| 01 | Rehab Technology Assessment | Assessment of rehabilitation technology needs for training or employment by PT, OT or AT technolo­gist. May include assessments in the work site. |
| 01 | Sign Language provided by Psychologist | Sign language interpretation provided directly by psychologist |
| 01 | Specialist Exam | Exam provided by physician other than a general practitioner. |
| 01 | Speech and Language Assessment | Evaluation by licensed speech/language practitioner |
| 01 | Vendor Travel for Assessment | Vendor travel for certain assessment services, per fee schedule  |

## SERVICE CATEGORY: Basic Academic or Other Fundamental Training

Available for Authorization Type: Vendor **(Required on plan if service cost exceeds $200.)**

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
| 28 | Books & Required Supplies for Remediation | Books and required supplies for tutoring or academic remediation |
| 10 | Developmental, Literacy or Academic Training | Tutoring or academic remediation |
| 13 | Driver’s Education | Driver Education classes provided by community vendor, including 30 hours classroom instruction and 6 hours behind-the-wheel |
| 13 | Driver Training-BTW-Non-Adapted Vehicle | Behind-the-wheel instruction over the six hours provided during driver’s education. This training is for individuals who may or may not have [MVA Reportable Conditions](http://intranet.dors.hq/RS_Manuals/RSM2/RSM2_1600-3_MVA.htm) and whose disabilities do not require vehicle modifications (e.g., low vision). |
| 13 | GED Exam Fee | GED administration fee |
| 13 | GED Training | GED preparation |
| 28 | Missed appointment fee –Tutoring | Missed appointment fee for basic academic or other fundamental training |

## SERVICE CATEGORY: Benefits Counseling After IPE

Available for Authorization Type: Vendor **(Required on plan if service cost exceeds $200.)**

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
|  | Phase I: Pre-Employment Consultation | See [Fee for Service Benefits Planning Services (rs-1n)](http://intranet.dors.hq/RS_Manuals/RSM4.htm#rs1n) fact sheet in the [Benefits Planning Specialized Resources](http://intranet.dors.hq/Resources/Benefits/benefits.htm) section of InDORS for a full explanation of service. |
|  | Phase II: Job Placement and Employment/Maintenance | See [Fee for Service Benefits Planning Services (rs-1n)](http://intranet.dors.hq/RS_Manuals/RSM4.htm#rs1n) fact sheet in the [Benefits Planning Specialized Resources](http://intranet.dors.hq/Resources/Benefits/benefits.htm) section of InDORS for a full explanation of service. |
|  | Phase III: Developing Supports for DORS Case Closure | See [Fee for Service Benefits Planning Services (rs-1n)](http://intranet.dors.hq/RS_Manuals/RSM4.htm#rs1n) fact sheet in the [Benefits Planning Specialized Resources](http://intranet.dors.hq/Resources/Benefits/benefits.htm) section of InDORS for a full explanation of service. |
|  | Special Circumstances | $50/hour. See [Fee for Service Benefits Planning Services](http://intranet.dors.hq/RS_Manuals/RSM4.htm#rs1n) fact sheet for list of services |
| 26 | Missed Appointment Fee – Benefits Counseling after IPE | Missed appointment fee for benefits counseling services. |
| 26 | Vendor Travel for Benefits Counseling | Vendor travel for benefits counseling per fee schedule |

## SERVICE CATEGORY: Benefits Counseling: General Benefits Consultation

Available for Authorization Type: Vendor

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
| 26 | General Pre-Employment Consultation | This service is only available to VR consumers prior to DORS IPE. This may be particularly useful for those consumers who are ambivalent about working or are unsure of an earnings goal. After verifying that a beneficiary has been appropriately assigned to disability priority Category 2, DORS counselors may refer these consumers for a fee-for-service General Benefits Consultation while they are on the DORS Waiting List. |
| 26 | Missed Appointment Fee – General benefits counseling pre-employment | Missed appointment fee for missed assessments. |
| 26 | Vendor Travel for General Benefits Counseling | Vendor travel for benefits counseling per fee schedule |

## SERVICE CATEGORY: Benefits Counseling: Benefits Check-In

Available for Authorization Type: Vendor

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
|  | None | See [Fee for Service Benefits Planning Services (rs-1n)](http://intranet.dors.hq/RS_Manuals/RSM4.htm#rs1n) fact sheet in the [Benefits Planning Specialized Resources](http://intranet.dors.hq/Resources/Benefits/benefits.htm) section of InDORS for a full explanation of service. |

## SERVICE CATEGORY: College/University Training

Available for Authorization Type: Vendor (Required on plan if service cost exceeds $200.)

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
| 28 | College Books and Required Supplies | Books and required supplies for students attending 2- or 4-year college or university. |
| 19 | College Room and Board | Room & Board for students attending 2- or 4-year college or university |
| 05 | Four-Year College or University Training | Tuition and fees for Bachelor’s degree program at a college or university |
| 04 | Graduate College or University Training | Tuition and fees for Graduate degree program through a college or university |
| 06 | Junior/Community College – AA Degree | Tuition and fees for AA degree program at a junior or community college |
| 13 | Junior/Community College – Miscellaneous Training | Tuition and fees for miscellaneous course work taken at a junior or community college  |
| 24 | Junior or Community College – Self-Employment Service | Tuition and fees for self-employment services provided through a junior or community college |
| 07 | Junior/Community College – Vocational Certificate | Tuition and fees for occupational or vocational certificate program at a junior or community college  |
| 28 | Other College-related Expenses | Other approved expenses not elsewhere classified for students attending 2- or 4-year college or university |

## SERVICE CATEGORY: Communication Services

Available for Authorization Type: Vendor (Required on plan if service cost exceeds $200.)

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
| 28 | Deaf/Blind Support Services Provider (SSP) | SSP services for VR |
| 28 | Foreign Language Translation/Interpreter (Non-Deaf) | Foreign language translation or interpretation for non-deaf |
| 22 | Interpreting – On-site ASL or Other Signed System | Real-time, in-person visual language interpretation, such as American Sign Language, Pidgin Signed English, Signed Exact English (I and II), Oral, Tactile and/or Cued Speech |
| 22 | Interpreting – Foreign Language for Deaf | Foreign language interpretation for deaf |
| 22 | Interpreting – Video Remote Interpreting | Video Remote Interpreter services requires the interpreter to use video conferencing equipment to provide visual language interpreting services from an off-site location to the individual requiring the visual language interpretation service. Note: Optional services as described in Interpreting-Optional Services may be requested for Oral Transliteration, Cued Speech Transliteration, SEE I and SEE II, and CDI. |
| 22 | Interpreting – On-site CART | Computer Assisted Real-Time Transcription (CART) is the instant verbatim translation of the spoken word into English text by a CART provider using a stenotype machine, notebook computer and real-time software. Also known in the industry as Communication Access Real-time Translation. |
| 22 | Interpreting – Remote CART | Instant verbatim translation of the spoken word into English text by a remote CART provider using a computer and real-time software through an Internet or telephone connection from an off-site location. |
| 22 | ILOB Interpreting – Optional Services | Optional service may include Oral Transliteration, Cued Speech Transliteration, PSE, SEE I and SEE II, Tactile Services, and Certified Deaf Interpretation (CDI). Optional services may be requested to meet consumer needs for Deaf/Blind, LFD (Lower Function Deaf) or MLS (minimal language skill) services. |
| 14 | RCS Intake and Planning  | RCS initial meeting with consumer to determine consumer’s employment and communication needs; agreed upon specific employment objectives and activities will be developed and submitted in writing by the RCS following the meeting. RCD may also attend this meeting. |
| 14 | RCS Job Development  | Job development and communication support activities throughout the job seeking, interview, and placement process. |
|  | RCS Job Development Prep | As required, resume and cover letter preparation and interview preparation. |
| 16 | RCS Job On-Site Follow-Up  | On-site communication support within the first 90 days of new employment. Assistance with matters, such as, but not limited to: orientation and training; communication facilitation between employer, employee and co-workers to develop natural supports; and problem resolution. |
| 16 | RCS Job Retention Evaluation  | Services to address communication and performance concerns for consumers who are in job jeopardy, to include on-site evaluations, as needed. Requires a written summary to include recommendations for improvement and an Action Plan with measurable goals. |
| 16 | RCS Job Retention On-Site Follow-Up | Work-site, time-limited services to assist consumer in carrying out Action Plan to improve performance, and to offer support and education to employer.  |
| 22 | Missed appointment fee – communication services | Missed appointment fee, per state contract |
| 22 | Vendor Travel for Communication Service | Vendor travel for Communication Service per fee schedule |
|  | VI – Job Development Preparation | Vocational Interpreter Job Development Preparation (e.g., mock interviewing) in combination with services provided by WTC employment services, Business Service Representatives, RCS, or CRPs. |
|  | VI – On-site Interview Assistance | Vocational Interpreter On-Site Job Interview Assistance in combination with services provided by either WTC employment services, Business Service Representatives, RCSs, or CRPs. |
|  | VI- On-site Vocational Interpretation | On-Site Vocational Interpretation (e.g. during informational interviews with employers, job fairs, short-term training or supervisory meeting) singly or in combination with services provided by either WTC employment services, Business Service Representatives, RCS, or CRPs. |
|  | VI – On-Site Vocational Interpretation during WBLE | On-Site Vocational Interpretation during Pre-ETS Work-Based Learning Experience singly or in combination with services provided by either WTC employment services, Business Service Representatives, RCS, or CRPs. Hours authorized should initially be based on the Short-Term Job Coaching Fading Schedule. Administrative Approval required to exceed this number. |

## SERVICE CATEGORY: Counseling and Guidance

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
| none | Not Available for Authorizations | Include as a separate service on all plans |

## SERVICE CATEGORY: Disability-Related Skills Training

Available for Authorization Type: Vendor **(Required on plan if service cost exceeds $200.)**

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
| 12 | Low Vision Training | Training on use of low vision devices |
| 12 | Missed appointment fee – disability-related skills | Missed appointment fee for disability-related skills training services |
|  | Non-residential Adjustment to Blindness Training | Long-term immersion training (Non-residential) |
| 12 | Orientation & Mobility Training | Orientation & Mobility training for blind and visually impaired consumers |
| 12 | Rehab Teaching | Rehabilitation teaching services to individuals who are blind or visually impaired, provided by a non-DORS teacher |
| 12 | Residential Adjustment to Blindness Training | Long-term immersion training (Residential) |
| 12 | Sign Language/Speech Reading Training | Instruction in learning to use sign language or speech reading for consumers who are deaf or hard of hearing |
| 12 | Travel Training**Note:** For blind consumers, use Orientation & Mobility Training | Instruction in using public transportation (NOT for blind consumers)  |
| 12 | Vendor Travel for Disability-Related Skills Training | Vendor travel for disability-related skills training per fee schedule |

## SERVICE CATEGORY: Goods/Services Required for Training or Employment

Available for Authorization Type: Vendor (Required on plan if service cost exceeds $200.)

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
| 28 | Clothing &/or shoes | Clothing or shoes required for job interviews or work uniforms |
| 28 | License or Certification | Occupational license or certification required for employment/training, including motor vehicle learner’s permit or driver’s license fees |
| 28 | Occupational Tools & Equipment | Tools or equipment needed for employment/ training |
| 28 | Other Goods/Services, including shipping/handling | Specific items (e.g., wheelchair batteries or CCTVs) and services not elsewhere classified, including shipping and handling |
| 19 | Relocation Expenses for Employment | Costs for initial relocation required for employment |
| 28 | Vehicle Repair | Vehicle repair for training or employment (does not include vehicle modification) |
| 28 | Workers’ Compensation Insurance | Workers’ compensation insurance premium |

## SERVICE CATEGORY: Incidental Goods Required for Assessment

Available for Authorization Type: Vendor

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
| 01 | Rehabilitation Technology | Goods found under Service Category: Rehabilitation Technology being provided for assessment purposes for consumers in application status per Administrative Approval |
| 01 | Treatment | Goods found under Service Category: Treatment being provided for assessment purposes during application status per Administrative Approval |

## SERVICE CATEGORY: Job Search, Placement & Short-Term Job Coaching Services

Available for Authorization Type: Vendor **(Required on plan if service cost exceeds $200.)**

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
| 14 | Background Check During Job Search | Background check required for job search. |
| 14 | Birth or Other Personal Records | Birth certificate, Social Security Card, ID, or other personal records required for job search. |
| 14 | Drug Screen During Job Search | Drug Screen required for job search |
| 14 | Expungement Services | Assistance with expunging a criminal record provided during job search. |
|  | Job Development Preparation | Assistance with Resume, Cover Letter, Interview Prep, Job Placement Planning. 2 hours each/8 hours maximum |
| 14 | Assistance During Job Search | Job coaching provided specifically for provision of job search services leading up to interview |
| 15 | Assistance with Interview Process | Job coaching provided specifically for interview arrangement & accompaniment. |
| 11 | Job Coaching – Unpaid Internships | Work supports provided for consumers participating in work activity as part of Project Search, Summer Youth, Quest, or other unpaid internships. |
|  | Short-Term Job Coaching | Job coaching after work placement for individuals not eligible for long-term supported employment. |
|  | Employment Stability Follow-Up Fee | Authorization may be completed for this service at Stable Date for individuals not eligible for long-term supported employment to support continued employment to 90 days following Stability. |
|  | Employment Stability Verification Fee at 90 Days  | Option for a $100 employment stability verification fee at 90 days, when there are no other Placement incentives available. |
|  | Quality Incentive: 25% above Minimum Wage | A consumer obtains a position in the area related to their Individualized Plan for Employment (IPE) and is paid 25% above the state or local minimum wage (whichever is higher).Pay the related invoice only after 90 days of employment which meets DORS successful closure standards |
|  | Quality Incentive: Ex-Offender | A consumer who qualifies as an ex-offender has been subject to some stage of the criminal justice process.Pay the related invoice only after 90 days of employment which meets DORS successful closure standards. |
|  | Quality Incentive: Specialized Disability Pop | This include consumers whose primary disability is ABI, Autism, Blind, Deaf, or Deaf/Blind.Pay the related invoice only after 90 days of employment which meets DORS successful closure standards. |
|  | Quality Incentive: STEM Discipline | The Code, Occupation, and theS.T.E.M. discipline will correspond with the O\*Net Online listing of S.T.E.M. disciplines.Pay the related invoice only after 90 days of employment which meets DORS successful closure standards. |
|  | Quality Incentive: Ticket to Work SGA Incentive | A Social Security disability beneficiary who’s Ticket to Work is in use with DORS obtains a position earning over Substantial Gainful Activity (SGA) for blind or non-blind, as appropriate.Pay the related invoice only after 90 days of employment which meets DORS successful closure standards. |
| 15 | 30 Day Rapid Work Incentive after 90 Days Employed | Authorization may be completed for this service after timeline is met for eligibility for the rapid work incentive payment: * Within 30 days of original authorization
* Consistent with IPE goal
* Consistent with range of work hours per week indicated

Pay the related invoice only after 90 days of employment which meets DORS successful closure standards. |

## SERVICE CATEGORY: Supported Employment Services

Available for Authorization Type: Vendor **(Required on plan if service cost exceeds $200.)**

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
|  | (SE) DORS Funding for Youth Extended Services |  |
|  | (SE) Intensive Hours – Before Natural Supports | Supported employment job coaching according to 8 week fading schedule prior to expected transition to Natural Supports. |
|  | (SE) Intensive Job Coaching Before BHA Supports | Supported employment job coaching according to 6 week fading schedule prior to expected transition to ongoing supports provided by BHA funding. |
|  | (SE) Intensive Job Coaching Before DDA Supports | Supported employment job coaching according to 6 week fading schedule prior to expected transition to ongoing supports provided by DDA funding. |
|  | (SE) Job Stability w Natural Support Follow-Up Fee | Authorization may be completed for this service when confirming employment stable date for individuals eligible for long-term supported employment provided by Natural Supports. $200 flat rate. |
|  | (SE) Milestone 1 for EBPSE | Initiation of job coaching services specifically for job development by an EBPSE provider |
|  | (SE) Milestone 2 for EBPSE | Initiation of intensive job coaching by an EBPSE provider once a job is secured.Complete authorization for this service only after placement is secured. |
|  | (SE) Milestone 3 for EBPSE | Job coaching by an EBPSE provider for stabilization of a job placement at 45 days. Complete authorization for this service only after placement is maintained. |

## SERVICE CATEGORY: Extended Services Provided by Natural Supports

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
|  | Supported Employment Natural Supports Incentive | Available when an individual receives supported employment services and maintains stability in the job for 90 days after transitioning to extended services provided via natural supports. $450 Flat Rate. |

## SERVICE CATEGORY: Extended Services Funded by BHA

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
| none | Not Available for Authorizations | Include as a separate service on Supported Employment plans including BHA funding for ongoing supports. |

## SERVICE CATEGORY: Extended Services Funded by DDA

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
| none | Not Available for Authorizations | Include as a separate service on Supported Employment plans including DDA funding for ongoing supports. |

## SERVICE CATEGORY: Maintenance

Available for Authorization Type: Recurring and Vendor **(Required on plan if service cost exceeds $200.)**

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
| 19 | (Description required) | Maintenance costs over the usual living expenses (e.g. college room & board, hotel expense, meals) at any phase of process |

## SERVICE CATEGORY: Personal Attendant Services

Available for Authorization Type: Recurring and Vendor **(Required on plan if service cost exceeds $200.)**

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
| 23 | Personal Attendant Services | Used to provide funding for personal attendant services to the consumer in support of his or her participation in other rehabilitation services. |
| 23 | Missed appointment fee – personal attendant services | Missed appointment fee for personal attendant services |

## SERVICE CATEGORY: Pre-ETS Counseling on Enrollment Opportunities

Available for Authorization Type: Recurring and Vendor **(Required on plan if service cost exceeds $200.)**

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
|  | (ARC of Carroll County) College Orientation for Comprehensive Transition | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (Chesapeake College) Post-Secondary Readiness | Used when a high school student with a disability is enrolled in Post-Secondary Readiness class at Chesapeake College as a Pre-ET service |
|  | (HCC) Project Access Summer Institute | Used when a high school student with a disability is attending the Project Access Summer Institute at Howard Community College as a Pre-ET service |
|  | Interpreting for Counseling on Enrollment Opp | Used when a high school student with a disability requires interpreting services while participating in counseling on enrollment opportunities as a Pre-ET service |

## SERVICE CATEGORY: Pre-ETS Instruction in Self-Advocacy

Available for Authorization Type: Recurring and Vendor **(Required on plan if service cost exceeds $200.)**

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
|  | (ARC Baltimore) Self-Advocacy & Self-Determination | This service is one hour a week for six weeks for high school students with disabilities provided as a Pre-ET service, and may include up to two additional hours for report writing. |
|  | (ARC of CC) Self-Advocacy & Self-Determination | This service is one hour a week for six weeks for high school students with disabilities provided as a Pre-ET service, and may include up to two additional hours for report writing. |
|  | (CLB) LITE Instruction in Self-Advocacy Sessions | CLB LITE Sessions indicated in the fee schedule to be Instruction in Self-Advocacy. |
|  | (National Alliance of the Deaf) Youth Leadership Camp | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (New Horizons) Success for Independent Living | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | Interpreting during Instruction in Self-Advocacy | Used when a high school student with a disability requires interpreting services while receiving instruction in self-advocacy as a Pre-ET service. |

## SERVICE CATEGORY: Pre-ETS Job Exploration Counseling

Available for Authorization Type: Recurring and Vendor **(Required on plan if service cost exceeds $200.)**

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
|  | (ARC Baltimore) Job Hunters Class for Young Adults | This service is provided by the ARC Baltimore for 3 hours a week for six weeks to high school students with disabilities provided as a Pre-ET service, and may include up to an additional two hours for report reporting. |
|  | (ARC Baltimore) Career Exploration Class | This service is provided by the ARC Baltimore for 1.5 hours a week for six weeks to high school students with disabilities provided as a Pre-ET service, and may include up to an additional two hours for report reporting. |
|  | (ARC OF CC) Job Hunters Class for Young Adults | This service is provided by ARC of Carroll County 3 hours a week for six weeks to high school students with disabilities provided as a Pre-ET service, and may include up to an additional two hours for report reporting. |
|  | (ARC OF CC) Job Hunters Class for Young Adults II | This service is provided by ARC of Carroll County 3 hours a week for six weeks to high school students with disabilities provided as a Pre-ET service, and may include up to an additional two hours for report reporting. |
|  | (Careerworks) Assessment-Based Job Exploration | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (Chesapeake College) Career Exploration | Used when a high school student with a disability is enrolled in Career Exploration class at Chesapeake College as a Pre-ET service. |
|  | (Change Inc) Map Your Course | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (Family New Life Ministries) Job Exploration | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (Gallaudet University) Discover Your Future | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (Gallaudet University) Young Scholars Program (YSP) | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (Harper Career Services) Job Exploration Counseling | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (Independence Now) Job Exploration Services | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (JH Bayview Adult PRP) Community-Based Assessment | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (JH Bayview Adult PRP) Non-Assessment Job Trials | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (MSB) 1-Day Mapping Out Your Career Plan | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (MSD) Work to Learn: Referral & Career Cluster ID | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (New Horizons) Job Exploration--Assessment-based | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (NTID) Explore Your Future | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (NTID) Healthcare Careers Exploration Camp | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (VSP) Job Exploration: Assessment-Grade 09 or 10 | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (VSP) Job Exploration: Assessment-Grade 11 | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (VSP) Job Exploration: Assessment-Grade 12 | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | Benefits Counseling Pre-employ Consult (student) | See [Fee for Service Benefits Planning Services (rs-1n)](http://intranet.dors.hq/RS_Manuals/RSM4.htm#rs1n) fact sheet in the [Benefits Planning Specialized Resources](http://intranet.dors.hq/Resources/Benefits/benefits.htm) section of InDORS for a full explanation of service. |
|  | Career Assessment–Community-Based (student) | Community-based CAS provided as a Pre-ET service for a high school student with a disability. |
|  | Career Assessment–Comprehensive (student) | Comprehensive CAS provided as a Pre-ET service for a high school student with a disability. |
|  | Career Assessment–Exploratory (student) | Exploratory CAS provided as a Pre-ET service for a high school student with a disability. |
|  | Career Assessment–Focused (student) | Focused CAS provided as a Pre-ET service for a high school student with a disability. |
|  | Career Assessment–Itemized (student) | Itemized CAS provided as a Pre-ET service for a high school student with a disability. |
|  | Interpreting for Job Exploration Counseling | Used when a high school student with a disability requires interpreting services while participating in job exploration counseling services as a Pre-ET service |

## SERVICE CATEGORY: Pre-ETS Work-Based Learning Experiences

Available for Authorization Type: Recurring and Vendor **(Required on plan if service cost exceeds $200.)**

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
|  | (Humanim) Start on Success Program | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (Humanim) Start on Success **Summer** Program | Used when participation is funded during the summer (8-week program) as a Pre-ET service for a high school student with a disability. |
|  | (Humanim) Start on Success **Summer** Program **for DHoH** | Used when participation is funded during the summer (8-week program) as a PRE-ET service for a high school student who is Deaf or Hard of Hearing. |
|  | (JH Bayview Adult PRP) Work-Based Learning Exp. | Used when participation is funded as a PRE-ET service for a high school student with a disability. |
|  | (MSB) M.I.S.L.E. Summer Institute | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (MSB) Weekend Short Course Series: Weekend 2 | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (MSB) Weekend Short Course Series: Weekend 3 | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (MSD) Work to Learn: School Year Paid Work | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (MSD) Work to Learn: Youth Summer Employment | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | Student Stipend (05-10 hours per week)  | If WBLE agreement confirms that the WLBE is paid by the provider, DORS staff will complete an authorization for student receipt of minimum wage, based on the number of hours per week the student will be participating in the WBLE as documented on the WBLE agreement. 5-10 hours per week. |
|  | Student Stipend (11-20 hours per week) | Student Stipend as described above 11-20 hours per week. |
|  | Student Stipend (21-30 hours per week) | Student Stipend as described above 21-30 hours per week. |
|  | Student Stipend (31-40 hours per week) | Student Stipend as described above 31-40 hours per week. |
|  | Student Stipend PG/MOCO (05-10 hours per week) | Student Stipend as described above, Cost per week for WBLEs located in Prince George’s & Montgomery County only, 5-10 hours per week. |
|  | Student Stipend PG/MOCO (11-20 hours per week) | Student Stipend as described above, Cost per week for WBLE’s located in Prince George’s & Montgomery County only, 11-20 hours per week. |
|  | Student Stipend PG/MOCO (21-30 hours per week) | Student Stipend as described above, Cost per week for WBLEs located in Prince George’s & Montgomery County only, 21-30 hours per week. |
|  | Student Stipend PG/MOCO (31-40 hours per week) | Student Stipend as described above, Cost per week for WBLEs located in Prince George’s & Montgomery County only, 31-40 hours per week. |
|  | (VSP) Win Through Work Program | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (Work Opportunities) YTS **Internship****Note: YTS = Youth Transition Services** | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | A.T. Required for Work-Based Learning | Used to purchase assistive technology specifically required for use in a work-based learning experience, funded as a Pre-ET service for a high school student with a disability. |
|  | Interpreting during Work-Based Learning Experience | Used when a high school student with a disability requires interpreting services while participating in a work-based learning experience as a Pre-ET service. |
|  | On-Site Workplace Readiness Training | Used when requested by student participating in a work-based learning experience as a Pre-ET service for a student with a disability. |
|  | On-Site Workplace Readiness Training —YSE Supplement**Regional Director Approval required** | Used when more funding is requested and justified by a provider of on-site workplace readiness training to a student participating in a Youth Summer Employment Program as a Pre-ETS work-based learning experience. |
|  | Project Search Work-Based Learning Experience Prep | Used when a student with a disability is involved with Project Search. |
|  | Project Search Workplace Readiness Training | Used when a student with a disability is involved with Project Search. |
|  | Work-Based Learning Experience Development | Used when developing a work-based learning experience for a student with a disability as a pre-employment transition service. |

## SERVICE CATEGORY: Pre-ETS Workplace Readiness Training

Available for Authorization Type: Recurring and Vendor **(Required on plan if service cost exceeds $200.)**

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
|  | (ARC Montgomery County) TRYP-S | The Transitioning Youth Retail Project is a pre-employment transition service provided by the ARC Montgomery County for five weeks. |
|  | (ARC of CC) Barrier Free Theatre for Young Adults | This service is provided by ARC of Carroll County 1 ½ hours per week for eight weeks to high school students with disabilities provided as a Pre-ET service, and may include up to an additional two hours for report writing. |
|  | (ARC of Southern MD) Career Explorers Year 1 | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (ARC of Southern MD) Career Explorers Years 2-4 | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (Benedictine) Hospitality Program | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (Benedictine) Retail Skills Training | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (Benedictine) Work Adjustment Training | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (BISM) GLIDE  | Workshops for high school students with disabilities provided as a Pre-ET service. |
|  | (BISM) Work to Independence | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (CLB) Foundations of Adj to Blindness for students | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (CLB) Lighthouse Summer Transition Institute | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (CLB) LITE Program Work Readiness Training Sessions | CLB LITE Sessions indicated in the fee schedule to be Workplace Readiness Training. |
|  | (GIMV) Work Readiness Prep\*\*Goodwill Industries of Monocacy Valley | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (Harper Career Services) Workplace Readiness | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (Independence Now) Workplace Readiness Program | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (JH Bayview Adult PRP) Workforce Literacy | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (Maple Shade) Score Program | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (MSB) 1-Day Professional Dress for Work & College | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (MSB) Weekend Short Course Series: Weekend 1 | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (MSB) Work Readiness After School Program (WRAP) | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (MSD) Work To Learn: Final Resume Development | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (New Horizons) Job Readiness Boot Camp | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (Treatment & Learning Centers) Workplace Readiness | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (Work Opportunities) Career Link | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (Work Opportunities) Workshops That Work | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (Work Opportunities) YTS **without internship****Note: YTS=Youth Transition Services** | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | (Wor-Wic) Culinary Life Skills Training | Used when participation is funded as a Pre-ET service for a high school student with a disability. |
|  | Interpreting during Workplace Readiness Training | Used when a high school student with a disability requires interpreting services while participating in a workplace readiness, Pre-ET service |
|  | Orientation and Mobility for a student | Used when a high school student with a disability requires orientation and mobility services as a workplace readiness, Pre-ET service |
|  | Travel Training for a student | Used when a high school student with a disability requires travel training as a workplace readiness, Pre-ET service |

## SERVICE CATEGORY: Reader Services

Available for Authorization Type: Recurring or Vendor **(Required on plan if service cost exceeds $200.)**

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
| 21 | Reader services | Services of a reader for someone who is blind, visually impaired or print impaired, needed to complete classwork. |
| 21 | Missed appointment fee – reader services | Missed appointment fee for reader services |

## SERVICE CATEGORY: Rehabilitation Technology Support

Available for Authorization Type: Vendor **(Required on plan if service cost exceeds $200.)**

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
| 20 | Assistive Listening Device(s) | Assistive Listening Devices other than hearing aids (e.g., FM loop) |
| 20 | Assistive Technology (AT) Services | Services provided in use of specific assistive technology devices. |
| 20 | Assistive Technology Evaluation | Evaluation in use of specific assistive technology devices. |
| 20 | Assistive Technology Training | Training in use of specific assistive technology devices.  |
| 20 | Augmentative Communication Equipment | Augmentative communication equipment |
| 02 | Augmentative Communication Treatment | Treatment provided by a certified specialist to improve communication methods.  |
| 20 | Computer Hardware/Software or Service | Computer hardware or software purchase, or service/repair on computer |
| 20 | Engineering Consultations | Engineering review of rehabilitation technology. |
| 20 | Environment Control Unit Purchase | Environmental Control Unit purchase |
| 20 | Hearing Aid(s) | Hearing aids only (digital, analog & programmable), including in-service training on use |
| 20 | Hearing Aid(s) Appliance | Batteries, ear molds, tube, t-coil, dehumidifier, hearing aid FM system/audio shoe |
| 20 | Hearing Aid(s) Check | Testing, fitting and programming hearing aids |
| 20 | Hearing Aid(s) Evaluation | Evaluation to determine the most appropriate aid(s) for the consumer |
| 28 | Low Vision Aids | “Low tech” or “no tech” items such as those recommended by a rehab teacher. |
| 20 | Low Vision Device(s) | Low Vision devices, such as those recommended after a low vision evaluation, including low vision device fitting. |
| 20 | Missed Appointment Fee - rehab tech services | Missed appointment fee for rehabilitation technology services |
| 20 | Rehabilitation Technology Devices | Devices prescribed by OT, PT, or Assistive Technologist |
| 20 | Rehabilitation Engineering/Fabrication | Build or customize products/equipment to meet specific need |
| 20 | Vendor Travel for Rehab Technology Services | To be used to pay for vendor travel for rehabilitation technology services |
| 20 | Wheelchairs or electric scooters | Wheelchairs, electric scooters |
| 20 | Work Site Modifications | Modifications provided on the worksite by an OT, PT, or A.T. technologist to enable the individual to perform the essential functions of the job. |

## SERVICE CATEGORY: RISE Self-Employment Services

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
| none | Not Available for Authorizations | Include as a separate service on self-employment plans |

## SERVICE CATEGORY: Self-Employment Service (Not thru RISE or College)

Available for Authorization Type: Vendor **(Required on plan if service cost exceeds $200.)**

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
| 24 | Technical Assistance for Self-Employment | Used to provide technical assistance or advice for self-employment through a provider other than RISE or a college program. |

## SERVICE CATEGORY: Services to Family Members

Available for Authorization Type: Recurring and Vendor **(Required on plan if service cost exceeds $200.)**

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
| 28 | Daycare: In Service Item Description describe formula used to calculate cost (e.g., number of hours times number of weeks times number of children, as applicable) | Daycare for consumer’s family member required for consumer’s vocational programming or initial employment |
| 28 | Family Member Support Service (Other) | Expenses related to other services for family members required to facilitate consumer’s vocational programming or initial employment. |
| 28 | Personal Attendant Care of Family Member | Personal attendant care for consumer’s family member required for consumer’s vocational programming or initial employment |

## SERVICE CATEGORY: Transportation

Available for Authorization Type: Vendor and Recurring **(Required on plan if service cost exceeds $200.)**

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
| 18 | (Description required) | Transportation costs at any point in the process, including expenses related to costs of moving/relocation required for employment |

## SERVICE CATEGORY: Treatment

Available for Authorization Type: Vendor (Required on plan if service cost exceeds $200.)

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
| 02 | Cognitive Therapy Services | Cognitive rehabilitation services |
| 02 | Convalescent Home Care Service | Home nursing care on short-term basis |
| 02 | Dental Treatment or Dentures | Dental treatment/services, which may include dentures |
| 02 | Glasses, Contacts, or Artificial Eyes | Eyeglasses, contact lenses, artificial eyes |
| 02 | Inpatient Hospital Services | Inpatient hospital services |
| 02 | Interactive Complexity During Treatment | May be included when an interpreter, language translator, guardian, or other third parties such as welfare agencies, parole and probation officers, or school officials are needed during the appointment. |
| 02 | Limbs (Prosthetic) | Prosthetic arms, legs, hands and feet |
| 02 | Medical Care (acute Illness) | Medical care for acute illness |
| 02 | Medication (prescribed) | Prescription drugs |
| 02 | Missed Appointment Fee – Treatment | Missed appointment fee for treatment services |
| 02 | Mobility devices (excluding wheelchairs & scooters) | Leg braces, canes, crutches, walkers, and other assistive devices for mobility. (Wheelchairs and scooters are found under rehabilitation technology) |
| 02 | Nursing Care (Not In-home) | Nursing care not in the home |
| 02 | Occupational Therapy Treatment | OT treatment, not evaluation |
| 02 | Physical Therapy Treatment | PT treatment, not evaluation |
| 02 | Physician Services | Doctor’s fees for specific treatment |
| 02 | Psychotherapy Services | Psychotherapy services |
| 02 | Speech Therapy Services | Speech therapy/treatment fees |
| 02 | Surgery Costs (excluding hospitalization fees) | Surgical costs (does not include hospitalization fees) |
| 02 | Surgery and Treatment (not otherwise classified) | Surgery and Treatment not elsewhere classified |
| 02 | Vendor Travel for Treatment Service | To be used to pay for vendor travel for treatment service. |

## SERVICE CATEGORY: Vocational & Occupational Skills Training

Available for Authorization Type: Vendor **(Required on plan if service cost exceeds $200.)**

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
| 11 | CRP Employee Development Services (EDS) | Vocational adjustment training provided directly by DORS-approved provider |
| 07 | CRP Employment Skills Training(Not EDS) | Skills training for specific occupation (Not EDS) |
| 28 | CRP Employment Skills Training Books/Req. Supplies | Books and required supplies for employment training provided directly by CRP |
| 08 | On the Job Training | On-the-job training (OJT) provided by employer |
| 28 | On the Job Training Books/Required Supplies | Books and required supplies for OJT provided by employer |
| 07 | Proprietary/Vocational School | Tuition, fees and other approved costs for skills training provided by proprietary/vocational school |
| 28 | Proprietary/Vocational School Books & Required Supplies | Books and required supplies for skills training provided by proprietary/vocational school |

# WTC Service Authorizations

Note: All the remaining SERVICE CATEGORIES are available for WTC Service Authorizations: See [WTC section of InDORS](https://dors.maryland.gov/InDORS/WTC/Programs/Pages/Programs.aspx) for specific information on services provided. An asterisk (\*) next to the service category indicates that it is required to be on the IPE before it can be included on the service authorization/referral to AWARE™.

| Service Category | Service Subcategory |
| --- | --- |
| WTC Academic Services Assessment | Academic Assessment |
| WTC Academic Services Assessment | Academic Screening |
| WTC Academic Services Assessment | College Assessment |
| WTC Academic Services Training | Academic Instruction |
| WTC Academic Services Training | Pre-GED Program |
| WTC Academic Services Training | GED Program |
| WTC Apprenticeship Consult | See [detailed list](#app1) regarding the service subcategories and their usage below this grid. |
| WTC Apprenticeship Support | See [detailed list](#app2) regarding the service subcategories and their usage below this grid. |
| WTC Autism Services Assessment | A.P.P.S. |
| WTC Autism Services Assessment | Autism Consultation per CST |
| WTC Autism Services Training | Autism Employment Support-Group |
| WTC Autism Services Training | Autism Employment Support-Individual |
| WTC Autism Services Training | Autism Employment Support-Job |
| WTC Autism Services Training | Autism Job Club |
| WTC Autism Services Training | Autism Job Club PreScreening |
| WTC Autism Services Training | Autism Support-Group |
| WTC Autism Services Training | Autism Support-Individual |
| WTC Autism Services Training | Pathways Program |
| WTC Autism Services Training | Virtual College Autism Mentoring Program |
| WTC Behavioral Health Services | Addictions Assessment |
| WTC Behavioral Health Services | Behavioral Health Consultation |
| WTC Behavioral Health Services | Behavioral Health Counseling |
| WTC Behavioral Health Services | Behavioral Health Education |
| WTC Behavioral Health Services | Behavioral Health Screening |
| WTC Behavioral Health Services | Diabetic Assessment |
| WTC Behavioral Health Services | Diabetic Ed |
| WTC Behavioral Health Services | Diabetic Follow-up |
| WTC Behavioral Health Services | Health Education |
| WTC Career and Technology Training\* | Auto General Service Technician 1 |
| WTC Career and Technology Training\* | Auto General Service Technician 2 |
| WTC Career and Technology Training\* | Auto General Service Technician Trial per CST |
| WTC Career and Technology Training | Community Customized-CVS |
| WTC Career and Technology Training | Community Partnership-Childcare |
| WTC Career and Technology Training\* | Customized–CVS |
| WTC Career and Technology Training\* | Customized–CVS Paid Externship |
| WTC Career and Technology Training\* | Customized–CVS Pharmacy Technician |
| WTC Career and Technology Training\* | Customized-CVS Pharmacy Technician OJT |
| WTC Career and Technology Training\* | Environ–Floor Technician |
| WTC Career and Technology Training\* | Environ–Housekeeping |
| WTC Career and Technology Training\* | Environ–Housekeeping Trial per CST |
| WTC Career and Technology Training\* | Food Service |
| WTC Career and Technology Training\* | Food Service Trial per CST |
| WTC Career and Technology Training\* | Partnership–Auto Detailing 1 |
| WTC Career and Technology Training\* | Partnership–Auto Detailing 2 |
| WTC Career and Technology Training\* | Partnership–Auto Detailing Trial per CST |
| WTC Career and Technology Training\* | Partnership–Auto Refinishing |
| WTC Career and Technology Training\* | Partnership–Childcare |
| WTC Career and Technology Training\* | Partnership–PAWS |
| WTC Career and Technology Training\* | Partnership–Warehouse |
| WTC Employment Services | Community Pre-Screening-Childcare |
| WTC Employment Services | Community Pre-Screening-CVS |
| WTC Employment Services | Non-WTC Training Graduates |
| WTC Employment Services | Pre-Screening–CVS |
| WTC Employment Services | WTC Training Graduates |
| WTC Enrichment Services | Travel Training–Boot Camp |
| WTC Enrichment Services | Travel Training–Group for WRP |
| WTC Enrichment Services | Travel Training–Individual |
| WTC ILOB Services | WTC Diabetic Assessment ILOB |
| WTC ILOB Services | WTC Diabetic Follow-up ILOB |
| WTC ILOB Services | WTC Low Vision Support Group ILOB |
| WTC ILOB Services | WTC RTS AT Assessment ILOB |
| WTC ILOB Services | WTC RTS AT Training and Tech Support ILOB |
| WTC PRE-ETS | Autism Services–Post-Secondary Training Opp PETS\* |
| WTC PRE-ETS | Autism Service–Pre-Employment Autism Support PRE-ETS |
| WTC PRE-ETS | Pre-ETS Self-Advocacy Support Group PETS\* |
| WTC PRE-ETS | Workforce–Auto Career Exploration PRE-ETS |
| WTC PRE-ETS | Workforce–Explore4 PRE-ETS |
| WTC PRE-ETS | Workforce–Pre-Employment Work Readiness PRE-ETS |
| WTC PRE-ETS | Workforce–WAVE PRE-ETS |
| WTC PRE-ETS | WTC OBVS–SMILE PETS\* |
| WTC PRE-ETS | WTC OBVS–SMILE PETS\* Instruction AT Self Advocacy |
| WTC PRE-ETS | WTC OBVS–SMILE PETS\* Instruction CLP Self Advocacy |
| WTC PRE-ETS | WTC OBVS–SMILE PETS\* Instruction SBVI Self-Advocacy |
| WTC PRE-ETS (VR) | Autism Services-Post-Secondary Training Opp PETS |
| WTC PRE-ETS (VR) | Autism Service–Pre-Employment Autism Support PRE-ETS |
| WTC PRE-ETS (VR) | Pre-ETS Self-Advocacy Support Group PETS |
| WTC PRE-ETS (VR) | Workforce–Auto Career Exploration PRE-ETS |
| WTC PRE-ETS (VR) | Workforce–Explore4 PRE-ETS |
| WTC PRE-ETS (VR) | Workforce–Pre-Employment Work Readiness PRE-ETS |
| WTC PRE-ETS (VR) | Workforce–WAVE PRE-ETS |
| WTC PRE-ETS (VR) | WTC OBVS–SMILE PETS |
| WTC PRE-ETS (VR) | WTC OBVS–SMILE PETS Instruction AT Self-Advocacy |
| WTC PRE-ETS (VR) | WTC OBVS–SMILE PETS Instruction CLP Self-Advocacy |
| WTC PRE-ETS (VR) | WTC OBVS–SMILE PETS Instruction SBVI Self-Advocacy |
| WTC RTS Assessment | AT Assessment |
| WTC RTS Assessment | AT Device Loan |
| WTC RTS Assessment | FCE |
| WTC RTS Assessment | FCE Apprenticeship Exploration |
| WTC RTS Assessment | Non-Adapted Driving: BTW AssessmentAn assessment to evaluate the driving ability of a consumer who does NOT have a physical disability or need for vehicle adaptations. Note: **This assessment is required for individuals** who have MVA Reportable Conditions (e.g., acquired brain injury, bipolar, schizophrenia, and other reportable conditions identified on the MVA website). *Also requires Non-Adapted Vehicle: Clinical Pre-Driving Assess below.* |
| WTC RTS Assessment | Non-Adapted Vehicle: Clinical Pre-Driving Assess During the Clinical Pre-Driving Non-Adapted Vehicle assessment an Occupational Therapist (OT) administers perceptual, motor and reaction assessments that help to predict an individual’s capability to drive.*Also requires Non-Adapted Driving: BTW Assessment above.* |
| WTC RTS Assessment | OT & PT Eval |
| WTC RTS Assessment | OT Eval |
| WTC RTS Assessment | OT-AT Assessment |
| WTC RTS Assessment | PT Eval |
| WTC RTS Assessment for Potential Modifications | See [detailed list](#mod1) regarding the service subcategories and their usage below this grid. |
| WTC RTS Modifications | See [detailed list](#mod2) regarding the service subcategories and their usage below this grid. |
| WTC RTS Support | AT Seminar |
| WTC RTS Support | AT Training and Tech Support |
| WTC RTS Support | Computer Skills Development |
| WTC RTS Support | FCE Follow-up |
| WTC RTS Support | FIFE Work Readiness 1 |
| FIFE Work Readiness 1 | FIFE Work Readiness 2 |
| WTC RTS Support | Low Vision Support Group |
| WTC RTS Support | OT-PT Back Class |
| WTC RTS Support | OT-PT Equipment Loan |
| WTC RTS Support | OT-PT Work Station Comfort & Ergonomics |
| WTC RTS Support | Pre-Adapted Driving Consult |
| WTC RTS Training | See [detailed list](#mod3) regarding the service subcategories and their usage below this grid. |
| WTC SBVI Assessment | ABLE |
| WTC SBVI Assessment | SBVI Assessment |
| WTC SBVI Training | SBVI Training |
| WTC Specialty Services | Center Services Team Review |
| WTC Specialty Services | OBVS Career Life Plan |
| WTC Specialty Services-IPE (available when case is in SERVICE status) | MD Business Enterprise Program for the Blind |
| WTC Specialty Services-IPE (available when case is in SERVICE status) | OBVS BEST |
| WTC Specialty Services-IPE (available when case is in SERVICE status) | OBVS Job Squad |
| WTC Specialty Services-IPE (available when case is in SERVICE status) | Room, Board and Enrichment–SRD |
| WTC Work Readiness Programs | Work Readiness Program-1 |
| WTC Work Readiness Programs | Work Readiness Program1 Trial per CST |
| WTC Work Readiness Programs | Work Readiness Program-2 |
| WTC Work Readiness Programs | Work Readiness Program2 Trial per CST |
| WTC Worksite Services | AT Assessment–Work |
| WTC Worksite Services | AT Training–Work |
| WTC Worksite Services | Job Analysis–Work |
| WTC Worksite Services | OT–Work |
| WTC Worksite Services | PT–Work |

## SERVICE CATEGORY: WTC Apprenticeship Consult

Available for Authorization Type: Vendor (Required on plan.)

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
|  | Apprenticeship Consult | WTC Apprenticeship Coordinator works directly with DORS consumers to identify apprenticeship opportunities and necessary support/assessment services. |
|  | Apprenticeship Exploration | WTC Academic Instructor for Apprenticeship Services provides an in-depth exploration of various opportunities and expectations related to available apprenticeships throughout the state. |
|  | Apprenticeship Academic Assessment | Academic assessment to determine current academic levels which will assist in determining eligibility for an apprenticeship or a need for remediation. |

## SERVICE CATEGORY: WTC Apprenticeship Support

Available for Authorization Type: Vendor (Required on plan.)

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
|  | Apprenticeship – Academic Instruction | This service will assist DORS consumers in raising academic levels or preparing for testing related to apprenticeship opportunities. |
|  | Apprenticeship – Pre-Apprenticeship Support | WTC Apprenticeship Coordinator provides support and assistance to individuals pursuing or enrolled in a Pre-Apprenticeship program. |
|  | Apprenticeship – Registered Apprenticeship Support | WTC Apprenticeship Coordinator provides support and assistance to individuals pursuing or enrolled in a Registered Apprenticeship program. |
|  | Apprenticeship – Youth Apprenticeship Support | WTC Apprenticeship Coordinator will track and support DORS consumers enrolled in Youth Apprenticeship and facilitate the transition of these consumers to a Registered Apprenticeship if desired. |

## SERVICE CATEGORY: WTC RTS Assessment for Potential Modifications (Requires Administrative Approval)

Available for Authorization Type: Service **Note:** WTC staff will review case notes to ensure Administrative Approval has been obtained for “Assessment for Potential Modifications” before issuing Authorization for the following services.

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
|  | Assessment for Home Modifications | This assessment is required for consumers who may need home modifications for the following:* Entry and Exit to the residence (e.g., door opener or ramp)
* Access to bathroom facilities (e.g., roll-in shower)
* Access within the residence (e.g., stair lift to access bathroom)

See [RSM 2, Section 1603](http://intranet.dors.hq/RS_Manuals/RSM2/RSM2_1600_DORS_Tech_Services.htm#1603) for further information. |
|  | Assessment - Clinical Pre-Driving - Adaptive Vehicle | During the Clinical Pre-Driving Assessment an Occupational Therapist (OT) administers perceptual, motor and reaction assessments that help to predict an individual’s capability to drive, who may or may not require any vehicle adaptations. *Also requires an Assessment - Behind-the-Wheel Adapted Driving Assessment (car or van).* |
|  | Behind-the-Wheel Adaptive Driving Assessment-Car | During this assessment the consumer is given a vision screening, brake reaction test, and 2-4 hours of “behind the wheel” evaluation. *Also requires a Clinical Pre-Driving Assessment (see above).* |
|  | Behind-the-Wheel Adaptive Driving Assessment-Van | This service will be needed if the consumer needs an assessment in an adapted van as opposed to a car, as determined by completing the Driving Assessment Justification (RS-6x). The following questions/conditions will help to determine whether you need to include this assessment when drafting the service authorization:* If your consumer uses a wheelchair and cannot transfer and stow their wheelchair independently you **will need** this assessment.
* If your consumer uses a wheelchair and is able to transfer stow their wheelchair independently, it is likely that you **will not** need this assessment. However, if the need to use the van becomes apparent in the middle of an adapted car assessment, RTS Supervisor will add this service to the service authorization and proceed with the van assessment.

*Also requires a Clinical Pre-Driving Assessment (see above).* |
|  | Facilitation-Adaptive Driving Process-Vendor | RTS at the WTC provides guidance to DORS Counselors and consumers throughout the many steps involved in obtaining a driver’s license in the State of Maryland for individuals who require vehicle adaptations. This service is used when the consumer is receiving Driving Rehabilitation Services provided by a vendor. |
|  | Facilitation-Adaptive Driving Process-WTC | RTS at the WTC provides guidance to DORS Counselors and consumers throughout the many steps involved in obtaining a driver’s license in the State of Maryland for individuals who require vehicle adaptations. This service is used when the consumer is receiving Driving Rehabilitation Services through WTC. |

## SERVICE CATEGORY: WTC RTS Modifications

Available for Authorization Type: Service **Note:** Previously known as RTS Training.

**Note:** Administrative Approval for “Modifications” must be granted prior to Service Category: “Modifications” being listed on the plan. When “Modifications” is on the plan, authorization for WTC RTS modifications may be issued by WTC. Central Office or WTC may issue necessary authorizations for modifications.

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
|  | WTC Facilitation for Home Modifications | Requires Administrative Approval |
|  | WTC Facilitation for Vehicle Modification - Vendor | Requires Administrative Approval |
|  | WTC Facilitation for Vehicle Modification - WTC | Requires Administrative Approval |
|  | WTC Vehicle Mod Fitting  | Required for Vehicle Modification |
|  | WTC Vehicle Mod Post-Mod Training  | Required for Vehicle Modification |
|  | WTC Vehicle Mod Pre-Bid Consult |  |
|  | WTC Vehicle Purchase Consult |  |

## SERVICE CATEGORY: WTC RTS Training (Requires Administrative Approval and Required on Plan)

Available for Authorization Type: Service **Note:** WTC staff will review case notes to ensure Administrative Approval has been obtained for “Training for Potential Modifications” before issuing Authorization for training in adapted vehicle.

| A2 Code | Service Subcategory | Services to be Provided |
| --- | --- | --- |
|  | Driver Ed–Autism | MVA’s 30-Hour Driver’s Education program with additional time and ability to re-take unit tests and quizzes.  |
|  | Driver Ed–Autism BTW | MVA’s 6-Hour Behind-The-Wheel (BTW) which includes three, two-hour sessions. |
|  | Driver Education | MVA’s 30-Hour Driver’s Education program with additional time and ability to re-take unit tests and quizzes.  |
|  | Driver Education–BTW | MVA’s 6-Hour Behind-The-Wheel (BTW) which includes three, two-hour sessions. |
|  | Driver Training–BTW Non-Adapted Driving | This training is for individuals who may or may not have MVA Reportable Conditions (see [Attachment 1600-3](http://intranet.dors.hq/RS_Manuals/RSM2/RSM2_1600-3_MVA.htm)) but have no physical disabilities, and they do not require any vehicle adaptations.*This item will also be used for Low Vision Driver Training.* |
|  | Driver Training–Adapted Car | **Requires Administrative Approval** – Training services are provided by DRS/CDRS in an adapted car. The number of hours of “behind the wheel (BTW)” training with the instructor can be found in the Adapted Driving Assessment report. |
|  | Driver Training–Adapted Van  | **Requires Administrative Approval** – Training services provided by DRS/CDRS in an adapted van. The number of hours of “behind the wheel (BTW)” training with the instructor can be found in the Adapted Driving Assessment report. Unlicensed adapted driving equipment training in a van takes a minimum of 66 hours of BTW training, as required by the MVA. |
|  | WTC VEAPA Vehicle Consultation | This service is provided if recommended by the DRS/CDRS. This service involves taking the consumer to vehicle dealerships and/or mobility dealerships to get into different vehicles to determine which make, model and year vehicle would best meet their needs. |
|  | WTC VEAPA (estimate) | A prescription of adapted equipment written by a DRS/CDRS in an Excel Workbook, which will be used in the Procurement process once approved. |