

RSM 2, Attachment 300-4 Actual Service Record Entry Guide

Updated: 6/21

An **Actual Service Entry Record (ASR)** documents the details of a Service provided to a Consumer/ Student by DORS staff or other approved vendor, and/or when an AWARE™ Authorization is not used to record services funded by DORS.

Actual Service Record Uses

- a. Documenting prior approval for student participation in Pre-ETS programs outlined in a Memorandum of Understanding (MOU), when vendor authorizations are not required. This type of ASR will be entered by an identified Regional staff. This type of ASR will not be entered by the DORS counselor.
- b. Documenting services provided to a consumer which are funded via an MOU between DORS and the approved Provider/Awardee. This type of ASR will be entered by Regional administrative staff (VR or Pre-ETS cases).

Instructions and Guidance for Creating Actual Service Records

Special Circumstances

- VR initial meetings with Students are documented as both an Initial Interview Case Note **and** an Actual Service Record.
- **Bus Passes** (are for VR Cases only, and **entered by Admin. Staff only**):
 - Category: Transportation
 - Subcategory: (Actual Service) Transportation
 - Vendor: (type in the Vendor name, such as Mass Transit Admin)
 - Unit: 1.00
 - Rate: \$22 (*or the actual cost*)
 - Start Date: (*beginning of the month*)
 - End Date: (*end of the month*)
 - Comparable Benefit: (*if applicable*)

Prior Approval for Pre-ETS outlined via MOU (Pre-ETS case type or VR case type)

To be completed for all students participating in Pre-ETS programs outlined in an MOU, when vendor authorizations are not used. This ASR should be completed prior to student participation, as it will serve as confirmation that DORS agrees to fund each student's participation in the specified program. This ASR will be completed by identified regional staff, not the DORS counselor.

- **Content:** The ASR must include the name of the program and partner implementing the program.
 - Category: Pre-ETS Work-Based Learning Experiences
 - Subcategory:
 - For Pre-ETS only cases: *ASR Prior Approval WBLE- Pre-ETS MOU
 - For VR Cases: (ASR) Prior Approval WBLE- Pre-ETS MOU

- Vendor: MOU Partner Name (e.g. Western Maryland Consortium)
 - Units: 1.00
 - Rate: \$0.01
 - Start Date/End Date: Current MOU Period (e.g. 4/1/21 and 9/30/21)
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- **Note:** If the MOU includes other Pre-ETS, such as Workplace Readiness Training, then use the appropriate Service Category and Subcategory: Pre-ETS Workplace Readiness Training/*ASR Prior Approval WRT – Pre-ETS MOU or Pre-ETS Workplace “Readiness Training (VR)/(ASR) Prior Approval WRT – Pre-ETS MOU.

Notes

- If there is an Authorization for a Service, then an ASR is **not** needed to document that Service.
- **Creating** a new ASR in AWARE™ for **VR Case Type**: When asked “Is the service you are entering in response to a Planned Service?” select the “Cancel” button.
- Can “back date” ASRs up to 14 days.