Vendor Supporting Documentation Reference Guide

The following document provides guidance on when and where to submit supporting documentation for VR services claims.

When to Submit Documentation

- Vendor claims for **products** require supporting documentation in the "Receipt of Goods" category **for purchases of $50 and more**. The necessary documentation for each authorization type is listed in the table below.
- Submit required invoices in the **Invoice/EOB** category.
- If VR requires or benefits from having summaries or reports of services prior to billing, the vendor should email this documentation to the local VR general email.
    - Documentation sent to the local VR general email *prior* to claim submission **should not** be uploaded in VR-CPS.
    - Documentation (reports, summaries etc.) uploaded to a claim in VR-CPS **should not** be emailed to the local VR general email.
- **Monthly Progress Summaries** for all employment services and are due to the VR general office email by the 10th of following month (January's report is due by Feb 10th) regardless of billing time frame. If the service is being claimed after the 10th of the month, the documentation should be emailed to the office general email box. Name the Monthly Progress Summary as MPS HIPAA Compliant Name date (for example, MPS HIPAA May 2022). If the documentation for the wrong participant is submitted with a claim, the claim will be canceled so that the correct documentation can be submitted with the corrected claim.

Where to Submit Documentation

Upload documentation to the "Supporting Documentation" section at the bottom of the Claim Information screen in VR-CPS as indicated in the screenshot below.

Last updated February 2022

Additional Notes on Submitting Documentation

- Only upload supporting documentation for the participant for whom you are filing a claim.
- Before you upload the document, save the file with a name that clearly identifies what the document is including the name and dates of service.
- Complete the "VR-CPS file name" field in VR-CPS with a description of the document as outlined in the table below.
- Use the 'claim items notes' to submit additional information about the claim.

The table below outlines required documentation, appropriate category from the drop-down menu, and naming convention for each authorization type.

Authorization Type	Required Documentation in VR-CPS	Category to Select in Drop Down Menu	Example of Document Name	Example of VR-CPS File Name
College Books - Authorization to bookstore for college books.	Receipts: Bookstores must upload a **copy of receipts**, with VR-CPS Claim	Use: **Receipt of Goods**	*Book receipt August 2022*	*Books 2022*
College tuition, fees, room and board (start date of authorization is the Start date of the term; end date the last drop/add date. Claim submitted after last drop/add date.	No documentation needed in VR-CPS	NA	*NA*	*NA*
Vocational Training (OJT, Cosmetology, other Occupational Training)	**Grades, Progress Notes, Attendance, and Certifications of Completion as deemed necessary**	Use: **Education and Training**	*Grades Feb 2022 Progress Notes Feb 2022, Attendance Report Feb 2022*	*Grades Feb 2022 Progress Notes Feb 2022, Attendance Report Feb 2022*
Durable Medical Good (Examples: wheelchair, scooter, prosthetic, etc.)	**ROG** **Explanation of Benefits (EOB)** if there is applicable insurance **Invoice** (Preferred: vendor has the Participant sign the **ROG** and uploads in VR-CPS. Alternatively, the vendor can upload document with participant signature showing Participant received the item.)	Use: **Receipt of Goods for ROG or Signed Delivery Ticket** Use**: Invoice/EOB for Invoice and Insurance information.**	*ROG-Wheelchair ROG-Scooter*	*ROG-Wheelchair ROG-Scooter*

Authorization Type	Required Documentation in VR-CPS	Category to Select in Drop Down Menu	Example of Document Name	Example of VR-CPS File Name
Audio/Oto Evaluation	Audio/Oto **Reports**	Use: **Medical/Psychological Records**	*Audiological Exam-2/5/2022*	*Audiological Exam-2/5/2022*
Hearing Aids	Preferred: Hearing aid manufacturer list "**shipping tracking number**" OR: **list tracking # in 'claim item notes'**	Use: **Receipt of Goods**	*HA Shipping Verification*	*Shipping 5/1/22*
Authorization to Dispense Hearing Aids	*Approval to Dispense* required, **and one** of the following: **Aided Audiogram, Real Ear Measurement, Verification of Fit**	Use: **Medical/Psychological Records**	*Approval to Dispense*	*Aided Audiogram - 5/1/22* *Approval to Dispense 5/1/22*
Interpreter Services	***None***	**NA**	*NA*	*NA*
Reimbursing Participant for Goods	*Reimbursement Statement* and receipts; (exception - no receipt required for board and per diem)	Use: **Receipt of Goods**	*Books Fall 2019*	*Books Fall 2022*
Reimbursing Participant for Mileage	*Reimbursement Statement* with dates of travel	Use: **Receipt of Goods**	*Mileage expenses Feb 2022*	*Mileage expenses Feb 2022*
Reimbursing Participant for Childcare or Tutoring	*Reimbursement Statement* with **receipts**	Use: **Receipt of Goods**	*Childcare Feb 2022 Tutoring Feb 2022*	*Childcare Feb 2022 Tutoring Feb 2022*
Paying a Tutor/school for Services	*Support Services Statement* or VR-CPS Claim	Use: **or Invoice/EOB**	*Tutoring Feb 2022*	*Tutoring Feb 2022*
Paying a Child Care Provider	*Support Services Statement* or VR-CPS Claim	Use: **Receipt of Goods**	*Childcare Feb 2022*	*Childcare Feb 2022*
Psychological, Neurological, Medical, Behavioral Evaluation or Services	**Service Report** (evaluation, summary of service, progress notes)	Use: **Medical/Psychological Records**	*Psych Eval Report Feb 2022*	*Psych Eval Report – Dr. Smith - Feb 2022*
AT Evaluation and Services	**Service Report** (evaluation, summary of services, progress notes)	Use: **Rehab/Assistive Technology**	*AT Eval – 2022 Training Report Feb 2022*	*AT Eval 2.15.22 Training Report Feb 2022*
Assistive Tech or other product being mailed to Evaluator or Participant (being delivered to evaluator so they can	**Receipt of Goods (ROG)** Evaluator has Participant sign **ROG** at install and sends to Area VR Office email and vendor	Use: **Receipt of Goods for ROG or delivery Ticket** Use: **Invoice/EOB for the invoice**	Product Description *Walker - Feb 2022*	Product Description *Walker - Feb 2022*

Authorization Type	Required Documentation in VR-CPS	Category to Select in Drop Down Menu	Example of Document Name	Example of VR-CPS File Name
deliver and set up for the participant)	Vendors who mail products directly to participant should upload **tracking sheet** verifying product has been delivered. **Invoice (itemized showing products being billed)**		*Computer Software Feb 2022*	*Computer Software Feb 2022*
Other Goods (glasses, equipment, uniform, etc.) picked up by Participant.	**ROG** (unless the product is less than $50.00). Preferred: vendor has participant sign **ROG** when participant picks up item/other goods. Alternatively, the vendor uploads document verifying participant has received the product (OT/PT report, medical report, other) **Invoice (itemized showing products being billed)**	Use: **Receipt of Goods for ROG** Use: **Invoice/EOB for Invoice**	*Glasses Feb 2022* *Uniform Jan 2022*	*Glasses Feb 2022* *Uniform Jan 2022*
Small Business/Self Employment Evaluation and Consultation	**Service Report** (evaluation, business plan development, summary of consultation services)	Use: **Small Business Enterprise**	*SBC Feb 2022* *Business plan Jan 2022*	*SBC Feb 2022* *Business plan Jan 2022*
Small Business Products (tools & equipment, licenses, stocks & supplies, etc.)	**Receipt of Goods (ROG)** Participant sign **ROG** at install and sends to Area VR Office email and vendor Vendors who mail products directly to participant should upload **tracking sheet/delivery ticket** verifying product has been delivered. **Invoice (itemized showing products being billed)**	Use: **Receipt of Goods for ROG or delivery Ticket** Use: **Invoice/EOB for the invoice**	Product description *Stocks and Supplies – 2.2022* *Computer and Printer 3.2022* *Microsoft License*	Product description *Stocks and Supplies – 2.2022* *Computer and Printer 3.2022* *Microsoft License*
Small Business Services (such as accounting, marketing-website design, etc.)	**Invoice (itemized showing services being billed)**	Use: **Invoice/EOB**	SB services *Accounting Jan – March 2022* *Website Design Feb 2022*	SB services *Accounting Jan – March 2022 Website Design Feb 2022*
Driver Evaluation or Training	**Evaluation, Training Report, or summary of progress.** - Upload report with VR-CPS claim OR - Send report to local VR office general email prior to submitting claim in VR-CPS.	Use: **Rehab/Assistive Technology** Use**: Invoice/EOB -** If you want to upload an invoice	*Driver Eval Feb 2022* *Driver Training 12. 2022*	*Driver Eval Feb 2022* *Driver Training 12. 2022*

Authorization Type	Required Documentation in VR-CPS	Category to Select in Drop Down Menu	Example of Document Name	Example of VR-CPS File Name
Vehicle Modification	*Post-VM Func. & Mech. Inspectio*n Signed by the Mech. Inspector and Driver Evaluator **Invoice (itemized showing products being billed)**	Use: **Receipt of Goods for Post Modification Inspection** Use: **Invoice/EOB for invoice**	*VM post mod Inspection VM Invoice*	*VM post mod Inspection VM Invoice*
Vehicle Modification Inspection (either functional or mechanical)	**Full Inspection Report** Completed by mechanical inspector or CDRS. Vendor can upload report with VR-CPS claim or send report to local VR office general email prior to submitting claim in VR-CPS.	Use: **Rehab/Assistive Technology**	*VM Inspection Report – 2.2022* *Functional Inspection 2.2022*	*VM Inspection Report – 2.2022* *Functional Inspection 2.2022*
Home Modification Evaluation/Consultation/ Inspection	**HM Evaluation, Full HM Inspection Report, Price quotes gathered from contractors, Full Specs that have been developed** Vendor can upload report with VR-CPS claim or send report to local VR office general email prior to submitting claim in VR-CPS.	Use: **Rehab/Assistive Technology**	*HM Eval Report HM Inspection Report 2.2022* *HM Quote – (contractor name)* *Transfer System Quote – (contractor name)*	*HM Eval Report HM Inspection Report 2.2022* *HM Quote – (contractor name)* *Transfer System Quote – (contractor name)*
Home Modification - Materials	**ROG** for Materials Preferred: ROG plus email confirmation Home Mod Project has started. (Contractor has Participant sign ROG after Materials are on site *or* Evaluator has ROG signed, they send it to contractor and local VR office general email) **Invoice (if materials are claimed after final inspection, only the final inspection is required)**	Use: **Receipt of Goods for ROG** Use: **Invoice/EOB for invoice**	*HM Materials ROG* *HM Materials Invoice*	*HM Materials ROG* *HM Materials Invoice*
Home Modification Services – Labor	**Home Modification Inspection form** signed by HM Project Manager and given to Contractor to upload with VR-CPS Claim for labor. If billing for whole project after inspection, ROG is not required.	Use: **Receipt of Goods for the HM Inspection form**	*HM Inspection*	*HM Inspection*

Authorization Type	Required Documentation in VR-CPS	Category to Select in Drop Down Menu	Example of Document Name	Example of VR-CPS File Name
Farm Modification Evaluation and Consultation services	**Farm Assessment Report or Service Report**	Use: **Rehab/Assistive Technology**	*Farm Assessment Feb 2022*	*Farm Assessment Feb 2022*
Farm Modifications Involving only purchase of equipment	**ROG (or signed delivery ticket)** **Invoice (itemized showing products being billed)**	Use: **Receipt of Goods for ROG or Signed Delivery Ticket** Use: **Invoice/EOB for the invoice**	*Farm Mod Invoice* *Farm Mod signed delivery ticket*	*Farm Mod Invoice* *Farm Mod signed delivery ticket*
Farm Modification Services involving installation of equipment or structural modifications	**Farm Modification Inspection** **Invoice**	Use: **Receipt of Goods**	*FM Inspection – 2.15.22*	*FM Inspection – 2.15.22*
Equipment that can have a State License Plate (Utility Vehicle, Trailers, other farm equipment)	**ROG** **Invoice (itemized showing products being billed)** **(Certificate of Origin should be mailed via USPS to VR Office)**	Use: **Receipt of Goods for ROG or signed delivery ticket** Use: **Invoice/EOB for the invoice**	*Invoice Pilot Lift*	*Invoice Pilot Lift*
Employment Services: please note documentation timelines here: <u>When to Submit Documentation</u>				
Job Readiness Training	**Job Readiness Training Plan** (due within 2 wks of authorization, must be updated quarterly) **Monthly Progress Summary** (submit by the 10th)	Use: **Employment**	*Job Read Plan HIPAA Name 1.10.22* *MPS HIPAA Name– 2.2022*	*Job Read Plan HIPAA Name 1.10.22* *MPS HIPAA Name– 2.2022*
Work Experience	**Monthly Progress Summary** (submit by the 10th)	Use: **Employment**	*MPS HIPAA Name– 2.2022*	*MPS HIPAA Name– 2.2022*
Discovery	**Monthly Progress Summary** while discovery is ongoing**.** At the conclusion of Discovery Services the **Discovery Profile and Job Development & Placement Plan** should also be submitted to VRC via office general email box. ***(Note: Before an auth for MS1 will be created, the Discovery Profile and Job Development & Placement Plan should be submitted to VRC via office general email box.*** If participant starts a job while in	Use: **Employment**	*Disc Profile – HIPAA name - completed 1.2022* *MPS HIPAA Name– 2.2022*	*Disc Profile – HIPAA name - completed 1.2022* *MPS HIPAA Name– 2.2022*

Authorization Type	Required Documentation in VR-CPS	Category to Select in Drop Down Menu	Example of Document Name	Example of VR-CPS File Name
	Discovery, hourly Discovery or Work Experience could be paid while DP & JDPP is finalized and is submitted).			
ES Milestone 1	**NOJO** **Monthly Progress Summary** (submit by the 10th) **Milestone Verification Form**	Use: **Employment**	*MS 1 HIPAA Name – Feb 2022* *MPS HIPAA Name– 2.2022*	*MS1 HIPAA Name – Feb 2022* *MPS HIPAA Name– 2.2022*
ES Milestone 2	**ESRP (also required quarterly until stabilization)** **Monthly Progress Summary** (submit by the 10th) **Milestone Verification Form**	Use: **Employment**	*MS 2 HIPAA Name– Feb 2022* *MPS HIPAA Name – 2.2022*	*MS 2 HIPAA Name– Feb 2022* *MPS HIPAA Name – 2.2022*
ES Milestone 3	**Stabilization Notification Form** (should have been submitted before auth for MS 3 was completed) **Monthly Progress Summary** (submit by the 10th) **Milestone Verification Form**	Use: **Employment**	*MS 3 HIPAA Name– Feb 2022* *MPS HIPAA Name – 2.2022*	*MS 3 HIPAA Name– Feb 2022* *MPS HIPAA Name – 2.2022*
Supported Employment Hourly	**ESRP required quarterly** **Monthly Progress Summary**	Use: **Employment**	*ESRP HIPAA Name – Jan to March 2022* *MPS HIPAA Name– 2.2022*	*ESRP HIPAA Name – Jan to March 2022* *MPS HIPAA Name– 2.2022*
All **employment services** paid for by $42/hour payment (Youth Extended Services, ES Hourly Job Placement, On the Job Supports- Short Term)	**Monthly Progress Summary** (**Monthly Progress Summary** must be received by VR by the 10th of the following month.	Use: **Employment**	*MPS HIPAA Name 2.2022*	*MPS HIPAA Name 2.2022*
Reimbursing Employment Service Provider for uniforms/clothing etc.	**Receipt –** required for all reimbursements **ROG and receipt** for purchases $50 or more Note: VR does not reimburse sales tax for these reimbursements.	Use: **Receipt of Goods**	*ROG HIPAA Name - Clothing* *ROG HIPAA Name Uniform* *ROG HIPAA Name Computer*	*ROG Clothing* *ROG Uniform* *ROG Computer*