

VII. PROCEDURE TO REVISE Outsourcing Services – Provider Guidelines

During the process of implementing outsourcing procedures, portions of the Vocational Rehabilitation Program (VRP) Outsourcing Services – Provider Guidelines will be revised through addition, deletion, updating, etc. Therefore, it is necessary to establish a means by which this revision should take place. The outline for revision is as follows:

1. VRP staff determines that a standard needs to be created, revised or deleted, or a Provider proposes a change.
2. The VRP Provider Relations Manager and/or the Provider Relations Specialist are notified of the request.
3. The request will be reviewed by the Provider Relations Specialists Network and the Policy and Business units.
4. Recommendations will be submitted to the Field Services Director Leadership Team for review/approval.
5. Approved revisions will be made a part of the manual by the VRP Provider Relations Manager and distributed to the Provider Relations Specialists.