

3006.00 **COMPREHENSIVE LOW VISION EVALUATION – Provider Guidelines**
(CSPM 000.0.00)

3006.01 **Description of Service**

Comprehensive Low Vision Evaluation is a complete functional visual evaluation, clinical examination, and prescription of visual aids by an ophthalmologist or optometrist, trained in the use of optical and non-optical devices by a low vision therapist. It includes follow-up visits with the doctor and low vision therapist to make certain that the prescribed devices are appropriate, and also individual and family counseling.

3006.02 **Provider Information**

A comprehensive low vision evaluation identifies visual aids that will make it possible for a visually impaired person to do specific tasks.

3006.03 **Provider Qualifications**

Comprehensive low vision evaluation providers must meet the following qualifications:

For the examination and prescription of aids, one of the following must be the provider:

- A. Ophthalmologist (MD) – registered or licensed according to state regulations and board certified

- B. Optometrist – registered or licensed according to state regulations

For services such as individual and family counseling, training in the use of low vision aids, etc., the following provider can be used:

- A. Vision Rehabilitation Therapist – Possession of a valid certification from Academy for Certification of Vision Rehabilitation and Educational Professionals (ACVREP) in Vision Rehabilitation Therapy, a Bachelor’s degree and documented education/training in sixteen (16) core domain areas

- B. Counselor/Social Worker – Possession of a valid state license or certificate in social work; or membership in the Academy of Certified Social Workers of the National Association of Social Workers; graduation from an accredited college or university with a degree in social work; possession of a valid certificate in rehabilitation counseling from the Commission on Rehabilitation Counselor certification; graduation from an accredited college or university with a degree in rehabilitation counseling or psychology; possession of a valid state license or certificate in psychology

- C. Low Vision Therapist – A certification from ACVREP or evidence that

certification is in process

- D. Employees, Consultants and Volunteers – Possess specific education, training and experience in low vision services appropriate to their assignments

Note: Qualifying Documentation - Providers will submit documentation to determine if they meet the standards for potential suppliers.

The Provider Relations Specialist is responsible for determining whether providers meet qualifications.

3006.04 Process for Outsourcing

It is the VRP staff's responsibility to determine when Comprehensive Low Vision Evaluations should be purchased. These services may include but are not limited to:

- A. Clinical evaluation provided by an optometrist or ophthalmologist as specified in NAC Standards (Section D-9, P. 219)
- B. Individualized training in the use of optical devices including activities that increase the individual's ability to focus, localize, track, scan, and to determine focal distance of recommended optical devices
- C. Individual plan of assessment based on medical background, psychological, and work history information and joint determination between the individual, low vision clinical staff and vocational rehabilitation counselor relating to needs, priorities, and specific goals
- D. Individual and family counseling to address adjustment to vision loss and appropriate resources

3006.05 General and Specific Standards

A. **Timeliness**

A completed comprehensive low vision evaluation report must be received by the VRP staff within ten (10) working days of completion of the evaluation. A proposal for time frames and frequency of exams/instruction should be included in the report, and should be agreed to before the purchase of further services.

Length of time and number of sessions are determined by the individual's interests, visual capacities, and the number and types of devices recommended for trial.

B. **Liability**

The provider must present a certificate of insurance as defined in the contract or service agreement as required by the Georgia Vocational Rehabilitation Agency.

C. **Criminal Record Investigation**

Providers other than the Ophthalmologist and Optometrist will be required to show evidence that a criminal record investigation has been requested in accordance with DHS/GVRA policy on all staff that provides direct services to VRP clients.

D. **General Requirements**

Mobility – Consideration should be given to the client's needs in determining an appropriate location for providing services.

Professionals shall behave in a moral and ethical manner in the conduct of their professional roles.

Training/Service Materials - Providers will submit a list of training/service materials that will be used in providing this service.

Sample Product - Providers will submit sample(s) of assessment reports, training reports, and action plans to determine if client needs are being met.

E. **Report**

It is the provider's responsibility to ensure that the information in the report is easily discernible to the users and is staffed with the VRP staff prior to meeting with the client.

Identifying Information

- Client name
- Date of Birth
- Address
- Telephone Number
- Case Number
- Referring Vocational Rehabilitation Counselor
- Date of Referral, Evaluation, and Report
- Disability(s)

Evaluation Results & Interventions - A completed report outlining the following areas:

- Results of clinical examination including confirmation of diagnosis and visual acuity
- Determination of magnification needs
- Recommendations for appropriate optical devices and equipment
- Doctor and staff observations
- Recommendations for referral for additional services, as appropriate
- Training provided as part of the evaluation
- Current functional abilities and emotional adjustment
- Counseling with individuals who have recent diminished or loss of sight

F. Fee

Fee for outsourcing Comprehensive Low Vision Evaluation does not include low vision aids/equipment. Compensation for services will be negotiated and attached to the contract or service agreement.