

4002.00 REHABILITATION Program – Provider Guidelines
(CSPM 000.00.0)

4002.01 Program Standards

- A. Any rehabilitation program operated by or under contract or service agreement with the Georgia Vocational Rehabilitation agency, Vocational Rehabilitation Program (RP) shall meet and maintain accreditation, as appropriate, by the:
1. **CARF – Rehabilitation Accreditation Commission**, or
 2. **National Accreditation Council**, or
 3. **Joint Commission on Accreditation of Hospitals**
- B. Newly established programs, both State operated or privately operated under contract or service agreement with the Georgia Vocational Rehabilitation Agency, Vocational Rehabilitation Program shall notify the VR agency in writing of its intent to seek accreditation. The program shall become accredited by the appropriate accreditation agency within three [3] years of the initiation date of service(s).
- C. Each rehabilitation program must comply with administrative policy and program requirements to establish and maintain its eligibility for VR funding. To demonstrate its compliance with these requirements, the program must maintain the following documents:
1. Proof of Incorporation (Charter)
 2. Letter of Exemption from IRS [501(c)(3)]
 3. Proof of accreditation as required in letter A above

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.

Each Rehabilitation Program has designated funding prior to becoming a RP. GVRA has no involvement in the designated funding appropriated for each RP.

4002.02 Service(s)/Program(s)

All vocational rehabilitation services provided by a rehabilitation program must meet the guidelines set forth in the Outsourcing Services – Provider Guidelines manual for each approved service as required in this manual.

4002.03 Monitoring

The local Provider Relation Specialist will use monthly program and expense reports, as well as those reports agreed upon by VR regional staff and program staff, to monitor the program's performance and progress toward contract objectives.

To ensure that services purchased have been provided in an acceptable manner, an annual program review will be conducted at each program. Reports of such reviews, including recommendations, will be provided to the VR Field Services Director, Provider Relations Manager and Rehabilitation Program Director.