

ATTACHMENT AA
SCOPE OF WORK
GENERAL SERVICES

Providers agree to provide services to an applicant/eligible client of the Vocational Rehabilitation Division (Division). Services may include, but are not limited to:

- Computer technical services;
- Business plan development;
- Recreation services assessment;
- Benefits Planner;
- Scribe Services.

The purpose and expectation of the service is to facilitate program participation for eligible clients to achieve employment.

Referrals -

Accepted referrals for service will result in scheduled service delivery no more than ten (10) business days from date of referral. Any extenuating circumstances preventing the referred service by the provider will be documented in writing, or email, and communicated by telephone to the referring counselor/Agency within five (5) business days.

Invoicing –

All services must be pre-authorized by the Division according to the established fee schedule or best negotiated price. Providers will not bill the Division or the participant when no service has been provided. Invoices must be submitted within fifteen (15) business days of the provided service, include the appropriate Medicaid procedure code, or CPT code, if applicable, and a description of the services. Services provided without prior authorization will not be paid by the Division. Payment may be delayed if the invoice is not submitted correctly, and/or the required reports are not submitted; providers will not receive payment for claims submitted after 90 days from the date of the service.

Licensure and Credentials -

Providers, both in state and out of state, must provide evidence of a Nevada State Business License in good standing with the State of Nevada Secretary of State's office. The individual providing the services must be qualified and maintain necessary certifications, training, and all appropriate insurances and licenses required in their field. Out of state providers must provide evidence of a Nevada State Business License in good standing with the State of Nevada Secretary of State's office, and must be licensed and qualified in their discipline per their accreditation and licensure in the state that the service is provided. The State of Nevada will not utilize the services of any non-licensed provider.