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**Department of
Labor and Employment**

Bridging business and ability.



Prospective Vendor Orientation

The Mission of the Division of Vocational Rehabilitation (DVR)

DVR assists individuals whose disabilities result in barriers to employment to succeed at work and to live independently.



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Workforce Innovation and Opportunity Act (WIOA)

- Designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.
- Signed into law on July 22, 2014, and replaces the Workforce Investment Act of 1998



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Americans with Disabilities Act (ADA)

- Gives civil rights protections to individuals with disabilities.
- Guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications.
- Provides the right to request a reasonable accommodation for the hiring process and on the job.



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DVR Client Process Overview

- ▶ Referral, Application, Intake
- ▶ Eligibility Determination
- ▶ Comprehensive Assessment
- ▶ Individualized Plan for Employment (IPE) development
- ▶ VR Service Provision
- ▶ Employment
- ▶ Case Closure (suitable and satisfactory employment for minimum of 90 days)



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Client Eligibility for DVR Services

- ✓ Documented physical or mental impairment
- ✓ Impairment presents substantial impediment (barrier) to employment
- ✓ Employment is unlikely without DVR services
OR
- ✓ Social Security = presumed eligible



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Vendor Registration Process

1. Initial contact with DVR representative to discuss available services and/or goods.
2. Prospective vendor completes the necessary forms, accessible at <https://www.colorado.gov/pacific/dvr/vendors-providers>:

1. Vendor Registration and Provider Agreement Form
2. W-9
3. Electronic Funds Transfer (EFT) Form w/ voided check or bank letter verifying account and routing
4. As applicable:
 - Credentials and résumé
 - Insurance



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Registration Process, cont.

3. Prospective vendor submits documentation to DVR field staff or directly to the Finance & Operations Unit (FOU) at cdle_dvrvendor@state.co.us
4. FOU reviews standards, certifications and/or qualifications, and background check (if necessary).
5. FOU approves/denies vendor registration.
6. FOU notifies prospective vendor and affiliated DVR field staff of vendor.
7. DVR field staff guide new vendors on their specific needs for services/goods and documentation.



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Fee Schedule

The Fee Schedule establishes a range of fees which govern allowable rates for specific goods and services. The dollar amounts listed are the maximum DVR will pay.

It is the responsibility of the vendor to know and understand all terms and conditions, including checking for updates to the Fee Schedule.

NOTE: The Fee Schedule is updated, at a minimum, the start of every state fiscal year (July).

All vendors must adhere to the Code of Ethics in the “Introduction” of the Fee Schedule.



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Invoicing

Invoices must include:

- Name of service provider/vendor
- Name of the client
- Authorization number
- Invoice number
- Monthly breakdown of service hours provided
- Total invoice amount

A modifiable invoice example is also available at <http://www.dvrcolorado.com/partners.php>

Vendor Name		Date		Invoice #	
Vendor Address					
City, State, Zip Code					
Phone #					
FAX #					
Bill To:					
State of Colorado – DVR					
Counselor's Name					
Counselor's Address					
Counselor's Phone #					
Client Name: [REDACTED]					
Authorization #: [REDACTED]					
Quantity/Hours	Date(s) of Service (mm/dd/yy)	Description of Good/Service	Rate	Amount	
			Total Billable:		
<input type="checkbox"/> Report included with this invoice					



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Job Placement Service Providers: What should the Monthly Progress Report include?

Detailed information regarding services provided, updates, recommendations, concerns, etc.

Job Placement Service Providers are expected to submit monthly progress reports to VR counselors with an invoice, otherwise payment will be rejected.

State of Colorado
Colorado Department of Human Services
Division of Vocational Rehabilitation
**Job Placement Activities
MONTHLY PROGRESS REPORT**

Job Placement Service Provider:	Month-Year:
Client:	Employment Goal:
Counselor:	DVR Authorization #:
Total Hours:	
90-Day Review Date (from start of DVR Milestone 1):	

Please include dates, number of hours, and a detailed narrative below with specific services you provided (include in-person meetings, phone conversations, email communications, on-site job supports, off-site supports, client follow through on tasks, attendance to meetings, no-shows, etc.). This report required monthly while monitoring employment and to invoice for Milestone 3.

Check all applicable services:	# Hours	Describe specific services provided:
<input type="checkbox"/> Job Seeking Skills Training		
<input type="checkbox"/> Job Development Activities		
<input type="checkbox"/> Job Monitoring (after Milestone 2)		
<input type="checkbox"/> Job Coaching (after Milestone 2)		
<input type="checkbox"/> Other Services Provided		
<input type="checkbox"/> No Billable Service (Explain)		

Client Progress:
Concerns/Follow-up:

Job Placement Monthly Progress Report, October 2014



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Frequently Asked Questions (FAQ's)

Q: After paperwork is approved, how long does it take to become a vendor?

A: Between 5-10 business days.

Q: Once the paperwork is received by DVR, how long before I can start providing services as a new vendor?

A: As a vendor, services cannot be provided until an authorization for service is received from a field office.

Q: Do I have to complete all of the forms if I am only going to be used once?

A: Yes, the Vendor Registration Form and W-9 must be completed, at a minimum.



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FAQ's, cont.

Q: On the W-9, is my DBA my legal name or just the name of my business?

A: The legal name of your business is what the IRS has listed for your Tax Identification Number. Your DBA is the name by which your customers know you.

Q: I am an individual operating out of my home, and I do not have an EIN (Employer Identification Number), what should I do?

A: You can use your Social Security Number.

Q: I don't have an office; can I use state offices to conduct business?

A: No.



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FAQ's, cont.

Q: Since I am being paid by DVR, does that mean I am covered by DVR's insurance if anything goes wrong?

*A: No. You are an independent contractor with the State of Colorado and must carry your own insurance.**

Q: How do I get DVR staff to know that my business exists?

A: The marketing of your business is your responsibility.

Q: Can I provide services without a valid or current authorization in hand?

A: No, you must have written authorization in hand. Without written authorization, you will not be paid.



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FAQ's, cont.

Q: Who do I contact with questions after I am already a vendor?

A: Speak with the authorizing counselor for specific questions regarding clients. Other questions can be referred to the Finance and Operations Unit.

Q: How do I get paid?

A: A State-generated check or by Electronic Funds Transfer (EFT)

Q: When do I get paid?

A: Per State fiscal rules, you will get paid within 45 days of an invoice received. We make every effort to expedite this process to provide a quicker delivery of payment.



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Disclaimers



Vendors understand they are NOT state employees but independent contractors.

DVR retains the right to terminate business with a vendor at anytime without cause or notice.

It is the responsibility of the vendor to know and understand all terms and conditions, including checking for updates to the Fee Schedule. The Fee Schedule is updated at a minimum of every State fiscal year (July).



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Finance & Operations Unit

Vendor Relations Specialist: Stacy Martens,
303.318.8584

Finance & Operations Manager: Keith McNeal,
303.318.8158

Email: cdle_dvrvendor@state.co.us



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