

VR FEE-FOR-SERVICE PROVIDER EMPLOYEE CONTACT FORM

PROVIDER:		FEDERAL TAX ID#:
Provider accredited by:	<input type="checkbox"/> Commission on Accreditation of Rehabilitation Facilities (CARF)	<input type="checkbox"/> Joint Commission on Accreditation of Healthcare Organizations (JCAHO)

Providers accredited under CARF or JCAHO do not need to complete an Employment Specialist (ES) Application. An employment agreement must be provided for any person(s) working as subcontractors or independent contractors.

ACTION*	TITLE	EMPLOYEE CONTACT INFO	SERVICES EMPLOYEE WILL PROVIDE	DVR USE ONLY: BGS DATE
ADD: <input type="checkbox"/> DECERTIFY: <input type="checkbox"/> UPDATE: <input type="checkbox"/>	Administrator: <input type="checkbox"/> ES: <input type="checkbox"/> ES Sub-Contractors: <input type="checkbox"/> Intern: <input type="checkbox"/>	Name: Email: Phone:	Employment Services: <input type="checkbox"/> Supported Employment: <input type="checkbox"/> *Certification Required Pre-Employment Transition Services: <input type="checkbox"/> Self-Advocacy Training: <input type="checkbox"/> *Certification Required	
ADD: <input type="checkbox"/> DECERTIFY: <input type="checkbox"/> UPDATE: <input type="checkbox"/>	Administrator: <input type="checkbox"/> ES: <input type="checkbox"/> ES Sub-Contractors: <input type="checkbox"/> Intern: <input type="checkbox"/>	Name: Email: Phone:	Employment Services: <input type="checkbox"/> Supported Employment: <input type="checkbox"/> *Certification Required Pre-Employment Transition Services: <input type="checkbox"/> Self-Advocacy Training: <input type="checkbox"/> *Certification Required	
ADD: <input type="checkbox"/> DECERTIFY: <input type="checkbox"/> UPDATE: <input type="checkbox"/>	Administrator: <input type="checkbox"/> ES: <input type="checkbox"/> ES Sub-Contractors: <input type="checkbox"/> Intern: <input type="checkbox"/>	Name: Email: Phone:	Employment Services: <input type="checkbox"/> Supported Employment: <input type="checkbox"/> *Certification Required Pre-Employment Transition Services: <input type="checkbox"/> Self-Advocacy Training: <input type="checkbox"/> *Certification Required	
ADD: <input type="checkbox"/> DECERTIFY: <input type="checkbox"/> UPDATE: <input type="checkbox"/>	Administrator: <input type="checkbox"/> ES: <input type="checkbox"/> ES Sub-Contractors: <input type="checkbox"/> Intern: <input type="checkbox"/>	Name: Email: Phone:	Employment Services: <input type="checkbox"/> Supported Employment: <input type="checkbox"/> *Certification Required Pre-Employment Transition Services: <input type="checkbox"/> Self-Advocacy Training: <input type="checkbox"/> *Certification Required	

ACTION*

ADD – add an employee as outlined below

DECERTIFY – employee will no longer be active to provide services

UPDATE – update employee’s contact information or role

Authorized Agent or Representative

E-Mail Address

Signature

Date

For additions and updates, submit this form to: VRVendors@vr.fldoe.org
For de-certifications, submit this form to: VRServiceProviders@vr.fldoe.org
Questions about the Aware Vendor Portal - Reach out to your Provider Manager or Provider Liaison.

DVR USE ONLY

APPROVED BY: _____

INSTRUCTIONS FOR COMPLETING THE EMPLOYEE CONTACT FORM

For us to initially set up staff and update any personnel changes over the course of providing services, you will need to provide us with information on the employees working with VR customers and in the Aware Vendor Portal. All applicable employees should be listed on this form initially. Any additions, decertification's or changes to staff must be submitted on this form thereafter. For more information on the Aware Vendor Portal, you can access the Aware Vendor Portal Manual on our website: www.rehabworks.org.

The table below outlines the employee roles: If a provider does not wish for an employee to have access to the vendor portal service request and/or to draft authorizations, they must report this when submitting this form. Otherwise, access will be granted based on the employee title selected on this form. NOTE: Each employee will still receive a welcome email; however, they will not have access to the vendor portal service request and/or to draft authorizations, unless indicated.

<u>TITLE</u>	<u>FUNCTION IN THE AWARE VENDOR PORTAL</u>	<u>REQUIREMENTS</u>
Employment Specialist (ES) *ES Application required	ES are only given access to the service request function within Aware and will not have access to draft authorizations. ES will also be able to view open authorizations, and the individual will be able to submit case notes and payment requests. ES staff will not be given draft authorization access unless they are also indicated as an Administrator on this form.	An ES provides direct services to VR customers. An ES must meet the qualifications set forth by VR and be background screened before they can begin providing services. Direct services may not be provided to VR customers until you receive notification of approval from VR for the ES.
Administrator Staff	Administrator Staff are staff that primarily perform administrative functions for an agency but may also provide direct services if they are an approved ES. Multiple Administrator staff are allowed in Aware. Administrators will be given access to both authorizations and service request functions within the Aware vendor portal. Administrators will also be able to view open authorizations, and the individual will be able to submit case notes and payment requests.	Administrator staff are entered into the system by the VR Vendor Registration Unit by completing and submitting this form. An Administrator staff can also be an Employment Specialist (please indicate administrator AND ES under title and complete the ES Application). Only ES staff with an administrator title will be given access to draft authorization functions. An administrator staff cannot be an intern. An Administrator cannot provide services if they are not also an approved ES.
Employment Specialist Subcontractor or Independent Contractor (ES 1099)	May complete the same functions as ES; but paid as a 1099 employee or under an employee/subcontractor agreement. ES subcontractors or independent contractors are only given access to the service request function within Aware (unless otherwise noted) and will not have access to draft authorizations. ES 1099 will be able to view open authorizations; submit case notes and payment requests. ES subcontractors or independent contractor staff will not be given draft authorization access unless they are also indicated as an Administrator on this form.	Must meet the same requirements as an ES. In addition, the employment agreement between the subcontractor and the provider must be submitted. This agreement must include, at a minimum; language that the individual's duties will be consistent with services provided under the VR Provider Manual, language specifically addressing whether the individual will be covered under the provider's general liability insurance or that the individual will carry individual general liability coverage, language regarding confidentiality of customer information and language that as a sub-contractor, the individual is subject to the requirements of Rule 6A-25.021, Florida Administrative Code (F.A.C.), and all requirements mentioned therein. The provider shall not subcontract, assign or transfer any work under the contract without the prior written consent of VR, doing so is a violation of the Fee-for-Service Provider Contract.
Intern	An individual/student that will shadow or accompany a VR approved ES. Interns will not be given access to the Aware Vendor Portal.	Must undergo a Level 2 Background Screening through the Agency for Health Care Administration Care Provider Background Screening Clearinghouse. Interns are not permitted to provide direct services or associate with VR customers independent of an ES. In addition, the signed intern agreement between the intern and the provider must be submitted along with this form. This agreement must include, at a minimum; language that the individual's duties will be consistent with services provided under the VR Provider Manual, language specifically addressing whether the individual will be covered under the provider's general liability insurance or that the individual will carry individual general liability coverage, language regarding confidentiality of customer information and language that as a sub-contractor, the individual is subject to the requirements of Rule 6A-25.021, F.A.C., and all requirements mentioned therein. Interns cannot be Administrator staff. An intern cannot serve in multiple roles.