

Criteria for Approval of Community Rehabilitation Programs

Community Rehabilitation Programs (CRP's) or other organizations/individuals who are seeking to provide any of the CORE CRP services listed in [Attachment A](#), embedded as a hyperlink, must apply under and meet the criteria of one of the options listed in Section I. All requirements and documentation listed under Section II must be submitted and fulfilled to the satisfaction of the Bureau.

Proposals to provide services that fall outside of the CORE CRP services will be reviewed under separate criteria on an as needed basis. Proposals of this nature will be subject to a determination by the bureau that there exists an unmet need that the applicant can be expected to fill.

The criteria below also do not apply to providers or services that would typically be approved through the Department of Higher Education.

I. Providers must meet the criteria of one of the Options listed below:

- A. **Option I** - The organization/provider is accredited in relevant areas by CARF or other accreditation deemed appropriate by the Bureau.
- B. **Option II** - The organization/provider is able to demonstrate, through an organizational chart, a business infrastructure that will be capable of managing BRS referrals and providing high quality services to BRS consumers. Under this option, the individual signing the application must be identified on this chart as the "Director of Vocational Services." The Director of Vocational Services will assume the dual role of being responsible for all administrative oversight of the organization, as well as the supervision of all direct service staff who will be providing services to BRS consumers.

The Director of Vocational Services MUST meet either criteria (1) or (2) listed below:

1. The Director of Vocational Services has Certified Rehabilitation Counselor (CRC) certification and a minimum of two years experience (minimum 1000 documented service hours per year) in providing community based vocational services to persons with disabilities. This experience must include providing services specifically related to those for which BRS approval is being sought.
Or
2. The Director of Vocational Services has a Bachelor's degree in a relevant area and a minimum of five years experience (minimum 1000 documented service hours per year) in providing community based vocational services to persons with disabilities. This experience must include providing services specifically related to those for which BRS approval is being sought.

- C. **Option III** - The organization/provider is able to demonstrate, through an organizational chart, a business infrastructure that will be capable of managing BRS referrals and providing high quality services to BRS consumers. Under this option, the individual signing the application must be identified on this chart as the “Executive/Administrative Director.” The Executive/Administrative Director will assume the role of being responsible for all administrative oversight of the organization.

The Executive/Administrative Director must meet the criteria listed under (1) below:

1. The Executive/Administrative Director has a combination of experience and education (minimum of a Bachelor’s degree) deemed sufficient by the bureau to effectively manage the operations of the business entity.

In addition, the organizational chart must demonstrate that all direct service staff who will be providing services to BRS consumers will report to a “Director of Vocational Services.”

The Director of Vocational Services **MUST** meet either criteria (1) or (2) listed below:

1. The Director of Vocational Services has CRC certification and a minimum of two years experience (minimum 1000 documented service hours per year) in providing community based vocational services to persons with disabilities. This experience must include providing services specifically related to those for which BRS approval is being sought.
- OR
2. The Director of Vocational Services has a Bachelor’s degree in a relevant area and a minimum of five years experience (minimum 1000 documented service hours per year) in providing community based vocational services to persons with disabilities. This experience must include providing services specifically related to those for which BRS approval is being sought.

II. All criteria listed below must be satisfied and appropriate documentation submitted:

- a. A minimum of three written professional references which attest to the quality and professionalism of the applicant organization and/or the Director of Vocational Services. These references must specifically address the applicant’s ability to provide the services for which BRS approval is being sought. If the application is being filed under Option III, an additional written reference for the Executive Director must be submitted.

In cases where the applicant is either: 1) a sole proprietor, or 2) an organization which has been in operation for less than two years, the application must include a reference(s) for the Director of Vocational Services and, if applicable, the Executive Director from a director or senior manager of the individual's most recent employer(s).

References must include the phone number of the individual writing the letter as phone interviews will be conducted.

- b. In cases where the vendor will be employing direct service staff, written job descriptions detailing the educational and training requirements for each position.
- c. A notarized statement attesting that the Administrative/Executive Director, Director of Vocational Services or individuals providing direct services to consumers:
 - 1. have not had a professional license or certification revoked;
 - 2. have not been found guilty of fraud, abuse or ethics violations; or
 - 3. are not currently under investigation for fraud, abuse or ethics violations
- d. Where applicable, applicants must submit their most recent audit and any management letters received from the organization's auditors within the last three years.
- e. The applicant must be able to demonstrate knowledge of the BRS program and the services the agency provides. Applicants must submit copies of reports that document experience in providing the specific services for which they will seek approval.
- f. For those applicants who have worked directly with BRS, they must submit a list of names of BRS staff and/or offices with whom they have worked directly so they may be contacted.
- g. Upon request, applicants may be required to demonstrate that they can meet any or all requirements of a BRS contract.