

## **ARIZONA DEPARTMENT OF ECONOMIC SECURITY**

**Program Name:** Vocational Rehabilitation (VR)

**Policy Number:** VR-9.8-v1

**Effective Date:** July 1, 2008

**Last Revision:** March 31, 2021

**CHAPTER 9:** Treatments

**Section 9.8:** Treatments: Medical Equipment

### **I. Policy Statement**

This policy provides the guidelines for the provision of medical equipment for clients who need these items in order to obtain and achieve a successful employment outcome as listed on their most recent and approved IPE.

### **II. Authority**

Authority for policies contained in this document includes the following:

- Workforce Innovation and Opportunity Act (WIOA), 29 U.S.C. § 3101 et seq.
- Title IV Amendments to the Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
- State Vocational Rehabilitation Services Program, 34 C.F.R. §§:
  - Applicable definitions 361.5 (b)(39)(vii) and (xvi)
  - Scope of vocational rehabilitation services for individuals with disabilities 361.48 (b)(5)
  - Comparable services and benefits 361.53 (a) and (c-e)
  - Participation of individuals in cost of services based on financial need 361.54 (b)(1-2)
- A.R.S. §§ 23-502 and 503
- Arizona Administrative Code, Title 6, Chapter 4
  - General considerations, R6-4-201(A)(1)(c)
  - Provision of services R6-4-206 (B)
  - Service and provider standards, service authorizations equipment purchasing, Workers' Compensation R6-4-402 (A)(1)(e)
  - Economic need and similar benefits R6-4-403 (A)(1)(a)(i)(2-5); (B)(1) and (2)(a)(i) and (c-e); and (3)

### **III. Applicability**

This applies to circumstances when medical equipment is requested and may be necessary in order to achieve a successful employment outcome. The client must:

- A. Meet economic need.
- B. Explore and utilize comparable benefits.
- C. Have a medical prescription for the requested medical equipment.
- D. Complete and sign the agency Equipment Contract form.

#### **IV. Standards**

- A. Refer to Section 8.6 Assessments-Rehabilitative Services regarding corresponding assessment services.
- B. The VR Counselor must determine the vocational necessity of the medical equipment for employment outcome based on the following:
  - 1. Medical documentation, evaluation, and prescription,
  - 2. Feedback from a VR Medical Consultant, and
  - 3. Information provided by the client.
- C. Economic need applies.
- D. Comparable benefits apply.
- E. The following items are covered:
  - 1. Prosthetics for substituting a missing body part such foot, eye, leg, arm, etc.
  - 2. Orthotics such as knee braces, canes, crutches, walker, orthotic shoes/insoles, support stockings, etc., and
  - 3. Durable Medical Equipment (DME) such as custom seating, wheelchairs (power operated and manual), scooters, etc.
- F. Medical equipment must be:
  - 1. Reasonable and medically or vocationally necessary, and
  - 2. Prescribed by a medical professional along with recommendations that the client has the potential for improvement or restoration of physical functioning due to the prescribed device or equipment.
- G. The Program Supervisor must review and approve any purchase or rental of medical equipment.

- H. DME may be purchased or rented only when there are no reasonable alternative resources from which the medically necessary medical equipment can be obtained at no cost.
- I. For DME rentals, the total expense must not exceed the retail price of the item.
- J. The DME rental fees must be terminated at no later than the end of the month when the client no longer needs it.
- K. VR does not cover extended warranties.
- L. The manufacturer's warranty must be included with the initial purchase of equipment and must guarantee repair and/or replacement of parts or the entire device, equipment, or product when the parts and/or workmanship are faulty.
- M. The VR counselor must inform the client regarding the benefits of obtaining an extended warranty to cover unexpected repairs when the initial manufacturer warranty expires.
- N. Any warranties already in existence for existing equipment must be used prior to VR approval for repairs.
- O. Reasonable repairs or adjustment of purchased equipment is covered when necessary to make the equipment serviceable provided the cost of the repair is less than the cost of rental or purchase of another unit.

**V. Procedure**

- A. Refer to IV.A (1-3), (F), and (L) above.
- B. Refer to Standard Work, if available.
- C. Refer to the RSA Allowable Services Spreadsheet, contracts (if available) and provider requirements. For a non-contracted service, refer to RSA Contracts Unit for guidance whether the service is to be procured via:
  - 1. Arizona Health Care Cost Containment (AHCCCS) Fee for Services, or
  - 2. Other procurement methods, or
  - 3. Direct payment to the client via CPA.
- D. The VR Counselor must complete the agency Referral for Services form for Treatment - Protheses and Other Appliances, or Treatment – Restoration Tools/Appliances and include the type of medical equipment being authorized.
- E. The VR Counselor must task the Purchasing Technician to create RSA Purchase Authorization(s) for the service(s) listed in V. D.
- F. The Purchasing Technician must submit the RSA Purchase Authorization for each service listed in V. D along with the referral information to the provider(s).

- G. Upon receipt of the provider's reporting documentation, the VR Counselor must review the documentation for completeness, approve the provider's invoice, and process for payment after confirming that the reporting documentation is complete.

**VI. Documentation Requirements**

The client's electronic case file must include the following:

- A. Assessment report and medical prescription,
- B. Service listed in IPE Justification Narrative,
- C. RSA Purchase Authorization(s),
- D. Provider reporting documentation,
- E. Manufacturer's warranty if applicable,
- F. Equipment rental agreement, if applicable, and
- G. Equipment Contract.