

ATEI Vendor Policies and Procedures – ATEI Referral and Authorization for service.

These are general guidelines, vendors are expected to comply with all requirements of the ATEI vendor contract, exhibit A, and scope of work.

ATEI vendors/contractors may provide services only after receiving an approved referral from ATEI staff.

Referral process:

VR counselor submits referral to ATEI.

ATEI staff review referral, determine availability of appropriate vendors, and contact client to discuss informed choice and vendor selection.

Selected vendor receives referral from ATEI staff to provide assessment.

Vendor accepts or declines client referrals and/or authorizations from ATEI within 3 business days via email.

Vendor contacts client within 5 business days of written authorization from ATEI program coordinator, to schedule services. Subsequent evaluations should occur within 10 days. Progress reports and additional authorization is required for each 10 hours of service.

Vendor prepares evaluations using SETT framework and submits written client progress reports for authorized trainings and/or installations. Report is submitted to ATEI for review and subsequent counselor approval.

Vendor will maintain ongoing communication with ATEI staff and client throughout the case.

Travel Process:

Inclusive travel rate of \$60 per hour for AT evaluation and implementation services, billed in 15-minute increments. This rate includes total time and travel costs incurred to provide services to clients outside a twenty-five (25) mile radius of Vendor's place of business. To qualify for reimbursement, vendor must include starting and ending locations on invoice, or submit maps which confirm client location is greater than 25 miles one way from vendor location. Client destinations less than 25 miles one way are not eligible for reimbursement. For clients located greater than 25 miles one way or 50 miles round trip, vendors may invoice for the total trip time.

Invoicing and reporting process:

Submit a monthly invoice for services provided by the 5th of the following month per contract. Information to be included on all invoices and reports: Client name, Client DOB, Date(s) the client was assessed/trained. Send reports and invoices TOGETHER to invoiceatei@nau.edu, Heidi.lervik@nau.edu, and mary.barno@nau.edu.

Contractors should not contact VR counselors directly. All communication must go through ATEI. ATEI can schedule a staffing with the counselor if a discussion is needed.