

Adding/Removing a Service to a DVR Statewide Service Agreement

At the point your service agreement was approved there was an approval by the local WDA as to the services you will provide. There may have been several approved services. Occasionally a service provider would like to add or remove a service to their agreement.

Adding a Service:

Contact the local WDA Director, Supervisor (or Designee). You will need to discuss your interest in adding a service. The local WDA may approve or disapprove your request and will make the change to your online agreement and an automatic notification will be sent to the DVR Contract Specialist so that your service agreement can reflect the change.

If it is a new service or service category the approval may be conditional and depend on a review of the work performed within a specific timeframe.

Please be aware that for some service categories specific educational and licenses may be required. To provide Vocational Evaluation for instance, requires that staff have the qualifications defined by state law and by the American Psychological Association.

Make sure you have the service capacity and necessary staff to provide the services as described in the technical specifications.

Removing a Service:

There are times when a service provider can no longer provide agreed to services to DVR consumers. This may involve a reduction of service to a geographical area or the ending of an entire service type by the service provider.

The provider must contact the local WDA Director, Supervisor (or Designee). The provider should be prepared to discuss any current authorizations and a plan for a reduction of service interruption to the DVR consumer(s) in question. This may involve interaction with another service provider. All efforts should be made to coordinate the transfer of services. Please see the Agreement for Services document for additional detail. 30 days notice is required at a minimum. 90 days notice is required to cancel a service agreement. The local WDA can make the change to your online agreement and an automatic notification will be sent to the DVR Contract Specialist so that your service agreement can reflect the change.

In the event of such termination, the Provider will be compensated for all work performed prior to such termination date and for all reasonable costs and liabilities to which the Provider has, out of necessity, obligated itself as a result of the Agreement, which are applicable to any period after such termination. The Provider shall use its best efforts to minimize the cost to the State.