

# Rehabilitation Services Accreditation System

121 North Cedar Street Centralia, WA 98531

360.438.3646 voice

[application25@rsasnet.org](mailto:application25@rsasnet.org)

## APPLICATION FOR ACCREDITATION

### Provider Information

Provider Name : \_\_\_\_\_  
Provider Executive Director / CEO / Owner: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Postal City, State, Zip \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
Physical City, State, Zip \_\_\_\_\_  
Website: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Position: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_  
Contact Cell Phone: \_\_\_\_\_  
Contact Email: \_\_\_\_\_

### Current Business Status ( if new provider, skip to Service Delivery Information )

Is your firm currently certified by a federal agency, state agency, county agency, private pay or any other funding sources? \_\_\_\_\_

Federal Funding Source: \_\_\_\_\_

State Funding Sources: \_\_\_\_\_

County Funding Sources: \_\_\_\_\_

Private Funding Sources: \_\_\_\_\_

Date of initial certification(s) \_\_\_\_\_

Date certification(s) expires \_\_\_\_\_

Has your firm been accredited by another organization ? \_\_\_\_\_

If yes, what organization: \_\_\_\_\_

Date of expiration \_\_\_\_\_

**Indicate services your firm has provided to funding sources in past 12 months:**

Evaluation/Assessment\_\_\_\_\_ Work Training\_\_\_\_\_ Job Retention\_\_\_\_\_

Job Coaching \_\_\_\_\_ Job Placement\_\_\_\_\_ Supported Employment\_\_\_\_\_

Independent Living Services\_\_\_\_\_

Other \_\_\_\_\_

What is the average daily population of all participants your firm serves? \_\_\_\_\_

How many vocational services participants are served in the average month \_\_\_\_\_

Does your firm provide paid employment as a rehabilitation service?\_\_\_\_\_

**Service Delivery Information**

Type(s) of service you will be delivering:

Evaluation/Assessment \_\_\_\_\_ Work Training \_\_\_\_\_ Job Retention \_\_\_\_\_

Job Coaching \_\_\_\_\_ Job Placement \_\_\_\_\_ Supported Employment \_\_\_\_\_

Independent Living Services \_\_\_\_\_

Other \_\_\_\_\_

State / county you will be performing services in: \_\_\_\_\_

State regions you will be performing services in: \_\_\_\_\_

Location(s) that you will be performing services from:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Legal, Insurance Information ( not required for application, is required for accreditation )**

Legal Type of Organization:

\_\_\_\_\_

Date of Incorporation or Organization:

\_\_\_\_\_

Professional Liability Insurance Carrier:

\_\_\_\_\_


Professional Liability Insurance Policy Number:

\_\_\_\_\_

Effective / Expiration Date of Policy:

\_\_\_\_\_

**For each direct service staff to be providing vocational services,  
please complete the below qualification sheets**



# Rehabilitation Services Accreditation System

## ACCREDITATION AGREEMENT

1. This agreement is between the organization or individual providing vocational services ( hereafter referred to as Service Provider ) and Rehabilitation Services Accreditation System, Inc. ( hereafter referred to as RSAS ).
2. The Service Provider hereby attests to and assumes responsibility for the accuracy of all documentation submitted to RSAS during the application process and subsequently until accreditation status is officially terminated by either party.
3. The award of accreditation status shall be determined to be in force for vocational service provision at the Service Provider location for the dates indicated and within the governmental agency geographical borders as specified in the Accreditation Review Document. The Service Provider will notify RSAS in the event that the Service Provider opens any additional offices not specified in the Accreditation Review Document.
4. The Service Provider agrees to provide independent safety inspection reports, with appropriate corrective action verification on an annual basis, where such safety inspections have been determined by RSAS to be necessary for compliance with standards listed in the Accreditation Review Document.
5. The Service Provider agrees to provide fire department inspection reports, with corrective action verification, where such inspections have been determined by RSAS to be necessary for compliance with standards listed in the Accreditation Review Document.
6. The Service Provider agrees to provide to RSAS additional reports on both safety and fire when there have been substantial changes in buildings, equipment, or procedures which would indicate the need for new safety and fire inspections withing 90 days of the substantial changes occurring.
7. The Service Provider agrees to provide RSAS with documentation of all revenues received for performance of vocational services from County Rehabilitation agencies, State Vocational Rehabilitation agencies, Medicaid, and any funding organizations or individuals annually or when requested by RSAS.
8. The Service Provider agrees to notify RSAS of significant changes in service delivery methods, location of vocational service provision, addition or termination of branch offices, changes of staff involved in service delivery, changes in management staff and/or changes in owners / principals involved in the organization.
9. The Service Provider agrees to provide RSAS with Staff Qualification Sheet forms on all direct service staff annually and at any time that direct service staff begin providing vocational services to program participants.
10. RSAS agrees to maintain full and open communication with Service Providers receiving awards of accreditation status regarding all information which might have an effect upon accreditation status, prior to the rendering of a decision of accreditation status.
11. RSAS will keep applicable funding agencies or individuals fully informed of the accreditation status of the Service Provider agency, and will assist the Service Provider in its dealings with that agency, so long as the Service Provider maintains active accreditation status.

12. The Service Provider agrees to pay the agreed upon accreditation fees as specified in the Financial Agreement, by the end of each month following any award of accreditation status and understands that payment of accreditation fees as scheduled are a condition of the award of accreditation status. The Service Provider agrees that if its account should become 60 days delinquent, the award of accreditation status may be terminated upon notification.
13. The Service Provider understands and agrees, that all accreditation decisions rendered by RSAS assume the good faith, accuracy, and completeness of documentation and performance data submitted for accreditation and/or performance reporting purposes. The Service Provider agrees that RSAS can not be held responsible for decisions based upon inaccurate or absent data.
14. The Service Provider agrees that all information, documentation, forms and processes utilized by RSAS are the exclusive property of RSAS and may not be used, copied, reproduced or transmitted without the expressed written consent of RSAS.
15. In the event that RSAS should determine that a Service Provider with an active award of accreditation status no longer meets essential accreditation standards listed in the Service Provider's current Accreditation Review Document, that fact will be communicated by RSAS in writing to both the Service Provider and the State Vocational Rehabilitation agency, Medicaid and/or funding agencies or individuals requiring the award of accreditation status.
16. RSAS policy is to only award two consecutive awards of Provisional Accreditation status to a Service Provider. The Service Provider understands that, if after the review subsequent to the two consecutive awards results in less than Full Accreditation status, accreditation status may be denied.
17. Provider agrees to indemnify and hold harmless RSAS, its staff, and Board from any and all claims, actions, and judgments, including all costs of defense and attorney's fees incurred in defending against same, arising from and related to any action resulting from the awarding of accreditation status, denial of accreditation status or any other RSAS activity related to the Services Provider.
18. In the event that the Service Provider wishes to terminate this agreement, written notice will be given to RSAS 30 days prior to the date of termination.

Service Provider Administrator / Executive Director / CEO/ Owner	Date

Chief Executive Officer Rehabilitation Services Accreditation System, Inc.	Date

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RSAS Vocational Providers  
Staff Qualification Sheet

RSAS Standard  
B-4a & B-4b

Date Completed

Name

Date of Birth

Date of Completed Criminal History Background Check

Date of Expiration of Current First Aid / CPR Certification

Total Hours of Vocational Services Training completed within first 6 months of employment or vocational position)

Date Initial 40 hours of vocational services training including all training topics was completed

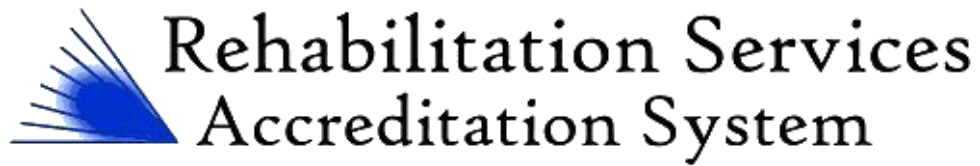
Current Vocational Services Position(s)	Date of Hire	Date End	# of Months Services Performed*				# 90 Day Plcmnts
			WE	JSD	P&F	CJC	

Previous Vocational Services Position(s)	Organization	Date of Hire	Date End	WE	JSD	P&F	CJC	Plcmnts

Previous Social Services Position(s)	Organization	Date of Hire	Date End

- \* Services Performed**
- WE – Facility or Community Based Work Evaluation
  - JSD – Job Site Development
  - P&F – Placement and Follow Along
  - CJC – Community Supported Employment Job Coaching
  - 90 Days of Placement into Employment Position





## **AFFIRMATION STATEMENT**

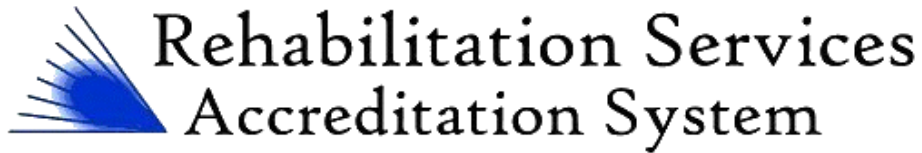
**I affirm that all the information submitted in this Application and Staff Qualification Sheet(s) is/are complete and accurate:**

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**Signature of Executive Director / CEO / Owner/ Administrator**

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**Date**



## FINANCIAL AGREEMENT

This Financial Agreement is between \_\_\_\_\_  
( hereafter referred to as Service Provider ) and Rehabilitation Services Accreditation System, Inc. ( hereafter referred to as RSAS ) for vocational service provision in Idaho Department of Health & Welfare Region \_\_\_\_\_ .

Below is the list of possible applicable fees relative to transactions between the Service Provider and RSAS. While this may not be a complete list of possible fees, it is typical of possible service provider fees. Any other fee costs will be based on costs to RSAS for the service rendered or expense incurred.

Initial Accreditation Fee	\$ 1000.00	Initial Accreditation
Reaccreditation Fee	\$ 950.00	Accreditation of Provider Currently Accredited
Consultation + expenses	\$ 500.00 /day	Contracted Consultation between RSAS and Provider
Cancellation of Accreditation Review Fee	\$ 500.00	Cancellation of Confirmed Accreditation Review
Late Fee (typically the 1 <sup>st</sup> of each month )	\$ 35.00	Fee for Accounts Past Due At Billing Date
NSF Fee	\$ 50.00	Non Sufficient Funds ( bounced check )
Wire Transfer Fee	\$ 50.00	Fee for Receiving Wire Transfer
Reasonable collection, attorney and court fees for any account 90 days past due.		

The Service Provider agrees to submit documentation showing all revenues received for performance of vocational services from State agencies, Medicaid, and any funding organizations or individuals, initially and on an annual basis when notified by RSAS. If appropriate revenue documentation is not submitted at time of application or annually thereafter ( by 12/31/24 this year ) , the maximum monthly fee of \$455.00 fee per month will be charged until the Financial Agreement is completed and returned to RSAS.

Based upon the previous 12 months applicable revenue of \$ \_\_\_\_\_ ( per the attached **Provider Revenue By Month** form ), the Service Provider agrees to pay a monthly fee of \$ \_\_\_\_\_ ( per the included **Costs of Accreditation** sheet ) to RSAS beginning the month following application, to be due and payable by the last day of each month. This payment will be required until such time as either party gives the other 30 days written notice of termination.

Non payment of fees for a period of 60 days may result in termination of award of accreditation status.

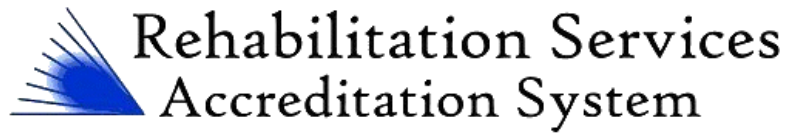
\_\_\_\_\_  
Signature of Service Provider Executive Director / CEO/Administrator/Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Thomas Craven  
Chief Executive Officer RSAS

\_\_\_\_\_  
Date





## **COST OF ACCREDITATION**

Rehabilitation Services Accreditation System ( RSAS ) assesses a \$1000.00 Initial Accreditation Fee or a \$950.00 Accreditation Renewal Fee to be paid prior to a scheduled review, which includes all of the materials and expenses needed to complete the review.

The Monthly Fee will be re-evaluated annually during our Update process in December.

In the case of an existing provider, the new Monthly fee will be billed January1, 2025 or the first day of the month following the signing of the Agreement and every month thereafter until expiration of the current Award of Accreditation Status or termination of the Award of Accreditation Status or the end of the calendar year, whichever comes first.

In the case of a new provider, the new Monthly fee will be billed on the first day of the month following the Award of Provisional Status and every month thereafter until the end of the calendar year, at which time the new Monthly Fee will be re-evaluated as above.

Monthly fees are based upon the total revenue received from the County Vocational Service agencies, State Vocational Rehabilitation agencies, Medicaid, and any funding organizations or individuals for the provision of vocational services during the preceding 12 months prior to application or renewal.

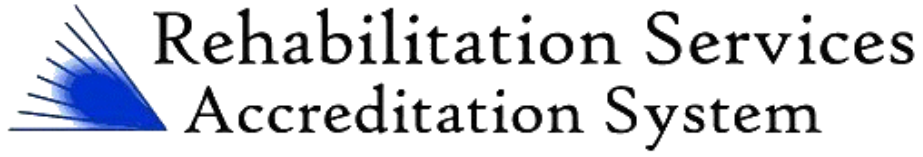
The Monthly Fee is calculated using the TOTAL revenue amount calculated in the attached Provider Revenue By Month sheet and referencing the Monthly Fee corresponding to that TOTAL revenue amount indicated on the 2024 Monthly Fee Schedule on the attached page.

The monthly fee schedule for 2025 is as follows on the next page.

If documentation is not submitted at the time of application or annual review as notified by the previous RSAS Provider Update, the Service Provider will be charged \$455.00 (Full Fee) per month until documentation is received.

<b>Previous</b>	<b>12</b>	<b>Revenue</b>	<b>Monthly</b>	<b>Previous</b>	<b>12</b>	<b>Revenue</b>	<b>Monthly</b>
	<b>mont</b>		<b>Fee</b>		<b>mont</b>		<b>Fee</b>
	<b>h</b>				<b>h</b>		
\$0.00		\$3,499.00	\$90.00	\$129,500.00		\$133,000.00	\$275.00
\$3,500.00		\$6,999.00	\$95.00	\$133,000.00		\$136,500.00	\$280.00
\$7,000.00		\$10,499.00	\$100.00	\$136,500.00		\$140,000.00	\$285.00
\$10,500.00		\$13,999.00	\$105.00	\$140,000.00		\$143,500.00	\$290.00
\$14,000.00		\$17,499.00	\$110.00	\$143,500.00		\$147,000.00	\$295.00
\$17,500.00		\$20,999.00	\$115.00	\$147,000.00		\$150,500.00	\$300.00
\$21,000.00		\$24,499.00	\$120.00	\$150,500.00		\$154,000.00	\$305.00
\$24,500.00		\$27,999.00	\$125.00	\$154,000.00		\$157,500.00	\$310.00
\$28,000.00		\$31,499.00	\$130.00	\$157,500.00		\$161,000.00	\$315.00
\$31,500.00		\$34,999.00	\$135.00	\$161,000.00		\$164,500.00	\$320.00
\$35,000.00		\$38,499.00	\$140.00	\$164,500.00		\$168,000.00	\$325.00
\$38,500.00		\$41,999.00	\$145.00	\$168,000.00		\$171,500.00	\$330.00
\$42,000.00		\$45,499.00	\$150.00	\$171,500.00		\$175,000.00	\$335.00
\$45,500.00		\$48,999.00	\$155.00	\$175,000.00		\$178,500.00	\$340.00
\$49,000.00		\$52,499.00	\$160.00	\$178,500.00		\$182,000.00	\$345.00
\$52,500.00		\$55,999.00	\$165.00	\$182,000.00		\$185,500.00	\$350.00
\$56,000.00		\$59,499.00	\$170.00	\$185,500.00		\$189,000.00	\$355.00
\$59,500.00		\$62,999.00	\$175.00	\$189,000.00		\$192,500.00	\$360.00
\$63,000.00		\$66,499.00	\$180.00	\$192,500.00		\$196,000.00	\$365.00
\$66,500.00		\$69,999.00	\$185.00	\$196,000.00		\$199,500.00	\$370.00
\$70,000.00		\$73,499.00	\$190.00	\$199,500.00		\$203,000.00	\$375.00
\$73,500.00		\$76,999.00	\$195.00	\$203,000.00		\$206,500.00	\$380.00
\$77,000.00		\$80,499.00	\$200.00	\$206,500.00		\$210,000.00	\$385.00
\$80,500.00		\$83,999.00	\$205.00	\$210,000.00		\$213,500.00	\$390.00
\$84,000.00		\$87,499.00	\$210.00	\$213,500.00		\$217,000.00	\$395.00
\$87,500.00		\$90,999.00	\$215.00	\$217,000.00		\$220,500.00	\$400.00
\$91,000.00		\$94,499.00	\$220.00	\$220,500.00		\$224,000.00	\$405.00
\$94,500.00		\$97,999.00	\$225.00	\$224,000.00		\$227,500.00	\$410.00
\$98,000.00		\$101,499.00	\$230.00	\$227,500.00		\$231,000.00	\$415.00
\$101,500.00		\$104,999.00	\$235.00	\$231,000.00		\$234,500.00	\$420.00
\$105,000.00		\$108,499.00	\$240.00	\$234,500.00		\$238,000.00	\$425.00
\$108,500.00		\$111,999.00	\$245.00	\$238,000.00		\$241,500.00	\$430.00
\$112,000.00		\$115,499.00	\$250.00	\$241,500.00		\$245,000.00	\$435.00
\$115,500.00		\$118,999.00	\$255.00	\$245,000.00		\$248,500.00	\$440.00
\$119,000.00		\$122,499.00	\$260.00	\$248,500.00		\$252,000.00	\$445.00
\$122,500.00		\$126,000.00	\$265.00	\$252,000.00		\$255,500.00	\$450.00
\$126,000.00		\$129,500.00	\$270.00	\$255,500.00		and above	\$455.00

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**Idaho Provider Revenue By Month**  
Return With Financial Agreement

**Provider Name** \_\_\_\_\_

**Idaho Department of Health & Welfare Region** \_\_\_\_\_

**January 202\_** \_\_\_\_\_

**February 202\_** \_\_\_\_\_

**March 202\_** \_\_\_\_\_

**April 202\_** \_\_\_\_\_

**May 202\_** \_\_\_\_\_

**June 202\_** \_\_\_\_\_

**July 202\_** \_\_\_\_\_

**August 202\_** \_\_\_\_\_

**September 202\_** \_\_\_\_\_

**October 202\_** \_\_\_\_\_

**November 2024\_** \_\_\_\_\_

**December 202\_** \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**I affirm the above information to be accurate and correct:**

\_\_\_\_\_  
Signature of Executive Director / CEO/Administrator/Owner

\_\_\_\_\_  
Date