



Vocational Evaluation Policies

- **Document Submission Policy:**

- You may use the form located at <https://tinyurl.com/BCDocUpload> to securely upload and attach any vocationally relevant documentation including previous testing results/reports, IEP's, transition assessments, psychological reports, case findings, documents, pictures, or any other document/item that should be considered by the evaluators when conducting the assessment and drafting the report. Documents which do not pertain to a client's vocational, transitional, academic, medical, or disability-related functioning, history, or progress should not be submitted as they would not be considered relevant to a vocational evaluation.
- Please note that all documentation, which any party would like considered and reviewed in the vocational evaluation, **MUST** be received no later than the client's first testing session. Any additional documentation received after this time will not be included in this vocational evaluation and, if review is necessary, additional hourly document review services will need to be purchased to amend the current evaluation or conduct a new evaluation.
- No more than 100 pages of vocationally relevant documentation may be submitted for consideration as a part of the standard evaluation fee. Any additional documentation beyond the 100-page limit will not be included in the report unless additional hourly document review services are purchased to cover the extended time required for through review.

- **Limit of Services/Evaluations Responsibility Policy:**

- When purchasing services/evaluations of any kind, the payment for those services/evaluations do not entitle a client or referral source to any additional services/evaluations beyond those explicitly stated in the services/evaluations purchased.
- In example, the payment for a vocational evaluation includes only the actual testing session(s), testing materials, report, 100 pg. max document review, 1 hour debrief session, and email/phone communication to schedule and ensure successful delivery of the report. Any additional consultation or communication with the client, parents, referral source, schools, or attorneys/advocates which fall outside of the areas above will be billed at the respective rate.
- Additional Examples Include:
 - Phone/Email/In-Person Communication or Consultation with Clients, Parents, Attorneys/Advocates, Schools **Prior** to a Signed Contract or Payment for Services
 - Phone/Email/In-Person Communication or Consultation with Clients, Parents, Attorneys/Advocates, Schools **During** the provision of Services, but which is outside the scope and terms of services listed/included in the Signed Contract or Payment.
 - Phone/Email/In-Person Communication or Consultation with Clients, Parents, Attorneys/Advocates, Schools **After** the Terms of a Signed Contract or Payment for Services has been met and completed.
 - Additional Communication or Consulting with Parents, Attorneys/Advocates, or Schools about other people, besides the client, or general programmatic or professional development support.
 - Excessive document review beyond 100 pages
 - Expert Testimony
 - Travel not listed/included in the signed contract or payment.
 - Any additional support, communication, consultation, testimony, knowledge, service, or evaluation not explicitly covered by a signed contract or payment.
- In other words, a signed contract or payment for a certain service covers that service and only that service for the amount of time needed by Bloom Consulting to fulfill the obligations of that service and no other services will be provided for free, for any reason, before, during, or after the service.

- **Payment Policy**



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- A signed contract or cleared payment must be on file prior to the commencement or scheduling of a service/evaluation.
- Privately funded services/evaluations must be paid for prior to or at scheduling by check, money order, or credit card.
- All invoices for services/evaluations must be paid within 30 calendar days of receipt
- Failure to pay for a service/evaluation will result in the immediate termination of the service/evaluation, refusal to conduct services/evaluations in the future, and possibly the referral of the debt to a collection agency or attorney based upon federal, state, and local laws.
- **Confidentiality/Data Security/HIPAA Policy:**
 - Bloom Consulting, LLC treats all client information with the highest confidentiality in accordance with laws such as HIPAA and FERPA. In addition, all staff have signed confidentiality agreements and cleared background checks as a part of their employment with Bloom Consulting, LLC.
 - Bloom Consulting, LLC is committed to and has implemented many safeguards to ensure its devices, services, websites, and data systems (collectively “Products”) are compliant with the regulations and conditions set forth in the Health Insurance Portability and Availability Act of 1996 (HIPAA). We are committed to keeping all PHI (Protected Health Information) that is entrusted to us as private and secure as possible. We have instituted policies and procedures to ensure this data is kept confidential, including, but not limited to, the following:
 - 1-Administrative Safeguards:
 - Security is a top priority for Bloom Consulting, LLC, therefore, access to client data is strictly enforced. All employees are required to sign a confidentiality agreement as a condition of their employment. Additionally, Bloom Consulting, LLC has initiated formal practices to assign appropriate personnel access to data, and actions are in place to govern the proper movement and handling of that data at all times. Should any breaches occur, Bloom Consulting, LLC will report the breach of PHI or otherwise sensitive client data within 24 hours to authorities, regulators, and the individuals whom may have been affected.
 - 2-Physical Safeguards:
 - Bloom Consulting, LLC, its data center, and all physical files and documents are fully secured. Access to the building and offices are all independently controlled physical key, electronic pin code, and electronic badge door locks preventing walk-up intrusion, especially after hours.
 - 3-Technical Safeguards:
 - To further protect sensitive data, Bloom Consulting, LLC uses encryption on all emails containing PHI and all electronically stored data. This encryption meets and exceeds the federal requirement in publication 140-2 of the Federal Information Processing Standard (FIPS 140-2).
- **Termination/Refusal to Serve Policy:**
 - Bloom Consulting reserves the right to terminate services/evaluations if a client or referral source fails to pay any payment due for any reason.
 - Bloom Consulting reserves the right to terminate services/evaluations if a client or referral source breaches any of these policies for any reason.
 - As a private business, Bloom Consulting reserves the right to refuse or terminate services of a client or referral source for any reason, at any time.