

INSTRUCTIONS FOR COMPLETING THE EMPLOYEE CONTACT FORM

In order for us to initially set up staff and update any personnel changes over the course of providing services; you will need to provide us with information on the employees working in REBA. If you have an employee that will serve in multiple roles, for example someone acting as the Primary and Employment Specialist, you must list that individual separately on the Employee Contact Form, noting each title next to their name. All applicable employees should be listed on this form initially. Any additions, decertifications, or changes to staff must be submitted on this form thereafter. For more information on REBA, you can access the User Manual on our website: www.rehabworks.org. Click on the REBA link under **Vendors**.

The table below outlines the Titles as reflected in REBA:

TITLE	FUNCTION IN REBA	REQUIREMENTS
Primary (REBA Administrator)	Primary contact for the organization. Receives notifications about NOAs, MPRs, new referrals, etc. Only one (1) Primary is permitted per Provider record.	It is preferable to create a group email address, so that multiple people can receive e-mails from the REBA application.
Supervisor	Supervisors can assign Employment Specialists; accept, reject or ask for additional information on referrals.; create and update NOAs; create and update MPRs; and create and update invoices. Supervisors are responsible for submitting all information to VR for review and approval/rejection. Supervisor permissions cover all referrals submitted to the Provider. Multiple Supervisors are allowed in REBA.	Supervisors are entered into the System by the Primary. There is no need to inform the Provider Intake Coordinator or Provider Manager of your intention to enter a Supervisor. After a Supervisor is entered, please contact the REBA Help Desk at REBA_Svc@vr.fldoe.org . The REBA Help Desk will update the Supervisor's securities.
Employment Specialist (ES)	An ES can view and enter information on referrals; create and update NOAs; create and update MPRs; and create and update invoices. ES permissions cover only those referrals assigned to the ES. Referrals are assigned by Supervisors.	An Employment Specialist (ES) provides direct services to VR Customers. An ES must meet the qualifications set forth by VR and be background screened before they can begin providing services. Direct services may not be provided to VR Customers until you receive notification of approval from VR for the Employment Specialist.
Employment Specialist (Subcontractor or Independent Contractor)	Normally completes the same functions as Employment Specialist; but paid as a 1099 employee or under an employee/subcontractor agreement.	Must follow the same requirements as an Employment Specialist. In addition, the employment agreement between the subcontractor and the Provider must be submitted. Provider must ensure Subcontractors or Independent Contractors are either covered under the company's liability insurance, or the individual carries their own liability insurance. The Provider shall not subcontract, assign or transfer any work under the Manual without the prior written consent of the Provider Manager. Use of subcontractors or independent contractors providing services without prior consent is a violation of your Manual.