

PART 9. ACTIONS REQUIRING REVIEW AND APPROVAL

612:10-7-87. Actions requiring supervisor's approval [AMENDED]

The supervisor indicates approval by signing the appropriate documentation or form in the case, or by memorandum when necessary. Verbal approval may be given when circumstances warrant, but must be followed immediately by written approval. The supervisor may delegate approval authority for designated duties to a Specialist IV. The Specialist IV may assume responsibilities for approval when absolutely necessary because of prolonged absence of the supervisor or similar reasons, and when arrangements cannot be made for another supervisor to perform duties for the absent supervisor. The appropriate field coordinator's approval must be obtained for any such substitution or delegation.

(1) All actions of a newly employed counselor/teacher. The newly employed counselor/teacher will remain under intensive supervision until the counselor/teacher has reached a sufficient level of competence to work under general supervision as documented by the program manager. The release from intensive supervision will be given to the counselor/teacher in writing with a copy to the field coordinator. A counselor or teacher can be returned to intensive supervision when documentation or observation indicates he or she is no longer at a level of competence to work under general supervision. This decision will be given to the counselor/teacher in writing with a copy to the field coordinator.

(2) All IPE's or amendments when the total of the planned DVR and DVS expenditures for the entire case exceed ~~\$15,000~~ \$25,000.

~~(3) Purchase of hospitalization for diagnostic purposes.~~

~~(4) Release of confidential information in instances not covered in 612:10-1-5.~~

~~(5)~~(3) All case closures in which an IPE was developed and services initiated.

~~(6)~~(4) Transfer of cases from one counselor/teacher caseload to another outside the sending supervisor's unit (signed by the supervisor of the sending counselor or teacher).

~~(7)~~(5) All IPE's which include purchase of physical or mental restoration services, prescription drugs or prescribed medical supplies lasting more than three months.

~~(8) Maintenance for job search services beyond 1 (one) month. (Specialist IV may approve)~~

~~(9) Clothing expenses in excess of \$400.00 (Specialist IV may approve)~~

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~~(4)~~(6) Small Business plan in excess of \$10,000.00.

(7) Vehicle or home modifications over the DCS authority order limit.