

# Minutes – September 6, 2012

## SRC Policy and Procedure Committee

SRC Policy and Procedure Committee		
Thursday, September 6, 2012	9:30 am – 11:30	VABVI, 60 Kimball Avenue, South Burlington, VT 05403
Meeting called by	Jennifer Whitmore at 9:39am	
Members Present	Sam Liss, Karen Hussey, John Alexander	
Members Absent	Don Parrish and William Pendlebury	
SRC Liaison	James Smith, DVR Budget and Policy Manager	
SRC Coordinator	Rebekah M. Stephens	
Interpreters	-----	
Speakers/Presenters	-----	
Facilitator	-----	
1. Today's Agenda		
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<b>Discussion</b>	James requested adding agenda item as #6, "Discussion on Proposed Changes to "Chapter 311, Training Section III, Post-Secondary Education." James also requested adding agenda item To discuss Policy and Procedure Committee membership.	
<b>Conclusions</b>	Committee voted unanimously to add agenda item #6, "Discussion on Proposed Changes to "Chapter 311, Training, Section III, Post-Secondary Education." Committee determined that second request regarding discussion of P&P Committee membership is Steering Committee issue.	
2. Approval of Minutes – May 3, 2012		
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<b>Discussion</b>	Sam Liss moved to accept the May 3, 2012 minutes pending Don Parrish's (chair of P&P) review and comments. Karen Hussey 2 <sup>nd</sup> the motion.	
<b>Conclusions</b>	May 3, 2012 P&P Committee meeting minutes approved pending Don Parrish's review and comments.	
Action Items		Person Responsible
Contact Don Parrish for final approval of minutes		Rebekah Stephens
		9/28/2012
3. Review of Response from Performance Review Committee		
-----	Rebekah Stephens	
<b>Discussion</b>	Ellie Marshall, chair of Performance Review Committee, requested that Rebekah draft a response to the P&P question, "Is the Division living up to the intent of the Rehabilitation Act of 1973 ( as amended) regarding the mandate to provide adequate services to people with the most severe disabilities?" Rebekah Stephens has written the draft and it has been forwarded to Ellie Marshall for review and approval.	
<b>Conclusions</b>	This agenda item will be revisited at November 1, 2012, P&P Committee meeting.	
Action Items		Person Responsible
Put this item on November 1, 2012 P&P Committee agenda		Rebekah Stephens
		10/19/2012
4. Homemaker Closures – Data Review		
-----	James Smith	
<b>Discussion</b>	The Committee reviewed the data submitted by Clayton Clark of VR. The data was organized by calendar year and VR office. Homemaker closures made up less than 1% of all VR "Code 26-Successful" closures. Of a total of 1500 "Code 26-Successful" closures only 26 were Homemaker closures. Sam Liss questioned, "Are there any procedures in place to prevent VR counselors from inappropriately using the Homemaker category when closing a case?" James Smith responded, "First,	

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Homemaker closures are done infrequently and without a case by case review it is difficult to answer if all the closures have been appropriate. Second, James is sure there are guidelines in place to prevent inappropriate use of the Homemaker category, however, he will need to do some research and get back to the committee.” Karen Hussey questioned, “Why does Brattleboro have the highest number of Homemaker closures in the State and why has Brattleboro’s numbers increased over time?” James Smith is going to discuss the closures with the Brattleboro manager. John Alexander questioned, “What is the fiscal savings related to Homemaker closures?” James Smith responded, “The savings is nominal.”		
<b>Conclusions</b>	The discussion on Homemaker closures will continue in November. At which time James Smith should have additional information available.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
James Smith to provide follow up on Brattleboro Homemaker closures after discussion with Brattleboro VR Manager	James Smith	11/1/2012
Put Brattleboro Homemaker Closure follow up discussion on November 1, 2012 P&P agenda	Rebekah Stephens	10/22/2012
Email Committee Members guidelines on Homemaker Closures	James Smith	10/26/2012
<b>5. Chapter 301, \$250.00 Spending Guideline Survey Update</b>		
-----	James Smith	
<b>Discussion</b>	James explained that to date he has received only 25 responses out of a potential 66. James handed out the current results. The survey was set up simply with 3 questions, “Should guideline amount be increased, lowered or remain the same?” Preliminary results are trending towards the guideline remaining the same. Possible reasons for these results may be that VR counselors tend to view the guidelines as concrete and use them to control budgets. VR management has made it clear to all staff that the regulations are clear that there can be no cap on services.	
<b>Conclusions</b>	James requested that this agenda item be put on the November 1, 2012 agenda. The full results from the survey will be available by then and will allow for more accurate discussion on the topic.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Put Chapter 301, \$250.00 Spending Guideline Survey Discussion on November 1, 2012 P&P agenda	Rebekah Stephens	10/22/2012
<b>6. Discussion on Proposed Changes to “Chapter 311, Training, Section III, Post-Secondary Education.”</b>		
-----	James Smith	
<b>Discussion</b>	James distributed a 3 page draft for “Guidance: IPE development and Closure for Youth Transition Consumers in Post-Secondary Education Plans,” written February 2012. The significant change is in committing to a 1 year IPE instead of 2-4 years as it is written currently. The draft provides good guidelines for VR staff and consumer accountability. Committee members had a few suggestions. Karen Hussey suggested wording to address part-time or full-time course load expectations. Karen also suggested wording to address situations when a consumer has become successfully employed prior to completing the IPE. The wording needs to address a possible 26-Successful Closure without cutting off funding for the remainder of the IPE.	
<b>Conclusions</b>	James will present the full marked up draft of this Section, Guidance: IPE development and Closure for Youth Transition Consumers in Post-Secondary Education Plans, including today’s suggestions, at the November 2012 P&P Committee meeting. The VR goal is to have changes ready for a December 2012 public meeting.	

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<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Include wording in final draft addressing part-time / full-time course load expectations	James Smith	11/1/2012
Include wording in final draft addressing guidelines on how to handle successful employment prior to conclusion of IPE timeframes without cutting off funding for educational piece of IPE	James Smith	11/1/2012
Put discussion of final draft of “Chapter 311, Training, Section III, Post-Secondary Education: Guidance: IPE development and Closure for Youth Transition Consumers in Post-Secondary Education Plans”, on November P&P agenda	Rebekah Stephens	10/22/2012
<b>7. Review of Manual Changes/Updates to Date</b>		
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<b>Discussion</b>	James handed out copies of drafts of Chapter 101, “Confidentiality”, Chapter 102, “Informed Choice”, Chapter 103, “Comparable Services and Benefits”, and Chapter 105, “Appeals Process”.	
	James requested approval from Committee to move ahead with final process on draft chapters. The draft Chapters, once approved by Committee, will be sent to VR area managers for review and feedback. Once VR Managers complete their review; the final drafts will be presented at the December public meeting.	
<b>Conclusions</b>	The Committee members gave James approval for VR to move ahead in preparation for December 2012 public meeting. Only substantive changes will come back to Committee for review and approval. James is continuing to work on additional chapters. Updated drafts will be presented to P&P Committee as they are completed.	
<b>8. Continued Review of Chapter 302, “Health Services”</b>		
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<b>Discussion</b>	Page 2, Section I. Definitions, Part A. and Page 3, Section II. General Policy, Part A. : wording “within a reasonable time” to be replaced with “generally 6 months with exceptions to be made by the regional manager.” Page 3, Section II. General Policy, Part A. last sentence, last two words: “as available” to be replaced with “in accordance with Chapter 103.” Page 3, Section II. General Policy, Part B. :sentence to end at “requirement.” Remove all wording beginning with “or, in the absence...”	
<b>Conclusions</b>	Review of Chapter 302, “Health Services” to be continued at November 2012 meeting. Review in November to begin with Page 4, Section III. Choice of Provider.	
<b>9. Action Items</b>		
Page 2, Section I. Definitions, Part A. – replace “within a reasonable time” with “generally 6 months with exceptions to be made by the regional manager	James Smith	ongoing
Page 3, Section II. General Policy, Part A. – replace “within a reasonable time” with “generally 6 months with exceptions to be made by the regional manager	James Smith	ongoing
Page 3, Section II. General Policy, Part A. – replace “as available” with “in accordance with Chapter 103”	James Smith	ongoing
Page 3, Section II. General Policy, Part B. – end sentence at requirement. All wording after requirement to be deleted.	James Smith	ongoing

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9. Review of Chapter 303, “Maintenance”		
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<b>Discussion</b>	None.	
<b>Conclusions</b>	Carry over to November 1, 2012 P&P Committee meeting.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Put on November 1, 2012 agenda	Rebekah Stephens	10/22/2012
10. Other Business		
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<b>Discussion</b>	None.	
<b>Conclusions</b>	None.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
None	n/a	n/a
11. Adjournment		
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<b>Discussion</b>	Sam Liss made motion to adjourn. John Alexander seconded.	
<b>Conclusions</b>	Meeting adjourned at 11:30 a.m.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Draft minutes submitted for approval	Rebekah Stephens	10/5/2012
Draft minutes uploaded to website <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Rebekah Stephens	10/5/2012
Minutes approved by Committee	Committee Members	11/1/2012
Approved minutes uploaded to website <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Rebekah Stephens	11/9/2012