

# Minutes – November 7, 2013

## SRC Policy and Procedure Committee

SRC Policy and Procedure Committee		
Thursday, November 7, 2013	9:30 am – 11:30 am	VABVI, 60 Kimball Avenue, South Burlington, VT 05403
Meeting called by	Allen Evans, Chair at 9:40 am	
Members Present	Michele Hubert	
Members Absent	Kerry White	
SRC Liaison	James Smith, DVR Budget and Policy Manager	
SRC Coordinator	Rebekah M. Stephens	
Interpreters	n/a	
Speakers/Presenters	Amber Fulcher, Program Director VT Assistive Technology Program	
Guests	Alicia Wein, VR Training and Staff Development Coordinator	
<b>1. Today's Agenda</b>		
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<b>Discussion</b>	No discussion.	
<b>Conclusions</b>	Accepted.	
<b>2. Approval of Minutes – September 5, 2013 Committee Meeting</b>		
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<b>Discussion</b>	No discussion. Michele Hubert moved to approve. Approved unanimously.	
<b>Conclusions</b>	Approved unanimously.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Put approved minutes on <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Rebekah Stephens	11/15/2013
<b>3. Continued Review of Chapter 306, “Assistive Technology Services”</b>		
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<b>Discussion</b>	Continued review of Chapter 306, “Assistive Technology Services” with Section IV. Home Modification Policies. Allen Evans asked what VR usually spends on home modifications each year? James Smith explained that there used to be a \$15,000 set aside amount for items covered under this section. VR may get involved with 1 or 2 home modifications a year. Due to the infrequency of involvement with home modifications, the set aside amount is no longer set aside. The cost of a home modification can be anywhere from \$2,000 to \$20,000. Home modifications are very specific to each situation. James suggested language be added to Section IV. A. – after “related to the IPE” in the first sentence – add the language “ <u>employment goal</u> ”. Also language needs to be added to the end of Section IV. A. - regarding comparison of comparable benefits. Amber suggested she also reference Chapter 103 at the end of Section IV. A. Amber also suggested putting in some guidance examples. Committee agreed. The language is to be guidance not requirements. Amber will construct some language around guidance. Section IV. C. – Remove “the Division of Purchasing” and replace with “state policy”. Section IV. C. - remove “vocational rehabilitation” from last sentence and replace with “IPE employment goal”. Section V. Procedures for funding of Assistive Technology. Section V. A. – needs to be rewritten in its entirety. Section V. A. – should read “AT may be added to IPE, if AT is identified to be necessary for the achievement of the IPE employment goal.” Section V. B. – 2 <sup>nd</sup> sentence should read “Decisions regarding technology may be based on consumer needs, ...” remove word “needed” and duplicate wording “based on”. Section V. B.- Last sentence highlighted in yellow should read ,“If evaluations, consults, installations, and individual training are required they can be part of the IPE.” Section V. C and D are to be removed in their entirety. Add guidance language at end of Section V. – “While AT Project can provide advice and consultations, AT services and devices through the district...” Question “should we add VR Transition Counselor’s AT Consideration/purchasing to this section?” Committee determined that information regarding Transition Counselor’s AT consideration/purchasing belongs under Post-Secondary Education Chapter.	

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Section VI. Procedures for funding of Home Modifications. Section VI. A. – should read “After identifying the need for home modifications, the Counselor will contact the ADA Coordinator or equivalent.” Section VI. B. – should read “Once need is identified and contracting is deemed necessary, the counselor and the regional manager will consult with the VR Budget and Policy Manager around the state policy regarding bidding and contracting. Section VI. C, D, E, F, G, H and I will be removed in their entirety. A place hold will be added at end of Section VI. For future guidance language around transition counselors and AT.		
<b>Conclusions</b>	Amber will make the above discussed changes and additions to the draft chapter and Provide Committee members with the revised draft.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Section IV. A. – 1 <sup>st</sup> sentence should read “The Division may furnish reasonable and necessary home modifications, related to the IPE <u>employment goal</u> , to...	Amber Fulcher	TBD
Section IV. A. – add language regarding “comparison of comparable benefits and reference to Chapter 103”	Amber Fulcher	TBD
Section IV. C. – 1 <sup>st</sup> sentence should read “Competitive bidding will occur as directed by <u>state policy</u> , and ...	Amber Fulcher	TBD
Section IV. C – 3 <sup>rd</sup> sentence should read “Although the persons home modification master plan may include modifications not needed to reach the vocational goal (e.g. gaining access to the attic, yard, and the second bathroom upstairs), The Division’s share shall include only modifications essential to the person’s <u>IPE employment goal</u> .”	Amber Fulcher	TBD
Section V. A. – Needs to be rewritten in its entirety. It should read “ <u>AT can be added to IPE, if AT is identified to be necessary for the achievement of the IPE employment goal</u> .”	Amber Fulcher	TBD
Section V. B. – 2 <sup>nd</sup> sentence should read “Decisions regarding technology may be based on consumer needs, goals, history, records or...”	Amber Fulcher	TBD
Section V. B. – Yellow highlighted sentence to be rewritten to read “If evaluations, consults, installations, and individual training are required they can be part of the IPE.”	Amber Fulcher	TBD
Section V. C. – To be removed in its entirety	Amber Fulcher	TBD
Section V. D. – To be removed in its entirety	Amber Fulcher	TBD
Section V. – Guidance language to be added “while AT Project can provide advice, consultations, AT services, and devices through the district...”	Amber Fulcher	TBD
VR transition Counselor’s and AT purchasing should be added under Post-Secondary chapter	James Smith/Amber Fulcher	TBD
Section VI. A. – Should read “After identifying the need for home modifications, the Counselor will contact the ADA Coordinator or his/her equivalent”	Amber Fulcher	TBD
Section VI. B. – Needs to be rewritten in its entirety. It should read “Once need is identified and contracting is deemed necessary, the counselor and the regional manager will consult with the VR Budget and Policy Manager around the state policy regarding bidding and contracting.”	Amber Fulcher	TBD
Section VI. C, D, E, F, G, H and I to be removed in their entirety.	Amber Fulcher	TBD
Section VI. – Place hold to be put in place for some guidance around Transition Counselors and AT	Amber Fulcher/James Smith	TBD

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4. Review of Chapter 307, "School to Work Transition"		
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<b>Discussion</b>	Committee members started discussion around adding some specific parent orientation focused on explaining the process and responsibilities of transition counselors and VR. Question was asked how soon VR can get involved with a student. RSA guidelines say 16 years of age. VR independent consultation with a student cannot occur without a case being opened. RSA audit response has been finalized. This audit response will have an impact on the language in this Chapter. James Smith suggested that Renee Kevit-Keylar review this chapter and make some edits based on the RSA audit findings report and then bring the chapter to the P&P Committee for review. Committee members agreed.	
<b>Conclusions</b>	Committee members agreed to continue review of this chapter once edits are made by Renee Kievit-Keylar. Members would like to review RSA audit findings report prior to next P&P Committee meeting. Chapter 307 review to be put on January 2014 P&P agenda. James will contact Renee regarding making edits to Chapter 307.	
Action Items	Person Responsible	Deadline
Email final RSA audit findings report to Committee members for review	Rebekah Stephens	12/10/2013
Invite Renee Kievit-Keylar to January 9, 2014 P&P meeting	Rebekah Stephens	12/9/2013
Put review of Chapter 307 – "School to Work Transition" on January 9, 2014 P&P agenda	Rebekah Stephens	12/26/2013
5. Other Business		
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<b>Discussion</b>	None.	
<b>Conclusions</b>	None.	
Action Items	Person Responsible	Deadline
None	n/a	n/a
6. Adjournment		
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<b>Discussion</b>	None.	
<b>Conclusions</b>	Meeting adjourned at 11:32 am.	
Action Items	Person Responsible	Deadline
Submit draft minutes for approval by Committee	Rebekah Stephens	12/6/2013
Draft minutes uploaded to <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Rebekah Stephens	12/6/2013
Draft minutes emailed to Committee Members	Rebekah Stephens	12/6/2013
Minutes approved by Committee	Committee Members	1/9/2014
Approved minutes uploaded to <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Rebekah Stephens	1/17/2014