

# Minutes – May 1, 2014

## SRC Policy and Procedure Committee

| SRC Policy and Procedure Committee   |  |  |
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| Thursday, May 1, 2014  | 9:30 am – 11:30 am   | VABVI, 60 Kimball Avenue, South Burlington, VT 05403 |
| Meeting called by  | Allen Evans, Chair at 9:40 a.m.  |  |
| Members Present  | April Tuck, Michele Hubert and Kerry White   |  |
| Members Absent   | none   |  |
| SRC Liaison  | James Smith, DVR Budget and Policy Manager   |  |
| SRC Coordinator  | Rebekah M. Stephens  |  |
| Interpreters   | n/a  |  |
| Speakers/Presenters  | n/a  |  |
| Guests   | Alicia Wein, VR Training and Staff Development Coordinator   |  |
| <b>1. Today's Agenda</b>   |  |  |
| -----  | Allen Evans  |  |
| <b>Discussion</b>  | No discussion. No changes.   |  |
| <b>Conclusions</b>   | Accepted.  |  |
| <b>2. Approval of Minutes – January 9, 2014 and March 10, 2014 (Cancelled) Committee Meetings</b>  |  |  |
| -----  | Allen Evans  |  |
| <b>Discussion</b>  | A change in language was recommended for January 9, 2014 draft minutes - item #4. "Review of Chapter 308, Self-Employment", Action Item #5 – Page 8. Section III. Process, D. Other Requirements, 4. – it currently reads "Bookkeeping is a key element of running a small business and the responsibility of the consumer, including such items as every expenditure and receipt of income, inventory records, tax and payroll forms. The new language recommended is "Bookkeeping is a key element of running a small business and the responsibility of the consumer, including expenses, income, inventory records, taxes, and payroll. April Tuck moved to approve the January 9, 2014 draft minutes with inclusion of above language changes. April Tuck moved to approve March 10, 2014 draft minutes.  |  |
| <b>Conclusions</b>   | Committee voted unanimously to approve draft minutes. Rebekah Stephens will change wording on January 9 <sup>th</sup> minutes as approved above.   |  |
| <b>Action Items</b>  | <b>Person Responsible</b>  | <b>Deadline</b>                                      |
| Change language – January 9, 2014 draft minutes, Item 4. "Review of Chapter 308, Self-Employment" – Action Item #5 to read – "Bookkeeping is a key element of running a small business and the responsibility of the consumer, including expenses, income, inventory records, taxes, and payroll." | Rebekah Stephens   | 5/8/2014   |
| Upload approved minutes to <a href="http://www.VTSRC.org">www.VTSRC.org</a>  | Rebekah Stephens   | 5/9/2014   |
| <b>3. Review of "Proposed Guidance for VR support of Dual Enrollment"</b>  |  |  |
| -----  | James Smith  |  |
| <b>Discussion</b>  | Renee Kievit-Kylar, VR Transition Program Director, is proposing guidance language be added to "Chapter 311, Training". Proposed language – "Proposed guidance for VR support of Dual Enrollment – If a student who chooses to engage in dual enrollment while in high school is an open VR case and has an IPE in place, and if the college course chosen supports the vocational goal(s) of the IPE, then VR may provide financial support for books, supplies, AT, transportation or other related needs IF no other funding is available. Additionally, VR will NOT pay college tuition for a student who is still in high school." Dual enrollment means that a student is enrolled in both high school and college at the same time. There is a special dual enrollment fund, separate from VR, that pays college tuition for students who are dually enrolled. The Dual Enrollment fund is not an open entitlement program, therefore, not every student is guaranteed tuition funding through this program. Usually, if the student is on an IEP with the school, the school will pay for transportation, technology and book fees. Committee members are not sure that this |  |

# Minutes – May 1, 2014

## SRC Policy and Procedure Committee

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| guidance language needs to be added to the VR manual, as the manual already extensively addresses the role of the school in these situations and the work component requirements. If a rare situation comes up, VR counselors can handle each situation on an individual basis. Michele Hubert shared that she has never gone to VR in this type of circumstance because the school handles the costs. |   |                 |
| <b>Conclusions</b>   | Committee members agree – proposed guidance language does not need to be included in the manual at this time. If Renee has any questions or concerns about this decision she can connect with the Committee members.  |                 |
| <b>Action Items</b>  | <b>Person Responsible</b>   | <b>Deadline</b> |
| Notify Renee Kievit-Kylar of P&P Committee decision on proposed guidance language  | James Smith   | 5/9/2014        |
| <b>4. Review of Chapter 309, “Services to Family Members”</b>  |   |                 |
| -----  | Kerry White and Committee Members   |                 |
| <b>Discussion</b>  | Alicia Wein shared that transportation and child care are the most commonly seen situations under this category. James Smith shared that he has had issues come up around transportation costs. James suggested adding some guidance around transportation. Alicia suggested including wording that ascertains the permanence of the relationship between the VR consumer and the person providing the transportation i.e. is the relationship stable and/or long term. James suggested putting in some real life examples. Alicia suggested mimicking the wording from Page 3. Section II. General Policy, Guidance: 2. - just replacing childcare with transportation. James suggested a general statement - “providing services to family members can raise potential issues so folks should not hesitate to seek guidance from supervisor in questionable situations.” This wording is not specific but represents the gist of what James wants to say. The language needs to clearly state that transportation costs need to be tied directly and tightly around employment. Alicia suggested putting in a statement that guides the counselor to reference the related manual section around each topic. Alicia also suggested taking out rate references on Page 3. They are outdated. |                 |
| <b>Conclusions</b>   | Committee members agree with the above suggestions.   |                 |
| <b>Action Items</b>  | <b>Person Responsible</b>   | <b>Deadline</b> |
| Include real life situation examples under Page 3. Section II. General Policy, Guidance – around transportation  | James Smith   | TBD             |
| Add language under Page 3. Section II. General Policy, Guidance around transportation. Possible language is detailed above.  | James Smith   | TBD             |
| Remove reference to rates under Page 3. Section II. General Policy, Guidance   | James Smith   | TBD             |
| <b>5. Review of Chapter 310, “Supported Employment”</b>  |   |                 |
| -----  | Allen Evans and Committee Members   |                 |
| <b>Discussion</b>  | James Smith explained that Supported Employment (SE) has a very specific federal definition through the RSA – “a person who has a severe disability and needs on-going supports to retain employment. SE was originally developed in the late 1970’s early 1980’s for individuals with developmental disabilities. SE is now widely used for individuals with psychiatric disabilities. During the IEP process, VR is required to identify the individual’s need for long-term supports to maintain employment. VR does not provide long-term services for individuals. The supports come from VR partners, for example, the CRT program. Supported Employment programs are members of the local CWS teams. Supported Employment is a nationally accepted model. James suggested removing all references to transitional employment in this Chapter, as it is outdated – Page 3. Section I. Definitions, D. and Guidance. James suggests adding language under Page 3. Guidance referencing Individual Placement Supports (IPS); the Evidence Based Practices Model for Supported Employment and that VT VR supports the use of IPS for individuals with  |                 |

# Minutes – May 1, 2014

## SRC Policy and Procedure Committee

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| psychiatric disabilities. Perhaps include some value statements that VT VR does not support sheltered or segregated employment programs.   |   |                 |
| <b>Conclusions</b>   | Committee members agree with above suggestions.   |                 |
| <b>Action Items</b>  | <b>Person Responsible</b>   | <b>Deadline</b> |
| Remove references to transitional employment – Page 3. Section I. Definitions, D. and Guidance   | James Smith   | TBD             |
| Add language Page 3. Guidance referencing Individual Placement Supports (IPS) the Evidence Based Practices Model for Supported Employment and that VT VR supports the use of IPS for individuals with psychiatric disabilities   | James Smith   | TBD             |
| Include under Page 3. Guidance some value statements that VT VR does not support sheltered or segregated employment programs   | James Smith   | TBD             |
| <b>6. Review of Chapter 311, “Training”</b>  |   |                 |
| -----  | April Tuck and Committee Members  |                 |
| <b>Discussion</b>  | Committee members made several suggestions for this chapter. Suggestions are detailed below under Action Items. |                 |
| <b>Conclusions</b>   | Committee members agree with listed suggestions.  |                 |
| <b>Action Items</b>  | <b>Person Responsible</b>   | <b>Deadline</b> |
| Page headings – Chapter “311”  | James Smith   | TBD             |
| Chapter title – “Training and Post-Secondary Education”  | James Smith   | TBD             |
| Page 2. Section I. Definitions, D. “Vocational training” should read – “means specific training that leads to industry recognized credentials such as CDL, phlebotomist, LNA, coding, etc. Such training may take place on any site including a worksite (although the person may not be an employee); the term includes on-the-job training.”         | James Smith   | TBD             |
| Replace all “e.g.” with i.e. – Page 4, 5, 6, 7 and 14  | James Smith   | TBD             |
| Page 7. Section III. Post-Secondary Education, E. Exceptions to Spending Guidelines, 1. d. should read – “Unexpected needs occur directly related to the individual’s ability for continued participation in the post-secondary plan and employment goal.”   | James Smith   | TBD             |
| Page 9. Section III. Post-Secondary Education, F. Managing IPE Development and Closure for Transition Aged Youth in Post Secondary Education Plans second paragraph from top should read – “Throughout the college experience, it is expected that the <u>VR counselor</u> will check in with the <u>consumer</u> at the completion of each semester.” | James Smith   | TBD             |
| Page 9. Section III. Post-Secondary Education, F. Managing IPE Development and Closure for Transition Aged Youth in Post Secondary Education Plans paragraph immediately following the first 4 bullet points beginning with “At the end of one year...” – replace “should” with “will”   | James Smith   | TBD             |
| Page 9. Section III. Post-Secondary Education, F. Managing IPE Development and Closure for Transition Aged Youth in Post Secondary Education Plans 6 <sup>th</sup> bullet on page should read – “The consumer engaged in employment experiences, if part of requirement of original IPE.”  | James Smith   | TBD             |
| Page 14. Section V. Distance Learning second paragraph last sentence – remove language “within the comfort of one’s home.”   | James Smith   | TBD             |

## Minutes – May 1, 2014

### SRC Policy and Procedure Committee

| <b>7. Other Business</b>   |  |                 |
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| -----  | Chip Evans   |                 |
| <b>Discussion</b>  | James Smith will work on manual changes this summer. There are also a couple of new chapters that need to be included in the manual i.e. Progressive Employment. |                 |
| <b>Conclusions</b>   | Completed changes will be reviewed at September 4, 2014 P&P committee meeting.   |                 |
| <b>Action Items</b>  | <b>Person Responsible</b>  | <b>Deadline</b> |
| Secure list of completed changes for inclusion on P&P September 4, 2014 P&P committee meeting agenda | Rebekah Stephens   | 8/5/2014        |
| <b>8. Adjournment</b>  |  |                 |
| -----  | Chip Evans   |                 |
| <b>Discussion</b>  | No discussion. Committee members agreed unanimously to adjourn.  |                 |
| <b>Conclusions</b>   | Adjourned at 11:28 a.m.  |                 |
| <b>Action Items</b>  | <b>Person Responsible</b>  | <b>Deadline</b> |
| Submit draft minutes for approval by Committee   | Rebekah Stephens   | 5/30/2014       |
| Draft minutes uploaded to <a href="http://www.VTSRC.org">www.VTSRC.org</a>                           | Rebekah Stephens   | 5/30/2014       |
| Draft minutes emailed to Committee Members   | Rebekah Stephens   | 5/30/2014       |
| Minutes approved by Committee  | Committee Members  | 9/4/2014        |
| Approved minutes uploaded to <a href="http://www.VTSRC.org">www.VTSRC.org</a>                        | Rebekah Stephens   | 9/12/2014       |