Minutes –October 6, 2016
SRC Performance Review Committee

SRC Performance Review Committee		
Thursday, October 6, 2016	10:00 am – 12:00 pm	Waterbury VR – HC 2 South 280 State Street Waterbury, VT 05671 Oak Room
Meeting called by	Adam Leonard, Chair at 10:09 a.m.	
Members Present	Samantha Brennan, Julia Burakian, Leslie Walker Mitchell, and Mark Hastings	
Members Absent	n/a	
SRC Liaison	On leave	
SRC Coordinator	Rebekah M. Stephens	
Interpreters	n/a	
Speakers/Presenters	Suzanne Hopkins, VR Programs Assistant Administrator & Alice Porter, VR Senior Analyst	
Facilitator	-----	
Guests	Ashley Pulaski and Barbara Smith	

1. Today's Agenda		
2 minutes	Adam Leonard	
Discussion	No discussion.	
Conclusions	Agenda accepted by consensus.	

Action Items	Person Responsible	Deadline
None	n/a	n/a

2. Approval of Minutes – June 2, 2016 Committee Meeting		
3 minutes	Adam Leonard	
Discussion	No discussion. Samantha Brennan moved to approve. Adam Leonard 2nd.	
Conclusions	Minutes approved.	

Action Items	Person Responsible	Deadline
Upload approved minutes to www.VTSRC.org	Rebekah Stephens	10/14/2016

3. Review & Discussion – "Needs Assessment"	
45 minutes	Suzanne Hopkins
Discussion	Suzanne provided a brief overview of the 2014 Needs Assessment report. The
Rehab Act is very specific, in that, VR and the SRC must do a Needs Assessment every 3 years. The Needs Assessment provides the information for the State Plan. Suzanne will be the point person for the SRC, around the Needs Assessment. Alice Porter's team collects the data for the Needs Assessment report. VR would like the SRC's input on the upcoming 2017 Needs Assessment. Suzanne handed out 3 questions to provide a starting point for today's discussion. Question 1. "What are your thoughts & ideas around the content and format of the Needs Assessment? – Are there things that should be included in the 2017 Assessment that are missing from the 2014 edition? Are there additional data sources you'd like us to consider? Do you have suggestions regarding the format or way the information is presented?" Adam Leonard asked if there is data that has not been available because of the current tracking system and will AWARE change that? Is VR being proactive with identifying what areas of data have been lacking and preparing to have AWARE address these issues? Suzanne answered that AWARE will definitely be more specific in the data it collects. Suzanne feels that VR has been taking a deep look at how and what data is being collected and what needs to be collected for future reporting. Samantha Brennan wanted to know if there will information around the OCS (Office of Child Support) Work for Kids Program. Suzanne explained right now that the code around this program has been lumped into the code for other programs, so there is no way at this time to extract the individual data for each program. Suzanne and Alice have sat	

down and discussed ways that AWARE could be coded to isolate the data for each program. Julia Burakian shared that it would be interesting to know what common VABIR and VR services are being used by both VABIR and VR consumers. Alice Porter shared that this type of data can be looked at regionally. Barbara Smith asked if VABIR data is reflected in the 2014 Needs Assessment Report? Alice responded, "not really". 2014 Needs Assessment - Page 16 has a general reference to VABIR – "The clearest trend is the increase in Vermont VR's investment in job development and placement services through VABIR." The data could be incorporated depending on the questions that need to be answered. VABIR is just one piece of the total VR puzzle. So depending on what questions VR is trying to answer, additional VABIR data may or may not be necessary. Adam would like to see, perhaps in the report summary, what has changed between 2014 and 2017. An explanation of what was the focus in 2014 and how was that focus addressed and what the changes over the years have been. It is noteworthy to address the changing focus of VR. Perhaps discuss if the demographics of the State have affected the needs of the populations that VR serves. It might also be good to put a comment in the Needs Assessment about any significant unanticipated events that may have impacted data (i.e. a hurricane or federal government policy mandated change). It is important to remember that this is a forward looking document, however, a mention of past events may provide perspective on the focus for moving forward. The trend data does take a look back for historical context. Ashley Pulaski would like to see some data around the Department of Corrections (DOC) and transition to employment. Employment is important for DOC consumers in getting them into the community with a focus on lowing the recidivism rate. The 2014 Needs Assessment report does mention the DOC on Pages 4 and 5 - "The number of individuals with involvement with the Department of Corrections grew by 4% as compared with those with no such involvement." "Corrections Involvement" statistics shown on Page 5. Alice explained that this data is primarily self-reported. Ashley would love to be able to follow this data as her consumers transition from the DOC back into the community. Julia shared that unless they are VR consumers that data will not be available to VR. The data that Ashley is looking for may need to be found within the DOC. Ashley shared that her program does try to connect their consumers to VR. However, communications outside of the facilities are limited and the DOC consumers must rely heavily on their caseworkers. This provides a logistical issue for many of the DOC consumers. Question 2. "Do you have suggestions about what should be included in the two new sections that will be added to 2017 Needs Assessment? Students – Pre-Employment Transition Services (PETS) and General Transition Services - Youth 16 – 24."   Julia Burakian suggested data be collected around how students are moving through the PETS process. Right now the VR and VABIR data is not connected and it would be helpful to be able to look at what types of services youth are accessing while in the referral process ("00" case status). Under PETS, the "00" case status is being used to cover a multitude of services to youth prior to entering the application process. Some of those services are job shadows, group workshops at schools, and filling out job applications. It would be good to be able to see a specific breakdown of services being accessed by students. The referral application does not require any parental signature and the "00" status helps to move things along quickly so services can be accessed without the delay of all the paperwork. PETS reporting has been done since Spring 2015 so there is some data. The 2017 Needs Assessment will have a separate section for PETS numbers. There is a push to change the acronym of PETS to Pre-ETS. Both acronyms are currently being used. Currently the PETS data is not counted in the total rehabs number for VR. VR would like to be able to include the rehabs from PETS in the 2017 Needs Assessment. VR is currently working on figuring out how to do this. Suzanne explained that there will be a separate section in the Needs Assessment that addresses PETS. Currently, if a youth gets a job while in "00" there is no way for VABIR to track it. It would show up in a case note but that is it. Alice Porter shared that when VR gets the bill for services from VABIR, it will show that a youth has retained employment. But currently, VR is not

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collecting this data. There may be some limitations in following the case data for cases that do not become VR cases. Adam suggested that these potential data gaps be noted and looked at as the AWARE process proceeds. It is important to make sure that in 2020 the data that is needed is available. Question 3. "How do we (VR) keep the SRC involved during the process?" The 2017 Needs Assessment is due to be completed in March or April 2017. VR will probably be gathering data for it in December 2016. James Smith and Suzanne will write the actual report once Alice's team provides the data. The 2014 report will most likely be used as a template. The PR Committee would like to receive a Needs Assessment update in December 2016. The PR Committee would like to review and provide input if necessary on the final draft of the 2017 Needs Assessment at the February 2017 PR Committee meeting.

Conclusions	Include a 15 minute "Update – 2017 Needs Assessment" on December 1, 2016

PR Committee meeting agenda. Include a 45 minute "Review &Discussion – Final Draft 2017 Needs Assessment report" on February 2, 2017 PR Committee meeting agenda. Invite Suzanne Hopkins to both meetings. Thank you, Suzanne. Excellent presentation!

Action Items	Person Responsible	Deadline
Include "Update – 2017 Needs Assessment" on December 1, 2016 PR agenda (15 minutes)	Rebekah Stephens	11/18/2016
Include "Review & Discussion – Final Draft 2017 Needs Assessment on February 2, 2017 PR agenda	Rebekah Stephens	1/20/2017
Invite Suzanne Hopkins to both the December and February PR Committee meetings	Rebekah Stephens	11/1/2016
Provide final draft of 2017 Needs Assessment to PR Committee for review prior to February 2, 2017 PR meeting	Suzanne Hopkins & Rebekah Stephens	1/16/2017

4. Review & Discussion – "VR Performance Measures"		
30 minutes	Alice Porter	

Discussion	Alice provided a handout on "WIOA Common Measures". The handout provided a

general overview of WIOA (Workforce Innovation & Opportunity Act) measures. Through WIOA, the Vermont Department of Labor (DOL), the Vermont Agency of Education (AOE) and Vocational Rehabilitation are now under 6 common measures – 3 Employment Indicators, 2 Education Indicators, and 1 Employer Indicator. The Employment Indicators are "1. Percentage of participants in unsubsidized employment in the second quarter after exit from the program, 2. Percentage of participants in unsubsidized employment in the forth quarter after exit from the program, and 3. Median earnings in the second quarter after exit from the program." The Education Indicators are "4. Post-secondary credential attainment and high school completion of program participants during participation in the program or within 1 year after exit. 5. The percentage of participants who, during a PY, are in education or training programs that lead to a recognized post-secondary credential or employment, and who are achieving measurable skills gains." The Employer Indicator is "6. Effectiveness of workforce system for employers, not yet defined." The measures apply to VR consumers on an IPE (Individualized Plan for Employment) and DOL/AOE consumers who no longer need additional services or have been without services for 90 days. Individuals who have been incarcerated, are medically unable to work for more than 90days, are deceased, are on active duty for the National Guard, have moved due to foster care placement or have been determined to be not eligible are excluded from the indicators. Note: This discussion was included on agenda today as a result of PR Committee June 2, 2016 meeting discussion "PR Committee October Agenda". James Smith had indicated the "more defined VR Performance Measures (6 total) will be ready for discussion by October."

Conclusions	The PR Committee meeting ran over on time today. Discussion on "VR Performance

Measures" not completed. Include "Continued: Review and Discussion – VR Performance Measures" on

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December 1, 2016 PR Committee meeting agenda. Invite Alice Porter to December 1, 2016 PR meeting.		
Action Items	**Person Responsible**	**Deadline**
Include "Continued: Review and Discussion – VR Performance Measures" on December 1, 2016 PR meeting agenda	Rebekah Stephens	11/18/2016
Invite Alice Porter to December 1, 2016 PR Committee meeting	Rebekah Stephens	11/1/2016
5. Welcoming New Members		
30 minutes	Committee Members	
Discussion	Discussions on "Needs Assessment" and "VR Performance Measures" ran over on time. No discussion on this topic today.	
Conclusions	Include "Welcoming New Members" on December 1, 2016 PR meeting agenda.	
Action Items	**Person Responsible**	**Deadline**
Include "Welcoming New Members" on December 1, 2016 PR Committee meeting agenda	Rebekah Stephens	11/18/2016
6. Other Business		
10 minutes	Adam Leonard	
Discussion	None.	
Conclusions	None.	
Action Items	**Person Responsible**	**Deadline**
None	n/a	n/a
7. Adjournment		
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Discussion	Leslie Walker Mitchell moved to adjourn. Samantha Brennan 2nd.	
Conclusions	Adjourned at 12:05 p.m.	
Action Items	**Person Responsible**	**Deadline**
Draft minutes respectfully submitted for approval	Rebekah Stephens	11/4/2016
Draft minutes uploaded to website www.VTSRC.org	Rebekah Stephens	11/4/2016
Draft minutes emailed to Committee members	Rebekah Stephens	11/4/2016
Minutes approved	Committee Members	12/1/2016
Approved minutes uploaded to website www.VTSRC.org	Rebekah Stephens	12/9/2016