

# Minutes – January 5, 2012

## SRC Policy and Procedure Committee

SRC Policy and Procedure Committee		
Thursday, January 5, 2012	9:30 am – 11:30 am	VABVI, 60 Kimball Avenue, South Burlington, VT 05403
Meeting called by	Don Parrish (Chair) at 9:45 am.	
Members Present	Karen Hussey, Sam Liss and William Pendlebury(via phone).	
Members Absent	Jennifer Whitmore, John Alexander	
SRC Liaison	James Smith, DVR Budget and Policy Manager	
SRC Coordinator	Rebekah M. Stephens	
Interpreters	Cory Brunner (via phone).	
Speakers/Presenters	-----	
Facilitator	-----	
<b>1. Today's Agenda</b>		
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<b>Discussion</b>	HIV policy (Chapter 201, Section III. Part B.) Update added as Item #3.	
<b>Conclusions</b>	No other changes made to agenda.	
<b>2. Approval of Minutes – November 3, 2011 Committee Meeting</b>		
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<b>Discussion</b>	Don Parrish did not have chance to review. Motion by Sam Liss to approve. Karen Hussey 2nded motion.	
<b>Conclusions</b>	Minutes approved pending final review by Don Parrish.	
<b>Action Items</b>		<b>Person Responsible</b>
Final review of November 3, 2011 Committee Meeting Minutes		Don Parrish
Minutes as approved to be uploaded to VT SRC website		Rebekah M. Stephens
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<b>3. HIV policy update – (Chapter 201 Section III Part B)</b>		
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<b>Discussion</b>	Jonathan Radigan (Training & Technical Assistance Specialist VT Dept of Health) responded to inquiry via email on 11/22/2011. The email “strongly recommends that someone in AHS legal department review VR procedures” regarding this issue. The email also included several direct references to VT Statute and VR Guidance text. James Smith informed the committee that VR has already contacted AHS legal department and a response has not been forthcoming. The email from Jonathan Radigan has not provided any additional assistance.	
<b>Conclusions</b>	Committee determined that this issue will be tabled until March 2012 meeting. This will allow everyone time to review the email from Jonathan Radigan. James Smith recommends that committee make a decision whether to include HIV guidance text or not and then draft the policy around that decision. Once the draft is completed; legal department can be notified.	
<b>Action Items</b>		<b>Person Responsible</b>
Jonathan Radigan email to be emailed to Rebekah M. Stephens		James Smith
Jonathan Radigan email to be emailed to all committee members		Rebekah M. Stephens
<b>4. Review of Chapter 205, “Post -Employment Services”</b>		
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<b>Discussion</b>	<b>Page 3, Guidance, #2</b> – This section is very subjective. It is not clear if in this situation the consumer is considered post-employment or if case should be fully reopened. A rewrite of this section needs to be considered. Don Parrish suggested involving the counselors in this rewrite. James Smith recommends instead of rewriting; put in some real life examples (2 examples for post employment and 2 for reopening). <b>Page 2, Section III. General Policy, 3<sup>rd</sup> sentence, “If more comprehensive services are required, a new rehabilitation effort should be considered”</b> , wording needs to be more clear. <b>Page 2, Section III. General Policy, 4<sup>th</sup> sentence, “Post-employment services are to be provided under an amended Individualized Plan for Employment (IPE)”</b> , specifics need to be added to this language. James suggested using a check box format for this rewrite. <b>Page 4, Section IV. Time of Planning Part A</b> , mythology exists at the field level that staff can't do post-employment if a case has been closed for a year or more. Guidance is needed. Adding an additional section to address this issue was suggested.	

# Minutes – January 5, 2012

## SRC Policy and Procedure Committee

<p><b>Page 2, Section II. Purpose.</b> wording was left out. Need to add capabilities. <b>Page 2, Section II. Purpose.</b> addition of wording for clarification, “without having to open a new case.” <b>Page 4, Section V. Termination, Part. A.</b> “ what does suitable level mean?”</p>		
<p>Very subjective. Needs some definition. James Smith suggested using check box format in this area also.</p>		
Action Items	Person Responsible	Deadline
Page 3, Guidance, #2 – <b>4 examples to be added to section. 2 Post-Employment and 2 Reopening.</b>	William Pendlebury	2/24/2012
Page 2, Section III. General Policy, 3 <sup>rd</sup> sentence, “If more comprehensive services are required, a new rehabilitation effort should be considered”. The wording “ <b>opening a new case</b> ” needs to be substituted for “a new rehabilitation effort”.	James Smith	4/19/2012
Page 2, Section III. General Policy, 4 <sup>th</sup> sentence, “Post-employment services are to be provided under an amended Individualized Plan for Employment (IPE).” <b>A check box format will be added to provide the A, B, Cs of what must be done.</b>	James Smith	4/19/2012
Page 4, Section IV. Time of Planning Part A. Add a #4: “ <b>If a case has been closed for more than 2 years then it is good practice to open a new case to reassess where the person is now in their service needs. Then counselor should open a new case and do a new assessment.</b> ”	James Smith	4/19/2012
Page 2, Section II. Purpose; <b>capabllities</b> needs to be added after abilities.	James Smith	4/19/2012
Page 2, Section II. Purpose. At the end of the sentence add the wording “ <b>without having to open a new case.</b> ”	James Smith	4/19/2012
Page 4, Section V. Termination, Part. A. <b>A check box format will be added and will include the wording “The counselor and consumer believes that the consumer is stable in the new job and Neither anticipates any immediate future additional needs of service.</b>	James Smith	4/19/2012
<b>5. Review of Chapter 206, “Placement”</b>		
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<b>Discussion</b>	There was some detailed discussion on homemaker closures. When and why it is used?	
Action Items	Person Responsible	Deadline
Page2, Section I. Definitions. Need to change “Integrated settings” to Part D.	James Smith	4/19/2012
Page 2, Section I. Definitions. Part D (post change above) “Integrated Setting” change current wording to reflect 34 CFR 361.5 wording. Wording should be: means, “ <b>with respect to the provision of services or an employment outcome, means a setting typically found in the community in which applicants or eligible individuals interact with non-disabled individuals, other than non-disabled individuals who are providing services to those applicants or eligible individuals to the same extent that non-disabled individuals in comparable positions interact with other persons.</b> ”	James Smith	4/19/2012
Page 3, Section II. General Policy, 1 <sup>st</sup> full sentence. Change wording from “although the criterion may not be met to “ <b>although the criterion as defined in Section I has not been met”</b>	James Smith	4/19/2012
Page 3, Section III. Types of Placement Services, 1 <sup>st</sup> sentence, “Placement usually includes one or more...” Change wording to “ <b>Placement services usually include...</b> ”	James Smith	4/19/2012
Page 3, Section III. Types of Placement Services, Part A. <b>Part A is to be deleted in its entirety and remainder of parts re-lettered.</b>	James Smith	4/19/2012
Page 3, Section III. Types of Placement Services, Part D (current lettering), add wording “Employers are contacted and jobs developed by a DVR counselor or contracted staff person <b>or by the job seeker</b> ”.	James Smith	4/19/2012
Page 3, Section III. Types of Placement Services, Part C (current lettering), “A DVR or contracted staff person accompanies the person to and assists with the interview.” Change to read, “ <b>A DVR or contracted staff person accompanies the person to and assists with the interview if appropriate and/or desired.</b> ”	James Smith	4/19/2012
Page 4, Section IV. Criteria for Determining Suitable Competitive Employment. Add a “ <b>Part E. and Employment takes place in an integrated setting.</b> ”	James Smith	4/19/2012
Page 6, Section IV. Placement as a Post-Employment Service. This is actually Section VI. <b>This section is to be deleted in its entirety.</b>	James Smith	4/19/2012
Need to contact Alice Porter to get statistics on how many homemaker closures last year by region. Question to be answered, “Are policies being followed?”	James Smith	03/01/2012
<b>6. Review of Chapter 301, “Counseling and Guidance”</b>		
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<b>Discussion</b>	None.	

# Minutes – January 5, 2012

## SRC Policy and Procedure Committee

<b>Conclusions</b>	Held over for March 1, 2012 Committee Meeting		
<b>Action Items</b>		<b>Person Responsible</b>	<b>Deadline</b>
Put on March 1, 2012 Agenda		Rebekah M. Stephens	2/20/2012
<b>7. Other Business</b>			
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<b>Discussion</b>	Don Parrish discussed election of a new Chair for P&P. Karen Hussey, William Pendlebury and Sam Liss agreed that Don Parrish should remain as chair. James Smith feels a chapter on Progressive Employment should be added to the manual. Discussion on where the chapter should be added was entertained. James Smith feels it should go in the 200 or 300 chapters. Don Parrish feels it should go in the 200 chapter.		
<b>Conclusions</b>	James Smith is going to approach Hugh Bradshaw (VR Employment Services Manager) to have him draft a chapter on Progressive Employment. Once Hugh Bradshaw has developed a draft the committee will review the draft and determine the appropriate location for the new chapter. Draft will be reviewed at March 1, 2012 meeting.		
<b>Action Items</b>		<b>Person Responsible</b>	<b>Deadline</b>
Contact Hugh Bradshaw – development of draft chapter on Progressive Employment		James Smith	1/30/2012
Draft Chapter on Progressive Employment distributed to Committee for review		Hugh Bradshaw Rebekah Stephens	2/20/2012
Follow up to Performance Review Committee 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? Put on March 1, 2012 agenda.		Ellie Marshall Rebekah M. Stephens	3/1/2012
Follow up to Advocacy, Outreach & Education Committee question: Is there a better way to provide education and outreach to the public, and especially prospective employers, about the needs of people with severe disabilities (Barriers to employment and costs associated with providing accommodations)? Put on March 1, 2012 agenda.		Sam Liss Rebekah M. Stephens	3/1/2012
Proposed changes to Policy Manual emailed to Committee members for review.		James Smith Rebekah M. Stephens	April 19, 2012
Finalized changes to Policy Manual incorporating all changes through March 31, 2012.		James Smith	TBD
<b>8. Adjournment</b>			
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<b>Discussion</b>	Sam Liss made motion to adjourn. Karen Hussey 2nded. Passed unanimously.		
<b>Conclusions</b>	Meeting adjourned at 11:35 am.		
<b>Action Items</b>		<b>Person Responsible</b>	<b>Deadline</b>
Draft Minutes Respectfully Submitted to Committee		Rebekah M. Stephens	1/20/2012
Minutes approved by Policy & Procedure Committee		P&P Committee	5/3/2012
Approved minutes uploaded to website <a href="http://www.VTSRC.org">www.VTSRC.org</a>		Rebekah M. Stephens	6/1/2012