

# Minutes – September 5, 2013

## SRC Policy and Procedure Committee

SRC Policy and Procedure Committee		
Thursday, September 5, 2013	9:30 am – 11:30 am	VABVI, 60 Kimball Avenue, South Burlington, VT 05403
Meeting called by	Allen Evan, Chair at 9:36 am.	
Members Present	Michele Hubert, Kerry White, Sam Liss and William Pendlebury via phone	
Members Absent	John Alexander, Jennifer Whitmore and Karen Hussey	
SRC Liaison	James Smith, DVR Budget and Policy Manager	
SRC Coordinator	Rebekah M. Stephens	
Interpreters	Kristal Hier via phone	
Speakers/Presenters	Amber Fulcher, Program Director, VT Assistive Technology Program	
Guests	Alicia Wein, VR Training and 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 – May 2, 2013 Committee Meeting</b>		
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<b>Discussion</b>	No discussion. Sam Liss made motion to accept. Kerry White 2 <sup>nd</sup> .	
<b>Conclusions</b>	Approved unanimously.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Upload approved minutes to <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Rebekah Stephens	9/13/2013
<b>3. Review of Chapter 305, "Personal Service" revised Definition B (Deaf) and Definition C (Interpreter for the Deaf)</b>		
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<b>Discussion</b>	Members reviewed the revised definitions. In reference to Definition B (Deaf) - James Smith is concerned the revision may be expanding eligibility under this category. William Pendlebury explained that there are procedures already in place that a deaf person must go through to prove eligibility. William does not believe this revised definition will affect eligibility. Members discussed changing "often" to "may" in the first sentence of Definition B (Deaf). In reference to Definition C Interpreter for the Deaf) - The wording "native language of the consumer" to be added after "verbal" in first sentence and "the" to be added in front of "verbal". "English" to be removed from sentence. The sentence "Interpreters should have met all of the training...is effective." will be removed in its entirety and replaced with "Staff must utilize the State contract for ALS Interpreter services to ensure the interpreters meet requirements."	
<b>Conclusions</b>	Members agree to change "often" to "may" in first sentence Definition B (Deaf). Remainder of revised Definition B (Deaf) approved as written. Members agree to accept Definition B (Interpreter for the Deaf) with inclusion of suggested revisions. Motion to accept made by Sam Liss. Kerry White 2 <sup>nd</sup> . Passed unanimously.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Definition B (Deaf) will read as follows: "An individual who is deaf has severe hearing loss that may require alternative methods of communication. Some examples of alternative communication include but are not limited to sign language, lip-reading, electronic communications such as texting or email, and cue speech. Some deaf people also have their own culture which means that they have their own language, ways of life, values and arts.	James Smith	TBD

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Definition B (Interpreter for the Deaf) will read as follows: “An interpreter (interpreters) is (are) hearing and should have the ability to speak both the verbal native language of the consumer and sign language. Interpreters help facilitate communication between deaf and hearing speakers. Staff must utilize the State contract for ALS Interpreter services to ensure that the interpreters meet requirements. More information about qualifications/training can be seen at <a href="http://www.rid.org/">http://www.rid.org/</a> .	James Smith	TBD
<b>4. Review of Chapter 306, “Assistive Technology Services”</b>		
45 minutes	Amber Fulcher, Program Director, VT Assistive Technology Program	
<b>Discussion</b>	Amber handed out revised chapter. She highlighted areas, in yellow that need further discussion. The Committee was able to review Section II. General Policy; A. and B. and Section III. Spending and Related Guidelines; A., B., C., Guidance: 1 - 8. Recommended changes to language in each of these sections are listed out below under “Action Items”. Committee members reviewed amounts in Section III. Guidelines section. Members recommended only one change. In guideline #2 - reduce \$800 to \$500. Remainder of guideline dollar amounts is reasonable.	
<b>Conclusions</b>	Amber is available for November 7, 2013 Committee meeting. Continued review of Chapter 306, “Assistive Technology Services” (continue with Section IV) will be put on agenda.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Section II. General Policy; A. will read: “Assistive Technology services may be provided for a person at any stage in the rehabilitation process.” Assistive Technology services need to be directly related to the consumer’s vocational goals and in support and implementation of the IPE.”	Amber Fulcher	TBD
Section II. General Policy; B. will read: “When individualized prescriptions or fittings are needed, they shall be done by providers licensed and/or certified for such activity if required by law. If neither licensure nor certification is legally required, the consumer shall be so informed and the DVR staff shall describe the method(s) of obtaining the service so the person can make an informed decision.”	Amber Fulcher	TBD
Section III. Spending and Related Guidelines; A. Guidance: - “re: resources to be removed and wording added” – “Even though technological devices are exempt from comparable benefits and services, counselors should use reasonable judgment when determining if there are existing resources in the community.” Yellow highlighted wording will be removed under A.	Amber Fulcher	TBD
Section III. Spending and Related Guidelines; B. will read: “The Division, with the input of the State Rehabilitation Council, shall establish and maintain suitable spending, duration, and related guidelines for provision of these services. The guidelines will be reviewed annually. Adjustments may be made by the Division Director. While Counselors are not required to seek comparable benefits, there may be circumstances where employer and/or post-secondary schools may be required to provide benefits and should be explored.	Amber Fulcher	TBD
Section III. Spending and Related Guidelines; Guidance; 2. Guideline of \$800 should be changed to \$500. (Remainder of \$ guidelines amounts are approved as listed in revised Chapter)	Amber Fulcher	TBD
Put continued discussion of Chapter 306, “Assistive Technology Services” on November 7, 2013 P&P agenda	Rebekah Stephens	10/23/2013

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<b>5. Review of Chapter 307, “School to Work Transition”</b>		
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<b>Discussion</b>	No discussion on this agenda item today.	
<b>Conclusions</b>	Include this agenda item on November 7, 2013 P&P agenda.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Put Review of Chapter 307, “School to Work Transition” on November P&P agenda	Rebekah Stephens	10/23/2013
<b>6. Other Business</b>		
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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
<b>7. Adjournment</b>		
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<b>Discussion</b>	Sam Liss made motion to adjourn. Michele Hubert 2 <sup>nd</sup> .	
<b>Conclusions</b>	Adjourned at 11:26 am.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Submit draft minutes for approval by Committee	Rebekah Stephens	10/4/2013
Draft minutes uploaded to <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Rebekah Stephens	10/7/2013
Draft minutes emailed to Committee Members	Rebekah Stephens	10/4/2013
Minutes approved by Committee	Committee Members	11/7/2013
Approved minutes uploaded to <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Rebekah Stephens	11/15/2013