

State Plan for the State Vocational Rehabilitation Services Program and State Plan Supplement for the State Supported Employment Services Program

Guam Division of Vocational Rehabilitation State Plan for Fiscal Year 2014 (submitted FY 2013)

Preprint - Section 1: State Certifications

1.1 The **Dept of Integrated Svcs for Individuals w/Disabilities/Div of Vocational Rehabilitation** is authorized to submit this State Plan under Title I of the Rehabilitation Act of 1973, as amended [1] and its supplement under Title VI, Part B, of the Rehabilitation Act [2].

1.2 As a condition for the receipt of federal funds under Title I, Part B, of the Rehabilitation Act for the provision of vocational rehabilitation services, the **Dept of Integrated Svcs for Individuals w/Disabilities/Div of Vocational Rehabilitation** [3] agrees to operate and administer the State Vocational Rehabilitation Services Program in accordance with the provisions of this State Plan [4], the Rehabilitation Act, and all applicable regulations [5], policies and procedures established by the secretary. Funds made available under Section 111 of the Rehabilitation Act are used solely for the provision of vocational rehabilitation services under Title I of the Rehabilitation Act and the administration of the State Plan for the vocational rehabilitation services program.

1.3 As a condition for the receipt of federal funds under Title VI, Part B, of the Rehabilitation Act for supported employment services, the designated state agency agrees to operate and administer the State Supported Employment Services Program in accordance with the provisions of the supplement to this State Plan [6], the Rehabilitation Act and all applicable regulations [7], policies and procedures established by the secretary. Funds made available under Title VI, Part B, are used solely for the provision of supported employment services and the administration of the supplement to the Title I State Plan. Yes

1.4 The designated state agency and/or the designated state unit has the authority under state law to perform the functions of the state regarding this State Plan and its supplement. Yes

1.5 The state legally may carry out each provision of the State Plan and its supplement. Yes

1.6 All provisions of the State Plan and its supplement are consistent with state law. Yes

1.7 The (enter title of state officer below)Yes

VR Administrator

... has the authority under state law to receive, hold and disburse federal funds made available under this State Plan and its supplement.

1.8 The (enter title of state officer below)...Yes

VR Administrator

... has the authority to submit this State Plan for vocational rehabilitation services and the State Plan supplement for supported employment services.

1.9 The agency that submits this State Plan and its supplement has adopted or otherwise formally approved the plan and its supplement.Yes

State Plan Certified By

As the authorized signatory identified above, I hereby certify that I will sign, date and retain in the files of the designated state agency/designated state unit Section 1 of the Preprint, and separate Certification of Lobbying forms (Form ED-80-0013; available at <http://www.ed.gov/fund/grant/apply/appforms/ed80-013.pdf>) for both the vocational rehabilitation and supported employment programs.

Signed?

Name of SignatoryJennifer Lyon

Title of SignatoryVocational Rehabilitation Administrator

Date Signed (mm/dd/yyyy)

Assurances Certified By

At the request of RSA, the designated state agency and/or the designated state unit provide the following assurance(s), in addition to those contained within Section 2 through 8 below, in connection with the approval of the State Plan for FY 2014No

Comments:

Guam DVR assures RSA that it will have a full-time Director by September 30, 2013, as described at Section 101(a)(2)(B) of the Act, and in supporting regulations at 34 CFR(b) (1)(ii). Guam DVR also assures RSA that the results of the comprehensive statewide needs assessment conducted in FY 2011, will be reported in Attachment 4.11 of the FY 2014 State Plan. Furthermore, GDVR commits to report on a quarterly basis, progress made toward fulfillment of the outstanding assurance from the FY 2011 State Plan, namely the establishment of an SRC that meets the criteria set forth in Section 105 of the Act, as required in Section 101(a)(21)(ii), so that DVR can work with the SRC to fulfill the responsibilities listed in Section 101(a)(21)(ii) by September 30, 2013.

Signed?

Name of Signatory Jennifer Lyon

Title of Signatory Vocational Rehabilitation Administrator

Date Signed (mm/dd/yyyy)

* The signatory of the assurance with the authority to execute and submit the State Plan will maintain a signed copy of the assurance(s) with the signed State Plan.

Section 1 Footnotes

[1] Public Law 93 112, as amended by Public Laws 93 516, 95 602, 98 221, 99 506, 100-630, 102-569, 103-073, and 105-220.

[2] Unless otherwise stated, "Rehabilitation Act" means the Rehabilitation Act of 1973, as amended.

[3] All references in this plan to "designated state agency" or to "the state agency" relate to the agency identified in this paragraph.

[4] No funds under Title I of the Rehabilitation Act may be awarded without an approved State Plan in accordance with Section 101(a) of the Rehabilitation Act and 34 CFR part 361.

[5] Applicable regulations include the Education Department General Administrative Regulations (EDGAR) in 34 CFR Parts 74, 76, 77, 79, 80, 81, 82, 85 and 86 and the State Vocational Rehabilitation Services Program regulations in 34 CFR Part 361.

[6] No funds under Title VI, Part B, of the Rehabilitation Act may be awarded without an approved supplement to the Title I State Plan in accordance with Section 625(a) of the Rehabilitation Act.

[7] Applicable regulations include the EDGAR citations in footnote 5, 34 CFR Part 361, and 34 CFR Part 363.

Preprint - Section 2: Public Comment on State Plan Policies and Procedures

2.1 Public participation requirements. (Section 101(a)(16)(A) of the Rehabilitation Act; 34 CFR 361.10(d), .20(a), (b), (d); and 363.11(g)(9))

(a) Conduct of public meetings.

The designated state agency, prior to the adoption of any substantive policies or procedures governing the provision of vocational rehabilitation services under the State Plan and supported employment services under the supplement to the State Plan, including making any substantive amendments to the policies and procedures, conducts public meetings throughout the state to provide the public, including individuals with disabilities, an opportunity to comment on the policies or procedures.

(b) Notice requirements.

The designated state agency, prior to conducting the public meetings, provides appropriate and sufficient notice throughout the state of the meetings in accordance with state law governing public meetings or, in the absence of state law governing public meetings, procedures developed by the state agency in consultation with the State Rehabilitation Council, if the agency has a council.

(c) Special consultation requirements.

The state agency actively consults with the director of the Client Assistance Program, the State Rehabilitation Council, if the agency has a council and, as appropriate, Indian tribes, tribal organizations and native Hawaiian organizations on its policies and procedures governing the provision of vocational rehabilitation services under the State Plan and supported employment services under the supplement to the State Plan.

Preprint - Section 3: Submission of the State Plan and its Supplement

3.1 Submission and revisions of the State Plan and its supplement. (Sections 101(a)(1), (23) and 625(a)(1) of the Rehabilitation Act; Section 501 of the Workforce Investment Act; 34 CFR 76.140; 361.10(e), (f), and (g); and 363.10)

(a) The state submits to the commissioner of the Rehabilitation Services Administration the State Plan and its supplement on the same date that the state submits either a State Plan under Section 112 of the Workforce Investment Act of 1998 or a state unified plan under Section 501 of that Rehabilitation Act.

(b) The state submits only those policies, procedures or descriptions required under this State Plan and its supplement that have not been previously submitted to and approved by the commissioner.

(c) The state submits to the commissioner, at such time and in such manner as the commissioner determines to be appropriate, reports containing annual updates of the information relating to the:

1. comprehensive system of personnel development;
2. assessments, estimates, goals and priorities, and reports of progress;
3. innovation and expansion activities; and
4. other updates of information required under Title I, Part B, or Title VI, Part B, of the Rehabilitation Act that are requested by the commissioner.

(d) The State Plan and its supplement are in effect subject to the submission of modifications the state determines to be necessary or the commissioner requires based on a change in state policy, a change in federal law, including regulations, an interpretation of the Rehabilitation Act by a federal court or the highest court of the state, or a finding by the commissioner of state noncompliance with the requirements of the Rehabilitation Act, 34 CFR 361 or 34 CFR 363.

3.2 Supported Employment State Plan supplement. (Sections 101(a)(22) and 625(a) of the Rehabilitation Act; 34 CFR 361.34 and 363.10)

(a) The state has an acceptable plan for carrying out Part B, of Title VI of the Rehabilitation Act that provides for the use of funds under that part to supplement funds made available under Part B, of Title I of the Rehabilitation Act for the cost of services leading to supported employment.

(b) The Supported Employment State Plan, including any needed annual revisions, is submitted as a supplement to the State Plan.

Preprint - Section 4: Administration of the State Plan

4.1 Designated state agency and designated state unit. (Section 101(a)(2) of the Rehabilitation Act; 34 CFR 361.13(a) and (b))

(a) Designated state agency.

1. There is a state agency designated as the sole state agency to administer the State Plan or to supervise its administration in a political subdivision of the state by a sole local agency.
2. The designated state agency is a state agency that is not primarily concerned with vocational rehabilitation or vocational and other rehabilitation of individuals with disabilities and includes a vocational rehabilitation unit as provided in paragraph (b) of this section. (Option A was not selected/Option B was selected)
3. In American Samoa, the designated state agency is the governor.

(b) Designated state unit.

1. If the designated state agency is not primarily concerned with vocational rehabilitation or vocational and other rehabilitation of individuals with disabilities, in accordance with subparagraph 4.1(a)(2)(B) of this section, the state agency includes a vocational rehabilitation bureau, division or unit that:
 - A. is primarily concerned with vocational rehabilitation or vocational and other rehabilitation of individuals with disabilities and is responsible for the administration of the designated state agency's vocational rehabilitation program under the State Plan;
 - B. has a full-time director;
 - C. has a staff, at least 90 percent of whom are employed full-time on the rehabilitation work of the organizational unit; and
 - D. is located at an organizational level and has an organizational status within the designated state agency comparable to that of other major organizational units of the designated state agency.
2. The name of the designated state vocational rehabilitation unit is

The Division of Vocational Rehabilitation (GDVR)

4.2 State independent commission or State Rehabilitation Council. (Sections 101(a)(21) and 105 of the Rehabilitation Act; 34 CFR 361.16 and .17)

The State Plan must contain one of the following assurances.

(a) The designated state agency is an independent state commission. (Option A was not selected/Option B was selected)

(b) The state has established a State Rehabilitation Council that meets the criteria set forth in Section 105 of the Rehabilitation Act, 34 CFR 361.17 and the designated state unit.

1. jointly with the State Rehabilitation Council develops, agrees to and reviews annually state goals and priorities and jointly submits to the commissioner annual reports of progress in accordance with the provisions of Section 101(a)(15) of the Rehabilitation Act, 34 CFR 361.29 and subsection 4.11 of this State Plan;
2. regularly consults with the State Rehabilitation Council regarding the development, implementation and revision of state policies and procedures of general applicability pertaining to the provision of vocational rehabilitation services;
3. includes in the State Plan and in any revision to the State Plan a summary of input provided by the State Rehabilitation Council, including recommendations from the annual report of the council described in Section 105(c)(5) of the Rehabilitation Act and 34 CFR 361.17(h)(5), the review and analysis of consumer satisfaction described in Section 105(c)(4) of the Rehabilitation Act and 34 CFR 361.17(h)(4), and other reports prepared by the council and the response of the designated state unit to the input and recommendations, including explanations for rejecting any input or recommendation; and
4. transmits to the council:
 - A. all plans, reports and other information required under 34 CFR 361 to be submitted to the commissioner;
 - B. all policies and information on all practices and procedures of general applicability provided to or used by rehabilitation personnel in carrying out this State Plan and its supplement; and
 - C. copies of due process hearing decisions issued under 34 CFR 361.57, which are transmitted in such a manner as to ensure that the identity of the participants in the hearings is kept confidential.

(c) If the designated state unit has a State Rehabilitation Council, Attachment 4.2(c) provides a summary of the input provided by the council consistent with the provisions identified in subparagraph (b)(3) of this section; the response of the designated state unit to the input and recommendations; and, explanations for the rejection of any input or any recommendation.

4.3 Consultations regarding the administration of the State Plan. (Section 101(a)(16)(B) of the Rehabilitation Act; 34 CFR 361.21)

The designated state agency takes into account, in connection with matters of general policy arising in the administration of the plan and its supplement, the views of:

(a) individuals and groups of individuals who are recipients of vocational rehabilitation services or, as appropriate, the individuals' representatives;

(b) personnel working in programs that provide vocational rehabilitation services to individuals with disabilities;

(c) providers of vocational rehabilitation services to individuals with disabilities;

(d) the director of the Client Assistance Program; and

(e) the State Rehabilitation Council, if the state has a council.

4.4 Nonfederal share. (Sections 7(14) and 101(a)(3) of the Rehabilitation Act; 34 CFR 80.24 and 361.60)

The nonfederal share of the cost of carrying out this State Plan is 21.3 percent and is provided through the financial participation by the state or, if the state elects, by the state and local agencies.

4.5 Local administration. (Sections 7(24) and 101(a)(2)(A) of the Rehabilitation Act; 34 CFR 361.5(b)(47) and .15)

The State Plan provides for the administration of the plan by a local agency. No

If "Yes", the designated state agency:

(a) ensures that each local agency is under the supervision of the designated state unit with the sole local agency, as that term is defined in Section 7(24) of the Rehabilitation Act and 34 CFR 361.5(b)(47), responsible for the administration of the vocational rehabilitation program within the political subdivision that it serves; and

(b) develops methods that each local agency will use to administer the vocational rehabilitation program in accordance with the State Plan.

4.6 Shared funding and administration of joint programs. (Section 101(a)(2)(A) (ii) of the Rehabilitation Act; 34 CFR 361.27)

The State Plan provides for the state agency to share funding and administrative responsibility with another state agency or local public agency to carry out a joint program to provide services to individuals with disabilities. No

If "Yes", the designated state agency submits to the commissioner for approval a plan that describes its shared funding and administrative arrangement. The plan must include:

- (a) a description of the nature and scope of the joint program;**
- (b) the services to be provided under the joint program;**
- (c) the respective roles of each participating agency in the administration and provision of services; and**
- (d) the share of the costs to be assumed by each agency.**

4.7 Statewideness and waivers of statewideness. (Section 101(a)(4) of the Rehabilitation Act; 34 CFR 361.25, .26, and .60(b)(3)(i) and (ii))

This agency is **not** requesting a waiver of statewideness.

(a) Services provided under the State Plan are available in all political subdivisions of the state.

(b) The state unit may provide services in one or more political subdivisions of the state that increase services or expand the scope of services that are available statewide under this State Plan if the:

1. nonfederal share of the cost of these services is met from funds provided by a local public agency, including funds contributed to a local public agency by a private agency, organization or individual;
2. services are likely to promote the vocational rehabilitation of substantially larger numbers of individuals with disabilities or of individuals with disabilities with particular types of impairments; and
3. state, for purposes other than the establishment of a community rehabilitation program or the construction of a particular facility for community rehabilitation program purposes, requests in Attachment 4.7(b)(3) a waiver of the statewideness requirement in accordance with the following requirements:
 - A. identification of the types of services to be provided;
 - B. written assurance from the local public agency that it will make available to the state unit the nonfederal share of funds;
 - C. written assurance that state unit approval will be obtained for each proposed service before it is put into effect; and
 - D. written assurance that all other State Plan requirements, including a state's order of selection, will apply to all services approved under the waiver.

(c) Contributions, consistent with the requirements of 34 CFR 361.60(b)(3)(ii), by private entities of earmarked funds for particular geographic areas within the state may be used as part of the nonfederal share without the state requesting a waiver of the statewideness requirement provided

that the state notifies the commissioner that it cannot provide the full nonfederal share without using the earmarked funds.

4.8 Cooperation, collaboration and coordination. (Sections 101(a)(11), (24)(B), and 625(b)(4) and (5) of the Rehabilitation Act; 34 CFR 361.22, .23, .24, and .31, and 363.11(e))

(a) Cooperative agreements with other components of statewide work force investment system.

The designated state agency or the designated state unit has cooperative agreements with other entities that are components of the statewide work force investment system and replicates those agreements at the local level between individual offices of the designated state unit and local entities carrying out the One-Stop service delivery system or other activities through the statewide work force investment system.

(b) Cooperation and coordination with other agencies and entities.

Attachment 4.8(b) (1)-(4) describes the designated state agency's:

1. cooperation with and use of the services and facilities of the federal, state, and local agencies and programs, including programs carried out by the undersecretary for Rural Development of the United States Department of Agriculture and state use contracting programs, to the extent that those agencies and programs are not carrying out activities through the statewide work force investment system;
2. coordination, in accordance with the requirements of paragraph 4.8(c) of this section, with education officials to facilitate the transition of students with disabilities from school to the receipt of vocational rehabilitation services;
3. establishment of cooperative agreements with private nonprofit vocational rehabilitation service providers, in accordance with the requirements of paragraph 5.10(b) of the State Plan; and,
4. efforts to identify and make arrangements, including entering into cooperative agreements, with other state agencies and entities with respect to the provision of supported employment and extended services for individuals with the most significant disabilities, in accordance with the requirements of subsection 6.5 of the supplement to this State Plan.

(c) Coordination with education officials.

1. Attachment 4.8(b)(2) describes the plans, policies and procedures for coordination between the designated state agency and education officials responsible for the public education of students with disabilities that are designed to facilitate the transition of the students who are individuals with disabilities from the receipt of educational services in school to the receipt of vocational rehabilitation services under the responsibility of the designated state agency.
2. The State Plan description must:

- A. provide for the development and approval of an individualized plan for employment in accordance with 34 CFR 361.45 as early as possible during the transition planning process but, at the latest, before each student determined to be eligible for vocational rehabilitation services leaves the school setting or if the designated state unit is operating on an order of selection before each eligible student able to be served under the order leaves the school setting; and
- B. include information on a formal interagency agreement with the state educational agency that, at a minimum, provides for:
 - i. consultation and technical assistance to assist educational agencies in planning for the transition of students with disabilities from school to postschool activities, including vocational rehabilitation services;
 - ii. transition planning by personnel of the designated state agency and the educational agency for students with disabilities that facilitates the development and completion of their individualized education programs under Section 614(d) of the Individuals with Disabilities Education Act;
 - iii. roles and responsibilities, including financial responsibilities, of each agency, including provisions for determining state lead agencies and qualified personnel responsible for transition services; and
 - iv. procedures for outreach to students with disabilities as early as possible during the transition planning process and identification of students with disabilities who need transition services.

(d) Coordination with statewide independent living council and independent living centers.

The designated state unit, the Statewide Independent Living Council established under Section 705 of the Rehabilitation Act and 34 CFR 364, and the independent living centers described in Part C of Title VII of the Rehabilitation Act and 34 CFR 366 have developed working relationships and coordinate their activities.

(e) Cooperative agreement with recipients of grants for services to American Indians.

1. There is in the state a recipient(s) of a grant under Part C of Title I of the Rehabilitation Act for the provision of vocational rehabilitation services for American Indians who are individuals with disabilities residing on or near federal and state reservations. **No**
2. If "Yes", the designated state agency has entered into a formal cooperative agreement that meets the following requirements with each grant recipient in the state that receives funds under Part C of Title I of the Rehabilitation Act:
 - A. strategies for interagency referral and information sharing that will assist in eligibility determinations and the development of individualized plans for employment;
 - B. procedures for ensuring that American Indians who are individuals with disabilities and are living near a reservation or tribal service area are provided vocational rehabilitation services; and

- C. provisions for sharing resources in cooperative studies and assessments, joint training activities, and other collaborative activities designed to improve the provision of services to American Indians who are individuals with disabilities.

4.9 Methods of administration. (Section 101(a)(6) of the Rehabilitation Act; 34 CFR 361.12, .19 and .51(a) and (b))

(a) In general.

The state agency employs methods of administration, including procedures to ensure accurate data collection and financial accountability, found by the commissioner to be necessary for the proper and efficient administration of the plan and for carrying out all the functions for which the state is responsible under the plan and 34 CFR 361.

(b) Employment of individuals with disabilities.

The designated state agency and entities carrying out community rehabilitation programs in the state, who are in receipt of assistance under Part B, of Title I of the Rehabilitation Act and this State Plan, take affirmative action to employ and advance in employment qualified individuals with disabilities covered under and on the same terms and conditions as set forth in Section 503 of the Rehabilitation Act.

(c) Facilities.

Any facility used in connection with the delivery of services assisted under this State Plan meets program accessibility requirements consistent with the provisions, as applicable, of the Architectural Barriers Rehabilitation Act of 1968, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act of 1990 and the regulations implementing these laws.

4.10 Comprehensive system of personnel development. (Section 101(a)(7) of the Rehabilitation Act; 34 CFR 361.18)

Attachment 4.10 describes the designated state agency's procedures and activities to establish and maintain a comprehensive system of personnel development designed to ensure an adequate supply of qualified state rehabilitation professional and paraprofessional personnel for the designated state unit. The description includes the following:

(a) Data system on personnel and personnel development.

Development and maintenance of a system for collecting and analyzing on an annual basis data on qualified personnel needs and personnel development with respect to:

1. Qualified personnel needs.
 - A. The number of personnel who are employed by the state agency in the provision of vocational rehabilitation services in relation to the number of individuals served, broken down by personnel category;

- B. The number of personnel currently needed by the state agency to provide vocational rehabilitation services, broken down by personnel category; and
- C. Projections of the number of personnel, broken down by personnel category, who will be needed by the state agency to provide vocational rehabilitation services in the state in five years based on projections of the number of individuals to be served, including individuals with significant disabilities, the number of personnel expected to retire or leave the field, and other relevant factors.

2. Personnel development.

- A. A list of the institutions of higher education in the state that are preparing vocational rehabilitation professionals, by type of program;
- B. The number of students enrolled at each of those institutions, broken down by type of program; and
- C. The number of students who graduated during the prior year from each of those institutions with certification or licensure, or with the credentials for certification or licensure, broken down by the personnel category for which they have received, or have the credentials to receive, certification or licensure.

(b) Plan for recruitment, preparation and retention of qualified personnel.

Development, updating on an annual basis, and implementation of a plan to address the current and projected needs for qualified personnel based on the data collection and analysis system described in paragraph (a) of this subsection and that provides for the coordination and facilitation of efforts between the designated state unit and institutions of higher education and professional associations to recruit, prepare and retain personnel who are qualified in accordance with paragraph (c) of this subsection, including personnel from minority backgrounds and personnel who are individuals with disabilities.

(c) Personnel standards.

Policies and procedures for the establishment and maintenance of personnel standards to ensure that designated state unit professional and paraprofessional personnel are appropriately and adequately prepared and trained, including:

1. standards that are consistent with any national- or state-approved or recognized certification, licensing, registration, or, in the absence of these requirements, other comparable requirements (including state personnel requirements) that apply to the profession or discipline in which such personnel are providing vocational rehabilitation services.
2. To the extent that existing standards are not based on the highest requirements in the state applicable to a particular profession or discipline, the steps the state is currently taking and the steps the state plans to take in accordance with the written plan to retrain or hire personnel within the designated state unit to meet standards that are based on the highest requirements in the state, including measures to notify designated state unit personnel, the institutions of higher education identified in

subparagraph (a)(2), and other public agencies of these steps and the time lines for taking each step.

3. The written plan required by subparagraph (c)(2) describes the following:
 - A. specific strategies for retraining, recruiting and hiring personnel;
 - B. the specific time period by which all state unit personnel will meet the standards required by subparagraph (c)(1);
 - C. procedures for evaluating the designated state unit's progress in hiring or retraining personnel to meet applicable personnel standards within the established time period; and
 - D. the identification of initial minimum qualifications that the designated state unit will require of newly hired personnel when the state unit is unable to hire new personnel who meet the established personnel standards and the identification of a plan for training such individuals to meet the applicable standards within the time period established for all state unit personnel to meet the established personnel standards.

(d) Staff development.

Policies, procedures and activities to ensure that all personnel employed by the designated state unit receive appropriate and adequate training. The narrative describes the following:

1. A system of staff development for professionals and paraprofessionals within the designated state unit, particularly with respect to assessment, vocational counseling, job placement and rehabilitation technology.
2. Procedures for the acquisition and dissemination to designated state unit professionals and paraprofessionals significant knowledge from research and other sources.

(e) Personnel to address individual communication needs.

Availability of personnel within the designated state unit or obtaining the services of other individuals who are able to communicate in the native language of applicants or eligible individuals who have limited English speaking ability or in appropriate modes of communication with applicants or eligible individuals.

(f) Coordination of personnel development under the Individuals with Disabilities Education Act.

Procedures and activities to coordinate the designated state unit's comprehensive system of personnel development with personnel development under the Individuals with Disabilities Education Act.

4.11. Statewide assessment; annual estimates; annual state goals and priorities; strategies; and progress reports.

(Sections 101(a)(15), 105(c)(2) and 625(b)(2) of the Rehabilitation Act; 34 CFR 361.17(h) (2), .29, and 363.11(b))

(a) Comprehensive statewide assessment.

1. Attachment 4.11(a) documents the results of a comprehensive, statewide assessment, jointly conducted every three years by the designated state unit and the State Rehabilitation Council (if the state has such a council). The assessment describes:
 - A. the rehabilitation needs of individuals with disabilities residing within the state, particularly the vocational rehabilitation services needs of:
 - i. individuals with the most significant disabilities, including their need for supported employment services;
 - ii. individuals with disabilities who are minorities and individuals with disabilities who have been unserved or underserved by the vocational rehabilitation program carried out under this State Plan; and
 - iii. individuals with disabilities served through other components of the statewide work force investment system.
 - B. The need to establish, develop or improve community rehabilitation programs within the state.
2. For any year in which the state updates the assessments, the designated state unit submits to the commissioner a report containing information regarding updates to the assessments.

(b) Annual estimates.

Attachment 4.11(b) identifies on an annual basis state estimates of the:

1. number of individuals in the state who are eligible for services under the plan;
2. number of eligible individuals who will receive services provided with funds provided under Part B of Title I of the Rehabilitation Act and under Part B of Title VI of the Rehabilitation Act, including, if the designated state agency uses an order of selection in accordance with subparagraph 5.3(b)(2) of this State Plan, estimates of the number of individuals to be served under each priority category within the order; and
3. costs of the services described in subparagraph (b)(1), including, if the designated state agency uses an order of selection, the service costs for each priority category within the order.

(c) Goals and priorities.

1. Attachment 4.11(c)(1) identifies the goals and priorities of the state that are jointly developed or revised, as applicable, with and agreed to by the State Rehabilitation Council, if the agency has a council, in carrying out the vocational rehabilitation and supported employment programs.

2. The designated state agency submits to the commissioner a report containing information regarding any revisions in the goals and priorities for any year the state revises the goals and priorities.
3. Order of selection.
If the state agency implements an order of selection, consistent with subparagraph 5.3(b)(2) of the State Plan, Attachment 4.11(c)(3):
 - A. shows the order to be followed in selecting eligible individuals to be provided vocational rehabilitation services;
 - B. provides a justification for the order; and
 - C. identifies the service and outcome goals, and the time within which these goals may be achieved for individuals in each priority category within the order.
4. Goals and plans for distribution of Title VI, Part B, funds.
Attachment 4.11(c)(4) specifies, consistent with subsection 6.4 of the State Plan supplement, the state's goals and priorities with respect to the distribution of funds received under Section 622 of the Rehabilitation Act for the provision of supported employment services.

(d) Strategies.

1. Attachment 4.11(d) describes the strategies, including:
 - A. the methods to be used to expand and improve services to individuals with disabilities, including how a broad range of assistive technology services and assistive technology devices will be provided to those individuals at each stage of the rehabilitation process and how those services and devices will be provided to individuals with disabilities on a statewide basis;
 - B. outreach procedures to identify and serve individuals with disabilities who are minorities, including those with the most significant disabilities in accordance with subsection 6.6 of the State Plan supplement, and individuals with disabilities who have been unserved or underserved by the vocational rehabilitation program;
 - C. as applicable, the plan of the state for establishing, developing or improving community rehabilitation programs;
 - D. strategies to improve the performance of the state with respect to the evaluation standards and performance indicators established pursuant to Section 106 of the Rehabilitation Act; and
 - E. strategies for assisting other components of the statewide work force investment system in assisting individuals with disabilities.
2. Attachment 4.11 (d) describes how the designated state agency uses these strategies to:

- A. address the needs identified in the assessment conducted under paragraph 4.11(a) and achieve the goals and priorities identified in the State Plan attachments under paragraph 4.11(c);
- B. support the innovation and expansion activities identified in subparagraph 4.12(a)(1) and (2) of the plan; and
- C. overcome identified barriers relating to equitable access to and participation of individuals with disabilities in the State Vocational Rehabilitation Services Program and State Supported Employment Services Program.

(e) Evaluation and reports of progress.

- 1. The designated state unit and the State Rehabilitation Council, if the state unit has a council, jointly submits to the commissioner an annual report on the results of an evaluation of the effectiveness of the vocational rehabilitation program and the progress made in improving the effectiveness of the program from the previous year.
- 2. Attachment 4.11(e)(2):
 - A. provides an evaluation of the extent to which the goals identified in Attachment 4.11(c)(1) and, if applicable, Attachment 4.11(c)(3) were achieved;
 - B. identifies the strategies that contributed to the achievement of the goals and priorities;
 - C. describes the factors that impeded their achievement, to the extent they were not achieved;
 - D. assesses the performance of the state on the standards and indicators established pursuant to Section 106 of the Rehabilitation Act; and
 - E. provides a report consistent with paragraph 4.12(c) of the plan on how the funds reserved for innovation and expansion activities were utilized in the preceding year.

4.12 Innovation and expansion. (Section 101(a)(18) of the Rehabilitation Act; 34 CFR 361.35)

(a) The designated state agency reserves and uses a portion of the funds allotted to the state under Section 110 of the Rehabilitation Act for the:

- 1. development and implementation of innovative approaches to expand and improve the provision of vocational rehabilitation services to individuals with disabilities under this State Plan, particularly individuals with the most significant disabilities, consistent with the findings of the statewide assessment identified in Attachment 4.11(a) and goals and priorities of the state identified in Attachments 4.11(c)(1) and, if applicable, Attachment 4.11(c)(3); and
- 2. support of the funding for the State Rehabilitation Council, if the state has such a council, consistent with the resource plan prepared under Section 105(d)(1) of the Rehabilitation Act and 34 CFR 361.17(i), and the funding of the Statewide

Independent Living Council, consistent with the resource plan prepared under Section 705(e)(1) of the Rehabilitation Act and 34 CFR 364.21(i).

(b) Attachment 4.11 (d) describes how the reserved funds identified in subparagraph 4.12(a)(1) and (2) will be utilized.

(c) Attachment 4.11(e)(2) describes how the reserved funds were utilized in the preceding year.

4.13 Reports. (Section 101(a)(10) of the Rehabilitation Act; 34 CFR 361.40)

(a) The designated state unit submits reports in the form and level of detail and at the time required by the commissioner regarding applicants for and eligible individuals receiving services under the State Plan.

(b) Information submitted in the reports provides a complete count, unless sampling techniques are used, of the applicants and eligible individuals in a manner that permits the greatest possible cross-classification of data and protects the confidentiality of the identity of each individual.

Preprint - Section 5: Administration of the Provision of Vocational Rehabilitation Services

5.1 Information and referral services. (Sections 101(a)(5)(D) and (20) of the Rehabilitation Act; 34 CFR 361.37)

The designated state agency has implemented an information and referral system that is adequate to ensure that individuals with disabilities, including individuals who do not meet the agency's order of selection criteria for receiving vocational rehabilitation services if the agency is operating on an order of selection, are provided accurate vocational rehabilitation information and guidance, including counseling and referral for job placement, using appropriate modes of communication, to assist such individuals in preparing for, securing, retaining or regaining employment, and are referred to other appropriate federal and state programs, including other components of the statewide work force investment system in the state.

5.2 Residency. (Section 101(a)(12) of the Rehabilitation Act; 34 CFR 361.42(c) (1))

The designated state unit imposes no duration of residence requirement as part of determining an individual's eligibility for vocational rehabilitation services or that excludes from services under the plan any individual who is present in the state.

5.3 Ability to serve all eligible individuals; order of selection for services. (Sections 12(d) and 101(a)(5) of the Rehabilitation Act; 34 CFR 361.36)

(a) The designated state unit is able to provide the full range of services listed in Section 103(a) of the Rehabilitation Act and 34 CFR 361.48, as appropriate, to all eligible individuals with disabilities in the state who apply for services. Yes

(b) If No:

1. Individuals with the most significant disabilities, in accordance with criteria established by the state, are selected first for vocational rehabilitation services before other individuals with disabilities.
2. Attachment 4.11(c)(3):
 - A. shows the order to be followed in selecting eligible individuals to be provided vocational rehabilitation services;
 - B. provides a justification for the order of selection; and
 - C. identifies the state's service and outcome goals and the time within which these goals may be achieved for individuals in each priority category within the order.
3. Eligible individuals who do not meet the order of selection criteria have access to the services provided through the designated state unit's information and referral system

established under Section 101(a)(20) of the Rehabilitation Act, 34 CFR 361.37, and subsection 5.1 of this State Plan.

5.4 Availability of comparable services and benefits. (Sections 101(a)(8) and 103 (a) of the Rehabilitation Act; 34 CFR 361.53)

(a) Prior to providing any vocational rehabilitation services, except those services identified in paragraph (b), to an eligible individual or to members of the individual's family, the state unit determines whether comparable services and benefits exist under any other program and whether those services and benefits are available to the individual.

(b) The following services are exempt from a determination of the availability of comparable services and benefits:

1. assessment for determining eligibility and vocational rehabilitation needs by qualified personnel, including, if appropriate, an assessment by personnel skilled in rehabilitation technology;
2. counseling and guidance, including information and support services to assist an individual in exercising informed choice consistent with the provisions of Section 102 (d) of the Rehabilitation Act;
3. referral and other services to secure needed services from other agencies, including other components of the statewide work force investment system, through agreements developed under Section 101(a)(11) of the Rehabilitation Act, if such services are not available under this State Plan;
4. job-related services, including job search and placement assistance, job retention services, follow-up services, and follow-along services;
5. rehabilitation technology, including telecommunications, sensory and other technological aids and devices; and
6. post-employment services consisting of the services listed under subparagraphs (1) through (5) of this paragraph.

(c) The requirements of paragraph (a) of this section do not apply if the determination of the availability of comparable services and benefits under any other program would interrupt or delay:

1. progress of the individual toward achieving the employment outcome identified in the individualized plan for employment;
2. an immediate job placement; or
3. provision of vocational rehabilitation services to any individual who is determined to be at extreme medical risk, based on medical evidence provided by an appropriate qualified medical professional.

(d) The governor in consultation with the designated state vocational rehabilitation agency and other appropriate agencies ensures that an interagency agreement or other mechanism for interagency coordination that meets the requirements of Section 101(a)(8)(B)(i)-(iv) of the Rehabilitation Act takes effect between the designated state unit and any appropriate public

entity, including the state Medicaid program, a public institution of higher education, and a component of the statewide work force investment system to ensure the provision of the vocational rehabilitation services identified in Section 103(a) of the Rehabilitation Act and 34 CFR 361.48, other than the services identified in paragraph (b) of this section, that are included in the individualized plan for employment of an eligible individual, including the provision of those vocational rehabilitation services during the pendency of any dispute that may arise in the implementation of the interagency agreement or other mechanism for interagency coordination.

5.5 Individualized plan for employment. (Section 101(a)(9) of the Rehabilitation Act; 34 CFR 361.45 and .46)

(a) An individualized plan for employment meeting the requirements of Section 102(b) of the Rehabilitation Act and 34 CFR 361.45 and .46 is developed and implemented in a timely manner for each individual determined to be eligible for vocational rehabilitation services, except if the state has implemented an order of selection, and is developed and implemented for each individual to whom the designated state unit is able to provide vocational rehabilitation services.

(b) Services to an eligible individual are provided in accordance with the provisions of the individualized plan for employment.

5.6 Opportunity to make informed choices regarding the selection of services and providers. (Sections 101(a)(19) and 102(d) of the Rehabilitation Act; 34 CFR 361.52)

Applicants and eligible individuals or, as appropriate, their representatives are provided information and support services to assist in exercising informed choice throughout the rehabilitation process, consistent with the provisions of Section 102(d) of the Rehabilitation Act and 34 CFR 361.52.

5.7 Services to American Indians. (Section 101(a)(13) of the Rehabilitation Act; 34 CFR 361.30)

The designated state unit provides vocational rehabilitation services to American Indians who are individuals with disabilities residing in the state to the same extent as the designated state agency provides such services to other significant populations of individuals with disabilities residing in the state.

5.8 Annual review of individuals in extended employment or other employment under special certificate provisions of the fair labor standards act of 1938. (Section 101(a)(14) of the Rehabilitation Act; 34 CFR 361.55)

(a) The designated state unit conducts an annual review and reevaluation of the status of each individual with a disability served under this State Plan:

1. who has achieved an employment outcome in which the individual is compensated in accordance with Section 14(c) of the Fair Labor Standards Act (29 U.S.C. 214(c)); or
2. whose record of services is closed while the individual is in extended employment on the basis that the individual is unable to achieve an employment outcome in an integrated setting or that the individual made an informed choice to remain in extended employment.

(b) The designated state unit carries out the annual review and reevaluation for two years after the individual's record of services is closed (and thereafter if requested by the individual or, if appropriate, the individual's representative) to determine the interests, priorities and needs of the individual with respect to competitive employment or training for competitive employment.

(c) The designated state unit makes maximum efforts, including the identification and provision of vocational rehabilitation services, reasonable accommodations and other necessary support services, to assist the individuals described in paragraph (a) in engaging in competitive employment.

(d) The individual with a disability or, if appropriate, the individual's representative has input into the review and reevaluation and, through signed acknowledgement, attests that the review and reevaluation have been conducted.

5.9 Use of Title I funds for construction of facilities. (Sections 101(a)(17) and 103(b)(2)(A) of the Rehabilitation Act; 34 CFR 361.49(a)(1), .61 and .62(b))

If the state elects to construct, under special circumstances, facilities for community rehabilitation programs, the following requirements are met:

(a) The federal share of the cost of construction for facilities for a fiscal year does not exceed an amount equal to 10 percent of the state's allotment under Section 110 of the Rehabilitation Act for that fiscal year.

(b) The provisions of Section 306 of the Rehabilitation Act that were in effect prior to the enactment of the Rehabilitation Act Amendments of 1998 apply to such construction.

(c) There is compliance with the requirements in 34 CFR 361.62(b) that ensure the use of the construction authority will not reduce the efforts of the designated state agency in providing other vocational rehabilitation services other than the establishment of facilities for community rehabilitation programs.

5.10 Contracts and cooperative agreements. (Section 101(a)(24) of the Rehabilitation Act; 34 CFR 361.31 and .32)

(a) Contracts with for-profit organizations.

The designated state agency has the authority to enter into contracts with for-profit organizations for the purpose of providing, as vocational rehabilitation services, on-the-job training and related programs for individuals with disabilities under Part A of Title VI of the Rehabilitation Act, upon the determination by the designated state agency that for-profit organizations are better qualified to provide vocational rehabilitation services than nonprofit agencies and organizations.

(b) Cooperative agreements with private nonprofit organizations.

Attachment 4.8(b)(3) describes the manner in which the designated state agency establishes cooperative agreements with private nonprofit vocational rehabilitation service providers.

Preprint - Section 6: Program Administration

Section 6: Program Administration

6.1 Designated state agency. (Section 625(b)(1) of the Rehabilitation Act; 34 CFR 363.11(a))

The designated state agency for vocational rehabilitation services identified in paragraph 1.2 of the Title I State Plan is the state agency designated to administer the State Supported Employment Services Program authorized under Title VI, Part B, of the Rehabilitation Act.

6.2 Statewide assessment of supported employment services needs. (Section 625(b)(2) of the Rehabilitation Act; 34 CFR 363.11(b))

Attachment 4.11(a) describes the results of the comprehensive, statewide needs assessment conducted under Section 101(a)(15)(a)(1) of the Rehabilitation Act and subparagraph 4.11(a)(1) of the Title I State Plan with respect to the rehabilitation needs of individuals with most significant disabilities and their need for supported employment services, including needs related to coordination.

6.3 Quality, scope and extent of supported employment services. (Section 625(b)(3) of the Rehabilitation Act; 34 CFR 363.11(c) and .50(b)(2))

Attachment 6.3 describes the quality, scope and extent of supported employment services to be provided to individuals with the most significant disabilities who are eligible to receive supported employment services. The description also addresses the timing of the transition to extended services to be provided by relevant state agencies, private nonprofit organizations or other sources following the cessation of supported employment service provided by the designated state agency.

6.4 Goals and plans for distribution of Title VI, Part B, funds. (Section 625(b)(3) of the Rehabilitation Act; 34 CFR 363.11(d) and .20)

Attachment 4.11(c)(4) identifies the state's goals and plans with respect to the distribution of funds received under Section 622 of the Rehabilitation Act.

6.5 Evidence of collaboration with respect to supported employment services and extended services. (Sections 625(b)(4) and (5) of the Rehabilitation Act; 34 CFR 363.11(e))

Attachment 4.8(b)(4) describes the efforts of the designated state agency to identify and make arrangements, including entering into cooperative agreements, with other state agencies and other appropriate entities to assist in the provision of supported employment services and other public or nonprofit agencies or organizations within the state, employers, natural supports, and other entities with respect to the provision of extended services.

6.6 Minority outreach. (34 CFR 363.11(f))

Attachment 4.11(d) includes a description of the designated state agency's outreach procedures for identifying and serving individuals with the most significant disabilities who are minorities.

6.7 Reports. (Sections 625(b)(8) and 626 of the Rehabilitation Act; 34 CFR 363.11(h) and .52)

The designated state agency submits reports in such form and in accordance with such procedures as the commissioner may require and collects the information required by Section 101(a)(10) of the Rehabilitation Act separately for individuals receiving supported employment services under Part B, of Title VI and individuals receiving supported employment services under Title I of the Rehabilitation Act.

Preprint - Section 7: Financial Administration

7.1 Five percent limitation on administrative costs. (Section 625(b)(7) of the Rehabilitation Act; 34 CFR 363.11(g)(8))

The designated state agency expends no more than five percent of the state's allotment under Section 622 of the Rehabilitation Act for administrative costs in carrying out the State Supported Employment Services Program.

7.2 Use of funds in providing services. (Sections 623 and 625(b)(6)(A) and (D) of the Rehabilitation Act; 34 CFR 363.6(c)(2)(iv), .11(g)(1) and (4))

(a) Funds made available under Title VI, Part B, of the Rehabilitation Act are used by the designated state agency only to provide supported employment services to individuals with the most significant disabilities who are eligible to receive such services.

(b) Funds provided under Title VI, Part B, are used only to supplement and not supplant the funds provided under Title I, Part B, of the Rehabilitation Act, in providing supported employment services specified in the individualized plan for employment.

(c) Funds provided under Part B of Title VI or Title I of the Rehabilitation Act are not used to provide extended services to individuals who are eligible under Part B of Title VI or Title I of the Rehabilitation Act.

Preprint - Section 8: Provision of Supported Employment Services

8.1 Scope of supported employment services. (Sections 7(36) and 625(b)(6)(F) and (G) of the Rehabilitation Act; 34 CFR 361.5(b)(54), 363.11(g)(6) and (7))

(a) Supported employment services are those services as defined in Section 7(36) of the Rehabilitation Act and 34 CFR 361.5(b)(54).

(b) To the extent job skills training is provided, the training is provided on-site.

(c) Supported employment services include placement in an integrated setting for the maximum number of hours possible based on the unique strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice of individuals with the most significant disabilities.

8.2 Comprehensive assessments of individuals with significant disabilities. (Sections 7(2)(B) and 625(b)(6)(B); 34 CFR 361.5(b)(6)(ii) and 363.11(g)(2))

The comprehensive assessment of individuals with significant disabilities conducted under Section 102(b)(1) of the Rehabilitation Act and funded under Title I of the Rehabilitation Act includes consideration of supported employment as an appropriate employment outcome.

8.3 Individualized plan for employment. (Sections 102(b)(3)(F) and 625(b)(6)(C) and (E) of the Rehabilitation Act; 34 CFR 361.46(b) and 363.11(g)(3) and (5))

(a) An individualized plan for employment that meets the requirements of Section 102(b) of the Rehabilitation Act and 34 CFR 361.45 and .46 is developed and updated using funds under Title I.

(b) The individualized plan for employment:

1. specifies the supported employment services to be provided;
2. describes the expected extended services needed; and
3. identifies the source of extended services, including natural supports, or, to the extent that it is not possible to identify the source of extended services at the time the individualized plan for employment plan is developed, a statement describing the basis for concluding that there is a reasonable expectation that sources will become available.

(c) Services provided under an individualized plan for employment are coordinated with services provided under other individualized plans established under other federal or state programs.

Attachment 4.2(c) Input of State Rehabilitation Council

Required annually by all agencies except those agencies that are independent consumer-controlled commissions.

Identify the Input provided by the state rehabilitation council, including recommendations from the council's annual report, the review and analysis of consumer satisfaction, and other council reports. Be sure to also include:

- the Designated state unit's response to the input and recommendations; and
- explanations for the designated state unit's rejection of any input or recommendation of the council.

Through discussion and questioning of DVR practices and programmatic results, the State Rehabilitation Committee (SRC) provides on-going support to DVR and offers suggestions that do not always rise to the level of a formal recommendation. The SRC and Guam DVR continue to work in a collaborative effort to offer assurances that Guam's VR program is a comprehensive, coordinated, effective, efficient and accountable program. This is achieved by ensuring that the SRC remains fully constituted with the supports in place to allow their work to be completed. The SRC and Guam DVR recognize their partnership is integral in our internal efforts of continuous improvement.

Have two SRC members participate in networking trainings to include the SRC portion of CSAVR, the national SRC conference and other VR sponsored trainings as needed and appropriate. (Agreed to and resolved)

DVR is to complete their portion of the SRC policies and procedures to specifically designate and outline the programmatic support and persons accountable for providing support. This will be completed prior to the end of calendar year 2013.

The SRC is to be allocated a workspace in DVR that will include access to a telephone, a secure storage area, and a workspace to conduct SRC business. This will be completed prior to the end of calendar year 2013.

Jointly the SRC and DVR will meet and actively engage in strategic planning for reporting out on milestone completion of the FY 2014 State Plan and also ensure that the FY 2015 state plan is planned together and ready for submission in advance of the July 1st due date. Both parties will also ensure that there is adequate and appropriate time and venues to allow for public comment on changes and amendments. This will be an ongoing activity.

San Diego State TACE will provide some time for training dedicated to the SRC in July of 2013. Further specific training needs will be assessed and discussed as an ongoing item. The SRC has completed two trainings targeted for members on Robert's Rules of Order with the intent to better document meeting procedures and streamline meeting functions.

In accordance with 34 CFR § 361.17 (h) (4), the State Rehabilitation Committee (SRC) in collaboration with DVR conducts an on-going Consumer Satisfaction Survey in an effort to ensure that DVR is meeting its programmatic responsibilities to the individuals receiving vocational rehabilitation (VR) services while providing the highest level of service possible.

The survey contains a series of statements designed to measure the individual's attitudes and satisfaction levels.

The survey process is a three part process that includes survey completion at orientation, after an individual has received services under an Individualized Plan for Employment (IPE), and after case closure. The information gathered from this process will be collected and used in the comprehensive statewide needs assessment (CSNA), DVR's strategic plan and DVR's state plan.

The survey looks at four areas:

Program Satisfaction: How did DVR do in general?

Program Information: Was the individual provided adequate information about the VR program?

Participant Involvement: Was the individual involved in selecting both VR services and the vocational goal?

Participant and Staff Interaction: Was the participant satisfied with the level of DVR interaction they received?

FY 2012 survey results to date:

Activities of the SRC:

Throughout the past fiscal year the SRC has:

- Met quarterly in general meetings conducted in a public forum to garner client satisfaction with DVR services
- Advised DVR on the development of and implementation of revisions to DVR policies and procedures
- Conducted outreach efforts to recruit new members to the SRC to ensure the council remains fully constituted
- Conducted the Client Satisfaction Survey and made recommendations based on survey results

This screen was last updated on Jun 27 2013 4:51AM by Rita Sotomayor

Attachment 4.7(b)(3) Request for Waiver of Statewideness

Identify the types of services to be provided by the program for which the waiver of statewideness is requested.

The waiver request should also include:

- a written assurance from the local public agency that it will make available to the designated state unit the non-federal share of funds;
- a written assurance that designated state unit approval will be obtained for each proposed service before it is put into effect;
- a written assurance that all state plan requirements will apply to all services approved under the waiver.

This agency **has not** requested a waiver of statewideness.

The Division of Vocational Rehabilitation is accessible to all on Guam and has no need for a waiver.

This screen was last updated on Jun 29 2009 6:44PM by sagucrisostomoc

Attachment 4.8(b)(1) Cooperative Agreements with Agencies Not Carrying Out Activities Under the Statewide Workforce Investment System

Describe interagency cooperation with and utilization of the services and facilities of agencies and programs that are not carrying out activities through the statewide workforce investment system with respect to

- Federal, state, and local agencies and programs;
- if applicable, Programs carried out by the Under Secretary for Rural Development of the United States Department of Agriculture; and
- if applicable, state use contracting programs.

The Division of Vocational Rehabilitation maintains a Memorandum of Understanding with the Guam Department of Corrections (DOC) to establish a cooperative effort to provide comprehensive transition vocational rehabilitation services to felony client/offenders from the Department of Corrections institution into the community. DVR staff works with the Parole Board to ensure that parolees are referred to and processed through DVR. Orientations are held at the DOC facility for inmates who have one year or less prior to full-time release of parole. DOC also provides office space for a DVR staff who visits the facility at least three times a week to complete referral and application forms and conduct vocational assessments. DVR staff works with DOC to obtain necessary documentation for eligibility for VR services. DVR also collaborates closely with the Department of Mental Health and Substance Abuse. VR Counselors work with Family Partners and Wrap Coordinators to assist mutual consumers. Cross-trainings and collaborative meetings are held regularly between the two agencies to ensure service delivery improvement. A new Linkage Agreement with education officials was finalized that includes the Department of Mental Health and Substance Abuse, Child and Adolescent Division and the Department of Youth Affairs in order to increase collaborative efforts to facilitate transition of high school students with disabilities to employment.

This screen has never been updated.

Attachment 4.8(b)(2) Coordination with Education Officials

- Describe the designated state unit's plans, policies, and procedures for coordination with education officials to facilitate the transition of students with disabilities from school to the receipt of vocational rehabilitation services, including provisions for the development and approval of an individualized plan for employment before each student determined to be eligible for vocational rehabilitation services leaves the school setting or, if the designated state unit is operating on an order of selection, before each eligible student able to be served under the order leaves the school setting.
- Provide information on the formal interagency agreement with the state educational agency with respect to
 - consultation and technical assistance to assist educational agencies in planning for the transition of students with disabilities from school to post-school activities, including VR services;
 - transition planning by personnel of the designated state agency and educational agency that facilitates the development and completion of their individualized education programs;
 - roles and responsibilities, including financial responsibilities, of each agency, including provisions for determining state lead agencies and qualified personnel responsible for transition services;
 - procedures for outreach to and identification of students with disabilities who need transition services.

DVR is developing a specific policy on Transition Services that describes the VR counselor's role and responsibilities in planning for and developing (as appropriate) an IPE for each eligible student prior to the student's leaving school. Coordination and outreach to Guam's educational system is provided by counselors assigned to local high schools. Various DVR staff communicate with different levels of special education professionals on Guam.

DVR has a Linkage Agreement with Guam Department of Education with the intent to strengthen support for transitioning students with disabilities, thereby increasing their chances of success after their exit from secondary education. It describes the makeup and function of the transition team within each school and how the agencies collaborate to assist students and parents with the transition. The student, parents, and appropriate agencies collaboratively develop a transition plan as part of the student's Individual Education Plan (IEP). VR Counselors then work with VR eligible students and their parents to develop prior to graduation their Individual Plan for Employment (IPE) based on the students' transition plans and employment goals. Responsibilities are defined for each agency, indicating that the Department of Education is the lead agency until the student exits the educational system, then DVR becomes the lead agency for students with an employment goal who have been determined eligible for VR services. DVR will assist with the provision of assistive technology once the student leaves the educational system and the provision is in direct relevance to the vocational goal and employment outcome stated on the IPE. Responsibilities for identification of potential VR consumers, referrals, confidentiality, provision of services and data collection are also addressed in the agreement.

This screen was last updated on Jun 27 2013 12:02AM by Rita Sotomayor

Attachment 4.8(b)(3) Cooperative Agreements with Private Nonprofit Organizations

Describe the manner in which the designated state agency establishes cooperative agreements with private non-profit vocational rehabilitation service providers.

DVR has signed agreements with community rehabilitation programs (CRPs) to provide specific vocational rehabilitation services. Discussions between VR, the CRP and the individual receiving services come to agreement on the provider and services based on needs in connection with the vocational goal on the IPE and informed choice of the client. These services with the stated expected outcomes are outlined on the IPE and/or any needed supportive documents and signatures gathered as appropriate.

Guam currently has agreements in place with the following CRPs:

Oasis Empowerment Center

EDR Enterprise

Saint Dominics Senior Center

Catholic Social Services

Ican Resources

Bansil Job Coaching

Guam Evangelical Christian Academy

Pacific Ability Resource Incorporation (PARI)

This screen was last updated on Jun 27 2013 12:11AM by Rita Sotomayor

Attachment 4.8(b)(4) Arrangements and Cooperative Agreements for the Provision of Supported Employment Services

Describe the efforts of the designated state agency to identify and make arrangements, including entering into cooperative agreements, with other state agencies and other appropriate entities in order to provide the following services to individuals with the most significant disabilities:

- supported employment services; and
- extended services.

Collaborative efforts exist between DVR, Oasis Empowerment Center and individual CRPs to provide supported employment services such as on the job training, job coaching and assist with job placement. At this time, Guam does not have a singular provider of extended support services for individuals with the most severe disabilities. DVR counselors address this gap by referring appropriate individuals to the Department of Integrated Services for Individuals With Disabilities , Division of Support Services (DSS) for additional support. Other options for extended supports include non-traditional informal supports that the individual may have available in their family or community.

In addition, we are currently negotiating with the Guam Behavioral Health and Wellness Center, to be the extended service provider for all Supported Employment clients with intellectual disabilities, and that the Department fo Integrated Services for Individuals with Disabilities, Division of Support Services, to be the extended service provider for all other clients with disabilities.

This screen was last updated on Jun 27 2013 12:26AM by Rita Sotomayor

Attachment 4.10 Comprehensive System of Personnel Development

Data System on Personnel and Personnel Development

1. Describe the development and maintenance of a system for collecting and analyzing on an annual basis data on qualified personnel needs with respect to:

- the number of personnel who are employed by the state agency in the provision of vocational rehabilitation services in relation to the number of individuals served, broken down by personnel category;
- the number of personnel currently needed by the state agency to provide vocational rehabilitation services, broken down by personnel category; and
- projections of the number of personnel, broken down by personnel category, who will be needed by the state agency to provide vocational rehabilitation services in the state in 5 years based on projections of the number of individuals to be served, including individuals with significant disabilities, the number of personnel expected to retire or leave the field, and other relevant factors.

Guam DVR currently has 32 FTE positions that include 12 VR Counselors positions. Currently there are 6 vacant VR Counselor positions. DVR has re-employed a former staff into a VR Counselor III position. DVR has also employed a full time VR Administrator. DVR is in the initial process of recruiting for a Counseling Supervisor, a Program Coordinator, and a Management Analyst to fill the gaps of program function in direct supervision to case service staff and providing program evaluation and quality assurance measures. Four employees from the case service staff will be eligible for retirement within the next five years, only two of existing staff have indicated their intention to do so, with no date specified as yet.

Guam DVR is recovering from local hiring freezes and the period where the program did not have a full time administrator. It is the goal of DVR to establish a succession plan to address loss through retirement and other separations. This will be especially important as we move forward with the hiring of new personnel to retain institutional knowledge and program functionality through periods of staff turnover.

In FY 2012, Guam DVR served over 600 individuals with an average caseload of approximately 120.

The remaining GDVR staff are in the Fiscal and Administrative Services Section. Those positions consist of one Administrative Services Officer, one Administrative Aide, two Accounting Technicians, ((1) Accounting Tech accepted a promotion/transfer to another department. Recruitment is in process to recruit and fill the position as a Management or Budget Analyst in lieu of the Accounting Tech). Vacant positions in this office consist of (1) Administrative Assistant, (1) MIS staff, and one WP Secretary position to assist in procurement, personnel, training, records management, SRC and SILC Council support duties. Vacated positions could not be filled due to a freeze in hiring in the last two years; however, federally funded positions that are essential to the performance of the programs, are being approved on a case by case basis. Aggressive recruitment efforts to fill the essential positions by FY 2014, is currently in effect.

An accountant has been identified from Guam's Federal Grants Branch to work collaboratively with GDVR's Fiscal and Administrative Services staff, to ensure that DVR's SF-269 and 425 Reports are given priority and are generated correctly and in a timely manner. This additional support has allowed GDVR to get caught up on past due fiscal reports and all outstanding issues should be resolved at the commencement of FY 2014.

Row	Job Title	Total positions	Current vacancies	Projected vacancies over the next 5 years
1	DVR Administrator	1	0	0
2	VR Counselor I	7	4	4
3	VR Counselor II	2	1	1
4	VR Counselor III	2	1	1
5	VR Counselor Supervisor	1	1	0
6	VR Workers	2	0	2
7	VR Aide	2	2	0
8	Secretary	2	0	1
9	Program Coordinator	3	2	1
10	Office Aide	2	1	0

2. Describe the development and maintenance of a system for collecting and analyzing on an annual basis data on personnel development with respect to:

- a list of the institutions of higher education in the state that are preparing vocational rehabilitation professionals, by type of program;
- the number of students enrolled at each of those institutions, broken down by type of program; and
- the number of students who graduated during the prior year from each of those institutions with certification or licensure, or with the credentials for certification or licensure, broken down by the personnel category for which they have received, or have the credentials to receive, certification or licensure.

Guam does not have an institution of higher education that offers a rehabilitation counseling program leading to a Masters degree. Staff who do not currently meet CSPD requirements apply and enroll in distance education programs that are offered throughout the country.

Guam DVR will continue to support staff in these distance education programs in order to meet the CRC certification requirements.

Row	Institutions	Students enrolled	Employees sponsored by agency and/or RSA	Graduates sponsored by agency and/or RSA	Graduates from the previous year
1	San Diego State University	2	2	0	0
2		0	0	0	0
3		0	0	0	0
4		0	0	0	0
5		0	0	0	0

Plan for Recruitment, Preparation and Retention of Qualified Personnel

Describe the development (updated on an annual basis) and implementation of a plan to address the current and projected needs for qualified personnel including, the Coordination and facilitation of efforts between the designated state unit and institutions of higher education and professional associations to recruit, prepare, and retain personnel who are qualified, including personnel from minority backgrounds and personnel who are individuals with disabilities.

DVR is now evaluating our personnel needs annually as part of our strategic planning process. The specific lack of higher education programs in Guam has created challenges for the recruitment of qualified rehabilitation counselors. Out-of-state recruitment is also challenging due to Guam recruitment rules, however after unsuccessful on island recruitments, off island recruitments are an option.

DVR utilizes several recruitment strategies in addition to the preferential points offered for people with disabilities. One of the more successful strategies is to hire entry or journey level rehabilitation counselors who are highly supervised and have limited authority and assist them in obtaining the education and certification required to become a qualified rehabilitation counselor.

Guam relies upon educational institutions that deliver their curriculum via distance education. Relationships with educational institutions change based upon staff enrollment. DVR has a strong working relationship with San Diego State University (SDSU) and we are cultivating working relationships with other educational institutions in our recruitment efforts. Currently, two staff participate in the SDSU program. Staff recruitment is conducted in accordance with the provisions of Title I of the Americans with Disabilities Act.

In addition to our normal Government of Guam recruitment announcement, DVR has expanded its recruitment efforts. Vacancies are also posted in electronic job posting boards in multiple regions around the US and direct contact with educational institutions, such as SDSU and Utah State University for specialty positions.

Personnel Standards

Describe the state agency's policies and procedures for the establishment and maintenance of personnel standards to ensure that designated state unit professional and paraprofessional personnel are adequately trained and prepared, including:

1. standards that are consistent with any national or state-approved or -recognized certification, licensing, registration, or, in the absence of these requirements, other comparable requirements (including state personnel requirements) that apply to the profession or discipline in which such personnel are providing vocational rehabilitation services; and
2. to the extent that existing standards are not based on the highest requirements in the state applicable to a particular profession or discipline, the steps the state is currently taking and the steps the State Plans to take in accordance with the written plan to retrain or hire personnel within the designated state unit to meet standards that are based on the highest requirements in the state, including measures to notify designated state unit personnel, institutions of higher education, and other public agencies of these steps and the timelines for taking each step.

Be sure to include the following:

- specific strategies for retraining, recruiting, and hiring personnel;
- the specific time period by which all state unit personnel will meet the standards;
- procedures for evaluating the designated state unit's progress in hiring or retraining personnel to meet applicable personnel standards within the established time period;
- the identification of initial minimum qualifications that the designated state unit will require of newly hired personnel when the state unit is unable to hire new personnel who meet the established personnel standards;
- the identification of a plan for training newly hired personnel who do not meet the established standards to meet the applicable standards within the time period established for all state unit personnel to meet the established personnel standards.

Guam DVR does not require licensure requirements for rehabilitation counselors; however DVR has adopted the Commission on Rehabilitation Counselor Certification (CRCC) academic degree requirements as the standard.

The Comprehensive System of Personnel Development (CSPD) requires DVR to establish personnel standards that assure personnel are adequately prepared and trained. Strategies in development by DVR to ensure the training, recruiting and hiring of personnel include:

- Attendance at local job/career fairs;
- Formation of an in-house training and staff development team;

- Offering graduate internship opportunities;
- Supporting rehabilitation counseling as an employment goal for clients;
- Supporting staff to obtain the academic requirements by CRC;
- Providing CRC accredited training to maintain CRC recertification and to provide for general staff development by utilizing in-house and web based training whenever possible;
- Utilizes the training resources and support of the Technical Assistance and Continuing Education Center (TACE);
- Presentations to graduate level counseling students at local university; and
- The development of a career advancement system that integrates educational and credentialing required and measures knowledge and skills in hiring and promotional consideration. This system is consistent with the national certification of rehabilitation counselors.

Staff Development

Describe the state agency's policies, procedures, and activities to ensure that all personnel employed by the designated state unit receive appropriate and adequate training in terms of:

1. a system of staff development for professionals and paraprofessionals within the designated state unit, particularly with respect to assessment, vocational counseling, job placement, and rehabilitation technology; and
2. procedures for the acquisition and dissemination to designated state unit professionals and paraprofessionals significant knowledge from research and other sources.

DVR will continue to successfully implement a change to counselor position descriptions of those who currently do not meet the divisions CSPD personnel standard. All staff who were employed prior to this personnel action were required to meet the standard by 2014. Staff who currently do not meet the CSPD standard require additional supervision and review of all non-delegable functions including eligibility determination, plan and plan amendment approval, and determination of successful employment outcome. All current counseling series staff are engaged in a CSPD plan.

In addition, DVR expects that newly hired personnel (after October 2008) who do not meet the CRC academic requirements will do so within five years of employment if employed as a VRC I and three years if hired as a VRC II. During this time period, employees are closely supervised by CRCs and are not considered rehabilitation professionals. At a minimum, newly hired personnel must have a Bachelors degree, with the goal of a Masters degree whenever possible.

As part of DVRs strategic planning process, an annual evaluation of the effectiveness of DVRs recruitment and training practices will be completed. Strategies to improve

recruitment and training are to be identified and incorporated in both the strategic and state plans.

Personnel to Address Individual Communication Needs

Describe how the designated state unit has personnel or obtains the services of other individuals who are able to communicate in the native language of applicants or eligible individuals who have limited English speaking ability or in appropriate modes of communication with applicants or eligible individuals.

DVR maintains or obtains the services of individuals able to communicate in the native languages of individuals who have limited English speaking ability or modes of communication of the individual, applicant, and consumer. DVR has staff that is able to speak the various languages of the south Pacific islanders as well as interpreters for the deaf. There are also requirements concerning knowledge of culture issues that may impact services to these groups. DVR requires the use of Guam certified interpreters for the deaf when sign language interpreter services are required in the provision of VR services.

GDVR also supports all staff to gain skills in ASL to increase the number of staff who are able to communicate with consumers who are deaf.

Coordination of Personnel Development Under the individuals with Disabilities Education Improvement Act

Describe the procedures and activities to coordinate the designated state unit's comprehensive system of personnel development with personnel development under the Individuals with Disabilities Education Improvement Act.

DVR collaborates with the Guam Department of Education on coordinating service delivery to eligible individuals.

Transition Services:

DVR and local schools work together in conjunction with students and their families to coordinate services and dissemination of information that will result in successful employment outcomes. These transition services are designed to facilitate a high school student's smooth transfer from school to agencies outside the educational system, one of those being DVR.

Currently DVR counselors are assigned to work with specific schools. They work in the schools on an itinerate basis, and telephonic and other electronic communication is encouraged. Counselors work with each other to share information, develop best practices and discuss strategies that are working for them to engage youth in the DVR process.

This screen was last updated on Jun 27 2013 5:06AM by Rita Sotomayor

Attachment 4.11(a) Statewide Assessment

Provide an assessment of the rehabilitation needs of individuals with disabilities residing within the state, particularly the vocational rehabilitation services needs of:

- individuals with most significant disabilities, including their need for supported employment services;
- individuals with disabilities who are minorities;
- individuals with disabilities who have been unserved or underserved by the vocational rehabilitation program; and
- individuals with disabilities served through other components of the statewide workforce investment system.

Identify the need to establish, develop, or improve community rehabilitation programs within the state.

In 2011 the Guam Division of Vocational Rehabilitation, the State Rehabilitation Council and the Interwork Institute at San Diego State University jointly conducted an assessment of the vocational rehabilitation needs of persons residing in Guam. The purpose of the assessment was to provide planners with information pertinent to the allocation of resources, to provide a rationale for the development of the Division's State Plan and to comply with the needs assessment mandate in the Rehabilitation Act.

The needs assessment process and survey instruments were developed through a review of relevant literature and consultation with the Division staff, faculty and staff at the Interwork Institute, research staff at the Social Science Research Laboratory at San Diego State University, and groups of persons with disabilities. The final structure of the surveys designed for individuals and representatives of organizations that provide services to persons with disabilities was organized around the following six categories: mobility, communication, self-care, interpersonal skills, work skills, and work tolerance.

Surveys were conducted with persons with disabilities and representatives of organizations that serve persons with disabilities. Focus groups in Guam were conducted with persons with disabilities, representatives of agencies that provide services to individuals with disabilities and Division of Vocational Rehabilitation staff.

Thirteen survey responses were completed received from individuals with disabilities. Survey respondents were asked to indicate the presence or absence of unmet need on forty-seven separate topics representing six different areas of function. Responses were identified as coded values of "Yes" and "No". Percentages were then utilized to prioritize each of the needs. It is noteworthy that the strongest expressions of unmet need pertained to employment related issues.

Individual Survey: Items with the Highest Reported Unmet Need

Question N Yes

Asking for help with your work or training needs 13 84.6%

Getting information on how to progress in your career 13 76.9%

Keeping your job once you become employed 13 76.9%

Learning about the work settings that would be best for you 13 76.9%

Maintaining or increasing your performance at work 13 76.9%

Forty-four survey responses were received from representatives of agencies that serve individuals with disabilities in the community. Community agency representatives were asked to evaluate their clients' needs on the same forty-seven items and six areas of function utilized in the version of the survey designed for individuals with disabilities. It is interesting to note that while there was agreement among persons with disabilities and agency personnel regarding the relative priority of many of these 47 topics of need, there was a discrepancy between the level of need stated by the individuals and agency representatives. The agency representatives had a tendency to describe a higher level of unmet need than the individuals with disabilities. Survey responses were identified as coded values of "Yes" and "No". Percentages were then utilized to prioritize each of the needs.

Agency Survey: Items with the Highest Reported Unmet Need

Question N Yes

Learning about the work settings that would be best for them 42 100%

With employer accommodations for them to achieve the essential functions of the job 41 100%

Actually planning or organizing activities such as job tasks 41 100%

Learning how to complete activities, such as job tasks 41 100%

Actually completing activities, such as job tasks 42 100%

Eleven of the fifteen items with the highest reported unmet need by individual respondents also appear in the top fifteen items reported by agency representatives, indicating a notable degree of congruence between groups with respect to the relative priority assigned to the different needs.

Focus groups were conducted with persons with disabilities, representatives of agencies that provide services to individuals with disabilities, and staff of the Division of Vocational Rehabilitation. A total of 57 persons participated in the focus group meetings. Seventeen individuals attended the focus group intended for persons with disabilities; 26 individuals attended the focus group designed for representatives of agencies that provide services to persons with disabilities; and 14 participants contributed to the focus group designed for Division of Vocational Rehabilitation staff. Consensus was observed between the three groups with respect to the following areas of unmet need:

- Mobility: Public transportation access to the military base
- Mobility: Orientation and Mobility training services
- Self-Care: Personal care attendants

- Work Skills: Training and re-training services
- Community Rehabilitation Programs: Supported Employment Services
- Other Needs: Educating the business community about disability
- Other Needs: Increasing Federal hiring of people with disabilities
- Other Needs: Developing and enhancing the capacity of youth transition programs
- Other Needs: Serving individuals with Autism spectrum Disorders

The needs assessment in Guam is the result of a cooperative effort between the Division of Vocational Rehabilitation and the State Rehabilitation Council. The needs assessment efforts solicited information concerning the needs of persons with disabilities from a broad spectrum of persons with disabilities, service providers and Division staff for the purpose of providing the Division of Vocational Rehabilitation with direction for addressing current and future structure and resource demands.

The results of the needs assessment provide the valuable strategic planning tools and present persons with disabilities and other stakeholders with a means of communicating their needs and educating service providers. The data resulting from the needs assessment effort suggests agreement between individuals with disabilities and service agencies with regard to perceptions of need. Findings from this effort provide an endorsement of these individuals' motivation to succeed in securing and maintaining employment. It is therefore incumbent upon the Division of Vocational Rehabilitation personnel, as well as cooperating service providers in the community, to use this information in a strategic manner that results in collaborative planning that includes persons with disabilities and educates employers and other constituents in the community.

This screen was last updated on Jun 27 2013 1:55AM by Rita Sotomayor

Attachment 4.11(b) Annual Estimates

- Identify the number of individuals in the state who are eligible for services.
- Identify the number of eligible individuals who will receive services provided with funds under:
 - Part B of Title I;
 - Part B of Title VI;
 - each priority category, if under an order of selection.
- Identify the cost of services for the number of individuals estimated to be eligible for services. If under an order of selection, identify the cost of services for each priority category.

Updates on numbers of individuals served in FY 2012 ?????

In the 2010 Census for Guam the total population was noted as 159,358. Of that, approximately 14,500 were youth aged 15-19, 12,154 students were enrolled in local high schools, and 1,226 youths aged under 18 years had a disability. The adult working age population was approximately 79,226 and of those aged 18-64 years 6,809 reported having a disability.

In FY 2012 DVR served 646 individuals. DVR is not operating under an Order of Selection (OOS), and has not operated under OOS at any time in the last five fiscal years. There is adequate funding and DVR is working on CSPD requirements to ensure that we are staffed with qualified rehabilitation counselors and adequate support staff. DVR will continue to closely monitor expenditures and obligations as well as staffing patterns in relation to the number of applicants, and those receiving services. DVR will continue to monitor the number of IPEs and the relative cost of each throughout the year to ensure our ability to serve all eligible clients.

Analysis of funding streams:

Category	Title I or Title VI	Estimated Funds	Estimated Number to be Served	Average Cost of Services
Title I, Part B	Title I	\$2,900,220	600	\$4,833
Title VI, Part B	Title VI	\$36,335	10	\$3,633
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Totals		\$2,936,555	610	\$4,814

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Attachment 4.11(c)(1) State Goals and Priorities

The goals and priorities are based on the comprehensive statewide assessment, on requirements related to the performance standards and indicators, and on other information about the state agency. (See section 101(a)(15)(C) of the Act.) This attachment should be updated when there are material changes in the information that require the description to be amended.

- Identify if the goals and priorities were jointly developed and agreed to by the state VR agency and the State Rehabilitation Council, if the state has a council.
- Identify if the state VR agency and the State Rehabilitation Council, if the state has such a council, jointly reviewed the goals and priorities and jointly agreed to any revisions.
- Identify the goals and priorities in carrying out the vocational rehabilitation and supported employment programs.
- Ensure that the goals and priorities are based on an analysis of the following areas:
 - the most recent comprehensive statewide assessment, including any updates;
 - the performance of the state on standards and indicators; and
 - other available information on the operation and effectiveness of the VR program, including any reports received from the State Rehabilitation Council and findings and recommendations from monitoring activities conducted under section 107.

The mission of Guam DVR is to enable qualified individuals with disabilities, especially with significant disabilities, to achieve employment and community independence through quality services. To achieve this mission, DVR staff will continue to work with the SRC, including the CAP representative and the SILC representative to develop goals and priorities for the VR program on Guam. DVR will develop a three year strategic plan that functions as the outcome oriented work plan tied to the three year cycle of the Comprehensive Statewide Needs Assessment, with interim annual assessments of goal progression and the ability to shift as needed to emerging priorities. The most recent CSNA was completed in 2011 and a new one will be completed in FY 2014 for inclusion in the FY 2015 State Plan. A strategic plan will be developed in FY 2014 to address immediate concerns and priorities of the DVR program, focused on the need to bring the program in compliance and to respond to information shared in the FY 2014 monitoring review by RSA.

DVR's strategic planning process is developing into a comprehensive process and includes defining the agency's mission, guiding principles, goals, strategies and outcome measurements. Input for the development of guiding principles, goals, strategies and outcome measurements, will come from the CSNA, public comment input from the SRC quarterly meetings, ongoing client satisfaction surveys, and other program evaluation activities including the development of an annual case file review process, MIS reports, monitoring activities and administrative contribution. DVR is developing a system that should be fully operational by the end of FY 2014 to continually monitor the progress towards meeting the standards and indicators and make necessary adjustments to priorities and strategies as required.

The goals, priorities and progress are reviewed quarterly by the DVR administrative management team and discussed in the VR Administrators report at the quarterly SRC meetings. Adjustments are made as appropriate and necessary.

During FY 2014 DVR staff and the SRC will work together to develop a set of guiding principles. Guiding principles are any principles or precepts that guide an organization throughout its life in all circumstances, irrespective of changes in its goals, strategies, type of work, or the top management.

The specific state goals are listed below based on information from the CSNA, DVR staff, SRC and other community input.

Goal 1 – Service Delivery: DVR will provide high quality services to all eligible individuals to assist them in obtaining employment consistent with their career goals and provide support and guidance through each step.

This goal reflects DVR's emphasis on continued improvement of VR services especially those individuals identified in the CSNA as being under served while managing to serve all eligible individuals by staying off an order of selection.

Priorities:

- Transition services for youth with disabilities
- Managing resources to stay off an order of selection
- Improving services to those individuals adversely impacted by transportation deficits
- Enhance the VR service delivery system through the use of technology
- Develop new CRPs and/or enhance delivery of CRP services
- Meet or exceed federal performance standards
- Assess service delivery system for individuals who are blind or visually impaired

Goal 2 – Staff Development: DVR will recruit, employ, retain and train the most qualified and highly skilled rehabilitation staff.

This goal reflects DVR's commitment to the CSPD standards as well as adhering to the principles of succession planning.

Priorities:

- Recruit and retain qualified staff
- Provide on-going training opportunities
- Support leadership development and succession planning

Goal 3 – DVR will develop a program delivery system that is comprehensive, coordinated with our stakeholders, effective, efficient and accountable.

This goal reflects DVR's understanding of the program not performing to its full potential and is now being proactive in developing quality assurance standards.

Priorities:

- Complete an updated Case Services Manual
- Continue to develop and refine planning strategies and program outcome measurements
- Develop and implement a case file review system
- Continue development program quality assurance measures
- Develop a streamlined vocational evaluation system

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Attachment 4.11(c)(3) Order of Selection

- Identify the order to be followed in selecting eligible individuals to be provided vocational rehabilitation services.
- Identify the justification for the order.
- Identify the service and outcome goals.
- Identify the time within which these goals may be achieved for individuals in each priority category within the order.
- Describe how individuals with the most significant disabilities are selected for services before all other individuals with disabilities.

This agency is not implementing an Order of Selection.

This screen was last updated on Jun 29 2009 9:00PM by sagucrisostomoc

Attachment 4.11(c)(4) Goals and Plans for Distribution of Title VI, Part B Funds

Specify the state's goals and priorities with respect to the distribution of funds received under section 622 of the Act for the provision of supported employment services.

Guam receives \$36,335 in Title VI, Part B funds for Supported Employment. One hundred percent of these funds are allocated as direct client funds without administrative cost. Additional supported employment services are provided through Basic Support funding because of the limited amount of Title VI, Part B funding allocated to Guam. DVR's SE program is potentially available to any individual with a most significant disability who needs such services to be successfully and competitively employed. Title VI, Part B funds are utilized for the time-limited services necessary for an individual to stabilize in competitive employment in an integrated setting.

Goals for FY 2014

Goals for Supported Employment (SE)

Goal 1: Increase the supported employment services provided to SE clients.

Goal 2: Increase the number of vendors providing supported employment services.

Goal 3: Work with stakeholders to develop increased capacity for extended supports in the community

Strategies for FY 2013 for SE Goals will focus on maintenance and expansion of the SE program

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Attachment 4.11(d) State's Strategies

This attachment should include required strategies and how the agency will use these strategies to achieve its goals and priorities, support innovation and expansion activities, and overcome any barriers to accessing the vocational rehabilitation and the supported employment programs. (See sections 101(a)(15)(D) and (18)(B) of the Act and Section 427 of the General Education Provisions Act (GEPA)).

Describe the methods to be used to expand and improve services to individuals with disabilities.

Guam DVR engages in an ongoing development of a strategic planning process and data analysis, focusing on continual improvement activities to enhance services and maximize the number and quality of employment outcomes, especially for those identified as priority populations through the comprehensive statewide needs assessment (CSNA). Strategic planning also gives DVR the opportunity to concentrate on the principles of efficient uses of personnel, technology, and financial resources to deliver quality rehabilitation services to persons with disabilities. Improving existing services remains an agency priority as the needs and demographics of individuals with disabilities evolve through the CSNA, data analysis and on-going surveys.

The strategic planning team includes VR fiscal people, VR case service staff (selection made as appropriate based on representation needs) and the VR administrative leadership team, the chair, vice chair and secretary of the SRC, the CAP director, and the SILC chair. The strategic planning process includes an annual face-to-face planning meeting as well as quarterly progress reports with the DVR administrator reporting out at the SRC meetings. The goals, priorities, strategies, performance measures and outcomes found in the strategic plan are will be developed using information from the CSNA, on-going data analysis from DVR's MIS/case management system, satisfaction surveys and other program evaluation and quality assurance initiatives. The goals and priorities are identified in Attachment 4.11(c) (1). The strategies to accomplish the goals, to overcome the barriers, and to expand and improve services to the people of Guam with disabilities are identified in this attachment.

Identify how a broad range of assistive technology services and assistive technology devices will be provided to individuals with disabilities at each stage of the rehabilitation process; and describe how assistive technology services and devices will be provided to individuals with disabilities on a statewide basis.

DVR's view on assistive technology (AT) is that AT devices and services must be considered as a potential service for all applicants and eligible individuals. These services may be identified as a component of the assessment to determine eligibility and vocational rehabilitation needs and throughout the IPE service delivery process. AT is commonly thought of as an application to improve physical functions such as mobility, speech, and hearing with potential also considered for assisting individuals with cognitive, emotional, or behavioral disabilities (for example, a memory or scheduling device to assist an individual with a learning disability with organization and recall). Because AT is constantly evolving, DVR will include technology solutions as part of our efforts of continuous improvement.

Specific examples of potential AT at different stages of the rehab process include the following evaluative questions and approaches:

Applicant

- Are accommodations needed for the person to participate in the rehab process?
- Is the applicant now using AT?

Eligibility

- Review technology which the individual currently uses to determine if it can be used in achieving the vocational goal.
- Would AT assist in the mitigation of the impediment to employment reported?
- Does the individual have any concerns about the use of technology in working toward the vocational goal?

Plan

- What previously unidentified barriers to receiving services does the disability potentially create?
- Would use of technology create an opportunity for this applicant that might otherwise not exist?
- Would AT assist in the mitigation of the impediment to employment reported?

Employment

- What barriers to searching or obtaining work does the person's functional limitations create?
- Will any reasonable accommodation be needed for the job search and application process?
- Does the individual have concerns about the use or potential need for technology in finding or maintaining a job?

Closure

- Were possible barriers/problems that the individual faced clearly identified?
- Does the individual have any concerns about using technology-related services?
- Does the employer have concerns about technology use on the job?

Post-Employment

- Have any "major life activities" or "essential functions" of the job changed?
- If so, did this result in a need for change in technology?

- Would technology potentially assist in overcoming these barriers?

Identify what outreach procedures will be used to identify and serve individuals with disabilities who are minorities, including those with the most significant disabilities; and what outreach procedures will be used to identify and serve individuals with disabilities who have been unserved or underserved by the VR program.

DVR analyzed populations of people with disabilities on Guam. We evaluated age ranges specific to transition aged youth and working age adults to assess unserved or underserved individuals. Participant responses in the CSNA were also evaluated and incorporated into this response. The DVR data also included a further reporting of successful closures versus those closed unsuccessfully to ascertain a potential bias in the delivery of services.

According to the data analysis, one population the CSNA addressed as being underserved were individuals who are blind or visually impaired. As a combined agency DVR has particular obligation to provide services. One particular aspect of service is a lack of on-island orientation and mobility instruction.

Improve VR services to individuals who are blind or visually impaired

Strategies to improve services on Guam

- Continue to develop relationships with off island service providers
- Increase training to staff regarding sensory impairments
- Commit to training individuals receiving services to develop vocational goals to assist meeting service deficits on-island.
- Develop areas of competency in DVR staff to develop areas of expertise in sensory impairments
- Develop more CRPs with specialized knowledge in blindness and visual impairments

In a continued effort to serve not only the unserved/underserved populations as identified above, but also those with the most significant disabilities, DVR is involved with the following endeavors:

Continue service provision with cultural awareness:

Per 2010 census data there is a diverse cultural representation on Guam. 59,381 of Guam inhabitants are Chamorro, 19,201 are Native Hawaiian and other Pacific Islanders, 51,381 are Asian, 1,540 African American, 1,201 are Hispanic or Latino, 11,321 are Caucasian and 404 are Other. Because of the diversity, DVR is proactive in identifying language or other communication barriers. We have a wide array of local interpreters available for communication and as part of the ongoing training of DVR staff, cultural awareness and diversity is included.

If applicable, identify plans for establishing, developing, or improving community rehabilitation programs within the state.

DVR continually assess the need to develop and improve CRPs on Guam. It is an on-going challenge. DVR approves CRPs to deliver vocational rehabilitation related services when there is no other agency available to license the service. Traditionally most of the CRPs are small businesses or individuals.

DVR has identified the following CRP related issues as part of our programmatic needs assessment to assist with improved and increased service delivery:

- Increase the number of CRPs providing job placement and job supports throughout the island
- Increase knowledge of CRPs through training opportunities
- Information on services provided by CRPs available to DVR participants
- Assess the specialized skills of CRPs to meet the needs of DVR participants either by occupation or disability

If applicable, identify plans for establishing, developing, or improving community rehabilitation programs within the state.

DVR will continually assess the need to develop and improve CRPs on Guam. It is an on-going challenge. DVR approves CRPs to deliver vocational rehabilitation related services when there is no other agency available to license the service. Traditionally most of the CRPs are small businesses or individuals.

DVR has identified the following CRP related issues as part of our programmatic needs assessment to assist with improved and increased service delivery:

- Increase the number of CRPs providing job placement and job supports throughout the island
- Increase knowledge of CRPs through training opportunities
- Information on services provided by CRPs available to DVR participants
- Assess the specialized skills of CRPs to meet the needs of DVR participants either by occupation or disability

Strategies to enhance the CRP service delivery system through evaluation, training and development of new and existing CRPs

- Develop a work plan for the recruitment and training of CRPs
- Provide additional CRP information for DVR participants on the DVR website
- Develop orientation and training materials for VR staff about the use of CRPs
- Assess the specialized skills of CRPs to meet the needs of DVR participants either by occupation or disability

- Develop documentation for staff maintenance of CRP information
- Develop uniform referral and reporting standards
- Regularly audit CRP expenditures and reports as part of overall fiscal monitoring process

Describe strategies to improve the performance of the state with respect to the evaluation standards and performance indicators.

DVR will make all necessary programmatic and supervisory changes to improve service delivery and assure that all required program measurements are achieved including the standards and indicators in FY 2014. DVR strives for continuous improvement in all areas of the agency. To maintain and/or improve this level of performance, DVR is implementing a dedicated staff to program evaluation and quality assurance who will monitor data throughout the year for anomalies or trends and bring findings to the VR leadership team for evaluation.

Strategies include:

- Formalize training for new staff on production goals and case management tools
- Disseminate information to staff on a regular basis on production
- Analyze areas when standards are not met and develop plan for improvement, i.e. eligibility within 60 days

Describe strategies for assisting other components of the statewide workforce investment system in assisting individuals with disabilities.

DVR staff are participating in local GWIB meetings and continue to be available to partner with DOL staff in local employment centers for resource and educational purposes.

DVR has an effective referral process developed with the workforce investment system here on Guam.

As such, DVR is working on the following strategies to improve services in job centers for residents of Guam with disabilities:

- Provide training on DVR services to job center staff
- Explore options for job center staff to be trained on various types of disabilities
- Explore options for supporting AT devices in job centers
- Define role of DVR's participation in local employment laws

Describe how the agency's strategies will be used to:

- achieve goals and priorities identified in Attachment 4.11(c)(1);
- support innovation and expansion activities; and

- overcome identified barriers relating to equitable access to and participation of individuals with disabilities in the state Vocational Rehabilitation Services Program and the state Supported Employment Services Program.

Goal 1 - Service Delivery: DVR will deliver high quality vocational rehabilitation services to people with disabilities to assist them in obtaining employment consistent with their vocational goals.

This goal reflects DVR's continued focus on improving and expanding the VR service delivery system with the priorities and strategies identified in the CSNA.

Priority 1.1: Meet or exceed state and federal production standards

Strategies

- Formalize training for new staff on production goals and case management tools, ensure all staff received annual supervisory feedback and annual performance plans
- Disseminate information to staff on a regular basis on production
- Analyze areas when standards are not met and develop plan for improvement, i.e. eligibility within 60 days

Priority 1.2: Improve VR transition services for youth with disabilities and individuals within DOC and DYA

Strategies

- Develop long range transition plan for the Division
- Determine most effective strategies/methods/time frame for informing schools about DVR services
- Develop outreach strategy for youth with other health impairments (504 students)
- Explore use of social media such as Twitter and Facebook to connect DVR services with youth
- Develop strategies to collaborate with businesses to assist youth with disabilities to obtain employment
- Increase the rehabilitation rate for youth
- Provide training on specific disabilities such as autism spectrum disorders

Priority 1.3: Improve Services to Blind and Visually Impaired

The most recent CSNA (see Attachment 4.11(a)) identified individuals who are blind or visually impaired needing improved services.

Strategies

- Develop a strategy to assess specific needed services to blind and visually impaired and identify lack or gaps in service delivery
- Create a directory of off island resources for training and AT
- Increase training to DVR staff on sensory impairments
- Identify strategies increasing program delivery to this population by evaluating staffing patterns and supports to re-engage in development of BEP

Priority 1.4: Support and/or develop client satisfaction surveys or community forums

Strategies

- Evaluate use of on-going open cases survey
- Effectively distribute survey information
- Investigate potential use of online surveys
- Provide timely response and support to SRC CSS activities

Priority 1.5: Enhance the CRP service delivery system through evaluation, training and development of new CRPs

DVR provides technical assistance to ensure that CRPs have staff training, outreach capacity and commitment to meet the needs of all, including those who are minorities. Identify a DVR staff to support and enhance the unique relationship between the state agency and various community rehabilitation programs. This staff maintains ongoing communications, assesses needs, and assisting in identifying and coordinating training opportunities.

Strategies

- Develop a work plan for the recruitment and training of CRPs (ongoing through FY 2015)
- Provide additional CRP information for DVR participants on the DVR website
- Develop more CRPs
- Develop orientation and training materials for VR staff about the use of CRPs
- Assess the specialized skills of CRPs to meet the needs of DVR participants either by occupation or disability
- Include CRP survey information on CSS

Priority 1.5: Enhance the VR service delivery system through the use of technology

DVR is developing an assistive technology delivery system that provides the assessment, training and product delivery needed by individuals during career planning and testing, training and in job placement.

Strategies

- Continually evaluate new technology such as assistive technology (AT), social networking
- Ensure VR offices are equipped with the required technology for services to be accessible
- Evaluate the current use of assistive technology in the service delivery system
- Enhance the information technology infrastructure for staff to achieve greater efficiencies in providing services.

Goal 2 – Staff Development: DVR will recruit, employ, retain and train the most qualified and highly skilled rehabilitation staff.

This goal reflects the value DVR places on well trained staff and the serious need for succession planning with the anticipated loss of key staff in the near future.

Priority 2.1: Recruit and retain qualified staff strategies

- Identify strategies for hiring qualified VR counselors
- Maximize training funds to support VR counselors in graduate rehabilitation programs
- Offer practicum opportunities and internships to rehabilitation graduate students
- Maximize the number of counselors who are Certified Rehabilitation Counselors
- Recognize employee performance
- Develop a consistent statewide method for evaluating employee performance
- Develop and keep current employee development plans
- Evaluate use of CRC's Category R in recruitment strategies

Priority 2.2: Provide on-going training opportunities

Strategies

- Provide subject matter training as identified through program evaluation (staff and surveys, case review, etc.)
- Develop staff training modules and regular in-service delivery system
- Establish training team to prioritize and develop training opportunities
- Improve use of on-line training resources
- Leverage training resources from outside partners
- Develop a comprehensive system for the documentation of staff training
- Provide trainings with CRC credits - Identify evidence based or promising practices in VR, i.e. motivational interviewing

- Maximize the involvement of TACE to provide training and ongoing technical assistance

Priority 2.3: Support leadership development and succession planning

Strategies

- Support staff participation in leadership training programs such as the Emerging Leaders program and the National Rehabilitation Leadership Institute
- Develop in-house leadership seminars or trainings
- Identify and make available to staff public policy, administrative or leadership information
- Identify staff strengths and interests
- Identify training required for staff to represent DVR on appropriate boards
- Develop long-range succession plan

Goal 3 – DVR will distinguish its role in the workforce system and will leverage partnerships to maximize resources and support for employment of individuals with disabilities.

This goal is intended to strengthen our connection to other programs that serve individuals with disabilities and to develop relationships with employers. DVR plans programs that are accessible to all people on Guam and sees its role as pivotal in helping individuals overcome barriers that include gender, race, national origin, color, disability or age.

Priority 3.1: Partner with employers to promote the hiring of people with disabilities

Strategies

- Attend career days at UOG and GCC
- Foster relationships with employers to encourage employers to see VR as a resource
- Continue scheduling of client and employers interactions such as Job Placement Circle
- Collaborate with federal employers to use of Schedule A, participate as appropriate in local hiring laws

Priority 3.2: Partner with other service providers to maximize resources and coordinate services especially for individuals who are in need of long term supported employment services

Strategies

- Ensure MOAs with appropriate state agencies are current and effective
- Work with SILC to increase the opportunities for the most severely disabled individuals to become employed
- Encourage the development of employment networks to provide the long term support services for both supported employment

- Be actively involved with initiatives proposed by other agencies that could affect DVR and the VR service delivery

Utilization of the Funds Reserved for Innovation and Expansion Activities

DVR will set aside a portion of funds allotted under Section 110 of the Act for development and implementation of innovative approaches to improve the provision of VR services, particularly for individuals with the most significant disabilities. DVR will use these funds in support of the SILC and the SRC. The SRC is a fully constituted and active partner in the development of agency policies, regulations and procedures. The SRC collaborates with DVR to hold quarterly public meetings. These meetings are another way for DVR to identify needs and to gather trend information for strategic planning. DVR also supports the SILC. The VR Administrator is actively involved in the SILC and a DVR counselor participates in the development of the State Plan for Independent Living (SPIL) and IL service delivery.

Innovation and Expansion Activities for 2014 (estimated)

- Support of the SRC: \$ 55,800 (est)
- Support of the SILC: \$ 8,000

Describe strategies for assisting other components of the statewide workforce investment system in assisting individuals with disabilities.

DVR will distinguish its role in the workforce system and will leverage partnerships to maximize resources and support for employment of individuals with disabilities.

This goal is intended to strengthen our connection to other programs that serve individuals with disabilities and to develop relationships with employers. DVR plans programs that are accessible to all people on Guam and sees its role as pivotal in helping individuals overcome barriers that include gender, race, national origin, color, disability or age.

Priority 3.1: Partner with employers to promote the hiring of people with disabilities

Strategies

- Attend career days at UOG and GCC
- Foster relationships with employers to encourage employers to see VR as a resource
- Continue scheduling of client and employers interactions such as Job Placement Circle
- Collaborate with federal employers to use of Schedule A, participate as appropriate in local hiring laws

Describe how the agency's strategies will be used to:

- achieve goals and priorities identified in Attachment 4.11(c)(1);
- support innovation and expansion activities; and

- overcome identified barriers relating to equitable access to and participation of individuals with disabilities in the state Vocational Rehabilitation Services Program and the state Supported Employment Services Program.

Priority 3.2: Partner with other service providers to maximize resources and coordinate services especially for individuals who are in need of long term supported employment services

Strategies

- Ensure MOAs with appropriate state agencies are current and effective
- Work with SILC to increase the opportunities for the most severely disabled individuals to become employed
- Encourage the development of employment networks to provide the long term support services for both supported employment
- Be actively involved with initiatives proposed by other agencies that could affect DVR and the VR service delivery

Utilization of the Funds Reserved for Innovation and Expansion Activities

DVR will set aside a portion of funds allotted under Section 110 of the Act for development and implementation of innovative approaches to improve the provision of VR services, particularly for individuals with the most significant disabilities. DVR will use these funds in support of the SILC and the SRC. The SRC is a fully constituted and active partner in the development of agency policies, regulations and procedures. The SRC collaborates with DVR to hold quarterly public meetings. These meetings are another way for DVR to identify needs and to gather trend information for strategic planning. DVR also supports the SILC. The VR Administrator is actively involved in the SILC and a DVR counselor participates in the development of the State Plan for Independent Living (SPIL) and IL service delivery.

Innovation and Expansion Activities for 2014 (estimated)

- Support of the SRC: \$ 55,800 (est)
- Support of the SILC: \$ 8,000

This screen was last updated on Jun 27 2013 4:57AM by Rita Sotomayor

Attachment 4.11(e)(2) Evaluation and Reports of Progress

Vocational Rehabilitation (VR) and Supported Employment (SE) Goals

1. Clearly identify all VR program goals consistent with the goals described in the FY 2012 Attachment 4.11(c)(1), including an evaluation of the extent to which the VR program goals were achieved.

- Identify the strategies that contributed to the achievement of the goals.
- Provide a description of the factors that impeded the achievement of the goals and priorities.

The goals in the 2012 State Plan were not adequately changed and updated to reflect current program status and needs when submitted. The goals were broad and resulted in the program not being able to adequately render assurances of completion. The previous plans of FY 2010, 2011, and 2012 did not incorporate data from the CSNA and did not fully incorporate data from other stakeholders and the community in its development and design. This FY the Guam VR program is actively partnering with the SRC and other stakeholders to assist in monitoring VR progress towards goal completion.

Steps to rectify failure on meeting past objectives/goals on previous state plans:

- 1) Prioritize the hiring of a VR staff whose primary function is program planning, evaluation and quality assurance. One facet of this position will be extrapolating data to report out to program on a quarterly basis for evaluation on adequate progression towards goal completion.
- 2) Complete CSNA in FY 2014 for submission into FY2015 State Plan
- 3) Work collaboratively with SRC and SILC to have effective strategic planning meetings
- 4) Update all current MOA/MOUs to reflect any needed changes or amendments
- 5) Follow the goals and deliver assurances in FY 2014 plan, which aim to address the significant underlying program dysfunction to improve levels of compliance and service delivery.

2. Identify all supported employment program goals consistent with the goals described in Attachment 4.11(c)(4), including an evaluation of the extent to which the supported employment program goals were achieved.

- Identify the strategies that contributed to the achievement of the goals.
- Provide a description of the factors that impeded the achievement of the goals and priorities.

DVR uses the SE time-limited process for the individuals with the most significant disabilities, involves full or part employment in an integrated setting and requires extended

services to be provided after completion of time-limited services. Eligibility criteria in the SE program includes the assessment of the need for extended services (feasibility), including the likely source of long term support (nature and intensity), physical and mental disabilities/developmental disabilities require independent recognized certification by a professional of physical/mental conditions (doctor of medicine, psychologist/psychiatrist) for job capacity (or modification) or the Individual Plan for Employment (IPE) must identify the services, activities or progress measures designed to identify the nature, type, scope requirements and source of extended services. SE time-limited process includes, but is not limited to, supplemental assessments, job placement/development, support services, job coaching by a specialist or peer worker, and job site training. The extended services begin when the time-limited services end. The purpose of extended services is to evaluate and monitor the consumer and provide (on or off site) services needed to maintain retention of the job. DVR will work with community stakeholders to provide education, information and referral to potential sources of natural, informal and non-traditional long term supports.

3. Provide an Assessment of the performance of the VR program on the standards and indicators for FY 2012.

4. Provide a report on how the funds reserved for innovation and expansion (I&E) activities were utilized in FY 2012.

Funds reserved for innovation and expansion activities were used to provide the opportunity for SRC and SILC members to attend off island training. DVR provided administrative support to help build the capacity of council members to perform their functions.

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Attachment 6.3 Quality, Scope, and Extent of Supported Employment Services

- Describe quality, scope, and extent of supported employment services to be provided to individuals with the most significant disabilities
- Describe the timing of the transition to extended services

DVR uses the SE time-limited process for the individuals with the most significant disabilities, involves full or part employment in an integrated setting and requires extended services to be provided after completion of time-limited services. Eligibility criteria in the SE program includes the assessment of the need for extended services (feasibility), including the likely source of long term support (nature and intensity), physical and mental disabilities/developmental disabilities require independent recognized certification by a professional of physical/mental conditions (doctor of medicine, psychologist/psychiatrist) for job capacity (or modification) or the Individual Plan for Employment (IPE) must identify the services, activities or progress measures designed to identify the nature, type, scope requirements and source of extended services. SE time-limited process includes, but is not limited to, supplemental assessments, job placement/development, support services, job coaching by a specialist or peer worker, and job site training. The extended services begin when the time-limited services end. The purpose of extended services is to evaluate and monitor the consumer and provide (on or off site) services needed to maintain retention of the job. DVR will work with community stakeholders to provide education, information and referral to potential sources of natural, informal and non-traditional long term supports.

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System Information

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The following information is captured by the MIS.

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