

State Plan for the State Vocational Rehabilitation Services Program and State Plan Supplement for the State Supported Employment Services Program Kentucky Office of Vocational Rehabilitation State Plan for Fiscal Year 2015 (submitted FY 2014)

Preprint - Section 1: State Certifications

1.1 The *Kentucky Office 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 *Kentucky Department for Workforce Investment* [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*

State Treasurer

... 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***

Executive Director Office of Vocational Rehabilitation

... 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?***Yes***

Name of Signatory***David Beach***

Title of Signatory***Executive Director***

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 ***2015 No***

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 B was selected/Option A was not 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

Kentucky Office of Vocational Rehabilitation

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 that

1. is responsible under state law for operating or overseeing the operation of the vocational rehabilitation program in the state and is primarily concerned with the vocational rehabilitation or vocational and other rehabilitation of individuals with disabilities in accordance with subparagraph 4.1(a)(2)(A) of this section.
2. is consumer controlled by persons who:
 - A. are individuals with physical or mental impairments that substantially limit major life activities; and
 - B. represent individuals with a broad range of disabilities, unless the designated state unit under the direction of the commission is the state agency for individuals who are blind;
3. includes family members, advocates or other representatives of individuals with mental impairments; and
4. undertakes the functions set forth in Section 105(c)(4) of the Rehabilitation Act and 34 CFR 361.17(h)(4).

(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

(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.

(Option B was selected)

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. *No*

(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.

The Statewide Council for Vocational Rehabilitation (SCVR) was established in May 1993 with appointments to the council by Executive Order of the Governor of the Commonwealth of Kentucky to meet requirements of the Rehabilitation Act of 1973, as amended by Public Law 105-220. The SCVR provides input and assists in developing goals and priorities for the Kentucky Office of Vocational Rehabilitation (KYOVR). The SCVR met with the Office staff and guests on September 23, 2013, December 9, 2013, April 14, 2014, and June 30, 2014. The following actions were taken:

Related to Interagency and Intercouncil Coordination

The SCVR met with the Statewide Independent Living Council (SILC) in December of 2013, the third annual joint meeting of the two councils. The two councils discussed the upcoming legislative session and received updates on asset development initiatives, the state's assistive technology project (the KATS Network), and Project CARAT, an assistive technology reuse grant for Appalachian Kentucky. Coordinating with other councils was discussed at the joint meeting.

- Agency staff assisted the SCVR and the SILC in conducting the meeting.

One individual Council member served on a grant-writing team that developed a proposal in response to the Rehabilitation Services Administration's PROMISE grant competition. The team included representatives from various state agencies and other entities and met several times over the summer and the Council member made significant contributions to the writing process.

- Agency staff directed the grant-writing team.

Related to Agency Policies and Procedures

The SCVR reviewed and approved the agency's proposed changes in the service fee memorandum on support for post-secondary education.

- The agency issued the service fee memorandum.

The SCVR reviewed and approved the agency's proposed service fee memorandum for purchasing accessible textbooks.

- The agency issued the service fee memorandum.

The SCVR reviewed and approved the agency's proposed service fee memorandum on inclusion of vehicle purchases in consumer cost sharing.

- The agency issued the service fee memorandum.

The SCVR reviewed and approved the agency's proposed extension of the Supported Higher Education Pilot Project (SHEP) with no monetary increase.

- The agency made the change.

The SCVR reviewed and approved the agency's proposed change in the policy and procedure manual on Counselor Credentials.

- The agency made the change.

The SCVR reviewed and approved the agency's proposed change in the policy on limiting the number of physical restoration services before obtaining a higher level of approval.

- The agency made the change.

Related to Consumer Satisfaction

As it has in previous years, the SCVR conducted a consumer satisfaction survey of individuals whose cases were closed in the previous fiscal year in conjunction with the Human Development Institute at the University of Kentucky.

- The agency financed the survey efforts and acted as liaison to the Human Development Institute on behalf of the SCVR.

Related to Scorecard for Supported Employment Services

The SCVR reviewed a Scorecard that rates the comparative performance of supported employment programs in providing services to OVR consumers. The scorecard is designed to enhance informed choice for consumers in selecting service providers. The SCVR approved the scorecard with some requested modifications.

- Agency staff made the recommended changes and began using the scorecard.

Related to the State Plan

The SCVR recommended the agency use e-mail blasts to consumers any time input to the state plan is needed. It also provided several ideas related to the email blast that might increase the response rate.

- The agency now uses e-mail blasts routinely to communicate developments about and request input on the state plan. After implementation of the Council's ideas, the next e-mail blast resulted in a significant increase in the amount of on-line input into the state plan.

The SCVR recommended conducting one public forum to gather input into the state plan with videoconferencing at several locations

- On March 11, 2014, the agency held a public forum with live video links in Lexington, Louisville, Northern Kentucky, Murray, and Thelma (at the Carl D. Perkins Vocational Training Center).

The SCVR reviewed all input into the state plan.

- Agency staff produced the input for the SCVR.

Related to Employer Relations

On September 23rd, 2013, the SCVR selected five employers to receive its annual Employer Recognition Awards for doing exemplary work in the hiring of individuals with disabilities. The employers were selected from nominations made by agency field staff. The employers recognized in 2013 were Club Chef of Covington, HM Solutions of Florence, Mid-town Kroger of Ashland, Lowe's home Improvement of Owensboro, and Land O' Frost of Madisonville. The employers were presented the awards individually during Job Placement Month in October.

- The agency accepted nominations from staff on behalf of the Council. Agency staff presented the awards to the employers at their locations.

The SCVR's ad hoc continued to monitor progress on revitalizing the Kentucky Business Leadership Network (KYBLN).

- The agency continues to work with the ad hoc committee on this initiative.

Related to SCVR Attendance at Fall CSAVR

The SCVR chairperson attended the Fall CSAVR meetings.

- Agency staff assisted in arranging the chairperson's travel.

Related to the Annual Report

The SCVR collaborated with KYOVR to produce an annual report on services.

- Agency staff helped develop, write and produce the report.

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Related to SCVR operations

The ad hoc BY-Laws Committee reviewed SCVR by-laws and recommended several changes to the full Council at the September, 2014, meeting. The full council approved the changes.

- Agency staff made the changes in the by-laws.

Related to Transition

The SCVR reviewed the ePolicy on-line discussion of transition services and produced a detailed report.

- Agency staff helped an individual council member with the review.

Related to Accessibility

The SCVR identified several accessibility issues at a hotel it met at and submitted a letter to hotel management identifying the issues and requesting corrective action.

- Agency staff assisted with developing and sending the letter.

This screen was last updated on Jun 10 2014 8:39AM by Erin Hopper

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

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

This screen was last updated on Jun 23 2009 10:17AM by David Beach

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 Kentucky Office of Vocational Rehabilitation enters into appropriate agreements with various federal, state, and local agencies and programs. OVR coordinates with other agencies and programs to ensure individuals with disabilities receive appropriate and adequate services. These agencies and programs include:

-Veterans Administration for the purpose of providing rehabilitation services including vocational guidance and counseling and job development and placement to veterans with disabilities. Collaboration and coordination of services occur between OVR and the Veterans Administration Rehabilitation and Employment Programs and utilized as a comparable benefit as appropriate.

-Kentucky Department of Behavior Health, Developmental, and Intellectual Disabilities for the purpose of enhancing supported employment services to individuals with development disabilities and increasing supported employment service providers. Collaboration also occurs to increase state general funds for increased services to this underserved and unserved population.

-Kentucky Department of Behavior Health, Developmental and Intellectual Disabilities - Substance Abuse Division for the purpose of increasing awareness, identification, and services to individuals with substance abuse and co-occurring disabilities. In 2007 a MOA was developed between OVR and the Substance Abuse Division to increase collaboration on referrals and information sharing as well as coordination of services.

-Kentucky Drug Courts for the purpose of facilitating employment and independence goals of individuals with disabilities.

-Kentucky Cabinet for Health and Family Services for the purpose of educating consumers about their medical coverage options under the Affordable Care Act.

-Social Security Administration for the purpose of partnerships on employment incentives through the Ticket to Work and other incentive programs.

-Kentucky Department of Education for the purpose of increasing transition services to students with disabilities and increasing awareness to parents of students with disabilities.

-Developmental Disabilities Council for the purpose of expanding employment projects.

-University Center for Excellence, Human Development Institute with the University of Kentucky for the purpose of collaboration and enhancement of services in supported employment, transition, rehabilitation technology and business leadership.

-Kentucky Association of Community Employment Services (KACES) for the purpose of increasing services for individuals with disabilities including most significant disabilities and enhancing partnerships with community rehabilitation programs.

-University of Kentucky AgrAbility program for the purpose of collaboration with the county extension offices and increased services in rehabilitation technology on the rural farm setting.

-The Carl D. Perkins Vocational Training Center cooperates with the Job Corps Center to implement a smooth referral process for the purpose of enhancing education opportunities for students with disabilities.

-Comprehensive Transition Programs for the purpose of providing post secondary opportunities for students with intellectual disabilities.

-Other federal, state, and local agencies related to the rehabilitation of individuals with disabilities such as the Department of Protection and Advocacy, Department of Probation and Parole, Department of Workers Compensation, Department of Disability Determination.

This screen was last updated on Jun 17 2014 1:15PM by Erin Hopper

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.

1.Plans, Policies, and Procedures

The Office has assigned counselors to each of Kentucky's 175 Local Education Agencies for the purpose of ensuring that all students with disabilities are served. The counselors work with referrals from special education and general education staff as well as from the individual with the disability, their family, and other agencies who assist students with disabilities that are in need of transition.

These counselors also provide general coordination, information, and outreach activities about vocational rehabilitation services to the local education agency and student for use in transition planning. Service coordination activities may include resource information about vocational rehabilitation, presentations, handouts, and staff development. The counselor works in a collaborative team process along with the local education agency to develop the transition services section of the Individualized Education Program (IEP) and the Individualized Plan for Employment (IPE) for transitioning students. Thus, the counselor is encouraged to attend IEP meetings or individual plan meetings for 504 students to the maximum extent possible. An eligible student's IPE must be completed before the student leaves the school system. Both the IEP and IPE will include, if appropriate, a statement of interagency responsibilities or any needed linkages by which the responsibilities of other entities are satisfied.

2.Formal Interagency Agreement

The Office partners with the Kentucky Department of Education through an interagency cooperative agreement to facilitate the transition of students with disabilities from school to the receipt of vocational rehabilitation services. Provisions under the cooperative agreement include:

- 1.process for making student referrals to the Office of Vocational Rehabilitation;
- 2.determination of eligibility for Office of Vocational Rehabilitation services;
- 3.joint sharing and use of evaluations and assessments;
- 4.planning and development of individualized programs (IEP and IPE) as a collaborative team process;
- 5.role of educational personnel in transition planning;
- 6.role of the Office of Vocational Rehabilitation counselor in outreach to, identification of, and transition planning for eligible students with disabilities;
- 7.use of memoranda of agreement (MOA) at the local level to facilitate and coordinate transition services for secondary students with disabilities;
- 8.state coordination with agencies in the provision of transition services;
- 9.a comprehensive system of personnel development for qualified personnel responsible for transition services;
- 10.determination of lead agencies;
- 11.financial responsibilities;
- 12.status of services for an individual student/consumer during a dispute;
- 13.agency dispute resolution; and
- 14.due process for the individual student/consumer.

3.Memoranda of Agreements at the Local Level

Memoranda of agreements at the local level are used in order to further the collaborative efforts detailed in the interagency cooperative agreement between the Kentucky Department of Education and the Office. These memoranda of agreements define the basic tenets of the Community Based Work Transition Program (CBWTP). The rights and responsibilities of the Office and the local education agency for implementing and carrying out the CBWTP are also detailed in these memoranda of agreements.

The CBWTP is designed to assist eligible students with disabilities in transitioning from high school to employment. Student employment coordinators funded by the local education agency and the Office provide services to participating students during their final two years of school. During this time counselors work with the employment coordinators to ensure that community based vocational services provided to the student lead to the completion of a vocational evaluation. The evaluation is then used for planning and development of individualized programs (IEP and IPE). Upon completion of the IPE, further community based vocational services are provided to the student in the form of training for the planned vocational goal. The desired outcome for participants in the CBWTP is paid employment in the planned vocational goal prior to exiting school.

This screen was last updated on Jun 23 2009 10:17AM by David Beach

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.

The Office maintains agreements with providers of private, non-profit vocational rehabilitation service providers to support achievement of successful competitive employment outcomes for individuals with disabilities. The Office works with Community Rehabilitation Providers (CRPs) through a vendor application process to ensure quality services to agency consumers. The Office currently works with 65 CRPs providing services resulting in competitive employment outcomes and 85 CRPs providing services resulting in supported employment outcomes. Other agreements with private, non-profit Vocational Rehabilitation Service Providers will be made as necessary. On the authority of the Rehabilitation Act of 1973, Section 103(b)(2), the Office has policies in place to establish, develop or improve service programs to eligible consumers through establishment projects, and will adhere to the current process outlined in the agency's Administrative Policies and Procedures in making funding selections and monitoring establishment projects.

This screen was last updated on Jun 10 2014 11:54AM by Erin Hopper

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.

1. Kentucky's fourteen Regional Boards for Mental Health or Individuals With an Intellectual Disability are a primary source for extended services in KY. Cooperative budget planning is done between the Office of Vocational Rehabilitation and the Kentucky Department of Behavioral Health, Developmental and Intellectual Disabilities (DBHDID) so that state funds for all phases of supported employment can be sought by each agency. A cooperative agreement is also in place.

2. The Division of Behavioral Health (DBH) and the Kentucky Office of Vocational Rehabilitation partnered together, and in 2010, Kentucky became the 12th state to participate in the Dartmouth College, Johnson and Johnson, Supported Employment Initiative to demonstrate the effectiveness of the IPS model for supported employment (Individualized Placement and Support, an Evidence-Based Practice). The first local pilot projects were launched prior to the close of 2010. Through the Dartmouth Project, a new SE funding partner was added when the Greater Cincinnati Health Foundation provided funding for 2 of the local pilots in Northern KY. IPS Supported Employment now includes all 14 Kentucky Community Mental Health Centers.

3. United Way monies have been utilized in minimal amounts for supported employment services by 16 Supported Employment programs in Kentucky. Ongoing follow-up services are provided through these United Way monies. These dollars are generally not "disability specific" and could assist in expansion of services to groups other than those served by the 14 community mental health centers.

4. Vendorship in the Office of Vocational Rehabilitation Supported Employment Outcome-based Reimbursement program requires written and verbal verification of the provider's funding for ongoing support services. Monitoring and technical assistance is provided by the Supported Employment Branch to assure that services are provided and funded appropriately. Agreements/contracts are developed annually and reviewed prior to renewal. The Office may provide financial support to providers of supported employment services to establish, develop or improve service programs to eligible consumers through establishment projects, and will adhere to the current procedure outlined in the agency Administrative Policies and Procedures in making funding selections and monitoring establishment projects.

5. The Supported Employment Branch works closely with Kentucky APSE (Association of People Supporting EmploymentFirst) and its committees, and the 874-K Coalition (a statewide

Disability Advocacy Group) in a unified effort to secure additional state dollars for supported employment extended services.

6. The Supported Employment Branch has been active in the development/improvement of Kentucky's Medicaid Waivers to create workable systems for coordinating supported employment services for eligible participants. Expansion of the supports for Community Living Waiver (Kentucky's Medicaid Waiver for individuals with Developmental Disabilities) has resulted in increased referrals to KY OVR for supported employment services for mutually eligible participants. The self-determination and Participant Directed Services within Medicaid hold much promise for supported employment funding for extended services. A new Medicaid Waiver containing better service definitions and fee structures to support and fund supported employment services rolled out in 2014.

7. The Supported Employment Branch works cooperatively with the Arc of Kentucky to educate families about supported employment and enlist their assistance in impacting additional funds for supported employment.

8. OVR continues to advocate for expanded/improved Supported Living services, which are utilized by many supported employment participants to meet their needs for as independent a lifestyle as possible. The Hart Supported Living Program in KY offers very flexible state dollars available for all phases of independent living. However, statewide dollars are very limited.

9. The Office of Vocational Rehabilitation continues to work collaboratively with the Department of Behavioral Health, Developmental and Intellectual Disabilities, the Kentucky Council on Developmental Disabilities, HDI (University of Kentucky), and the Arc of Kentucky to provide quality training on fundamentals of supported employment through the Supported Employment Training Project (SETP). This training is valuable in assuring that personnel who provide supported employment services have the necessary skills, values, and tools to deliver effective services.

10. The Supported Employment Branch staff participates frequently in IEP and Transition Planning meeting for individuals, and in broader scope with Special Education planning units throughout the commonwealth to develop supported employment services for students exiting schools. Again, additional dollars will be needed for extended services in order to adequately serve the students. A pilot project began in 2010 to demonstrate the effectiveness of Supported Employment/Community Rehabilitation Programs agencies working together with Post-Secondary Education programs to include people with developmental disabilities in classes and other college campus activities. This program has now become permanent and has 3 Comprehensive Transition Programs

11. The Supported Employment Branch continues efforts to utilize Social Security Work Incentives, including PASS (Plan for Achieving Self-Support) and IRWE (Impairment Related Work Expenses), for ongoing support/extended services when appropriate. Training opportunities are offered through the University of Kentucky Human Development Institute to provide technical assistance for supported employment personnel to learn more about these work incentive programs.

In summary, the following potential funding sources for supported employment have been identified: •Local and county government •Kentucky Council on Developmental Disabilities (grant opportunities only) •United Way •Social Security Work Incentives – Plan for Achieving Self-Support (PASS) and Impairment Related Work Expenses (IRWE) •Natural Supports •Division of Behavioral Health •Division of Developmental and Intellectual Disabilities •Hart Supported Living Funds •Private pay agreements •Supports for Community Living Waiver, Michelle P, and Brain Injury Medicaid Waivers. Information regarding these potential funding sources is updated and shared by the Supported Employment Branch on a statewide basis to encourage increased funding for all phases of supported employment.

This screen was last updated on Jun 6 2014 4:43PM by Erin Hopper

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.

The Kentucky Agency of Vocational Rehabilitation maintains a system to collect and analyze on an annual basis data on qualified personnel needs and personnel development. The agency maintains databases of personnel information including: types of position, ratio of personnel to applicants and eligible individuals served, current staffing requirements and projected requirements for staffing needs for the next five (5) years. The system also includes a record of employee career development plans that reflect completed training activities including college credits, Certified Rehabilitation Counselor (CRC) credits, Professional Rehabilitation Assistant credits and continuing education contact hours.

Division of Program Services and Administrative Services (Active Cases 22,879 as of 09/30/13)

Current Employee Length of Service

Length of Service Percentage

30+ years 2%

20 – 29 years 13%

10 – 19 years 30%

5 – 9 years 24%

Less than 5 years 31%

Row	Job Title	Total positions	Current vacancies	Projected vacancies over the next 5 years
1	Unclassified	4	1	1
2	Financial Operations	3	0	3
3	Program Branch Managers and Administrators	30	13	7
4	Field Branch Managers	16	0	3
5	Counselors	163	23	20
6	Administrative Specialists and Other Support	91	20	17
7	Employment Specialists	22	4	6

8	Sign Language Interpreters	8	5	3
9	Rehabilitation Technologists	5	2	2
10	Carl D Perkins Vocational Training Center Staff	123	23	11

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.

A system of data collection is maintained and analyzed by the agency HRD Program Administrator.

(a) A list of institutions of higher education in the state preparing vocational rehabilitation professionals is reviewed annually. The University of Kentucky is the only Kentucky institution offering a Master's of Rehabilitation Counseling (MRC) program. The University of Kentucky reports to the agency annually on the number of students enrolled and the number graduating from the program with certification or licensure and/or with credentials to qualify for certification or licensure. Participants in the program are eligible to test for the rehabilitation counselor certification after completing 75% of their course work. The University of Kentucky is also using technological advancements to increase the number of qualified personnel in the field by offering an online MRC program dedicated to the specific training needs of state rehabilitation employees. This is an accelerated program that allows participants to complete the degree in sixteen (16) months.

(b) and (c) The graduation statistics for the University of Kentucky, the agency's major source for higher education. There were a combined 133 students enrolled in the on-campus and online

MRC program during this federal year. Of that number there were 34 employees sponsored by the agency or RSA. Graduates for this year that were sponsored by the agency and/or RSA totaled 34 and there were 58 graduates from the previous year.

In the fall 2012 four (4) employees were in the process of completing their MRC with the University of Kentucky and did successfully complete as scheduled. Of the four (4) employees there were two (2) counselors and two (2) non-counselors. The two (2) counselors completed their programs and now meet CSPD for the agency. The non-counselors have since applied for and been appointed as counselors within the agency. This process of succession planning by providing educational opportunities for existing staff is assisting the agency in assuring that there is a qualified applicant pool when counselor vacancies become available. During this same semester there were five (5) additional employees that began the MRC program through the University of Kentucky as part of the succession planning program and of that number there are four (4) scheduled to graduate in December 2013. The fifth individual was unable to complete the program due to unexpected health issues.

One (1) counselor participated in a program through another university and in December 2012 successfully completed her program. She has since applied for and been approved to sit for the Certified Rehabilitation Counselor (CRC) examination and meets our CSPD requirements. Two (2) other employees completed the Category R requirements for the CRC and one has successfully obtained her CRC and the other is scheduled to sit for the exam.

In addition to the four (4) employees finishing their MRC program in the fall semester 2013 there are six (6) counselors beginning their MRC with the University of Kentucky and one (1) with Auburn University.

All programs approved for tuition assistance must meet educational eligibility criteria to sit for the Certified Rehabilitation Counselor (CRC) examination.

Row	Institutions	Students enrolled	Employees sponsored by agency and/or RSA	Graduates sponsored by agency and/or RSA	Graduates from the previous year
1	University of Kentucky	133	34	34	58

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.

1. On a quarterly basis, or more if needed, the Executive Leadership Team discusses issues of recruitment, preparation and retention of qualified personnel. During these meetings the plan for current and projected needs of qualified personnel is evaluated for progress, reviewed to determine the success of current measures and updated as needed to address the ever changing trends in personnel with specific attention to attainment of CSPD goals.

Recruitment: The agency actively recruits individuals from the University of Kentucky MRC program and other related degree programs by offering fieldwork and internship opportunities within the agency.

A paid internship for MRC students began in the spring of 2012 with five (5) students participating. Four (4) of the students were from the University of Kentucky MRC program and one (1) was from Auburn University. Four of the students successfully completed their internship program and one (1) was not successful. His internship was terminated, but he was offered an opportunity to complete the program with another agency and successfully did so. One of the five interns has since been hired and is successfully working in one of our districts. Fall 2013 has one paid intern and one non-paid intern working in the agency. The non-paid is the result of the

individual not meeting the approval process for personnel. The agency continues to offer opportunities for fieldwork and is working closely with the University of Kentucky to fortify the paid internship program.

In addition to the above recruitment efforts, employees from the agency present to students in undergraduate and graduate programs to increase their knowledge of state vocational rehabilitation employment. Employees participate in career fairs throughout the state. Several agency administrative personnel serve on the Advisory Board for the University of Kentucky MRC program. Recruitment efforts are also conducted via web based programs maintained by the state personnel agency.

Preparation and Retention: The agency aggressively recruits individuals who are Certified Rehabilitation Counselors (CRC) or those that meet educational eligibility to sit for the CRC, but recognizes that hiring individuals with these credentials is not always possible due to the shortage of available qualified staff in this field and agency salary constraints. Individuals hired without educational eligibility to sit for the CRC are expected to meet the requirements within five (5) years of employment. Counselors pursuing a master's degree that provides educational eligibility for the CRC receive tuition assistance including book purchases. In the new training grant for 2010 – 2015 the agency has included costs to allow for employees who are not current vocational rehabilitation counselors to participate in tuition assistance for the accelerated MRC program at the University of Kentucky in an effort promote career growth opportunities and address succession planning.

Individuals without their CRC are encouraged to obtain the certification. The agency pays for the application and examination fee for the CRC one time only pass or fail and provides for the cost of maintenance fees for the certification. To assist employees in preparing for the examination, the agency provides access to an online preparatory course for the CRC which was developed and is maintained through the University of Wisconsin Stout. The employees of OVR are provided with agency-sponsored opportunities to maintain the required professional development maintenance hours for the CRC.

The agency believes that well-trained professional staff contributes to greater retention and job satisfaction among personnel. This is essential in providing quality services to individuals with disabilities and achieving positive employment outcomes for agency consumers. Training initiatives for new employees as well as seasoned employees are outlined fully in the staff development section.

2. The agency actively coordinates and facilitates efforts with institutions of higher education and paraprofessional associations to recruit prepare and retain qualified personnel, including personnel from minority backgrounds and individuals with disabilities.

The agency coordinates with historically black colleges and professional associations to recruit prepare and retain qualified personnel. The agency is committed to hiring individuals from protected classes in order to create a more diverse workforce. Minority recruiting enables the agency to employ highly competent people from all segments of society who can effectively support the agency mission of assisting individuals with disabilities into employment.

The agency incorporates the Education and Workforce Development Cabinet's protected class recruitment plan into the personnel system. The Cabinet plan requires the dissemination of career opportunities to organizations and community agencies representing members of protected classes; recruitment of job applicants from all secondary and post secondary schools throughout the Commonwealth; and maintenance of a pool of qualified applicants from protected classes who seek employment or advancement in employment with the agency. In addition to the Cabinet requirements, the agency actively recruits individuals of minority status and individuals with disabilities through job fairs conducted at Kentucky State University (KSU), the University of Louisville (U of L), the University of Kentucky (UK) and other locations throughout the state. The agency has collaborated with the University of Kentucky and Kentucky State University to develop and implement an endorsement program to make rehabilitation courses available on an undergraduate level at a historically black university. Credit hours from KSU classes count toward the MRC at the University of Kentucky. In addition, the agency offers stipends to minority students who meet application criteria for internships within the agency

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.

The following information describes the agency's policies and procedures for the establishment and maintenance of personnel standards to ensure that designated state unit professionals and paraprofessionals are adequately trained and prepared.

1. The agency defines a qualified rehabilitation counselor or field branch manager as individuals who hold educational eligibility to sit for certification from the Commission on Rehabilitation Counselor Certification (CRCC) or currently are a Certified Rehabilitation Counselor (CRC). It is expected that all counselors that do not meet the qualified standard will do within five (5) years of employment. The agency considers a person in a "plan" to achieve CSPD to be one that is actively engaged in the process of meeting CSPD by participating in the educational programs necessary to achieve the qualifying status based on the guidelines for eligibility as defined by CRC. All professionals governed by specific state or federal guidelines for their personnel category are required to adhere to certification standards or requirements outlined for each discipline such as, rehabilitation technologists, vocational rehabilitation evaluators, nurses, interpreters and therapists.

One of the greatest obstacles in using the "eligibility to sit for the CRC" standard are the changes that CRCC continues to make to this criteria as it relates to Category D and R. CRCC is planning an additional change to the categories effective July 2014. In August 2013 the agency will provide a certificate to all counselors and field branch managers that meet CSPD for the agency based on the following educational standards for CRC eligibility and will not require them to meet the new standard when it is implemented. Individuals hired into CSPD positions after the new CRCC regulations are applied in July 2014 will be required to meet the new standard prior to being confirmed as meeting CSPD compliance. The current standards for CRC educational eligibility for Category D and R is outlined below.

Currently, at a minimum, Category D eligibility requires Theories and Techniques of Counseling as a part of the conferred degree program with one course in Medical or Psychosocial Aspects of Disability as a graduate level course that may be a part of the degree or taken outside of the degree program. Category R requires identifies thirteen qualifying advanced degree majors eligible to participate in an approved and outlines the require course content for the certificate. See below:

Category R: Master's, Specialist, or Doctoral degree in one of thirteen qualifying majors granted by a college or university accredited by CHEA - PLUS:

-Post-graduate advanced certificate or degree that includes a minimum of 18 semester hours or 27 quarter hours granted by a college or university that also offers a CORE-accredited Master's degree in Rehabilitation Counseling.

-SIX graduate courses, ONE EACH:-

- Theories and Techniques of Counseling
- Foundations of Rehabilitation Counseling
- Assessment
- Occupational Information or Job Placement
- Medical or Psychosocial and Cultural Aspects of Disabilities
- Community Resources or Delivery of Rehabilitation Services.
- Acceptable Category R Master's, Specialist or Doctoral Degree Majors

Behavioral Health Psychology

Behavioral Science Psychometrics

Disability Studies Rehabilitation

Human Relations Social Work

Human Services Special Education

Marriage and Family Therapy Vocational Assessment/Evaluation

Occupational Therapy

During the summer 2013 the agency successfully coordinated with the University of Kentucky to engage thirteen (13) of our counselors in a master's level course in Medical and Psycho-social Aspects of Disabilities course to achieve their eligibility for CSPD. Of these individuals there were six (6) that qualified for agency CSPD standards upon completion of the course and the remaining seven (7) either need to complete further coursework for category R eligibility or we are awaiting further information from CRC to determine the required path for their educational eligibility.

In addition to this path toward CSPD attainment for all VR counselors the agency has also established a new policy to be implemented in the fall 2013 where the Case Management System will be redesigned to include an automated feature that require sign-off from managers/supervisors for any counselor that does not meet CSPD requirements. Currently there are thirty-three (33) employees that will be impacted. We believe that this is in keeping with federal guidelines for qualified vocational rehabilitation counselor responsibilities and believe it will enable the agency to assure the provision of qualified services to individuals with disabilities.

2. The standards in the agency are consistent with the highest requirements in the state for professions and disciplines represented among personnel. The agency is often unable to hire counselors that meet the required standards. New vocational rehabilitation counselors are required to meet the standard within five (5) years of employment. The agency considers a person in a “plan” to achieve CSPD to be one that is actively engaged in the process of meeting CSPD by participating in the educational programs necessary to achieve the qualifying status based on the guidelines for eligibility as defined by CRC. The agency remains committed to providing consumers with the most qualified professionals to meet their vocational rehabilitation.

The HRD Program Administrator along with other administrators and OVR vocational rehabilitation counselors are members of the University of Kentucky MRC Program Advisory Council. Information and updates regarding the progress of the agency toward CSPD goals and professional standards are shared during formal annual meetings as well as during general conversations and emails to assure that we are continually working toward 100% compliance in all areas.

3. (a) The agency makes every effort to hire and retain rehabilitation counselors who hold a CRC certification or individuals that are eligible to hold CRC certification. The agency participates in career fairs throughout the state. Agency personnel present to participants of the MRC program at the University of Kentucky to share information about state employment and vocational rehabilitation. Agency personnel work as adjunct faculty in the University of Kentucky MRC online program and serve on the advisory board for the program. Tuition assistance is provided to employees for obtaining the required degree to meet CSPD. Continuing education efforts are encouraged and financially supported by the agency. An Assistant Director and the agency HRD Program Administrator work in conjunction with the Commission on Certified Rehabilitation Counselors (CRC) to provide CRC credits at agency sponsored training events that qualify for such credits. The agency encourages participation in professional organizations that supports the profession of rehabilitation. Qualified rehabilitation counselors are utilized in new employee orientation to share their expertise with new counselors.

The agency also supports a counselor mentoring program to provide new counselors with a designated mentor upon hiring. This program was developed to specifically address retention issues for new employees. New mentors are recruited and trained each year. Current mentors are provided with updated training each year to provide them with research and information in the most current VR practices. The mentor program has been expanded to include a standardized mentoring program for Job Placement Professionals and new field branch managers.

Kentucky is continually seeking opportunities to offer employment incentives as recruitment measures. Such incentives include the educational assistance program, flexible work schedules and payment of required certification expenses and maintenance fees. The agency has also incorporated career growth opportunities for employees not in a counseling position by offering tuition assistance to up to four individuals per year, for the life of the training grant, to participate in the online MRC program at the University of Kentucky in the accelerated program.

(b) The agency predicted deadline for achieving 100% qualified rehabilitation counseling staff was 2010, but we were unable to achieve this goal. The goal was extended another five years

(2015) as efforts toward CSPD continue. New employees and those not yet meeting CSPD as required must complete career development plans that include specific goals and timeframes for meeting CSPD for their particular discipline. Electronic sign-off by a manager/supervisor for those counselors not meeting CSPD will be implemented as part of the Case Management System in October 2013. The agency supports staff career development by funding training necessary to achieve the established goals Agency commitment to CSPD can be seen growth of percentage of employees that meet the qualification over the last ten (10) years. The growth is continually impacted by retirements and departures of qualified personnel due to our difficulty in competing with salaries and compensation packages offered through other agencies that also value Certified Rehabilitation Counselors on their staff.

(c) The HRD Program Administrator reviews, at least quarterly, the progress of agency hiring and retaining personnel as it relates to progress toward CSPD achievement and reports findings to the agency Executive Leadership Team.

(d) If the agency is unable to recruit individuals who meet these qualification, individuals are hired with a minimum of a bachelor's degree in a related field with the expectation that they meet the educational qualification to sit for the CRC within five years (5) of employment. The agency provides career development opportunities to assist in achieving and maintaining these goals. The agency expects all employees to achieve required certifications, licensure, or registration within their particular discipline. As noted earlier, additional professional development assistance is provided to assist individuals in achieving the qualified rehabilitation counselor standards set forth by the agency.

The agency currently employs 140 rehabilitation counselors with 107 or 76% of them meeting CSPD eligibility. Of the 16 field branch managers there are 15 that have their CRC and meeting eligibility for CSPD. There are 73 VR counselors that have their CRC at least twelve (12) employees pursuing their educational credits to meet eligibility to sit. All have indicated that they plan to take the CRC exam.

The above number of counselors includes all field counselors as well as vocational rehabilitation counselors providing services at the Carl D. Perkins Vocational Training Center.

Along with counselors and field branch administrators within the agency, nineteen (19) other employees have obtained their CRC. This dispersal of certified employees provides the agency with a broad spectrum of expertise at all levels.

Of the forty (40) new employees hired this year, there were seven (7) administrative specialists, one (1) financial staff, two (2) job placement specialists, two (2) nurses, two (2) maintenance/janitorial staff, one (1) interpreter, two (2) instructors, four (4) "others" and nineteen (19) counselors. Nine (9) of the counselors hired had meet CSPD with seven (7) having their CRC. Those not meeting qualification have committed to meeting CSPD. The CSPD plan continues to be a primary focus of the agency in order to provide consumers with the highest quality of service. The RSA In-service training grant is the primary resource in providing opportunities for staff that do not meet the qualification requirements to achieve the necessary credentials within the required time frame.

All rehabilitation technologists employed by the agency have achieved or are working toward RESNA ATP certification. Interpreters for the deaf working for or contracted by the agency are certified. Paraprofessional in medical and other fields within the agency are required to meet their specific licensing requirements prior to hiring.

(e) The agency's targeted groups and timelines are prioritized as follows for educational eligibility to sit for the CRC:

---0-5 years of service with bachelor's or unrelated master's- must achieve educational eligibility to sit for the CRC within 5 years of employment

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.

The agency believes that a well-trained professional staff is essential in providing quality services to individuals with disabilities and achieving positive employment outcomes for agency consumers. The agency's professional development and tuition assistance policy emphasizes education and training. Within three months of employment staff are required to implement career development plans that will enhance qualifications and provide an opportunity to advance to higher level, higher paying positions. In addition to these measures, the agency has also implemented a system of crediting individuals for pursuing professional development opportunities by recognizing it as part of the Employee Performance Plan each year with identified levels of points on their plan based on the number of career development hours achieved within a calendar year.

The agency has conducted training needs assessments and has developed training plans to address identified needs. Training plans are based on; RSA monitoring findings, agency goals, directions and continuous improvement initiatives; training needs assessment; staff input; and consumer input.

The HRD Program Administrator is charged with the management of CSPD activities as well as the management of the In-service Training Program. The Curriculum Design Team assists in the training process by working with the HRD Program Administrator to identify areas of need, program content and expert presenters.

In 2010 the agency applied for the Basic Vocational Rehabilitation In-Service Training Grant and Quality Vocational Rehabilitation In-Service Training Grant from the Rehabilitation Services Administration. The agency was awarded both grants and uses these funds to assist with tuition toward CSPD goals and for in-service training opportunities to maintain and increase staff skills and proficiencies in servicing individuals with disabilities. The grant was written based on the training needs identified in the 2010 assessment conducted within the agency. Along with the identified training from the assessment, the agency also included objectives from the strategic plan in the grant application to assure continuity in addressing future goals.

1. New employees are provided with an introduction to state government and the agency via online training. Included in the online training is an overview on the history of OVR, required training programs, and tuition assistance for professional development and Comprehensive System of Personnel Development standards. In addition to the orientation online the employees are also required to participate in an online ADA training, Disability Awareness Training, Anti-Harassment Training, Workplace Violence Prevention Training, Ethics, and Understanding Confidentiality as a new employee.

Face to face-training for new employees takes place in three phases. Through the orientation and Skills Enhancement Training (SET) process the new employees receive an overview of the agency mission, philosophy, values, federal and state laws, appropriations, budget and planning, eligibility, assessment, vocational goal development, plan development, confidentiality and ethics, services, supported employment, rehabilitation technology, diversity, disability awareness, Social Security Administration (SSA), Ticket to Work, Workforce Investment Act (WIA), comparable benefits and standards and indicators and information on specific disabilities. Training programs for all staff emphasize informed consumer choice and maximizing consumer direction of individualized rehabilitation plans. Particular importance is placed upon the 1998 Amendments to support staff implementation of the Law as well as the understanding of the intent and spirit of the Act. Information regarding to current research is disseminated to all staff via formal training opportunities as well as through other technological resources such as the Internet, Intranet and email.

The agency has developed and launched a dedicated website for training information delivery to all employees which includes a portal to information on the agency, required trainings for employees, a training calendar and announcements regarding upcoming training initiatives.

The agency has also encouraged staff to utilize the webinars offered through Southeast Region TACE. These are topics that have been identified as interest to the field of rehabilitation based on current trends. TACE in Region 5 has also shared online training opportunities that staff are encouraged to take part in for career development. Additional incentive in participation exists because they also offer CRC credits as part of their online training programs for those completing a program successfully.

The rehabilitation counselor mentor program was implemented in June 2002 with pilot programs in six districts. There are currently twenty-six (26) counselors that have been through the training program that serve as mentors in ten (10) out of sixteen (16) districts. Annual recruitment is conducted to increase the number of available mentors and annual training is implemented to

assure that they are prepared for their role. Beyond the formal annual training there are other training opportunities provided to continually develop their skills in the program to assure that the needs of the new employees are being addressed. This is also an opportunity to keep them aware of current policies and laws that impact the agency and their work with the employees.

College and university level classes are an integral element in maximizing educational opportunities and enhancing staff career development. The agency strongly encourages continuing education and provides incentives for staff to pursue degrees at the master level. Though reclassifications within state government have been dramatically decreased due to budget shortfalls, the cabinet is supporting and approving reclassifications for individuals that successfully achieve their master' degree approved for CSPD or become certified as a rehabilitation counselor. The stipulation is that these individuals must also assume additional duties to reflect their increased skills and expertise.

The agency continues to see the retirement of agency leaders and is cognizant of the need for leadership succession. The agency has coordinated with the Kentucky Association of Rehabilitation Leadership to provide training to our current leadership due to the amount of turnover that has been experienced. The three sessions have provided intensive workshops on leadership topics. In addition, those not currently in leadership positions have been given the opportunity to participate in the Academy of Leadership Exploration and Preparedness Phase I (ALEAP Phase I). There are currently sixteen (16) people in the midst of the program. These individuals will be eligible to apply for participation in the ALEAP Phase II scheduled for the spring/summer 2014. In an effort to leverage the partnership with the Office of Vocational Rehabilitation and the Office for the Blind, the agency HRD coordinators have worked together to provide these opportunities to staff in both agencies and will work together on Phase II implementation. TACE partners have been integral in our ability to coordinate and provides these leadership opportunities to both agency's staff.

The agency also seeks to be innovative and cost effective in providing training to employees and has begun to implement more online training initiatives. These training provide employees with information in a timely manner to assist in increasing quality services to consumers.

2. The agency also supports staff development by providing access to research results and other critical information by utilizing a variety of methods including dissemination of articles and publications, workshops, presentations and Internet access.

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.

The State Coordinator of Deaf Services works closely with the HRD Program Administrator to insure that all employees have adequate American Sign Language skills to communicate with consumers who are deaf. Every effort is made to recruit individuals who are proficient in sign language. If a person with signing skills is not available, steps are taken to ensure that the appropriate training is provided.

The agency continues to explore the hiring of bilingual staff to address consumer needs. With an increasing number of individuals from the Hispanic culture in both urban and rural areas of the state it is essential that employees gain knowledge and skills in this area. The agency has been awarded a grant for Seasonal Migrant Farm Workers which is assisting in the development of counselors who can communicate with individuals in Spanish. Resources provided through the grant are also assisting these individuals with access to services for which they are eligible. Training resources for service to this population is being expanded through measures such as the online cultural training program specific to the employment needs and expectations of Kentucky's Hispanic residents. Interpreters are hired as needed to provide consumer with access to information regarding the services of the agency.

The agency utilizes alternate formats such as large print, Braille and the more frequently requested electronic copies of agency materials to insure that consumers have access to needed information.

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.

The Governor has appointed a representative from the Agency of Exceptional Children to the Statewide Council for Vocational Rehabilitation (SCVR). Coordination also occurs through the Interagency Transition Coordinating Council that meets on a quarterly basis to address continued fulfillment of the Kentucky Interagency Agreement on Transition Services for youth with disabilities. The Department of Education and the Agency of Vocational Rehabilitation are two of twelve state agencies that are parties to the agreement. One of the provisions of this agreement is cooperative training and staff development concerning transition issues. OVR also assists in the development of KDE's state transition plan by participating in the Capacity Building Institute annually. Each year counselors and managers as well as other OVR personnel are invited to participate in training that covers the topic of transition and the roles of the agencies involved. During new employee trainings, presentations on transition issues, interagency collaboration and programs, IDEA definitions and information is provided.

The agency also has cooperative professional development programs for participating high school education teachers, local directors of special education, job coaches, transition coordinators, rehabilitation counselors, and community based personnel. Training and technical

assistance focuses on development and implementation of community-based work transition services for students with disabilities.

Other things to note regarding interagency collaboration and information sharing: the agency actively participate in the Kentucky Department of Education Post School Outcomes Advisory Council, the College and Career Readiness initiative for the 1% Advisory Panel, CCR Core Team of Advisors and the College and Career Readiness Curricula Workgroup. Interagency collaboration occurs with the Department of Developmental and Intellectual Disabilities via the Kentucky Transition Partners, the Employment First Initiative, the Kentucky Coordinating Committee on Autism Spectrum Disorders, and the Employment Learning Communities. The agency has an appointed and active member to the Governor's State Advisory Panel for Exceptional Children and lastly, it is a member of the Kentucky Workforce Investment Board High School Outreach Team tasked with developing links for students existing high school with their local Career Centers.

- State Rehabilitation Council

The Statewide Council for Vocational Rehabilitation (SCVR) reviewed the Comprehensive System of Personnel Development (CSPD), State Plan attachment 4.10, on June 30, 2014. Recommendations of SCVR were incorporated. The SCVR supports the agency's plan to achieve qualified staff.

This screen was last updated on Jun 17 2014 2:54PM by Erin Hopper

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.

This report provides a summary and the findings of the activities of the Kentucky Office of Vocational Rehabilitation (KYOVR) in an effort to comprehensively assess the various vocational rehabilitation (VR) needs in the Commonwealth of Kentucky. The assessments were conducted for strategic planning purposes and to meet the comprehensive needs assessment requirement of the Rehabilitation Services Administration (RSA) as defined in 34 CFR 361.29. This federal regulation requires the agency to assess the following areas related to VR:

-The vocational rehabilitation service needs of:

--individuals with the most significant disabilities including their need for supported employment services.

--individuals with disabilities who are minorities or

-- individuals in unserved or underserved populations

-Serv individuals with disabilities served through various components of the workforce investment system

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

Federal regulation requires the needs of individuals with disabilities in the state be assessed every three years. The current study, conducted in 2012, identifies and provides recommendations for trends in the service needs, disability populations and any environmental factors possibly impacting Kentuckians with disabilities. Information from the current survey is intended to allow a more informed strategic planning process, seeking to address the identified trends and prioritize them based on data identified in the needs assessment. The current comprehensive needs assessment was conducted with guidance provided by the Kentucky Statewide Council for Vocational Rehabilitation (KYSCVR), as required by 34 CFR 361.17(h)(4)(2). KYSCVR offered input into the methodology and data analysis of the

assessment, assuring the research would adequately reach the target population, would return valid and reliable data, and would produce recommendations that would guide the strategic planning and budget development process. This comprehensive needs assessment identified the following service needs of individuals with the most significant disabilities in the state:

- Job placement assistance
- Services after employment
- Benefits planning assistance
- Supported employment services
- Transition services
- Support services such as transportation, etc.
- Vocational training

The assessment identified the following as very significant barriers to employment for individuals with the most significant disabilities:

- The slow job market
- Employer attitudinal barriers
- KYOVR and state budget restrictions
- The lack of information regarding disability resources
- The lack of long term support.

The assessment identified the following issues related to services for individuals from unserved or underserved populations:

- Post-employment services
- Mental health treatment
- Supported employment services

It further identified a continuing need for vocational rehabilitation services in Appalachian Eastern Kentucky, a traditionally underserved area of the state. It also identified individuals with disabilities with criminal backgrounds as a growing population of individuals requiring vocational rehabilitation services.

The assessment found the following issues related to services provided to individuals with disabilities through various components of the workforce investment system:

- Training staff about the Americans with Disabilities Act
- Training staff on intellectual disabilities and mental illness
- Education of staff on how working affects benefits
- More co-housing, co-locating, or better working relationship with OVR

The assessment identified the following issues related to services to individuals with disabilities provided by Community Rehabilitation Programs:

- More funding needed to serve consumers
- More resources to serve consumers with criminal backgrounds
- More funding or resources for consumer transportation
- More skills or vocational training for consumers

The findings of this survey will be used by KYOVR to conduct strategic planning for agency priorities, activities and services for the next three years.

KYOVR Strategic Plan- The comprehensive needs assessment is intended to assist in the development of a strategic plan by identifying the various current and future VR services needs of individuals with disabilities. KYOVR presents the data and identified needs from this report to the Statewide Council for Vocational Rehabilitation, district managers, Central Office administrators, CRPs, agency staff and the general public to request specific strategies or solutions in addressing the identified needs. These strategies are then compiled and prioritized to develop a basic strategy and timeline of actions intended to address the identified needs. These efforts are the basis for the 2013-2015 KYOVR Strategic Plan, which defines the goals, objectives and actions of the agency related to providing improved and expanded VR services to Kentuckians with disabilities.

COMPREHENSIVE NEEDS ASSESSMENT UPDATE

In May 2013, an update to the Comprehensive Statewide Needs Assessment was completed by OVR. This Update to the CSNA assessed the need to develop, establish and improve community rehabilitation programs, referred to as establishment projects. For the Update to the CSNA, certain priorities were identified and pulled from the 2012 CSNA. The update to the CSNA specifically addressed the identified priorities in regards to establishment projects. KYOVR surveyed staff, consumers and partners on the use of establishment grants to develop innovative programming. The survey asked if there is a need for KYOVR to fund establishment projects to:

1. Maximize relationships with employers
2. Improve outcomes and services for individuals with disabilities transitioning from school to work, or to post-secondary education
3. Improve outcomes and services for Social Security recipients
4. Improve outcomes and services for individuals with behavioral health issues
5. Develop supported employment programs in areas of the state where they currently do not exist
6. Improve outcomes and services for ex-offenders

Item 1 directly addresses the need for more job placement services and also the continuing prominence of ‘Employer Attitudinal Barriers’ as a barrier to employment. Item 2 directly addresses the need for transition services. Item 3 is designed to address the need for more benefits planning assistance. Item 5 addresses the continuing need for more supported employment services, particularly in some areas of the state.

Items 4 and 6 address serving the two populations of consumers identified by both vocational rehabilitation counselors and community rehabilitation programs as the largest growing populations they have seen over the previous three years.

The Update to the CSNA survey was sent via e-mail to all KYOVR consumers who had given KYOVR permission to use their e-mail as a means of communication. It was also sent to all KYOVR staff as well as the members of the Statewide Council for Vocational Rehabilitation (SCVR), the Statewide Independent Living Council (SILC) and the state’s four Centers of Independent Living (CIL). There were 384 respondents to the survey. They can be broken down in the following manner:

OVR Consumer- 39.8% (150 responses)

Community Rehabilitation Program- 11.9% (45 responses)

OVR Counselor- 20.4% (77 responses)

OVR Staff (non-counselor)- 14.1% (53 responses)

One Stop Provider- 1.1% (4 responses))

General Public- 12.7% (48 responses)

The results of the survey are listed below:

Does KYOVR need to fund establishment projects to...

- Maximize relationships with employers? (yes 248) (no 52)
- Improve outcomes and services for individuals with disabilities transitioning from school to work or to post-secondary education? (yes 303) (no 30)
- Improve outcomes and services for Social Security recipients? (yes 247) (no 77)
- Improve outcomes and services for individuals with behavioral health issues? (yes 273) (no 54)
- Develop supported employment programs in areas of the state where they currently do not exist? (yes 305) (no 36)
- Improve outcomes and services for ex-offenders? (yes 212) (no 118)
- Other, please explain (41 responses)

All items received at least 64% of affirmative responses. Funding establishment projects to 'Improve Services for Ex-Offenders' was the lowest rated item. Funding establishment projects to 'Improve outcomes and services for individuals with disabilities transitioning from school to work, or to post-secondary education' rated the highest at 91%. The need to use establishment projects to develop supported employment programs in areas of the state where they currently do not exist was rated second highest at 89%.

Below are the responses from KYOVR Consumers only.

Does KYOVR need to fund establishment projects to...

- Maximize relationships with employers? (yes 104) (no 24)
- Improve outcomes and services for individuals with disabilities transitioning from school to work or to post-secondary education? (yes 122) (no 9)
- Improve outcomes and services for Social Security recipients? (yes 96) (no 25)
- Improve outcomes and services for individuals with behavioral health issues? (yes 103) (no 20)
- Develop supported employment programs in areas of the state where they currently do not exist? (yes 111) (no 17)
- Improve outcomes and services for ex-offenders? (yes 69) (no 53)
- Other, please explain (21 responses)

Again, funding establishment projects to 'Improve Services for Ex-Offenders' was the lowest rated item, at 57%, and funding establishment projects to 'Improve outcomes and services for

individuals with disabilities transitioning from school to work, or to post-secondary education' rated the highest at 93%.

FUTURE STEPS

KYOVR uses the CSNA as a tool for strategic planning. With positive responses gaining the majority on all items, KYOVR finds the need for establishment projects justifies the inclusion of establishment projects (specifically those to address needs previously identified in the 2012 CSNA) among the agency's goals and strategies.

KYOVR currently partners with 85 Community Rehabilitation Providers (CRPs) to serve eligible consumers. The update to the CSNA indicates that there is a need for KYOVR to expand its partnership with CRPs in order to provide services to meet the needs of the above identified populations. In order to address this need, the agency plans to conduct a competition among eligible organizations for establishment projects. An eligible organization, in addition to meeting the requirements of 34 CFR 361.5(b)(17), will be an organization approved as a Community Rehabilitation Program (CRP) by KYOVR or it must have attained such status by the beginning date of a Memorandum of Agreement (MOA). In addition, any applicant must be in 'good standing' with the Office of Vocational Rehabilitation and Kentucky State Government.

Based on the update to the CSNA, KYOVR includes establishment projects among its goals and strategies for this state plan. In 2013, the agency improved its policy regarding establishment projects, specifying that when developing establishment projects, the agency shall base its Request for Proposal on the results of the CSNA to identify the specific priorities for the establishment projects to address. Up to six priorities may be gathered from the Comprehensive Statewide Needs Assessment. Proposals for establishment projects must address one or more of these priorities.

KYOVR accepts proposals from around the state, with no preference given to any geographic region. The 2012 CSNA highlighted the need for Supported Employment Services in geographic areas where these services are not available. The update to the CSNA indicated a need for establishment projects to address this need. Proposals to address this need will be evaluated and scored based on the same criteria as proposal to address the other identified needs.

A team of agency personnel named by the Director of the Supported Employment/Community Rehabilitation Programs Branch will review and score proposals. The criteria below will be used to score proposals.

I. The Design of the Proposed Project including:

- a) The specific need to be addressed by the proposed project;
- b) How the project will address that need;
- c) How the project will address one or more of the priorities;

- d) Specific goals, objectives and activities;
- e) The number of OVR consumers expected to be served by the project;
- f) The number of OVR consumers expected to be placed in competitive employment as a result of the project;
- g) The geographic area to be served;
- h) The innovative nature of the project.

II. Organizational Capacity including:

- a) The applicant's experience in providing services to individuals with disabilities;
- b) The applicant agency as a whole;
- c) How the project will utilize and maximize existing resources and services in the proposed service area;
- d) Partners who have been identified and have committed to participate in the project, including any employers who have been identified who may be able to employ project participants;
- e) Duties, responsibilities and qualifications of staff to be employed by the project, including the qualifications of any existing staff that will be assigned to the project;
- f) How individuals with disabilities and minorities will be recruited as staff for the project.

III. Plan for Sustaining Project Efforts including:

- a) A plan to address diminishing support for staffing after the first project year;
- b) Efforts to identify possible funding sources to support project activities after project funding ends;
- c) Other possible methods for continuing project activities.

IV. Evaluation including

- a) A plan for evaluating the annual progress of the project based on the enumerated goals and objectives;
- b) A commitment to work with the KYOVR staff assigned to the project for technical assistance and oversight;
- c) A plan for the final evaluation of the project.

V. Budget with Justification including:

- a) The detailed anticipated expenditures of the project;
- b) A narrative justification for all anticipated expenditures;
- c) The specific sources and nature of the match provided for the project and assurances that the match will not include any federal funds.

The team will score all proposals and rank them according to the scores. The agency will fund the highest ranking proposals until the total amount of funds designated for the establishment projects is awarded.

By responding to the needs identified in the update to the CSNA, KYOVR expects to increase successful outcomes for individuals from the identified groups of individuals: transition students, social security recipients, ex-offenders, and those with behavior health disabilities. KYOVR expects to increase supported employment outcomes in those areas where supported employment services were previously unavailable, if a project to provide such services is selected for funding. If a project designed to maximize employer relationships is selected for funding, the agency will expect an increase in successful employment outcomes in the areas served by the establishment project.

The agency will issue a Request for Proposal to solicit proposals, and select projects to address the needs identified in the update to the CSNA. KYOVR expects the scoring criteria to influence the design of the projects. The agency will consider for funding, projects designed to employ qualified, experienced rehabilitation staff to include individuals with disabilities and minorities, create or utilize partnerships with employers and other entities, and include a strong partnership with KYOVR. KYOVR will select projects which are designed to meet the needs identified in the CSNA. Because the agency wants these needs to continue to be met beyond the duration of funding, it is important that projects include plans to reach financial self-sustainability by the end of the funding period.

Organizations selected for funding must provide a non-federal match for the project of 21.3% of the total project budget. The matching funds must be transferred to KYOVR and redistributed to the recipient of project funds upon payment for contracted services at a rate of 21.3% match funds to 78.7% federal funds.. The match occurs when funds are expended. Selected projects will be funded for a one-year period with one-year extensions possible for up to a total of four years, based on satisfactory performance and the continuing availability of funds. Support for staffing costs will be provided after the first year of a project in the following manner:

- (A) 100 percent of the federal portion of staffing costs for the first year;
- (B) 75 percent of the federal portion of staffing costs for the second year.
- (C) 60 percent of the federal portion of staffing costs for the third year.

(D) 45 percent of the federal portion of staffing costs for the fourth year.

Once projects are selected for funding, the Supported Employment/Community Rehabilitation Programs Branch and the KYOVR Fiscal Branch will jointly develop a contract with each organization that spells out specific performance goals and outlines fiscal and purchasing guidelines. Personnel from the Supported Employment/Community Rehabilitation Programs Branch will monitor the programmatic aspects of the projects. Staff from the Fiscal Branch will monitor the fiscal performance of the project. During the funding period, monthly detailed invoices will be required. Quarterly program written reports shall be submitted. The report shall document progress in implementing the project and, once implemented, progress toward achieving outcomes as stated in the project proposal. Such data might include number of people attempting training, number of people completing training, number of people placed in competitive integrated employment, wages, hours, worked, etc.

Staff from KYOVR shall make on-site visits to projects on at least a biennial basis. Identification of any problems through either on-site visits or review of reports shall be discussed with program staff at the CRP. Corrective action should be recommended. Failure to take corrective action resulting in resolution of the problem may result in withdrawal of funding. In this event, the agency will revisit the update to the CSNA to determine the area of greatest need for future projects.

This screen was last updated on Jun 6 2014 12:03PM by Erin Hopper

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.

KYOVR estimates that 34,871 individuals will be eligible for services in FY2015. This estimate is based on trend analysis of fiscal years 2010, 2011, 2012, and 2013 which were analyzed to determine the average rate-of-change. These fiscal years were chosen for analysis based on similarity to the FFY2015 Order of Selection. This rate of change (+1.3%) was then applied to fiscal years 2014 and 2015 to calculate the estimate.

KYOVR estimates the number of eligible individuals who will receive services provided with funds under Part B of Title 1 in FY2015 will be 32,918. This estimate is based on trend analysis of fiscal years 2010, 2011, 2012 and 2013. These fiscal years were chosen for analysis based on similarity to the FFY2015 Order of Selection.

KYOVR designates Part B of Title VI funds to serve individuals with the most significant disabilities as further reflection of the Office’s continued dedication to serving those individuals. The estimates found in the table are based on a trend analysis of data extracted from RSA data, and KYOVR expenditure data from fiscal years 2010, 2011, 2012, and 2013. These data sets were analyzed to find the average rates-of-change. These rates-of-change were then applied to calculate estimates for FY2015. Policies, practices, and priorities potentially influencing expenditures were considered in the development of these estimates.

Category	Title I or Title VI	Estimated Funds	Estimated Number to be Served	Average Cost of Services
Priority Category 1 most significant disability	Title I	\$12,378,424	16,098	\$768

Priority Category 2 limited in 3 areas	Title I	\$8,543,701	11202	\$762
Priority Category 3 limited in 2 areas	Title I	\$4,365,860	6773	\$644
Priority Category 4 limited in 1 areas	Title I	\$52,126	329	\$158
Priority Category 5 non-significant disability	Title I	\$0	0	—
Priority Category 1 most significant disability	Title VI	\$300,000	150	\$2,000
				—
				—
				—
				—
Totals		\$25,640,111	34,552	\$742

This screen was last updated on Jun 17 2014 1:41PM by Erin Hopper

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.

Continuing statewide studies of the Agency's effectiveness, efficiency and performance; extensive reviews of pertinent studies and statistical analyses; and public input are utilized by KYOVR to identify the needs of persons with disabilities in Kentucky. The Agency conducted electronic surveys and visioning forums across the state during the Fall of 2012 to solicit input for the State Comprehensive Needs Assessment from consumers, the Statewide Council for Vocational Rehabilitation, the Statewide Independent Living Council, the Client Assistance Program, employers, advocacy groups, community rehabilitation providers, One-stop Centers, and staff. An Update to the Comprehensive Statewide Needs Assessment was completed in May 2013. For this Update, the agency conducted an electronic survey of consumers, KYOVR counselors, KYOVR staff, the Statewide Council for Vocational Rehabilitation, One-stop Centers, Community Rehabilitation Providers, the Statewide Independent Living Council and the General Public. KYOVR also conducted a public forum in April 2013 which was live-streamed electronically to 6 locations around the state, to solicit feedback for the Update. For both the State Comprehensive Needs Assessment and the Update to the State Comprehensive Needs Assessment, comments and suggestions were grouped and prioritized by participants. Data developed from these surveys, statistics, an analysis of the state agency's performance related to RSA standards and indicators, and public forums resulted in the development of the following goals that were formulated into the agency's Strategic Plan to be implemented in FFY 2015. The goals and priorities presented below have been developed, reviewed, revised, and jointly agreed upon by KYOVR and the state SRC.

KYOVR Vocational Rehabilitation and Supported Employment Goals and Priorities -

Vocational Rehabilitation Goals-

GOAL I: To expand and enhance VR employment-related services for individuals with the most significant and significant disabilities consistent with individual capacities, abilities and informed choice.

GOAL II: To promote inclusion, integration and empowerment of individuals with most significant and significant disabilities.

GOAL III: To achieve productive and collaborative relationships with public and private entities.

GOAL IV: To effectively utilize all available human and fiscal resources in an efficient manner.

Goal V: Improve the Customer Experience at All Agency Levels

Supported Employment Goals -

GOAL I: Provide SE training for Counselors and Branch Managers.

GOAL II: Increase utilization of Supported Employment Services.

GOAL III: Recruit more Supported Employment providers.

GOAL IV: Seek alternative methods for providing and funding long term support.

GOAL V: Continually monitor CRP quality and compliance.

Goal VI: Continually enhance and refine partnerships with CRPs by ensuring adequacy of fee schedules, provider competency and consumer satisfaction.

PRIORITIES The Agency established the following priorities based on all input collected for the Strategic Plan as well as the CSNA and the Update to the CSNA.

1. Increase staff education and participation in OVR job placement activities.
2. Increase capacity, utilization and quality of CDPVTC services.
3. Increase utilization of Supported Employment Services.
4. Increase services to persons receiving Social Security benefits.
5. Improve services to emerging disability groups.
6. Increase access to vocational rehabilitation services to individuals from ethnic minorities.
7. Meet or exceed performance on standards and indicators as mandated by the federal government.

8. Expand, enhance, and improve services to transition age consumers between the ages of 18 & 25.
9. Expand, enhance, and improve Rehabilitation and Assistive Technology services to OVR consumers.
10. Promote advocacy and self-advocacy for improved services for individuals with disabilities.
11. Increase access to Independent Living services for Kentuckians with disabilities.
12. Continue to develop and implement a dual-customer plan to develop relationships with businesses to create employment opportunities for KYOVR consumers.
13. Partner with One-Stops to increase comprehensive services to persons with disabilities.
14. Develop and enhance relationships with disability advocacy groups and professional associations on a regional, state and national level.
15. Develop and enhance relationships with service providers and referral sources
16. Increase efficiency and effectiveness of agency staff.
17. Increase fiscal efficiencies and agency revenue.
18. Maintain trained and qualified staff based on CSPD and other professional disciplines.
19. Increase staff diversity in terms of recruitment of ethnic minorities and people with disabilities to accurately reflect the various cultures present in KY.
20. Maintain and maximize agency utilization of physically plant facilities and assets
21. Expand and enhance technology to better address service delivery needs.
22. Meet or exceed consumer satisfaction rating of the previous year.
23. Improve and enhance understanding of and access to vocational rehabilitation services for persons with the most significant disabilities.
24. Explore available technology options to improve portability of OVR staff, increase efficiency, facilitate better counselor access to consumers with various communication preferences, and communicate with other partners and stakeholders.
25. Expand and enhance services to eligible consumers through the implementation of establishment projects which address the needs identified in the CSNA and the Update to the CSNA: improve outcomes for transition, ex-offender, and behavioral health populations; and

enhance relationships with employers, and expand supported employment services to unserved geographic areas.

This screen was last updated on Jun 9 2014 12:38PM by Erin Hopper

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.

Justification for order of selection

KYOVR initially entered order of selection in FY1983 with nine categories and eventually reduced the number of categories to 6 that same year. The agency closed and reopened various categories from 1983-1994, serving as few as three categories and as many as five categories. In 1996, the agency revised the categories for Order of Selection, emphasizing functional limitations and removing a category for public officers injured in the line of duty, while still maintaining 6 categories. At that time, the agency chose to serve 4 categories, based on program analysis, budget analysis and feedback received from the SRC and public forums. In 2009, the agency changed the Order of Selection to combine the last 2 categories to include all individuals with disabilities whose disabilities were considered to be non-significant in terms of functional limitations on the individual's ability to work and live independently. Because of cuts in state funding, the agency reviewed the available data and determined the agency would only serve priority categories 1 and 2 on January 4, 2010. In FY2011, the agency made the decision to reopen Category 3 and to serve all eligible individuals on the waitlist for Category 4. KYOVR utilizes a multimodal approach to assessing the resources available to allow the agency to provide vocational rehabilitation services to all eligible individuals who apply, such as: • Population data related to disability incidence • Short and Long-term budgetary outlook • Short and Long-term staffing projections • Comprehensive Needs Assessment • Waiting list for services • SRC input • Public Forum Input. The agency carefully analyzes information from these sources to predict its ability to provide quality services to eligible individuals with disabilities as required by the Rehabilitation Act of 1973 as Amended. Because of continued anticipated state funding inadequacy, the agency remains in its current Order of Selection and will continue to serve only Priority Categories 1, 2 & 3. Kentucky OVR will continually monitor influencing factors to determine if individuals on the waitlist will be served in FY2015.

Census data from the 2011 American Community Survey indicates 421,076 (15.7%) of Kentuckians between 18 and 64 have a disability. Only 27% of individuals in Kentucky with disabilities are employed. Kentucky and Arkansas share the second highest percentage of individuals with disabilities. Kentucky also shares a second place ranking with Arkansas and Louisiana in percentage of individuals who fall below the poverty line at 17.3%. According to the Social Security Administration, 192,721 Kentuckians receive blind and disabled Supplemental Security Income benefits. The Institute for Community Inclusion (ICI), in 2007, reported the percentage of SSI recipients in Kentucky who were working was 2.7% compared to the national percentage of 7.6% (ICI, 2007). In 2007, Kentucky also had 160,122 Old Age

Survivor and Disability Insurance (OASDI) recipients/workers with disabilities. These statistics provide a description of the potentially high demand for KYOVR services based on the number of individuals in the state with disabilities. A review of internal OVR data that was used to develop a Personnel Plan in 2011 indicated that as the average caseload size increases, the rehabilitation rate tends to decrease. This review also indicated that as the average caseload size increases so too does the average cost of positive employment outcomes, and the average cost of cases closed after being determined eligible for services but before an Individualized Plan for Employment is written. Therefore, a decrease in the average OVR caseload size could correlate to an increased the rehabilitation rate of its consumers, and could also correlate to a decrease in the average cost of two closure statuses. However, state personnel cap issues prevent the hiring of additional VR counselors to decrease caseload size. The Office has implemented strategies to reduce average caseload size such as closure amnesty days, and training and re-training counselors on appropriate case closure practices. Caseload data support that these efforts have been effective at reducing average caseload sizes. At the end of FY2013, the average caseload size for counselors in the agency was 150. While this number is down significantly from previous fiscal years, it is still high compared to peer states. According to the 33rd Institute on Rehabilitation Issues entitled Recruitment and Retention of Vocational Rehabilitation Counselors, the average caseload size, based on a survey of federal/state vocational rehabilitation agencies was 143 (Dew, Alan & Tomlinson, 2008). Adding additional individuals to these already high caseloads through an increase in the categories served in the Order of Selection could diminish the quality of VR services.

While the agency is currently operating with a significant carry forward, the intention of the agency is to use these funds to overcome projected budget shortfalls in future budget cycles.

Beginning in FY 2010, budget reductions have left the agency unable to match all available federal funds. Based on the current state funding, the agency anticipates having \$10,866,175 in matching funds for FY 2015 reducing the available federal amount to \$41,719,100 and will have a total of \$58,033,731 in available funds. Based on these projections, the agency will not be able to match \$5,380,900 in available funds. The agency will utilize carry forward to offset this loss, while reducing expenditures to cover the remaining loss of funds. Assuming the validity of these projections, by the beginning of FY2016, KYOVR will be operating at a funding level approximately \$10,000,000 million less than the agency had available in FY2009. Because of this reduction in funds, KYOVR foresees impending difficulty providing VR services to Kentuckians with disabilities. Because the average time for a case to be open is consistently between two to two and a half years, increasing the number of categories served in FFY2015 would likely be unsustainable with the anticipated continued inadequacy in available funding in future budget cycles. In fact, unless increasing funds are made available in the next biennial budget, the agency anticipates having to reduce the number of categories served in the OOS as KYOVR anticipates having significantly less funds available to serve eligible individuals. Information is also presented annually to the SRC and the public during the public meetings seeking input regarding KYOVR services. Feedback from both the SRC and the public support maintaining the current number of categories served in the Order of Selection.

Description of Priority categories

Upon a determination that the designated State unit cannot provide services to all individuals who are eligible for Vocational Rehabilitation Services, the following Order of Selection will be implemented in compliance with 34 CFR 361.36(a)(A)(c). This Order of Selection gives priority of service to individuals with the most significant disabilities (priority category I); gives next priority consideration to individuals with significant disabilities who have serious limitations in three functional capacities (priority category II); next priority is given to individuals with significant disabilities with serious limitations in two functional capacities (priority category III); next priority is given to individuals with significant disabilities with limitations in one functional capacity (priority category IV); next priority is given to all eligible individuals with non-significant disabilities (priority category V).

The Order of Selection system shall have five (5) priority categories as follows:

Priority Category I Eligible individuals who have the most significant disabilities.

Priority Category II Eligible individuals with a significant disability who have serious limitations in three functional capacities.

Priority Category III Eligible individuals with a significant disability who have serious limitations in two functional capacities.

Priority Category IV Eligible individuals with a significant disability who have serious limitations in one functional capacity.

Priority Category V All other eligible individuals whose disabilities are non-significant.

DEFINITIONS:

A. "Individual with a most significant disability" for the purpose of this attachment, means an individual: (i) Who has a significant disability; and (ii) Who requires intensive long-term support to facilitate the performance of work activities or daily living activities on or off the job which would typically be performed independently if the individual did not have a disability. (Intensive long-term support refers to intervention required throughout the individual's work life which may include but is not limited to: need for personal assistance services; need for complex rehabilitation technology services; need for job coaching and/or other long-term intervention during the individual's work life.) or (i) Who has a significant disability; and (ii) Who has serious limitations in four or more functional capacities (mobility, communication, self-care, self-direction, interpersonal skills, work tolerance, or work skills) in terms of employment outcome.

B. "Individual with a significant disability" means an individual with a disability: (i) Who has a severe physical or mental disability that seriously limits one or more functional capacities (such as mobility, communication, self care, self direction, interpersonal skills, work tolerance, or work skills) in terms of employment outcome; (ii) Whose vocational rehabilitation can be expected to

require multiple vocational rehabilitation services over an extended period of time; and (iii) Who has one or more physical or mental disabilities resulting from amputation, arthritis, autism, blindness, burn injury, cancer, cerebral palsy, cystic fibrosis, deafness, head injury, heart disease, hemiplegia, hemophilia, respiratory or pulmonary dysfunction, mental retardation, mental illness, multiple sclerosis, muscular dystrophy, musculo skeletal disorder, neurological disorders (including stroke and epilepsy), spinal cord conditions (including paraplegia and quadriplegia), sickle cell anemia, specific learning disability, and end stage renal disease, or another disability or combination of disabilities determined on the basis of an assessment for determining eligibility and vocational rehabilitation needs as described in the Rehabilitation Act of 1973, as amended, to cause comparable substantial functional limitation.

C. "An individual with a disability" under the Rehabilitation Act of 1973, as amended, means an individual: (i) Who has a physical or mental impairment; (ii) Whose impairment constitutes or results in a substantial impediment to employment; and; (iii) Who can benefit in terms of employment outcome from vocational rehabilitation services.

D. "Eligible" or "eligibility" when used in relation to an individual's qualification for vocational rehabilitation services, refers to: (i) certification by qualified personnel that an individual is an individual with a disability; and (ii) determination by a qualified vocational rehabilitation counselor employed by the designated State unit that the individual requires vocational rehabilitation services to prepare for, secure, retain, or regain employment consistent with the individual's unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice. (iii) A presumption that the individual can benefit in terms of an employment outcome from the provision of vocational rehabilitation services unless, based on clear and convincing evidence, it is demonstrated that the individual is incapable of benefiting in terms of an employment outcome from vocational rehabilitation services due to the severity of the applicant's disability. "Presumption of Eligibility for Social Security Recipients and Beneficiaries means that an individual who has been determined eligible under Title II or Title XVI of the Social Security Act is: (i) considered to be an individual with a significant disability; and (ii) presumed to be eligible for vocational rehabilitation services under Title I (provided the individual intends to achieve an employment outcome consistent with the unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice of the individual) unless the office can demonstrate by clear and convincing evidence that such individual is incapable of benefiting from vocational rehabilitation services in terms of employment outcome due to the severity of the disability of the individual. Nothing in this definition shall be construed to create an entitlement to any vocational rehabilitation service.

E. "Order of Selection" means an organized, equitable method for serving individuals with disabilities when all eligible persons who apply cannot be served, with assurance that first priority for service is given to those individuals who have the most significant disabilities.

Priority of categories to receive VR services under the order

For FFY2015, priority categories 1, 2, and 3 are to receive services under the order. KYOVR will continually monitor influencing factors to determine if individuals on the waitlist (priority categories 4, and 5) are to receive services.

POLICIES: The Office of Vocational Rehabilitation has been and will continue to operate under an Order of Selection due to limited resources and will continually evaluate need, funding, and priority categories. Within the Order of Selection the office will continue to accept referrals of and applications from individuals with disabilities. The Order of Selection will in no way regulate the provision or authorization of an assessment for determining eligibility. Any individual who has begun to receive services under an Individualized Plan for Employment will in no way be affected by an Order of Selection. The Order of Selection policy will permit immediate reclassification into a higher category, with Priority Category I being the highest category, whenever circumstances justify the reclassification.

PROCEDURES: When it is determined that the office will be unable to provide services to all eligible applicants, the office will implement the Order of Selection. The Executive Director will issue a memorandum with appropriate instructions for office staff. All applicants will be declared eligible or ineligible, as appropriate, on a timely basis. Any person who does not meet the open categories of the Order of Selection will receive information and referral services in accordance to the 1973 Rehabilitation Act, as amended. These services include vocational rehabilitation information and guidance to assist the individual in achieving employment and referral to other Federal and State programs, including other statewide workforce investment programs, which are best suited to meet the individual's specific employment needs. If the eligible individual is assigned to a priority category that is not being served, the case will be placed on a pre-service listing that is essentially a waiting list. A Shortage of Funds letter should be sent to the individual and a copy placed in the case folder. If the individual fails to respond to the agency within thirty (30) days, the case may be closed. At the consumer's request, an Individual Plan for Employment (IPE) may be developed to the extent possible and held so that services may be initiated as quickly as possible if the Order of Selection changes to serve that category. A consumer may remain on the pre-service listing indefinitely. However, counselors are directed to review these cases yearly and follow-up letters may be mailed to individuals to determine if they wish to remain on the waiting list. The individual will be removed from the waiting list at their request. Any person who has begun receiving services under an Individualized Plan for Employment prior to the effective date of an Order of Selection will in no way be affected should the office implement an Order of Selection. The agency will continually monitor the need to change the categories served. Feedback from the SRC and other stakeholders will be sought and considered when making changes to the Order of Selection.

Service and outcome goals and the time within which the goals will be achieved

FY2013 SERVICE GOALS AND OUTCOMES:

Priority Category: I Eligible individuals with the most significant Disabilities

Active Cases GOAL: 16,849 Active Cases ACTUAL: 16,693

Outcomes GOAL: 1,684

Outcomes ACTUAL: 1,609

Priority Category: II Eligible individuals with a significant disability who have serious limitations in three functional areas

Active Cases GOAL: 12,145 Active Cases ACTUAL: 11,036

Outcomes GOAL: 1,555

Outcomes ACTUAL: 1,293

Priority Category: III Eligible individuals with a significant disability who have serious limitations in two functional areas

Active Cases GOAL: 5,747 Active Cases ACTUAL: 5,623

Outcomes GOAL: 804

Outcomes ACTUAL: 688

Priority Category: IV Eligible individuals with a significant disability who have serious limitations in one functional area

Active Cases GOAL: 699

Active Cases ACTUAL: 635

Outcomes GOAL: 105

Outcomes ACTUAL: 84

Priority Category: V Eligible individuals with non-significant disabilities that result in permanent functional limitations

Active Cases GOAL: 0

Active Cases ACTUAL: 0

Outcomes GOAL: 0

Outcomes ACTUAL: 0

TOTALS

Active Cases GOAL: 35,440

Active Cases ACTUAL: 33,987

Outcomes GOAL: 4,148

Outcomes ACTUAL: 3,674

ACTUAL SERVICE COSTS: FY 2013 \$ 39,503,312.00*

*Includes Case Service, Guidance and Counseling, Public Community Rehabilitation Programs and Placement Costs

FY 2014 SERVICE GOALS:

These goals reflect the Office's continuing dedication toward serving those individuals with the most significant disabilities. The Agency increased the provision of services to individuals with the most significant disabilities during fiscal year 2013 by 9%, and the overall number of active cases increased by 1%. Cases served in Priority Category II decreased by 5%, while cases served in Priority Category Level III increased by 67%. The number of individuals served from Priority Category Level IV decreased by 13%. Positive employment outcomes in Priority Category Level I increased by 8%.

Based on a review of various factors, the agency attributes the slight increase in cases served to agency outreach to referral sources, and the continuing but tapering effects of the 2011 decision to reopen Priority Category Level III. The increased number of successful outcomes from Priority Category Level I can likely be attributed to improvement in the economy, increased staff training, increased outreach to employers, and the efforts of the Agency's Supported Employment Branch to train, monitor, and provide technical assistance to providers.

The following FY 2014-2015 estimates are based on a trend analysis of data from the previous five years, adjusted to account for the current OOS and anticipated and historic changes in various environmental factors such as budget, personnel, etc. These goals project slight increases in all priority categories except IV and V due to below level funding in the state budget. It is anticipated that the agency will possibly be able to serve individuals on the Category IV waiting list in FY2015, which is included in these estimates.

FY 2014 SERVICE GOALS:

Priority Category: Employment I Eligible individuals with the most significant disabilities

Active Cases GOAL:17,169

Outcomes GOAL: 1,734

Priority Category: II Eligible individuals with a significant disability who have serious limitations in three functional areas

Active Cases GOAL: 12,424

Outcomes GOAL: 1,590

Priority Category: III Eligible individuals with a significant disability who have serious limitations in two functional areas

Active Cases GOAL: 6,419

Outcomes GOAL: 898

Priority Category: IV Eligible individuals with a significant disability who have serious limitations in one functional area

Active Cases GOAL: 560

Outcomes GOAL: 72

Priority Category V: All other eligible individuals whose disabilities are non-significant

Active Cases GOAL: 0

Outcomes GOAL: 0

TOTAL

Active Cases GOAL: 36,527

Outcomes GOAL: 3,736

SERVICE COSTS: FY 2014: \$39,960,756.00

*Includes Case Service, Guidance and Counseling, Public Community Rehabilitation Programs and Placement Costs

FY 2015 SERVICE GOALS:

Priority Category I- Eligible individuals with the most significant disabilities

Active Cases GOAL: 16,098

Outcomes GOAL: 1,630

Priority Category II- Eligible individuals with a significant disability who have serious limitations in three functional areas

Active Cases GOAL: 11,202

Outcomes GOAL: 1,459

Priority Category III- Eligible individuals with a significant disability who have serious limitations in two functional areas

Active Cases GOAL: 6,773

Outcomes GOAL: 597

Priority Category IV- Eligible individuals with a significant disability who have serious limitations in one functional area

Active Cases GOAL: 329

Outcomes GOAL: 114

Priority Category V- All other eligible individuals whose disabilities are non-significant

Active Cases GOAL: 0

Outcomes GOAL: 0

TOTAL

Active Cases GOAL: 34,552

Outcomes GOAL: 3,800

SERVICE COSTS: FY 2015 \$41,719,100*

*Includes Case Service, Guidance and Counseling, Public Community Rehabilitation Programs and Placement Costs

Priority Category	Number of individuals to be served	Estimated number of individuals who will exit with employment after	Estimated number of individuals who will exit without employment after	Time within which goals are to be achieved	Cost of services

		receiving services	receiving services		
1	0	0	0		

This screen was last updated on Jun 17 2014 3:01PM by Erin Hopper

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.

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.

Goal 1: The Office will distribute funding from Title VI, Part B through its established network of Supported Employment Providers. Yearly agreements are developed with each Supported Employment Provider. Fees-for-service and outcome fees, along with policies and procedures for each, have been developed and will be followed by each Provider. All services are monitored by the Supported Employment Branch Staff, consisting of one Branch Manager and three Supported Employment Consultants.

Goal 2: The Office, through the Supported Employment Branch, will assure choice and quality services for its consumers served in supported employment by: a. thoroughly reviewing all applications for Supported Employment vendorship; b. monitoring the ongoing and extended supports provided by each agency; c. verifying the provider's ability to fund ongoing supports using funds other than VR; d. conducting annual reviews of each vendor; e. being available to consult with individuals, their families, service providers, and others using person-centered planning approaches.

Goal 3: The Office will collaborate with the Department of Behavioral Health, Developmental and Intellectual Disabilities (DBHDID) to expand supported employment options to unserved and underserved groups. Efforts include: a. participation in Commissions established as a result of state legislation, including Commission on Services and Supports for Individuals with an Intellectual Disability and other Developmental Disabilities (HB 144); Commission on Services and Supports to People with Mental Illness and Dual Diagnoses (HB 843); and the Advisory Council on Autism Spectrum Disorders; b. development of partnerships with Kentucky Medicaid Waiver Programs (Supports for Community Living, Michelle P, Home and Community Based Waivers, and Acquired Brain Injury Waivers) so that these sources of extended support funding can be fully utilized; and c. utilization of interagency workgroups to develop better understanding and expand awareness of work incentives (such as in SCL Waiver, Social Security, etc.). d. developing and implementing the IPS Supported Employment programs for consumers with severe mental illness within the community mental health centers.

Goal 4: The Office will seek to expand services to unserved and underserved counties as well as unserved and underserved disability groups and will encourage continuous improvement in supported employment by: a. monitoring the state fiscal climate for opportunities to partner with KY APSE (Association for Persons in Supporting EmploymentFirst) to advocate for increased state funding for extended support services; b. maximizing the existing dollars for extended support services through collaborative agreements and contracts; c. increasing knowledge of Kentucky's plan for self-determination strategies, especially within the Medicaid Waiver

(Supports for Community Living, Michelle P) programs; d. continuing partnerships with local Community Mental Health Centers; e. recruiting new Providers; f. providing training and technical assistance to new supported employment agencies, and providing consultation and technical assistance to VR staff and Providers as needed; g. researching better ways to fund and/or deliver services. For example, an enhanced fee for Vocational Profile development has been developed, h. piloting and expansion of new programs through establishment projects; i. training Providers in the use of strategies for individualized services such as customized employment and systematic instruction.

Goal 5: The Office will seek to improve the competency of current and future service providers by: a. providing technical assistance and training for provider staff (through a contract with University of KY-Human Development Institute's Supported Employment Training Project); b. utilizing local teams (where appropriate) to evaluate services and plan for technical assistance; c. presenting Basics of Supported Employment regularly for agency staff orientation training (Skills Enhancement Training); and h. developing and keeping updated policy and procedural manuals on supported employment for staff via OVR Intranet, and for Providers via Internet and other means.

This screen was last updated on Jun 17 2014 3:03PM by Erin Hopper

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.

To expand and improve services to individuals with disabilities, the Agency uses the following methods. The Agency conducted a Comprehensive Statewide Needs Assessment and an Update to the Comprehensive Statewide Needs Assessment as described in attachments 4.11(a) and 4.11(c)(1). In March 2014, the Agency solicited input to the State Plan by conducting a State Plan Visioning Forum in 5 locations across the state and by campaigning an online survey via email blast and the Agency website from February 2014 until May 2014. As described in Attachment 4.11(c)(1) the Agency used this input to develop Goals and Priorities. The agency based the Strategies described in this attachment on those Goals and Priorities.

GOAL I: To expand and enhance VR employment-related services for individuals with the most significant and significant disabilities consistent with individual capacities, abilities and informed choice.

Priority A: Increase staff education and participation in OVR job placement activities.

Strategies;

1. Support training for all counselors and job placement staff which emphasizes the role of the VR counselor in job placement and should be an equal partner in the job placement process. Ensure all staff has access to training on a regular basis.
2. Emphasize responsibility of all field staff to assist in job placement through annual training to all OVR staff.
3. Conduct annual Job Placement Month activities supporting Disability Employment Awareness. Explore funding of Job Placement month activities.
4. Clarify expectations of District Job Placement Specialists

Priority B: Increase capacity, utilization and quality of CDPVTC services.

Strategies:

1. Explore and implement, as feasible, new, in-demand training programs at the CDPVTC.
2. Align CDPVTC training programs with KWIB sector strategies and talent pipeline initiatives.

3. Explore program and facility accreditation.

Priority C: Increase utilization of Supported Employment Services.

Strategies:

1. Develop and implement a Supported Employment training for counselors and managers regarding Supported Employment, including the concepts of Customized Employment and the Dartmouth approach to serving individuals with mental illness.
2. Recruit Supported Employment providers by holding outreach opportunities to potential providers, especially Supports for Community Providers, targeting unserved/underserved areas.
3. Continue annual monitoring of CRP quality and fiscal compliance.

Priority D: Increase services to persons receiving Social Security benefits.

Strategies:

1. Update the informational flyer with websites and publications to share with vendors, consumers, etc.
2. Train job placement and other identified agency staff on Partnership Plus and Ticket To Work.
3. Reevaluate and refine process and requirements for payment for services related to benefits planning.
4. Facilitate the use of the Partnership Plus program with Employment Networks to provide on-going support of employment after case closure.
5. Collaborate with ICI for the SGA to identify improved ways of providing services to SSDI recipients.

Priority E: Improve services to emerging disability groups.

Strategies:

1. Explore data for trends with identified populations, success rates, best practices, patterns that may exist when serving the population, number of referrals and other specific issues related to Autism, elderly, Veterans, ex-offenders, substance abuse and transition age individuals.
2. Continue to expand the IPS model throughout the state providing SE services to persons with Mental Illness
3. Develop and implement updated training to give guidance and ensure consistency in cases involving ex-offenders and those with substance abuse impairments

Priority F: Increase access to vocational rehabilitation services to individuals from ethnic minorities.

Strategies:

1. Identify successful methods of outreach and service to ethnic minority communities and replicate where needed.
2. Facilitate adequate communication with non-English speaking applicants and consumers through use of third-party translation and interpretation services.

Priority G: Meet or exceed performance on standards and indicators as mandated by the federal government.

Strategies: The Strategies related to performance standards and indicators are listed later in this attachment.

Priority H: Expand, enhance, and improve services to transition age consumers between the ages of 18 & 25.

Strategies:

1. Evaluate current transition program practices and CBWTP to determine trends, needs, strengths, effectiveness, challenges and potential best practices.
2. Evaluate and enhance services to students not requiring Community Based Work Transition services.

Priority I: Expand, enhance, and improve Rehabilitation and Assistive Technology services to OVR consumers

Strategies: The Strategies for GOAL I, Priority I are listed later in this attachment.

Priority J: Expand and enhance services to eligible consumers through the implementation of establishment projects which address the needs identified in the CSNA and the Update to the CSNA: improve outcomes for transition, ex-offender, and behavioral health populations; and enhance relationships with employers, and expand supported employment services to unserved geographic areas.

Strategies:

1. Issue a Request for Proposal and adhere to agency policies and procedures in terms of evaluation, selection and monitoring of establishment projects.

GOAL II: To promote inclusion, integration and empowerment of individuals with most significant and significant disabilities.

Priority A: Promote advocacy and self-advocacy for improved services for individuals with disabilities.

Strategies:

1. Advocate for more long-term support money for Supported Employment from the state and federal governments, collaborating with APSE, KRA, DD Council, BHDIDD, etc.
2. Recruit VR consumers (and their advocates and family members) to advocate for sufficient health care coverage, long term support for Supported Employment, and increased public transportation assistance.
3. Increase utilization Higher Education Opportunity Act.
4. Assist in the development of Asset Development resources for persons with disabilities and coordinate these resources with OVR services.

Priority B: Increase access to Independent Living services for Kentuckians with disabilities.

Strategies:

1. Increase collaboration between Statewide Council for Vocational Rehabilitation (SCVR) and Statewide Independent Living Council
2. Provide new member orientation training on the roles and responsibilities of the SILC and SILC members.
3. Foster a constructive statewide network of independent living centers.

GOAL III: To achieve productive and collaborative relationships with public and private entities.

Priority A: Continue to develop and implement a dual-customer plan to develop relationships with businesses to create employment opportunities for KYOVR consumers.

Strategies:

1. Develop an educational product for business leaders, One Stop Providers and employers on attitudinal and physical barriers.
2. Develop relationship with Office of Federal Contract Compliance Programs (OFCCP).
3. Support the Southeast Employment Team.

Priority B: Partner with One-Stops to increase comprehensive services to persons with disabilities.

Strategies: Agency strategies for partnering with One-Stops are listed later in this Attachment.

Priority C: Develop and enhance relationships with disability advocacy groups and professional associations on a regional, state and national level.

Strategies:

1. Continue support to 874K Coalition.
2. Foster new relationships with relevant disability organizations, groups and professional associations.
3. Allow staff the opportunity to participate in professional organizations related to the field of Vocational Rehabilitation

Priority D: Develop and enhance relationships with service providers and referral sources.

Strategies:

1. Review payment processes and fee schedules to determine fair compensation and outcome expectations for service providers.
2. Develop training for CRPs outlining quality expectations and compliance with reporting requirement and VR policy and procedures.

GOAL IV: To effectively utilize all available human and fiscal resources in an efficient manner.

Priority A: Increase efficiency and effectiveness of agency staff.

Strategies:

1. Provide professional training to assistants.
2. In an effort to reduce counselor caseload size, convert non-counseling positions to counseling positions as appropriate.
3. Continue to monitor and train counselors on caseload management techniques.

Priority B: Increase fiscal efficiencies and agency revenue.

Strategies:

1. Review agency data and finance information to determine appropriate levels of Order of Selection.

2. Evaluate the opportunity for cooperation, expand CBWTP, and maximize Social Security reimbursement.

3. Conduct a comprehensive review of contracts, memorandums of agreement, memorandums of understanding, etc., for improved efficiency and possible cost-savings.

Priority C: Maintain trained and qualified staff based on CSPD and other professional disciplines.

Strategies:

1. Review most up-to-date training needs analysis, information from other team processes for possible training initiatives, evaluations from trainings.

2. Collaborate with other rehab programs, agencies and universities on the use of training, including on-line training, which already exists

Priority D: Increase staff diversity in terms of recruitment of ethnic minorities and people with disabilities to accurately reflect the various cultures present in KY.

Strategies

1. Review the number of students enrolled each semester and the number enrolling in the Graduate Program at UK plus provide opportunities for shadowing, job placement, and internship opportunities.

2. Enhance internal OVR leadership program to promote the development of skills in preparation for anticipated future leadership needs.

Priority E: Maintain and maximize agency utilization of physically plant facilities and assets

Strategies:

1. Assess and improve CDPVTC physical plant to ensure adequate compliance with safety regulations, energy efficiency, ADA compliance and cost savings.

Priority F: Expand and enhance technology to better address service delivery needs.

Strategies:

1. Explore best methods to remote access key business practices.

Goal V: Improve the Customer Experience at All Agency Levels

Priority A: Meet or exceed consumer satisfaction rating of the previous year.

Strategies:

1. Review data from Consumer Satisfaction surveys for trends, discrepancies, and deficiencies and provide report with specific recommendations for improvement with timeframes to leadership with action.
2. Provide training to staff on customer service with an emphasis on improving the customer experience.
3. Review practices related to expedite the initiation of services.

Priority B: Improve and enhance understanding of and access to vocational rehabilitation services for persons with the most significant disabilities.

Strategies:

1. Establish team to develop methods to enhance consumer investment in the VR process.
2. Ensure programmatic access to OVR programs by evaluating barriers to OVR services.

Priority C: Explore available technology options to improve portability of OVR staff, increase efficiency, facilitate better counselor access to consumers with various communication preferences, and communicate with other partners and stakeholders.

Strategies:

1. Explore the use of alternative forms of communicating with consumers, such as webcams, text to PC, etc.
2. Maximize the use of technology to improve access and communication to consumers.

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.

The agency currently employs seven Rehabilitation Technologists and one branch manager who provide a full spectrum of Assistive Technology (AT) services throughout the Commonwealth. The AT Branch provides a comprehensive array of services including, but not limited to, the following: assessment, referral, vehicle modifications, home modifications consultations, workplace accommodations consultation, etc. The availability of full time staff allow the opportunity for the consumer to access these services during the assessment phase, during IPE development and implementation and in the job placement phase of the case.

The agency continues to partner with the University of Kentucky Human Development Institute (the state's University Center of Excellence) to coordinate a statewide training on current best practices, emerging trends and issues related to the various aspects of AT. This training is attended by VR staff, AT professionals, educators, Occupational Therapists, Physical Therapists and other professionals that have an interest in, or contact with AT.

In FY 2013, KYOVR took responsibility for the administration of the KATs Network, the Commonwealth's Assistive Technology program. The KATs Network coordinates a statewide network of organizations to enhance the availability of AT devices to individuals with disabilities of any age. There are 5 Regional AT Resource Centers. These sites provide services related to: Device Demonstration, AT Loan, AT Reutilization, Training and Technical Assistance, Public Assistance. The Agency employs a KATs coordinator, and continues to seek opportunities for increased collaboration and growth among the network and OVR.

The agency has also received a grant that will promote the reuse and reutilization of AT in the rural eastern portion of KY. This grant was awarded to a consortium made up of KY OVR, Bluegrass Technology Center, the Kentucky Appalachian Rural Rehabilitation Network and the Carl D Perkins Vocational Training Center. This grant will assist in the further development of an AT Loan and Reuse network in a previously unserved/underserved portion of the state.

The agency will continue to seek to expand its services by adding additional staff, continuing to partner with existing AT stakeholders, and increasing professional awareness of assistive technology best practices through training and presentations.

The agency is also responsible for the administration of the Kentucky Assistive Technology Loan Corporation, as authorized by the AT Act. This program offers low interest loans for qualified applicants through its relationship with Fifth Third Bank. KATLC can provide loans for modified vehicles, hearing aids, adapted computers, mobility devices, augmentative communication devices or any other type of equipment or home modification that will improve the quality of life or increase the independence of Kentuckians with disabilities. The KATLC is available on a statewide basis to any qualified individual in need of AT services.

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.

In order to provide better outreach to individuals with the most significant disabilities from unserved, underserved and minority populations the agency will conduct the following activities:

Analyze current referral and case information data to identify regional trends and compare these trends to census data to determine representativeness of the caseload to the regional population.

Conduct regional outreach activities to engage and inform underrepresented populations.

Analyze successful methods of outreach and service to ethnic minority communities and replicate where needed.

Facilitate adequate communication with non-English speaking applicants and consumers through the use of third-party translation and interpretation services.

The agency will work with vendors to assist with adequate access to community rehabilitation services and the agency's comprehensive rehabilitation center.

Continue to foster relationships with statewide groups representing and serving ethnic minorities.

As warranted by the population, the agency will provide specialized training to ensure staff are adequately aware of the language and culture of these populations.

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

Under the authority of CFR 361.49, the Agency has plans for establishing, developing, or improving community rehabilitation programs within the state. This Strategy falls under "GOAL I: To expand and enhance VR employment-related services for individuals with the most significant and significant disabilities consistent with individual capacities, abilities and informed choice".

In May 2013, an update to the Comprehensive Statewide Needs Assessment was completed by the Agency. This Update to the CSNA addressed the need to develop, establish and improve community rehabilitation programs, referred to as establishment projects. For the Update to the CSNA, certain priorities were identified and pulled from the 2012 CSNA. The Update to the CSNA specifically addressed the identified priorities in regards to establishment projects. KYOVR surveyed staff, consumers and partners on the use of establishment grants to develop innovative programming. Details results of the Update to the CSNA can be found in Attachment 4.11(a).

With positive responses gaining the majority on all items listed on the Update to the CSNA, KYOVR finds the need for establishment projects justifies the inclusion of establishment projects (specifically those to address needs previously identified in the 2012 CSNA) among the agency's goals and strategies.

KYOVR currently partners with 85 Community Rehabilitation Providers (CRPs) to serve eligible consumers. The update to the CSNA indicates that there is a need for KYOVR to expand its partnership with CRPs in order to provide services to meet the needs of the above identified populations. In order to address this need, the agency plans to conduct a competition among eligible organizations for establishment projects. An eligible organization will be an organization approved as a Community Rehabilitation Program (CRP) by KYOVR or it must have attained such status by the beginning date of a Memorandum of Agreement (MOA). In addition, any

applicant must be in 'good standing' with the Office of Vocational Rehabilitation and Kentucky State Government.

Based on the update to the CSNA, KYOVR includes establishment projects among its goals and strategies for this state plan. In 2013, the agency improved its policy regarding establishment projects, specifying that when developing establishment projects, the agency shall base its Request for Proposal on the results of the CSNA to identify the specific priorities for the establishment projects to address. Up to six priorities may be gathered from the Comprehensive Needs Assessment. Proposals for establishment projects must address one or more of these priorities.

KYOVR will accept proposals from around the state, with no preference given to any geographic region. The 2012 CSNA highlighted the need for Supported Employment Services in geographic areas where these services are not available. The update to the CSNA indicated a need for establishment projects to address this need. Proposals to address this need will be evaluated and scored based on the same criteria as proposal to address the other identified needs.

A team of agency personnel named by the Director of the Supported Employment/Community Rehabilitation Programs Branch will review and score proposals. The criteria below will be used to score proposals.

I. The Design of the Proposed Project including:

- a) The specific need to be addressed by the proposed project;
- b) How the project will address that need;
- c) How the project will address one or more of the priorities;
- d) Specific goals, objectives and activities;
- e) The number of OVR consumers expected to be served by the project;
- f) The number of OVR consumers expected to be placed in competitive employment as a result of the project;
- g) The geographic area to be served;
- h) The innovative nature of the project.

II. Organizational Capacity including:

- a) The applicant's experience in providing services to individuals with disabilities;
- b) The applicant agency as a whole;

c) How the project will utilize and maximize existing resources and services in the proposed service area;

d) Partners who have been identified and have committed to participate in the project, including any employers who have been identified who may be able to employ project participants;

e) Duties, responsibilities and qualifications of staff to be employed by the project, including the qualifications of any existing staff that will be assigned to the project;

f) How individuals with disabilities and minorities will be recruited as staff for the project.

III. Plan for Sustaining Project Efforts including:

a) A plan to address diminishing support for staffing after the first project year;

b) Efforts to identify possible funding sources to support project activities after project funding ends;

c) Other possible methods for continuing project activities.

IV. Evaluation including

a) A plan for evaluating the annual progress of the project based on the enumerated goals and objectives;

b) A commitment to work with the KYOVR staff assigned to the project for technical assistance and oversight;

c) A plan for the final evaluation of the project.

V. Budget with Justification including:

a) The detailed anticipated expenditures of the project;

b) A narrative justification for all anticipated expenditures;

c) The specific sources and nature of the match provided for the project and assurances that the match will not include any federal funds.

The team will score all proposals and rank them according to the scores. The agency will fund the highest ranking proposals until the total amount of funds designated for the establishment projects is awarded.

By responding to the needs identified in the update to the CSNA, KYOVR expects to increase successful outcomes for individuals from the identified groups of individuals: transition students, social security recipients, ex-offenders, and those with behavior health disabilities. KYOVR

expects to increase supported employment outcomes in those areas where supported employment services were previously unavailable, if a project to provide such services is selected for funding. If a project designed to maximize employer relationships is selected for funding, the agency will expect an increase in successful employment outcomes in the areas served by the establishment project.

The agency will issue a Request for Proposal to solicit proposals, and select projects to address the needs identified in the update to the CSNA. KYOVR expects the scoring criteria to influence the design of the projects. The agency will consider for funding, projects designed to employ qualified, experienced rehabilitation staff to include individuals with disabilities and minorities, create or utilize partnerships with employers and other entities, and include a strong partnership with KYOVR. KYOVR will select projects which are designed to meet the needs identified in the CSNA, Because the agency wants these needs to continue to be met beyond the duration of funding, it is important that projects include plans to reach financial self-sustainability by the end of the funding period.

Organizations selected for funding must provide a non-federal match for the project of 21.3% of total project budget. The matching funds must be transferred to KYOVR and redistributed to the recipient of project funds upon payment for contracted services at a rate of 21.3% match funds to 78.7% federal funds.. The match occurs when funds are expended. Selected projects will be funded for a one-year period with one-year extensions possible for up to a total of four years, based on satisfactory performance and the continuing availability of funds. Support for staffing costs will be provided after the first year of a project in the following manner:

- (A) 100 percent of the federal portion of staffing costs for the first year;
- (B) 75 percent of the federal portion of staffing costs for the second year.
- (C) 60 percent of the federal portion of staffing costs for the third year.
- (D) 45 percent of the federal portion of staffing costs for the fourth year.

Once projects are selected for funding, the Supported Employment/Community Rehabilitation Programs Branch and the KYOVR Fiscal Branch will jointly develop a contract with each organization that spells out specific performance goals and outlines fiscal and purchasing guidelines. Personnel from the Supported Employment/Community Rehabilitation Programs Branch will monitor the programmatic aspects of the projects. Staff from the Fiscal Branch will monitor the fiscal performance of the project. During the funding period, monthly detailed invoices will be required. Quarterly program written reports shall be submitted. The report shall document progress in implementing the project and, once implemented, progress toward achieving outcomes as stated in the project proposal. Such data might include number of people attempting training, number of people completing training, number of people placed in competitive integrated employment, wages, hours, worked, etc.

Staff from KYOVR shall make on-site visits to projects on at least a biennial basis. Identification of any problems through either on-site visits or review of reports shall be discussed with program

staff at the CRP. Corrective action should be recommended. Failure to take corrective action resulting in resolution of the problem may result in withdrawal of funding. In this event, the agency will revisit the update to the CSNA to determine the area of greatest need for future projects.

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

The Agency has identified the following priority in Attachment 4.11©(1) “Meet or exceed performance on standards and indicators as mandated by the federal government”. The Agency has identified the following Strategies to improve performance of the state with respect to the evaluation standards and performance indicators.

Develop Personnel Plan to analyze dissemination of staff with regard to strategic factors related to increasing the ability of staff to attain standards & indicators.

Analyze progress regarding standards & indicators to determine trends, discrepancies and deficiencies in the data.

Provide up to date Standards and Indicators Training online.

Review employee outcome expectations to align best practices, and quality services with outcomes.

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

In an effort to assist other components of the statewide workforce investment system in assisting individuals with disabilities, KYOVR will conduct the following activities:

(1) Evaluate the One-Stop partnership, on both a statewide and regional level, to analyze strengths, trends, discrepancies, deficiencies and to determine the need for improved local Career Center communication and decision making, accessibility, training, and process improvement.

(2) Assist Career Centers in maximizing physical and programmatic accessibility for persons with disabilities to shared Center resources.

(3) Conduct disability awareness training as necessary.

(4) Seek opportunities for co-training with Workforce partners regarding service strategies for individuals with shared special populations (migrant, substance abuse, criminal background, etc.).

(5) Provide information regarding the array of services to individuals with disabilities served within the One Stop Career Center. (6) Support efforts of the Kentucky Workforce Investment Board Strategic Plan related to partnering with Career Center agencies within applicable state and federal law/regulation.

The agency, as a part of the statewide workforce investment system, is actively available for consultation to improve services to individuals with disabilities within these programs, and will explore, on an individual and programmatic level, the potential to coordinate supported employment and transition services within these initiatives. Further, the agency will examine its relationship with existing Business Services Teams to provide consultation regarding services to individuals with disabilities.

The office will identify and delineate staff roles, responsibilities and available resources and specification of the financial responsibility of each component of the statewide workforce investment system with regard to paying for the necessary services that are consistent with State law and Federal requirements. Regional and local office managers work with partner agencies to determine most convenient office hours to serve customers. The office will specify procedures for resolving disputes among such components.

The office shall provide for the development of Memorandums of Understanding (MOU) at local levels between the office and local entities carrying out activities through the statewide Workforce Investment System.

In 2010, the Kentucky Workforce Investment Board partnered with the Education and Workforce Development Cabinet and numerous other cabinets, agencies and outside organizations to adopt the WORKSmart Kentucky Plan. The WORKSmart Kentucky Plan is a blueprint for transforming Kentucky's workforce services focused on adapting to the changing needs of employers to create a demand driven, business-led, solution based publicly-funded talent development system. In August of 2013, the Kentucky Workforce Investment Board voted to update the WORKSmartKentucky Strategic Plan due to the fact that a large number of strategic initiatives had been or were being implemented. OVR participates in the WORKSmart Kentucky Plan in the following ways:

Workforce Academy- OVR's Training Coordinator coordinated agency activities related to Workforce Academy. All OVR staff, in FFY 2013, participated in the first phase of Workforce Academy consisting of four modules. All staff members were assigned by cohorts with other workforce staff from the Office for the Blind, Office of Employment and Training, WIA, and other partner staff. All OVR staff participated in the second phase of Workforce Academy, a web-based training, in FFY 2014.

(Branding) Outreach Initiative-In order to participate in branding, all OVR staff members use email signatures consistent with the Kentucky Career Center brand. Local agency offices have received signage consistent with the brand. Office staff members receive Career Center business cards upon the fulfillment of new business card orders. The roll-out plan for an external launch of the new marketing brand occurred in 2013. The brand promise was adopted, and customer

journeys identified. Events occurred across the state making the public aware of the new brand and the brand promise.

Team Based Case Management- OVR's Director of Program Services serves as a Project Manager for Team Based Case Management. One of OVR's Assistant Directors of Program Services serves on this team. The goals of this work group are to develop and implement a common, intake, referral, and assessment process, and integrate case management and interfaces for all workforce services providers, including OVR.

Career Center Customer Flow- An OVR Branch Manager has participated in the Career Center Customer Flow team.

Partner for Success- OVR Branch Managers, the Executive Director, and other Executive Leaders participate in Partner for Success trainings. The Partner for Success initiative brought together all the partners in the Department of Workforce Investment to develop a unified approach to delivering holistic services. The goal of these institutes was to create networking opportunities, create awareness of the services each partnering agency delivers and assemble the full array of services delivered to customers in a manner that is efficient, effective and holistic. In, FFY 2013 leadership training was delivered to over seventy-five staff from all of the partner agencies.

One Stop Certification- The One-Stop Certification team is made up of all partners representing one-stop services. The Core Team completed Standards for Employer Services, Jobseeker Services, Management Standards and Affiliate Center Standards that were approved by the KWIB and are being implemented. In FFY 2013, base standards were adopted and self-assessments were completed. Technical assistance grants were approved for eight workforce areas.

Business Services Redesign- This effort will create a proactive, solutions-based approach to the services offered to the business community. This initiative will promote a coordinated effort toward service delivery in a strategic manner. The objective is to maximize business services resources by aligning them with economic development goals around business development.

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.

As indicated previously, each GOAL and Priority has various Strategies intended to move the agency towards the achievement of the GOAL and Priority. Each Strategy will have various specific tasks which will lead to the accomplishment of the Strategy and overarching goal. Each

task will have an estimated time frame, a staff member assigned to the task and progress will be checked on a monthly basis during agency leadership team meetings. Priority for funding will be given to items on the strategic plan. Progress will be reported to the agency SRC on a quarterly basis.

It is anticipated the tasks identified in the current plan would provide expansion and innovation related to Supported Employment, partnerships with business, access to Assistive Technology, asset development programs and community rehabilitation programs. The plan will also focus on innovation related to counselor training, staff recruitment, and quality assurance. Each overarching GOAL and Strategy is associated with a barrier identified in the state's Comprehensive Statewide Needs Assessment. The tasks identified will attempt to address barriers related to equitable access to and participation of individuals with disabilities by providing accurate and timely information, related work incentives for Social Security recipients, increase job placement opportunities for persons served, improved programmatic and physical accessibility to workforce investment system partners and One-Stops, expanding opportunities of increased services such as Supported Employment, and provide a more timely and efficient process for accessing VR services.

This screen was last updated on Jun 26 2014 4:45PM by Erin Hopper

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 2013 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 office selects goals and strategies based on input from consumers, the Statewide Council for Vocational Rehabilitation, agency staff, and other stakeholders. For FY 2013, this input determined priority of goals and strategies that would support the most effective use of funds. The following is a report of progress toward these goals.

The Strategic Plan for fiscal years 2012-2015 was implemented October 1, 2011. The following is a list of goals described in the FY 2013 Attachment 4.11(c)(1), an evaluation of the extent to which the each goal was achieved, and the corresponding strategies that contributed to the achievement of the goals. A description of the factors that impeded the achievement of goals and priorities is included when appropriate.

GOAL I: To enhance and increase employment for individuals with most significant and significant disabilities consistent with individual capacities, abilities and informed choice.

The Agency finds that this goal has been adequately achieved through the use of the following strategies a) Increase staff education and participation in OVR job placement activities. b) Increase capacity, utilization and quality of Carl D. Perkins Vocational Training Center services; c) Increase utilization of Supported Employment services; d) Expand, enhance, and improve services to transition-aged consumers; e) Expand, enhance and improve Assistive Technology services that ensure statewide access to a broad range of services. f) Expand the availability of asset development opportunities and services to persons with disabilities.

The agency provides online training for job placement strategies for VR counselors and other VR staff. Local branch managers arrange staff trainings related to job placement on a regional basis.

The Carl D Perkins Vocational Training Center served 853 students in FY2013. This number is down slightly from FY2012, but reflects that the Center was closed to new residential students for 8 weeks during the summer of 2013 for sewer line replacement and bathroom remodeling.

Vendors provided Supported Employment services to 1,650 consumers resulting in 463 positive employment outcomes. This represents a 45% increase in supported employment outcomes since 2009 and reflects an upward trend in the provision and quality of these services.

The Agency partners with 59 school districts to provide the Community Based Work Transition Program. The Agency also collaborates with the KY Interagency Transition Council, the KY Post School Outcomes Project, the State Advisory Panel for Exceptional Children, the University of KY HDI Post-Secondary Inclusion Project, the KY Partners in Youth Transition Team, and the KY WIB Strategic Planning High School Outreach Committee. Of the Agency's 3,674 positive employment outcomes, 606 had been referred by secondary schools.

A total of 1,760 consumers received rehabilitation technology services in FY2013. This is 286 more consumers than the previous year.

The Agency piloted an asset development project in two districts in FY2013.

GOAL II: To promote inclusion, integration and empowerment of individuals with most significant and significant disabilities.

KYOVR feels sufficient progress has been made regarding this goal through the following four strategies selected for priority: (a) promote advocacy for improved services for individuals with most significant disabilities; (b) promote self-advocacy for persons with disabilities; (c) improve and enhance understanding of and access to vocational rehabilitation services for persons with the most significant disabilities; (d) increase access to Independent living services for Kentuckians with disabilities.

On a yearly basis, the Agency collaborates with the 874k advocacy event held in Frankfort during the legislative session with the goal of giving individuals affected by disabilities the opportunity to meet the Governor and key Cabinet officials, their state legislators and staff, and the media. Typical attendance is between 700 and 1,200 individuals from all parts of Kentucky. OVR collaborates with the Centers for Independent Living on an ongoing basis to recruit VR consumers and their advocates and family members to advocate for sufficient health care coverage, long term support for Supported Employment and increase public transportation assistance. The CDPVTC provides advocacy training to its graduates annually. Advocacy has also been incorporated in to the curriculum for the Preparing Adults for Competitive Employment (PACE) in-house job placement program. Local districts continue to identify other entities that can assist in providing advocacy training to consumers locally. KYOVR continues to participate with other disability-related agencies and organizations in advocacy efforts to increase funding for services related to persons with disabilities.

GOAL III: To achieve productive and collaborative relationships with public and private entities.

The Agency finds that this goal has been adequately achieved through the use of the following strategies a) Continue to develop and implement a dual customer plan to develop relationships with businesses to create employment opportunities for KYOVR consumers; (b) Partner with One-Stops to increase comprehensive services to persons with disabilities.

Agency job placement staff had two trainings in FY2013 which focused on business relations and OFCCP 503 Regulations. Staff developed business oriented presentations. The agency hired 5 new job placement staff. The job placement Program Administrator continued to be the single

point of contact for the NET, the Governor's Reentry Council, Southeast Reentry Council, Mental Health Council, and Southeast NET. The SRC presented the annual employer awards. A representative also attended the USBLN and staff is actively working with business and the SRC to develop a KY Business Leadership Network.

All OVR staff, in FFY 2013, participated in the first phase of Workforce Academy consisting of four modules. Staff were assigned by cohorts with other workforce staff from the Office for the Blind, Office of Employment and Training, WIA, and other partner staff. All OVR staff participated in the second phase of Workforce Academy, a web-based training, in FFY 2014.

GOAL IV: To effectively utilize available human and fiscal resources in an efficient manner.

The Agency finds mixed results regarding the achievement of this goal. Some success was found through the use of the following strategies a) Increase fiscal efficiency and agency revenue. b) maintain and maximize agency utilization of physical plant facilities and assets. c) Maintain trained and qualified staff based on CSPD and other professional disciplines.

Program income increased from the previous year by \$686,239.00. The CDPVTC underwent needed renovations in FY2013.

At the end of FY2013, 76% of the Agency's counselors were identified as qualified rehabilitation professionals under CSPD. The Agency utilizes a strong relationship with the University of Kentucky MRC program to recruit qualified staff. Local offices take on interns and practicum students. A paid internship program was implemented in January 2013.

Some impediments to the achievement of this goal include: a) inadequate state matching funds to pull down the full federal award; b) A yearly financial analysis of Order of Selection is completed. For 2013, 2014 and 2015 it was determined it was not feasible to reopen Priority Category IV.

Goal V: Improve the customer experience at all agency levels.

The Agency finds that this goal has been adequately achieved through the use of the following strategies a) Establish teams to develop methods to enhance consumer investment in the VR process.

In FY 2013 The Agency developed a new set of counselor performance expectations aimed at emphasizing quality services. For this project, the work group solicited input from the SRC. The expectations are to be implemented in FY2014. The Agency also formed a Consumer Engagement Team to recommend and develop strategies to improve the consumer experience.

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.

The office selects SE goals and strategies based on input from consumers, the Statewide Council for Vocational Rehabilitation, agency staff, and other stakeholders. For FY 2012, this input determined priority of goals and strategies that would support the most effective use of funds. The following is a report of progress toward these goals.

The Strategic Plan for fiscal years 2012-2015 was implemented October 1, 2011. The following is a list of SE goals described in the FY 2013 Attachment 4.11(c)(4), an evaluation of the extent to which the each goal was achieved, and the corresponding strategies that contributed to the achievement of the goals. A description of the factors that impeded the achievement of goals and priorities is included when appropriate.

Goal 1: The Office will distribute funding from Title VI, Part B through its established network of Supported Employment Providers.

KYOVR feels it has sufficiently accomplished this goal by utilizing the following strategies. Yearly agreements are developed with each Supported Employment Provider. Fees-for-service and outcome fees, along with policies and procedures for each, have been developed and are followed by each provider. All services are monitored by the Supported Employment Branch Staff, consisting of one Branch Manager and three Supported Employment Consultants.

Goal 2: The Office, through the Supported Employment Branch, will assure choice and quality services for its consumers served in supported employment.

KYOVR feels it has made sufficient progress regarding this goal by using the following strategies: (a) thoroughly reviewing all applications for vendorship; (b) monitoring the ongoing and extended supports provided by each agency; (c) verifying the provider's ability to fund ongoing supports using funds other than VR; (d) conducting annual reviews of each vendor; (e) providing technical assistance and training for provider staff (through a contract with University of KY-Human Development Institute's Supported Employment Training Project); (f) utilizing local teams (where appropriate) to evaluate services and plan for technical assistance; (g) presenting Basics of Supported Employment regularly for agency staff orientation training (Skills Enhancement Training); (h) developing and keeping updated policy and procedural manuals on supported employment for staff via OVR Intranet, and for Providers via Internet and other means; and (i) making staff available to consult with individuals, their families, service providers, and others using person-centered planning approaches.

Though the agency has made sufficient progress toward this goal, there is room for improvement. Some geographic areas of the state are not served by a supported employment provider. This is a factor that has impeded the achievement of this goal. The Update to the Comprehensive Statewide Needs assessment reflects this need. In order to address this impediment, the agency has plans to fund establishment projects, with the establishment of supported employment providers in unserved areas being a priority.

Goal 3: The Office will collaborate with the Department of Behavioral Health, Developmental and Intellectual Disabilities (DBHDID) to expand supported employment options to unserved and underserved groups.

KYOVR feels it has made sufficient progress regarding this goal through the use of the following strategies: (a) participation in Commissions established as a result of state legislation, including Commission on Services and Supports for People with Mental Retardation and other Developmental Disabilities (HB 144), Commission on Services and Supports to People with Mental Illness and Dual Diagnoses (HB 843); and the Commission on Autism Spectrum Disorders; (b) development of partnerships with Kentucky Medicaid Waiver Programs (Supports for Community Living, Home and Community Based Waivers, and Acquired Brain Injury Waivers) so that these sources of extended support funding can be fully utilized; and (c) utilization of interagency workgroups to develop better understanding and expand awareness of work incentives (such as in SCL Waiver, Social Security, etc.).

OVR is collaborating with partners, including the Department for Behavioral Health Developmental and Intellectual Disabilities (DBHDID), the Commonwealth Council on Developmental Disabilities, city and county government, the United Way, PASS funding, Medicaid, Supports for Community Living (SCL) Waiver programs, and others to reach underserved and unserved groups. Kentucky OVR is a partner with the Department of Behavioral Health, Developmental and Intellectual Disabilities (DBHDID) in revamping the SCL and Michelle P Medicaid Waivers that would more adequately fund supported employment services for people with developmental disabilities. It is anticipated that a new waiver will be in place with modifications for both fee structure and service definitions for supported employment in FY2014. A "1915- I" waiver for people with severe and persistent mental illness was drafted for submission in 2013. In 2010, Kentucky became the 12th state to participate in the Evidence - Based, Johnson and Johnson sponsored, Supported Employment Initiative via Dartmouth College.

Goal 4: The Office will seek to expand services to unserved and underserved counties as well as unserved and underserved disability groups and will encourage continuous improvement in supported employment.

KYOVR feels sufficient progress has been made regarding this goal through the following strategies: (a) partnering with KY APSE (Association for Persons in Supported Employment) to advocate for increased state funding for extended support services; (b) maximizing the existing dollars for extended support services through collaborative agreements and contracts; (c) increasing knowledge of Kentucky's plan for self-determination strategies, especially within the Medicaid Waiver (Supports for Community Living) programs; (d) continuing partnerships with local Community Mental Health Centers; (e) recruiting new Providers; (f) providing training and technical assistance to new supported employment agencies, and providing consultation and technical assistance to VR staff and Providers as needed; (g) researching better ways to fund and/or deliver services; (h) piloting new programs; and (i) training Providers in the use of strategies for individualized services such as customized employment and systematic instruction.

Kentucky OVR collaborates with BHDID to coordinate the use of waivers to provide supported employment and other long term supports. A collaborative project of the University of Kentucky Human Development Institute, Northern Kentucky University, and Kentucky OVR, the Supported Higher Education Project was piloted in FY 2013 to support 150 students with intellectual disabilities in inclusive educational settings using person centered planning. This program will not longer be a pilot in FY2014, and policies and fee structures are being developed at the time of the writing of this State Plan.

Goal 5: The Office will seek to improve the competency of current and future service providers.

The Agency feels that this goal has been adequately achieved. KYOVR continues to collaborate with the University of Kentucky Human Development Institute to provide the Supported employment Training Project to enhance supported employment provider competencies in the areas of customized employment and systematic instruction among others. Agency staff continually evaluate, and monitor provider performance, and provide technical assistance and training as needed.

3. Provide an Assessment of the performance of the VR program on the standards and indicators for FY 2013.

The 2012-2015 Strategic Plan includes specific strategies for maintaining or enhancing the agency's performance on the performance standards and indicators. KYOVR met seven out of seven RSA performance indicators for FY2013.

The Agency met indicator 1.1 with a change in employment outcomes of +162. The increase was likely due to increased emphasis on job placement and improvement in the job market on the state level. Indicators 1.2-1.6 reflected consistent performance from FY2012 through FY2013. The Agency met indicator 2.1.

KYOVR continues to provide in-depth training regarding standards and indicators to staff during their employee orientation and intermittently during their continued employment. Online training regarding this topic is always available to staff on the state's training website.

The agency monitors performance on the performance indicators on a monthly basis and conducts trend analysis as necessary to determine progress. The information derived from this analysis is reported back to Kentucky OVR staff and management to establish a feedback loop on agency and district performance.

4. Provide a report on how the funds reserved for innovation and expansion (I&E) activities were utilized in FY 2013.

Kentucky OVR continues to utilize a portion of Title I funds for innovation and expansion activities. These funds were used to provide travel and lodging expenses to both the Statewide Council for Vocational Rehabilitation (SCVR) and Statewide Independent Living Council for quarterly meetings throughout the year. The SCVR annually recognizes employers through the state in an effort to increase relationships among employers.

This screen was last updated on Jun 17 2014 1:09PM by Erin Hopper

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

Supported employment offers more than just the assistance needed to find and learn a job. It provides the necessary ongoing support to help an individual maintain employment. Kentucky has identified 85 supported employment providers throughout the state. Individualized strategies are also utilized to arrange for supported employment services outside of "organized programs" when necessary (i.e. coworkers at the job site may provide support paid for with various resources; independent supported employment specialists may be hired, etc.). More than three-fourths of Kentucky's 120 counties have access to supported employment programs. The lack of accessible, and dependable transportation often limits access to supported job opportunities. Extended support services are provided by each local supported employment program utilizing funds from a myriad of sources, including the Department for Behavioral Health, Developmental and Intellectual Disabilities (DBHDID), the Kentucky Council on Developmental Disabilities, city and county government, United Way, fund-raising campaigns, PASS funding, Medicaid, Supports for Community Living Waiver funds, Michelle P waiver funds and other resources. Most programs utilize a combination of funding sources for the provision of extended support services. Natural supports are encouraged (such as co-worker, peer, etc.) and are carefully monitored by the supported employment provider. Kentucky OVR's partner, the Department of Behavioral Health, Developmental and Intellectual Disabilities (DBHDID), has developed a new Medicaid Waiver that would more adequately fund supported employment services for people with developmental disabilities. The new Supports for Community Living Waiver 2 (SCL2) is being rolled out during the 2014 calendar year. It has increased the fee structure and modified the service definitions for supported employment. Kentucky's supported employment programs have primarily served individuals with intellectual disability and individuals with chronic mental illness. This is largely due to greater availability of funding for extended support for these two groups. Individuals with other disabilities are served if funding for extended support is available and if the supported employment provider has the expertise to meet that individual's needs for employment training and support. Kentucky has become the 12th state to participate in the Evidence -Based, Johnson and Johnson sponsored, Supported Employment Initiative via Dartmouth College. The goal is to demonstrate the effectiveness of the Individualized Placement and Support (IPS) model for supported employment for people with serious mental illness throughout Kentucky. In July 2011, four sites in Kentucky began pilot site implementation. In 2012, two sites were added. In 2013, three sites were added. In 2014 BHDDID required that all Community Mental Health Centers implement the IPS program as one of the four evidence based practices required in their state plan. A Statewide Coordinator, employed through the University of Kentucky, Human Development Institute, oversees the pilot sites. A second coordinator was hired in late 2013. The Office of Vocational Rehabilitation and the Kentucky Division of Behavioral Health collaborate as Team Leading agencies for the project. The Kentucky Association for Persons in Supported Employment (KY APSE) has been successful in creating greater supported employment awareness among the legislators in Kentucky's General

Assembly. These awareness/advocacy efforts will continue with the goal of increased statewide funding allocations and possible supported employment legislation to create a more solid funding base for extended services.

QUALITY Pursuant to federal regulations, supported employment services provided by approved vendors must contain these elements: 1) competitive work; 2) integrated work settings; and 3) provision of extended support services. In order to ensure that supported employment services are provided according to regulation, the following guidelines must be met: 1. Services will be provided for individuals with the most significant disabilities who have a documented need for supported employment services, including extended support services. 2. Work will be performed on a full-time or part-time basis. Each individual in supported employment and his/her Vocational Rehabilitation counselor shall jointly establish in the IEP IPE an appropriate goal for the number of hours per week that will maximize the individual's vocational potential. 3. Work must take place in integrated settings where most workers do not have disabilities. 4. Wages must be in compliance with Fair Labor Standards Act. Each supported employee will have a goal of earning at least minimum wage. Kentucky's supported employment providers adhere to the following principles: •The supported employment concept assumes that all persons, regardless of degree of disability, have the capacity and should be afforded the opportunity to participate in real employment with appropriate support. •Emphasis is placed on recognizing and maximizing opportunities in the workplace rather than just providing skills training. •The purpose of the program is employment with all of the general expectations of a job such as wages, job security, and performing meaningful work. Job Development, rather than Job Placement is the focus. •Ongoing, extended supports are tailored to meet each individual's needs. •Individuals are offered choices in the selection and maintenance of jobs. Decisions about appropriate services are made jointly with the individual and/or the family, the supported employment provider, and the VR counselor. •Integration on the job site is recognized as necessary and important. Opportunities are available for non-work interactions with non-disabled workers. Interactions with non-disabled co-workers are a part of regular job responsibilities. "Natural supports" are developed and emphasized. •Extended services are proactive, not merely reactive. For example, plans are developed with individuals in anticipation of career advancement rather than merely waiting for a job loss, lay off, company closing, etc., before seeking other opportunities.

The primary staff responsible for providing supported employment services are "job coaches," "job trainers," and/or "supported employment specialists." Positions are both full and part-time, depending on the size and service territory of the local provider. Training and Consultation for staff is provided by the Supported Employment Branch according to the needs of the provider. Supported Employment Training Project core values training is required for all vendors in the SE Outcome-based Reimbursement System. This is funded collaboratively using Division of Developmental and Intellectual Disabilities/OVR dollars and is implemented by the Supported Employment Training Project at the University of Kentucky Human Development Institute. Technical assistance is also provided by the Supported Employment Branch staff. A resource manual and other policies and guidelines memorandum were developed for vocational rehabilitation counselors. These are periodically revised and updated so that staff may better understand the rehabilitation process in regard to supported employment. This is a useful tool for supported employment providers as well. Seminars, workshops, and training/awareness sessions

are arranged and/or participated in throughout the state with various agencies and organizations that can assist with funding, conversion, employment, and other related supported employment issues. Meetings of this nature are regularly held with such groups as The Arc of Kentucky, the Kentucky Council on Developmental Disabilities, Community Mental Health Centers, Kentucky Consortium for Values Based Training, KY APSE, Kentucky Rehabilitation Association and others. The quality of supported employment outcomes is assessed individually. Such issues as Consumer satisfaction, earnings, benefits, employee and employer satisfaction, the degree of integration, availability of dependable transportation, co-worker support, socialization, work environment, and provision of support services are important. On a regular basis, the Supported Employment Branch staff conducts technical assistance visits with each provider for quality assurance purposes. As well, each supported employment provider has established on-going strategies to measure customer satisfaction.

EXTENT As a part of the eligibility determination process for Vocational Rehabilitation services, supported employment will be considered as a possible vocational outcome for individuals with the most significant disabilities. The agency is now in an order of selection, serving individuals with the Most Significant Disabilities first. The Office of Vocational Rehabilitation will be able to provide supported employment services through approved vendors and/or individual providers. These services include:

- A. Development of a Person Centered Employment Plan (PCEP) with recommendations for job-development;
- B. Individually designed job development services, including assistance with job carving, reasonable accommodation, technology and/or other support strategies;
- C. Intensive on-the-job skills training and other support services provided by supported employment specialists and/or co-workers and employers;
- D. Time-limited follow-up services (including regular contact with employer, trainee, parent, guardian, or others deemed appropriate);
- E. Other services needed to support the individual, such as travel, training, employment advocacy, non-employment advocacy, and counseling;
- F. Development of a Long-Term Support Plan, which includes an outline of the extended support to be provided, and a plan for review and update.

The amount, frequency and type of services will be based on the needs of each individual once eligibility is established for supported employment. If off-job-site monitoring is determined to be appropriate, the monitoring, at a minimum, will consist of two meetings per month with the individual and one meeting each month with the employer. Extended long-term follow-up support services will be the responsibility of other relevant state agencies, private organizations, and other sources of funding. These services will be considered and planned for prior to an individual receiving the services listed above. Vendorships are not approved unless assurance is made of the availability of extended support services. If extended services are not fully assured at the onset of the IPE, the Vocational Rehabilitation counselor and the VR Supported Employment Branch staff will participate with the Provider in making arrangements for these services before the Vocational Rehabilitation case is closed. Transition from Title VI, Part B funds to various other individually-determined funding sources begins 30 days post-placement in the job. The transition to extended services funding is completed (generally) after 60 days on the job. Monitoring of services continues for a minimum of 30 additional days to assure that the job is stable. Extended services then continue by the Provider indefinitely using funds other than Title VI, Part B. The VR case is closed when the supported employment provider, the VR counselor, and the consumer determine that stabilization has been achieved. Stabilization is measured for each individual by considering all circumstances including support needs, consumer choice and satisfaction regarding services, and employer feedback.

This screen was last updated on Jun 10 2014 10:38AM by Erin Hopper

System Information

System information

The following information is captured by the MIS.

Last updated on:06/26/2014 4:45 PM

Last updated by:sakyhoppere

Completed on:

Completed by:

Approved on:

Approved by: