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EDUCATION AND LABOR CABINET

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SERVICE FEE MEMORANDUM

Person Centered Planning

TO: Office of Vocational Rehabilitation
Client Assistance Program Administrator

FROM: Executive Director
Office of Vocational Rehabilitation

THROUGH: Field Services Division Director
Office of Vocational Rehabilitation

DATE: Effective: November 1, 2024

Assessing & Referring Services

Rehabilitation Counselors for the Deaf and Rehabilitation Counselors for the Blind will identify those individuals who are Deaf-Blind or Deaf at Risk and need extensive services and for whom standard evaluations are not valid. Rehabilitation Counselors for the Deaf will contact the Deaf-Blind Services Coordinator and/or Deaf and Hard of Hearing Services Branch Manager regarding each Deaf-Blind or Deaf at-Risk individual identified. Rehabilitation Counselors for the Blind will contact the Deaf-Blind Services Coordinator to determine the appropriateness of this service.

Counselors should contact the Community Rehabilitation Program Branch Manager for assistance if the consumer is in Supported Employment and requires this service, or contact their Branch Manager if the person is in Category 1, requires this service, and is not using Supported Employment.

Counselors should complete the Person-Centered Planning Facilitation Services Referral form. The Deaf-Blind Services Coordinator, Community Rehabilitation Program Branch Manager, Deaf and Hard of Hearing Services Branch Manager, or field office Branch Manager (whichever is appropriate) will review the form and assess the need for Person Centered Planning Facilitation Services and approve the process for the Counselor to refer for a Facilitator.

If Person-Centered Planning is initiated, the Counselor must participate in the profile development and planning meetings as much as possible.

If Person-Centered Planning is determined not to be necessary, the Deaf-Blind Services Coordinator, Community Rehabilitation Program Branch Manager, Deaf and Hard of Hearing Services Branch Manager, or the Field Office Branch Manager will provide consultation and technical assistance to the Counselor as needed.

The Office of Vocational Rehabilitation Team will determine the Facilitator's level of experience and competence.

If approved, Counselors may pay an independent Person-Centered Planning Facilitator to facilitate using an approved Person-Centered Planning tool. These include but are not limited to: Personal Futures Planning (PFP), Planning Alternative Tomorrows with Hope (PATH), and the Liberty Plan.

Developing Facilitators and Establishing Skill Level

Proficient Level: Upon completion of an approved training by the Office of Vocational Rehabilitation team, which consists of the Deaf-Blind Services Coordinator, the Community Rehabilitation Program Branch Manager and the Deaf and Hard of Hearing Branch Manager, the Facilitator will be qualified to facilitate his/her first Person-Centered Planning team. An experienced person-centered planning facilitator or team member, as identified by the Office of Vocational Rehabilitation team, will serve as a mentor for their first planning team. The mentor will complete the Person-Centered Planning Facilitator Evaluation form to establish the Facilitator as being Proficient to be paid to facilitate future teams.

Exemplary Level: Reached when the Facilitator has completed 5 initial Liberty Plans, Personal Futures Planning or Planning Alternative Tomorrows with Hope profiles and/or completes 20 hours of facilitation. Documentation must be provided to the Office of Vocational Rehabilitation team (Deaf-Blind Services Coordinator, the Community

Rehabilitation Program Branch Manager, and Deaf and Hard of Hearing Branch Manager) to verify level of skill.

Profile Development

The Personal Futures Planning Profile must include the development of the Basic Personal Futures Planning Profile maps, as well as other optional maps, which would enhance the team's understanding of the person's disability and how the disability impacts employment. The Profile would be developed prior to the development of the Individual Plan for Employment as the information gathered would be utilized in the development of the Individual Plan for Employment. If the Individual Plan for Employment is developed prior to the Personal Futures Planning profile, then the information gathered from the process should be utilized as guidance in future Individual Plan for Employment amendments.

The initial Planning Alternative Tomorrows with Hope Profile must include the development of the North Star, a Positive Possible Future, Grounding in the Now, Identifying People to Enroll, Getting Stronger, Describing Half-Way There, the Next Month and the First Steps.

The Planning Alternative Tomorrows with Hope Profile would be developed prior to the development of the Individualized Plan for Employment as the information gathered would be utilized in the development of the Individualized Plan for Employment. If the Individualized Plan for Employment is developed prior to the Planning Alternative Tomorrows with Hope Profile, then the information gathered from the process should be utilized as guidance in future Individualized Plan for Employment amendments.

The Liberty Plan profile would include completion of at least five sections of the Plan to be determined by the consumer and the facilitator. At least one of these sections would be Employment. The Liberty Plan Profile would be developed prior to the development of the Individualized Plan for Employment as the information gathered would be utilized in the development of the Individualized Plan for Employment. If the Individualized Plan for Employment is developed prior to the Liberty Plan Profile, then the information gathered from the process should be utilized as guidance in future Individualized Plan for Employment amendments.

A fee, based on the Facilitator's skill level and experience as determined by the Office of Vocational Rehabilitation Team (the Deaf-Blind Services Coordinator, the Community Rehabilitation Program Branch Manager, and Deaf and Hard of Hearing Branch Manager), would be paid for the completion of a Profile and would be coded as 10R

(Person-Centered Planning Facilitator Services under Assessment). A list of approved vendors is available on the Office of Vocational Rehabilitation website.

The fee schedule is as follows:

Item	Code	Fee
Proficient Facilitator: Profile Development	00061	\$450.00
Exemplary Facilitator: Profile Development	00062	\$550.00

The Facilitator must provide the Profile information to the Counselor prior to payment. If requested, the Deaf-Blind Services Coordinator, Deaf and Hard of Hearing Branch Manager or the Community Rehabilitation Program Branch Manager will be available to review the profile and validate their quality.

Planning Meetings

An hourly fee, based on the Facilitator’s level of experience and competence as determined by the Office of Vocational Rehabilitation Team (the Deaf-Blind Services Coordinator, Deaf and Hard of Hearing Branch Manager and the Community Rehabilitation Branch Manager) will be paid as follows:

Item	Code	Fee
Proficient Facilitator: Personal and Vocational Adjustment Facilitation	00064	\$45.00
Exemplary Facilitator: Personal and Vocational Adjustment Facilitation	00065	\$55.00

Compensation for up to 40 hours per consumer could be made for this service. Any exception to this amount must be pre-approved by the Office of Vocational Rehabilitation Team (the Deaf-Blind Services Coordinator, Deaf and Hard of Hearing Services Branch Manager, and Community Rehabilitation Program Branch Manager). Planning meetings should be coded 36K (Personal and Vocational Adjustment Facilitation) under Job Readiness Training for any person-centered planning meetings.

Planning Meetings will be authorized in 4-hour blocks at the hourly rate, to include facilitation of the team meeting and all follow-up activities. Invoices from the Facilitator need to include:

- date(s) of service,
- number of hours and/or 15 minute increments (.25, .50, .75), and
- summary notes from each meeting.

If more than four hours is required to complete the service, the Facilitator needs prior approval from the Office of Vocational Rehabilitation Counselor. If approved, the Office of Vocational Rehabilitation Counselor will amend the authorization. The Office of Vocational Rehabilitation will pay this service based on actual hours worked, to include Portal-to-Portal time.

Summary notes and invoice from the planning meeting are due two weeks from the service date. If multiple assignments are scheduled on the same day in the same area, portal charges will be split between the assignments. A list of approved vendors is available on the Office of Vocational Rehabilitation website.

Important Note

If the Individualized Plan for Employment includes Supported Employment, use the Community Rehabilitation Program Budget. Otherwise, use the Consumer Services Budget. Person-Centered Planning Facilitation services can be purchased in addition to (rather than in lieu of) Person-Centered Job Selection services.

For additional information regarding Person-Centered Planning, please review the Policy and Procedures Manual.