

**Commission
for
Rehabilitation Services
January 11, 2016 Regular Meeting
Department of Rehabilitation Services
3535 NW 58th Street, Suite 200
Oklahoma City, OK 73112**

**State Of Oklahoma
Commission
for
Rehabilitation Services**

**Oklahoma Department of Rehabilitation Services
3535 NW 58th Street, Suite 200
Oklahoma City, OK 73112**

**Monday, January 11, 2016, 10:30 A.M.
Regular Meeting**

Lynda Collins – Commission Chair
Steve Shelton – Commission Vice Chair
Jack Tucker – Commission Member
Linda Santin – Commission Assistant

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|----|-----------------------------------------------|----------------------|
| 1. | Call to Order and Roll Call | Commission Chair |
| 2. | Statement of Compliance with Open Meeting Act | Commission Assistant |
| 3. | Introduction of Guests | Commission Chair |
| 4. | Public Comments | Public Audience |

Reports

- | | | |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| 5. | Director's Report with possible Commission discussion. The director's report includes updates on WIOA, State Plan, Collaborative Learning Project, and OSB Superintendent interview process. | Joe Cordova, DRS
Executive Director |
| 6. | Financial Status Report with possible Commission discussion. The presentation includes FY15 and FY16 Summaries. | Kevin Statham,
Chief Financial Officer |

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| 7. | Personnel Activity Report with possible Commission discussion: The presentation will include the status of vacancy announcements by division, including names and effective dates of selected employees; all separations by division for the previous month; and current FTE status. | Goli Dunkle,
MSD Administrator |
| 8. | DDD End of Year Report with possible Commission discussion: This report includes information on the following subjects; Workload, Processing Time, Quality, Staffing & Funding and Oklahoma Cooperative Disability Investigations (CDI) Unit | Noel Tyler,
DDD Administrator |
| 9. | OSD Superintendent Report with possible Commission discussion: This report includes updates on student competitions and student activities, Oklahoma Foundation for Excellence in Education, and basketball schedules for the High School and Junior High games. | KaAnn Varner, OSD
Superintendent |
| 10. | OSB Superintendent Report with possible Commission discussion: This report includes updates on academics, student activities and competitions and school updates. | Christine Boone, OSB
Interim Superintendent |
| 11. | Oklahoma Rehabilitation Council Report with possible Commission discussion: this report includes activities that occurred during the months of August through December of 2015. | Renee Sansom, ORC
Program Manager |
| 12. | Review and possible Commission Discussion of Public Comments presented at the December 14, 2015, Commission Meeting. This report is a list of the recommendations, comments and remarks communicated during the December meeting held at the Oklahoma School for the Blind. | Commission Chair |

Action Items

- | | | |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| 13. | Review and Discussion with Possible Vote to Approve the December 14, 2015 Commission for Rehabilitation Services Meeting Minutes | Commission Chair |
| 14. | Review and Discussion with Possible Vote for Approval of the State Plan for Vocational Rehabilitation Services and Supplement for Supported Employment Services; VR | Melinda Fruendt, DRS
Project Coord, Terry
Goodson, DVR |

- Services of the Unified Plan: The Oklahoma Department of Rehabilitation Services is required to submit the VR services portion of the Unified State Plan. The Divisions of Vocational Rehabilitation and Visual Services, together with the Oklahoma Rehabilitation Council jointly participated in the development of goals, priorities, and strategies for the plan period.
- Programs Mgr, Alisa Estes, DVR Programs Mgr and Renee Sansom, ORC Program Manager
15. Review and Discussion with Possible Vote for Approval of Donations to the Oklahoma School for the Deaf Resolution 2016-09
KaAnn Varner,
OSD Superintendent
 16. Review and Discussion with Possible Vote for Approval of Donations to the Oklahoma School for the Blind Resolution 2016-10
Christine Boone,
Interim OSB
Superintendent
 17. New Business (“Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.” 25 O.S. § 311)
Commission Chair
 18. Announcements
Date and location of next regular meeting of the Commission for Rehabilitation Services:
Monday, February 8, 2016 at 10:30 a.m.
Department of Rehabilitation Services
3535 NW 58th Street, Suite 200
Oklahoma City, OK 73112
Commission Chair
 19. Vote to Convene into Executive Session
Proposed Executive Session:
To review and discuss: the appointment/hiring of new Commission Assistant as authorized by the Open Meeting Act 25 O.S. 307.B.1
Commissioners
 20. Vote to Reconvene into Regular Session
Commissioners
 21. Vote on Actions from Executive Session (if any)
Commissioners
 22. Adjournment
Commission Chair

Director's Report

Director's Report to Commission
January 11, 2016

1. WIOA Update
2. State Plan Update
3. Collaborative Learning Project
4. OSB Superintendent Hiring Update

Financial Status Report

Department of Rehabilitation Services Financial Status Report FY 15

As of November 30, 2015

All Programs Agency Summary

	Budget	% of Total Budget	2015		2016		Encumbrances	% Used
			Expenditures in FY 2015	Expenditures in FY 2016	Expenditures in FY 2016	Expenditures in FY 2016		
Personnel	77,245,588.00	50.4%	69,443,090.97	343,866.64	519,218.07	91.0%		
Travel	1,846,851.00	1.2%	1,656,122.55	157,254.30	53,442.01	101.1%		
General Operating	21,560,764.12	14.1%	14,972,332.23	1,403,760.19	3,101,378.14	90.3%		
Office Furniture & Equipment	3,164,519.00	2.1%	1,334,621.51	917,439.15	66,923.90	73.3%		
Client / General Assistance	40,870,631.00	26.7%	29,397,807.39	2,365,982.59	2,787,691.70	84.5%		
Indirect Cost	8,436,032.88	5.5%	8,436,032.88	0.00	0.00	100.0%		
Total	153,124,386.00	100.0%	125,240,007.53	5,188,302.87	6,528,653.82	89.4%		

Department of Rehabilitation Services Financial Status Report FY 15

As of November 30, 2015

All Programs						
Vocational Rehabilitation and Visual Services						
	2015		2015			
	Budget	Expenditures in FY 2015	Expenditures in FY 2016	% Expended	Encumbrances	% Used
Personnel	27,743,828.00	24,513,756.57	35,238.52	88.5%	304,041.55	89.6%
Travel	1,458,250.00	1,395,234.76	137,502.51	105.1%	2,650.49	105.3%
General Operating	10,284,618.17	6,542,311.84	655,113.86	70.0%	2,064,403.88	90.1%
Office Furniture & Equipment	1,904,262.00	902,992.88	306,538.71	63.5%	34,727.19	65.3%
Client / General Assistance	31,997,457.00	22,013,570.65	2,018,307.90	75.1%	1,750,766.15	80.6%
Indirect Cost	4,369,190.83	4,369,190.82	0.00	100.0%	0.01	100.0%
Total	77,757,606.00	59,737,057.52	3,152,701.50	80.9%	4,156,589.27	86.2%

Vocational Rehabilitation Grant						
	2015		2015			
	Budget	Expenditures in FY 2015	Expenditures in FY 2016	% Expended	Encumbrances	% Used
Personnel	25,082,021.00	22,084,464.32	33,603.63	88.2%	130,318.35	88.7%
Travel	1,385,900.00	1,324,838.51	128,978.40	104.9%	2,325.49	105.1%
General Operating	9,102,262.96	5,760,323.79	553,299.15	69.4%	1,988,757.89	91.2%
Office Furniture & Equipment	1,790,912.00	891,181.86	297,237.94	66.4%	34,527.19	68.3%
Client / General Assistance	31,254,831.00	21,500,847.25	1,972,980.84	75.1%	1,421,034.33	79.7%
Indirect Cost	4,134,420.04	4,134,420.02	0.00	100.0%	0.02	100.0%
Total	72,750,347.00	55,696,075.75	2,986,099.96	80.7%	3,576,963.27	85.6%

Department of Rehabilitation Services Financial Status Report FY 15

As of November 30, 2015

All Programs

Oklahoma School for the Blind

	2015		2015		Encumbrances	% Expended	% Used
	Budget	Expenditures in FY 2015	Expenditures in FY 2016	Expenditures in FY 2016			
Personnel	5,461,797.00	5,118,848.61	8,435.88	8,435.88	34,178.33	93.9%	94.5%
Travel	56,000.00	52,922.38	1,503.48	1,503.48	0.00	97.2%	97.2%
General Operating	1,725,317.73	1,374,643.78	169,520.08	169,520.08	51,361.87	89.5%	92.5%
Office Furniture & Equipment	354,079.00	141,310.63	100,005.88	100,005.88	14,123.85	68.2%	72.1%
Client / General Assistance	100,174.00	61,530.97	2,161.60	2,161.60	6,744.31	63.6%	70.3%
Indirect Cost	463,205.27	463,205.27	0.00	0.00	0.00	100.0%	100.0%
Total	8,160,573.00	7,212,461.64	281,626.92	281,626.92	106,408.36	91.8%	93.1%

Department of Rehabilitation Services Financial Status Report FY 15

As of November 30, 2015

All Programs

Oklahoma School for the Deaf

	2015		2015		Encumbrances	% Expended	% Used
	Budget	Expenditures in FY 2015	Expenditures in FY 2016	Expenditures in FY 2016			
Personnel	6,962,245.00	6,567,912.18	72,587.60	72,587.60	41,773.18	95.4%	96.0%
Travel	38,900.00	31,887.47	4,866.31	4,866.31	388.80	94.5%	95.5%
General Operating	2,345,253.71	1,648,215.44	255,146.87	255,146.87	187,402.13	81.2%	89.1%
Office Furniture & Equipment	347,178.00	221,043.45	37,704.31	37,704.31	8,457.60	74.5%	77.0%
Client / General Assistance	583,000.00	430,171.00	34,531.60	34,531.60	43,697.50	79.7%	87.2%
Indirect Cost	621,722.29	621,722.29	0.00	0.00	0.00	100.0%	100.0%
Total	10,898,299.00	9,520,951.83	404,836.69	404,836.69	281,719.21	91.1%	93.7%

Department of Rehabilitation Services Financial Status Report FY 15

As of November 30, 2015

		All Programs					
		2015		2016			
Disability Determination Division		% of Total Budget	Expenditures in FY 2015	Expenditures in FY 2016	% Expended	Encumbrances	% Used
Personnel	30,957,668.00	66.1%	27,671,162.62	172,201.53	89.9%	112,429.48	90.3%
Travel	152,000.00	0.3%	49,091.54	4,641.65	35.4%	44,569.69	64.7%
General Operating	4,312,174.56	9.2%	3,336,069.10	147,180.41	80.8%	519,116.21	92.8%
Office Furniture & Equipment	269,000.00	0.6%	26,955.67	144,573.10	63.8%	6,361.55	66.1%
Client / General Assistance	8,190,000.00	17.5%	6,892,534.77	310,981.49	88.0%	986,483.74	100.0%
Indirect Cost	2,979,957.44	6.4%	2,979,957.44	0.00	100.0%	0.00	100.0%
Total	46,860,800.00	100.0%	40,955,771.14	779,578.18	89.1%	1,668,960.67	92.6%

**Department of Rehabilitation Services
Financial Status Report FY 15**

As of November 30, 2015

**All Programs
DRS Support Services**

			2015	2015			
	Budget	% of Total Budget	Expenditures in FY 2015	Expenditures in FY 2016	% Expended	Encumbrances	% Used
Personnel	6,120,050.00	64.8%	5,571,410.99	55,403.11	91.9%	26,795.53	92.4%
Travel	141,701.00	1.5%	126,986.40	8,740.35	95.8%	5,833.03	99.9%
General Operating	2,893,399.95	30.6%	2,071,092.07	176,798.97	77.7%	279,094.05	87.3%
Office Furniture & Equipment	290,000.00	3.1%	42,318.88	328,617.15	127.9%	3,253.71	129.0%
Indirect Cost	1,957.05	0.0%	1,957.05	0.00	100.0%	0.00	100.0%
Total	9,447,108.00	100.0%	7,813,765.39	569,559.58	88.7%	314,976.32	92.1%

Department of Rehabilitation Services
Financial Status Report FY 15
As of November 30, 2015

Personnel

Salary Expense
Insurance Premium -Health-Life, etc
FICA-Retirement Contributions
Inter/Intre Agency Payment for Personal Services

Travel

Travel - Agency Direct
Travel - Reimbursements

General Operating

AFP Encumbrances
Bond Indebtness and Expenses
Buildings-Purchase, Construction and Renovation
General Operating
Maintenance & Repair
Miscellaneous Administration Fee
Professional Services
Production, Safety, Security
Refunds, Indemnities, Restitution
Rent Expense
Scholarships, Tuition and Other Incentive-Type Payments
Shop Expense
Specialized Supplies & Materials

Office Furniture & Equipment

Library Equipment & Resources
Office Furniture & Equipment

Client / General Assistance

Social Service and Assistance Payments

Indirect Cost

Department of Rehabilitation Services Financial Status Report FY 16

As of November 30, 2015

All Programs

Agency Summary

	% of Total					
	Budget	Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	76,594,466.00	51.3%	28,919,046.51	37.8%	47,248,861.99	99.4%
Travel	1,661,880.00	1.1%	640,742.56	38.6%	84,953.92	43.7%
General Operating	20,594,365.00	13.8%	5,953,206.85	28.9%	13,752,788.95	95.7%
Office Furniture & Equipment	3,000,753.00	2.0%	658,387.01	21.9%	1,072,746.68	57.7%
Client / General Assistance	39,600,537.00	26.5%	12,028,969.53	30.4%	24,998,458.38	93.5%
Indirect Cost	7,936,191.00	5.3%	3,421,933.62	43.1%	4,514,257.38	100.0%
Total	149,388,192.00	100.0%	51,622,286.08	34.6%	91,672,067.30	95.9%

Department of Rehabilitation Services Financial Status Report FY 16

As of November 30, 2015

All Programs						
Vocational Rehabilitation and Visual Services						
	% of Total			% Expended		
	Budget	Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	27,433,491.00	36.0%	9,965,595.21	36.3%	17,211,145.30	99.1%
Travel	1,369,350.00	1.8%	513,695.95	37.5%	50,997.50	41.2%
General Operating	10,187,827.00	13.4%	2,599,148.53	25.5%	7,482,217.77	99.0%
Office Furniture & Equipment	2,152,419.00	2.8%	556,439.13	25.9%	981,001.43	71.4%
Client / General Assistance	31,305,037.00	41.1%	8,578,470.60	27.4%	20,362,803.39	92.4%
Indirect Cost	3,736,603.00	4.9%	1,427,559.40	38.2%	2,309,043.60	100.0%
Total	76,184,727.00	100.0%	23,640,908.82	31.0%	48,397,208.99	94.6%

Vocational Rehabilitation Grant						
	% of Total			% Expended		
	Budget	Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	24,758,454.00	34.5%	8,968,119.57	36.2%	15,568,037.74	99.1%
Travel	1,344,400.00	1.9%	508,008.54	37.8%	50,462.50	41.5%
General Operating	9,417,217.00	13.1%	2,443,127.81	25.9%	6,855,752.88	98.7%
Office Furniture & Equipment	2,074,119.00	2.9%	549,851.64	26.5%	966,149.01	73.1%
Client / General Assistance	30,741,667.00	42.8%	8,405,720.74	27.3%	20,187,637.77	93.0%
Indirect Cost	3,500,000.00	4.9%	1,323,703.92	37.8%	2,176,296.08	100.0%
Total	71,835,857.00	100.0%	22,198,532.22	30.9%	45,804,335.98	94.7%

Department of Rehabilitation Services Financial Status Report FY 16

As of November 30, 2015

All Programs						
Oklahoma School for the Blind						
	% of Total					
	Budget	Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	5,448,847.00	69.0%	2,082,466.68	38.2%	3,344,856.20	99.6%
Travel	46,291.00	0.6%	14,049.48	30.4%	245.00	30.9%
General Operating	1,687,248.00	21.4%	508,237.14	30.1%	1,018,039.57	90.5%
Office Furniture & Equipment	198,280.00	2.5%	15,892.74	8.0%	20,400.00	18.3%
Client / General Assistance	84,000.00	1.1%	26,982.12	32.1%	0.00	32.1%
Indirect Cost	430,824.00	5.5%	196,449.31	45.6%	234,374.69	100.0%
Total	7,895,490.00	100.0%	2,844,077.47	36.0%	4,617,915.46	94.5%

Department of Rehabilitation Services Financial Status Report FY 16

As of November 30, 2015

All Programs						
Oklahoma School for the Deaf						
	% of Total					
	Budget	Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	7,007,818.00	69.7%	2,762,295.98	39.4%	4,181,619.84	99.1%
Travel	37,239.00	0.4%	20,139.47	54.1%	200.00	54.6%
General Operating	1,793,380.00	17.8%	635,440.66	35.4%	1,225,492.38	103.8%
Office Furniture & Equipment	239,654.00	2.4%	38,295.78	16.0%	0.00	16.0%
Client / General Assistance	421,500.00	4.2%	165,162.55	39.2%	104,009.25	63.9%
Indirect Cost	557,044.00	5.5%	259,709.00	46.6%	297,335.00	100.0%
Total	10,056,635.00	100.0%	3,881,043.44	38.6%	5,808,656.47	96.4%

Department of Rehabilitation Services Financial Status Report FY 16

As of November 30, 2015

All Programs						
Disability Determination Division						
	% of Total					
	Budget	Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	30,034,237.00	65.8%	11,608,397.00	38.7%	18,355,999.16	99.8%
Travel	64,000.00	0.1%	21,482.87	33.6%	33,136.42	85.3%
General Operating	4,403,951.00	9.6%	1,324,233.77	30.1%	2,444,661.34	85.6%
Office Furniture & Equipment	140,000.00	0.3%	8,339.18	6.0%	43,452.08	37.0%
Client / General Assistance	7,790,000.00	17.1%	3,258,354.26	41.8%	4,531,645.74	100.0%
Indirect Cost	3,205,812.00	7.0%	1,537,900.97	48.0%	1,667,911.03	100.0%
Total	45,638,000.00	100.0%	17,758,708.05	38.9%	27,076,805.77	98.2%

Department of Rehabilitation Services Financial Status Report FY 16

As of November 30, 2015

All Programs						
DRS Support Services						
	% of Total					
	Budget	Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	6,670,073.00	69.4%	2,500,291.64	37.5%	4,155,241.49	99.8%
Travel	145,000.00	1.5%	71,374.79	49.2%	375.00	49.5%
General Operating	2,521,959.00	26.2%	886,146.75	35.1%	1,582,377.89	97.9%
Office Furniture & Equipment	270,400.00	2.8%	39,420.18	14.6%	27,893.17	24.9%
Indirect Cost	5,908.00	0.1%	314.93	5.3%	5,593.07	100.0%
Total	9,613,340.00	100.0%	3,497,548.29	36.4%	5,771,480.62	96.4%

Department of Rehabilitation Services
Financial Status Report FY 16
As of November 30, 2015

Personnel

Salary Expense

Insurance Premium -Health-Life, etc

FICA-Retirement Contributions

Inter/Intre Agency Payment for Personal Services

Travel

Travel - Agency Direct

Travel - Reimbursements

General Operating

AFP Encumbrances

Bond Indebtness and Expenses

Buildings-Purchase, Construction and Renovation

General Operating

Maintenance & Repair

Miscellaneous Administration Fee

Professional Services

Production, Safety, Security

Refunds, Indemnities, Restitution

Rent Expense

Scholarships, Tuition and Other Incentive-Type Payments

Shop Expense

Specialized Supplies & Materials

Office Furniture & Equipment

Library Equipment & Resources

Office Furniture & Equipment

Client / General Assistance

Social Service and Assistance Payments

Indirect Cost

Personnel

Report

PERSONNEL ACTIVITY REPORT AS OF DECEMBER 23 2015

FILLED AND VACANT POSITIONS										
Personnel Activity = 7 vacant positions filled / 38 positions in Announcement or Selection Process										
Division	Title/PIN	Date Vacated	Location	Begin date	End date	Ann. #	Action/Incumbent	Date Filled		
FSD	Accountant II / 0096	7/13/2012	FSD	11/2/2015	11/16/2015	16-058	App list sent 11/23/2015			
MSD	Administrative Program Officer II / 1081	7/31/2015	MSD – PDPS	11/4/2015	11/19/2015	16-061	Tina Calloway App list sent 9/9/2015	12/15/2015		
DDD	HRM Specialist III / 0864	8/3/2015	DDD	8/28/2015	9/3/2015	16-032	App list sent 12/10/2015			
DDD	Programs Manager III / 1443	New Position	DDD	12/2/2015	12/8/2015	16-074	App list sent 12/10/2015			
DDD	Programs Manager III / 1444	New Position	DDD	12/2/2015	12/8/2015	16-075	App list sent 12/10/2015			
OSB	Nursing Service Supervisor / 0851	6/5/2015	OSB	7/16/2015	7/29/2015	16-005	Applicant list sent 8/3/2015			
OSB	School Superintendent / 0604	8/7/2015	OSB	9/22/2015	Until Filled	16-047	Currently open			
OSB	Secretary I / 0839	4/15/2015	OSB	10/1/2015	10/17/2015	16-052	Kimberly Politte App list sent 12/2/2015	12/1/2015		
OSB	Direct Care Specialist II / 0446	12/31/2015	OSB	11/10/2015	11/23/2015	16-066	App list sent 12/2/2015			
OSB	Direct Care Specialist II / 0235	9/2/2015	OSB	11/19/2015	11/30/2015	16-071	App list sent 12/10/2015			
OSB	Recreational Activities Specialist II / 0419	12/1/2015	OSB	12/3/2015	12/14/2015	16-076	App list sent 12/16/2015			
OSB	Food Service Specialist I / 0586	11/10/2015	OSB	12/3/2015	1/4/2016	16-077	Currently open			
OSD	Principal / 0414	7/15/2011	OSD	12/31/2014	Until Filled	15-062	App list sent 4/8/2015			
OSD	Social Services Specialist II / 0697	11/1/2015	OSD	10/1/2015	10/14/2015	16-051	Caitlin Spencer App list sent 11/9/2015	12/1/2015		
OSD	Manual Sign Lang Spec I / 0261	8/22/2015	OSD	10/21/2015	11/3/2015	16-053	App list sent 11/9/2015			

Division	Title/PIN	Date Vacated	Location	Begin date	End date	Ann #	Action/Incumbent	Date Filled
VR	Assistive Technology Specialist I / 1197	9/30/2012	VR36 – OKC	5/20/2015	6/09/2015	15-106	App list sent 6/11/2015	
VR	VR Specialist III / 0166	8/31/2014	VR45 – Tulsa	6/09/2015	6/29/2015	15-121	App list sent 7/06/2015	
VR	VR Specialist II / 0014	5/10/2012	VR31 – OKC	8/20/2015	9/15/2015	16-022	App list sent 9/28/2015	
VR	VR Specialist III / 0024	3/10/2015	VR56 – Woodward	11/2/2015	11/16/2015	16-059	App list sent 11/23/2015	
VR	VR Specialist IV / 0540	6/30/2015	VR49 – Tulsa	11/2/2015	11/23/2015	16-060	Waiting for E-list	
VR	VR Specialist II / 0978	2/25/2015	VR67 – Tulsa	11/4/2015	11/10/2015	16-062	Donna Dye	12/7/2015
VR	Rehabilitation Technician III / 0435	9/1/2015	VR95 – OKC	11/9/2015	11/23/2015	16-064	App list sent 12/2/2015	
VR	Administrative Assistant II / 0288	4/20/2015	VR49 – OKC	11/9/2015	11/23/2015	16-065	App list sent 12/2/2015	
VR	VR Specialist IV / 1077	10/30/2015	VR07 – Durant	11/10/2015	11/30/2015	16-067	App list sent 12/7/2015	
VR	VR Specialist IV / 0044	9/25/2015	VR67 – Tulsa	11/19/2015	11/25/2015	16-070	Julia Collins	12/16/2015
VR	VR Specialist IV / 0723	9/1/2015	VR66 – Tulsa	11/20/2015	1/18/2015	16-072	Currently open	
VR	Psychological Clinician III / 0494	12/1/2015	VR66 – Tulsa	11/20/2015	1/18/2015	16-073	Currently open	
VR	VR Specialist IV / 0058	10/29/2015	VR25 – Tecumseh	12/8/2015	12/21/2015	16-079	Waiting for E-list	
VR	VR Specialist IV / 1040	2/20/2015	VR18 – Muskogee	12/23/2015	1/12/2016	16-084	Currently open	

Division	Title/PIN	Date Vacated	Location	Begin Date	End Date	Ann. #	Action/Incumbent	Date Filled
VS	Assistive Technology Coordinator / 1133	6/12/2012	VS90 – OKC	5/13/2015	Until Filled	15-102	App list sent 9/24/2015	
VS	VR Specialist II / 0730	3/30/2012	VS64 – Tulsa	5/20/2015	6/02/2015	15-105	App list sent 6/05/2015	
VS	Vending Machine Technician I / 1027	10/27/2015	VS33 – OKC	5/28/2015	6/10/2015	15-116	App list sent 6/11/2015	
VS	Vending Facility Business Consultant II / 0170	4/01/2014	VS33 – OKC	7/22/2015	8/04/2015	16-006	App list sent 8/10/2015	
VS	VR Specialist IV / 1038	12/31/2014	VS73 – OKC	8/27/2015	9/9/2015	16-029	Shyreeta Hearne	12/1/2015
VS	Training Specialist III / 0201	7/10/2015	VS33 – OKC	8/27/2015	9/9/2015	16-030	App list sent 9/21/2015	
VS	Program Manager II / 0193	6/23/2014	VS91 – Tulsa	9/22/2015	10/5/2015	16-045	E-list sent 10/8/2015	
VS	Programs Manager II / 0306	1/1/2015	VS73 – OKC	10/21/2015	11/10/2015	16-054	App list sent 11/19/2015	
VS	Public Information Officer III / 0198	10/1/2015	VS72 – OLBPH	11/3/2015	11/16/2015	16-057	App list sent 11/24/2015	
VS	Rehabilitation of the Blind Specialist III / 0052	6/26/2015	VS58 – Ada	11/4/2015	11/16/2015	16-063	App list sent 11/23/2015	
VS	Rehabilitation of the Blind Specialist IV / 0754	7/31/2015	VS71 – Idabel	11/17/2015	12/1/2015	16-068	App list sent 12/7/2015	
VS	Business Manager II / 0785	11/23/2015	VS33 – OKC BEP	12/8/2015	12/21/2015	16-078	Waiting for E-list	
VS	VR Specialist III / 0367	7/10/2015	VS64 – Tulsa	12/15/2015	12/28/2015	16-081	Waiting for E-list	
VS	VR Specialist IV / 0083	8/3/2015	VS84 – McAlester	12/16/2015	12/29/2015	16-082	Waiting for E-list	
VS	Rehabilitation of the Blind specialist III / 0311	3/1/2015	VS84 – McAlester	12/16/2015	12/29/2015	16-083	Waiting for E-list	
VS	Rehabilitation of the Blind Specialist IV / 0695	1/17/2012	VS90 – OKC				Sabrina Stevenson	12/16/2015

NOTE: Waiting for HCM-9 = Waiting for HCM to return HCM-9's to inform if applicant meets minimum qualifications for position.

Waiting for E-List = Waiting to receive electronic applicant log from HCM.

Pending Approval= Waiting for unclassified appointments to be approved by director and cabinet secretary to establish an effective date

RESIGNATIONS/RETIREMENTS/SEPARATIONS = 5

SUPPORT SERVICES DIVISION (Executive/MSD/FSD)

NONE

DIVISION OF VOCATIONAL REHABILITATION

Dean, Janet – Psychological Clinician III – VR66-Tulsa, Retired 12/01/2015 (48 years 9 months)

VISUAL SERVICES DIVISION

Hook, Marissa – Rehabilitation Technician SWIP – VS58-Ada, Resigned 11/30/2015 (10 months)

Wilson, Andrew – Programs Field Representative I – VS62-Muskogee, Discharged (14 years 3 months)

OKLAHOMA SCHOOL FOR THE BLIND

NONE

OKLAHOMA SCHOOL FOR THE DEAF

Dobbins, Cherri – Direct Care Specialist II, Resigned 12/21/2015 (14 years 10 months)

Schooley, Vicki – Direct Care Specialist II, Discharged 12/18/2015 (29 years 6 months)

DISABILITY DETERMINATION DIVISION

NONE

**CURRENT FTE STATUS
FY 2016**

FTE as of December 23, 2015

<u>DIVISION</u>	<u>BUDGETED FTE</u>	<u>FILLED</u>	<u>PENDING</u>	<u>EXEMPT FTE</u>	<u>TOTAL FILLED PLUS PENDING MINUS EXEMPT FTE</u>
Support Services (Executive/MSD/FSD)	79.20	71.80	1.00	(0.00)	72.80
Vocational Rehabilitation	267.00	236.00	12.00	(1.00)	247.00
Visual Services	139.00	111.00	14.00	(2.00)	123.00
VR/VS-DP	2.00	1.00	0.00	(0.00)	1.00
Oklahoma School for the Blind	92.50	86.00	6.00	0.00	92.00
Oklahoma School for the Deaf	124.00	117.00	2.00	0.00	119.00
Total (NON-EXEMPT)	703.70	622.80	35.00	(3.00)	654.80
Disability Determination Division (EXEMPT)	328.30	333.00	3.00	0.00	336.00
TOTAL NON-EXEMPT & EXEMPT	1032.00	955.80	38.00	(3.00)	990.80

FY 16 Budgetary FTE Limit = 1255

*** Authorized agency FTE limit does not include Executive Fellow and SWIP appointments**

ROUTING TO: Joe Cordova, Director
 Cheryl Gray, Chief of Staff
 Kevin Statham, Chief Financial Officer
 Goli Dunkle, Division Administrator
 Tom Patt, Human Resources Program Director
 Dana Tallon, Public Information Manager II
 Linda Santin, Executive Assistant
 Rosemarie Chitwood, Secretary V
 Paul Adams, Project Coordinator

DDD

Report

Oklahoma Department of Rehabilitation Services
Disability Determination Division
Commission Meeting
2015 EOY and 2016 Projection Report
Monday, January 11, 2015

For each disability claim, a team of disability examiner specialists, medical and/or psychological consultants and para-professionals, review each applicant's medical and work history. Based on this information, the DDD team determines whether applicants meet medical eligibility criteria for disability or blindness as outlined in the federal guidelines. Children may qualify for SSI benefits and are evaluated based on their ability to perform age-appropriate activities as documented in their medical and educational records.

In FY 2015, the OK DRS DDD staff made accurate decisions in 97.9 percent of the initial disability claims application as measured by SSA's Office of Quality Performance. As result of these determinations, over 2.08 billion dollars in Social Security disability benefits are paid to the beneficiaries and dependents in Oklahoma.

DDD continues to be a national resource as an Extended Service Team (EST). The OK DRS EST assists other states with their backlog of disability claims and is one of only four in the country. Oklahoma's EST made accurate decision in 100 percent of the initial claim decisions. Since its inception, Oklahoma EST has given assistance to Arizona, California, Kansas, Louisiana, New Jersey, New Mexico and Ohio.

- **Workload**
 - Federal FY- 2015
 - Budgeted Workload (OK and EST)98,167
 - Completed Workload (OK and EST).....97,190
 - Processed Budgeted Workload (OK and EST).....99.0%
 - EST Unit cleared 18,814 cases to help Kansas, Louisiana, New Mexico, and Arizona with their workloads.
 - Federal FY- 2016
 - Estimated Workload..... 87, 288
- **Processing Time**
 - The MPT in 2015 ended at 90.2 days
- **Quality**
 - Decision Net Accuracy Rate Oklahoma.....97.9%

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Oklahoma Department of Rehabilitation Services
Disability Determination Division
Commission Meeting
2015 EOY and 2016 Projection Report
Monday, January 11, 2015

- **Staffing and Funding**

- In 2015, the division employed 371 Oklahomans with a federal budget of 45 million.
- SSA is negotiating with Office of Management and Budget an one-for-one replacement hiring authority for all the DDDs.
- All DDD staff and contractors were screened by SSA through the standard national federal background check as outlined in the Homeland Security Presidential Directive 12: Policy for a Common Identification Standard for Federal Employees and Contractors
 - U.S. national federal background check policy is to enhance security, increase Government efficiency, reduce identity fraud, and protect personal privacy by establishing a mandatory, Government-wide standard for secure and reliable forms of identification issued by the Federal Government to its employees and contractors (including contractor employees). This directive mandates a federal standard for secure and reliable forms of identification.

- **Oklahoma Cooperative Disability Investigations (CDI) Unit**

The Cooperative Disability Investigations units investigate individual disability claims and identify third parties who engage in disability fraud. Claims and post-entitlement actions are referred to the

CDI Units by DDD staff, SSA field office personnel and private citizens who suspect fraudulent activity based on suspicious behavior or other indicators. The investigation results are presented to DDD staff for their use in making disability determinations and to federal and state prosecutors for consideration of prosecution.

In 2015, the CDI unit has saved \$16.9 million in SSA and Non-SSA savings (Medicare and Medicaid) and opened 200 case investigations.



OSD
Superintendent
Report

**Oklahoma School for the Deaf
Commission Report
January 2015**

Buff Team Wins

The OSD Buff Team won matches against the Learning Center for the Deaf, Wisconsin School for the Deaf, and Texas School for the Deaf. The Buff Team will participate in the playoffs in January. If they do well in the playoffs they will play in the National competition in Washington D.C. in January.

Making Oklahoma History

Montrell Adams participated in a won a state cheerleading competition. Montrell will perform with the All State cheerleading team during the All State football game. Montrell is the first deaf person to earn this prestigious honor in the state of Oklahoma.

Cajun Basketball Tourney

OSD Indians and Lady Indian high school basketball teams won third place at the annual basketball tourney held between Oklahoma, Texas, Louisiana and Arkansas. This year the tourney was the Cajun Classic held in Louisiana. The boys' team won the three-point completion. The cheerleaders won first place in the Cheerleading Competition. Go Indians:

OSDFEE

Oklahoma Foundation for Excellence in Education is a 5013C foundation that does a lot to support OSD. Among many endeavors, OSDFEE provides scholarships for students and grants for educational opportunities at OSD. OSDFEE once again obtained a grant from the Wellniz Foundation that enabled OSDFEE to provide a gift card to every OSD student. If you wish more information about OSDFEE, there is a link on the OSD website

OSD's Buddy Bench

OSD works hard to promote no bullying. OSD has a strong anti-bullying pgoram. OSD has a new anti-bullying tool. OSD has a new Buddy Bench on the playground. This is a place where students can go if they feel sad. Students are taught to offer comfort and help to any student found on the bench. OSD teaches that the best way to have a friend is to be one. This bench was made by the OSD welding class. The bench is for, of and by OSD students. There is a plaque with names of the students who made it on the back of the bench.

Spanish Classes

OSD is offering an 8-week Spanish course for employees. This is an effort to enhance communication among staff and Spanish speaking students and their families.

EOI Testing

OSD has been busy with the winter EIO testing required by the state.

Winter Program

OAD had a successful Winter Program that was Live streamed. This program was a hit and well attended by many parents. Commissioner Tucker was on hand to see the program.

Winter Dance

OSD had a "Polar Express" winter dance on Dec. 9th. Trudy Mitchell was the person in charge of the dance. The students did all of the decorating and provided the music for the dance. It was a fun evening enjoyed by all.

School Messenger

OSD utilizes School Messenger as a tool to communicate vital information to parents/guardians and staff. This tool offers three ways to communicate: instant message, email and phone calls which often leave messages or voice mails. It has proven to be extremely helpful, especially during inclement weather.

Upcoming Games:

High School Basketball

January 5 Ryan
January 11 Fox
January 19 Milburn
January 29 Arkansas
January 30 Missouri Homecoming

Junior High Basketball

January 11 Fox
January 19 Whitebead
January 26 Springer

#

OSB
Superintendent
Report

DEPARTMENT OF REHABILITATION SERVICES

OKLAHOMA SCHOOL FOR THE BLIND

COMMISSION REPORT FOR January, 2016

Academics:

ACT Prep Course: OSB has begun offering a prep course for the ACT test. This class is providing students with an early look at the content of the ACT and the testing process. This should enable students to achieve test scores that are more consistent with their academic abilities, which should open greater post-graduation opportunities to them.

Holiday celebrations:

Each student dormitory held a party immediately before the holiday break, and day students were invited to share in the festivities alongside the residential students. OSB students benefit tremendously from the generosity of individuals and groups across the state, which help to ensure that every student who attends our school receives a wonderful Christmas or holiday.

Juniors & seniors held a successful dessert auction to raise money for their class trips coming up in the spring.

FCCS students created beautiful holiday decorations which were sold to raise funds for class supplies and future endeavors. Their creations were so outstanding this season that they could not keep the shelves stocked for the eager participants in the shopping fun.

Wrestling:

The wrestling season has begun and the Panthers have participated in 3 meets thus far. We have a young lady on our team this year, for the first time. She placed first in her class at the Panther's last meet. Now the team, along with cheer leaders, the band and the requisite supporting cast; are preparing to attend the SCSB (Southeastern Conference of Schools for the Blind) meet to be held in Alabama at the end of January.

Other:

The interim superintendent continues to study each area of the school, and to speak with teachers, dormitory staff, kitchen workers, maintenance staff and administrative personnel. She is building a list of recommendations to be given to the permanent occupant of the superintendent's post.

Oklahoma
Rehabilitation
Council
Report



Oklahoma Rehabilitation Council
Renee Sansom, Program Manager
August - December, 2015 Quarterly Report

Activities

August – September

1. Program Manager met with Mark Kinnison and Doug Boone about revamping the job seeker success stories so that ORC can have better access to them and assisting DRS with more success for job seekers stories. These success stories will be randomly selected statewide from reports from Rod Van Stavern and ORC Program Manager will provide an exit interview, capture a quote from the client, and get their photo and signature for such photos to be displayed for the Breaking Barriers at DRS and ORC Booths. ORC will also be conducting and gathering success stories from employers statewide to focus on the success of the employer job seeker relationships. This will provide an opportunity for legislators to receive a packet of job seeker and employer success stories from their specific regions
2. A disability primer has been developed from the ORC Policy and Legislative Committee to have for hill visits in Washington DC, Disability Awareness Day and other legislative activities to promote awareness.
3. A new ORC Logo and ORC Brochures have been developed for the Council with a fresh new look
4. New ORC Food and Give Away Policy was developed and approved in order to be in compliance with the US Department of Education, Rehabilitation Services Administration and the OSU, Department of Wellness
5. ORC is working on developing a new website. It should be up and running in January. A banner was created to match the fresh new look of the brochure and logo

October

6. ORC Strategic planning meeting was well attended and the council is working diligently on being ahead of the WIOA timeline to ensure the new Strategic Planning will be in place



7. Program Manager attended and helped with the Oklahoma Transition Institute on October 13th and 14th. PM will continue to be a part of the OK Transition Council and attend meetings.
8. Program Manager attended the DRS Expo, October 16th, 2015 and had a booth. It was well attended
9. Program Manager attended the Ability Job Fair and, October 22, 2015 had a booth. It was well attended

November – December

10. 2 ORC members, currently serving as the chair and vice-chair to the council, Director of Sponsored Programs (ORC Program Manager Supervisor) and Program Manager attended the National Coalition of State Rehab Councils (NCSRC). Program manager and Director of Sponsored Programs stayed and attended the Council of State Administrators of Vocational Rehabilitation (CSAVR) in November 2015. ORC sent a total of 4 people to attend the NCSRC conference. This information was brought back to DRS and the ORC Council to provide beneficial information on how to partner with DRS and provide the best services possible to job seekers regarding WIOA
11. ORC council members as well as ORC Program Manager and OSU graphic design staff were very busy the months of November and December creating and developing the ORC Annual Report. It was completed and sent to print on December 10th and mailed to the appropriate parties by December 18th in order for them to receive by the deadline of December 31st.
12. Program Manager has attended Oklahoma Works Partners Meetings with DRS Staff in Western Oklahoma, Southern Oklahoma and Northern Oklahoma.
13. Program Manager has attended the conference calls for the Rehab Net Meetings
14. Continue to be a partner on the DRS Policy team
15. Program Manager partnered with the DRS State Plan team and gathering information for each section of the state plan to be ready for input on the State Plan
16. ORC partnered with DRS and the DRS State Plan team to coordinate public hearings for public comments on the State Plan

Please visit the ORC web site: orc.okstate.edu



17. ORC has confirmed 4 new appointments from the Governor's office. One position is still awaiting to be filled for the Workforce Development Board position on the council.

18. ORC committees are continuing to work on their projects outlined in the strategic plan. January meetings have been scheduled to meet with each committee.

Regular Meetings Attended:

- SILC Meeting
- ORC Committee Meetings
- Strategic Planning Meetings with DRS
- Oklahoma Transition Council Meetings
- PM/FC Quarterly Meetings with DRS
- Oklahoma Works Partners Meetings

Next ORC meeting will be held February 18th, 2016 at State Office;
2nd Floor from 9:30 – 12:00

Public

Comments

Person stated they liked some of the things in the book ***Everything I need to Know I Learned in Kindergarten***. Some of those things are; talk is cheap and change is not a synonym for progress don't confuse those, they are not the same thing. Person is concerned about teachers or staff not being on the interview panel. Person is for local control, keeping everything local, don't turn control over to the bigwigs in Oklahoma City or politicians outside of Muskogee. Person is betting that the OSB selection committee will come up short.

Person stated Oklahoma School for the Blind is like a big family, a lot of people are scared. Person said there has always been problems there, make sure voices are heard. Major concern is making sure the superintendent has a certificate, make sure the new person will have a vested interest in the school and is willing to pull in the rest of the community. It is not about the two blind groups. Person encouraged everyone to work together.

Person stated they have seen a lot of changes and believes in the school's mission. OSB must follow the guidelines of the State Department of Education. The faculty and staff are consistently looking and making improvements.

Person stated they taught at OSB for 32 years. This was their best teaching experience. Person believes OSB needs an educator as the new superintendent. We need to provide individual needs, think about what is important for each individual child, there needs to be a transition program for those who do not plan to attend college.

Person stated their child attends OSB. Person stated that actions are not lining up, Person wants everyone to come together collectively to provide children a better education. Person talked about sending the children out of state for training. Person stated the train is off the track, it needs to be fixed and the issues addressed. Stop using affiliations and political background to influence. People should be outraged and determined to fix the problem. Everyone worried about who is in charge, what's the new direction. Please put personal ideas aside and meet the needs of the children. (Commissioner Collins explained that the money spent sending client's out of state for training came out of the VR/VS budgets and not that of the school)

Person stated blindness does not define the child or their future, by raising expectations we create opportunities for them and ourselves. NFB has many programs to help blind children get a better education. NFB has made no comments against any organization. NFB believes in Braille usage.

Person stated, Dear commissioners today I want to tell you. I attended OSB, considered a low vision student, I used technology, was told I did not need Braille. My senior year I was offered mobility training for low vision, I started losing my vision my senior year at OSB. In 2015, was nearly blind but did not lose the rest of my vision. I did go to training in Louisiana.

Person stated they are very passionate about the need for Braille.

Person did not learn Braille in school. Person believes that they should have learned Braille as a student. Person believes that every kid should be given every tool to be successful. Kids should be given the opportunity to acquire skills and the needed tools for success. Person has learned Braille as an adult.

Person stated they have weathered the rumors of the school closing. She feels DRS did not want OSB as a part of the agency. In reading the requirements for the new superintendent, person feels that having a background in education is important. Person believes there are several qualified people in the state but Joe has the final say.

Person state they are an employee at OSB. Fantastic school and thank all the teachers, this is a tremendous school and we want to keep it that way.

Person stated they had met with Joe Cordova a few months ago. Joe expressed concern about transition. Everyone has problems with transition. These kids are told when to wake up, eat, when to get dressed, etc. Everything is controlled. When they go off to college they have no control. Statistics were taken during a time of unemployment in the State. Person's grandchild attends OSB. Person thinks they have done a great job here, some of the problems came with the firing of Mr. Adams. Superintendents come and go but person prefers a superintendent that has a background in education.

Person stated they are in the school every day. Person works in the VS transition unit. Person's concern is the dissention is rampant. Person is upset by some of the actions of some of the instructors. Stating kids can learn and do need opportunity. Even lower functioning kids can work, nearly every student that goes into college is not as prepared as they thought they were. Change is good in most situations. Animosity among the staff has affected the children.

Person stated they work at OSB, instructor for 22 years. OSB is a division of DRS. Person stated that the Oklahoma School for the Blind takes offense that past superintendents or present staff do an inadequate job. Person sees staff do all types of things, implications are that OSB staff are not doing a good job. Why is OSB a part of DRS, person doesn't see why the school is a part of DRS. Person stated they take the bottom of the barrel and do the best they can with them. Person is passionate about the work they do.

Person stated they attended OSB. They helped me to become independent, reading braille, living in the apartments, person was a day student. Person is now a college graduate. They do a great job with the kids. Saying the school needs to be closed needs to stop. Person gives the school a lot of credit. Person would not be here if it wasn't for the teachers and staff at OSB.

Person addressed message to parents and Commissioners, person is a mobility instructor with DRS. Member of NFB and proud to be. Grew up at a school for the blind. There were a lot of people that person met later in life. Blindness does not define who you are. What would you expect from your child if they could see. If a child is not

accomplishing those things you need to seek out other avenues. Encourage proper programs are in place when the new superintendent is hired. Do research on our child's vision condition and be prepared for what may happen to the child's vision in the future. Don't judge a person by what group they are affiliated with.

Person stated they graduated from OSB last year. Person is now in college and doing well. School gave this person the courage to continue on. OSB should not be held accountable for what happens after children graduate.

Person thinks this is an opportunity on how we can improve the school. Difficulty is there are issues of trust involved. Hope the trust issues can be resolved. Person will be here until his dying day trying to improve the lives of Oklahomans. Hopes in the weeks to come the truth and agenda will come out.

Person read a statement from her coworkers. They are afraid to express their opinions because of retaliation. OSB is not a rehabilitation center. They are a school judged on test scores. Kids come in their junior high years and they do teach them braille. When kids come here they go to class, dinner, homework and to bed. Where is there time to put in other independent living skills. There are only 2 instructors and too many children. They teach the children they think need the skills the most.

Person stated there was one factor that they felt needed to be brought up. It appeared to me that Dr. Cordova bases a lot of his decisions on our "after graduation outcome" facts, e.g. how many students are going successfully to college, are employed, etc. The questions should be; Where were they when they started out here? Where are they now in their independent living skills? And did they reach their actual potential?

Commission

Minutes

State of Oklahoma
Commission for Rehabilitation Services
Oklahoma School for the Blind, Auditorium
3300 Gibson
Muskogee, OK 74403

Commission Chair, Lynda Collins, called the meeting to order at 3:30 P.M. Roll call was taken all Commissioners were present.

Reports:

Financial Status Report was presented by Kevin Statham. No discussion on this report

Personnel Activity Report was presented by Goli Dunkle. No discussion on this report

Review and Discussion of Proposed Policy Changes for DRS Oklahoma Administrative Code Provisions: Sandra Wright reported this policy will be on the March 2016 for review and approval by the Commissioners. Discussion: Commissioner Shelton asked for clarity about the policy dealing with the Policy Development Programs Standard Unit Ms. Wright explained this was basically reorganization to combine the policy and revoke unneeded policy and make a change to the unit name. Commissioner Collins asked about the policy changes regarding the open meeting act. Mr. Olderbak, stated this is just to restate the wording to what is stated in the statutes. Ms. Collins also, asked about the definition of independent core services and services to groups Jean Jones explained these are changes due to the Workforce Innovations Opportunity Act. Ms. Collins also asked about the change in policy regarding diabetic training. The change being this is no longer a requirement but will be up to the client and counselor. Jean Jones will mail out a summary of the policy changes for VR/VS to the commissioners. Commissioners are to send any policy changes to the division administrators for VR and VS.

Action Items:

Review and approval of the minutes from the November , 2015, regular Commission for Rehabilitation Services meeting. All Commissioners were present and voted in the affirmative. Motion passed

Review and discussion with possible vote for approval of donations to the Oklahoma School for the Deaf. Resolution 2016-07. All Commissioners were present and voted in the affirmative. Motion passed

Review and discussion with possible vote for approval of donations to the Oklahoma School for the Blind. Resolution 2016-08. All Commissioners were present and voted in the affirmative. Motion passed

Intermission

Review and Discussion of the OSB strategies that were approved at the Commission for Rehabilitation Services November 2015 regular meeting: Commissioner Collins expressed the Commissioners do not want to close the school, they do not have the authority to do so. Commissioner Collins read and discussed each of the strategies and gave a background on why these strategies were necessary.

Director's report: Commissioner Collins read Director Cordova's report to the audience. This report outlined the director's steps to implement a new direction for the Oklahoma School for the Blind.

Public Comments: All attendees were given the opportunity to speak, each person was allotted five minutes and only agenda items could be discussed. Ms. Collins, asked the audience to be polite and not make any derogative responses or motions. The public comments and written comments are as stated:

Person stated they liked some of the things in the book ***Everything I need to Know I Learned in Kindergarten***. Some of those things are; talk is cheap and change is not a synonym for progress don't confuse those, they are not the same thing. Person is concerned about teachers or staff not being on the interview panel. Person is for local control, keeping everything local, don't turn control over to the bigwigs in Oklahoma City or politicians outside of Muskogee. Person is betting that the OSB selection committee will come up short.

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Person state they are an employee at OSB. Fantastic school and thank all the teachers, this is a tremendous school and we want to keep it that way.

Person stated they had met with Joe Cordova a few months ago. Joe expressed concern about transition. Everyone has problems with transition. These kids are told when to wake up, eat, when to get dressed, etc. Everything is controlled. When they go off to college they have no control. Statistics were taken during a time of unemployment in the State. Person's grandchild attends OSB. Person thinks they have done a great job here, some of the problems came with the firing of Mr. Adams. Superintendents come and go but person prefers a superintendent that has a background in education.

Person stated they are in the school every day. Person works in the VS transition unit. Person's concern is the dissention is rampant. Person is upset by some of the actions of some of the instructors. Stating kids can learn and do need opportunity. Even lower functioning kids can work, nearly every student that goes into college is not as prepared

as they thought they were. Change is good in most situations. Animosity among the staff has affected the children.

Person stated they work at OSB, instructor for 22 years. OSB is a division of DRS. Person stated that the Oklahoma School for the Blind takes offense that past superintendents or present staff do an inadequate job. Person sees staff do all types of things, implications are that OSB staff are not doing a good job. Why is OSB a part of DRS, person doesn't see why the school is a part of DRS. Person stated they take the bottom of the barrel and do the best they can with them. Person is passionate about the work they do.

Person stated they attended OSB. They helped me to become independent, reading braille, living in the apartments, person was a day student. Person is now a college graduate. They do a great job with the kids. Saying the school needs to be closed needs to stop. Person gives the school a lot of credit. Person would not be here if it wasn't for the teachers and staff at OSB.

Person addressed message to parents and Commissioners, person is a mobility instructor with DRS. Member of NFB and proud to be. Grew up at a school for the blind. There were a lot of people that person met later in life. Blindness does not define who you are. What would you expect from your child if they could see. If a child is not accomplishing those things you need to seek out other avenues. Encourage proper programs are in place when the new superintendent is hired. Do research on our child's vision condition and be prepared for what may happen to the child's vision in the future. Don't judge a person by what group they are affiliated with.

Person stated they graduated from OSB last year. Person is now in college and doing well. School gave this person the courage to continue on. OSB should not be held accountable for what happens after children graduate.

Person thinks this is an opportunity on how we can improve the school. Difficulty is there are issues of trust involved. Hope the trust issues can be resolved. Person will be here until his dying day trying to improve the lives of Oklahomans. Hopes in the weeks to come the truth and agenda will come out.

Person read a statement from her coworkers. They are afraid to express their opinions because of retaliation. OSB is not a rehabilitation center. They are a school judged on test scores. Kids come in their junior high years and they do teach them braille. When kids come here they go to class, dinner, homework and to bed. Where is there time to put in other independent living skills. There are only 2 instructors and too many children. They teach the children they think need the skills the most.

Person stated there was one factor that they felt needed to be brought up. It appeared to me that Dr. Cordova bases a lot of his decisions on our "after graduation outcome" facts, e.g. how many students are going successfully to college, are employed, etc

The questions should be; Where were they when they started out here? Where are they now in their independent living skills? And did they reach their actual potential?

Approval of resolution regarding the OSB interview team, interview questions, applicant resumes and applicant scores. Motion was made by Commissioner Shelton and seconded by Commissioner Tucker. The motion stated the Commissioners are recommending to the DRS Director that the OSB Superintendent interview team will be made up of the following entities; Department of Education, DRS E-Team, a person from each of the consumer organizations for the blind, and a parent. Vote taken: All Commissioners were present and voted in the affirmative. Motion passed.

Announcements: Date and location of next regular meeting of the Commission for Rehabilitation Services: January 11, 2016, 10:30 A.M. Department of Rehabilitation Services, 3535 NW 58th Street, Suite 200, Oklahoma City, OK 73112

Meeting was adjourned by Commission Chair

State

Plan

AGENDA ACTION ITEM
Executive Summary
January 11, 2016

ISSUE:

The Division of Vocational Rehabilitation (DVR) and the Division of Visual Services (DVS) are submitting the State Plan for Title I, Vocational Rehabilitation Services, and Title VI, Supplement for Supported Employment Services – VR services portion of the Unified Plan.

BACKGROUND:

The Oklahoma Department of Rehabilitation Services is required to submit the VR services portion of the Unified State Plan by March 3, 2016. The Divisions of Vocational Rehabilitation and Visual Services, together with the Oklahoma Rehabilitation Council jointly participated in the development of goals, priorities, and strategies for the plan period. The plan period is July 1, 2016 – June 30, 2020.

STAFF RECOMMENDATION:

The DVR and DVS Administrators recommend the approval of the State Plan, by the Commission for Rehabilitation Services.

BUDGET IMPACT: (If any)

There are no fiscal impacts related to the completion of the plan period to the VR services portion of the Unified State Plan.

PUBLIC HEARING COMMENTS:

December 7 – Lawton – Five in attendance.

December 8 – OKC – Twelve in attendance.
Comments received (attached)

December 9 – Tulsa – Nine in attendance.
Comments received (attached)

Public Comments received:

Comment letter from Oklahoma Rehabilitation Council (attached)

Comment letter from Oklahoma ABLE Tech (attached)

SUMMARY OF AMENDMENTS:

No amendments made to draft state plan as a result of public hearing process.

Draft VR Services portion of Unified State Plan – July 1, 2016 – June 30, 2020

Table descriptions

Page 35 – Comprehensive System of Personnel Development – the table lists the current FTE's available and projections for replacements needed to adequately serve the consumers. The numbers indicated are and continue to be based on historical and projected turnover rates.

Programs Managers, 25 total positions for vocational rehabilitation and visual services, 3 current vacancies, 4 projected vacancies over the next 5 years.

Programs Field Representatives, 15 total positions for vocational rehabilitation and visual services, 1 current vacancy, 2 projected vacancies over the next 5 years.

Vocational Rehabilitation Counselors, 153 total positions for vocational rehabilitation and visual services, 22 current vacancies, 25 projected vacancies over the next 5 years.

Vocational Evaluators, 8 total positions for vocational rehabilitation and visual services, 3 current vacancies, 1 projected vacancy over the next 5 years.

Assistive Technology Specialists, 8 total positions for vocational rehabilitation and visual services, 1 current vacancies, 2 projected vacancies over the next 5 years.

Rehab of the Blind Specialists, 19 total positions for vocational rehabilitation and visual services, 4 current vacancies, 5 projected vacancies over the next 5 years.

Specialists on Deaf/Blindness, 2 total positions for vocational rehabilitation and visual services, 1 current vacancy, 1 projected vacancy over the next 5 years.

Page 37 – Relationships with Higher Education

Enrollment and graduation information from Langston University is current enrollment level is 108 and prior year graduate level is 40.

Enrollment and graduation information from East Central University is current enrollment level is 62 and prior year graduate level is 17.

Page 44 – Estimated vocational rehabilitation services.

Priority Group 1 – estimated funds = \$11,481,000 and estimated number to be served = 3,929 and average cost of services = \$2,922.

Priority Group 2 – estimated funds = \$13,617,000 and estimated number to be served = 4,659 and average cost of services = \$2,922.

Priority Group 3 – estimated funds = \$1,602,000 and estimated number to be served = 548 and average cost of services = \$2,923.

Title 6, Supported Employment – estimated funds = \$300,000 and estimated number to be served = 64 and average cost of services = \$4,700.

Page 54 – Time within which these goals may be achieved for individuals in each priority category within the order and estimated average length of services for successful cases by priority group.

Priority group 1 – number of individuals to be served = 3,929 and outcome goals successful closures = 2,357 and outcome goals unsuccessful closures = 1,572 and average days between plan signature and closure = 1,022 and average cost of services = \$2,922.

Priority group 2 – number of individuals to be served = 4,659 and outcome goals successful closures = 2,795 and outcome goals unsuccessful closures = 1,864 and average days between plan signature and closure = 892 and average cost of services = \$2,922.

Priority group 3 – number of individuals to be served = 548 and outcome goals successful closures = 329 and outcome goals unsuccessful closures = 219 and average days between plan signature and closure = 1,039 and average cost of services = \$2,923.



STATE PLAN

*for Vocational Rehabilitation Services
&
Supplement for Supported Employment Services*

VR Services portion of the Unified Plan

July 1, 2016 – June 30, 2020

**State Plan for Vocational Rehabilitation
&
Supplement for Supported Employment Services**

VR Services portion of the Unified Plan

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Input of State Rehabilitation Council

The Oklahoma Rehabilitation Council complies with the Federal Rehabilitation Act mandates through its strategic plan process and the following functions and related tasks.

The Mission of the Oklahoma Rehabilitation Council (ORC) is “To facilitate consumer education and empowerment, to assure services are of high quality, and lead to employment of individuals with disabilities within the state of Oklahoma.”

Program and Planning Committee: Review, analyze and advise DSU on the standards and indicators as laid out by Section 106 of the *Rehabilitation Act of 1973*, as amended. Active participation on the DSU State Plan Meetings. Active participation on the DSU Comprehensive Needs Assessment development initiative. Analyze the trends of the Customer Satisfaction Survey.

Goal 1: In accordance with Section 105 (A)(c)(i), the Program and Planning Committee, will quarterly or as necessary, review, analyze and advise DSU on the standards and indicators, customer satisfaction statewide comprehensive needs assessment, and other relevant data.

Program and Planning Committee Objectives:

Objective 1-1: The Council must, after consulting with the State Workforce Development Board-- Review, analyze, and advise the Designated State unit regarding the performance of the State unit's responsibilities under this part, particularly responsibilities related to-- Eligibility, including order of selection.

Met or Unmet/Reason

Objective 1-2: The extent, scope, and effectiveness of services provided; and functions performed by State agencies that affect or potentially affect the ability of individuals with disabilities in achieving employment outcomes under this part.

Met or Unmet/Reason

Objective 1-3: In partnership with the designated State unit— develop, agree to, and review State goals and priorities in accordance with Sec. 361.29(c).

Met or Unmet/Reason

Objective 1-4: Evaluate the effectiveness of the vocational rehabilitation program and submit reports of progress to the Secretary in accordance with Sec. 361.29(e).

Met or Unmet/Reason

Objective 1-5: Advise the designated State agency and the designated State unit regarding activities carried out under this part and assist in the preparation of the State plan and amendments to the plan, applications, reports, needs assessments, and evaluations required by this part.

Met or Unmet/Reason

Objective 1-6: To the extent feasible, conduct a review and analysis of the effectiveness of, and consumer satisfaction with —The functions performed by the designated State agency; The vocational rehabilitation services provided by State agencies and other public and private entities responsible for providing vocational rehabilitation services to individuals with disabilities under the Act; and the employment outcomes achieved by eligible individuals receiving services under this part, including the availability of health and other employment benefits in connection with those employment outcomes.

Met or Unmet/Reason

Goal 2: The Program and Planning Committee will support quality customer services, career planning and effective employment.

Program and Planning Committee Activities:

Activity 1 - Request the DSU to report the findings of the customer satisfaction survey for open and closed cases, annually or every two years as conducted.

Met or Unmet Reason

Activity 2 - Field Coordinators will continue to report on the performance activities using the standards and indicators data template at the quarterly ORC meetings.

Met or Unmet Reason

Activity 3 - Report and Recommend current data to the Oklahoma Rehabilitation Council Program Manager for inclusion on the Oklahoma Rehabilitation Council website.

Met or Unmet Reason

Activity 4 - Continue to support all disability groups and report any new information regarding them to the Oklahoma Rehabilitation Council.

Met or Unmet Reason

Activity 5 - Collaborate with the DSU through the state plan process to include the development of the goals and priorities.

Met or Unmet Reason

Activity 6 - Serve as a repository from consumer disability information groups to make recommendations to the Oklahoma Rehabilitation Council for potential collaborations, partnerships and/or initiatives.

Met or Unmet Reason

Goal 3: Maintain standing committees that address the goals and objectives outlined by the ORC, the DSU State Plan, and the Rehabilitation Act (i.e., Policy and Legislative Committee, Program and Planning Committee, and Transition and Employment Committee). Every ORC member will serve on a committee(s).

Executive Committee – Comprised of the SRC Chair, Vice-Chair, and 2 members-at-large. The Executive Committee also consists of the Associate Director and Director of Sponsored Programs of the OSU, Department of Wellness, who oversees the contractual administration of the ORC. Ensures that committees are assigned to meet the requirements of Section 105 of the Rehab Act with regard to Public Hearings, State Plan, Comprehensive Needs Assessment, Customer Satisfaction and Annual Report.

Executive Committee Objectives:

Objective 1-1: Prepare and submit to the Governor and to the Secretary no later than 90 days after the end of the Federal fiscal year an annual report on the status of vocational rehabilitation programs operated within the State and make the report available to the public through appropriate modes of communication.

Met or Unmet/Reason

Objective 1-2: Perform other comparable functions, consistent with the purpose of this part, as the Council determines to be appropriate, that are comparable to the other functions performed by the Council.

Met or Unmet/Reason

Objective 1-3: Resources - The Council, in conjunction with the Designated State unit, must prepare a plan for the provision of resources, including staff and other personnel that may be necessary and sufficient for the Council to carry out its functions under this part. The resource plan must, to the maximum extent possible, rely on the use of resources in existence during the period of implementation of the plan. Any disagreements between the designated State unit and the Council regarding the amount of resources necessary to carry out the functions of the Council must be resolved by the Governor, consistent with paragraphs (i)(1) and (2) of this section. The Council must, consistent with State law, supervise and evaluate the staff and personnel that are necessary to carry out its functions. Those staff and personnel that are assisting the Council in carrying out its functions may not be assigned duties by the designated State unit or any other agency or office of the State that would create a conflict of interest.

Met or Unmet/Reason

Executive Committee Activities:

Activity 1: Meet with DSU Division Administrators and the State Director, quarterly, or as needed, to maintain regular communication and collaborate on the development of the agenda.

Met or Unmet/Reason

Activity 2: As a Council vacancy opens, the Program Manager will recruit, recommend, and consult with the Governor's Deputy of Appointments to ensure membership compliance with the Rehabilitation Act.

Met or Unmet/Reason

Activity 3: Actively recruit and outreach with businesses and disability organizations to educate them on the services of DSU as well as the SRC purpose.

Met or Unmet/Reason

Activity 4: Continue to coordinate with the DSU Division Administrators to ensure attendance of Field Coordinators and associate members to attend quarterly meetings.

Met or Unmet/Reason

Activity 5: The Program Manager will participate on the DSU's Oklahoma Works Team.

Met or Unmet/Reason

Activity 6: The ORC will send at least one representative to the SILC quarterly meetings and a SILC representative will attend and report to the ORC on SILC activities.

Met or Unmet/Reason

Activity 7: Explore opportunities for orientation of SILC members on the role of the ORC.

Met or Unmet/Reason

Activity 8: Continually review and update the ORC Website.

Met or Unmet/Reason

Policy and Legislative Committee: Activities include, but are not limited to, advocacy and education, policy and State Plan review, State Plan Public Hearings and Success Stories. Also, responsible for the reviewing/monitoring of pending and current disability-related legislation, particularly with respect to impact on funding; suggest/develop legislation as needed. Active participation on the DSU Policy Re-engineering Committee. Support DSU with both national and state efforts to enhance advocacy activities and services for VR/VS clientele.

Goal 4: The ORC will build capacity for consumer education and empowerment to showcase awareness and education for both consumers and employers.

Policy and Legislative Committee Objectives:

Objective 1-1: To avoid duplication of efforts and enhance the number of individuals served, coordinate activities with the activities of other councils within the State, including the Statewide Independent Living Council established under 34 CFR part 364, the advisory panel established under section 612(a)(21) of the Individuals with Disabilities Education Act, the State Developmental Disabilities Planning Council described in section 124 of the Developmental Disabilities Assistance and Bill of Rights Act, the State mental health planning council

established under section 1914(a) of the Public Health Service Act, the assistive technology grant and the State workforce investment board.

Met or Unmet/Reason

Objective 1-2: Provide for coordination and the establishment of working relationships between the designated State agency and the Statewide Independent Living Council and centers for independent living within the State.

Met or Unmet/Reason

Objective 1-3: Support DSU with disability-related legislation during the Oklahoma Legislative Session.

- Insignia legislation to support new ADA icon project
- Cell phone surcharge to generate more revenue to support AT purchases for those who are deaf, hard of hearing and/or speech-impaired
- Establish Oklahoma ABLE savings accounts for individuals with disabilities 26 years of age and above

Met or Unmet/Reason

Objective 1-4: Support DSU efforts with Access for All Initiative for all job seekers and businesses and employers work sites through all levels of Oklahoma Works. Working with the Governor's Council for Workforce and Economic Development (GCWED), system partners bring sharper focus on developing and employing more Oklahomans with disabilities.

Met or Unmet/Reason

Policy and Legislative Committee Activities:

Activity 1 - Promote and increase the number of Job Seeker Success Stories (JSS) to be distributed annually to key stakeholders at the DSU Disability Awareness Day, Council of State Administrators of Vocational Rehabilitation Capitol Hill visits, the Governor, and the Lieutenant Governor. Post new stories quarterly on the ORC website and share with members at the ORC quarterly meetings.

Note: The target would be 50 a year/10 per region (Central, Northwest, Southwest, Northeast and Southeast). Also, in addition to the job seeker success stories, create an 'employer' component when possible, making the success story stronger by showcasing successful employment of DSU job

seekers with disabilities. Emphasis will be placed on gathering DVR and DVS transition stories. A short video showcasing the more impactful stories will also be created.

Met or Unmet/Reason

Activity 2 - Continue participation and input with DVR/DVS staff to ensure the DSU policies are in alignment with the Rehabilitation Act, Oklahoma consumer needs and employment outcomes.

Met or Unmet/Reason

Activity 3 - Partner with DSU on “Disability Awareness Day at the Capitol”, by marketing the event, setting up an exhibitor booth, and assisting consumers by being legislative guides.

Met or Unmet/Reason

Activity 4 - Continue to partner with other consumer advocacy groups to host the “Meet the Candidates Forum”, as events occur during State election years.

Met or Unmet/Reason

Activity 5 - The ORC will partner with the Council of State Administrators of Vocational Rehabilitation (CSAVR) and National Council of State Administrators of the Blind (NCSAB) on federal legislative initiatives by attending the spring and/or fall meetings and by participating in national sub-committee activities and providing updates to full council. Council members to go as well. The ORC Program Manager will provide the Council with any DSU policy updates during each ORC Council Quarterly meeting.

Met or Unmet/Reason

Activity 6 - Provide public comment on policy changes, promote consumer attendance at all public hearings and distribute flyers with summary of proposed changes and information on public hearings.

Transition and Employment Committee: Active participation on the Oklahoma Transition Council. Support DSU with statewide efforts to enhance transition activities and services for youth in secondary settings to increase successful employment outcomes. The primary focus of this committee will be to support activities which provide enhanced services to youth and students with disabilities to help them prepare for life after high school, including, but not limited to, further education/training, competitive

integrated employment, independent living and social skills, self-determination, and self-advocacy.

Goal 5: Collaborate with the DSU to address the utilization of in-demand occupation information during the career planning process as well as the enhancement of a job seeker page on the DSU website in accessible formats for all DSU consumers.

Transition and Employment Committee Objectives:

Objective 1.1: Partner to add links to the DSU website with live links to host demand occupation information gathered from the Department of Commerce, Bureau of Labor Statistics and other sources. We may have to have examples on how to understand the website information. Gather information regarding programs that are currently missing from the website.

Note: Develop a mock site that OU Masters students with transition degrees can have as a directed project. The website will be accessible. Add skills tabs for teachers, adults and transition. Add a quiz to the website where they will answer questions to determine their needs. Add a tab for In Demand Occupations, Career Techs, Accommodations, etc.

1. Identify existing job preparation tools (e.g., www.okcareerguide.com) to be included as resources on this dedicated page.
2. Create and develop the content of the page to be provided in layout format for DSU Communications Office.
3. Develop partnership buy-in from ORC member organizations to link with this resource from their websites
4. Market the Page
5. *Integrate 2.4 in the Job Seeker page. OK Career Guide replacing OKCIS. Add transition care notebook, increase job shadowing, in demand occupations, host events about these things, list programs available, like Project Search and ljobs. Imbed this information with the new web page.*

Met or Unmet/Reason

Objective 1.2: Review DSU successful closure data for adults and transition age youth to determine if there is a correlation between agency closures and demand occupations.

Met or Unmet/Reason

Objective 1.3: Identify underutilized in demand occupation areas that could be potential job match for consumers. Develop ways to encourage and support to facilitate training with staff. Where is the gap? Where is our focus? Nationwide, Regional or Statewide?

Met or Unmet/Reason

Goal 6: Develop an instrument to assist DSU consumers to inform all disability support organizations in OK. This would complement the Transition Planning Folder and Keeping Track of Your Progress tools. It will be disseminated to parents, students, teachers and other stakeholders.

Transition and Employment Committee Activities:

Activity 1 - Invite transition teams to present the progress of their team plans, including best practices, at the quarterly ORC meetings.

Met or Unmet/Reason

Activity 2 - The DSU Transition Coordinator will share Indicator 14 – Post-School Outcome reports provided by the Oklahoma State Department of Education, Special Education Services with the committee.

Met or Unmet/Reason

Activity 3 - ORC will support participation of Oklahoma Transition Council (OTC) including its collaboration with National Centers - NSTTACC - National Technical Assistance Center on Transition (NTACT).

Met or Unmet/Reason

Activity 4 - Highlight Success Stories of transition students with legislators in each region. There are plans to do this activity.

Met or Unmet/Reason

Activity 5 - Annually review the State Department of Education, Special Education Child Count Data to study trends and report to DSU in order for the DSU to have an awareness of future needs of both consumers and personnel.

Met or Unmet/Reason

Activity 6 - Invite local workforce development board and youth committee representatives to attend ORC quarterly meetings to report on the efforts made toward employment for persons with disabilities within their area.

Met or Unmet/Reason

Activity 7 - Develop an instrument to assist DSU consumers to inform all disability support organizations in OK. This would complement the Transition Planning Folder and Keeping Track of Your Progress tools. It will be disseminated to parents, students, teachers and other stakeholders. Develop one document, double sided with the disability specific organizations by disability category, specifically those listed in the IDEA including Mental Health.

Met or Unmet/Reason

Response from DSU to SRC Input and Recommendations

The DSU concurs with the SRC's position and recommendations as stated in this section. The DSU continues to have an extremely cooperative, productive, and interactive relationship with the Oklahoma SRC. The DSU administration fully participates in the SRC activities including their quarterly meetings. Designated DSU liaisons attend and fully participate in SRC committee meetings and serve as associate members of the SRC. The DSU also continues to work with the SRC on joint projects. The SRC's involvement in the development and revision of agency policy has been of particular value in identifying consumer issues related to policy and in developing rules that respond effectively to both client and agency concerns. Formal planning meetings for the state plan included the SRC program manager as a member of the team, as well as for both divisions of vocational rehabilitation and visual services strategic planning teams. The DSU and the SRC are committed as partners in leading the Oklahoma Workforce System towards enhanced accessibility for all individuals, including those with disabilities.

Cooperative Agreements with Agencies Not Carrying Out Activities Under the Statewide Workforce Development System

The Department of Rehabilitation Services, designated state unit, (DSU) enters into appropriate cooperative arrangements with, and utilizes the services of, various state and local agencies and programs. DSU coordinates with these agencies and programs to ensure people with disabilities receive appropriate services. These agencies and programs include:

Oklahoma ABLE Tech

Coordination with Assistive Technology Programs

Oklahoma ABLE Tech (ABLE Tech) (Oklahoma's AT Act Program) and the DSU have partnered to provide statewide assistive technology (AT) services and programs. Additionally, ABLE Tech has established a proactive marketing strategy to regularly and consistently provide DSU personnel with ongoing information regarding ABLE Tech's State Level and State Leadership programs and services. This new marketing calendar shares content 50 weeks of the year to provide focused AT information to increase employment opportunities for DSU job seekers with disabilities.

The mission of Oklahoma ABLE Tech is to get assistive technology "AT" into the hands of Oklahomans with disabilities through activities that provide increased access and acquisition. The DSU has a long standing history of working closely with Oklahoma ABLE Tech to enhance the provision of assistive technology services across the state.

Oklahoma ABLE Tech receives \$99,000 in state appropriations through a line item on the DSU's budget. In turn, DSU contracts with Oklahoma ABLE Tech for assistive technology related activities. Oklahoma ABLE Tech will continue as a subcontractor to DSU for the implementation of assistive technology related activities through a contractual agreement.

Oklahoma ABLE Tech – Assistive Technology: Device Demonstration and Device Short Term Loan

Oklahoma ABLE Tech is required by the Administration for Community Living (ACL) under the Assistive Technology Act (ATA) of 1998 as amended to implement device short-term loan programs and device demonstration programs. In pursuit of this mission, ABLE Tech has partnered with DSU to achieve AT outcomes for DSU job seekers by purchasing \$92,500 of assistive technology.

Current Project Status

During FFY 14, the Division of Visual Services (DVS) loaned 89 devices and 109 demonstrations occurred for AT categories of vision, daily living, hearing, learning cognition and computer access. During FFY14, the Division of Vocational Rehabilitation (DVR) loaned 3 devices and 22 demonstrations

occurred. The Memorandum of Agreements (MOA) are renewable on an annual basis utilizing the federal calendar year.

In January 2015, DVS partnered with ABLE Tech to begin an “iPad Demonstration Initiative”. ABLE Tech provided 12 iPads to be placed in each DVS field office in the state to provide consumer demonstrations. DVS staff is able to demonstrate the built-in accessible features and specialized applications of the devices.

Goal

The DVS will continue to operate a device short-term loan program and device demonstration center utilizing AT that has been purchased by both ABLE Tech and DVS.

Strategies

- Support DVS with information on interagency loans, device materials, emerging application technology, and knowledge of funding options by holding trainings and email updates.
- Invest in new equipment as ABLE Tech funding allows.
- ABLE Tech will market DVS device short-term loan program and device demonstration center to stakeholder groups, such as disability related organizations, parent support groups, providers and agencies by conducting overview presentations, quarterly newsletter articles, and fully accessible web site.
- Continue use of the Association of Assistive Technology Act Programs, Federal Data Collection web system to collect and report demonstrations and short term equipment loans.

Measures

- DVS will increase the number of individuals that have access to AT in the short-term loan program by 10%; from FFY14 which was 89.
- DVS will maintain an outcome performance measure in which 91% of the individuals that accessed AT in the short term loan program were able to make an AT decision.
- DVS will increase the number of demonstrations by AT category to individuals by 20%; from FFY14 which was 109.
- Each DVS field office which operates a “VS iPad Initiative” will complete 48 demonstrations.
- DVS will maintain the outcome performance measure of 95% of individuals having had a demonstration being able to make an informed choice about AT.

Oklahoma ABLE Tech – Alternative Financing Program & Access to Telework Fund

Oklahoma ABLE Tech is required by ACL to implement state financing activities. In pursuit of this goal, DSU has contracted with ABLE Tech for thirteen years to operate an Alternative Financing Program (AFP) and an Access to Telework Fund (ATF) program. State appropriations are utilized for this contractual arrangement. These programs have created an innovative alternative for individuals with disabilities to borrow money at a low interest rate to purchase needed assistive technology and equipment to enhance their ability to live independently and successfully telework. To date, the program has utilized \$455,000 in State and private funds as cash match to receive \$1,955,854 in Federal funds and has leveraged \$5.6 million in BancFirst funds toward 977 loans with 97% of all loans paid in full by the borrowers. ABLE Tech in partnership with the Oklahoma Assistive Technology Foundation has established a direct loan program for individuals with disabilities to borrow up to \$1,500 to purchase assistive technology. The loans were made to Oklahomans in need of assistive technology and equipment needed for telework opportunities. ABLE Tech has annually provided the DSU Commission for Rehabilitation Services with a progress report on all loan and default activity of these programs. Additionally, ABLE Tech has annually provided the DSU Executive Director with a written report on all programmatic activity.

Current Project Status

The Alternative Financing Program (AFP) and the Access to Telework Fund (ATF) program contract also continued during FFY14. During FFY14, 47 AFP loans in the amount of \$303,373 and 18 Telework loans in the amount of \$89,443 have been provided to Oklahomans to purchase assistive technology and equipment. The contract is renewable on an annual basis utilizing state appropriations and the state calendar year.

Goal

DSU will collaborate with ABLE Tech to offer state financing programs to DSU job seekers to provide an alternative to funding assistive technology.

Strategies

- Provide quarterly updates to DSU on the outcomes and successes of individuals that purchased assistive technology through an AFP/ATF at the ABLE Tech Consumer Advisory Council meetings.
- ABLE Tech and DSU web sites will link to each other as a resource to Oklahomans with disabilities.

Measures

- ABLE Tech will maintain the outcome performance measure of 94% for individuals that acquired AT through the AFP or ATF and could only access AT through one of the following ACL measurements:
 1. Could only afford the AT through this program
 2. AT was only available through this program

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Last Updated December 18, 2015

3. AT was available through another program but the wait was too long and/or the program too complex

Oklahoma ABLE Tech – AgrAbility

FFY 14 was the final no cost extension year in which Oklahoma AgrAbility received federal funds from the USDA. The funded grant officially ended on April 14, 2015. At this point in time, ABLE Tech, in partnership with the Oklahoma Cooperative Extension Services (OCES) continues as an affiliate AgrAbility Project known as Ag4Life. Ag4Life provides Oklahoma farmers/ranchers with information pertaining to various statewide agricultural resources via Information and Referral, the internet and also provides AT device demonstrations and short-term loans through ABLE Tech's Demo/Loan Program which can be accessed at: <http://oec.okstate.edu/loan/>

In FFY14, 30 client cases were closed.

OSU OCES did not apply for continued AgrAbility funding for FFY 14; therefore, the Oklahoma AgrAbility Project will become a national affiliate project. ABLE Tech will continue to provide information to DSU field staff about agriculture cases annually through the DSU new employee academy training. DSU agricultural job seekers may continue to utilize ABLE Tech for device demonstration, device short-term loan, device reutilization and state financing.

Oklahoma ABLE Tech – Creating an Accessible Workforce System for All - Accessibility Support and Training

Oklahoma ABLE Tech partnered with the DSU to provide training and technical assistance to Oklahoma's Workforce System. This partnership focuses on accessibility for all job seekers to all levels of the Workforce System. Working with the Governor's Council for Workforce and Economic Development (GCWED), ABLE Tech brought sharper focus on developing and employing more Oklahomans with disabilities. ABLE Tech provided Access for All Academies in the Fall 2014:

- Identify gaps in employment between people with disabilities and people without disabilities.
- Route participants to Oklahoma ABLE Tech Access for All website: <http://weba.im/76p>
- Discussion of different disabilities and how they may change someone's interaction with the physical and technology worlds
 - Vision, such as low vision, color blindness, and total blindness
 - Hearing, such as partial or full hearing loss
 - Mobility, such as limited dexterity or quadriplegia
 - Cognitive, such as traumatic brain injury or attention deficit hyperactivity disorder
- Discuss and show some accessible and inaccessible physical environments

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- Key points:
 - Peoples' disabilities do not inherently limit their interactions with the world, inaccessible environments create barriers
 - Accessibility needs to be considered up front, not after the fact
- Discuss and demonstrate individual accommodations and auxiliary aids to help with communication with people with disabilities in the workplace and learning environment.
 - Key point: Accommodations are often free or very low cost
- Legal overview: The Americans with Disabilities Act (ADA) and the Federal Rehabilitation Act both protect the rights of qualified people with disabilities in different facets of life
 - The ADA applies to a broad group
 - Title I protects all aspects of employment
 - Title II protects access to public programs, services, and activities
 - Title III protects access to private programs, services, and activities.
 - The Rehabilitation Act applies to the federal government and some federal contractors
 - Section 503 protects all aspects of employment for recipients of federal funding, private or public. Recent changes to Section 503 are significant
 - Section 504 protects access to federal programs, services, and activities
 - Section 508 details standards that make information and communication technology more accessible

Access for All Academies – Fall 2014 - Day Two

- Introduction to information and communication technology accessibility
 - Underlying philosophy, concepts, and definitions
 - Explanation of how people with different disabilities may interact differently with technology, including websites and software
 - Discussion of assistive technology that helps people with disabilities to interact with computers, websites, and software effectively
 - Key point: people with disabilities have more opportunities now than ever before to use information and communication technology effectively and efficiently.
- Discussion of laws like the ADA and Rehabilitation Act in the context of technology
 - Key point: technology is widely used to communicate and to provide access to programs, services, and activities and should be accessible
- Overview of the Accessibility Integration Plan, which helps to identify key websites and software used by participants in the Workforce System
- Discussion of how technology accessibility fits into a number of roles within an organization
- Discussion of some of the elements that make technology more accessible
 - Key point: It can be easy to begin to create more accessible content, and may not require technology experts

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- Quick overview of accessibility considerations in social media platforms, like Twitter and Facebook
- Demonstration of how some of the elements that make technology more accessible actually help people with disabilities to use websites and software
- A walkthrough of some basic testing techniques to test websites for accessibility, aimed at less technical staff

Spring 2015: Regional Academies and Technical Assistance

The Access for All Academies set the foundation for the ABLE Tech Regional “Access for All Academies” and technical assistance for the spring. The purpose of the regional academies was to:

- Provide a foundation of understanding of accessibility in the built environment and in technology
- Specify gaps in the workforce that we can all help close with a concerted effort around training and technical assistance
- Raise awareness and aptitude in thinking about Access for All in the Workforce System
- Help ABLE Tech and DSU better target potential audiences for Regional Academies, with better systemic understanding of how accessibility fits into the workforce

Access for All Regional Academies took place in five separate parts of Oklahoma. Two were held in five regions statewide; Central, Northeast, Southwest, Southeast, Northwest.

The Regional Access for All Academies introduced topics related to accessibility in the built environment and technology. The morning of each Academy focused on accessibility in the built environment as well as the Americans with Disabilities Act and the Federal Rehabilitation Act. The afternoon focused on accessible technology, including accessibility on the web and in Microsoft Word.

The Oklahoma ABLE Tech Program, through its partnership with the DSU, assists workforce partners in ‘Thinking Accessibility’ while serving People with Disabilities. This continued partnership will focus “Accessibility = Access for All” within the Oklahoma workforce system. The Access for All is a standard that has been set for the system that is designed to be the springboard to success for Oklahoma’s business and job seekers in reaching Oklahoma’s Goal of Wealth Generation.

Scope of Work:

Summary of Site Visit Findings- ADA physical elements – Strategy/Next Steps

- Prepare and distribute “Tool Kit of Solutions”- a checklist of the physical elements reviewed during 2015 site visits, current status, meets/does not meet guideline, ADA guideline, remedy, resources, timeframe for completion, date of completion
- Landlord responsibilities fact sheet: new construction and leases
- Certificate of completion for remediation of items
- Sites will self-assess every two years using Tool Kit of Solutions listed above
- Site point of contact will send an updated checklist to the DSU ADA Coordinator
 - Implement site review prior to renovations and new construction, DSU ADA Coordinator will provide technical assistance
- Future Webinars:
 - “Access for All” Academy summary to provide the baseline training content
 - Workforce Innovation and Opportunity Act and improving employment opportunities for individuals with disabilities
 - Landlord lease discussion, or shared responsibility situations

Information and Communication Technology (ICT) Program Review
Focus on Oklahoma Employment Security Commission (OESC)

Technology Accessibility Program Review performed to identify key technology tools and resources for consumers and internal audiences using the Accessibility Integration Plan to identify and prioritize technology tools used by external consumers and internal staff.

- Assist OESC to assure accessibility of new website through assessment, consultation, or other means
- Assist OESC to assure that accessibility is part of their technology procurement process
- OESC State office web and procurement training

Technology Accessibility Integration Plan

- Identify technology tools such as web applications, website, documents, and/or multimedia
- Identify owners and managers of identified tools
- Formulate basis for technology accessibility training and technical assistance
- Identify relevant practitioners and leadership for focused training
- Assess tools for accessibility
- Assist in technology barrier removal

Future webinars:

- Technology Accessibility 101

- Accessibility in Word
- Accessibility Testing on the Cheap

Incorporated the ADA 25th year Anniversary

- Oklahoma Office of Attorney General - Disability Employment Law Conference: Disabled to Enabled

Outreach to Workforce Sites and Employers

Access for All Assistive Technology and Information, demonstration areas co-located within workforce center sites.

Display with poster that provides a website link to the following materials and messages for Workforce staff, employers, and regional disability committees

- Fact sheets: employment and accommodations, assistive technology flow chart, ADA and leases, effective communication, service animals
- Workforce Innovations and Opportunity Act fact sheet
- What's possible: case studies/fact sheets highlighting accommodations and successes on the job. Pull together resources from ODEP/DOL What Can you Do campaign.org, RespectAbility, Job Accommodations Network (JAN.org), and PEAT Works
- Analyze possibility of creating assistive technology demonstration centers in Workforce Centers. Meet with Local Workforce Development Board Disability Committee (LWDB)

Employer Outreach

- Explore the DSU business services framework
- DSU ADA Coordinator
- DSU Workforce Development Board Representatives
- Develop informational material and/or training for employers
 - Workforce Innovation and Opportunity Act
 - Other relevant laws and best practices

Electronic and Information Technology Accessibility Law – Federal 508 refresh

- Amend law
- Maintain advisory council

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- Provide training and technical assistance as needed (with Office of Management Enterprise Services (OMES), Higher Education, Career Technology system)
- Assist with state complaint and oversight process

Deliverables

- Newsletter (every other month, will include a tip for built environment and virtual)
- AT Weekly email
- Update ABLE Tech Workforce partner website and share resources

Outreach to other core programs

- Higher Education
- Career Technology (Adult Basic Education (ABE), High School Equivalency (HSE))
- Oklahoma Office of Workforce Development (Adult, Dislocated Worker, Youth Programs)

Accessibility work with private sector companies

- ACT WorkKeys
 - Continue working with DRS outreach efforts to improve the accessibility of the Career Readiness Certificate (CRC) product for individuals with hearing loss and/or blind and visually impaired
 - Determine cost per student for end of year assessment as well as national cost

Thunderbird and Crossroads Clubhouses

The DSU entered into contracted agreements with the Thunderbird Clubhouse in Norman and Crossroads Clubhouse in Tulsa, both of which are certified through the International Center for Clubhouse Development (ICCD). The agreements are for establishing employment services for DSU clients with severe mental illness for the purpose of obtaining and maintaining employment. These services are based on the ICCD Standards for Clubhouse Programs.

State Use Program

The State of Oklahoma recognizes the value of people with significant disabilities by having established a State Use Program that provides jobs for people with significant disabilities in producing products and services that can be purchased from a state contract for state use. The jobs range from products sorting and repackaging to the

provision of services such as janitorial, maintenance, security, lawn care, and trash pickup.

Each vendor to the State Use program must demonstrate that a minimum of 75% of their work force is comprised of persons with severe disabilities. During state FY 2015 one of the vendors for State Use was required to report as to why their percentage of severely disabled workers had fallen below the required level. As it happened, there was a clerical error which resulted in the low number. Subsequent reporting proved to demonstrate that the vendor in question does in fact employ more than the required percentage of severely disabled personnel. In another matter one vendor had dropped their workers compensation coverage which resulted in the cancellation of their contract.

By state statute, the administrator of the Division of Visual Services of the DSU, or a representative designated by the administrator, serves on the executive committee of the Oklahoma State Use Program. At present, this committee position is held by the contract monitor for non-medical vendors to DSU.

The State Use Program continues to utilize a system of purchasing through a recognized portal system. All state agencies are required to purchase off of the portal contract before seeking goods or services elsewhere. There is a process in place that assures state entities of being able to acquire an exception when State Use vendors aren't able to provide the goods or services needed, either by quality or competitive price.

The State Use committee meets regularly throughout the fiscal year to perform its main function of approving or disproving competitive pricing for State Use program goods and services. A subcommittee meets as needed to review pricing requested by State Use vendors, whether for a new product or service or to adjust prices upward when warranted. This subcommittee makes its recommendations to the full State Use committee once it has determined fair market value in line with competitors outside of the State Use program. This assures the taxpayers of the State of Oklahoma that the goods and services procured through the State Use program will be in line with the current market.

The DSU administrator or his/her designated representative will engage in a strategic role to encourage vendors to increase competitive employment, develop relationships and outreach, and review data for potential improvements. Training is necessary on the philosophy of upward mobility and competitive employment and is aided by the annual training conference for State Use vendors. The administrator and administrative assistant for State Use this year attended the SUPRA Conference in Scottsdale, Arizona to further this goal. Many comprehensive presentations were given during this out of state conference to share helpful insights for Oklahoma into new goods and services and better delivery.

Oklahoma Office of Juvenile Affairs

The DSU partners with the Office of Juvenile Affairs (OJA) to co-locate a VR counselor within the Central Oklahoma Juvenile Center and the Southwest Oklahoma Juvenile Center to work with youth with disabilities. The DSU also partners to co-locate a VR counselor who is dedicated to working within OJA facilities and through the Oklahoma Department of Human Services facilities including group homes, short-term and long-term facilities, treatment centers, etc.

The VR Counselors connect with youth upon intake, encourage application at appropriate ages, complete vocational evaluations, and provide additional services to youth transitioning out of the facilities. The VR counselors also work closely with OJA to assist the youth in getting resources they need to increase their chances of being successfully employed and decrease the recidivism rate upon release.

Oklahoma Department of Corrections

The DSU partners with the Oklahoma Department of Corrections (ODOC) to provide VR services to offenders with disabilities and the exchange of electronic medical records from the ODOC to DSU.

The DSU has the primary responsibility to evaluate and determine eligibility of individuals in order to receive Vocational Rehabilitation services leading to an employment outcome. In this capacity, DSU requests medical/psychological records from providers including ODOC. The goal of this collaboration is to support offenders' activities related to accessing Vocational Rehabilitation services and expedite the secure and efficient transfer of medical/psychological records in an electronic format from ODOC to DSU.

Oklahoma NOW IS the Time (ONIT)

The DSU partners with the Oklahoma Department of Mental Health and Substance Abuse Services to focus on helping youth adults with mental illness and coordinating connections, resources, and referrals for services in the areas of education, employment, housing, maintaining mental/emotional health, and legal/system related needs. Many of the youth have goals tied to going to school, getting/maintaining a job, moving into their own place, having meaningful relationships, getting their driver's license, getting a car, etc. Transition teams of ONIT staff, local providers, DSU counselors, and others help the youth and work with their families in these areas.

This is a federal grant program helping five sites in Oklahoma (Red Rock Behavioral Health Services, Northcare, and HOPE Community Services), Okmulgee, and Washington Counties. The providers will have a contract with the DSU to provide job placement for those involved in ONIT and referrals to expand their opportunities for other DSU job seekers served.

Coordination with Education Officials

The DSU will maintain a formal interagency agreement with the State Educational Agency (SEA) as well as relationships at the local level with LEAs. The focus of our work will be to forage those relationships and partner with stakeholders to provide services to youth and students with disabilities to help them prepare for life after high school, including, but not limited to, further education/training, competitive integrated employment, independent living and social skills, self-determination, and self-advocacy. It is our intent to perform outreach to underrepresented groups, such as those on Section 504 Plans, youth in foster care, adjudicated youth, out-of-school youth, and those with other disabilities not documented on a 504 or IEP.

The DSU will utilize all methods of communication and interaction to afford parents and students/youth the opportunity to fully participate in the planning for their vocational goals. DSU staff will attend meetings at schools to the best of their ability when invited and notified by school personnel. DSU staff will provide information and referral resources to schools, parents, and other stakeholders about the VR process as well as other existing resources to help prepare for employment.

The DSU will coordinate services with local educational agency staff to help prepare youth and students with disabilities for competitive integrated employment. DSU staff will share results of the vocational evaluation and other assessments, as well as progress reports for various work experiences with school personnel for the purpose of including information in the IEP and transition planning process. The DSU will work with school personnel to not only have input into the IEP process but also to access a copy of the IEP for assistance with coordination with the VR IPE.

The DSU will work with the SEA and LEAs to negotiate payment for services as relevant and appropriate for the implementation of transition planning and coordination. Special education and related services, including assistive technology, required to complete educational programs toward high school completion is the responsibility of the local schools. The DSU will provide funding for services as agreed upon to help youth and students prepare for competitive integrated employment. The DSU will seek every opportunity to partner with the SEA, LEAs, other agencies, organizations, families, and businesses to provide activities and resources to prepare youth and students for competitive employment.

The DSU will interact with the SEA and LEAs to identify youth and students with disabilities in the public school systems. The DSU will perform outreach to charter schools, virtual educational programs, homeschool networks, and other partners to identify youth and students with disabilities who need transition services. The DSU will utilize annual Child Count information from the SEA to help identify low incidence disabilities across the state.

Cooperative Agreements with Private Nonprofit and For-Profit Organizations

Community Rehabilitation Service Providers

DSU has contracts with private non-profit, for-profit, and government Community Rehabilitation Service Providers (CRPs) of Supported Employment and other employment programs for individuals with significant barriers to employment. CRPs request the opportunity to provide Supported Employment, employment and retention (i.e. short term job coaching), job placement, JOBS (short-term placement), work-adjustment training, employment support and transitional employment services for DSU job seekers. DSU approves contracts based on pre-established criteria, including acceptable levels of payment for outcomes achieved.

DSU will continue to increase employment CRPs to meet the needs statewide focusing on rural areas. The Employment Support Services Unit (ESS) educates potential CRPs and DSU field staff of available contracts. The list of contracts and CRPs is available on the DSU intranet.

Centers for Independent Living

The DSU maintains cooperative relationships with the Centers for Independent Living (CILs) through regular communication including attendance at SILC quarterly meetings. DSU encourages the CILs to provide informative training programs to the DSU field staff to access services available through the CILs. DSU is committed to working with the Statewide Independent Living Council (SILC) to improve relationships between the CILs and DSU.

Initiatives include:

- Educate DSU field staff about services available from CIL's.
- Encourage the CILs to communicate with the DSU field staff to determine other services that could be created and provided by the CILs to the DSU.
- Encourage CIL's to market their services to DSU field staff.
- Survey DSU field staff about CIL usage and needs.
- Improve communication between the SILC and DSU.
- Find and/or develop services that will enhance the independent living concerns for consumers.
- Market these services to the DSU's field staff and consumer service professionals for inclusion in case services and plans.
- Continue to educate the SILC about the components, requirements and limitations of the contract and purchasing systems.
- Attendance of Director and/or designee at quarterly SILC meetings.
- Attendance of the DSU director in major SILC and CIL meetings where services are discussed and planned: ie., creation of the state plan for Independent Living.
- DSU (administration, accounting, and legal) will meet annually (or as needed) with the SILC Executive Board to address issues and difficulties.

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Arrangements and Cooperative Agreements for the Provision of Supported Employment Services

DSU enters into contracted agreements with CRPs for the provision of Supported Employment services. There are 53 CRPs with a total of 180 contracts. Assigned staff continues outreach activities in an attempt to recruit new CRPs.

DSU maintains an MOA with the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) describing collaboration on delivery of Supported Employment services and transitional employment services.

The DSU has initiated a pilot project with ODMHSAS and five-community mental health centers to provide individualized career planning and employment to individuals between the ages of 16-25 with serious mental illness.

DSU maintains an MOA with the DDS to improve employment outcomes for individuals with intellectual disabilities. The MOA outlines the coordination of services and identifies the DSU as first dollar funding source for competitive integrated employment. DDS continues to provide extended services for individuals with intellectual disabilities in Supported Employment services by utilizing the DDS Home and Community Based Waiver (HCBW) and DDS state dollars. The HCBW is utilized to provide the long-term on-going supports. DSU has maintained an MOA with DDS since 1989. Under the MOA, the HCBW is also utilized to provide pre-vocational services.

Coordination with Employers

The DSU is committed to working with businesses and employers in recognizing competitive integrated employment and career exploration opportunities in serving job seekers with disabilities. Further, the DSU will focus upon pre-employment transition services when serving students with disabilities.

Utilization of Statewide Partners

In order to more effectively interface with Oklahoma companies, the DSU will maintain regular contact with statewide partner agencies that regularly contact and serve Oklahoma companies as a part of their mission. The DSU Business Services Coordinator (BSC) will meet with each statewide agency partner to discuss how to work together and leverage resources which can benefit job seekers with disabilities in competitive employment positions. Informational sharing with agencies will be mutually beneficial, enhancing the DSU's ability to expand hiring opportunities for individuals with disabilities, and meeting workforce needs for Oklahoma companies. The DSU BSC will:

- Conduct meetings with statewide partners to discuss areas of mutual concern, protocol for working with each agency and their respective field staff.
- Attend regular meetings of any and all relevant agencies/entities who directly or indirectly work with Oklahoma employers as a part of their primary mission.
- Obtain relevant data on number and types of companies who are seeking employees and ascertain job ready qualifications requirements and/or specific training needs.
- Develop presentations for use with statewide partner agencies which will describe the type of job seekers available through the DSU. The presentation will describe the type of skill sets available to companies through DSU job seekers, ability to secure specific job training to meet the company's needs and all associated benefits regarding the hiring of job seekers with disabilities, including incentives and any on-going assistance from the DSU. The presentation will also open a dialogue regarding the fears, misinformation, misconceptions, increased costs of doing business, etc. which need to be addressed.
- Develop MOUs/Partnership Agreements to execute with Oklahoma companies, whether in writing or by mutual consent.

Strategic Alliances & Intel

The DSU's ability to coordinate with local, state and federal entities is imperative for success. Community and economic development partners are the best link to disseminating the DSU's message to employers. Many of whom are federal

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contractors, especially in manufacturing. These partners potentially hold the key to the resources necessary in order to facilitate the DSU mission of increasing quality employment opportunities for job seekers with disabilities.

Through direct communications with strategic partners, the DSU will be able to ascertain information on prospective businesses which may be relocating to our state, especially in regard to the types of companies, numbers of positions, and skill sets they intend to hire. Additionally, partners have the ability to provide DSU with intelligence on existing business expansions, especially at the local level where economic developers and chambers of commerce may potentially be points of contact.

The Oklahoma Department of Commerce's Regional Development Specialists (RDS) conducts Business Retention & Expansion activities in their respective service delivery areas, which gathers first-hand information from companies on issues such as expansion planning, new product lines, and employment needs. The DSU partners with RDS's statewide to utilize their expertise in working with businesses and employers in service delivery areas.

Regional Approach

In order to facilitate a regional approach, the DSU will take advantage of regional alignment of federal and state partners. In some cases, DSU staff will coordinate with multiple individuals who represent the same programs, such as workforce development boards, manufacturing extension agents (MEAs), small business development centers (SBDCs), and regional development specialists, who serve smaller geographic regions.

Each region of the state is unique and has its own distinctive economic development climate and structure. The intent in this regard will be to develop regional working meetings with statewide partners to incorporate DSU business development staff into the regional economic development landscape. The quarterly informational sharing meetings will be designed to inform partnering agencies regarding their programs, initiatives, and activities. This will become a valuable integration piece providing a platform to inform partners regarding DSU programs, services, products, and needs; while offering DSU business development staff the ability to form valuable networking connections and educate them on the activities of partnering entities, particularly as it relates to economic development.

Internal Coordination

Dissemination of information and the ability to coordinate and communicate with all DSU field staff responsible for job development activities will be critical to the overall success of efforts in achieving goals regarding statewide outreach to businesses and statewide partners. In order to better understand the role of the individual job

development specialists and the processes of business contacts and customer job readiness, the DSU BSC will:

- Meet individually with all DSU field staff and attend meetings where appropriate.
- Become familiar with DSU field staff and their responsibilities.
- Discover how DSU staff responsible for job development is currently contacting companies and what outreach methodology is being deployed statewide.
- Determine if the DSU message to business entities is consistent within each area across the state and exactly what that message is.
- Understand the criteria currently being used to evaluate which job seekers are job ready and how deficiencies in their ability to become job ready are being addressed.

Business Services Team

In order to address the need for providing unified job development services throughout the state, the DSU BSC will form a Business Service Team (BST) which will be designed to interface with statewide partners and private sector businesses in their assigned regions. The ability to provide a structured approach to building a unified business team is vital to efficiently serve the employment and job readiness needs of counselors and job seekers.

The DSU BST will consist of DVR & DVS staff members who are engaged in job development activities. However, job development field staff will remain under the supervision of the program manager in their respective units.

To facilitate branding of the DSU BST, it will be necessary to change staff titles to align with a professional business nomenclature. Therefore, moving forward the following titles will be adopted for the DSU BST staff: Business Services Director (BSD), Business Services Representative (BSR), Business Advisory Council Coordinator (BACC), and Business Services Specialists (BSS), former Job Placement Specialists.

Staff Development Aspects

Following evaluation of DSU BST staff to determine current skills levels and identify gaps, the DSU BSD will meet individually with designated staff in order to make recommendations as to how to maximize their skills and abilities, and develop a training curriculum designed to meet those needs. Moving forward, quarterly learning sessions will be conducted to continually upgrade the knowledge and skills base of the DSU BST in regard to best practices in expanding employment opportunities for DSU job seekers utilizing available resources. The DSU BSD will:

- Provide appropriate training opportunities for DSU BSS, or designated staff who have been assigned to work directly with businesses.
- Initiate quarterly retreats for all DSU BST staff to share ideas and provide training opportunities.
- Familiarize DSU BST with economic development entities in their respective regions and seek opportunities to facilitate their introduction to them.
- Develop a working relationship with the DSU BST to brief them on the economic development assets in their region and integrate them into the business and economic development landscape.
- Facilitate their introduction to economic development entities to create connections to employment and networking opportunities in their regions.
- Introduce DSU BST members wherever possible to local, regional, state and federal leadership individuals in the community and economic development arenas.
- Familiarize DSU BST members with the economic development entities in the state, regarding their structure, missions and programs.
- Conduct ongoing training for DSU on national disability employment tools such as the Talent Acquisition Portal (TAP) and National Employment Team (NET) job opportunities.

Programs & Services

The need to broaden DSU employment services to the business community and DSU job seekers is evident by the lack of soft skills and actual work experience required by hiring entities. In order to address the deficiency among DSU job seekers, DSU BST and DSU counselors will become active in remedial learning activities to enhance the ability of DSU job seekers to find meaningful employment opportunities. The following initiatives will become a part of DSU services.

- Job Clubs
 - Job Search Tools
 - Interpersonal Skills
 - Resume Development
 - Cover Letter Construction
 - Interviewing Skills
 - Mock Interviewing
 - Appearance
- Internship and Work Experience Opportunities

Statewide Partner Entities

- Oklahoma Manufacturing Alliance (OMA)

- Oklahoma Department of Commerce (ODOC)
 - National Recruiting
 - Regional Development Team
 - Global Division
 - CDBG-EDIF
 - Oklahoma Works
 - Rural Action Partnership Program Advisory Team
 - Oklahoma Quality Jobs Program
- Oklahoma Career & Technology Schools
 - Small Business Development Directors
 - SET Program Directors
- State Office of Career Tech
- Oklahoma Small Business Development Centers
- U.S. and Oklahoma Small Business Administration
- USDA Rural Development
- Regional Councils of Government
- Local Chambers of Commerce
- Regional Economic Development Partnerships
- Local Economic Developers
- Oklahoma State Regents for Higher Education
- Governor's Economic Development Marketing Team
- Oklahoma Department of Corrections

Transition - Pre-Employment Transition Services

The DSU will work with businesses to identify opportunities for youth and students with disabilities to prepare for employment through activities, such as job shadowing, internships (paid and unpaid), paid work experiences, summer programs, guest speakers, mock interviews, and career fairs. The DSU Business Services Coordinator will work with the DSU Transition Coordinator to seek out opportunities with the businesses across the state.

Interagency Cooperation

Oklahoma Department of Mental Health and Substance Abuse

DSU maintains a Memorandum of Agreement (MOA) with the Oklahoma Department of Mental Health Substance Abuse and Services (ODMHSAS) to improve the employment outcomes of individuals with serious mental illness. DSU Director is a voting member of the Governor's Transformation Advisory Board providing guidance on expenditures of federal mental health grants.

Initiatives include:

- Monthly Oklahoma Systems of Care Social Marketing Committee
- Monthly Oklahoma Mental Health Planning and Advisory Council
- Monthly Oklahoma Systems of Care State Advisory Team
- Monthly Oklahoma Health Care Authority Behavioral Health Advisory Council
- Participation in study teams and work groups as appropriate and necessary

The DSU has a second MOA for the Partnership for Infant's, Children's, Youth's and Young Adult's Mental, Emotional and Behavioral Health. The partnership ensures the creation and efficient operation of a unified and integrated system of care for all of Oklahoma's infants, children, youth, and young adults with or at risk for mental, emotional, and behavioral disorders (MEB's). This includes an array of prevention, education, outreach, service and support for them and their families.

The commissioners and directors of the child-serving state agencies will serve personally on the partnership alongside the Directors of the Oklahoma Family Network (OFN), National Alliance on Mental Illness (NAMI) Oklahoma, family members, youth, and young adults. The partnership meets two or more times annually to receive reports and give approvals for actions and initiatives.

The partnership monitors for the following outcomes:

- **For all with or at risk for an MEB:**
 - Increased resiliency as shown by improved daily functioning
 - Increased wellness activities and improved school/community functioning
 - Reduced risk behaviors
- **For all those identified with serious MEBs:**
 - Increased days at home and in school
 - Improved grades and less detention and suspension
 - Increased time periods with no contact with law enforcement
 - Improved mental health functioning
 - Success in decreasing substance abuse
 - Having and making progress on wellness goals
- **For young adults:**
 - Completion of educational goals

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- Stable and meaningful employment
- Social connectedness
- Reliable transportation
- **System Outcomes**
 - Increased and fully supported cross-system collaborative initiatives
 - Transparency and accountability across systems, including data sharing
 - Annual financial mapping to assist developing shared priorities
 - Evidence based practice and an outcomes-driven service system
 - Increased capacity, serving more families more efficiently and effectively
 - Joint budget requests that pertain to the prevention, early intervention, treatment and support for those with MEB disorders.

As a result of the second MOA, the DSU initiated a pilot project with ODMHSAS and five community mental health centers to provide individualized career planning and employment to individuals between the ages of 16-25 with serious mental illness.

Developmental Disabilities Services (DDS) of the Oklahoma Department of Human Services (DHS)

DSU maintains a Memorandum of Agreement (MOA) with the DDS to improve employment outcomes for individuals with intellectual disabilities. DDS continues to provide extended services for individuals with intellectual disabilities in Supported Employment services.

Initiatives include:

Regular meetings with DSU programs managers, DSU programs field representatives and DDS staff. Monthly meetings address and solve problems identified by field staff of both agencies. Training to staff is based on challenges identified. DSU staff also provide individual case consultations at the request of the Community Rehabilitation Programs (CRP), DDS staff and/or DSU staff.

Provide regular written reports to DSU Executive Staff to keep them informed of current field issues discussed at the monthly meetings.

DSU Programs Field Representatives serve on the Developmental Disabilities Advisory Council.

DSU Employment Support Services (ESS) staff and State level Transition Staff participate on the Employment First Alliance, which has a national goal of increased

competitive integrated employment by 50% in the states. As a result of the Employment First Alliance, the Oklahoma Legislature passed the Employment First Law which became effective November 1, 2015.

DSU ESS staff and State level Transition Staff participate on the State Employment Leadership Network (SELN) -DSU ESS staff represents DSU on the Oklahoma Developmental Disabilities Council.

DDS Staff serves on the Oklahoma Transition Council (OTC) which is chaired by the Statewide Transition Coordinator from the DSU. Statewide conferences, resources, technical assistance, and additional professional development come out of the OTC. Many issues and challenges are brought forth with a wide range of experts to assist the DSU and DDS in resolving them and achieving their goals.

The DSU Statewide Transition Coordinator will work with DDS staff to ensure staff from each agency, schools, families, and CRPs understand the changes in WIOA regarding sub-minimum wage, are well-trained, and that Pre-Employment Transition Services (PETS) are provided to students with disabilities accessing vocational rehabilitation services through the DSU.

The DSU ESS staff will work with DDS staff to ensure CRPs and staff at each agency is provided ongoing training and consultation required by WIOA for any youth with a significant disability hired at subminimum wage. The partners will also ensure the required reviews take place according to WIOA to ensure every opportunity for achieving full competitive integrated employment.

Comprehensive System of Personnel Development Data System on Personnel and Personnel Development

Data System on Personnel and Personnel Development

The DSU is committed to maintaining Comprehensive System of Personnel Development (CSPD) standards as set forth in section 101 of the Act. The DSU maintains a complete data system that facilitates the analysis of current and future personnel needs and resources. Data is continuously collected and updated allowing for retrieval of information to determine the DSU's profile of success in relation to the CSPD Plan.

The Professional Development Unit specifically assigned to the Divisions of Vocational Rehabilitation and Visual Services, in cooperation with the Human Resources Unit for the DSU, maintains the database. Staff is required to provide updated educational and professional certification/licensure information whenever there is a change. The accuracy of this information is verified during the CSPD annual review.

The table below lists the current FTEs available and projections for replacements needed to adequately serve the DSU's job seekers. The numbers indicated are and continue to be based on historical and projected turnover rates.

Job Title	Total Positions DVR/DVS	Current Vacancies	Projected Vacancies over the next 5 years
<i>Programs Manager</i>	25	3	4
<i>Programs Field Representative</i>	15	1	2
<i>VR Specialist - Counselor</i>	153	22	25
<i>VR Specialist - Vocational Evaluator</i>	8	3	1
<i>Assistive Technology Specialist</i>	8	1	2
<i>Rehab of the Blind Specialist</i>	19	4	5
<i>Specialist on Deaf/Blindness</i>	2	1	1

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The DSU maintains a counselor to job seeker ratio of 1 counselor per an average of 95 job seekers; DVR average is 105 and DVS average is 57. The DSU will continue to focus on appropriate caseload size by ensuring services are provided to eligible individuals with disabilities who actively participate in the vocational rehabilitation program leading to competitive employment.

Plan for Recruitment, Preparation and Retention of Qualified Personnel

A variety of methods are used to address our current and projected needs for qualified rehabilitation personnel. Methods used include annual reviews of existing data, workforce planning using an established model, conducting outreach and networking, and the utilization of a Project Coordinator for Diversity Management position that focuses on recruitment of individuals with disabilities and others of minority backgrounds. The goals and activities listed below indicate the actions to take place during this plan year.

Goal

Using existing data and an established workforce planning model to identify current status and predict future needs of qualified rehabilitation personnel

Activity

- Identify current staff capacities and compare to future needs to identify gaps
- Initiate actions to fill the gaps through staff development, capacity building, and recruitment efforts

Goal

Expand applicant pool for VR Counselor positions

Activity

- DSU will fund two trips for recruitment by the DSU Project Coordinator. The dates and locations are yet to be determined.
- We currently have 18 staff taking advantage of the Agency's Educational Sponsorship Program. Of the 18, six are pursuing a Master's in Rehabilitation Counseling, two are working on their Master's in Visual Rehabilitation Counseling, four are pursuing their Master's in a field related to their profession, four are working on their Bachelor's, one is pursuing an Associate's, and one is working on a Doctorate Degree. Spring 2015 Graduates, three Bachelors and one Master's in Visual Rehabilitation Counseling.
- To alleviate difficulties experienced with applicants being determined for CSPD eligible when applying for a VR Specialist II or above position, a new Family Description has been written and implemented with Human Capital Management (HCM). It clarifies that graduates of a Council on Rehabilitation Education (CORE) accredited master's program are to be deemed eligible without further review.

Goal

Retention of qualified rehabilitation professionals

Activity

- Provide for personal and professional growth by providing in-service development opportunities that enhance their knowledge, skills, and abilities
- Continue to offer a skill based pay adjustment for obtaining a professional certification or licensure appropriate with their position

Relationships with Higher Education

There are two institutions of higher education in Oklahoma that prepare vocational rehabilitation professionals by awarding Masters of Science Degrees with Vocational Rehabilitation Counselor emphasis. These programs are Langston University and East Central University. Langston University is recognized by RSA as a historically black college/university (HBCU). Both of these programs are Council on Rehabilitation Education (CORE) accredited. Graduating from a CORE accredited program automatically qualifies its graduates to test for the Certified Rehabilitation Counselor (CRC) certification. As such, all the graduates shown in the table below have the credentials necessary for taking the CRC exam, thereby meeting the DSU's CSPD standard of a qualified rehabilitation professional.

In addition to the connection with Langston and East Central Universities, additional efforts enhance relationships with higher education. These are indicated in the goals and activities shown below.

Goal

Foster beneficial relationships with higher education institutions

Activity

- Attendance at state, regional, and national events on higher education
- Associate membership in the National Council on Rehabilitation Education
- Encourage staff to be guest speakers and become adjunct faculty

Enrollment and graduation information received from these programs is shown below:

Institution	Current Enrollment Level	Prior Year Graduate Level
Langston University	108	40
East Central University	62	17

Relationships with Professional Organizations

The DSU recognizes the importance of maintaining collegial relationships with professional organizations whose missions relate to empowering individuals with disabilities. The goal and activities listed below are the efforts to aid in this area.

Goal

Expand relationships with professional organizations

Activity

- Support state, regional, and national professional organizations by:
 - Staff attendance at events
 - Encouraging staff to become members of their professional organizations
 - Assisting organizations to hold their events in Oklahoma

As a strategy to increase recruitment and retention of a diverse professional counselor staff from traditionally underrepresented and underserved populations, the DSU has assigned a Project Coordinator position for national diversity recruitment of CSPD qualified staff. The Project Coordinator participates in career days and does class presentations designed to extenuate the positive value of DSU employment to students enrolled in CORE-accredited masters of rehabilitation counseling programs. During such presentations, the Project Coordinator discusses the State of Oklahoma's low cost of living, the potential benefits contained in the State's employee compensation package and the State of Oklahoma's Carl Albert Public Internship Program (a paid internship training program).

The aforementioned activities are accomplished on a national basis, with a particular emphasis, at colleges and universities which serve, predominately, student populations from traditionally underserved and underrepresented populations. Moreover, these activities occur at colleges and universities, which include but are not limited to: Historically Black Colleges and Universities (HBCUs), such as, Langston University, Southern University (Baton Rouge, Louisiana), and South Carolina State University; Historically Spanish-Serving Colleges (HSCs), such as, University of Texas Rio Grande Valley (formerly, Pan American), University of Texas El Paso, California State University San Bernardino and the University of New Mexico-Highlands; and, Historically Native American Colleges, such as the Cheyenne and Arapaho Tribal College (Weatherford), the College of the Muscogee Nation (Okmulgee, Oklahoma), the Comanche Nation College (Lawton, Oklahoma), the Pawnee Nation College (Pawnee, Oklahoma), Bacone (Muskogee, Oklahoma) and the University of Arizona (Tucson).

Moreover, the assigned Project Coordinator and other DSU staff will engage in outreach activities with colleges and universities which have special emphasis on programs serving individuals who are blind or visually impaired, such as, Louisiana Tech University-Ruston, University of Arkansas-Little Rock, University of Illinois at Urbana-Champaign, and Mississippi State University's National Research and Training Center on Blindness & Low Vision. Also, the Project Coordinator will engage in outreach

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activities with colleges and universities that have rehabilitation counseling programs geared to serve individuals who are deaf or hard of hearing, such as, Western Oregon University and Winston-Salem University.

Finally, the Project Coordinator counsels with potential interns and institutional instructional staff about the requirements for obtaining paid internship and performs liaison activities with the universities such as coordinating letters of support from the DSU for their grant writing efforts.

The DSU point of contact impacts diversity issues within programs, such as, Section 121 Oklahoma Tribal Vocational Rehabilitation Programs, Consortia of Administrators for Native American Rehabilitation, Inc. (CANAR), state and local Chambers of Commerce, city councils, Hispanic Chambers, Legislative Black Caucus and community-based rehabilitation programs.

Acquisition and Dissemination of Information to Staff

To round out a complete program of providing the most up to date information in the field of vocational rehabilitation, research and details of significance are disseminated to all professional and paraprofessional staff. Each year the Agency participates in the Fall and Spring National Council on Rehabilitation Education (NCRE) Conferences where new research is presented. Additionally, Institute on Rehabilitation Issues (IRI) documents are provided to all staff. Also as part of this program, materials are obtained and disseminated from a variety of seminars and conferences statewide, regionally, and nationally.

Personnel Standards

Although there is no longer a federal requirement, the DSU continues to follow the CSPD standard that was set in 1999 for all existing staff and qualified applicants for VR Counselor positions. At the request of the Oklahoma Commission for Rehabilitation Services, all applicants for the positions of counselor, field services coordinator, and programs manager are reviewed by the DSU expert on CSPD.

Staff Development

Bi-annually a comprehensive needs assessment is performed to afford continuing educational and in-service opportunities for the DSU professional and paraprofessional staff. From this assessment a Staff Development Plan is formulated to address those needs. The goals and activities associated with staff development are detailed below.

Goal

Provide opportunities for increasing individual knowledge, skills, and abilities

Activity

- Over 220 activities have been provided to staff since October 1, 2014 in areas of:
 - Autism
 - Transition

- Ethics
- Workforce Partnership
- WorkKeys
- AgrAbility – Ag4Life
- Professional Conferences
- Deaf/HOH
- Variety of Disability Specific Trainings
- Assistive Technology
- Leadership
- Diversity related conferences
- Counselor and Support Staff Academies
- Job Development
- Mental Health and the impact of Mental Illness on the rehabilitation process
- Unified English Braille for DVS Counselors
- Core competencies training for managers, including Crucial Conversations, Crucial Accountabilities, and 7 Habits for Managers

Personnel to Address Individual Communication Needs

Services to the Deaf and Hard of Hearing Unit (DVR)

Services for the Deaf and Hard of Hearing is a statewide program. It currently holds thirteen positions that address needs for persons with hearing loss. The Programs Manager supervises five counselor positions plus three rehabilitation technicians in offices located in both Oklahoma City and Tulsa and the counselors in these positions serve Oklahomans with hearing loss statewide. In addition, two other programs within the unit include the Interpreter Certification and Resource Center (ICRC) and the Interpreter Services Program. The ICRC is the certifying body for interpreters in Oklahoma, as well as monitoring and maintaining a registry of Interpreters. This program also supports and promotes the interpreter profession by providing resources, training, and interpreter mentorship. The Interpreter Service Program maintains interpreter contracts and schedules American Sign Language interpreters and Communication Access Real-time Translation (CART), a real time captioning service, as needed for agency staff and for consumers.

Hispanic Community Outreach

- Continue membership in local Hispanic Chambers of Commerce
- Continue participation with Hispanic Expos and other outreach activities around the state
- Use and ongoing review of current marketing materials – magnets and CDs in Spanish
- Continue support of Spanish translations of English forms and documents used by counselors and programs

- Continue to maintain Spanish Hotline
- Add Us In consortium - this DOL grant ended, however, the DSU will continue to develop best practices in employment targeting small businesses that are minority owned and people with disabilities from minority groups, Lesbian, Gay, Bisexual, Transgender (LGBT), women, and veterans. The DSU will continue this effort by referring job seekers to local workforce system partners.
- A Hispanic counselor is involved in developing a job club curriculum along with the Transition Coordinator for one of the high schools that serves predominantly Hispanic students.
- Hispanic Chamber of Commerce – new employment contract on Job Placement, Employment and Retention, and Supported Employment to serve Spanish speaking job seekers.
- SAVE Program - inter-governmental information service initiative which verifies the immigration status of benefit applicants. The SAVE Program has access to immigration status information from more than 100 million records contained in the Department of Homeland Security databases. By determining the immigration status of benefit applicants, SAVE helps authorized agencies ensure that only entitled applicants receive federal, state or local public benefits and licenses.

Coordination of Personnel Development Under the Individuals with Disabilities Education Act

DSU coordinates its CSPD activities with those provided under the Individuals with Disabilities Education Improvement Act. Through the DSU commitment with the Oklahoma Transition Institute (OTI), trainings for local educational agencies (LEA) and vocational rehabilitation counselors will assist with plans in coordinating CSPD activities. The Transition Coordinator also conducts annual training with all staff providing transition services, as well as quarterly calls about transition, and in-person small group training regarding IDEA, IEPs, and other school documentation.

Statewide Assessment

In collaboration with the Oklahoma Rehabilitation Council (SRC), the DSU divisions of vocational rehabilitation and visual services will follow the Model Comprehensive Statewide Needs Assessment (CSNA) methodology developed by *InfoUse*, Berkeley CA to conduct the needs assessment.

The model CSNA addresses rehabilitation needs of individuals with disabilities, particularly the vocational rehabilitation services needs of: individuals with most significant disabilities, including their need for supported employment services; minorities; individuals with disabilities who have been unserved or underserved by VR; individuals with disabilities served through other components of the statewide workforce development system (other than the vocational rehabilitation program); youth with disabilities, and students with disabilities; and the need to establish, develop, or improve community rehabilitation programs within the state.

The model CSNA process includes six steps:

1. Defining and establishing CSNA goals;
2. Developing CSNA plan for information and dissemination;
3. Gathering the information;
4. Analyzing the results and developing findings;
5. Developing the conclusions: Potential action strategies; and,
6. Informing state plan goals, priorities, and strategies.

The plan for the next three year statewide assessment is as follows:

Year 1 – The DSU and SRC will complete steps one and two, and initiate step three.

Step 1: Defining and establishing CSNA goals. During this phase DSU staff will review available disability data and reports to establish the nature of the potential VR population within the state as well as identify other agencies and organizations that are resources for information collection. Tables and summaries of relevant report findings will be assembled as a briefing book for use in establishing study goals.

Step 2: Developing CSNA plan for information and dissemination. During this phase DSU staff will develop a plan for collecting information, analyzing findings, disseminating results, and informing the state plan. The plan will include the identification of specific data, sources, and methods; data analysis; costs and timeline; and staffing or technical assistance needs.

Step 3: Gathering the information. During this phase DSU staff will initiate the collection of data from identified sources and provide a description of the information collection process.

Accomplishments:

- Work and advisory teams were established. Goals were defined.

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- A work plan, timeline and dissemination plan were developed. Possible sources of data were identified including census data, state population estimates; labor and economic data; VR agency data.
- Work team initiated data gathering.

Year 2 – The DSU and SRC will complete step three.

Step 3 continued as described above.

Accomplishments:

- Work team began collection of data from identified sources. Multiple surveys were distributed to stakeholders. Public meetings were held to identify needs of partners such as schools, workforce, CRPs; consumers and the public.

Changes to be added to Step 3 due to WIOA:

- Additional plans were developed to include needs of youth and students with disabilities and clients of workforce. These plans include gathering existing data from IDEA/504 reports, existing data from external transition needs studies, data from the workforce development system, and including these topics in the public hearings.

Year 3 – The DSU and SRC will complete steps four, five and six.

Step 4: Analyzing the results and developing findings. Once all the data is collected it will be analyzed and organized by information goal and topic.

Step 5: Developing the conclusions: Potential action strategies. During this phase conclusions from work will be developed and potential action strategies generated for each need expressed in findings.

Step 6: Informing state plan goals, priorities, and strategies. DSU staff will develop recommendations from the CSNA to inform the State Plan.

Status:

- Due to the additional changes to Step 3 due to the WIOA, data collection is still ongoing but nearly complete. Analysis will begin upon completion. Estimated completion date and distribution for the report will be September 30, 2016.

Annual Estimates

Estimates of Individuals Eligible for Services

In 2014, the American Community Survey, U.S. Census Bureau, estimated 331,028 Oklahomans age 18-64 had disabilities which is 14.4% of working age population who may be eligible for VR services.

Estimates of Individuals Eligible for Services to Receive VR Services

DSU serves consumers under an Order of Selection and three priority groups. The number of such individuals who will receive services provided under Part B of Title I and under Part B of Title VI of the Act, including related estimated costs are as follows:

Estimated Vocational Rehabilitation Services

Category	Estimated Funds	Estimated Number to be served	Average Cost of Services
Title I, Part B Priority Group 1	11,481,000	3,929	2,922
Title I, Part B Priority Group 2	13,617,000	4,659	2,922
Title I, Part B Priority Group 3	1,602,000	548	2,923
Title VI, Part B	300,000	64	4,700

State Goals and Priorities

The goals and priorities have been jointly developed with the Oklahoma Rehabilitation Council (SRC). DSU participates in regular SRC meetings as well as participates in SRC subcommittee activities. The SRC also collaborates in drafting and revision of agency policy development, and meets regularly with the DSU Administration. Finally, revisions to the state plan were developed jointly, as well as revisions to the specific goals and priorities identified in this section.

In a joint effort with the SRC, the DSU DVR/DVS divisions formed work groups to develop measures and action steps to address the DSU organizational strategic plan goals and priorities. The goals and priorities were developed while reflecting upon the comprehensive statewide assessment latest findings, VR performance accountabilities, and meeting information from discussions with the SRC.

Oklahoma is implementing Performance Informed Budgeting which considers performance data when allocating financial resources. Progress to achieve statewide strategic objectives in priority areas categorized within five statewide goals is reported. The DVR/DVS statewide program area of Workforce Participation reflects a Key Performance Indicator objective to *Increase the percentage of DSU clients with disabilities who find employment from 50% in 2014 to 60% by 2018.*

Goals and Priorities

Goal 1: Deliver improved, quality services to Oklahomans with disabilities.

Objective I: Develop employer relationships and prepare consumers for employment opportunities

Key Performance Measure: Increase average annual wage of consumers with disabilities placed in employment

Strategies:

- Align strategic and state plans with the Governor's Vision: Oklahoma Works.
 - Local Workforce Development Board and Youth Committee representation (DVR/DVS)
 - Increase Assistive Technology Outreach in the Tulsa office (DVS)
- Expand business relationships leading to career opportunities for consumers.
 - Oklahoma Ventures Forum (DVS)
- Expand participation of consumers with disabilities on the OKJOBMATCH system, OK Career Guide, National Talent Acquisition Portal

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- Support only systems that meet the Oklahoma Electronic and Information Technology Accessibility Law for accessibility of digital services, and the Web Content Accessibility Guidelines (WCAG) 2.0, Levels A and AA, for websites, web applications, and digital documents (DVR/DVS)
- Improve relationships with businesses and employers through the work of the Business Services Coordinator and unit
 - Business Advisory Council expansion to Lawton and Woodward (DVR/DVS)
 - Business Leader Meetings (DVR/DVS)
 - Develop a business model statewide for Business Services (DVR/DVS)
- Focus on better wages and long term employment
 - Importance of initial interview and comprehensive assessments (in-demand jobs) (DVR/DVS)
 - Initiative to assist job seekers with tools for resume building, employability skills building (DVR/DVS)
- Expansion of Project Search sites at Embassy Suites Hotel in Norman and Renaissance Hotel in Bricktown, Oklahoma City (DVR/DVS)

Objective II: Lead Statewide Accessibility efforts

Key Performance Measure: Increase knowledge and awareness of accessibility issues

Strategies:

- Conduct statewide accessibility reviews with workforce system core partners
 - DSU ADA Coordinator, DSU AT Coordinators and Specialists, and external partner contract, Oklahoma ABLE Tech (DVR/DVS)
- Conduct accessibility training for the workforce system
 - DSU ADA Coordinator, DSU AT Coordinators and Specialists, and external partner contract, Oklahoma ABLE Tech (DVR/DVS)
 - DSU Information Technology Operating Committee currently developing specific language to require state agencies RFP's ensure accessible products are being purchased (DVR/DVS)
 - Support the Oklahoma Office of Management Enterprise Services that state agencies appoint an Accessibility Compliance Representative to oversee state agency accessibility standards (DVR/DVS)
- Increase consumer access to affordable assistive technology (AT) to help remove barriers to employment

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- Agreement with Oklahoma ABLÉ Tech to increase use and loan of equipment for job seekers (DVS)
- Establishment of new AT lab in Tulsa (DVS)
- Agreement with Langston University to train job seekers on basic keyboarding skills (DVS)
- Agreement with Freedom Scientific to provide low cost JAWS software to blind and visually impaired state employees and families (DVS)
- Low cost solutions with Computers for Blind (DVS)
- DSU Counselors utilize Apple Technology (DVS)
- Increase number of blind and visually impaired employed in state government by 10%
 - Communication and Outreach to HR directors to educate about hiring blind job seekers (DVS)

Objective III: Create new and expand existing consumer, business, and vendor partnerships

Key Performance Measure: Partnerships for successful consumer employment placements

Strategies:

- Career guidance and counseling based upon job opportunities and labor market statistics
 - Developing a contract with Subway Restaurant to promote careers for blind job seekers to start-up Subway franchises (DVS)
- Focus upon the case process upfront to work with job seekers to provide employment information during the planning process before writing a plan for employment (DVR/DVS)
 - Engage consumers in preparation for employment (DVR/DVS)
 - Counselor contact with client (DVR/DVS)
 - Consumer Employment Outcomes (DVR/DVS)
 - Community Outreach (DVR/DVS)
 - Consumer's soft skills (DVR/DVS)
 - Career Club – eight-week training module focusing on transferable skills to include resume building and career preparation (DVS)
- Focus upon comprehensive assessments as the core part of the employment plan. This will assist job seekers in focusing on their employability and skill deficiencies (DVR/DVS)
 - Resume prior to writing an employment plan and identify job seeker skills

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- (DVR/DVS)
 - On in-demand jobs to sustain household wealth (DVR/DVS)
 - Focus job seeker's on "Know your full potential" (DVS)
 - Focus on quality career employment opportunities with higher wages (DVR/DVS)
- Focus upon pre-employment transition services (DVR/DVS)
 - Summer Youth Skills Build program (DVS)
- Expand mental health partnerships (DVR)
- Addressing community outreach
 - Implement action plans to expand community outreach and partnerships, as written in the Performance Management Process (PMP) (DVR/DVS)
 - Timeliness regarding case management (DVR/DVS)
- Opportunities for job seekers to focus on skills learned in out-of-state training centers and programs (DVS)
- Input from blind consumer groups on perceptions of quality outcomes (DVS)
 - TIPS program input on Ipad touch (DVS)
 - Engage with consumer organizations: Oklahoma Rehabilitation Council, Oklahoma and National Federation for the Blind and Oklahoma and American Council of the Blind (DVS)

Goal 2: Provide program results that are accountable to the public and our customers.

Objective I: Meet or exceed all state and federal productivity requirements

Key Performance Measure: Increase number of successful employment outcomes for consumers with disabilities

Strategies:

- Timeliness and movement of caseloads more quickly (DVR/DVS)
- Collect and use information from surveys, studies and data to evaluate program effectiveness and implement improvements
 - Statewide needs assessment process, in partnership with SRC (DVR/DVS)
 - Pre/Post evaluation for every service program (DVS)

Objective II: Provide quality services with all decisions supported by information that is factual, available to all, and consistent

Key Performance Measure: Quality decisions for consumer reaching employment goal

Strategies:

- Produce quality vocational evaluations and assessments of consumers
 - Reviewing vocational evaluation assessment tools that are up to date and accessible (DVR/DVS)
 - Develop a self-employment protocol (DVS)
 - Self-Confidence and Self-Direction programs (DVS)
- Strengthen consumer job readiness
 - Adult Blind Living Evaluation (ABLE) Program and sequel program. Evaluating job seekers on life skills and other skills as needed (DVS)
 - Training Adult Program (TAP) program working with job seekers on travel skills, home management, daily living, and braille/technology (DVS)
- Focus on working with blind consumers in office setting and staff impact on consumer's life
 - Collaborating with the GALT Foundation (Temporary Staffing Service Agency) to provide on-the-job training to job seekers in an office setting within the DSU (DVS)

Goal 3: Strengthen Our Workforce

Objective I: Recruit, select, and retain engaged employees

Key Performance Measure: Improve retention and attrition rates

Strategies:

- Increase accountability for results
 - Increased performance requirements on Transition Outreach (DVR/DVS)
 - Increased quality placement and community outreach (DVR/DVS)
- Improve recruitment of quality applicants, maintaining Certified Rehabilitation Counselor standard (DVR/DVS)
 - DSU moving towards highlighting benefits package on position announcement (DVR/DVS)
- Increase academic development of staff (DVR/DVS)
 - Staff participate in out-of-state training centers and consumer

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- organizations conventions and meetings (DVS)
 - Provide educational sponsorship for employees (DVR/DVS)
- Competitive Salaries
 - Career progression and market salary adjustments
- Supervisors and Counselors striving toward the same goal (DVR)

Objective II: Develop new and enhance existing training, mentoring and educational development opportunities

Key Performance Measure: Improve performance outcomes

Strategies:

- Implement the Coaching for VR Quality Outcomes curriculum (DVR/DVS)
- In-depth training on blindness
 - Staff informed of and support rehabilitation organizations (DVR/DVS)
 - Association for Education and Rehabilitation (AER), Council of State Administrators of Vocational Rehabilitation (CSAVR), National Council of State Agencies for the Blind (NCSAB), National Rehabilitation Association (NRA), Consortia of Administrators for Native American Rehabilitation (CANAR), National Federation of the Blind (NFB), American Council of the Blind (ACB), Unified English Braille (UEB), Low Vision Training, Association of Vision Rehabilitation Therapists

Objective III: Implement a program of organizational growth

Key Performance Measure: Increase employee engagement and leadership development

Strategies:

- Provide a new employee academy (DVR/DVS)
- Support leadership programs (DVR/DVS)
 - National Rehabilitation Leadership Institute (NRLI)
 - Wicked Innovation: Next Generation Solutions (WINGS)
 - Governor’s Executive Leadership Program

- Develop and implement a Supervisor Core Competency Academy (DVR/DVS)
 - Skills Building curriculum includes: Crucial Conversations; Crucial Accountability; Leading at the Speed of Trust; Seven Habits of Highly Effective Managers
- Implement online case process (DVR/DVS)

Goal 4: Strengthen Our Infrastructure

Objective I: Implement IT improvements

Key Performance Measure: Meet IT requirements by enhancing IT partnerships

Strategies:

- Utilize IT resources and tools to improve or streamline service delivery
 - Advocate for free App tools on Iphones for job seekers (DVS)
 - Freedom Scientific JAWS program – affordability for state employees and their families (DVS)
 - Simplifying the Telephone Reader Service (DVS)
 - DSU Committee on Information Access (CIA) (DVR/DVS)
- Implement state and agency business strategies and requirements implemented through Information Technology Oversight Committee (DVR/DVS)
 - Developing specific requirements for state agency RFP's to ensure accessible products are purchased through the state procurement process (DVR/DVS)

Objective II: Implement progressive policy review and change

Key Performance Measure: Improve business processes

Strategies:

- Streamline and implement policy change (DVR/DVS)

Order of Selection

The DSU operates under an Order of Selection. Policy reflects the need for order of selection, priority group definitions, implementation, closing and opening of priority groups, continuity of services, and information and referral services.

Order of selection

(a) **Need for order of selection.** The Department, in consultation with the Oklahoma Rehabilitation Council, has determined, due to budgetary constraints or other reasoned limitations that it cannot serve all individuals who are determined eligible for DVR and DVS services. The Department consults with the Oklahoma Rehabilitation Council regarding the:

- (1) need to establish an order of selection, including any re-evaluation of the need;
- (2) priority categories of the particular order of selection;
- (3) criteria for determining individuals with the most significant disabilities; and
- (4) administration of the order of selection.

(b) **Priority groups.** It is the policy of DRS to provide vocational rehabilitation services to eligible individuals under an order of selection. Under the order of selection, the Department has established three priority groups on the basis of serving first those with the most significant disabilities. Every individual determined to be eligible for DVR and DVS services is placed in the appropriate priority group based upon the documentation used to determine eligibility and/or vocational rehabilitation needs. Selection and placement in a priority group is based solely upon the significance of the eligible individual's disability, and is not based upon the type of disability, geographical area in which the individual lives, projected type of vocational outcome, age, sex, race, color, creed, religion, or national origin of the individual. The priority groups are:

- (1) **Priority Group 1.** Eligible individuals with the most significant barrier to employment. A most significant barrier is one that includes a mental or physical disability resulting in serious limitations in three or more functional capacities and can be expected to require multiple services over an extended period of time.
- (2) **Priority Group 2.** Eligible individuals with significant barriers resulting in serious limitations in at least one, but not more than, two functional capacities and can be expected to require multiple services over an extended period of time.
- (3) **Priority Group 3.** Eligible individuals with disabilities not meeting the definition of individual with a significant barrier.

(c) **Implementation.** Prior to the start of each fiscal quarter, or when circumstances require, the DRS Director will determine in which priority groups new Individualized Plans for Employment will be written and initiated. The Director may restrict the writing and initiation of new Individualized Plans for Employment within a priority group to cases having eligibility dates falling on or before a specified date providing that all consumers in higher priority groups are being served. Considerations in making this determination will include, but not be limited to, the projected outcomes, service goals, expenditures, and resources available for each priority group. Projected costs and resources for each priority group will be based upon costs of current Individualized Plans for Employment, anticipated referrals, availability of financial resources, and adequacy of staffing levels. The Director will implement actions under the order of selection through written notice to DVR and DVS staff. The written notice will specify the implementation date of the action and direct DVR and DVS staff on how to handle cases by priority group and application date. DVR and DVS staff will inform each eligible individual on their caseloads:

- (1) of the priority groups in the order of selection;
- (2) of the individual's assignment to a priority group; and
- (3) of the individual's right to appeal that assignment.

(d) **Closing and opening priority groups.** When all or part of a priority group is closed, designated cases within that priority group without a written IPE will be placed on a waiting list after the individual has been determined to be eligible. No IPE will be written for cases on the waiting list. Staff will continue to take applications, diagnose and evaluate all applicants to determine eligibility and vocational rehabilitation needs, find the individual eligible when documentation supports such a decision, then place each eligible individual's case in the appropriate priority group. If an eligible individual is placed in a closed priority group, his or her case will go on the waiting list and no IPE will be written or initiated. The DRS Director will notify DVR and DVS staff in writing when all or part of a closed priority group is opened. When this directive includes new applicants who are found eligible, individuals already on the waiting list within that same priority group will be given priority over new applicants. When all or part of closed priority groups are opened, staff will contact individuals on the waiting list to develop and implement their Individualized Plans for Employment using the priorities in Paragraphs (1) - (3) of this Subsection:

- (1) contact individuals within the highest open priority group first, Most Significant being the highest of all priority groups;
- (2) within each opened priority group, staff will contact individuals on the waiting list in order of application date, earliest application date first; then

(3) staff will contact individuals whose cases will remain on the waiting list to explain how their cases will be handled.

(e) **Continuity of services.** Any individual with an IPE that existed prior to the date all or part of that individual's priority group was closed will continue to receive services as planned. Such an IPE may be amended if the changes are necessary for the individual to continue progress toward achieving an appropriate employment outcome, or are otherwise necessary within policy. Persons requiring post employment services will also be provided the necessary services regardless of priority group assignment.

(f) **Information and referral services.** Information and referral services will remain available to eligible individuals who are not in an open priority group. These individuals will be given information and guidance, using appropriate modes of communication, to assist such individuals in preparing for, securing, retaining or regaining employment, and will be appropriately referred to Federal and State programs (other than the vocational rehabilitation program) including other components of the statewide workforce investment system in the state. No IPE will be written to provide such services to these individuals.

**Time within which these goals may be achieved for individuals in each priority category
within the order
&
Estimated Average Length of Services For Successful Cases by Priority Group**

Priority Group	Number of Individuals to be Served	Outcome Goals Successful Closures	Outcome Goals Unsuccessful Closures	Average days between plan signature and closure	Average Cost of Services
1	3,929	2,357	1,572	1,022	2,922
2	4,659	2,795	1,864	892	2,922
3	548	329	219	1,039	2,923

Goals and Plans for Distribution of Title VI Funds

DSU will continue to provide opportunities for Oklahomans with the most significant barriers to employment to enter competitive employment through the use of funds received under Title VI, part B supplemented by Title I, part B to purchase time-limited Supported Employment services. DSU purchases services from qualified CRPs through contracts based on established rates for services.

Under state contracting laws, new contracts are established when requested by a CRP that meets minimum qualifications. DSU has contracts with private non-profit, for-profit, and government CRPs of Supported Employment and other employment programs for individuals with significant barriers to employment. Contracts are paid on an outcome basis. The contracts emphasize quality service at both the individual and contract levels. Through payments at the completion of each milestone, multiple opportunities are created for the individual and the DSU counselor to assure that a quality service has been delivered and that competitive integrated employment has been achieved. Contracts also emphasize controlling average cost of service per individual, while providing payment incentives for difficult to serve individuals in these categories: individuals with felony conviction, high school students classified as severely emotionally disturbed, individuals with HIV/AIDS, or individuals who are legally blind, deaf or deaf-blind. An incentive is also provided to CRPs who assist individuals with obtaining employment with hourly wages of more than \$14.45, 90 days after case closure.

There are no restrictions on the types of disabilities served through the contracts, although the majority of individuals served continue to be those with intellectual disabilities or serious mental illness as a primary diagnosis. Although most CRPs serve a diverse population of individuals with the most significant barriers to employment, mental health CRPs continue to serve exclusively individuals with serious mental illness.

Mental Health CRPs have the option of providing Supported Employment. DSU, the Department of Mental Health and Substance Abuse Services are collaboratively seeking strategies for improving services and enhancing service capacity for individuals with serious mental illness.

DSU will provide outreach to increase the number of community mental health CRPs contracting to provide employment services in an effort to improve the employment outcomes of individuals with serious mental illness. The DSU has initiated a pilot project with ODMHSAS and five community mental health centers to provide individualized career planning and employment to individuals between the ages of 16-25 with serious mental illness.

DSU will provide outreach to increase the number of Rural Employment CRPs in order to increase services and better meet the employment needs of individuals with disabilities in the rural areas of the state.

In an effort to increase services, DSU is initiating a customized employment program. The DSU is developing an expansion plan to fund the additional services required under the Work Innovation and Opportunity Act (WIOA).

State's Strategies

DSU will include required strategies and 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. DSU is vested in innovative and expansion activities, whereas, funding is available to identify barriers to employment and search for solutions to identified barriers. DSU will update strategies when there are material changes in the information that require the description to be amended.

Methods to expand and improve services to individuals with disabilities

DSU Program areas that are utilized to expand and improve services include:

Veterans Initiative

DSU Personnel consisting of Administrators from DVR and DVS along with the DSU Business Coordinator are involved in Quarterly Local Community Collaborative meetings chaired by the Community Employment Coordinator of the US Department of Veterans Affairs. The purpose of this group is to expand vocational opportunities to homeless veterans, of which many have disabilities. This group will be expanding and will be covering the Eastern part of the state in 2016. This collaboration allows the DSU to develop partnerships who have a vested interest in providing work opportunities to disabled veterans and other Oklahomans with disabilities.

Social Security Administration Certified Benefits Planners

DSU has three certified Social Security Administration (SSA) Work Incentive Counselors working and co-located within Workforce Centers and another three rotating between the remainder of the Workforce Centers and DSU offices. Workforce Center staff and DSU Benefits Planners collaborate to assist job seekers receiving SSA benefits. DSU Benefits Planners explain the importance of working at the highest possible level and above SSA's Substantial Gainful Activity benchmark. Job seekers are provided general information concerning the impact of work on SSA disability benefits. Upon applying for VR services, these individuals would then also receive detailed reports illustrating the impact of work on other benefits and services the individual may be receiving, such as TANF, SNAP, UI compensation, Veteran's benefits, etc. DSU Benefits Planners address concerns of individuals with disabilities about the possibility of losing benefits and help them understand and maximize their work incentives.

Ticket to Work Program

Coordinated activities under Ticket to Work are delivered by a statewide Ticket to Work Coordinator. The coordinator will organize activities within the DSU and with partnership employment networks (EN's) to ensure the needs of ticket holders are met at a maximum level. Ongoing outreach efforts will be conducted to recruit new partnership employment networks in order to provide more opportunities to assist ticket holders in reaching Substantial Gainful Activity (SGA) level employment outcomes. The

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coordinator will continue to oversee the ticket to work hotline and will provide ticket holders with information and referral for state VR, partnership EN's, and external EN's.

Autism Program

DSU Autism Program continues as a partnership between the DSU and Goodwill Tulsa. This program currently operates two locations and with a third site expansion planned. Curriculum is continuously developed to accommodate the needs of students. The program will expand to include deaf and hard of hearing autistic students. Success for this program reflects an 80%-90% success rate of students finding employment.

Employment and Skills Development Services project

In collaboration with the Community Partnerships Unit of the Oklahoma Department of Human Services, the DSU, Division of Vocational Rehabilitation (DVR), joined a group to address the Lincoln County Partnership for Child Well-Being. The group will carry out a study of the county's child protective system to identify strengths, weaknesses and improvements needed within the child and family serving system in order to develop a plan of action to enhance the well-being of children.

The partnership approved a plan to establish an Access to Care Committee and a Task Force for the Improvement of Family Economic Security. The DSU will provide weekly on-site assistance to individuals in Lincoln County in securing and/or maintaining DSU services. Further, the DSU will assist the team with identifying individuals in the county, both youth and adults, eligible for DSU services.

Job Driven Vocational Rehabilitation Technical Assistance Center (JDVRTAC) Grant

The DSU Innovations Unit is coordinating the process of submission of an Intensive Technical Assistance grant with the Institute for Community Inclusion (ICI) at the University of Massachusetts Boston. The grant has been awarded to the DSU along with ten other VR agencies nationwide, affording access to a very strong network of technical assistance providers under the JDVRTAC umbrella which includes ICI, the University of Washington, the University of Arkansas Currents, Jobs for the Future (JFF), the United States Business Leadership Network (USBLN); the Association of University Centers on Disability (AUCD); and Powers, Pyles, Sutter, and Verville, PC (PPSV). Apart from the intangible benefits this learning opportunity entails, the total services, travel and consultancy gained with this one year grant adds resources to the agency equivalent to what it would obtain through thousands of dollars in contractual arrangements.

The purpose of JDVRTAC is to identify, adapt, embed, and sustain job-driven practices into vocational rehabilitation (VR) agencies. These practices will lead to improved employment outcomes for people with disabilities by developing a knowledge base on the following four topical areas, 1) Labor market information (LMI), 2) Services to employers, 3) Building and maintaining employer relations, and 4) Services to providers of customized and/or employer driven training.

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The DSU goals are to align apprenticeship and internship opportunities as a way to create meaningful paid training experiences for job seekers and articulate paid training experiences with long term employment for job seekers while impacting the quality and breadth of employer relationships.

In sum, the JDVRTAC Intensive Technical Assistance grant will provide an excellent opportunity for the DSU Innovations Unit, Data Unit, Business Services Coordinator, job placement specialists, Transition Program, Visual Services and Vocational Rehabilitation divisions to work together toward better alignment of internships and apprenticeships with quality long term employment. More importantly, it will provide an opportunity to examine what is in place and develop a working system of employer relations that can integrate effectively the contributions of counselors, Community Rehabilitation Providers (CRPs), job placement specialists and all others involved in securing well-paying jobs for DSU job seekers.

Other DSU program areas that are utilized to expand and improve services include:

- Visual Services Center in Tulsa and Oklahoma City
- DVS Technology Lab and Training Lab in Tulsa and Oklahoma City
- DVS Adult Blind Living Evaluation (ABLE) offered statewide
- DVR Technology Lab and Training Lab in Oklahoma City
- Oklahoma School for the Blind (OSB) transition work adjustment program
- Partnering with OSB for Vocational Evaluations
- DVR OK Assistive Technology Demonstration and Lending Lab
- Project Search: Expanding to new locations statewide and standardization programs. Corporate partnerships continue to expand.
- Business Enterprise Program – partnering with Oklahoma Career Tech in development of new vendor training and efficiency programs.
- Office of Juvenile Affairs collaborations
- Department of Veterans Affairs collaborations
- On-line applications
- Expansion of grant opportunities
- Outreach to faith based and community programs to bridge barriers to Oklahomans to succeed in the workplace, school and at home. This initiative is designed to find and enhance comparable benefits
- Mental Health Individualized Career Planning Model Pilot Project
- Customized Employment
- JOBS Contract
- Continue statewide investigation efforts to locate 'cold case' clientele
- Wellness Recovery Action Plan Training (WRAP)
- Oklahoma Baptist Prison Ministry program working with adults and youth
- Langston University Agriculture Career Pathways Experience for youth

Assistive Technology and Devices provided to individuals with disabilities

The DSU delivers assistive technology statewide for job seekers in their journey to employment. Assistive technology specialists complete a variety of different assistive technology assessments and evaluations for job seekers, business work sites, and workforce system partners. The types of evaluations are home modifications, vehicle modifications, personal mobility needs, computer access, worksite modifications, activities of daily living, communication, school accommodations, and accessibility reviews. Assistive technology specialists focus on the reported obstacle, rather than the disability diagnosis. A big part of an assistive technology evaluation is to identify what the real problem or obstacle is for the individual job seeker or business work site.

Outreach to Minorities, Most Significant Disabilities, Underserved Populations

Services to the Deaf and Hard of Hearing Unit (DVR)

The staff of DVR Services for the Deaf and Hard of Hearing (SDHH) Unit are committed to providing communication access and employment opportunities for those with hearing loss. All staff has a competency of American Sign Language fluency, ranging from novice to expert and SDHH also employs a trilingual staff member allowing provision of services to Spanish speaking individuals with hearing loss. SDHH provides services to adults and transition aged youth with hearing loss across the state and works closely with the Oklahoma School for the Deaf, which provides office space a counselor on campus to provide transition service to Deaf and hard of hearing youth at the school.

SDHH has been working with DVR field offices across the state providing resource kits which include assistive listening devices and interpretype equipment to assist in communicating with individuals with hearing loss. SDHH also provides consultation regarding assistive technology devices, medical hearing devices such as hearing aids and cochlear implants, and cultural mediation for Deaf job seekers with agency staff, employers, and organizations.

Each staff member is equipped with a videophone provided on their agency computers, which allow for direct contact and telecommunication between SDHH staff and those who are Deaf and use sign language. Kiosks have also been installed with videophones so consumers can make phone calls independently for their job search and employment needs.

Hispanic Community Outreach

For consumers that speak a language other than English, this unit has access to translation/interpreter services for other native languages.

- Spanish translated Transition brochures and checklists to be disseminated to high school students and parents about Vocational Rehabilitation Services.
- Two Bilingual counselors serve job seekers statewide in outreach efforts

- Videophones will be utilized for outreach to the Hispanic population statewide, reaching within the rural communities.
- An emphasis on all divisional brochures to be translated into Spanish to provide information to Hispanic individuals.
- Assists the SRC with translation of brochures and documents into Spanish.
- Hispanic Chamber of Commerce – new employment contract on Job Placement, Employment and Retention, and Supported Employment to serve Spanish speaking job seekers.

American Indian Vocational Rehabilitation Programs (AIVR)

The newly hired DSU Tribal Liaison will work with the DSU and Oklahoma Tribal Vocational Rehabilitation (OKTVR) programs. The liaison's role will be to assure that appropriate referrals are made between the DSU and OKTVR programs. The liaison will assist with collaboration between programs to assure that eligibility decisions and individualized plans of employment are developed with collaboration between both programs.

The DSU currently has MOUs in place with OKTVR Tribal programs to assure that vocational rehabilitation services are being provided on a consistent basis with effective collaboration between both programs.

The DSU has VR specialists assigned to each high school in Oklahoma. If the OKTVR program has transition services in their grant, DSU staff refers job seekers to their program, and they refer job seekers to the DSU. DSU staff will visit schools together, introduce OKTVR staff to school personnel, conduct joint trainings, and attend local transition team meetings. Co-shared services may apply, however, if the OKTVR does not have transition services in their grant, DSU staff share their programs contact information with the youth and family, connect with OKTVR staff, share their application when they reach the age of 18, and conduct joint community trainings together.

DSU and OKTVR personnel currently participate in monthly meetings chaired by the OKTVR Directors. The DSU will provide new employee academy training to OKTVR employees when resources allow. The DSU and OKTVR programs both participate in the annual Consortia of Administrators for Native American Rehabilitation (CANAR) meetings, and have open lines of communication between the DSU Director, Division Administrators, Field Service Coordinators and Program Managers of the DSU, as well as OKTVR Tribal Directors.

Road to Independence (RTI)

The Oklahoma Department of Human Services (DHS) received a federal grant from the Administration for Children and Families, Family and Youth Services Bureau, to plan for how to build on the capacity of state and local systems to prevent long-term homelessness among at-risk youth with foster care involvement; the DSU is a critical

partner in this initiative with DHS. The focus is on youth 14-21 years of age in housing, education, employment, well-being, and permanent connections.

In Oklahoma County, there are 3 primary needs/issues, 1) inadequate independent living and transition services, 2) placement instability of youth while in child welfare custody; and 3) lack of housing options for youth and young adults after exiting Child Welfare custody. The effort coordinates support to the local Oklahoma County DHS Child Welfare Office 55A to improve transition services, placement stability, and permanency for youth 14-18 years of age in child welfare custody.

Partners include DHS, Oklahoma Independent Living programs, DSU, and NorthCare. The DSU has a designated rehabilitation technician that DHS workers can contact when a youth is placed to locate the VR counselor to contact and make a referral, when appropriate. Plans to expand in the Tulsa area are pending.

Strategies for Recruitment Efforts of Professional Counselors from Minorities, Underrepresented and Underserved Populations

The DSU's goal is to continue to foster and maintain our long-standing relationships with East Central University (Ada, Oklahoma) and Langston University (the State of Oklahoma's only historically black university). DSU staff members are committed to working with these institutions of higher education, which are the only CORE-accredited rehabilitation counselor programs within the State of Oklahoma. This commitment is shown by their willingness to work as adjunct professors, guest lecturers and project advisory committee members. Moreover, one part of the DSU Director's strategy is to assign the Project Coordinator for National Diversity Recruitment, as a liaison to Langston University, which produces counselors on its Oklahoma City and Tulsa campuses; in order to, help facilitate activities between the DSU and Langston related to the development and recruitment of qualified professional counselor staff members for the DSU.

Additionally, the Project Coordinator is assigned the responsibility to act as the DSU Director's designee or point-of-contact with groups that impact counselor diversity issues within the DSU, such as, Oklahoma AIVR Programs, the Consortia of Administrators for Native American Rehabilitation, Inc. (CANAR), state and local Chambers of Commerce, city councils, Hispanic Chambers of Commerce, the Oklahoma Legislative Black Caucus and community-based rehabilitation programs.

Methods to Improve and Expand VR Services for Students with Disabilities

The DSU provides pre-employment transition services in its programs for youth and students and will work with agency staff to identify additional programs and services the staff wants to implement and provide in their local areas. Formal MOUs, contracts, and other agreements will be generated with partners to diversify and expand what can be provided to students in this area.

Establishing, Developing or Improving Community Rehabilitation Programs

The Employment Support Services (ESS) Unit is responsible for coordination and monitoring CRPs. An ESS technical assistant is assigned to every CRP with whom DSU contracts, with the responsibility to work with the CRP, counselor, employer and individual to ensure an effective working relationship is maintained and to resolve any disputes that may occur. The ESS Unit also provides training to the CRPs to keep them up-to-date on current best practices in the field.

Strategies to improve performance with respect to the performance accountability measures under section 116 of WIOA

The DSU will focus upon the case process upfront to work with job seekers to provide employment information during the planning process before writing a plan for employment, thus engaging job seekers in their employment goals.

The DSU will target success by focusing upon comprehensive assessments as the core part of the employment plan. This will assist job seekers in focusing on their employability and skill deficiencies.

The DSU is setting higher expectations through the work with Coaching for VR Quality Outcomes, utilizing more resources statewide, and connecting with more national initiatives and programs such as the Talent Acquisition Portal (TAP). The DSU will also focus on the new statewide increase in the Basic Living Requirement, and intensive technical assistance through internships. In focusing on these higher expectations, the DSU will develop its business services model and will define clear roles for job placement specialists.

The DSU is committed to meeting the performance accountability measures and working with core program partners, as outlined under section 116 of WIOA.

Strategies for assisting with other components of the statewide workforce development system in assisting individuals with disabilities

Oklahoma is focused upon accessibility for all job seekers and businesses and employer's work sites throughout all levels of Oklahoma Works. Governor Mary Fallin implemented the Oklahoma Works Initiative focusing on Education and Training for Tomorrow's Jobs. This initiative promotes a statewide vision, aligns and uses state data, expands effective partnerships, and modifies the use of resources and incentives to support an integrated vision. The Oklahoma Governor's Council for Workforce and Economic Development (GCWED) is playing a key role as the vehicle to establish the state vision for workforce and economic development integration.

Working with the GCWED, the system partners bring sharper focus on developing and employing more Oklahoman's with disabilities. The DSU director is an ex-officio member of the GCWED. The DSU also has staff on the Workforce System Review Team and State Youth Council, both are teams that support the work of the governor's council. Further, the DSU has representatives on each local workforce development board and youth committees. This involvement means the DSU is committed to working to develop creative solutions that expand and improve Oklahoma's workforce, thus increasing opportunities for people with disabilities to ensure complete access to employment statewide.

The DSU is leading Oklahoma's Workforce System towards enhanced accessibility. The objective is to provide equitable services to individuals with disabilities and to ensure that all Workforce System partners comply with the Americans with Disabilities Act (ADA).

Access for All Initiative

The Access for All initiative within Oklahoma Works places a focus on recruitment, hiring, and promotion of individuals with disabilities in the state of Oklahoma's workforce. Access for All focuses on the Oklahoma Works system partners as well as employers in the state. This initiative provides training, consulting, and resources to ensure that individuals with disabilities are intentionally included in efforts to achieve greater household wealth for Oklahomans. Access for All equips Oklahoma's Workforce System with knowledge and resources to make it more accessible to individuals with disabilities that utilize one-stop system programs in person, on the phone, or through the web. Access for All is brought to Oklahoma Works through a partnership between the DSU and Oklahoma ABLE Tech (Oklahoma's Assistive Technology Act Program).

To help build a foundation for the Access for All initiative, the DSU and Oklahoma ABLE Tech (OKABT), partnered to provide regional Access for All academies, webinars, newsletters, and weekly tips statewide. The one-day seminars focused on accessibility in the built environment and in technology, as well as some of the legal drivers to create accessible points of contact between workforce system partners and job seekers in Oklahoma. These academies are critical training components to help staff close the gaps in workforce utilization, income, and poverty among people with disabilities. To best prepare job seekers to gain employment, workforce system staff must be aware of the benefits and requirements for ensuring accessible workforce services and environments. The academies help workforce system staff focus on the requirements for better employer engagement and promoting physical and programmatic accessibility to employment and training services for individuals with disabilities.

The Access for All webinar series will bring focus on accessibility, legal, policy, and technology as they relate to job seekers with disabilities. Topics will include: An Overview of the Access for All Initiative in Oklahoma; Technology Accessibility 101: An Introduction to Accessibility in the Web; Accessibility Basics in Microsoft Word 2010;

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Basic Technology Accessibility Testing; An Overview of the Workforce Innovation and Opportunity Act; and Workforce Center Structural Accessibility Toolkit Update.

The Access for All weekly tips and newsletters are scheduled emails to workforce system partners that will provide continued coverage and the most current accessibility information regarding physical and programmatic accessibility, including assistive technology.

Oklahoma Employment Security Commission – Modeling the way to “Thinking Accessibility”

The Oklahoma Employment Security Commission (OESC), through the Workforce Oklahoma centers, develops and support increased employment opportunities for individuals with disabilities. OESC, through partnerships, improve service delivery for training and employment opportunities and outcomes for youth and adults with disabilities who are unemployed, underemployed, and/or receiving Social Security disability benefits. Staff work daily with a variety of partners locally and across the state that provide services to individuals with disabilities and the general population either directly at the Workforce Oklahoma centers or through referrals to partner facilities.

Workforce Oklahoma center staff routinely refer individuals with disabilities to the DSU for more intensive training and job placement opportunities. DSU has three certified Social Security Administration (SSA) Work Incentive Counselors working and co-located within Workforce Centers and another three rotating between the remainder of the Workforce Centers and DSU offices. Staff collaborates to assist job seekers receiving SSA benefits, specifically when referred by center staff; a DSU Benefits Planner will explain the importance of working at the highest possible level and above SSA's Substantial Gainful Activity benchmark. Job-seekers are provided general information concerning the impact of work on SSA disability benefits. Upon applying for VR services, these individuals would then also receive detailed reports illustrating the impact of work on other benefits and services the individual may be receiving, such as TANF, SNAP, UI compensation, Veteran's benefits, etc. DSU Benefits Planners address concerns of individuals with disabilities about the possibility of losing benefits and help them understand and maximize their work incentives.

OESC began a two-phase project focusing upon physical and programmatic accessibility entitled “Thinking Accessibility” within the Workforce Centers, UI Service Centers, UI Adjudication Centers and the Appeal Tribunal. This partnership brings the DSU and Oklahoma Able Tech (OKABT) together to provide the resources and tools to assist OESC on continuing their commitment in serving individuals with disabilities.

Phase 1 – “Thinking Accessibility”

The DSU, Division of Vocational Rehabilitation, Assistive Technology Specialists, conducted physical accessibility reviews of all Workforce Centers statewide. The physical site accessibility review instrument included an assessment of parking area(s)

and pathway(s), entrance(s), bathroom(s), water fountain(s), public telephones, and fire alarm systems. Final assessment reports were provided to each OESC Program Manager III and the center director of the Workforce Centers for final discussions and understanding of findings.

The OKABT program created individual Accessibility Toolkits for each Workforce Center in the state along with the UI Service Centers, UI Adjudication Centers and the Appeal Tribunal. The Accessibility Toolkit abstracted findings from the physical accessibility reviews conducted by DSU, and added suggested remedies and, where feasible, possible expected costs associated with the suggested remedies. Each Toolkit includes the full itemized set of findings and suggested remedies as well as a summary report for each area. The Toolkits will serve as the foundation for an ongoing effort to make the state's Workforce Centers and OESC offices more accessible to job seekers with disabilities.

As OESC reviews the Accessibility Toolkits, both DSU and OKABT will be available to provide additional guidance and technical assistance. This will help OESC finalize budgets, coordinate efforts, and create timelines for remediation where suggested in the Accessibility Toolkit.

Phase 2 – “Thinking Accessibility”

The DSU and OKABT will provide a focused effort to work with OESC to identify ways to improve accessibility of technology resources that it provides to job seekers in the state. OKABT will first work to analyze information and communication technology procurement and development within OESC, then identify and help to narrow gaps identified in this analysis. Over time, OKABT will help OESC to create and maintain a technology accessibility program that ensures the continuing delivery of accessible technology solutions to Oklahoma's job seekers.

OKABT will assist OESC to assure accessibility of a new website through assessment, consultation, or other means, and to assure that accessibility is part of their technology procurement process by utilizing the Technology Accessibility Program Review. This review is performed to identify key technology tools and resources for job seekers and internal audiences using the Technology Accessibility Integration Plan which will identify and prioritize technology tools such as web applications, website, documents, and/or multimedia, identify owners and managers of identified tools, formulate basis for technology accessibility training and technical assistance, identify relevant practitioners and leadership for focused training, assess tools for accessibility, and assist in technology barrier removal.

Business and Employer Outreach

Oklahoma's Workforce System recognizes opportunities to reach Oklahoma's businesses and employers with a powerful message of Access for All. Through relationships old and new, DSU and OKABT will lead the workforce partners in working

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to arrange and deliver training to businesses and employers that will reduce their hesitation to hire job seekers with disabilities and to identify ways to educate about the benefits of directly recruiting and hiring job seekers with disabilities. The creation of fact sheets and other concise deliverables will help businesses and employers to understand not only their obligations, but also the importance of hiring and promoting job seekers with disabilities.

DSU utilizes its ADA Coordinator as a resource to provide consultation, technical assistance, and site reviews to identify accessibility issues to all workforce system partners and other agencies, entities, and businesses and employers. The DSU ADA Coordinator provides training in various aspects of the Americans with Disability Act and the 2010 ADA Standards for Accessible Design to staff and supervisors of these entities as well. These services are available in order to advance the promotion of equal access for individuals with disabilities in programs, services, and buildings statewide.

The DSU delivers assistive technology for job seekers in their journey to employment. Assistive technology specialists complete a variety of different assistive technology assessments and evaluations for job seekers, business work sites, and system partners. The types of evaluations are home modifications, vehicle modifications, personal mobility needs, computer access, worksite modifications, activities of daily living, communication school accommodations, and accessibility reviews. Assistive technology specialists focus on the reported obstacle, rather than the disability diagnosis. A big part of an assistive technology evaluation is to identify what the real problem or obstacle is for the individual job seeker or business work site.

One-stop system certification policy standards for accessibility

Oklahoma's Workforce System commitment on enhanced accessibility will continue by 'Thinking Accessibility' while serving individuals with disabilities. The DSU's Initiative of "Accessibility = Access for All" within the Oklahoma Works workforce system, is a standard that has been set to springboard success for Oklahoma's business and employers and job seekers in reaching Oklahoma's Goal of Wealth Generation.

The one-stop system standards and certification criteria policy will be designed utilizing the Americans with Disability Act (ADA) for physical accessibility. The Oklahoma Electronic and Information Technology Accessibility Law and Standards will be applied for accessibility of digital services. The Web Content Accessibility Guidelines (WCAG) 2.0, Levels A and AA, will be utilized for websites, web applications, and digital documents certification criteria and standards.

Ensuring opportunities for all is critical to meet the goal in creating an environment where people with disabilities have the same opportunities to participate in the workforce as do people without disabilities. As businesses and employers find that the labor pool is tightening, following through on these criteria and standards will ensure businesses and employers have access to more qualified people to fill needed positions.

Evaluation and Reports of Progress: VR and Supported Employment Goals

The DSU and the Oklahoma Rehabilitation Council (ORC) quarterly and annually review and report on the effectiveness of the vocational rehabilitation program.

Evaluation of the VR program goals

Strategies that contributed to the achievement of meeting goals and priorities include;

- Job Seekers successful closures increased
- Job Seekers wages increased upon employment
- DSU focuses monthly upon data and budgetary case management processes to assure priority group wait lists are limited or non-existent

Factors that impeded the achievement of meeting goals and priorities include;

- DSU business services model underdeveloped in focusing VR program goals and priorities
- DSU job placement specialists do not have defined, clear roles
- DSU job seekers employability and skill deficiencies

Evaluation of the Supported Employment Program goals

Strategies that contributed to the achievement of meeting goals and priorities include;

- Increased number of contracted CRPs with DSU to assist individuals with significant barriers to employment achieve a successful employment outcome
- DSU's partnership with DDS and State Employment Leadership Network (SELN)
- DSU's partnership with ODMHSAS, including the pilot employment services contract, to assist individuals with serious mental illness achieve a successful employment outcome

Factors that impeded the achievement of meeting goals and priorities include;

- Lack of DSU contracted CRPs in rural areas of the state
- Lack of options for DSU employment contracts to meet the needs of all individuals with significant barriers to employment (i.e. Customized Employment; Intensive SE Services)
- Lack of joint contracted DSU/DDS CRPs

Evaluation of the VR program’s performance on the performance accountability indicators under section 116 of WIOA

For Federal Fiscal Year (FFY) 2015, the DSU did not meet Primary Indicator 1.2, under title I of the Rehabilitation Act of 1973. The following information describes the case management reporting structure for FFY 14 and 15.

1.1 Successful closure must be equal or exceed previous year.

FFY 14	2200
FFY 15	2300

1.2 Successful closures versus unsuccessful closures, at least 55.8%.

FFY 15	49.53%
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1.3 Competitive employed individuals equal to at least minimum wage, at least 72.6%.

FFY 15	96.83%
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1.4 Competitively employed equal to at least the minimum wage, with significant disabilities, at least 62.4%.

FFY 15	91.29%
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1.5 Average hourly earnings equal to at least minimum wage as a ratio to the State’s average hourly earnings, ratio is .52.

FFY 15	.55
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1.6 Competitively employed earning equal to at least minimum wage, reporting their income as largest single source at exit of program compared to percentage reporting their income as largest single source at application, level is difference of 53%.

FFY 15	81.94%
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2.1 The service rate for minority backgrounds compared to non-minority backgrounds, ratio of .80

FFY 15	.94
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The DSU failed Indicator 1.2, *of the closed cases that received services, the percentage with an employment outcome*. In addressing the failure of Indicator 1.2, the DSU will focus upon the case process upfront to work with job seekers and provide employment information during the planning process, before writing a plan for employment; engaging job seekers in their employment goals. The DSU will target success by focusing upon comprehensive assessments as the core part of the employment plan. The DSU is setting higher expectations through the work with Coaching for VR Quality Outcomes, utilizing more resources statewide, and connecting with more national initiatives and programs such as the Talent Acquisition Portal (TAP). The DSU will also focus on the new statewide increase in the Basic Living Requirement, and intensive technical assistance through internships.

The DSU is committed to meeting the performance accountability measures and working with core program partners, as outlined under section 116 of WIOA.

Report on the funds reserved for innovation and expansion activities for Fiscal Year 2014

The Innovations Unit was formed to expand focus and increase efficiency through a system wide approach. Statewide Innovations Trainings are scheduled in an effort to improve communication and encourage the development of Project Leaders with a focus of improving overall employment outcomes in communities across the state for individuals served by the DSU.

Activities undertaken for Innovation and Expansion during fiscal year 2014 totaled \$332,103. The DSU is vested in innovative and expansion activities by ensuring improved efficiency and service delivery through a system wide approach. Projects include, but are not limited to the following:

- Club Houses – Transitional Employment
- Educational Sponsorship
- Student Awards Banquet
- Conversational Spanish Classes
- Parent Advisory Board pilot
- Job Readiness Boot Camp
- Blood bank account for DRS
- Brainstorming for Success – A Transition Forum
- WINGS
- Walgreens Experiential Learning Project pilot
- Business Advisory Council
- Job Placement Expansion Tribal VR
- DRS Expo

Quality, Scope and Extent of Supported Employment Services

DSU remains committed to the provision of quality services to individuals with the most significant disabilities. Quality of services is based on Supported Employment outcome based contracts.

Quality

Milestones are preauthorized and monitored by the counselor working with the individual. In order to be paid, the CRP must submit evidence that each outcome has been achieved. Some outcomes include individual and employer satisfaction surveys. The employee survey is designed to reflect satisfaction with the job and any concerns. The employer survey is designed to reflect evaluation of the individual's job performance, stability, and training needs.

There are contract performance measures defined in the contract. There is a "Minimum Contracts Standards" section which defines standards for average work hours and average wages at closure. This section also defines requirements for staff qualifications such as base salary paid and completion of required training.

DSU is committed to providing excellent training for CRPs to ensure quality services for individuals. DSU has contracted with the University of Oklahoma since 1987 to provide training for CRP staff. The Employment Consultant (EC) must complete the basic EC training within 6 months of hire. Each EC must also successfully complete the following additional training courses within 12 months of hire: Social Security Work Incentives; Effective Training at Work; Job Development/Marketing; Job Club; On-line Introduction to Positive Behavior Supports in the Workplace (pre-requisite for positive behavior supports and instructional supports); Positive Behavior in the Workplace and Instructional supports. Following completion of the required training listed above, six hours of continuing education is required each year. The DSU staff also provides quarterly training and two additional advanced trainings annually to CRPs to keep them up-to-date on current best practices.

DSU monitors contract compliance, provides an outcomes based report on data drawn from the AWARE case management program. DSU reports to CRPs on minimum contract standards and whether those standards have been met or will require a plan for improvement. Every CRP has a TA who helps resolve service delivery problems and monitors for contract compliance on an annual basis.

Scope

The DSU contract allows CRPs to serve individuals with the most significant disabilities without restriction on disability type. The majority of individuals served in Supported Employment are individuals with intellectual disabilities and/or serious mental illness. Individuals with other types of disabilities are being served as well. DSU continues to seek methods to increase participation of individuals with all types of disabilities in

supported employment programs. ESS provides training on Supported Employment to DSU staff in an on-going effort to reach underserved and unserved populations.

The Supported Employment contract offers two levels of support; regular rate, and highly challenged rate for those with greater support needs. If the DSU counselor determines the individual will require additional support to be successful, milestones can be authorized at the highly challenged rate.

Extent

The DSU issues annual Supported Employment contracts serving individuals with the most significant disabilities. The figures hinge on the support of the state to match federal dollars necessary to provide Supported Employment to individuals with the most significant disabilities.

Timing

Extended services are a continuation of ongoing support services provided to individuals with the most significant disabilities in Supported Employment at completion of stabilization, during the “Successful Rehabilitation” Milestone and beyond the DSU case closure.

VR Services portion of the Unified Plan
Public Hearing Comments

Lawton

No comments

Oklahoma City

Bill Bryant, Central Oklahoma Workforce Investment Board (COWIB), complimented DRS on continuing to follow the Comprehensive System of Personnel Development (CSPD) standard for all existing staff and qualified applicants for VR Counselor positions. Pam Wright, New View, also commended DRS on this issue.

Tulsa

Kathryn Klammer, DRS, DVR staff, made comments regarding the Crossroads Clubhouse contract for Supported Employment. A recommendation was made to have DRS Administration review the contracts with both Crossroads and Thunderbird Clubhouses as DRS is not receiving good referrals for outcomes.



December 1, 2015

Dear Ms. Fruendt,

We would like to take this opportunity to thank you for allowing Oklahoma Rehabilitation Council (ORC) to fully partner with DSU in the planning and development of the Unified State Plan process. Further, we would like to thank the DSU for collaborating with ORC on its submission of the goals, strategies and measures for the Input of the State Rehabilitation Council section of the State Plan.

The Coordination and Education Officials section of the State Plan addresses the formal collaboration between the DSU and the SEA. Given the strong emphasis which the Workforce and Innovations Opportunity Act (WIOA) places on youth with disabilities, the ORC believes this process would be strengthened with regular involvement and input from personnel at the administrative level of both the DSU and SEA. This could be accomplished through attendance at the ORC's quarterly Transition and Employment Committee meetings. ORC will formally invite both parties moving forward.

The Business Services Team section of the State Plan addresses the need for providing unified job development services throughout the state. The ORC believes there is merit in establishing a regional series of town hall meetings that would allow DSU a forum to share information with employers about accessibility challenges as well as other employment barriers for job seekers. This type of exchange would promote increased successful employment opportunities. ORC would be willing to collaborate in this statewide effort.

The ORC strongly supports the DSU's state goals and priorities. The strategies are robust and are well aligned with the states Workforce initiatives under WIOA.

ORC is appreciative of the DSU's continued cooperation, productivity and interactive relationship with ORC. ORC would like to take this opportunity to thank the DSU for continued support of ORC's mission.

Sincerely,

Renee Sansom
Program Manager

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Phone: 405-951-3579
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Oklahoma ABLE Tech

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December 2, 2015

Ms. Melinda Freundt
Oklahoma Department of Rehabilitation Services
3535 NW 58th St., Suite 500
Oklahoma City, OK 73112-4824

Dear Ms. Freundt,

We would like to take this opportunity to thank you for allowing Oklahoma ABLE Tech to submit information including goals, strategies and measures on **Attachment 4.8(b) (1) Cooperation, Collaboration, and Coordination** initiatives between ABLE Tech and the Department of Rehabilitation Services (DRS). ABLE Tech looks forward to its continued partnership with the Visual Services Division as we work to increase the number of individuals who have device loans and device demonstrations. Additionally, ABLE Tech is very excited to build onto the successes of the Access for All initiative, a collaborative effort within the Statewide Workforce Investment System Strategies that will continue to provide training and technical assistance to the Oklahoma Workforce System statewide.

ABLE Tech would like to applaud the agency for establishing a very bold goal to increase employment outcomes from 55% of their clients to 65% by 2018. As outlined in numerous Priorities, Objectives, Key Performance Measures and Strategies the DSU has identified assistive technology as a mechanism that will assist the staff in supporting job seekers to reach their employment goal. In addition to recognizing the need for quality affordable assistive technology for individual users, the State Plan also identifies several key strategies to support job seekers, staff, businesses, and state agencies to ensure full accessibility in the physical and programmatic service utilized by all resident of the State of Oklahoma.

ABLE Tech would like to take this opportunity to thank the Department for continued support in its efforts to improve assistive technology services to persons with disabilities.

Sincerely,

A handwritten signature in cursive script that reads "Milissa Gofourth".

Milissa Gofourth
Program Manager

OSD

Report

Executive Summary

December 2015

OSD Action Item

Issue:

Advise commission of donations received by Oklahoma School for the Deaf in December 2015

Background:

Staff Recommendation:

Superintendent recommends acceptance of donation.

Budget Impact:

Attachment/Packet support Documents: Donation Report

STATE OF OKLAHOMA
COMMISSION FOR REHABILITATION SERVICES

RESOLUTION 2016-09
January 11, 2016

RESOLVED, THAT THE COMMISSION FOR REHABILITATION SERVICES DOES HEREBY APPROVE AND ADOPT THE FOLLOWING IN CONFORMANCE WITH SB 356, O.S. Section 166.2 Title 74:

Donations to the Oklahoma School for the Deaf in December 2015, from individuals, groups and employees.

Approved in regular session on January 11, 2016

Lynda Collins, Chair
Commission for Rehabilitation Services

lcs

OSB

Report

Executive Summary

December 2015

OSB Action Item

ISSUE:

Advise Commission of donations received by Oklahoma School for the Blind in December, 2015

BACKGROUND:

Gifts from individuals, groups and employees.

STAFF RECOMMENDATION:

Superintendent recommends acceptance of gifts from sources listed above.

BUDGET IMPACT: (if any)

ATTACHMENT(S)/PACKET SUPPORT DOCUMENTS: (list)

*Limit Summary to one page

OSB Donation Report December 2015 Donations

Donations under \$500					
Date	Name	Cash	Fund	Property	Value
12.1.15	Karon Wheat	\$25.00	701 – Rec./Ed.		
12.2.15	Marilyn Joplin	\$100.00	701 – Rec/Ed.		
12.2.15	Nancy Poteete	\$100.00	701 – Rec/Ed.		
12.14.15	OK Home & Community Education	\$74.00	701 – Rec/Needy		
Subtotal of Cash (under \$500) donated December 2015		\$299.00		Subtotal of Value	\$0.00
Donations \$500 and over					
12.8.15	Anne and Henry Zarrow Foundation	\$5,000.00	701/Space Camp/ Close-Up		
12.14.15	Real Estate Professionals	\$500.00	701 - Recreation		
Subtotal of Cash (\$500 and over) donated In December 2015		\$5,500.00		Subtotal of Value	\$0.00
Total Donation Amts.-Cash and Property December 2015		\$5,799.00			

STATE OF OKLAHOMA
COMMISSION FOR REHABILITATION SERVICES

RESOLUTION 2016-10
January 11, 2016

RESOLVED, THAT THE COMMISSION FOR REHABILITATION SERVICES DOES HEREBY APPROVE AND ADOPT THE FOLLOWING IN CONFORMANCE WITH SB 356, O.S. Section 166.2 Title 74:

Donations to the Oklahoma School for the Blind in December 2015, from individuals, groups and employees.

Approved in regular session on January 11, 2016

Lynda Collins, Chair
Commission for Rehabilitation Services

lcs