



OKLAHOMA
Rehabilitation Services

Commission for Rehabilitation Services

➤ **Commissioners Janet Barresi, Theresa Flannery,
and Wes Hilliard**

Regular Meeting
and Video Conferencing

3535 NW 58th Street, Suite 200
Oklahoma City, OK

February 14, 2024

Empowering Oklahomans with Disabilities

**State of Oklahoma
Commission for Rehabilitation Services
Regular Commission Meeting
February 14, 2024 at 10:30 a.m.**

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

**Commission link: <https://www.zoomgov.com/j/1612643441>
Phone: 1-669-254-5252
Webinar ID: 161 264 3441**

Wes Hilliard, Commission, Acting Chair
Theresa Flannery, Commission Member
Dr. Janet Barresi, Commission Member

Sign Language Interpreters are provided for public accessibility.

AGENDA

1. Call to Order and Roll Call

Wes Hilliard, Acting Chair

2. Statement of Compliance with the Open Meeting Act

Kathleen Arrieta, Commission Assistant

REPORTS

3. Presentation of Longevity Certificates

Wes Hilliard, Acting Chair

4. Executive Director's Report

Melinda Fruendt, Executive Director

- a) Report on agency and departmental updates
- b) Possible discussion

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5. Success Story – Will Lambley

Sandra Evans, Vocational Rehabilitation Specialist

- a) Presentation
- b) Possible discussion

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- 6. Legislative Report** **Page 13**
Jennifer Hardin, Legislative Liaison
a) Report on the status of legislative bills
b) Possible discussion
- 7. Chief Financial Officer's Report** **Page 47**
Kevin Statham, Chief Financial Officer
a) Financial Status Reports for FY 23 and FY 24
b) Possible discussion
- 8. Vocational Rehabilitation Report** **Page 62**
*Mark Kinnison, Division Administrator
and Yasmin Avila Guillen, Business Services Coordinator*
a) Report including Priority Group Updates and Portal Referrals
b) Business Services Report
c) Possible discussion
- 9. Human Resources Report** **Page 70**
Tom Patt, HR Director
a) Personnel Activity report as of January 31, 2024.
b) Introductions of new staff
c) Possible discussion
- 10. Statewide Independent Living Council Report** **Page 77**
Sidna Madden-Trimnell, Executive Director
a) Report on activities and board members
b) Possible discussion
- 11. Workforce Innovation and Opportunity Act (WIOA) State Plan, Vocation Rehabilitation Services Portion Report (State Plan Link: [DRAFT Oklahoma WIOA State Plan](#))**
Stephanie Roe, Project Coordinator
a) Overview of updates to the WIOA State Plan
b) Possible discussion
- 12. Communications Presentation**
Jody Harlan, Director of Communications
a) Presentation of video "In Our Own Words"
b) Possible discussion

ACTION ITEMS

13. Review of the Minutes from the December 11, 2023 Commission Meeting Page 79

Wes Hilliard, Acting Chair

- a) Discussion and possible vote to modify and/or approve the minutes.

14. Adoption of Proposed Administrative Rule Revisions

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*Tina Calloway, Administrative Programs Officer,
Policy, Administration and Development Section*

- a) Proposed Rule Revisions
- b) Rule Summary
- c) Discussion and possible action

15. Acceptance of donations to the Oklahoma School for the Blind

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Rita Echelle, Superintendent

- a) Donation Reports for December 2023 and January 2024.
- b) Possible discussion and vote to accept the donations.

16. Acceptance of donations to the Oklahoma School for Deaf

Page 178

Dr. Heather Laine, Superintendent

- a) Donation Reports for December 2023 and January 2024
- b) Possible discussion and vote to accept the donations.

17. Acceptance of donations to the Oklahoma Library for the Blind and Physically Handicapped

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Kevin Treese Program Manager III, SBVI

- a) Donation Reports for December 2023 and January 2024.
- b) Possible discussion and vote to accept the donations.

18. Election of officers to the Oklahoma Commission for Rehabilitation Services

Wes Hilliard, Acting Chair

- a) Discussion and possible action.

19. Selection of DRS Employee as Recipient of the Annual Commission Award.

Wes Hilliard, Acting Chair

- a) Discussion and possible vote to enter Executive Session pursuant to 74 O.S. § 166.8(A)(2) and 25 O.S. § 307(B)(1) for the purpose of discussing the nominations for the annual Oklahoma Commission for Rehabilitation Services Award.
- b) Vote to reconvene into Regular Session
- c) Discussion and possible action on matters discussed in Executive Session.

20. New Business

Wes Hilliard, Acting Chair

- a) Any matter not known about, or which could not have been reasonably foreseen prior to the time of posting 25 O.S. § 311.

21. Announcements

Wes Hilliard, Acting Chair

- a) Next Meeting:
Wednesday, March 13, 2024 at 10:30 a.m.
3535 NW 58th Street, 2nd Floor Conference Room
Oklahoma City, OK 73112

22. Public Comments

- a) Under Oklahoma Open Meeting Laws, the Oklahoma Commission for Rehabilitation Services cannot respond to or discuss any matter not on today's agenda.

23. Adjourn

Wes Hilliard, Acting Chair

- a) Discussion and possible action

Note: "Possible action" by the Commission includes, but is not limited to, approval, authorization, adoption, rejection, denial, amendment, taking no action, or tabling the item for disposition at a later date or time.



Executive Director's Report

Oklahoma Department of Rehabilitation Services
EXECUTIVE DIRECTOR REPORT
February 14, 2024

Executive

December

- 12 – DRS Executive Team Meeting.
- 13 – Senate Budget meeting with Senator Garvin; Budget meeting with Secretary of State staff.
- 14 – Oklahoma School for the Deaf Christmas Program.
- 18 – Director Meeting on Pre-Ets.
- 19 – Oklahoma Inclusive Post-Secondary Education update meeting; OCCY Cross Systems Coordinator interview panel.
- 20 – Oklahoma School for the Blind Christmas Program.
- 21-Jan 1 – Annual Leave and Holiday Leave.

January

- 2-3 – Sick Leave.
- 5 – Listening Session on Human Capital Management for the Human Services Cabinet.
- 8 – Oklahoma Inclusive Post-Secondary Education update meeting.
- 9 – Vocational Rehabilitation Performance Meeting; Senate Budget Hearing.
- 10 – Commission for Rehabilitation Services Meeting.
- 11 – Oklahoma Association of Workforce Development Board Training Retreat.
- 15 – Martin Luther King Jr. Day observed.
- 18 – Attended the LOFT meeting at state capitol to hear the report on workforce.
- 19 – Governor’s Council on Workforce and Economic Development quarterly meeting.
- 22 – Rehabilitation Services Administration quarterly meeting with DVR and DSBVI on data dashboard discussion.
- 23 – New employee academy welcome; House of Representatives Budget Hearing.
- 26 – Oklahoma Commission on Children and Youth meeting.
- 29 – Director’s meeting on Pre-Ets.

February

- 1 – Oklahoma Rehabilitation Council Executive Committee.
- 2 – Technical Assistance Center work on Pre-Ets contracts; Human Services Cabinet Meeting.
- 6 – Performance Meeting for DVR and DSBVI.
- 12 – Oklahoma Inclusive Post-Secondary Education update meeting.
- 13 – DRS Executive Team meeting; Oklahoma Able Tech Smart Home Open House partner welcome.
- 14 – Commission for Rehabilitation Services meeting.

Oklahoma COMBINED State Plan – Stephanie Roe

States Plans covering PY 2024 through PY 2027 (July 1, 2024 - June 30, 2028) are due to the Department of Labor and Education on March 1, 2024. The Vocational

Rehabilitation Services portion of the State Plan is in draft status and is out for a 30-day public comment period ending on February 16th.

The draft version has been shared with the Commissioners for review and input during the duration of the comment period. The WIOA State Plan outlines the state's strategy for the workforce development system in Oklahoma. OKDRS has been working with OESC, Career Tech and Title I & 3 partners on the development of the next State plan.

Process Improvement (PI) – Lyuda Polyun AWARE

The AWARE team has collaborated with the Financial Services Division staff to furnish data for end-of-quarter and end-of-year financial reports.

We conducted in-person training sessions for two local offices. The topics covered standards for case attachments, online referral processing, and a preview of upcoming features in AWARE.

Collected data required for the Agency's Annual Report.

Testing a new version of AWARE.

Data cleanup to ensure more accurate RSA-911 reporting.

The AWARE team is manually entering Pre-ETS data submitted by the University of Oklahoma for the quarter ending 12/31/2023.

We are correcting data errors for the RSA-911 quarterly report due 2/15/2024.

We participated in the selection of a Power BI contractor to help build agency reports.

A new administrative assistant will begin February 1, 2024, whose primary role will focus on Pre-ETS reporting data.

Case Review – Quality Assurance

The QA team completed a case review of open cases for the month of December for compliance with Federal Standards. Report by Unit Administrator to follow.

The QA team reviewed closed cases (both successful and unsuccessful) statewide for compliance with Federal regulations. Approximately 100 cases audited with report to follow by the Unit Administrator.

Review Specialists attended the Webinar “The Exciting World of Quality Assurance for Pre-ETS” regarding the importance of including Pre-ETS in the quality assurance case file review process, and how to utilize the results to help identify program performance and Pre-ETS trends for strategic planning.

Concerns noted from Field staff per previous closed case audit addressed.

The QA team attended a webinar hosted by National Technical Assistance Center on Transition (NTAC) concerning conducting agency audits on Pre-ETs case files. Information was provided by NTAC concerning what policies and procedures are required to be in place, what QA questions might be asked, allocation of funds, pre-Ets., set aside determination, time allocation for pre-employment transition services, and a guide of frequently asked questions concerning pre-employment transition services.

Program Standards, Statistical Research

The research staff continues to train in Power BI. Staff are currently working on two dashboards to help develop their skills, one for Needs Assessment (client race, ethnicity, functional limitations, barriers to employment, and impairments) and one for Apps, Plans, and Closures by Unit/Supervisor.

The research staff created a Power BI report for use by the Transition team and VR and SBVI supervisors based on the October 2023 child count IEP data from the State Department of Education (SDE) that was shared with DRS via our MOU. The report is currently in the BI Test environment where the Transition team and SDE Special Education Services (SDE-SES) staff can provide feedback.

The research staff are assisting SDE-SES staff with an online survey for the Oklahoma Transition Council (OTC) that is a requirement of the Oklahoma Pathways to Partnership Grant. The survey will set the baseline for OTC members' and partners' knowledge of the partner programs services and resources.

The research staff assisted the OKIPSE Alliance with a survey focused on the need for additional post-secondary IPSE programs for IDD youth in the state.

The research staff created a report for the VIBE program summarizing the feedback received from participants in October 2023 and January 2024.

***Respectfully submitted by
Melinda Fruendt, Executive Director***



Success Story



Client Success story

Client Name

Will Lambley

Hometown

Owasso

Their story

Will Lambley looked up at the scoreboard during a semifinal football game in December 2018, and instantly, he knew something was wrong - the score was blurry.

"Then, I was running down the field on a punt and the ball was in the air," Lambley said. "I looked up. I needed to try and find the ball so I can tackle someone. But I didn't know where the ball was."

The eyesight changes led Lambley, who was 16 at the time, and his family on a six-month journey to try and find out what was going on. In May 2019, doctors at John Hopkins Community Physicians in Bethesda, Maryland, diagnosed him with Leber Hereditary Optic Neuropathy. It is a rare disease inherited from a person's mother and causes the person to lose their eyesight, starting with painless blurriness. Eventually, the person may become legally blind.

Lambley learned of DRS Transition Services in February 2019, which would allow him to learn to live an independent life, navigate his community and learn assistive technology that would allow him to continue his education.

"We knew what was going on with my sight, wasn't going to be solved with glasses," he said, adding surgery was also not coming to his rescue.

DRS staff helped him to use JAWS software on his computer. Job Access With Speech, or JAWS, is



screen reader software, developed for computer users whose vision loss prevents them from seeing screen content or using a mouse. JAWS provides speech and Braille control for the most popular software applications and built-in features on a computer.

"What people might look at as a disadvantage in my life, I am able to use as an advantage in my own life and help others by just being positive," Lambley said.

He said people facing similar challenges should look to DRS for help,

"There were just so many resources I did not know were out there," Lambley said. "DRS has helped me with technology and mobility. If it wasn't for DRS, I would not have known that stuff was there."

Lambley is set to graduate in May 2025 and has a podcast with friends. The podcast is called "Rise Above" and is available on podcast services.

DRS staff who helped change a client's life

Services provided and current staff: Counseling and Guidance, Information and Referral, Transition/ Pre-ETS Services – Counselor: Sandy Evans; Orientation & Mobility Services – O&M specialist Jane Lansaw; Assistive technology evaluation, services and recommendations – SBVI AT Specialist Diana Smith; Assistive technology devices – screen reader software and related technology; Assistive technology training with JAWS screen reader.



Legislative Report

2/14/24 – DRS Commission Legislative Report

by Jennifer Hardin

- **02/05/2023** – First Day of the Second Session of the 59th Legislature
- **01/18/24** - Bill Filing Deadline
- **Total Bills** = 4,778 (2,245 bills rolled over from '23 session)

DRS Request Bills

[SB 154](#)

[Stanley, Brenda](#)
[Lawson, Mark](#)

This is a carry-over bill from the '23 session. Provides an exception for Braille reading and ASL students from the Reading Sufficiency Act (RSA). The current testing methods used for the RSA do not address an infrastructure that ensures equity practices for students who are hearing and visually impaired. Also, providing accountability measures to monitor proficiency and language attainment.

Note: This is a joint request with the OK. Dept. of Ed.

Bill History: 02/28/23 - Voted from committee - Do Pass as amended Senate Education

[SB 1339](#)

[Seifried, Ally](#)

Creates the Oklahoma Opportunity Scholarship Act which provides financial assistance to students with intellectual disabilities pursuing studies through a CTP program (Comprehensive Transition and Postsecondary).

Note: This is a joint request with the OK. State Regents for Higher Education & the OK. IPSE Alliance (Inclusive Post-Secondary Education).

Bill History: 12/14/23 - Filed
01/22/24 - Referred to Senate Ed. Comm.
01/23/24 - Also Referred to Senate Appropriations

- The DRS legislative monitoring list will continuously be updated as bills are reviewed or amended. I will distribute a bill status report on a weekly basis.
- Please don't hesitate to contact me if you become aware of a specific bill you would like to be monitored.



OKLAHOMA Rehabilitation Services

Bill Status Report

02-02-2024 - 17:49:44

'DRS Request Bills

[SB 154](#) [Stanley, Brenda\(R\)](#)
[Lawson, Mark\(R\)](#) Provides exception for certain school reading level requirements to students meeting certain alternative standards, with continuing reporting of learning progress; EMERGENCY.

Bill History: 02-28-23 S Voted from committee - Do Pass as amended Senate Education
03-23-23 S Dormant pursuant to the rules
11-17-23 S Carried Over

[SB 1339](#) [Seifried, Ally \(F\)\(R\)](#) Creates the Oklahoma Opportunity Scholarship Act which provides financial assistance to students with intellectual disabilities pursuing studies through at CTP program; EMERGENCY.

Bill History: 12-14-23 Filed
01-22-24 Referred to Senate Committee Senate Education
01-23-24 Also Referred to Senate Appropriations

Direct DRS Impact Bills

[HB 1407](#) [Culver, Bob Ed\(R\)](#)
[Stewart, Jack \(F\)\(R\)](#) Provides for two one-time increases to state employee flexible benefit allowances in 2024 and 2025.

Bill History: 11-17-23 S Carried Over

[HB 1570](#) [Stark, Marilyn\(R\)](#)
[Bullard, David\(R\)](#) Provides that any individual that does not have a disability or is not a trained assistant of someone with a disability, that uses a service animal attempting to gain special treatment shall be subject to being convicted of a misdemeanor.

Bill History: 11-17-23 S Carried Over

HB 1895	Cantrell, Josh (F)(R) Paxton, Lonnie(R)	Directs county officials to give certain priority in vending facilities to veteran-owned businesses. Bill History: 11-17-23 H Carried Over
HB 2027	Wolfley, Max(R) Garvin, Jessica (F)(R)	Exempts the sales of hearing aids from the state sales tax; EMERGENCY. Bill History: 11-17-23 S Carried Over
HB 2557	McBride, Mark(R) Thompson, Roger(R)	Authorizes the Dept. of Libraries to utilize appropriated funds for relocation, remodeling and construction projects at buildings they control including The State Library; EMERGENCY. Bill History: 11-17-23 H Carried Over
HB 2584	Humphrey, Justin J.J.(R)	Directs county officials to give certain priority in vending facilities to veteran-owned businesses. Bill History: 11-17-23 H Carried Over
HB 2664	Steagall, Jay(R)	Clarifies language relating to the State Use Advisory Council obligations and powers. Bill History: 11-17-23 H Carried Over
HB 2716	Hefner, Ellyn (F)(D) Kirt, Julia(D)	Requires the Dept. of Human Services to report to the Legislative Office of Fiscal Transparency on payments made to providers for certain services to individuals with intellectual disabilities and plan for serving more individuals; EMERGENCY. Bill History: 11-17-23 S Carried Over
HB 2718	Hefner, Ellyn (F)(D) Montgomery, John(R)	Creates the Oklahoma Promise Opportunity Scholarship Act and accompanying program to provide awards to eligible students pursuing studies in a comprehensive transition and postsecondary program for students with disabilities. Bill History: 11-17-23 S Carried Over
HB 2722	Hefner, Ellyn (F)(D) Montgomery, John(R)	Requires certain governmental organizations and future contacts to provide or make accessible information about ABLE accounts and programs; EMERGENCY. Bill History: 11-17-23 S Carried Over

HB 2831	Blancett, Meloyde(D)	Creates the Oklahoma Auditory Pathway Testing Initiative Act of 2023.
Bill History:		11-17-23 H Carried Over
HB 2854	Wallace, Kevin(R) Thompson, Roger(R)	Terminates the state defined contribution plan, transferring participants into the standard Public Employees Retirement System with service credits to be purchased, such changes to be defined as non-fiscal under legislative requirements.
Bill History:		11-17-23 S Carried Over
HB 2967	Gann, Tom(R)	Requires executive officers of state agencies to disclose certain communications to the Ethics Commission between members of the Legislature and agency employees relating to the manner in which state funds are spent.
Bill History:		01-04-24 H Filed
HB 3792	Hefner, Elyn (F)(D)	Creates the Oklahoma Opportunity Scholarship Act which provides economic assistance to students with intellectual disabilities to pursue higher education; EMERGENCY.
Bill History:		01-18-24 H Filed
HB 3796	Hefner, Elyn (F)(D)	Creates a Rethinking Paying Subminimum Wage to Persons with Disabilities Task Force to review and make recommendations for changes in workforce and compensation to persons with disabilities.
Bill History:		01-18-24 H Filed
HB 3882	Ford, Ross(R)	Requires SoonerCare to cover medically necessary eye examinations and certain other treatments and eye equipment.
Bill History:		01-18-24 H Filed
SB 357	Dossett, Jo Anna (F)(D) Waldron, John(D)	Includes the OK School for the Deaf and the OK School for the Blind in future disbursements of Redbud school grants by the Board of Education; EMERGENCY.
Bill History:		11-17-23 S Carried Over
SB 487	Matthews, Kevin(D) Nichols, Monroe(D)	Makes an appropriation to allow the creation of the Statewide Independent Living Council; EMERGENCY.
Bill History:		11-17-23 S Carried Over

SB 534	Rosino, Paul(R) West, Tammy(R)	Changes the maximum adjusted gross income to 300 percent of the federal poverty level for the purpose of qualifying for assistance for a child that is severely developmentally disabled; EMERGENCY.
Bill History:		11-17-23 G Carried Over
SB 598	Kirt, Julia(D) Pae, Daniel(R)	Updates terminology used in statute relating to individuals with disabilities and the use of terminology used to describe one's ethnicity.
Bill History:		11-17-23 S Carried Over
SB 670	Floyd, Kay(D)	Prohibits the use of corporal punishment on any student identified with a disability; EMERGENCY.
Bill History:		11-17-23 S Carried Over
SB 1292	Thompson, Roger(R)	Provides for a salary increase to all state employees, including temporary and limited-term employees, certain county employees and other qualifying parties; EMERGENCY.
Bill History:		01-23-24 S And also Referred to Senate Appropriations
SB 1310	McCortney, Greg(R)	Transfers authority over state employee benefits plans from OMES to the Employees Insurance and Benefits Board; EMERGENCY.
Bill History:		01-22-24 S Referred to Senate Committee Senate Retirement & Insurance
SB 1416	Hall, Chuck(R)	Permits all state agencies to recruit and hire IT personnel deemed necessary to perform duties of the agency, such employees shall be considered employees of the hiring agency, not of the Information Services Division of OMES.
Bill History:		01-22-24 S Referred to Senate Committee Senate General Government
SB 1430	Hall, Chuck(R)	Creates a new Central Purchasing Dept. for state government and transfers various powers and duties related to central purchasing from OMES and others to it.
Bill History:		01-23-24 S And also Referred to Senate Appropriations

[SB 1790](#) [Dahm, Nathan\(R\)](#) Adjusts provisions related to drivers licenses, removing certain medical requirements and adjusting references to other states and countries.
Bill History: 01-25-24 S Referred to Senate Committee Senate Aeronautics & Transportation

[SB 1999](#) [Jett, Shane \(F\)\(R\)](#) Requires voters who are blind requesting an absentee ballot to provide documentation from a licensed physician confirming that the voter is a blind person in order to receive an accessible ballot.
Bill History: 01-25-24 S Referred to Senate Committee Senate General Government

[SJR 19](#) [Bergstrom, Micheal\(R\)](#) Approves certain proposed permanent rules of various state agencies.
Bill History: 11-17-23 H Carried Over

Total Direct DRS Impact Bills: 28

Education Bills

[HB 1028](#) [Talley, John\(R\)](#)
[Floyd, Kay\(D\)](#) Prohibits school district personnel from using corporal punishment on any student with significant cognitive disabilities as identified by the Dept. of Education.
Bill History: 11-17-23 S Carried Over

[HB 1035](#) [Rosecrants, Jacob\(D\)](#)
[Pemberton, Dewayne\(R\)](#) Provides exemptions for school absence requirements to students missing class for mental health assessments and therapy sessions; EMERGENCY.
Bill History: 11-17-23 H Carried Over

[HB 1081](#) [Rosecrants, Jacob\(D\)](#)
[Garvin, Jessica \(F\)\(R\)](#) Creates the Right to Recess Act which requires schools to incorporate physical activity into school days and directs teachers to minimize the reduction in play for disciplinary reasons; EMERGENCY.
Bill History: 11-17-23 H Carried Over

HB 1277	McCall, Charles(R)	Provides for a 2% cost-of-living adjustment increase in benefits for various state retirement systems; EMERGENCY.
Bill History:		11-17-23 H Carried Over
HB 1343	Davis, Dean(R)	Declares that the state shall pay 30% of health and dental premiums for covered dependents of teachers covered by the state health insurance plan.
Bill History:		11-17-23 H Carried Over
HB 1423	Hasenbeck, Toni(R)	Reduces minimum years of service for teachers to receive certain retirement benefits.
Bill History:		11-17-23 H Carried Over
HB 1424	Vancuren, Mark(R) Garvin, Jessica (F)(R)	Creates an Education Employee Assistance Program within the Dept. of Mental Health and Substance Abuse Services to provide mental health services support to school district employees and their families; EMERGENCY.
Bill History:		11-17-23 S Carried Over
HB 1426	Vancuren, Mark(R) Stanley, Brenda(R)	Protects accumulated teacher sick leave from being lost due to any break in employment and ensures it is transferrable; EMERGENCY.
Bill History:		11-17-23 S Carried Over
HB 1428	Vancuren, Mark(R)	Directs the Office of Educational Quality and Accountability to reward teachers who are renewing their National Board certification by awarding certain fees and bonuses and removes certain salary benefits related to certification.
Bill History:		11-17-23 H Carried Over
HB 1810	Conley, Sherrie(R) Bullard, David(R)	Prohibits certain materials from being present in any way in a school setting, from books and curriculum to anything used by a speaker or presenter.
Bill History:		11-17-23 H Carried Over
HB 1811	Conley, Sherrie(R) Bullard, David(R)	Prohibits certain materials from school libraries and requires a written policy for challenging school materials; EMERGENCY.
Bill History:		11-17-23 H Carried Over

HB 1936	McCall, Charles(R) Pugh, Adam(R)	Requires teachers that complete certain competency exams to be reimbursed for the cost of the exam by their school district, adjusts requirements of mentor teachers receiving stipends; EMERGENCY
		Bill History: 11-17-23 H Carried Over
HB 1938	McCall, Charles(R)	Requires each school district board of education to adopt a written policy at an open meeting establishing processes and standards for acceptance and reciprocity of credits for courses completed at another institution; EMERGENCY.
		Bill History: 11-17-23 H Carried Over
HB 2008	Davis, Dean(R)	Adjusts provisions of the Teachers' Retirement System, lowering eligibility requirements, adjusts benefit calculations, removes earnings limits, provides pay scheduled for retired teachers reemployed, and modifies contract requirements for those teachers.
		Bill History: 11-17-23 H Carried Over
HB 2071	Caldwell, Chad(R) Rader, Dave(R)	Requires school districts to spend at least sixty percent of their annual budgets on instructional expenditures; EMERGENCY.
		Bill History: 11-17-23 H Carried Over
HB 2072	Caldwell, Chad(R)	Requires superintendents to have a baccalaureate degree at minimum, removing certain teacher certification requirements; EMERGENCY.
		Bill History: 11-17-23 H Carried Over
HB 2139	McDugle, Kevin(R) Bullard, David(R)	Permits authorized school personnel possessing handgun licenses to carry firearms onto school property; EMERGENCY.
		Bill History: 11-17-23 S Carried Over
HB 2162	Lowe, Dick(R) Pemberton, Dewayne(R)	Adds ten additional years to the top end of the certified school employee salary schedule, commensurate with experience of up to 35 years; EMERGENCY.
		Bill History: 11-17-23 S Carried Over
HB 2319	Hilbert, Kyle(R)	Removes limits on monthly retirement benefits for certain retired teachers relating to reemployment; EMERGENCY.
		Bill History: 11-17-23 H Carried Over

HB 2320	Hilbert, Kyle(R)	Removes certain limitations on teachers accessing monthly retirement benefits when reemployed by another public school after retirement; EMERGENCY.
Bill History:		11-17-23 H Carried Over
HB 2384	Kannady, Chris(R)	Creates the State Education Act.
Bill History:		11-17-23 H Carried Over
HB 2413	Johns, Ronny(R)	Restricts the educational management organizations charter schools receiving public funds are allowed to contract with, such organizations going forward shall be either a nonprofit organization or a benefit corporation.
Bill History:		11-17-23 H Carried Over
HB 2528	Lepak, Mark(R) Garvin, Jessica (F)(R)	Modifies school employee applications to the Teachers' Retirement System, adjusts membership requirements, benefits, options, and repeals provisions relating to prior service credits and unclassified positions heading the System; EMERGENCY.
Bill History:		11-17-23 S Carried Over
HB 2555	McBride, Mark(R) Thompson, Roger(R)	Creates the Critical Industries Scholarship Program to institute a four-year pilot program to encourage high school graduates to pursue post-secondary education in critical economic growth areas; EMERGENCY.
Bill History:		11-17-23 S Carried Over
HB 2558	McBride, Mark(R) Pugh, Adam(R)	Provides an annual salary bonus and test expenses reimbursement for certain teachers holding National Board Certification; EMERGENCY.
Bill History:		11-17-23 S Carried Over
HB 2562	McBride, Mark(R) Murdock, Casey(R)	Increases the membership of the Board of Education to include appointees by the Speaker of the House and the President Pro Tempore of the Senate.
Bill History:		11-17-23 H Carried Over

HB 2672	Baker, Rhonda(R) Pugh, Adam(R)	Makes an appropriation to the Dept. of Education for teacher and support staff pay increases, raises the teacher minimum salary schedule and directs the establishment of a qualitative bonus pay program for school staff; EMERGENCY.
		Bill History: 11-17-23 H Carried Over
HB 2673	Baker, Rhonda(R) Pugh, Adam(R)	Provides for the statewide student assessment to include a retest of the college- and career-readiness assessment or certain portable career-readiness assessments; EMERGENCY.
		Bill History: 11-17-23 S Carried Over
HB 2676	Baker, Rhonda(R) Thompson, Roger(R)	Modifies several requirements for individualized programs of professional development of the School District Empowerment Program and allows local school district boards to adopt alternative evaluation programs and schedules; EMERGENCY.
		Bill History: 11-17-23 S Carried Over
HB 2677	Baker, Rhonda(R) Pugh, Adam(R)	Adds English language learner as a qualifying category for State Aid and adjusts funding calculation for such, requires certain annual assessments of those students; EMERGENCY.
		Bill History: 11-17-23 H Carried Over
HB 2751	Miller, Nicole(R) Kidd, Chris(R)	Removes certain apportionment limits to school districts from monies accrued by the fees, taxes and penalties collected or received through the Vehicle License and Registration Act.
		Bill History: 11-17-23 H Carried Over
HB 2755	Miller, Nicole(R)	Provides retirement credit to teachers who participated in AmeriCorps Volunteers in Service to America.
		Bill History: 11-17-23 H Carried Over
HB 2840	Caldwell, Trey(R)	Provides for annual bonuses in increasing amounts for teachers with National Board Certification; EMERGENCY.
		Bill History: 11-17-23 H Carried Over
HB 3123	Williams, Danny(R)	Establishes standards for teachers and bus drivers to eject from their classrooms and buses students engaged in certain disruptive or threatening behaviors; EMERGENCY.
		Bill History: 01-16-24 H Filed

HB 3269	Wolfley, Max(R)	Adjusts the Parental Choice Tax Credit to prorate the credits of students whose total household income is in excess of \$150,000 in the case of any year where total credits exceed the limit.
	Bill History:	01-17-24 H Filed
HB 3274	Baker, Rhonda(R)	Adds additional optional modules to the statewide student assessment system designed to test college and career-readiness as well as the military ASVAB test; EMERGENCY.
	Bill History:	01-17-24 H Filed
HB 3278	Baker, Rhonda(R)	Creates the Graduation Act of 2024.
	Bill History:	01-17-24 H Filed
HB 3348	Conley, Sherrie(R)	Allows teachers and bus drivers to exclude students from classrooms and busses in certain circumstances and requires districts to adopt a web-based platform for teachers to file incidents; EMERGENCY.
	Bill History:	01-17-24 H Filed
HB 3387	McCall, Charles(R)	Exempts guardians who demonstrate that they receive certain government aid from submitting other forms of income verification when applying for the Parental Choice Tax Credit; EMERGENCY.
	Bill History:	01-17-24 H Filed
HB 3396	McCall, Charles(R)	Exempts money derived from the Parental Choice Tax Credit from taxable income calculations.
	Bill History:	01-17-24 H Filed
HB 3528	Ranson, Trish(D)	Provides for a 2% Cost of Living Adjustment increase to benefits for various state retirement systems.
	Bill History:	01-18-24 H Filed
HB 3837	Pittman, Ajay(D)	Extends Lindsey Nicole Henry Scholarship eligibility to students who have at least one incarcerated parent.
	Bill History:	01-18-24 H Filed

HB 3915	Caldwell, Chad(R)	Directs school boards of education to adopt policies to determine their capacity to accept disable student transfers and establishes an appeals and audit process for school transfer systems.
		Bill History: 01-18-24 H Filed
HB 3948	Provenzano, Melissa(D)	Allows students taking advanced mathematics courses before the ninth grade to count those courses towards certain subject matter standard requirements for math units completed in high school.
		Bill History: 01-18-24 H Filed
HB 3952	Blancett, Meloyde(D)	Adds requirements for an audiologist and a vision expert to the Literacy Instruction Team.
		Bill History: 01-18-24 H Filed
HB 3968	Echols, Jon(R)	Removes requirement that recipients of the Lindsey Nicole Henry Scholarships for Students with Disabilities Program spend the year prior enrolled in a public school.
		Bill History: 01-18-24 H Filed
SB 9	Bullard, David(R)	Directs school districts to provide annual itemized expenditure reports on spending related to diversity, inclusion, equity and social justice to the Dept. of Education; EMERGENCY.
		Bill History: 11-17-23 S Carried Over
SB 24	Pemberton, Dewayne(R) West, Tammy(R)	Permits eligible participants in the Teachers' Retirement System to reinstate previously cancelled health and dental benefits coverage during the election period of any coverage year.
		Bill History: 11-17-23 S Carried Over
SB 25	Pemberton, Dewayne(R) McBride, Mark(R)	Provides for a \$1200 payment to school districts for each school support personnel, to be spent either on a pay raise for all staff, performance-based pay raise, or to retain essential employees, with limits; EMERGENCY.
		Bill History: 11-17-23 S Carried Over

SB 28	Pemberton, Dewayne(R) McBride, Mark(R)	Provides for gradual increases to total teacher compensation over the 2023-2030 school years and establishes standards for increased pay related to various educational and certification achievements; EMERGENCY.
		Bill History: 11-17-23 S Carried Over
SB 39	Stanley, Brenda(R) Vancuren, Mark(R)	Includes school support employees under provisions which protect school personnel from punitive actions when reporting or disclosing information they reasonably believe relate to a violation of law or constitutional rights; EMERGENCY.
		Bill History: 11-17-23 H Carried Over
SB 40	Bullard, David(R)	Creates a task force on the impact of pay for performance and other qualitative pay strategies in public education to submit findings to the Legislature by November 30, 2024; EMERGENCY.
		Bill History: 11-17-23 S Carried Over
SB 48	Stanley, Brenda(R) Baker, Rhonda(R)	Adjusts standards and requirements of mentor teachers, increasing required qualifications, related compensation and the duration of mentorships; EMERGENCY.
		Bill History: 11-17-23 S Carried Over
SB 51	Stanley, Brenda(R) Baker, Rhonda(R)	Removes various education experience requirements for public school superintendents and principals, allowing relevant supervisory and administrative experience instead; EMERGENCY.
		Bill History: 11-17-23 S Carried Over
SB 52	Stanley, Brenda(R)	Declares that accumulated sick leave for teachers and school support personnel shall not be lost due to any break in employment and shall be transferable; EMERGENCY.
		Bill History: 11-17-23 S Carried Over
SB 88	Garvin, Jessica (F)(R)	Adds physical education as an alternative option to computer sciences and world language in school subject matter standards; EMERGENCY.
		Bill History: 11-17-23 S Carried Over

SB 91	Garvin, Jessica (F)(R) Archer, Nick (F)(R)	Beginning in FY-24, one-half of the flexible benefit allowance amount may be paid as taxable compensation to school employees opting out of the offered cafeteria plan options, if they provide proof of health coverage; EMERGENCY.
		Bill History: 11-17-23 S Carried Over
SB 94	Garvin, Jessica (F)(R)	Directs school districts to conduct an annual fitness assessment of students and provide results to the Dept. of Education and the Dept. of Health; EMERGENCY.
		Bill History: 11-17-23 S Carried Over
SB 99	Daniels, Julie(R) Lepak, Mark(R)	Establishes certain notice requirements for school employees authorizing payroll deductions for professional organizations and requires annual reauthorization.
		Bill History: 11-17-23 H Carried Over
SB 148	Hicks, Carri(D)	Requires school districts to create special education advisory councils to address special education needs within the district, the council to meet at least once per year; EMERGENCY.
		Bill History: 11-17-23 S Carried Over
SB 203	Garvin, Jessica (F)(R)	Reduces the minimum instructional days for school districts operating on a minimum hours policy and removes standards tying an hours policy to student performance; EMERGENCY.
		Bill History: 11-17-23 S Carried Over
SB 265	Garvin, Jessica (F)(R)	Subject to available funding, provides grants to school districts whose enrolled students exceed a certain amount in order to employ teacher's assistants; EMERGENCY.
		Bill History: 11-17-23 S Carried Over
SB 332	Dossett, Jo Anna (F)(D) Vancuren, Mark(R)	Adjusts the definition of a career teacher to include those who have taught for the requisite amount of time but across several different districts; EMERGENCY.
		Bill History: 11-17-23 H Carried Over

SB 343	Newhouse, Joe(R) Tedford, Mark (F)(R)	Requires teacher candidates opting to waive certain background checks due to producing a recently completed background check to submit an attestation related to any ongoing investigations of inappropriate behavior; EMERGENCY.
		Bill History: 11-17-23 S Carried Over
SB 344	Floyd, Kay(D)	Directs school district libraries to establish and manage a library media program to meet certain educational needs; EMERGENCY.
		Bill History: 11-17-23 S Carried Over
SB 358	Daniels, Julie(R) Echols, Jon(R)	Removes requirement that recipients of the Lindsey Nicole Henry Scholarships for Students with Disabilities Program spend the year prior enrolled in a public school and exempts certain students from other eligibility requirements.
		Bill History: 11-17-23 H Carried Over
SB 359	Pugh, Adam(R) Lowe, Dick(R)	Removes consideration of protested ad valorem tax revenue when calculating the Foundation Program Income and Salary Incentive Aid, further requires the Dept. of Education to include said protested revenue in its annual budget request.
		Bill History: 11-17-23 H Carried Over
SB 360	Pugh, Adam(R)	Requires each public elementary school to employ a reading specialist to assist in providing literacy and reading instruction to students in grades three and below; EMERGENCY.
		Bill History: 11-17-23 S Carried Over
SB 361	Pugh, Adam(R)	Creates the Interstate Teacher Mobility Compact Act to facilitate license equivalency and reciprocity between member states and their respective licensing authorities by establishing the Interstate Teacher Mobility Compact Commission; EMERGENCY.
		Bill History: 11-17-23 S Carried Over
SB 362	Pugh, Adam(R) Baker, Rhonda(R)	Removes certain exemptions for teachers and prospective teachers from submitting to criminal background checks, both state and national, when applying to new positions both in and out of their current school district; EMERGENCY.
		Bill History: 11-17-23 H Carried Over

SB 364	Pugh, Adam(R) Baker, Rhonda(R)	Provides that certain school employees shall be eligible for eight weeks of paid maternity leave upon childbirth, to expire after twelve months of childbirth, in addition to existing sick and pregnancy leave; EMERGENCY.
		Bill History: 11-17-23 H Carried Over
SB 428	Montgomery, John(R) Wallace, Kevin(R)	Directs public school districts to develop and implement security alert and response systems; EMERGENCY.
		Bill History: 11-17-23 H Carried Over
SB 466	Thompson, Kristen (F)(R)	Requires qualified and certified special education teachers to be paid at least ten percent above the prevailing standard wage of the district; EMERGENCY.
		Bill History: 11-17-23 S Carried Over
SB 482	Pugh, Adam(R) McBride, Mark(R)	Adds ten additional years to the top end of the certified school employee salary schedule, commensurate with experience of up to 35 years; EMERGENCY.
		Bill History: 11-17-23 H Carried Over
SB 489	Thompson, Roger(R) Hilbert, Kyle(R)	Makes an appropriation to the Public Common School Building Equalization Fund from the Medical Marijuana Authority Fund for redbud school grants; EMERGENCY.
		Bill History: 11-17-23 H Carried Over
SB 522	Pugh, Adam(R) Baker, Rhonda(R)	Requires the State Board of Education to allocate funds to school districts for mentor teachers providing guidance and support to a new teacher; EMERGENCY.
		Bill History: 11-17-23 H Carried Over
SB 523	Pugh, Adam(R)	Makes an appropriation to the Dept of Emergency Management for the purpose of administering Oklahoma School Security Grant Program awards for security programs within public and private schools; EMERGENCY.
		Bill History: 11-17-23 S Carried Over

SB 525	Pugh, Adam(R) Hasenbeck, Toni(R)	Requires teachers that successfully complete certain competency exams to be reimbursed for the cost of the exam by their employing school district; EMERGENCY.
		Bill History: 11-17-23 H Carried Over
SB 526	Pugh, Adam(R) Echols, Jon(R)	Removes provisions relating to the Teacher and Leader Effectiveness Evaluation System and related incentive pay plans; EMERGENCY.
		Bill History: 11-17-23 H Carried Over
SB 527	Pugh, Adam(R) Martinez, Ryan(R)	Provides the definition of an English learner, adjusts the school funding formula's factor for transportation and adjusts weights for certain student categories and grade levels; EMERGENCY.
		Bill History: 11-17-23 H Carried Over
SB 528	Pugh, Adam(R) Davis, Dean(R)	Creates the Early Childhood Literacy Task Force to study and make recommendations regarding the teaching of literacy to students in early childhood and elementary grade levels; EMERGENCY.
		Bill History: 11-17-23 H Carried Over
SB 634	Montgomery, John(R)	Permits participants in the Teachers' Retirement System with at least twenty years of credited service to receive a partial lump-sum payment upon retirement and a reduced annuity thereafter, and requires death benefits to be paid in a timely manner.
		Bill History: 11-17-23 S Carried Over
SB 663	Standridge, Rob(R)	Establishes additional standards and required training for certain school personnel authorized to carry firearms on school property and requires continuing education meeting set standards; EMERGENCY.
		Bill History: 11-17-23 S Carried Over
SB 723	Hicks, Carri(D)	Increases the minimum salary schedule for teacher pay across all levels of experience; EMERGENCY.
		Bill History: 11-17-23 S Carried Over
SB 853	Dossett, Jo Anna (F)(D)	Provides for an increase in benefits for certain retirees of the Teachers' Retirement System.
		Bill History: 11-17-23 S Carried Over

SB 863	Bullard, David(R) Steagall, Jay(R)	Requires the Dept. of Education to develop a plan to phase out the acceptance and use of funds provided by the federal government for the support of pre-kindergarten through twelfth grade education; EMERGENCY.
		Bill History: 11-17-23 S Carried Over
SB 865	Bullard, David(R)	Creates the Teachers' Bill of Rights protecting certain religious expressions and other workplace standards for teachers; EMERGENCY.
		Bill History: 11-17-23 S Carried Over
SB 866	Bullard, David(R)	Requires prior written permission from guardians for students to participate in sex education or other classwork that in any way references sex or gender identity and forbids certain related education to students below the fifth grade; EMERGENCY.
		Bill History: 11-17-23 S Carried Over
SB 882	Montgomery, John(R)	Requires the Teachers' Retirement System to establish a defined contribution system for newly employed persons and details guidelines for rates, policies, and procedures.
		Bill History: 11-17-23 S Carried Over
SB 903	Jett, Shane (F)(R)	Creates a new Minimum Salary Schedule for teachers and other employees of schools based on degree as well as experience; EMERGENCY.
		Bill History: 11-17-23 S Carried Over
SB 926	Jett, Shane (F)(R) Vancuren, Mark(R)	Places certain maximum limitations on credits for salary increments and retirement that teachers may be granted based on military service history; EMERGENCY.
		Bill History: 11-17-23 H Carried Over
SB 964	Kidd, Chris(R) Caldwell, Trey(R)	Allows certain retired teachers to be eligible for reemployment as an active classroom teacher with no limitations on earnings from the Teachers' Retirement System for three years.
		Bill History: 11-17-23 S Carried Over

SB 1203	Bullard, David(R)	Directs the Dept. of Education and CareerTech to establish a pilot program to offer career and technology programs for students in the ninth through twelfth grades in areas where a local CareerTech is not available; EMERGENCY.
		Bill History: 01-23-24 S And also Referred to Senate Appropriations
SB 1204	Bullard, David(R)	Removes certain higher education and special training program requirements for teachers to receive provisional special education certificates and teach related classes; EMERGENCY.
		Bill History: 01-22-24 S Referred to Senate Committee Senate Education
SB 1256	Pugh, Adam(R)	Sets fixed pay increases for certain teacher certifications paid from the Teacher Empowerment Revolving Fund and removes requirement that school districts match those pay increases; EMERGENCY.
		Bill History: 01-22-24 S Referred to Senate Committee Senate Education
SB 1257	Pugh, Adam(R)	Removes penalties against State Aid to school districts based upon carryover in the general fund of a district; EMERGENCY.
		Bill History: 01-22-24 S Referred to Senate Committee Senate Education
SB 1258	Pugh, Adam(R)	Removes requirement that capital expenditures by school districts paid from the district's general fund be approved by the State Board of Ed. or State Board of Career and Technology Ed.; EMERGENCY.
		Bill History: 01-22-24 S Referred to Senate Committee Senate Education
SB 1307	Stanley, Brenda(R)	Removes certain specific reasons for a person could apply to a school district board of education to count for school graduation and removes related student assessments; EMERGENCY.
		Bill History: 01-22-24 S Referred to Senate Committee Senate Education
SB 1313	Pugh, Adam(R)	Raises the minimum salary schedule for certified public school teachers; EMERGENCY.
		Bill History: 01-23-24 S And also Referred to Senate Appropriations

SB 1314	Pugh, Adam(R)	Requires the Dept. of Education to create an incentive program with awards for school districts which adopt phone-free campus policies for students; EMERGENCY.
		Bill History: 01-23-24 S And also Referred to Senate Appropriations
SB 1319	Seifried, Ally (F)(R)	Creates a Public School Vision Screening Modernization Fund for the Dept. of Health to provide grants and collect data to improve vision screening equipment and processes in public schools; EMERGENCY.
		Bill History: 01-23-24 S And also Referred to Senate Appropriations
SB 1321	Seifried, Ally (F)(R)	Directs the Board of Education to establish a three-year pilot program to provide grants to public schools to incentivize phone-free spaces for student learning; EMERGENCY.
		Bill History: 01-23-24 S And also Referred to Senate Appropriations
SB 1357	Pugh, Adam(R)	Creates Alyssa's Law which requires school districts to implement a mobile panic alert system; EMERGENCY.
		Bill History: 01-22-24 S Referred to Senate Committee Senate Education
SB 1366	Thompson, Kristen (F)(R)	Reduces the term for school district boards of education members to two years and implements term limits; EMERGENCY.
		Bill History: 01-22-24 S Referred to Senate Committee Senate Education
SB 1395	Pugh, Adam(R)	Adds two appointments to the State Board of Ed. for the President Pro Tempore and Speaker of the House each and outlines justifications and procedures for the removal of Board Members; EMERGENCY.
		Bill History: 01-22-24 S Referred to Senate Committee Senate Education
SB 1437	Stanley, Brenda(R)	Makes a felony the battery of a school employee while they are in the performance of their duties.
		Bill History: 01-22-24 S Referred to Senate Committee Senate Public Safety

SB 1440	Rader, Dave(R)	Creates the Teachers Legacy Fund to be invested and provide increases to school teacher pay in the case of a significant increase in the fund; EMERGENCY.
		Bill History: 01-23-24 S And also Referred to Senate Appropriations
SB 1513	Daniels, Julie(R)	Prohibits school districts from requiring employees to participate in certain union-related activities or distributing informational materials, as well as from allowing teacher unions to access school facilities or equipment; EMERGENCY.
		Bill History: 01-25-24 S Referred to Senate Committee Senate Education
SB 1520	Pemberton, Dewayne(R)	Raises the various limits on allowed earnings for members of the Teachers' Retirement System when calculating retirement benefits; EMERGENCY.
		Bill History: 02-06-24 S Meeting set for 2:00 p.m., Room 230 - Senate Retirement & Insurance
SB 1599	Bullard, David(R)	Permits retired teachers meeting certain conditions to return to teaching for up to three years with no limitations on earnings; EMERGENCY.
		Bill History: 01-25-24 S And also Referred to Senate Appropriations
SB 1799	Boren, Mary(D)	Establishes certain required written consent and analysis by school IEP teams for the conduct of corporal punishment on students; EMERGENCY.
		Bill History: 01-25-24 S Referred to Senate Committee Senate Education
SB 1881	Bullard, David(R)	Requires schools to make certain lesson plans and instructional materials available under certain circumstances; EMERGENCY.
		Bill History: 01-25-24 S Referred to Senate Committee Senate Education
SB 1904	Pugh, Adam(R)	Sets standards and requirements for statewide virtual charter schools to administer certain required assessments in a virtual setting; EMERGENCY.
		Bill History: 01-25-24 S Referred to Senate Committee Senate Education

SB 1905	Pugh, Adam(R)	Adjusts provisions related to teacher competencies in reading, requiring certain assessments and adjusting the related authority over such competencies from the Board of Education to the Commission for Educational Quality and Accountability; EMERGENCY.
	Bill History:	01-25-24 S Referred to Senate Committee Senate Education
SB 1906	Pugh, Adam(R)	Renames the Reading Sufficiency Act to the Strong Readers Act and thoroughly modifies various related provisions, standards and priorities; EMERGENCY.
	Bill History:	01-25-24 S Referred to Senate Committee Senate Education
SB 1910	Treat, Greg(R)	Directs school boards of education to adopt policies to determine their capacity to accept disabled student transfers and establishes an appeals and audit process for school transfer systems.
	Bill History:	01-25-24 S Referred to Senate Committee Senate Education
SB 1924	Floyd, Kay(D)	Prohibits school personnel from using certain corporal punishments on students identified with various disabilities; EMERGENCY.
	Bill History:	01-25-24 S Referred to Senate Committee Senate Education
SB 1992	Green, Grant (F)(R)	Repeals the minimum salary schedule for certified school personnel and directs boards of educations to set salary schedules based on certain standards; EMERGENCY.
	Bill History:	01-25-24 S Referred to Senate Committee Senate Education
SJR 7	Garvin, Jessica (F)(R) Hilbert, Kyle(R)	Constitutional Amendment to allow former legislators to be employed by public schools.
	Bill History:	11-17-23 S Carried Over

Total Education Bills: 119

General Government Bills

[HB 1391](#) [Bashore, Steve\(R\)](#)
[Montgomery, John\(R\)](#) Reduces the period prohibiting retired state employees from returning to work from one year to six months, as it relates to certain retirement benefits and the employee's enrollment in the Public Employees Retirement System.

Bill History: 11-17-23 H Carried Over

[HB 2376](#) [Kannady, Chris\(R\)](#)
[Hall, Chuck\(R\)](#) Adjusts provisions related to state employee benefits, providing a maximum of 640 hours of carryover leave and clarifying services which qualify for inclusion in benefits calculations; EMERGENCY.

Bill History: 11-17-23 S Carried Over

[HB 2777](#) [McCall, Charles\(R\)](#)
[Treat, Greg\(R\)](#) Creates the Oklahoma Public Finance Protection Act which sets certain limitations and standards on the authority of fiduciaries for state government funds.

Bill History: 11-17-23 S Carried Over

[HB 2953](#) [Williams, Danny\(R\)](#) Removes and adjusts various state agency exemptions from the Central Purchasing Act.

Bill History: 12-21-23 H Filed

[SB 65](#) [Stanley, Brenda\(R\)](#)
[Echols, Jon\(R\)](#) Provides for one additional personal holiday each year for permanent state employees to be taken on one of several selected holidays or on the employee's birthday.

Bill History: 11-17-23 S Carried Over

[SB 596](#) [Garvin, Jessica \(F\)\(R\)](#) Relates to intermediate-level long-term care facilities serving those with intellectual disabilities by instructing the Dept of Health to regulate them, increases the map radius for administration of these facilities of a certain size.

Bill History: 11-17-23 S Carried Over

[SB 1212](#) [Hicks, Carri\(D\)](#) Requires state entities making purchases of goods or equipment for construction and repairs to prioritize purchasing products produced in the United States except under certain conditions.

Bill History: 01-22-24 S Referred to Senate Committee Senate General Government

SB 1223	Hamilton, Warren (F)(R)	Adjusts state employee flexible benefit allowance programs for those opting out of the state basic plan or health and dental options to a flat \$500 monthly payment; EMERGENCY.
	Bill History:	02-06-24 S Meeting set for 2:00 p.m., Room 230 - Senate Retirement & Insurance
SB 1264	Stanley, Brenda(R)	Requires state health benefit plans, including the OK Employees Insurance Plan, include coverage for certain genetic testing and screening for cancer.
	Bill History:	01-22-24 S Referred to Senate Committee Senate Retirement & Insurance
SB 1380	Bergstrom, Micheal(R)	Directs the Dept. of Health to develop standards and training programs to certify intermediate care facilities for persons with intellectual disabilities.
	Bill History:	01-22-24 S Referred to Senate Committee Senate Health & Human Services
SB 1394	Standridge, Rob(R)	Reduces agency budgets by whatever their current cost is for legislative liaisons or lobbyists and directs that money to be spent in the Legislative Service Bureau to hire in-agency auditors under the supervision of LOFT.
	Bill History:	01-23-24 S And also Referred to Senate Appropriations
SB 1420	Rosino, Paul(R)	Adjusts provisions related to the state Medicaid program related to persons with intellectual or developmental disabilities, directing programs to focus on evidence-based care following certain standards; EMERGENCY.
	Bill History:	01-23-24 S And also Referred to Senate Appropriations
SB 1455	Thompson, Roger(R)	Permits the Capitol Improvement Authority to use investment returns for employee salaries; EMERGENCY.
	Bill History:	01-22-24 S Referred to Senate Committee Senate General Government
SB 1525	Gollihare, Todd (F)(R)	Adjusts membership requirements for an advisory committee to the Director of Human Services on matters relating to persons with developmental disabilities.
	Bill History:	01-25-24 S Referred to Senate Committee Senate Health & Human Services

[SB 1856](#) [Stewart, Jack \(F\)\(R\)](#) Allows a low performance evaluation to be used as a factor in deciding certain reduction-in-force implementation plans for state employees.

Bill History: 01-25-24 S Referred to Senate Committee Senate General Government

Total General Government Bills: 15

OMES Bills

[HB 1010](#) [West, Rick\(R\)](#) Allows state agencies located within a county to purchase items from local businesses outside of current Central Purchasing Act requirements when there are no state contracted vendors within that county, purchases not to exceed \$2500.

Bill History: 11-17-23 H Carried Over

[HB 1775](#) [Williams, Danny\(R\)](#) Removes the Central Services Division within OMES to create a new, independent Dept. of Central Services and directs all necessary responsibilities and personnel to be transferred in the process.

Bill History: 11-17-23 H Carried Over

[HB 1784](#) [Martinez, Ryan\(R\)](#) Creates the Information Services Agency as a distinct entity, separated from OMES and transfers related duties and responsibilities.

Bill History: 11-17-23 H Carried Over

[SB 1178](#) [Thompson, Roger\(R\)](#)
[Wallace, Kevin\(R\)](#) Requires the Director of the Office of Management and Enterprise Services to prescribe certain electronic systems for payroll claims and processing; EMERGENCY.

Bill History: 11-17-23 S Carried Over

[SB 1181](#) [Thompson, Roger\(R\)](#)
[Wallace, Kevin\(R\)](#) Requires the Director of the Office of Management and Enterprise Services to prescribe certain electronic systems for payroll claims and processing; EMERGENCY.

Bill History: 11-17-23 S Carried Over

SB 1182	Thompson, Roger(R) Wallace, Kevin(R)	Requires the Director of the Office of Management and Enterprise Services to prescribe certain electronic systems for payroll claims and processing; EMERGENCY.
Bill History:		11-17-23 S Carried Over
SB 1183	Thompson, Roger(R) Wallace, Kevin(R)	Requires the Director of the Office of Management and Enterprise Services to prescribe certain electronic systems for payroll claims and processing; EMERGENCY.
Bill History:		11-17-23 S Carried Over
SB 1184	Thompson, Roger(R) Wallace, Kevin(R)	Requires the Director of the Office of Management and Enterprise Services to prescribe certain electronic systems for payroll claims and processing; EMERGENCY.
Bill History:		11-17-23 S Carried Over
SB 1185	Thompson, Roger(R) Wallace, Kevin(R)	Requires the Director of the Office of Management and Enterprise Services to prescribe certain electronic systems for payroll claims and processing; EMERGENCY.
Bill History:		11-17-23 S Carried Over
SB 1205	Rosino, Paul(R) Bashore, Steve(R)	Adjusts various duties and responsibilities of the Chief Information Officer and provides state agencies with options for IT services, removes certain reporting requirements, and abolishes the Gov. Tech Applications Review Board; EMERGENCY.
Bill History:		01-22-24 S Referred to Senate Committee Senate General Government
SB 1270	Garvin, Jessica (F)(R)	Requires OMES to prepare and annually update an 8-year plan for state facility management, operations and maintenance needs which will be submitted to the Governor and Legislative leadership.
Bill History:		01-22-24 S Referred to Senate Committee Senate General Government
SB 1362	Thompson, Roger(R)	Creates a new Central Purchasing Dept. for state government and transfers various powers and duties related to central purchasing from OMES and others to it.
Bill History:		01-23-24 S And also Referred to Senate Appropriations

[SB 1397](#) [Thompson, Roger\(R\)](#) Separates the Information Services Division from the Office of Management and Enterprise Services as its own agency to be named the Information Services Department; EMERGENCY.

Bill History: 01-23-24 S And also Referred to Senate Appropriations

[SB 1430](#) [Hall, Chuck\(R\)](#) Creates a new Central Purchasing Dept. for state government and transfers various powers and duties related to central purchasing from OMES and others to it.

Bill History: 01-23-24 S And also Referred to Senate Appropriations

[SB 1458](#) [Thompson, Roger\(R\)](#) Requires the Director of the Office of Management and Enterprise Services to prescribe certain electronic systems for payroll claims and processing; EMERGENCY.

Bill History: 12-15-23 S Filed

[SB 1459](#) [Thompson, Roger\(R\)](#) Requires the Director of the Office of Management and Enterprise Services to prescribe certain electronic systems for payroll claims and processing; EMERGENCY.

Bill History: 12-15-23 S Filed

[SB 1460](#) [Thompson, Roger\(R\)](#) Requires the Director of the Office of Management and Enterprise Services to prescribe certain electronic systems for payroll claims and processing; EMERGENCY.

Bill History: 12-15-23 S Filed

[SB 1461](#) [Thompson, Roger\(R\)](#) Requires the Director of the Office of Management and Enterprise Services to prescribe certain electronic systems for payroll claims and processing; EMERGENCY.

Bill History: 12-15-23 S Filed

[SB 1467](#) [Thompson, Roger\(R\)](#) Requires the Director of the Office of Management and Enterprise Services to prescribe certain electronic systems for payroll claims and processing; EMERGENCY.

Bill History: 12-15-23 S Filed

[SB 1468](#) [Thompson, Roger\(R\)](#) Requires the Director of the Office of Management and Enterprise Services to prescribe certain electronic systems for payroll claims and processing; EMERGENCY.

Bill History: 12-15-23 S Filed

Total OMES Bills: 20

Workforce Dev. Bills

[HB 2457](#) [Hill, Brian\(R\)](#)
[Paxton, Lonnie\(R\)](#) Creates the NextGen Employee Development Program under the Dept. of Commerce to award funds for training and development of highly skilled workers in select industries; EMERGENCY.

Bill History: 11-17-23 S Carried Over

[HB 3597](#) [Hill, Brian\(R\)](#) Removes certain responsibilities over the Governor's Council for Workforce and Economic Development from the Dept. of Commerce and charges the Employment Security Commission with developing the Work-Based Learning Program.

Bill History: 02-06-24 H Meeting set for 10:30 a.m., Room 5S.2 - House General Government

[SB 398](#) [Pugh, Adam\(R\)](#)
[Duel, Collin \(F\)\(R\)](#) Identifies the Dept of Veterans Affairs to serve as the state's principal assistance organization for the U.S. Dept of Defense's SkillBridge program, which is to assist qualified businesses and transitioning servicemembers with employment.

Bill History: 11-17-23 H Carried Over

[SB 532](#) [Pugh, Adam\(R\)](#) Creates the Workforce Development Revolving Fund for the State Regents to award to institutions increasing the number of degrees granted in certain critical occupation areas; EMERGENCY.

Bill History: 11-17-23 S Carried Over

[SB 1267](#)

[Kirt, Julia\(D\)](#)

Requires new applicants to the Quality Jobs Program to provide paid leave meeting certain standards in order to qualify for incentives.

Bill History: 01-23-24 S And also Referred to Senate Finance

[SB 1304](#)

[Standridge, Rob\(R\)](#)

Creates a Workforce Education Fund under the Dept. of Commerce to provide tuition assistance for students in critical occupation areas as identified by Commerce, such fund not available to any schools with a DEI program; EMERGENCY.

Bill History: 01-23-24 S And also Referred to Senate Appropriations

[SB 1358](#)

[Pugh, Adam\(R\)](#)

Creates a Workforce Development Revolving Fund under the Regents for Higher Education to increase the number of degrees granted to fulfill certain workforce needs and makes an appropriation to the fund; EMERGENCY.

Bill History: 01-23-24 S And also Referred to Senate Appropriations

[SB 1447](#)

[Thompson, Kristen \(F\)\(R\)](#)
[Osburn, Mike\(R\)](#)

Creates the Creating Oklahoma's Modern Plan for Economic Transformation and Effectiveness Act which establishes an Oklahoma Office of Economic Development, Growth and Expansion for business development; EMERGENCY.

Bill History: 01-23-24 S And also Referred to Senate Appropriations

[SB 1448](#)

[Thompson, Kristen \(F\)\(R\)](#)
[Osburn, Mike\(R\)](#)

Appropriates \$698 MIL to the Office of Economic Development, Growth and Expansion.

Bill History: 01-22-24 S Referred to Senate Committee Senate Appropriations

Total Workforce Dev. Bills: 9

Open Meeting/Record Bills

[HB 2092](#) [Echols, Jon\(R\)](#) Creates the Oklahoma Open Records Amendments Act of 2023.

Bill History: 11-17-23 H Carried Over

[HB 2093](#) [Echols, Jon\(R\)](#) Creates the Oklahoma Open Meeting Law Amendments Act of 2023.

Bill History: 11-17-23 H Carried Over

[HB 2108](#) [Pae, Daniel\(R\)](#)
[Howard, Brent\(R\)](#) Adjusts provisions of the Open Meeting Act to permit limited digital participation during public meetings and under set public access standards.

Bill History: 11-17-23 S Carried Over

[HB 2287](#) [Pfeiffer, John\(R\)](#)
[McCortney, Greg\(R\)](#) Establishes a Public Access Counselor Unit within the Office of the Attorney General to review, upon request, rejected requests of public records, charges the Attorney General with prosecuting violations of the Open Records Act; EMERGENCY.

Bill History: 11-17-23 S Carried Over

[HB 2377](#) [Culver, Bob Ed\(R\)](#)
[Haste, John\(R\)](#) Permits school personnel to keep confidential contracts for a student athlete's name, image or likeness disclosed to a postsecondary institution.

Bill History: 11-17-23 S Carried Over

[HB 2399](#) [Kannady, Chris\(R\)](#) Creates the Oklahoma Open Meeting Policy Act of 2023.

Bill History: 11-17-23 H Carried Over

[SB 1044](#) [Jett, Shane \(F\)\(R\)](#) Removes certain exceptions to the Open Records Act for the Council on Judicial Complaints.

Bill History: 11-17-23 S Carried Over

[SB 1055](#) [Kidd, Chris\(R\)](#)
[Pae, Daniel\(R\)](#) Removes certain expired language from the Open Meetings Act related to the COVID-19 pandemic and videoconference attendance; EMERGENCY.

Bill History: 11-17-23 H Carried Over

SB154 – Reading Sufficiency Act Exemption by Sen. Stanley

This bill was a joint request from the Department of Rehabilitation Services and the Oklahoma State Department of Education. The intent of the bill is primarily to exempt certain students from the Reading Sufficiency Act (RSA) and Dyslexia screening requirements, specifically students with the most significant cognitive disabilities who participate in the Oklahoma Alternate Assessment Program (OAAP), students who are hearing or visually impaired whose primary expressive and/or receptive communication is sign language or whose primary form of written or read text is braille, and students whose primary expressive and/or receptive language is not English and has had less than one (1) school year of instruction in an English learner program. Although this bill exempts these students it also provides accountability measures to ensure they make progress on measures of proficiency and language attainment through alternative means.

In addition, this bill seeks to amend and clarify requirements of dyslexia screeners to align with current research and available screening tools. Under components of dyslexia screeners, “advanced phonemic awareness” has been changed to “phonemic awareness”. Schools have been required to use supplemental screening tools to meet this requirement. Phonemic awareness is sufficient to identify characteristics of dyslexia. “Developmental language” was removed because it is beyond the scope of screening measures and is not a characteristic of dyslexia. Other minor changes to the language have been made for clarity.

Rationale:

- Students in these categories interact and engage with written and spoken language in alternate forms.
- If the student is classified as one of the above groups and has been identified as needing additional support in written and/or spoken language, then they may be a consideration for an individual exemption.
- Since a significant amount of their instruction will be provided with an alternate mode of communication, these students may benefit from more targeted accountability means.

Impacting students of these groups:

- Students participating in the Oklahoma Alternate Assessment Program (OAAP) utilizing alternate standards; (about 1138 students in K-3)
- The student’s primary expressive and/or receptive communication is sign language; (about 39 students in K-3)
- The student’s primary form of written or read text is braille; (about 51 students in K-3)
- The student’s primary expressive and/or receptive language is not English, the student is identified as an English Learner using a state-approved identification assessment, and the student has had less than one (1) school year of instruction in an English learner program. (about 8,158 in K-3)

Accountability measures:

- The intention is not to reduce requirements for these student groups but to provide a meaningful assessment for students that would provide the best information for their educators to make data-driven decisions.

- For students receiving an exemption, the school must report on measures of proficiency and language attainment through alternative means.
 1. Student progression towards OAAP reading essential elements;
 2. Student progression towards proficiency in sign language and reading comprehension;
 3. Student progression towards proficiency in braille and reading comprehension;
 4. Student progression towards proficiency in English as an additional language and reading comprehension.
- The school will ensure that this ongoing evidence is collected and able to be provided to parents/guardians, as requested or necessary.
- The State Board of Education will promulgate rules to determine measures of proficiency for students receiving exemptions.

Additions and Deletions:

- **F.1.** Added “characteristics of” to clarify the purpose of the screener outcome.
- **F.3.** Added “The number of students by grade level in kindergarten through grade three who qualified for and were provided an exemption from screening for characteristics of dyslexia in a school year” to add requirements regarding reporting students who have received exemptions.
- **F.5.** Added “characteristics of” to clarify the purpose of the screener outcome.
- **F.5.** Added “provided by the LEA” to clarify the responsible party.
- **F.6.** Added “characteristics of” to clarify the purpose of the screener outcome.
- **I.** Added “characteristics of” to clarify the purpose of the screener outcome.
- **B.5.** Removed “other disorders” due to the fact any student must be progress monitored if they are determined to be at risk.
- **C.2.** Removed “advanced” due to the availability of screeners to test for advanced phonemic awareness. Schools have been required to use supplemental screening tools to meet this requirement. Phonemic awareness is sufficient.
- **C.8.** Removed “developmental language” because it is beyond the scope of screening measures and is not a characteristic of dyslexia.
- **D.** Removed “Oklahoma Dyslexia Handbook” as a reference because it will contain policies and procedures consistent with Oklahoma Special Education Policies and Procedures and State statute relevant to dyslexia.
- **F.2.** Removed “newly”; districts must report on all students identified in a single year and not the newly identified students.

SB1339 – OK. Opportunity Scholarship Act by Sen. Seifried

This bill was a joint request with the OK. State Regents for Higher Education & the OK. IPSE Alliance (Inclusive Post-Secondary Education) and the OK. Dept. of Rehabilitation Services.

This bill creates the Oklahoma Opportunity Scholarship Act. It will benefit students with intellectual & developmental disabilities who are pursuing studies through a comprehensive transition and Postsecondary (CTP) Program. This change is necessary because these students are not included in the existing scholarship program language. Many do not attempt or attempt but cannot complete college due to the lack of financial assistance access that the typical matriculating college student receives. Statistics show that completion of high-quality CTP program dramatically increase competitive employment success.

The State Regents will utilize funding for the scholarship from the “Oklahoma Higher Learning Access Trust Fund”. The Trust Fund principal shall consist of monies the Legislature appropriates or transfers to the Oklahoma State Regents for Higher Education for the Trust Fund and any monies or assets contributed to the Trust Fund from any other source public or private. An eligible student may not receive benefits beyond a five-year cumulative time period.

The State Regents will promulgate the rules relating to the establishment and maintenance of eligibility under the scholarship program. The determination of financial qualification will be based on the income of the student if they are determined to be independent of their parents under guidelines established for the purposes of receiving federal financial aid.



Chief Financial Officer's Report

Department of Rehabilitation Services Financial Status Report FY 23

As of December 31, 2023

All Programs Agency Summary							
	Budget	% of Total Budget	Expenditures	2023 Expenditures in FY 2024	% Expended	Encumbrances	% Used
Personnel	87,735,007.00	52.2%	74,867,202.73	480,755.80	85.9%	323,127.92	86.2%
Travel	1,269,239.00	0.8%	1,062,739.89	98,143.70	91.5%	28,652.75	93.7%
General Operating	23,794,137.90	14.2%	16,164,194.78	2,762,681.05	79.5%	2,685,060.77	90.8%
Office Furniture & Equipment	1,899,869.50	1.1%	807,087.02	196,151.68	52.8%	141,838.79	60.3%
Client / General Assistance	44,442,760.00	26.5%	26,316,771.63	3,706,911.97	67.6%	3,632,247.81	75.7%
Indirect Cost	8,804,476.53	5.2%	8,822,657.48	(18,180.94)	100.0%	(0.01)	100.0%
Total	167,945,489.93	100.0%	128,040,653.53	7,226,463.26	80.5%	6,810,928.03	84.6%

Department of Rehabilitation Services Financial Status Report FY 23

As of December 31, 2023

All Programs							
Vocational Rehabilitation and Visual Services							
	Budget	% of Total Budget	Expenditures	2023 Expenditures in FY 2024	% Expended	Encumbrances	% Used
Personnel	25,783,092.00	33.7%	20,723,810.27	93,708.78	80.7%	217,461.92	81.6%
Travel	835,400.00	1.1%	778,616.08	69,416.99	101.5%	320.00	101.6%
General Operating	9,676,809.35	12.6%	6,794,737.00	1,338,462.31	84.0%	1,112,584.39	95.5%
Office Furniture & Equipment	679,781.00	0.9%	298,981.50	6,740.99	45.0%	-	45.0%
Client / General Assistance	36,357,760.00	47.5%	18,839,468.89	3,514,669.42	61.5%	3,384,271.43	70.8%
Indirect Cost	3,217,423.65	4.2%	3,218,874.06	(1,450.41)	100.0%	(0.00)	100.0%
Total	76,550,266.00	100.0%	50,654,487.80	5,021,548.08	72.7%	4,714,637.74	78.9%
Vocational Rehabilitation Grant							
	Budget	% of Total Budget	Expenditures	2023 Expenditures in FY 2024	% Expended	Encumbrances	% Used
Personnel	23,222,094.00	32.3%	18,514,962.14	62,107.44	80.0%	26,178.68	80.1%
Travel	824,500.00	1.1%	763,173.46	68,078.18	100.8%	221.31	100.8%
General Operating	8,719,233.24	12.1%	6,307,480.56	1,189,612.08	86.0%	950,751.05	96.9%
Office Furniture & Equipment	509,281.00	0.7%	179,584.92	5,231.42	36.3%	-	36.3%
Client / General Assistance	35,634,667.00	49.6%	18,447,180.27	3,476,625.46	61.5%	3,057,362.37	70.1%
Indirect Cost	2,962,264.76	4.1%	2,963,715.17	(1,450.41)	100.0%	0.00	100.0%
Total	71,872,040.00	100.0%	47,176,096.52	4,800,204.17	72.3%	4,034,513.41	77.9%

Department of Rehabilitation Services Financial Status Report FY 23

As of December 31, 2023

All Programs Oklahoma School for the Blind							
	Budget	% of Total Budget	Expenditures	2023 Expenditures in FY 2024	% Expended	Encumbrances	% Used
Personnel	6,684,882.00	71.8%	6,629,410.12	16,294.29	99.4%	8.04	99.4%
Travel	115,000.00	1.2%	92,059.47	10,562.76	89.2%	-	89.2%
General Operating	1,237,398.65	13.3%	986,339.08	84,280.83	86.5%	37,190.07	89.5%
Office Furniture & Equipment	523,300.00	5.6%	282,085.43	100,726.70	73.2%	2,818.14	73.7%
Client / General Assistance	57,000.00	0.6%	48,306.66	936.86	86.4%	-	86.4%
Indirect Cost	694,958.78	7.5%	694,958.78	-	100.0%	(0.00)	100.0%
Total	9,312,539.43	100.0%	8,733,159.54	212,801.44	96.1%	40,016.25	96.5%

Department of Rehabilitation Services Financial Status Report FY 23

As of December 31, 2023

All Programs Oklahoma School for the Deaf							
	Budget	% of Total Budget	Expenditures	2023 Expenditures in FY 2024	% Expended	Encumbrances	% Used
Personnel	7,722,750.00	49.5%	6,964,439.22	62,897.90	91.0%	7,807.90	91.1%
Travel	146,439.00	0.9%	101,245.34	9,766.45	75.8%	800.00	76.4%
General Operating	5,860,616.77	37.6%	3,450,685.12	978,578.95	75.6%	628,840.18	86.3%
Office Furniture & Equipment	566,051.50	3.6%	209,420.01	62,587.10	48.1%	88,968.80	63.8%
Client / General Assistance	498,000.00	3.2%	210,284.07	95,689.07	61.4%	32,305.01	67.9%
Indirect Cost	798,090.23	5.1%	814,820.76	(16,730.53)	100.0%	0.00	100.0%
Total	15,591,947.50	100.0%	11,750,894.52	1,192,788.94	83.0%	758,721.89	87.9%

Department of Rehabilitation Services Financial Status Report FY 23

As of December 31, 2023

All Programs Disability Determination Division							
	Budget	% of Total Budget	Expenditures	2023 Expenditures in FY 2024	% Expended	Encumbrances	% Used
Personnel	39,833,335.00	71.2%	33,534,385.33	293,825.60	84.9%	32,327.48	85.0%
Travel	89,300.00	0.2%	35,249.78	2,878.85	42.7%	27,532.75	73.5%
General Operating	4,326,108.82	7.7%	2,877,826.60	201,319.52	71.2%	655,265.19	86.3%
Office Furniture & Equipment	83,237.00	0.1%	7,606.74	-	9.1%	50,051.85	69.3%
Client / General Assistance	7,530,000.00	13.5%	7,218,712.01	95,616.62	97.1%	215,671.37	100.0%
Indirect Cost	4,088,019.18	7.3%	4,088,019.18	-	100.0%	(0.00)	100.0%
Total	55,950,000.00	100.0%	47,761,799.64	593,640.59	86.4%	980,848.64	88.2%

Department of Rehabilitation Services Financial Status Report FY 23

As of December 31, 2023

All Programs DRS Support Services							
	Budget	% of Total Budget	Expenditures	2023 Expenditures in FY 2024	% Expended	Encumbrances	% Used
Personnel	7,710,948.00	73.2%	7,015,157.79	14,029.23	91.2%	65,522.58	92.0%
Travel	83,100.00	0.8%	55,569.22	5,518.65	73.5%	-	73.5%
General Operating	2,693,204.31	25.6%	2,054,606.98	160,039.44	82.2%	251,180.94	91.6%
Office Furniture & Equipment	47,500.00	0.5%	8,993.34	26,096.89	73.9%	-	73.9%
Client / General Assistance	0.00	0.0%	0.00	-	0.0%	-	0.0%
Indirect Cost	5,984.69	0.1%	5,984.69	-	100.0%	(0.00)	100.0%
Total	10,540,737.00	100.0%	9,140,312.02	205,684.21	88.7%	316,703.52	91.7%

Department of Rehabilitation Services Financial Status Report FY 23

As of December 31, 2023

Personnel

Salary Expense

Insurance Premium -Health-Life, etc

FICA-Retirement Contributions

Travel

Travel - Agency Direct

Travel - Reimbursements

General Operating

AFP Encumbrances

Bond Indebtness and Expenses

Buildings-Purchase, Construction and Renovation

General Operating

Inter/Intre Agency Payment for Personal Services

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 24

As of December 31, 2023

All Programs Agency Summary						
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	96,935,137.00	52.4%	40,825,077.58	42.1%	55,315,505.70	99.2%
Travel	1,263,450.00	0.7%	562,474.68	44.5%	48,716.31	48.4%
General Operating	29,366,421.00	15.9%	6,645,158.55	22.6%	11,470,727.70	61.7%
Office Furniture & Equipment	1,647,168.50	0.9%	348,606.77	21.2%	216,155.93	34.3%
Client / General Assistance	44,345,862.00	24.0%	10,874,108.63	24.5%	29,210,786.08	90.4%
Indirect Cost	11,270,854.00	6.1%	4,976,722.72	44.2%	6,294,131.28	100.0%
Total	184,828,892.50	100.0%	64,232,148.93	34.8%	102,556,023.00	90.2%

Department of Rehabilitation Services Financial Status Report FY 24

As of December 31, 2023

All Programs						
Vocational Rehabilitation and Visual Services						
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	30,477,753.00	36.7%	12,053,110.50	39.5%	18,064,856.06	98.8%
Travel	882,950.00	1.1%	411,078.90	46.6%	664.56	46.6%
General Operating	9,996,904.00	12.1%	3,194,947.15	32.0%	5,430,886.40	86.3%
Office Furniture & Equipment	736,508.00	0.9%	153,150.24	20.8%	179,882.60	45.2%
Client / General Assistance	36,371,862.00	43.9%	7,474,306.29	20.5%	24,936,778.30	89.1%
Indirect Cost	4,471,299.00	5.4%	1,919,635.45	42.9%	2,551,663.55	100.0%
Total	82,937,276.00	100.0%	25,206,228.53	30.4%	51,164,731.47	92.1%
<i>Vocational Rehabilitation Grant</i>						
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	27,758,218.00	35.5%	10,858,468.58	39.1%	16,535,716.81	98.7%
Travel	864,000.00	1.1%	399,925.90	46.3%	664.56	46.4%
General Operating	9,263,446.00	11.8%	3,029,274.94	32.7%	4,999,919.34	86.7%
Office Furniture & Equipment	543,960.00	0.7%	41,123.26	7.6%	179,882.60	40.6%
Client / General Assistance	35,655,667.00	45.6%	7,297,603.46	20.5%	24,557,402.64	89.3%
Indirect Cost	4,160,619.00	5.3%	1,772,465.00	42.6%	2,388,154.00	100.0%
Total	78,245,910.00	100.0%	23,398,861.14	29.9%	48,661,739.95	92.1%

Department of Rehabilitation Services Financial Status Report FY 24

As of December 31, 2023

All Programs							
Oklahoma School for the Blind							
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	%	Used
Personnel	7,437,421.00	72.6%	3,548,691.40	47.7%	3,715,471.86		97.7%
Travel	107,000.00	1.0%	35,247.74	32.9%	0.00		32.9%
General Operating	1,576,295.00	15.4%	457,976.52	29.1%	946,411.70		89.1%
Office Furniture & Equipment	270,127.00	2.6%	131,231.16	48.6%	25,779.33		58.1%
Client / General Assistance	76,000.00	0.7%	20,202.29	26.6%	0.00		26.6%
Indirect Cost	784,440.00	7.7%	378,438.09	48.2%	406,001.91		100.0%
Total	10,251,283.00	100.0%	4,571,787.20	44.6%	5,093,664.80		94.3%

Department of Rehabilitation Services Financial Status Report FY 24

As of December 31, 2023

All Programs							
Oklahoma School for the Deaf							
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used	
Personnel	9,200,943.00	41.9%	3,703,416.17	40.3%	5,463,295.62	99.6%	
Travel	133,000.00	0.6%	62,203.17	46.8%	17,650.00	60.0%	
General Operating	10,596,767.00	48.3%	727,420.73	6.9%	1,135,345.70	17.6%	
Office Furniture & Equipment	558,322.50	2.5%	53,678.85	9.6%	0.00	9.6%	
Client / General Assistance	448,000.00	2.0%	80,065.83	17.9%	123,542.00	45.4%	
Indirect Cost	1,007,110.00	4.6%	439,612.48	43.7%	567,497.52	100.0%	
Total	21,944,142.50	100.0%	5,066,397.23	23.1%	7,307,330.84	56.4%	

Department of Rehabilitation Services Financial Status Report FY 24

As of December 31, 2023

All Programs							
Disability Determination Division							
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	%	Used
Personnel	41,243,263.00	71.1%	17,771,803.73	43.1%	23,282,061.52	99.5%	
Travel	64,300.00	0.1%	20,215.78	31.4%	30,401.75	78.7%	
General Operating	4,207,654.00	7.3%	1,371,376.66	32.6%	2,470,156.01	91.3%	
Office Furniture & Equipment	34,213.00	0.1%	1,786.50	5.2%	0.00	5.2%	
Client / General Assistance	7,450,000.00	12.8%	3,299,534.22	44.3%	4,150,465.78	100.0%	
Indirect Cost	5,000,570.00	8.6%	2,236,159.25	44.7%	2,764,410.75	100.0%	
Total	58,000,000.00	100.0%	24,700,876.14	42.6%	32,697,495.81	99.0%	

Department of Rehabilitation Services Financial Status Report FY 24

As of December 31, 2023

All Programs DRS Support Services						
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	8,575,757.00	73.3%	3,748,055.78	43.7%	4,789,820.64	99.6%
Travel	76,200.00	0.7%	33,729.09	44.3%	0.00	44.3%
General Operating	2,988,801.00	25.6%	893,437.49	29.9%	1,487,927.89	79.7%
Office Furniture & Equipment	47,998.00	0.4%	8,760.02	18.3%	10,494.00	40.1%
Client / General Assistance	0.00	0.0%	0.00	0.0%	0.00	0.0%
Indirect Cost	7,435.00	0.1%	2,877.45	38.7%	4,557.55	100.0%
Total	11,696,191.00	100.0%	4,686,859.83	40.1%	6,292,800.08	93.9%

Department of Rehabilitation Services Financial Status Report FY 24

As of December 31, 2023

Personnel

Salary Expense

Insurance Premium -Health-Life, etc

FICA-Retirement Contributions

Travel

Travel - Agency Direct

Travel - Reimbursements

General Operating

AFP Encumbrances

Bond Indebtness and Expenses

Buildings-Purchase, Construction and Renovation

General Operating

Inter/Intre Agency Payment for Personal Services

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



Vocational Rehabilitation Services Report

Vocation Rehabilitation

February 2024 Commission Report

- Federal Performance year totals for 2023 were final on September 30, 2023. The totals for VR/SBVI are 4,262 applications, 2,212 plans for employment and 1,071 employment outcomes.
- Wages averaged \$15.18. Averaged hours worked weekly was 34.
- VR/SBVI staff attended the Fall CSAVR conference in late October and early November. The conference presented 2022 performance measures that compared programs nationally. The performance measures are the following: Measurable Skills Gain Rate, Employment Rate Quarter 2, Median Earnings Quarter 2, Employment Rate Quarter 4, and Credential Attainment Rate. The VR/SBVI divisions compared favorably to the national averages.
- The VR Division Administrator has planned meetings every other week with the Field Coordinators, Business Coordinator, and Transition Coordinator. The focus of these meetings will be continuous improvement and meeting the needs of clients, and field staff.
- The VR Division Administrator participated in two interim studies in October. One was focused on 14c, which was directed at the use of subminimum wage. The other focused on workforce development and vocational rehabilitation for students with a disability.
- The VR Division Administrator along with the SBVI Division Administrator continue to participate in change team meetings. We are starting to see progress made in each of the three targeted areas, which are Recruitment and Retention, Process Improvement, and Organizational and Culture Change.
- The VR/SBVI programs saw 283 individuals earn wages high enough to go off SSI/SSDI. This was the third year in a row that the VR/SBVI programs have exceeded 3 million in reimbursement money.
- We are making plans to move our Midwest City office, as well as our Durant office. We are also looking to build out in Tulsa to provide more room for current and new staff.
- Ongoing meetings continue with DDS to streamline referral procedures to benefit both programs. The VR Division Administrator and the SBVI Administrator also met with DDS staff, as well as VR staff

in Colorado, to look at the possibility of improving sequencing of services.

- Currently VR has 14 vacant positions. There are 1,136 current cases being worked on vacant caseloads, which is approximately 14% of our current client total.
- The VR Division Administrator continues to participate in Oklahoma Tribal VR meetings. The meetings result in greater partnerships between both programs.
- A meeting was held with VR Program Managers, and all Coordinators. The meeting focused on a CSAVR overview, Career Planning Center referral processes, self-employment form updates, Oklahoma Rehabilitation Association, goals going into 2024, and leadership training consisting of leading with hope, and incorporation of servant leadership concepts.

I'm very proud of our staff and the efforts that were made in 2023 to provide quality employment services to Oklahomans with disabilities. They continuously amaze me.

Mark Kinnison, M.Ed., CRC, LPC-S
VR Administrator – Oklahoma Rehabilitation Services

Annual Report presented to Oklahoma Department of Rehabilitation Services Commission and Executive team.

By Yasmin Avila on behalf of the Business Services Program

Introduction: This comprehensive report summarizes the Business Services Program's activities from January 2023 to November 2023. It covers various initiatives, partnerships, events, and achievements aimed at fostering employment opportunities, diversity, and inclusion for people with disabilities within the workforce.

Business Services Team Functions:

Business engagement/Business Services involve interaction between employers, vocational rehabilitation (VR), and other workforce development and education organizations (partners). This interaction results in measurable improvement in desired outcomes for both parties, making it a key component in enhancing employment outcomes for people with disabilities.

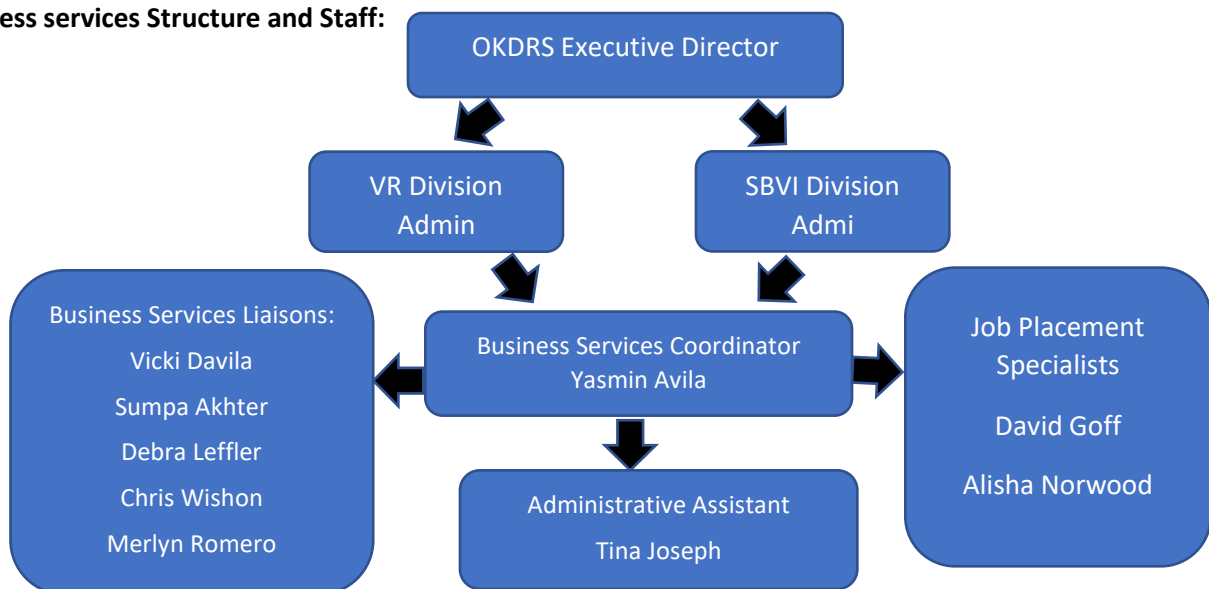
Populations Served by Business Services in Oklahoma:

- Businesses and any organization capable of employing people with disabilities
- OKDRS Participants/Job Seekers with Disabilities
- OKDRS Fields staff (Counselors, Techs, Teachers, and other specialists)

Services Offered in Oklahoma:

- Quality, loyal and skilled candidates for your workforce needs.
- Comprehensive variety of no cost training for your company.
- DRS incentives for paid learning experiences.
- Consultation on tax incentives for hiring people with disabilities and improving workplace accessibility.
- Ongoing support for candidates and businesses throughout their adaptation journey.
- Networking and hiring events.
- Tailored services designed to meet unique business needs.

Business services Structure and Staff:



BSP Members:

Business Services Liaisons one per Workforce Region

- Northeast: Sumpa Akhter
- Green Country: Victoria Davila
- Central: Merlyn Romero
- South Central: Debra Leffler
- Western: Christine Wishon
- Southern: Vacant, hiring process to be completed in February

Job Placement Specialists

- Green Country: David Goff
- Western: Alisha Norwood
- Central: Vacant, hiring process to be completed in February
- No positions available in the other 3 regions now

Administrative Assistant

- Tina Joseph

Business Services Coordinator

- Yasmin Avila covers the 6 regions

Note: Report in next page

Report 2023

Windmills Disability Awareness Training and Presentations:

- Windmills Disability Awareness Training at the University of Central Oklahoma, Sherwin Williams HR Team and Green Country Business Advisory Council.
- Several presentations about DRS Field Services and Business Services including Green Country Business Alliance, OSU Healthcare Network, the Purcell Rotary Club, the University of Oklahoma, Green Country One Stop Operator, Central Oklahoma Workforce Initiatives Board, Randstad International Sourceright, Oklahoma Blood Institute, Solari,

Facts and Snacks Critical Occupations in Healthcare with Mercy Hospitals:

- Hosted a successful hybrid event focusing on Occupations in Healthcare.
- Received job applicants from DRS following the event.

Facts and Snacks Event with CompSource Mutual OKC (September 27):

- Conducted an informative event in collaboration with CompSource Mutual OKC.
- Connected Workforce Boards, partners, and job seekers with critical job opportunities in the insurance sector.

Small Hiring Events:

- Held two small hiring events with an average of 97 attendees and 9 businesses.

Partners Meetings, Networking, and Hiring Events:

- BSP Team attended 146 meetings and events, including Job Fairs and Hiring Events.
- Engaged with the Talent Acquisition Portal and hosted 5 virtual events including one training for OKDRS staff, one training for OKDRS clients, and three demos for two different companies.

Partnerships:

- Initiated partnerships with Langston University for a Self-Employment Education Program for People with Disabilities, and the Direct Employees Association to.
- Randstad international to create a talent pool pf people with disabilities and Oklahoma to be the single point of contact for the country.
- CVS who offered a no cost space in their training center to be used by DRS staff.
 - Ongoing partnership with CVS has provided 200 job opportunities for clients.
 - 20 applications submitted from OKDRS, resulting in 20 interviews, 3 job offers and 1 hire.
- Ditch Witch who also hosted an externship for DRS staff.
- Ongoing Partnership with Mercy Hospitals that had as a result the participation of Marcy in OKDRS Transition Programs and several events hosted with them.

Job Placement:

We have Two Job Placement Specialists in OKDRS for the State of Oklahoma. One is located in Tulsa, he was hired in October 2022, and works for the Green Country Region. A new one was hired in November 2023, and she works for the Western Region of Oklahoma and is located in Ada Office

- In a period of 9 months 33 referrals 14 placements
- 2 went to Supported Employment
- 3 dropped due to health issues
- 5 clients lost contact
- 9 continue working with the Job Placement Specialist

Project Collaboration with ORC and OSU:

- Collaborated on a project with ORC and OSU to develop an interface and software for generating accessibility in manufacturing machines.

Employers in Action Business Event:

- Invited Western Business services Liaison and attended the Employers in Action event at the Capitol.

Claremore Chamber of Commerce and Governor's Mansion Interaction:

- Participated in the Business Services Program with the Claremore Chamber of Commerce.
- Attended lunch at the Governor's Mansion, interacted with the Governor.

Green Country BAC and Transition Colleagues:

- Attended the Green Country BAC on April 18th.
- Invited Transition Colleagues to talk to businesses about their Summer Programs.

OKHR State Conference Participation:

- BSP team participated in the OKHR State Conference.
- Spoke at the Non-Traditional Hiring panel at the conference.
- Received business referrals from Vast OKC, OKC Community Foundation, and UCO.

Elevate Training with OKC Chamber of Commerce:

- Attended the Elevate training with the OKC Chamber of Commerce.

National Panel Speaker for Direct Employees Association:

- Presented as a speaker for a national panel about BIPOC and Disability.

Vendor Support and Assistance:

- Assisted vendors, including DRTC and the Galt Foundation, in connecting with resources.

Inclusion, and Disability Training (November 3):

- Provided a training session for the DRS Business Advisory Council in collaboration with Dr. Tamecca Rogers from Tulsa Tech.

NDEAM Inclusive Hiring Event with Mercy Hospitals (October 6):

- Participated in the NDEAM Inclusive Hiring Event with Mercy Hospitals.
- DRS clients exclusively invited for on-site interviews.

Sherwin Williams Training Session (November 13):

- Second training session provided to the Sherwin Williams regional management team.

Growing Partnership with Randstad Sourceright US:

- DRS Business Services Team to become the national point of contact for VR Departments.

Educational Program with NEWB, Cherokee Nation, and Ports of Catoosa:

- Actively engaged in an educational program and pathways to employment initiative for the Ports and associated companies.

OKDRS Disability Awareness Month Closure Event:

- Developed a plan for the OKDRS Disability Awareness Month Closure Event.
- Plan approved by Director Freundt; collaboration with ORC expected.

Increased Business Referrals:

- Received on average 3-5 monthly business referrals

Business Advisory Councils

- 14 Business Advisory Councils in 5 Workforce Regions with the participation of 157 businesses

Ribbon Cuttings

- Two ribbon cuttings with the participation of the Chambers of Commerce and our DRS staff

Employment opportunities

- An average of 1365 job opportunities offered directly to OKDRS through the Business Services Program.

Consultation and assessments:

- To Mercy Hospitals through our Assistive Technology team with the assistance of Terri Murphy
- To Tulsa Tech in ADA compliance. With the collaboration of Charles Watt who is reviewing all the Tulsa Tech facilities and presenting a report to them.

For further questions about this report, reach out to Yasmin Avila at YAvilaGuillen@okdrs.gov



Human Resources Report

PERSONNEL ACTIVITY REPORT AS OF JANUARY 31, 2024

FILLED AND VACANT POSITIONS

Personnel Activity = 22 vacant positions filled / 57 positions in Announcement or Selection Process

Division	Title/PIN	Date Vacated	Location	Begin date	End date	Ann. #	Action/Incumbent	Date Filled
EXEC	AWARE Support Technician / P105253	NEW PIN	EXEC	12/19/2023	12/27/2023	24-049	In Selection Process	
DDS	Administrative Programs Officer / P105285	NEW PIN	DDS	01/10/2024	01/19/2024	24-053	In Selection Process	
MSD	Commission Administrative Assistant / 0835	10/31/2023	MSD	10/10/2023	Continuous	24-036	Kathleen Arrieta	12/01/2023
MSD	Administrative Programs Officer / 0993	01/31/2024	MSD PDU	01/16/2024	01/22/2024	24-055	In Selection Process	
OSB	Construction/Maintenance Technician / 0256	12/01/2023	OSB	01/12/2024	Continuous	24-054	Currently Open	
OSB	Direct Care Specialist / 0552	01/09/2024	OSB	01/17/2024	Continuous	24-057	Currently Open	
OSB	Materiel Management Officer / 0476	12/31/2023	OSB	11/15/2023	11/21/2023	24-039	Howard Ashwood	12/01/2023
OSB	Independent Living Instructor / 0164	10/19/2023	OSB	11/15/2023	Continuous	24-040	Currently Open	
OSB	Housekeeping/Custodial Worker / 0131	10/02/2023	OSB	01/16/2024	01/22/2024	24-037	In Selection Process	
OSB	Nursing Service Supervisor, 8133 / 0851	12/31/2023	OSB	09/22/2023	Continuous	24-031	Linda Milton	01/22/2024
OSB	Direct Care Specialist / 0235	03/08/2023	OSB	10/12/2023	Continuous	23-027	Lacey Moran	12/04/2023
OSB	School Psychologist, 2045 / 0463	07/31/2023	OSB	10/26/2023	Continuous	23-095	Currently Open	
OSD	Teaching Assistant / 0648	11/01/2023	OSD	01/11/2024	Continuous	24-038	Currently Open	
OSD	Housekeeping/Custodial Worker / 0542	01/09/2024	OSD	01/17/2024	Continuous	24-058	Currently Open	
OSD	Construction Maintenance Technician / 0190	11/30/2023	OSD	12/07/2023	Continuous	24-042	Currently Open	
OSD	Construction Maintenance Technician / 0154	12/01/2023	OSD	12/08/2023	Continuous	24-047	Currently Open	
OSD	Construction/Maintenance Tech / 1042	04/08/2022	OSD	10/05/2023	Continuous	24-016	Aaron Kellner	12/04/2023
OSD	Fleet Specialist / 0348	07/28/2023	OSD	09/15/2023	Continuous	24-029	Shane Ramsey	12/01/2023
OSD	Director of Outreach and Accessibilities, 4966 / P104791	New PIN	OSD	08/07/2023	Continuous	24-017	Currently Open	
OSD	Teacher, 2083 / 0050	07/31/2023	OSD	08/16/2023	Continuous	24-022	Currently Open	
OSD	Sign Language Specialist, 2308 / 1090	07/20/2023	OSD	08/17/2023	Continuous	24-023	Currently Open	

OSD	Manual Sign Language Specialist / 0261	07/31/2023	OSD	09/06/2023	Continuous	24-011	Jennifer McCall	01/08/2024
OSD	Teaching Assistant / P103831	08/01/2023	OSD	07/28/2023	Continuous	24-015	Allyssa Sievert	01/01/2024
OSD	Principal, 1854 / 0081	02/01/2010	OSD	09/06/2023	Continuous	23-082	Currently Open	
		06/30/2023						
		08/19/2021						
		10/22/2012						
OSD	Direct Care Specialist / 0641, 0578, 0824, 0803, 0620	05/27/2009					Carlos Lopez	01/08/2024
		01/01/2024	OSD	10/24/2023	Continuous	23-032	Peyton Scott	01/08/2024
		07/31/2023						
OSD	Teacher, 2083 / 0022, 0569, 0890	04/30/2020						
		08/01/2021	OSD	10/04/2023	Continuous	23-079	Currently Open	
OSD	School Psychologist, 2045 / 0070	12/31/2022	OSD	09/15/2023	Continuous	23-050	Currently Open	
VR	Secretary / 1065	Pending	VR Admin – OKC	01/04/2024	Continuous	24-051	Currently Open	
VR	Vocational Rehabilitation Specialist / 0021	11/06/2023	VR67 – Tulsa	01/04/2024	Continuous	24-052	Currently Open	
VR	Rehabilitation Technician / 0071	02/01/2024	VR86 – Ada	01/12/2024	Continuous	24-056	Currently Open	
VR	Vocational Rehabilitation Specialist / 0949	12/18/2023	VR22 – Norman	12/08/2023	Continuous	24-043	Currently Open	
VR	Vocational Rehabilitation Specialist / 0710	12/14/2023	VR12 – Lawton	12/05/2023	Continuous	24-044	Currently Open	
VR	Business Services Liaison / 0814	07/22/2022	VR86 – Ada	12/04/2023	12/18/2023	24-045	In Selection Process	
VR	Job Placement Specialist / 0925	05/31/2023	VR47 – OKC	12/04/2023	12/18/2023	24-046	In Selection Process	
VR	Vocational Rehabilitation Specialist / 0659	02/28/2023	VR38 – Okmulgee	12/19/2023	Continuous	24-048	Currently Open	
VR	Rehabilitation Technician / 0553	10/24/2023	VR80 – Tulsa	11/20/2023	Continuous	24-041	Currently Open	
VR	Rehabilitation Technician / 0577	08/07/2023	VR63 – Alva	09/22/2023	Continuous	24-032	Currently Open	
VR	Vocational Rehabilitation Specialist / 0478	09/08/2023	VR12 – Lawton	09/05/2023	Continuous	24-026	Lieux'Rita Green	12/04/2023
VR	Rehabilitation Technician / 0047	12/30/2022	VR07 – Durant	08/15/2023	Continuous	24-020	Currently Open	
VR	Vocational Rehabilitation Specialist / 0714	08/18/2023	VR26 – Claremore	08/16/2023	Continuous	24-021	Currently Open	
VR	Programs Field Representative / 0034	04/30/2023	VR09 – ESS	07/12/2023	Continuous	24-002	Currently Open	
VR	Vocational Rehabilitation Specialist / 0066	07/11/2023	VR81 - Chickasha	10/19/2023	Continuous	24-008	Michael Lopez	01/01/2024

VR	Vocational Rehabilitation Specialist / 1190	06/09/2023	VR08 – Enid	06/05/2023	Continuous	23-096	Currently Open	
VR	Programs Field Representative / 1195	11/21/2022	TBD	09/13/2023	Continuous	23-098	Currently Open	
VR	Behavioral Health Clinician / 0467	04/14/2023	VR23 – OKC	10/27/2023	Continuous	23-083	Currently Open	
VR	Rehabilitation Technician / 0079	04/13/2023	VR23 – OKC	10/27/2023	Continuous	23-085	Currently Open	
VR	Vocational Rehabilitation Specialist / 0646	08/01/2022	VR41 – Ponca City	01/24/2024	Continuous	23-038	Currently Open	
VR	Vocational Rehabilitation Specialist / 0948	11/08/2022	VR05 – Weatherford	11/16/2022	Continuous	23-040	Currently Open	
VR	Vocational Rehabilitation Specialist / 0477	10/01/2022	VR18 – Muskogee	11/23/2022	Continuous	23-041	Elizabeth Cooper	01/01/2024
VR	Vocational Rehabilitation Specialist / 0776	07/15/2022	VR86 – Ada	10/17/2023	Continuous	23-021	Currently Open	
VR	Vocational Rehabilitation Specialist / 0073	06/20/2022	VR13 – McAlester	09/26/2023	Continuous	23-003	Currently Open	
VR	Vocational Rehabilitation Specialist / 0904	06/17/2022	VR80 – Tulsa	07/20/2022	Continuous	23-008	Currently Open	
VR	Vocational Rehabilitation Specialist / 0793	07/26/2022	VR05 – Weatherford	06/13/2022	Continuous	22-105	Currently Open	
VR	Vocational Rehabilitation Specialist / 0381	04/04/2022	VR04 – Bartlesville	09/25/2023	Continuous	22-072	Traci Watson	01/02/2024
VR	Vocational Rehabilitation Specialist / 0044	04/09/2022	VR67 – Tulsa	09/15/2023	Continuous	22-102.1	Tricia Burks	12/18/2023
VR	Vocational Rehabilitation Specialist / 0821	04/14/2023	VR13 – McAlester	05/02/2023	Continuous	23-086	Tina Shumway	12/01/2023
VR	Vocational Rehabilitation Specialist / 0752, 0955	11/01/2021 10/31/2022	VR80 – Tulsa	11/03/2022	Continuous	23-037	Currently Open	
VR	Vocational Rehabilitation Specialist / 0567	09/01/2020	VR67 – Tulsa	12/22/2020	Continuous	21-028.1	Currently Open	
VR	Vocational Rehabilitation Specialist / 0627	07/08/2020	VR18 – Muskogee	08/18/2021	Continuous	21-007.2	Currently Open	
SBVI	Rehabilitation Technician / 0711	12/01/2023	SBVI64 – Tulsa	01/02/2024	Continuous	24-050	Currently Open	
SBVI	Vocational Rehabilitation Specialist / 1033	12/15/2023	SBVI73 – OKC	01/24/2024	Continuous	24-059	Currently Open	
SBVI	Rehabilitation Technician / 0267	09/18/2023	SBVI64 – Tulsa	09/26/2023	Continuous	24-033	Kimberly Veron	12/01/2023
SBVI	Public Information Officer / 0198	07/17/2023	SBVI72 – OKC	09/22/2023	Continuous	24-030	Kaitlyn Evans	01/03/2024
SBVI	Vocational Rehabilitation Specialist / 0396	05/31/2023	SBVI58 – Ada	10/10/2023	Continuous	23-097	Hailey Bailey	01/02/2024

SBVI	Vocational Rehabilitation Specialist / 0094	05/08/2023	SBVI59 – Enid	10/10/2023	Continuous	23-084	Currently Open		
SBVI	Vending Facility Business Consultant / 0170	06/01/2022	SBVI 33 – OKC	01/04/2023	Continuous	23-054	Currently Open		
SBVI	Vending Machine Technician / 1027, 0167	01/01/2021 02/20/2020	SBVI 33 – OKC	10/10/2023	Continuous	23-056	Ryan Sissom	01/02/2024	
SBVI	Assistive Technology Specialist / 0091	07/01/2020	SBVI – TBD	03/14/2022	Continuous	22-066	Currently Open		
SBVI	Vending Operations Manager / 1486	11/20/2021	SBVI 33 – OKC	11/14/2023	Continuous	22-067.1	Megan Ketch	01/02/2024	
SBVI	Vocational Rehabilitation Specialist / 0709	02/08/2022	SBVI 84 – McAlester	10/05/2023	Continuous	22-058.1	Kim Lane	01/04/2024	
SBVI	Vocational Rehabilitation Specialist / 0669	05/29/2021	SBVI 69 – Weatherford	10/09/2023	Continuous	21-080.5	Currently Open		

DISCHARGES/RESIGNATIONS/RETIREMENTS = 12

As of January 31, 2024

SUPPORT SERVICES DIVISION (Executive/MSD/FSD)

Resignation = 1

1 = 17 years

DIVISION OF VOCATIONAL REHABILITATION

Discharge = 1

1 = 2 months

Resignation = 3

1 = 12 years 8 months

1 = 6 years 1 month

1 = 1 year

SERVICES FOR THE BLIND AND VISUALLY IMPAIRED DIVISION

Resignation = 1

1 = 2 years 5 months

OKLAHOMA SCHOOL FOR THE BLIND

Discharge = 1

1 = 4 months

Resignation = 2

1 = 2 years 3 months

1 = 1 year

Retirement = 1

1 = 27 years 5 months

OKLAHOMA SCHOOL FOR THE DEAF

Resignation = 2

1 = 2 years 2 months

1 = 3 months

DISABILITY DETERMINATION SERVICES

CURRENT FTE STATUS FY 2024

FTE as of January 31, 2024

<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)	77.8	74.00	3.00	0.00	77.00
Vocational Rehabilitation	229.0	197.00	27.00	(1.00)	223.00
Services for the Blind and Visually Impaired	108.0	93.00	6.00	(2.00)	97.00
VR/SBVI-DP	3.00	2.00	0.00	0.00	2.00
Oklahoma School for the Blind	100.0	96.00	5.00	0.00	101.00
Oklahoma School for the Deaf	129.0	113.00	15.00	(1.00)	127.00
Total (NON-EXEMPT)	646.8	575.00	56.00	(4.00)	627.00
Disability Determination Services (EXEMPT)	350.0	321.00	1.00	(322.00)	322.00
TOTAL NON-EXEMPT & EXEMPT	996.8	896.00	57.00	(326.00)	949.00

FY 24 Budgetary Limit = 1255

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

ROUTING TO: Melinda Fruendt, Director
 Kevin Statham, Chief Financial Officer
 Randy Weaver, Chief of Operations
 Tom Patt, Human Resources Program Director
 Dana Tallon, Public Information Manager II
 Kathleen Arrieta, Executive Assistant
 Brett Jones, Public Information Officer III



Statewide Independent Living Council (SILC) Report

**Statewide Independent Living Council (SILC) Report
Department of Rehabilitation Services (DRS) Commission Meeting
February 14, 2024**

Mayor’s Committee on Disability Concerns (MCDC) – Monthly meetings and Executive Committee meetings. MCDC and Mayor David Holt gave awards at the OKC City Council meeting October 24th, 2023.

National Association of Statewide Independent Living Councils (NASILC) – SILC Congress is March 11-13, 2024 in Little Rock, AR. The theme for the conference is Support, Information and Leveraging Connections (SILC)

- Meetings with Association for Programs for Rural Independent Living (APRIL) to collaborate HSRI activities for grant
- Attend Conference Planning Committee, Executive Committee, Finance Committee, Board Meetings.

Association for Programs for Rural Independent Living (APRIL) – Conference was Oct. 10-15 Anaheim, CA

- APRIL is currently looking for a new Executive Director.
- Attend APRIL board meetings, Executive Committee, Finance Committee, Hiring Committee, Special Board meetings, Policy and Procedure Committee, Bylaws Committee

SILC and our attorney Kevin Nelson are trying to resolve some ongoing issues with the Open Meetings Act through the Attorney General’s Office. Currently there are no provisions for accommodations for board members with disabilities to attend meetings virtually (as an accommodation) and that makes it difficult for us to meet a quorum at our meetings because many members can’t attend in person.

SILC, DRS, and the Centers for Independent Living (CILs) are planning the next State Plan for Independent Living (SPIL). We participated in a training by Independent Living Research Utilization (ILRU) to go over some new changes in the SPIL and discuss what each entity’s role in the process looks like. We will be soliciting ongoing public input for the plan as we draft our document.

Monthly Independent Living Stakeholder meetings with Administration for Community Living (ACL), National Council on Independent Living (NCIL), APRIL, NASILC, ILRU, and Office of Independent Living Programs (OILP).

SILC is partnering with MCDC to work on an ‘OK, Let’s Talk!’ event planned for Spring 2024 and Fall 2024. 10 speakers each time. Location and speakers identified for first event. We are working towards a date in mid-May.

Respectfully submitted,

Sidna Trimmell



Commission Minutes December 11, 2023

**Oklahoma Commission for Rehabilitation Services
Department of Rehabilitation Services (DRS)
In-Person and Videoconferencing
Regular Commission Meeting Minutes
December 11, 2023**

Wes Hilliard, Commission Acting Chair
Theresa Flannery, Commission Member
Dr. Janet Barresi, Commission Member

Sign Language Interpreters are provided for public accessibility.

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 10:41 a.m. by Commissioner Flannery. Two Commissioners were in attendance constituting a quorum.

PRESENT

Theresa Flannery, Commission Member
Dr. Janet Barresi, Commission Member

NOT PRESENT

Wes Hilliard, Commission Acting Chair

STATEMENT OF COMPLIANCE

Commission Assistant Kathleen Arrieta confirmed the Commission for Rehabilitation Services follows the Open Meetings Act.

INTRODUCTION OF NEW COMMISSION ASSISTANT

Commissioner Flannery introduced Kathleen Arrieta as the new Commission Assistant.

LONGEVITY AWARDS

Commissioner Flannery presented longevity awards to the following staff:

- Daniel Culver, 25 years at the Oklahoma School for the Blind
- Susan Young-Mock, 30 years at the Oklahoma School for the Blind
- Mable Stripling, 25 years at the Oklahoma Library for the Blind and Physically Handicapped

APPROVAL OF NOVEMBER 13, 2023 SPECIAL COMMISSION MEETING MINUTES

A motion was made by Commissioner Barresi and seconded by Commissioner Flannery to approve the minutes from the November 13, 2023 Special Commission meeting as submitted. Both Commissioners voted in the affirmative. Motion passed.

EXECUTIVE DIRECTOR 2023 AWARD and CERTIFICATES OF APPRECIATION

Director Fruendt presented the 2023 Executive Director award to the following:

- Daniel Lee, Customer Service Representative, manages the vehicle fleet, mail, supplies, and many other tasks. He is one of our agency's unsung heroes, and always seeks to help others and further our Agency's mission daily.
- Yasmin Avila Guillen, Business Services Coordinator, excels in building a powerful team to serve as a conduit between DRS, businesses, and employers. She organizes statewide projects and events with amazing efficiency. Yasmin has great passion and goes above and beyond with her staff and Oklahomans with disabilities.

Director Fruendt presented Certificates of Appreciation to the following:

- 30th Anniversary Celebration Committee consisting of Tonya Garman, Chair; Brenda Knutson, Jody Harlen, Janie Ball, Randi Ryan, Carolina Colclasure, Allyson Robinson and Shelly Gladden. The Committee pulled off a wonderfully successful event with limited funds.
- Kristin King, Accountant III, always has the desire to learn more. She was recently certified as Microsoft Excel Expert and has assisted co-workers with modifications to spreadsheets that achieved enhanced efficiency and productivity. Kristin's attitude, dedication, hard work, and professionalism make her an invaluable employee.
- Vocational Rehabilitation Technicians Courtney Jennings, Latona Morrill, Melissa Glover, and Michelle Kruse did an outstanding job even with many staff vacancies this past year and a half. They took the initiative, without a counselor to guide them, to prioritize their work to make sure clients were served on time, with all the background work that entails.

EXECUTIVE DIRECTOR REPORT

Director Fruendt asked Yasmin Guillen to speak about the upcoming Business Summit 2024. Yasmin relayed that the event will be March 28, 2024, from 9:00 a.m. to 4:00 p.m. at the Oklahoma History Center and will help businesses to employ people with disabilities.

Director Fruendt continued with her report by noting that on November 16, the Justice Department announced its findings that Service Oklahoma violated Title II of the Americans with Disabilities Act (ADA) by maintaining a mobile application that is inaccessible to individuals with vision disabilities. DRS will give updates as needed.

Process Improvement (PI) Federal Reporting - The RSA 911 for the Process Improvement (PI) Federal reporting was submitted before the November 15th deadline.

The AWARE Team

- is progressing on setting up a data exchange portal between the AWARE system and an online portal, the API Portal, where Oklahoma Pre-Employment Transition Services (ETS) service data is being collected.
- is working with Financial Services staff to build data reports that will aid in complying with the new Period of Performance and Pre-ETS guidelines.
- is developing improved processes and training guidelines for Federal and State reporting.
- is testing a new version of AWARE, with installation in early December.
- is participating in the project to transition reporting from the Tableau platform to Power BI

Case Review – Quality Assurance

- The QA team completed an open case audit, which consisted of 138 case files to evaluate Federal compliance.
- Met with Jason Price regarding Benefit planning processes and changes in relation to the Case review instrument and Benefit letter sent to Individuals.
- As a result of the Process Efficiency Quality Assurance (PEQA) Summit, Rachel Anderson of South Dakota State University, sent the latest examples of instrument and data validation procedures. The information will be evaluated to ensure the Oklahoma Case Review Instrument and Guide are consistent with the latest examples.

Program Standards, Statistical Research - The research staff assisted the Services for the Blind and Visually Impaired (SBVI) staff with redesigning the Older Blind Independent Living Program survey. The staff worked with the AWARE team on a new Power BI Quality Assurance report for Benefits Planning.

COMMUNICATIONS

Jody Harlan, Director of Communications

New Public Service Announcements (PSAs), which have been broadcasted on about 100 radio stations and 20 television stations for about two weeks, were screened. The PSAs were produced for the SBVI and VR and are being broadcast through DRS' partnership with the Oklahoma Association of Broadcasters (OAB). About half of the people in the PSA's are both SBVI and VR clients and are also employees of DRS. Since the partnership with OAB began, they have broadcast our spots, at no cost to DRS, which would have cost \$6,019,709.

EMERGENCY DECLARATION AUTHORITY DELEGATION

Grant Moak, AAG, Legal Counsel

This is a declaration to delegate to the Executive Director the authority to declare an emergency. This would most likely happen in the case of immediate and unforeseen circumstances such as a flood or fire and would only apply if the cost of repairs is estimated to be under \$150,000. This will alleviate the need to call a Special Commission meeting to approve small emergency repairs.

A motion was made by Commissioner Barresi and seconded by Commissioner Flannery to approve the Emergency Declaration Authority Delegation. Both Commissioners voted in the affirmative. Motion passed.

VOCATIONAL REHABILITATION

Transition Services Report

Renee Sansom Brisco, DVR Transition Coordinator

The report covered Transition Services updates, which included:

- A recent amendment to the Rehabilitation Act of 1973 now requires vocational rehabilitation agencies to set aside 15% of their federal funds to provide pre-employment transition services (pre-ETS) to students with disabilities who are eligible for Vocational Rehabilitation (VR) services.
- DRS is contracted with the OU National Center for Disability Education and Training (NCDET) to provide pre-ETS services statewide, which will serve both urban and rural areas.
- During Spring and Summer 2023, 31 camps were held in 19 counties to help increase the skill sets of individuals with disabilities for successful employment.
- Other Transition Services mentioned were a four-year post-secondary certificate program that offers paid internships and work experiences (funded through DRS) and a culinary assistant program.

Priority Group Updates and DRS Portal Referrals

Mark Kinnison, DVR Administrator

Priority Group I is still open. On December 6th, 158 individuals were released off Priority Group II. The waitlist for Priority Group II is 905. Priority Group III is 218 which leaves a total of 1123 clients.

FINANCIAL STATUS

Kevin Stratham, Chief Financial Officer

Financial Status Reports for FY 2023 and FY 2024 as of October 31, 2023.

- Financial Status Report FY 23 – As of October 31, 2023, we had spent \$128M of our 168M budget, with remaining encumbrances of \$9M.
- Financial Status Report FY 24 – As of October 31, 2023 we had spent \$42.7M of our \$184.4M budget, with remaining encumbrances of 123.2M.

HUMAN RESOURCES

Tom Patt, Human Resource Director

- Personnel Activity report as of November 30, 2023 – 9 vacant positions were filled; 59 positions are open.
- Current Full Time Equivalent (FTE) status – There are currently 942 FTE positions.

DISABILITY DETERMINATION SERVICES (DDS) REPORT

Keith Tiller, DDS Administrator

- FY 2023 Production, Processing Times – Transition to the new Social Security Administration (SSA) processing system is complete. Case Processing times were well under the regional and national processing times.
- Accuracy and Highlights – DDS has greatly improved our performance accuracy ending well above the SSA's target for cases.
- FY 2024 Productions Estimates and Projects – DDS has reduced case assignments by one case per week. Per the SSA, there can be no overtime and no new hires for FY 24, therefore, projections will be lower in FY 24.

OKLAHOMA SCHOOL FOR THE DEAF

Dr. Heather Laine, Superintendent

The report included current enrollment, activities, upcoming events, and operations which included the following highlights:

- Enrollment is 94 students at the Sulphur campus, and 2 at the Chickasha Campus.
- The OSD Football team is the 2023 Great Plains Schools for the Deaf Football Champions.
- Three middle school students and a teacher attended NASA Camp sponsored by the National Technical Institute for the Deaf (NTID) STEM program.
- Family and Early Childhood Services (FECS) enrollment has grown by 10% since August 2023.
- The Oklahoma Deaf Conference is being planned for June 3 – 6, 2024.

Donation Report - The November 2023 donations totaled \$892.29.

A motion was made by Commissioner Barresi and seconded by Commissioner Flannery to approve the November 2023 OSD donations. Both Commissioners voted in the affirmative. Motion passed.

DRS PROPOSED ADMINISTRATIVE RULE REVISIONS

Tina Calloway, Rulemaking Liaison

The 2024 proposed rule summary and revisions were presented and can be obtained at [DRS Rules and Policies \(oklahoma.gov\)](https://oklahoma.gov/oklahoma/department-of-rehabilitation-services/2024-proposed-administrative-rule-revisions). The public hearing will be held on Monday, February 5, 2024, at 2:00 PM at the Department of Rehabilitation Services offices. These rules will be re-submitted for commission approval in February.

OKLAHOMA LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

Kevin Treese, Program Manager III

Donation Report: There were no cash donations. Material donations in the amount of \$4,122.20 were received.

A motion was made by Commissioner Barresi and seconded by Commissioner Flannery to approve the November 2023 OSB donations. Both Commissioners voted in the affirmative. Motion passed.

OKLAHOMA SCHOOL FOR THE BLIND

Rita Echelle, Superintendent

Donation Report: The donations for November 2023 totaled \$7,083.54.

A motion was made by Commissioner Barresi and seconded by Commissioner Flannery to approve the November 2023 OSB donations. Both Commissioners voted in the affirmative. Motion passed.

NEW BUSINESS

There was no new business.

ANNOUNCEMENTS

Commissioner Flannery announced that the date and location of next regular meeting of the Commission for Rehabilitation Services is January 10, 2024, at 10:30 a.m., DRS State office 3535 NW 58th Street, 2nd Floor Oklahoma City, OK 73112.

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

The meeting was adjourned at 12:53 p.m.

Respectfully submitted by Kathleen Arrieta, Commission Assistant
January 3, 2023



Proposed Administrative Rule Revisions

CHAPTER 1. ADMINISTRATIVE OPERATIONS

SUBCHAPTER 3. ADMINISTRATIVE COMPONENTS OF THE DEPARTMENT

1 **612:1-3-10. Final signature authority [AMENDED]**

2 The Department of Rehabilitation Services recognizes the importance of efficient
3 processing of resource and operations approval requests. At the same time, the
4 Department must assure sufficient oversight of resource allocation in order to fulfill its
5 obligations as a steward of public funds. The Department has therefore established a
6 signature authority listing to delineate final approval levels for resource and operations
7 approval requests. With regard to signature authority on contracts, all expenditures
8 must be consistent with DRS's budget categories as approved by the Commission.
9 Delegation of final signature authority is limited to the next lower administrative level
10 unless approved in writing by the Director. The administrator is to notify the appropriate
11 administrative programs of delegations. Administrators have authority to approve
12 actions within their areas of responsibility at all administrative levels below their own.
13 The requests listed in (1) through (8 9) of this Subsection must continue to be reviewed
14 and approved by the appropriate staff before presentation to the individual with final
15 signature authority. There are additional resource and operations approvals unique to
16 each administrative area that are stated in the policies established for that
17 administrative area.

18 (1) **Director's signature.** The Director has final signature authority for items listed
19 in (A) through (E) of this Paragraph.

20 (A) Sole source contracts. (approvals may be delegated to the COS, COO or
21 CFO)

22 (B) Initial contracts for \$250,000 or more.

23 (C) Notices of personnel action (may be delegated).

24 (D) Leave without pay requests for 90 days or more.

25 (E) Other actions as required by executive order, statute, etc.

26 (2) **Chief of Staff, Chief Operations Officer, and Chief Fiscal Officer.** The Chief
27 of Staff, Chief Operations Officer and Chief Fiscal Officer have ~~has~~ final signature
28 authority for items listed in (A) through (DE) of this Paragraph.

29 (A) Initial contracts ~~between \$100,000 and up to \$250,000 on a case-by-case~~
30 ~~basis and upon written authority of the Director.~~

31 (B) Initial contracts or interagency agreements which obligate the entire
32 Department or more than one division.

33 (C) New brochures, forms, publications (electronic or printed), and videos
34 produced for more than one division.

35 (D) ~~Policy Transmittals by the Administrator for Process Improvement~~ Office
36 supply orders.

37 (E) Administrative memos.

38 (F) Requests for in-state travel.

39 (3) **Division Administrator.** Division Administrators have final signature authority
40 for items listed in (A) through (K) of this Paragraph.

41 (A) Initial contracts ~~for less than \$100,000~~ up to \$200,000.

42 (B) New or revised interagency agreements involving the division.

43 (C) ~~Administrative Computer purchases costing \$10,000 or more (may be~~
44 ~~delegated).~~ Computer purchases must be co-signed by the CDS Administrator
45 ~~for Information Services acting in the IT capacity.~~

46 (D) Requests for employee in-state travel (may be delegated).

47 (E) Requests for out-of-state employee travel.

48 (F) Final decisions for employee grievance resolution, other than discrimination
49 complaints, and for adverse action after review by Human Resources.

50 (G) Leave without pay requests for less than 90 days.

51 (H) Brochures, forms, publications (electronic or printed), and videos produced
52 for the division.

53 (I) Requests for internships or practicums for respective division.

54 (J) Memos for general distribution to the division.

55 (K) Grant proposals.

56 (4) ~~Chief Operations Officer Central Departmental Services Administrator.~~
57 ~~Chief Operations Officer~~ CDS Administrator has final signature authority for items
58 listed in (A) through (E) of in this Paragraph.

59 (A) ~~Office supply orders~~ Administrative purchase requisitions under area of
60 responsibility up to \$50,000.

61 (B) ~~Reorder of existing printed materials~~ All Lease agreements.

62 (C) ~~Administrative purchase requisitions under area of responsibility up to~~
63 ~~\$100,000. Computer purchases must be co-signed by the Administrator for~~
64 ~~Information Services~~ All IT contracts and agreements up to \$200,000.

65 (D) ~~Administrative memos under area of responsibility.~~

66 (E) ~~Requests for employee in-state travel.~~

67 (5) **Field Coordinators and Program Managers in DVR and DSBVI.** The Field
68 ~~Coordinators or Program Managers~~ in Vocational Rehabilitation Services and
69 Services for the Blind and Visually Impaired have final signature authority for
70 ~~administrative purchases up to \$10,000. Computer purchases must be co-signed by~~
71 ~~the Administrator for Information Services. Program Managers have final signature~~
72 ~~authority for items listed in (A) through (BC) of this Paragraph~~ paragraph.

73 (A) ~~Office supply requisitions other than those available on the electronic~~
74 ~~ordering system~~ Administrative purchases up to \$50,000. Computer purchases
75 must be co-signed by the CDS Administrator acting in an IT capacity.

76 (B) ~~Reorder of existing printed materials~~ Program Managers have final
77 signature authority for items listed in (A) through (B) of this Paragraph Office
78 supply requisitions and orders.

79 (C) Reorder of existing printed materials.

80 **(6) Program Managers in DVR and DSBVI.** Program Managers in Vocational
81 Rehabilitation Services and Division of Services for the Blind and Visually Impaired
82 have final signature authority for items (A) through (C) in this paragraph.

83 (A) Administrative purchases up to \$25,000 for Program Managers. Computer
84 purchases must be co-signed by the CDS Administrator acting in an IT
85 capacity.

86 (B) Office supply requisitions and orders.

87 (C) Reorder of existing printed materials.

88 **(67) Superintendents at OSB and OSD.** Superintendents have final signature
89 authority for items listed in (A) through (J) of this Paragraph for the respective
90 school.

91 (A) ~~Initial contracts for less than \$100,000~~ up to \$200,000.

92 (B) Interagency agreements involving only the school.

93 (C) All administrative and educational purchases. Computer purchases must
94 be co-signed by the CDS Administrator for Information Services acting in an IT
95 capacity.

96 (D) Requests for all school employee travel.

97 (E) Final decisions for adverse action after review by Human Resources.

98 (F) Final decisions for grievance resolutions, other than discrimination
99 complaints.

100 (G) Leave without pay requests for less than 90 days.

101 (H) Requests for internships or practicums.

102 (I) Brochures, forms, publications (electronic or printed), and videos produced
103 for the school.

104 (J) Grant proposals.

105 **(7 8) Supervisors at OSB and OSD.** Supervisors at OSB and OSD have final
106 signature authority for items in (A) through (B) of this Paragraph for the respective
107 school.

108 (A) Office supply orders.

109 (B) Reorder of existing printed materials.

110 ~~(8-9) Program Managers~~ **Deputy Administrators**, **Disability Determination**
111 **Services.** ~~Program Managers~~ Deputy Administrators at the Disability Determination
112 Services have final signature authority for the following items in (A) through (B) of
113 this Paragraph.

114 (A) The ~~Program Manager~~ Deputy Administrator is responsible for budgets,
115 contracts, and purchases approves administrative purchases under ~~\$10,000~~
116 \$25,000. Computer purchases must be co-signed by the CDS Administrator for
117 ~~Information Services~~ acting in an IT capacity.

118 (B) Reorder of existing printed materials.

**CHAPTER 10. VOCATIONAL REHABILITATION AND SERVICES FOR THE
BLIND AND VISUALLY IMPAIRED**

SUBCHAPTER 1. GENERAL PROVISIONS

1 **612:10-1-2. Definitions [AMENDED]**

2 The following words and terms, when used in this Chapter, shall have the following
3 meaning, unless the context clearly indicates otherwise:

4 **"Act"** means the Rehabilitation Act [29 USC 701 et seq.].

5 **"ADL"** Activities of Daily Living often refer to the routine activities carried out for
6 personal hygiene and health (including bathing, dressing, feeding) and for operation of a
7 household.

8 **"Applicant"** means an individual who has completed and signed an agency
9 application form or has otherwise requested vocational rehabilitation services; who has
10 provided information necessary to initiate an assessment to determine eligibility and
11 priority for services; and who is available to complete the assessment process.

12 **"Appropriate modes of communication"** means specialized aids and supports
13 that enable an individual with a disability to comprehend and respond to information that
14 is being communicated. Appropriate modes of communication include, but are not
15 limited to, the use of interpreters, open and closed captioned videos, specialized
16 telecommunications services and audio recordings, Brailled and large print materials,
17 materials in electronic formats, augmentative communication devices, graphic
18 presentations, and simple language materials.

19 **"Assessment for determining eligibility and vocational rehabilitation needs"**
20 means, as appropriate in each case a review of existing data to determine if an
21 individual is eligible for vocational rehabilitation services; and to assign priority for an
22 order of selection described in 34 CFR 361.36 in the States that use an order of
23 selection; and to the extent necessary, the provision of appropriate assessment
24 activities to obtain necessary additional data to make the eligibility determination and
25 assignment.

26 **"Assistive technology"** means technology designed to be utilized in an assistive
27 technology device or service.

28 **"Assistive technology device"** means any item, piece of equipment, or product
29 system, whether acquired commercially, modified, or customized, that is used to
30 increase, maintain, or improve functional capabilities of individuals with disabilities.

31 **"Assistive technology service"** means any service that directly assists an
32 individual with a disability in the selection, acquisition, or use of an assistive technology
33 device.

34 **"Best correction"** refers to the use of standard eyeglasses or contact lenses and
35 does not include the use of bioptic telescopic systems or specialized lenses which
36 cannot be worn by the individual on a sustained basis.

37 **"Blind"** means persons who are blind within the meaning of the State Law relating
38 to Vocational Rehabilitation. Legal blindness means a visual acuity of 20/200 or less in
39 the better eye with best correction, or a visual field of 20 degrees or less.

40 **"Client"** means an individual found eligible and receiving services under the Act.

41 **"Community rehabilitation program"** (CRP) means a program that directly
42 provides or facilitates the provision of vocational rehabilitation services to individuals
43 with disabilities, and provides singly or in combination, services for an individual with a
44 disability to enable the individual to maximize opportunities for employment, including
45 career advancement.

46 **"Comparable services and benefits"** means services that are provided or paid for
47 in whole or in part by other Federal, state or local public agencies, health insurance or
48 employee benefits, and are available to the individual at the time needed to ensure the
49 progress of the individual toward achieving the employment outcome in the individual's
50 individualized plan for employment in accordance with 34 CFR 361.53, and
51 commensurate to the services that the individual would otherwise receive from the
52 designated State vocational rehabilitation agency. For the purposes of this definition,
53 comparable services and benefits do not include awards and scholarships based on
54 merit.

55 **"Compensatory training"** means training required before the client can enter a
56 formal training program or employment, such as pre-vocational or personal adjustment
57 training.

58 **"Competitive integrated employment"** means full or part-time work that is
59 compensated at or above minimum wage, offers an individual with a disability benefits
60 and opportunities for advancement comparable to those offered to employees in similar
61 positions, and is performed in a setting where the individual with a disability interacts
62 with persons without disabilities to the same extent that employees who are not
63 individuals with disabilities and who are in comparable positions interact with these
64 persons. Specific criteria defining competitive integrated employment are detailed in 34
65 CFR 361.5(c)(9)."

66 **"Consumer Independence Support Services" (CISS)** are defined as providing
67 independent living assessment, intensive counseling, community integration, and
68 housing modifications to further assist individuals with severe disabilities in achieving
69 independence.

70 **"Continuity of Services"** means once an individual is selected for services in
71 accordance with administrative rules, regardless of the priority category from which the
72 individual was selected, the individual will receive the necessary purchased services,
73 including post-employment services.

74 **"Counselor"** means the qualified vocational rehabilitation professional, who is an
75 employee of the designated state unit, and who has primary responsibility for the
76 management of an individual's rehabilitation services record of service, including
77 determination of eligibility, service planning and management, counseling and guidance,
78 and determination of successful or unsuccessful rehabilitation. Counselor is equivalent
79 to such terms as VR/SBVI Specialist and VR/SBVI Coordinator.

80 **"Credential attainment"** means the percentage of those clients enrolled in an
81 education or training program (excluding those in OJT and customized training) who
82 attained a recognized postsecondary credential or a secondary school diploma, or its
83 recognized equivalent, during participation in or within one year after exit from the
84 program. Under the WIOA, workforce agencies are required to report this percentage
85 during participation in or within one year after closure of the case. This is based on the
86 sub-regulatory guidance related to the implementation and operation of the performance

87 accountability system under section 116 of WIOA and the implementing regulations in
88 34 CFR parts 361 subpart E.

89 **"Customized employment"** means competitive integrated employment, for an
90 individual with a significant disability, that is based on an individualized determination of
91 the unique strengths, needs and interests of the individual; designed to meet the
92 specific abilities of the individual and the business needs of the employer; and carried
93 out using flexible strategies such as those detailed in 34 CFR 361.5(c) (11).

94 **"Department"** unless otherwise indicated in the text, means the Department of
95 Rehabilitation Services as constituted in 74 O.S., Section 166.1 et seq.

96 **"Designated State Unit" or "State Unit"** means either the State vocational
97 rehabilitation bureau, division, or other organizational unit that is primarily concerned
98 with vocational rehabilitation or vocational and other rehabilitation of individuals with
99 disabilities and that is responsible for the administration of the vocational rehabilitation
100 program of the State agency, as required under 361.13(b); or the State agency that is
101 primarily concerned with vocational rehabilitation or vocational and other rehabilitation
102 of individuals with disabilities. (Authority: Sections 7(8)(B) and 101(a)(2)(B) of the
103 Rehabilitation Act of 1973, as amended; 29 U.S.C. 705(20)(A) and 722(a)(1))

104 **"DRS"** means the Department of Rehabilitation Services.

105 **"DVR"** means the Division of Vocational Rehabilitation.

106 **"DSBVI"** means the Division of Services for the Blind and Visually Impaired.

107 **"Electronic Case Management System"** means a "system of records" which is a
108 group of any records under the control of any agency from which information is retrieved
109 by the name of the individual or by some identifying number, symbol, or other identifying
110 particular assigned to the individual.

111 **"Eligible individual"** means an applicant for vocational rehabilitation services who
112 meets the eligibility requirements of 34 CFR 361.42(a).

113 **"Employment and Retention"** (E&R) means short-term ~~job coach~~ on-site and/or
114 off-site support for individuals with ~~severe~~ significant disabilities who require assistance
115 preparing for, obtaining, and maintaining employment. If Employment and Retention
116 Services are used with an individual with a most significant disability, the DRS
117 Counselor must justify in a case narrative how Employment and Retention is the most
118 appropriate placement service rather than Supported Employment.

119 **"Employment Consultant" "(EC)"** refers to a specialist who uses structured
120 intervention techniques to help the individual learn job tasks to the employer's
121 specifications and learn the interpersonal skills necessary to be accepted as an
122 employee at the job site. In addition to job site training, job coaching includes related
123 assessment, job development, advocacy, travel training, and other services needed to
124 maintain the employment.

125 **"Employment outcome"** means, with respect to an eligible individual, entering,
126 advancing in, or retaining full-time or part-time competitive integrated employment as

127 defined in 34 CFR §361.5(c) (9) (including customized employment, self-employment,
128 telecommuting, or business ownership), or supported employment as defined in 34 CFR
129 §361.5(c) (53), that is consistent with an individual's unique strengths, resources,
130 priorities, concerns, abilities, capabilities, interests, and informed choice. (Note: As
131 specified in federal rule, a designated State unit may continue services to individuals
132 with uncompensated employment goals on their approved individualized plans for
133 employment prior to the effective date of the final federal regulations until June 30,
134 2017, unless a longer period of time is required based on the needs of the individual
135 with the disability, as documented in the individual's service record.)

136 **"Extended employment"** means work in a non-integrated or sheltered setting for a
137 public or private nonprofit agency or organization that provides compensation in
138 accordance with the Fair Labor Standards Act.

139 **"Extended period of time"** means, with respect to duration of vocational
140 rehabilitation, services that are expected to extend at least 6 months from eligibility.

141 **"Extended services"** means ongoing support services provided to individuals with
142 the most significant disabilities, including youth with the most significant disabilities,
143 after the time-limited vocational rehabilitation services have been completed and job
144 stabilization has been achieved. They consist of specific services, including natural
145 supports, needed to maintain the supported employment placement. Extended services
146 are paid from funding sources other than DRS and are specifically identified in the IPE,
147 except that DRS may provide and pay for extended services for youth with the most
148 significant disabilities for a period not to exceed 4 years or extend beyond the date
149 when the youth reaches age 25.

150 **"Extreme medical risk"** means a risk of substantially increasing functional
151 impairment or risk of death if medical services including mental health services, are not
152 provided expeditiously.

153 **"Family member"** means for purposes of receiving vocational rehabilitation
154 services in accordance with 34 CFR 361.48(b)(9), means an individual who either is a
155 relative or guardian of an applicant or eligible individual; or lives in the same household
156 as an applicant or eligible individual; who has a substantial interest in the well-being of
157 that individual; and whose receipt of vocational rehabilitation services is necessary to
158 enable the applicant or eligible individual to achieve an employment outcome.

159 **"Functional capacities"** means a client's assets, strengths, and resources which
160 maintain or increase the individual's ability to work. Functional capacities include
161 mobility, communication, self-care, self-direction, interpersonal skills, work tolerance, or
162 work skills.

163 **"Functional limitations"** means physical or mental conditions, emergent from a
164 disability, which impair, interfere with, or impede one or more of an individual's
165 functional capacities.

166 **"Higher education"** means universities, colleges, community/junior colleges,
167 vocational schools, technical institutes, or hospital schools of nursing.

168 **"Highly challenged"** describes a an client individual receiving supported employment
169 services who, due to the nature of the disability, requires a greater level of support from

170 the job coach to ~~achieve~~ and maintain employment. The individual must meet at least
171 two (2) or more of the following criteria to be considered highly challenged:

172 (A) Requires a personal care attendant at the job site.

173 (B) Has exhibited an ongoing, documented pattern of explosive behavior,
174 physical aggression, self-abuse, or destruction of property which would
175 jeopardize their opportunity for achieving a successful employment outcome.

176 (C) During the last two (2) years has experienced three (3) or more events (e.g.,
177 hospitalization, recurring health, or mental health issues), or a total of twelve (12)
178 weeks incarceration or other institutionalization, which interrupted work or ability
179 to live independently.

180 (D) Documentation (e.g. client statement, DRS Counselor confirmation, etc.) of
181 rejection of the individual by other Contractors (e.g., employment, educational
182 etc.) as being too difficult to serve.

183 (E) Is a member of the Hissom class.

184 (F) Meets eligibility criteria for the Program of Assertive Community Treatment
185 (PACT) program.

186 (G) Alcohol and/or substance abuse is a secondary disability which has resulted
187 in loss of employment within the last two (2) years.

188 (H) The individual's primary or secondary disability is Borderline Personality,
189 Autism, Deaf-Blindness, Intellectual Disability, or Traumatic Brain Injury.

190 (I) Has had three (3) or more required changes of anti-psychotic medications in
191 the past year.

192 (J) Requires specialized assistive technology such as sensory aids,
193 telecommunication devices, adaptive equipment, and/or augmentative
194 communication devices to succeed in Employment.

195 (K) Other - Contractor must provide documentation to assigned ESS TA to
196 support an additional employment limiting factor not listed above that would likely
197 increase service costs and difficulty to serve.

198 **"IEP"** means Individualized Education Program as required by the Individuals with
199 Disabilities Education Act.

200 **"Individual with a disability"** means an individual who has a physical or mental
201 impairment; whose impairment constitutes or results in a substantial impediment to
202 employment; and who can benefit in terms of an employment outcome from the
203 provision of vocational rehabilitation services.

204 **"Individual with a severe disability"** means with respect to eligibility for the state's
205 Optional Program for Hiring Applicants with Disabilities, an individual who has a
206 physical or mental impairment which seriously limits one or more functional capacities
207 (such as mobility, communication, self-care, self-direction, interpersonal skills, work
208 tolerance, or work skills) in terms of an employment outcome.

209 **"Individual with a significant disability"** means an individual with a disability:

210 (A) who has a severe physical or mental impairment that seriously limits one or
211 more functional capacities (such as mobility, communication, self-care, self-
212 direction, interpersonal skills, work tolerance, or work skills) in terms of an
213 employment outcome;

214 (B) whose vocational rehabilitation can be expected to require multiple
215 vocational rehabilitation services over an extended period of time; and

216 (C) who has one or more physical or mental disabilities resulting from
217 amputation, arthritis, autism, blindness, burn injury, cancer, cerebral palsy, cystic
218 fibrosis, deafness, head injury, heart disease, hemiplegia, hemophilia, respiratory
219 or pulmonary dysfunction, mental illness, intellectual disability, multiple sclerosis,
220 muscular dystrophy, musculoskeletal disorder, neurological disorders (including
221 stroke and epilepsy), paraplegia, quadriplegia, other spinal cord conditions, sickle
222 cell anemia, specific learning disability, end-stage renal disease or other disability
223 or combination of disabilities determined on the basis of an assessment for
224 determining eligibility and vocational rehabilitation needs to cause comparable
225 substantial functional limitation.

226 **"Individual with the most significant disability"** means an individual with a
227 significant disability who meets the designated State unit's criteria for an individual with
228 a most significant disability. These criteria must be consistent with the requirements in
229 34 CFR 361.36(d)(1) and (2):

230 (A) who has a severe physical or mental impairment that seriously limits three
231 or more functional capacities in terms of an employment outcome;

232 (B) whose vocational rehabilitation can be expected to require multiple
233 vocational rehabilitation services over an extended period of time; and

234 (C) who has one or more physical or mental disabilities resulting from
235 amputation, arthritis, autism, blindness, burn injury, cancer, cerebral palsy,
236 cystic fibrosis, deafness, head injury, heart disease, hemiplegia, hemophilia,
237 respiratory or pulmonary dysfunction, mental illness, intellectual disability,
238 multiple sclerosis, muscular dystrophy, musculoskeletal disorder, neurological
239 disorders (including stroke and epilepsy), paraplegia, quadriplegia, other spinal
240 cord conditions, sickle cell anemia, specific learning disability, end-stage renal
241 disease or other disability or combination of disabilities determined on the basis
242 of an assessment for determining eligibility and vocational rehabilitation needs
243 to cause comparable substantial functional limitation.

244 **"Individual's representative"** means any representative chosen by an applicant or
245 eligible individual, as appropriate, including a parent, guardian, other family member, or
246 advocate, unless a representative has been appointed by a court to represent the
247 individual, in which case the court-appointed representative is the individual's
248 representative.

249 **"Integrated setting"** means:

250 (A) With respect to the provision of services, a setting typically found in the
251 community in which applicants or eligible individuals interact with non-disabled
252 individuals other than non-disabled individuals who are providing services to
253 those applicants or eligible individuals.

254 (B) With respect to an employment outcome, means a setting typically found in
255 the community where the employee with a disability interacts, for the purpose of
256 performing the duties of the position, with other employees within the particular
257 work unit and the entire work site, and, as appropriate to the work performed,
258 other persons (e.g., customers and vendors) who are not individuals with
259 disabilities (not including supervisory personnel or individuals who are providing
260 services to such employee) to the same extent that employees who are not
261 individuals with disabilities and who are in comparable positions interact with
262 these persons.

263 **"Intercurrent (acute) conditions"** means an illness or injury occurring during the
264 actual course of an individual's rehabilitation which, if not cared for, will complicate or
265 delay achievement of the client's employment outcome as identified in the client's IPE.

266 **"IPE"** means the Individualized Plan for Employment.

267 **"Job Club"** is a structured learning experience for a client to build skills in self-
268 assessment, resume development, job search and research strategies, and interview
269 techniques to assist the person to enter a career of their choice.

270 **"Job Coach/~~Employment Training Specialist~~"** means a qualified individual
271 providing support services to eligible individuals in ~~supported employment and~~
272 ~~employment and retention~~ programs. Services directly support the eligible individual's
273 work activity including ~~marketing and job development~~, applied behavioral analysis, job
274 ~~and work site assessment~~, training and worker assessment, ~~job matching procedures~~,
275 and teaching job skills.

276 **"Long-term treatment"** means medical or psychological treatment that is expected
277 to last more than three months.

278 **"Maintenance"** means monetary support provided to an individual for expenses,
279 such as food, shelter, and clothing, that are in excess of the normal expenses of the
280 individual and that are necessitated by the individual's participation in an assessment for
281 determining eligibility and vocational rehabilitation needs or the individual's receipt of
282 vocational rehabilitation services under an individualized plan for employment.

283 **"Measurable Skill Gains" or "(MSG)"** means a measure of the documented
284 progress (academic, technical, occupational, or other) that a client makes in a training
285 or education program toward obtaining a recognized postsecondary credential. This
286 progress is reported throughout the life of the case. Examples of a valid skill gain would
287 be the documented completion of a high school semester or a minimum of 12 college
288 hours successfully completed over a one year period.

289 **"Milestones"** means a payment system that reimburses a vendor based on
290 incentives and outcomes. The vendor is paid when the client completes pre-defined
291 checkpoints on the way to a desired employment goal.

292 **"Multiple services"** means the counseling and guidance provided as a routine part
293 of case management plus two or more VR services. Comparable benefits and/or
294 services can count toward meeting the definition of multiple services. Services routinely
295 provided as a package do not count as multiple services for the purpose of determining
296 the presence of a significant disability, even if two or more services are included in the
297 package.

298 **"Natural supports"** means any assistance, relationships or interactions that allow a
299 person to maintain employment in ways that correspond to the typical work routines and
300 social interactions of other employees. Natural supports may be developed through
301 relationships with people or put into place by the adaptation of the work environment
302 itself, depending on the support needs of the person and the environment.

303 **"Occupational license"** means any license, permit, or other written authority
304 required by a state, city or other governmental unit to be obtained in order to enter an
305 occupation.

306 **"OMES-DCAM"** means Office of Management & Enterprise Services-Division of
307 Capital Assets Management, which sets thresholds for State Purchasing guidelines.

308 **"Ongoing support services"** ~~means services specified in the IPE according to~~
309 ~~individual need, which support and maintain an individual with the most significant~~
310 ~~disabilities in supported employment. Sponsored ongoing support services are provided~~
311 ~~from the time of placement until the individual is stabilized on the job. Ongoing support~~
312 ~~services are provided by one or more extended services providers, or by natural~~
313 ~~supports, following transition throughout the individual's term of employment., as used in~~
314 the definition of supported employment, means services that:

315 (A) Are needed to support and maintain an individual with a most significant
316 disability, including a youth with a most significant disability, in supported
317 employment;

318 (B) Are identified based on a determination by the DRS of the individual's need
319 as specified in an individualized plan for employment;

320 (C) Are furnished by the DRS from the time of job placement until transition to
321 extended services, unless post-employment services are provided following
322 transition, and thereafter by one or more extended services providers throughout
323 the individual's term of employment in a particular job placement;

324 (D) Include an assessment of employment stability and provision of specific
325 services or the coordination of services at or away from the worksite that are
326 needed to maintain stability based on:

327 (i) A minimum of twice-monthly monitoring at the worksite of each individual
328 in supported employment; or

329 (ii) If under specific circumstances, especially at the request of the
330 individual, the individualized plan for employment provides for off-site
331 monitoring, twice monthly meetings with the individual;

332 (E) Consist of:

333 (i) Any particularized assessment supplementary to the comprehensive
334 assessment of rehabilitation needs described at 34 C.F.R. § 361.5(c)(5)(ii);

335 (ii) The provision of skilled job trainers who accompany the individual for
336 intensive job skill training at the worksite;

337 (iii) Job development and training;

- 338 (iv) Social skills training;
339 (v) Regular observation or supervision of the individual;
340 (vi) Follow-up services including regular contact with the employers, the
341 individuals, the parents, family members, guardians, advocates or
342 authorized representatives of the individuals, and other suitable professional
343 and informed advisors, in order to reinforce and stabilize the job placement;
344 (vii) Facilitation of natural supports at the worksite;
345 (viii) Any other service identified in the scope of vocational rehabilitation
346 services for individuals, described in § 361.48(b); or
347 (ix) Any service similar to the foregoing services.

348 **"Other Qualified Rehabilitation Personnel"** means qualified rehabilitation
349 personnel who, in addition to rehabilitation counselors, are necessary to facilitate the
350 accomplishment of the employment outcomes and objectives of an individual (Section
351 100(a)(3)(E) of the Act.) Other qualified rehabilitation personnel include, but are not
352 limited to, rehabilitation teachers of the blind who are certified at the national level.

353 **"Package of services"** means several services which are usually provided
354 together for the same purpose. The services in a package are usually, but not always,
355 from the same category of services (see definition of multiple services, this section).
356 Examples include, but are not limited to: surgery, anesthesia, and hospitalization; or
357 personal computer, software, and peripheral equipment.

358 **"Personal assistance services"** means a range of services including, among
359 other things, training in managing, supervising, and directing personal assistance
360 services, provided by one or more persons, that are designed to assist an individual
361 with a disability to perform daily living activities on or off the job that the individual would
362 typically perform without assistance if the individual did not have a disability. The
363 services are also designed to increase the individual's control in life and ability to
364 perform everyday activities on or off the job; necessary to the achievement of an
365 employment outcome; and provided only while the individual is receiving other
366 vocational rehabilitation services.

367 **"Physical and mental restoration services"** means corrective surgery or
368 therapeutic treatment that is likely, within a reasonable period of time, to correct or
369 modify substantially a stable or slowly progressive physical or mental impairment that
370 constitutes a substantial impediment to employment.

371 **"Physical or mental impairment"** means any physiological disorder or condition,
372 cosmetic disfigurement, or anatomical loss affecting one or more of the following body
373 systems: neurological, musculo-skeletal, special sense organs, respiratory (including
374 speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and
375 lymphatic, skin, and endocrine; or any mental or psychological disorder such as
376 intellectual disability organic brain syndrome, emotional or mental illness, and specific
377 learning disabilities.

378 **"Post-employment services"** Post-employment services are defined in 34 C.F.R. §
379 361.5(c)(41) means as one or more of the VR services identified in 34 CFR 361.48(b)
380 that are provided subsequent to the achievement of an employment outcome and that

381 are necessary for an individual to maintain, regain, or advance in employment,
382 consistent with the individual's unique strengths, resources, priorities, concerns,
383 abilities, capabilities, interests, and informed choice. As described in the note following
384 the regulatory definition of "post-employment services" at 34 C.F.R. § 361.5(c)(41),
385 post-employment services are:

386 (A) Provided under an amended individualized plan for employment (IPE); thus,
387 a re-determination of eligibility is not required;

388 (B) Limited in scope and duration; and

389 (C) Available to meet rehabilitation needs that do not require a complex and
390 comprehensive provision of services.

391 Thus, after the employment outcome has been achieved but before the individual is
392 reported as having exited the VR program is the period of time that the individual is
393 most likely to need discrete short-term services (i.e., post-employment services) to
394 ensure that the employment outcome can be maintained.

395 **"Pre-employment transition services"** means the required activities and
396 authorized activities specified in 34 CFR 361.48(a)(2) and (3).

397 **"Prior approval"** refers to the receipt of approval from the granting authority prior to
398 issuing the authorization for the purchase of goods and services.

399 **"Record of Service"** means any item, collection, or grouping of information about
400 an individual that is maintained by an agency, including, but not limited to, the
401 individual's education, financial transactions, medical history, and criminal or
402 employment history and that contains his name, or the identifying number, symbol, or
403 other identifying particular assigned to the individual.

404 **"Rehabilitation Act"** means the Rehabilitation Act [29 USC 701 et seq.].

405 **"Rehabilitation engineering"** means the systematic application of engineering
406 sciences to design, develop, adapt, test, evaluate, apply, and distribute technological
407 solutions to problems confronted by individuals with disabilities in functional areas, such
408 as mobility, communications, hearing, vision, and cognition, and in activities associated
409 with employment, independent living, education, and integration into the community.

410 **"Rehabilitation technology"** means the systematic application of technologies,
411 engineering methodologies, or scientific principles to meet the needs of, and address
412 the barriers confronted by, individuals with disabilities in areas that include education,
413 rehabilitation, employment, transportation, independent living, and recreation. The term
414 includes rehabilitation engineering, assistive technology devices, and assistive
415 technology services.

416 **"SBVI"** means the Division of Services for the Blind and Visually Impaired,
417 depending upon the context.

418 **"Section 504 Plan"** is a plan designed as a protection for students with disabilities
419 who may not be considered eligible for special education under IDEA in compliance with
420 Section 504 of the Rehabilitation Act of 1973 as amended.

421 **"Situational Assessment"** is used to determine the best match between an
422 individual, a type of job, and a work environment. Situational assessment (also known
423 as job sampling, on-the-job assessment, or environmental assessment), is assessment
424 using actual employment and community settings.

425 **"Small business enterprises"** means a small business operated by blind or other
426 individuals with severe disabilities under the management and supervision of the state
427 DRS. Such businesses include only those selling, manufacturing, processing, servicing,
428 agricultural, and other activities which are suitable and practical for the effective
429 utilization of the skills and aptitudes of individuals who are blind or individuals who have
430 severe disabilities. Small business enterprise provides substantial gainful employment
431 or self-employment commensurate with the time devoted by the operators to the
432 business, the cost of establishing the business and other factors of an economic nature.

433 **"Sole local agency"** means a unit or combination of units of general local
434 government or one or more Indian tribes that has the sole responsibility under an
435 agreement with, and the supervision of, the State agency to conduct a local or tribal
436 vocational rehabilitation program, in accordance with the vocational rehabilitation
437 services portion of the Unified or Combined State Plan.

438 **"Stabilization"** means the time period when EC support is reduced to the long-
439 term maintenance level where the individual retains employment, and personal
440 satisfaction with the job, as well as employer satisfaction with the individual's job
441 performance.

442 **"Student with a disability"** means, in general, an individual with a disability in a
443 secondary, postsecondary, or other recognized education program who meets the
444 requirements set forth in 34 CFR 361.5(c)(51).

445 **"Substantial impediment to employment"** means that a physical or mental
446 impairment (in the light of attendant medical, psychological, vocational, educational,
447 communication, and other related factors) hinders an individual from preparing for,
448 entering into, engaging in, advancing in, or retaining employment consistent with the
449 individual's abilities and capabilities.

450 **"Supplemental Wage Record"** means wage information used to determine both
451 employment status and wages within a reporting period. This information is required
452 when wage information cannot be obtained through other means such as the Oklahoma
453 Employment Security Commission. The requirement to make the effort to obtain this
454 supplemental wage information is necessary to carry out the accountability
455 requirements under Section 116 of the Workforce Innovation and Opportunity Act.

456 **"Support Service Providers"** (SSP) means a Support Service Provider, commonly
457 referred to as an SSP, is a specially trained individual who provides access to the
458 community for people who are deaf-blind. The SSP is responsible for human guide
459 assistance and facilitation of communication for the deaf-blind person.

460 **"Supported employment"** (SE)

461 (A) means competitive integrated employment, including customized
462 employment, or employment in an integrated work settings in which an individual

463 with a most significant disability, including a youth with a most significant
464 disability, is working on a short-term basis toward competitive integrated
465 employment that is individualized, and customized, consistent with the unique
466 strengths, abilities, interests, and informed choice of the individual, including with
467 ongoing support services for individuals with the most significant disabilities who
468 meet the requirements set forth in 34 CFR 361.5(c)(53).

469 (i) For whom competitive integrated employment has not historically
470 occurred, or for whom competitive integrated employment has been
471 interrupted or intermittent as a result of a significant disability; and

472 (ii) Who, because of the nature and severity of their disabilities, need
473 intensive supported employment services and extended services after the
474 transition from support provided by the designated state unit, in order to
475 perform this work.

476 (B) For purposes of this part, an individual with a most significant disability,
477 whose supported employment in an integrated setting does not satisfy the criteria
478 of competitive integrated employment, as defined in paragraph (c)(9) of this
479 section is considered to be working on a short-term basis toward competitive
480 integrated employment so long as the individual can reasonably anticipate
481 achieving competitive integrated employment –

482 (i) Within six months of achieving a supported employment outcome; or

483 (ii) In limited circumstances, within a period not to exceed 12 months from
484 the achievement of the supported employment outcome, if a longer period is
485 necessary based on the needs of the individual, and the individual has
486 demonstrated progress toward competitive earnings based on information
487 contained in the service record.

488 **"Supported employment services"** means ongoing support services, including
489 customized employment, and other appropriate services needed to support and
490 maintain an individual with a most significant disability, including a youth with a most
491 significant disability, in supported employment that are:

492 (A) Organized and made available, singly or in combination, in such a way as to
493 assist an eligible individual to achieve competitive integrated employment;

494 (B) Based on a determination of the needs of an eligible individual, as specified in
495 an individualized plan for employment;

496 (C) Provided by the designated State unit for a period of time not to exceed 24
497 months, unless under special circumstances the eligible individual and the
498 rehabilitation counselor jointly agree to extend the time to achieve the employment
499 outcome identified in the individualized plan for employment; and

500 **"Team Meeting"** is a meeting between the individual, guardian, EC, DRS
501 Counselor, and all other team members chosen by the individual and/or guardian. The
502 individual, or with the support of a designee identified by the individual, will lead the
503 meeting.

504 **"Transition services"** means, for a student or a youth with a disability, a
505 coordinated set of activities designed within an outcome-oriented process that promotes
506 movement from school to post-school activities, including postsecondary education,
507 vocational training, competitive integrated employment, supported employment,
508 continuing and adult education, adult services, independent living, or community
509 participation. Transition services (1) are based upon the individual student's or youth's
510 needs, preferences and interests; (2) include instruction, community experiences, the
511 development of employment and other post-school adult living objectives, and, if
512 appropriate, acquisition of daily living skills and functional vocational evaluation; (3)
513 promote or facilitate the achievement of the employment outcome identified in the
514 student's or youth's individualized plan for employment; and (4) include outreach to and
515 engagement of the parents, or, as appropriate, the representative of such a student or
516 youth with a disability.

517 **"Transportation"** means travel and related expenses that are necessary to enable
518 an applicant or eligible individual to participate in a vocational rehabilitation services,
519 including expenses for training in the use of public transportation vehicles and systems.

520 **"Vocational rehabilitation services"**, if provided to an individual, means those
521 services listed in 34 CFR 361.48; and if provided for the benefit of groups of individuals,
522 means those services listed in 34 CFR 361.49.

523 **"VR"** means the Division of Vocational Rehabilitation, or the more general term
524 vocational rehabilitation services, depending upon the context.

525 **"Youth with a disability"** means an individual with a disability who is not younger
526 than 14 years of age; or older than 24 years of age. Youth with disabilities means more
527 than one youth with a disability.

SUBCHAPTER 3. CLIENT PARTICIPATION IN COST OF SERVICES

1 **612:10-3-3. Participation of individuals in cost of services based on financial**
2 **need [AMENDED]**

3 (a) DRS has chosen to consider the financial need of eligible individuals or individuals
4 who are receiving services through the trial work experiences under 34 CFR 361.42 (e)
5 for purposes of determining the extent of their participation in the costs of vocational
6 rehabilitation services, other than those services identified in paragraph (c) in this
7 section according to the criteria set forth in 34 CFR 361.54 (b) (1-2).

8 (b) DVR and DSBVI requires the client to participate in the cost of some vocational
9 rehabilitation services if the client and/or client's family income exceeds the established
10 basic living requirement for the applicable family size. Any client whose available family
11 income exceeds the applicable basic living requirements is required to apply the
12 monthly surplus to the cost of services during each 30 day period services are provided.

13 (c) A basic living requirement has been established for different size family groups. A
14 family member is an individual who is a relative or guardian of an applicant or eligible
15 individual. Basis living requirements are based on 200% of the Federal poverty level
16 adjusted annually for family size. The standard is intended to cover only the necessities
17 of food, shelter, utilities, clothing, transportation, and incidentals to give the counselor
18 some criteria by which to measure the financial need of a client. To qualify as
19 independent from the family group, the client must meet ~~at~~ one of the following criteria:

20 (1) Beneficiary of Titles II (federal old age, survivors, and disability insurance
21 benefits) or XVI (SSI);

22 (2) At least 24 years of age and single;

23 (3) A ward of the court and in custody of DHS;

24 (4) Married and maintaining a separate household;

25 (5) Meets the criteria for temporary housing as described (7) of this section or;

26 (6) The counselor has adequate documentation to verify the client has the financial
27 resources to demonstrate self-sufficiency and that no family contributions are
28 available.

29 (7) An eligible individual whose disability has resulted in the need to live with family
30 or friend, and as appropriate the individual's spouse and dependent children, will be
31 considered as a separate household regardless of living arrangements.

32 (A) Verification of family membership should be based upon whatever
33 available information most accurately documents family membership according
34 to the definition given in this administrative rule.

35 (B) Examples of acceptable verification include the latest Federal income tax
36 return, payroll information, insurance policies, client report, and/or counselor
37 observation.

38 (d) The client can be provided services not based on financial needs, the following
39 services do not require a determination of financial need status:

- 40 (1) services provided to assess eligibility and priority for services (services which
41 would require the individual's participation in cost under an IPE will also require the
42 individual's participation in cost during an evaluation of the individual's ability to
43 benefit from VR services);
- 44 (2) counseling and guidance including information and support services to assist
45 an individual in exercising informed choice;
- 46 (3) referral and other services to secure needed services from other agencies,
47 including other components of the statewide workforce development system;
- 48 (4) on-the-job training, work experience, internships and apprenticeships;
- 49 (5) personal or vocational adjustment training;
- 50 (6) personal assistance services;
- 51 (7) job-related services including job search and placement assistance, job
52 retention services, follow-up services and follow-along services; under 34 CFR
53 361.48 (b) (12);
- 54 (8) compensatory training;
- 55 (9) Supported ~~employment~~ Employment (SE), employment Employment and
56 ~~retention Retention (ER); Job Placement (JP), JOBS, Support Services for~~
57 Employment (SSE), Supplemental Employment Services (SES), and Customized
58 Employment (CE); or
- 59 (10) any auxiliary aid or service (e.g., interpreter services, reader services) that an
60 individual with a disability require under Section 504 of the Act or the American with
61 Disabilities Act (42 U.S.C. 12101, et seq.) or regulations implementing those laws,
62 in order for the individual to participate in the VR program.
- 63 (e) Any client who does not have a surplus is not required to participate in the cost of
64 services. Financial need does not exempt the client from required use of comparable
65 benefits. If a payment is required of the client, it will be made to the vendor.
- 66 (f) The counselor will re-evaluate the client's financial situation at least annually and
67 any time there is a change in the financial situation of the client or household. The
68 amount of client participation in cost is based upon the most recent determination of
69 client's financial needs at the time the IPE or amendment. If applicable, the extent of the
70 individual's participation in paying for the cost of services is identified on the IPE service
71 (e.g. Household monthly income surplus will be exhausted prior to agency financial
72 contribution).
- 73 (g) The client's financial needs must be verified when an IPE includes service which
74 require client participation in costs of services.
- 75 (h) Determination of income and liabilities will be verified and documented by the
76 counselor in the record of service when services in the IPE and amendments require
77 client participation in cost. If the individual refuses to provide the requested information,
78 DRS resources will not be used to purchase services which require client participation in
79 cost of the services.

80 (1) Income.

81 (A) Income generated from salaried wages will be calculated by gross earnings
82 minus federal taxes, state taxes and social security deductions.

83 (B) Income generated from business or profession will be calculated by
84 adjusted gross minus additional federal and state taxes divided by 12 to
85 determine a monthly amount.

86 (C) Income received from unearned sources, such as pensions, public
87 assistance, interest, dividends, royalties, trust fund, or money payments of any
88 kind will be counted. Educational grants, stipends, or loans will not be included
89 in the calculation. If a yearly income is available, it will be divided by 12 to
90 calculate a monthly amount.

91 (2) Liabilities. When the client is making payments on any areas of liability listed
92 below, payments will be itemized. If payments are not being made on a debt, an
93 expense cannot be shown for this item.

94 (A) Medical. Out-of-pocket medical payments not covered by insurance,
95 including medication and supplies, can be used as a medical expense. Monthly
96 premiums for health insurance can be included.

97 (B) Disability related expenses. Disability related expenses beyond the basic
98 living requirements may be considered, if not funded by DRS.

99 (C) Other. Court order commitments, including child support, can be counted
100 as a liability.

101 (D) Education expenses. Costs for any family member incurred only for tuition,
102 books, and fees, toward post-secondary educational expenses, not included in
103 the IPE or paid by grants, scholarships, fee waivers, etc., can be counted as a
104 liability. Only the amount of the payments can be counted as a liability.

105 (i) Case recording requirements. A statement regarding the re-evaluation of financial
106 needs must be included in the record of service. The financial review may be included in
107 the IPE review if they occur at the same time.

**SUBCHAPTER 7. VOCATIONAL REHABILITATION AND SERVICES FOR THE
BLIND AND VISUALLY IMPAIRED**

**PART 1. SCOPE OF VOCATIONAL REHABILITATION AND SERVICES FOR THE
BLIND AND VISUALLY IMPAIRED**

1 **612:10-7-1. Overview of Vocational Rehabilitation and Services for the Blind and**
2 **Visually Impaired [AMENDED]**

3 (a) Vocational rehabilitation services are provided by the Division of Vocational
4 Rehabilitation and the Division of Services for the Blind and Visually Impaired to help
5 eligible individuals achieve employment outcomes that are consistent with the unique
6 strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed
7 choice of each eligible individual. VR services for individuals are meant to result in
8 competitive employment in an integrated setting. Vocational rehabilitation services
9 include services for individuals and services to groups of individuals.

10 (b) Vocational rehabilitation services for an individual are prescribed in an
11 Individualized Plan for Employment (IPE) that is based on an assessment of the
12 individual's rehabilitation needs, guidance provided by a qualified vocational
13 rehabilitation professional and the individual's informed choice with regard to
14 employment goal, services and service providers. Services may include but are not
15 limited to:

16 (1) an assessment for determining eligibility and vocational rehabilitation needs by
17 qualified personnel, including, if appropriate, an assessment by personnel skilled in
18 rehabilitation technology;

19 (2) counseling and guidance, including information and support services to assist
20 an individual in exercising informed choice;

21 (3) referral and other services to secure needed services from other agencies
22 through cooperative agreements if such services are not available from DVR or
23 DSBVI;

24 (4) job-related services, including job search and placement assistance,
25 customized employment services, services leading to self-employment, job
26 retention services, ongoing services, supplemental employment services, support
27 services for employment, and extended services;

28 (5) vocational and other training services, including the provision of personal and
29 vocational adjustment services, books, tools, and other training materials;

30 (6) to the extent that financial support is not readily available from a source (such as
31 health insurance or comparable services and benefits) other than DVR or DSBVI,
32 diagnosis and treatment of physical and mental impairments;

33 (7) maintenance for additional costs incurred while participating in an assessment
34 for determining eligibility and vocational rehabilitation needs or while receiving
35 services under an Individualized Plan for Employment;

36 (8) transportation, including training in the use of public transportation vehicles and
37 systems, that is provided in connection with the provision of any other service
38 described in this section and needed by the individual to participate in rehabilitation
39 services or to achieve an employment outcome;

40 (9) on-the-job or other related personal assistance services provided while an
41 individual is receiving other services described in this section;

- 42 (10) interpreter services provided by qualified personnel for individuals who are
 43 deaf or hard of hearing, and reader services for individuals who are determined to
 44 be blind;
- 45 (11) rehabilitation teaching services, and orientation and mobility services, for
 46 individuals who are blind;
- 47 (12) occupational licenses, tools, equipment, and initial stocks and supplies;
- 48 (13) technical assistance and other consultation services to conduct market
 49 analyses, develop business plans, and otherwise provide resources, to the extent
 50 such resources are authorized to be provided through the statewide workforce
 51 investment system, to eligible individuals who are pursuing self-employment or
 52 telecommuting or establishing a small business operation as an employment
 53 outcome;
- 54 (14) rehabilitation technology, including rehabilitation engineering, assistive
 55 technology devices and assistive technology services;
- 56 (15) transition services for students with disabilities, that facilitate the achievement
 57 of the employment outcome identified in the Individualized Plan for Employment,
 58 and pre-employment transition services as described in 34 CFR 361.48(a) and 29
 59 USC 733;
- 60 (16) supported employment services for individuals with the most significant
 61 disabilities that need ongoing support services from a an employment consultant
 62 and/or job coach to obtain and maintain employment;
- 63 (17) employment and retention services for individuals with significant disabilities
 64 who require short term from an employment consultant and/or job coach support to
 65 obtain and maintain a successful employment outcome;
- 66 (18) transitional employment services for individuals with the most significant
 67 disabilities due to mental illness who have little or no successful work history and
 68 need work adjustment/trial work experience;
- 69 (19) work experiences, internships, and apprenticeships;
- 70 (20) services to the family of an individual with a disability necessary to assist the
 71 individual to achieve an employment outcome; and
- 72 (21) specific post-employment services necessary to assist an individual with a
 73 disability to maintain, retain, regain, or advance in employment.

74 (c) Vocational rehabilitation services for groups of individuals with disabilities are
 75 described in 34 CFR 361.49 and include:

- 76 (1) In the case of any type of small business operated by individuals with significant
 77 disabilities the operation of which can be improved by management services and
 78 supervision provided by DVR or DSBVI, the provision of such services and
 79 supervision, along or together with the acquisition by DVR or DSBVI of vending
 80 facilities or other equipment and initial stocks and supplies.

81 (2) Equipment for clients who are going into self-employment requires prior
82 approval from RSA.

83 (3) Transition services to youth and students with disabilities who may not have
84 applied or been determined eligible for vocational rehabilitation services, that
85 involve collaboration of a vocational rehabilitation counselor with education
86 agencies, programs serving individuals with developmental disabilities, businesses,
87 workforce programs, independent living centers, housing and transportation
88 authorities and related entities. Such services are to benefit a group of youth or
89 students with disabilities and may not be individualized services related to an
90 individual plan for employment. Services may include group tours of training
91 programs and businesses, career fairs, interview practice, resume writing, and other
92 group activities that support future employability.

93 (4) High school students who have a disability and are not clients of the DRS, but
94 are going to a conference or camp to provide them with the necessary tools and
95 education for employment requires prior approval from RSA.

96 (5) The use of telecommunications systems (including telephone, television, video
97 description services, tactile-vibratory devices, satellite, radio, and other similar
98 systems) that have the potential for substantially improving delivery methods of
99 activities described in this section and developing appropriate programming to meet
100 the particular needs of individuals with disabilities;

101 (6) Special services to provide access to information for individuals who are blind,
102 visually impaired, deaf, hard of hearing or deaf-blind including:

103 (A) the use of telecommunications, Braille, sound recordings, or other
104 appropriate media;

105 (B) captioned television, films, or video cassettes for individuals who are deaf
106 or hard of hearing;

107 (C) tactile materials for individuals who are deaf-blind; and

108 (D) other special services that provide information through tactile, vibratory,
109 auditory, and visual media.

110 (7) Technical assistance to businesses that are seeking to employ individuals with
111 disabilities.

112 (8) Consultative and technical assistance services to assist educational agencies in
113 planning for the transition of students with disabilities from school to post-school
114 activities, including employment.

115 (9) The establishment, development or improvement of assistive technology
116 demonstration, loan, reutilization or financing programs in coordination with
117 activities authorized under the Assistive Technology Act of 1998.

118 (10) The establishment, development or improvement of a community rehabilitation
119 program that is used to provide vocational rehabilitation services that promote
120 integration into the community and prepare individuals with disabilities for
121 competitive integrated employment.

PART 3. CASE PROCESSING REQUIREMENTS

1 **612:10-7-20. Case recording [AMENDED]**

2 A case record will be established and maintained on each individual who applies for
3 and/or receives vocational rehabilitation services. Narrative recordings of activities are
4 mandatory at application, at eligibility, the development of the plan, program/financial
5 reviews, and case closure. An action in any case is not considered effective until all
6 required approvals have been obtained in accordance with Department policy.
7 Documentation must be factual and conform to ethical and professional standards.

8 If records or documentation need to be altered, it is done so according to DRS rules
9 and in a manner that preserves the original information. Alterations are accompanied by
10 the date of change, the identity of who made the change, and the rationale for the
11 change.

1 **612:10-7-25.1. Ability to serve all eligible individuals; order of selection for**
2 **services [AMENDED]**

3 (a) **General provisions.** DRS either must be able to provide the full range of services
4 listed in section 103 (a) of the Act and 34 CFR 361.48, as appropriate, to all eligible
5 individuals or, in the event that vocational rehabilitation services cannot be provided to
6 all eligible individuals in the State who apply for the services, include in the vocational
7 rehabilitation services portion of the Unified or Combined State Plan the order to be
8 followed in selecting eligible individuals to be provided vocational rehabilitation services.

9 (1) The ability of the designated State unit to provide the full range of vocational
10 rehabilitation services to all eligible individuals must be supported by a
11 determination that satisfies the requirements of paragraph (b) or (c) of this section
12 and a determination that, on the basis of the designated State unit's projected fiscal
13 and personnel resources and its assessment of the rehabilitation needs of
14 individuals with significant disabilities within the State, it can follow the guidance
15 according to 34 CFR 361.36 (a).

16 (2) Prior to the start of each fiscal quarter, or when circumstances require, the DRS
17 Director will determine in which priority groups new Individualized Plans for
18 Employment will be written and initiated. The Director may restrict the writing and
19 initiation of new Individualized Plans for Employment within a priority group to cases
20 having eligibility dates falling on or before a specified date providing that all
21 individual's in higher priority groups are being served. Considerations in making this
22 determination will include, but not be limited to, the projected outcomes, service
23 goals, expenditures, and resources available for each priority group. Projected costs
24 and resources for each priority group will be based upon costs of current
25 Individualized Plans for Employment, anticipated referrals, availability of financial
26 resources, and adequacy of staffing levels. The Director will implement actions
27 under the order of selection through written notice to DVR and DSBVI staff.

28 (b) **Basis for assurance that services can be provided to all eligible individuals.**
29 For the State agency that determined, for the current fiscal year and the preceding fiscal
30 year, that it is able to provide the full range of services, as appropriate, to all eligible
31 individuals, the State unit, during the current fiscal and preceding fiscal year, must have
32 in fact followed the criteria in 34 CFR 361.36 (b) (1-2).

33 (c) **Determining need for establishing and implementing an order of selection.**
34 The State agency must determine, prior to the beginning of each fiscal year, whether to
35 establish and implement an order of selection.

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

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

45 (e) **Establishing an order of selection.** Basis for order of selection. An order of
46 selection must be based on a refinement of the three criteria in the definition of
47 individual with a significant disability in section 7 (21) (A) of the Act and 34 CFR 361.5
48 (c) (30).

49 (1) Factors that cannot be used in determining order of selection of eligible
50 individuals. An order of selection may not be based on any other factors, including
51 requirements identified in 34 CFR 361.36 (d) (2) (i-vii).

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

63 (A) **Priority Group 1.** Eligible individuals with a most significant disability are
64 individuals with the most significant barriers to employment. A most significant
65 barrier is one that includes a severe mental or physical impairment resulting in
66 serious limitations in three or more functional capacities and which can be
67 expected to require multiple vocational rehabilitation services over an extended
68 period of time.

69 (B) **Priority Group 2.** Eligible individuals with a significant disability are
70 individuals with significant barriers to employment. A significant barrier is one
71 that includes a severe physical or mental impairment resulting in serious
72 limitations in at least one, but not more than two, functional capacities and
73 which can be expected to require multiple vocational rehabilitation services
74 over an extended period of time.

75 (C) **Priority Group 3.** Eligible individuals with disabilities not meeting the
76 definition of individual with a most significant or ~~most~~ significant barrier to
77 employment.

78 (f) **Administrative requirements.** In administering the order of selection, the State
79 agency must implement the order of selection on a statewide basis according to 34 CFR
80 361.36 (e) (1-3) (i-ii).

81 (1) Notification of Priority Group Placement: Upon placement into a priority
82 category, the client shall receive written notification of his or her priority
83 classification and information regarding the policies and procedures governing
84 availability of vocational rehabilitation services, including notification of placement
85 on a wait list, when applicable and a referral to other programs that are part of the
86 one-stop service delivery system under the WIOA that can address the individual's
87 training or employment related needs. 34 CFR 361.43 (d) (1-2) the written
88 notification shall include information about Due Process rights and the Client
89 Assistance Program. The electronic case management system will contain a copy
90 of the written notification.

91 (A) When a client is reclassified into a different priority category, he or she
92 shall be notified, in writing, of the new priority category and provided
93 written information as to how the change will affect the availability of
94 vocational rehabilitation services. The written notification shall include
95 information about Due Process rights and the Client Assistance Program.

96 (B) An applicant who has been determined eligible for vocational
97 rehabilitation will be placed in Eligibility Status, for completion of a
98 comprehensive assessment to determine employment goal and
99 rehabilitation needs and for development of the Individualized Plan for
100 Employment (IPE). An individual who is placed in an order of selection
101 priority group that is not currently being served will be placed on a waiting
102 list and held there pending further directives from the Director concerning
103 opening or closing of priority groups.

104 (C) If an applicant is determined to be ineligible, the counselor will notify
105 the applicant and provide information on further options in accordance
106 with DRS administrative rules on ineligibility decisions and 34 CFR 361.57
107 (b) (2) (ii or iv).

PART 5. CASE STATUS AND CLASSIFICATION SYSTEM

612:10-7-50.1 Assessment for determining rehabilitation needs [AMENDED]

(a) DRS will conduct an assessment for determining rehabilitation needs, if appropriate, for each eligible individual or, if the agency is operating under an order of selection, for each eligible individual to whom the agency is able to provide vocational rehabilitation services. The purpose of this comprehensive assessment is to assist the client in selecting an employment goal and to determine the nature and scope of vocational rehabilitation services to be included in the Individualized Plan for Employment (IPE).

(b) **Comprehensive assessment.** Existing information obtained from the assessment to determine eligibility and priority group assignment, including information supplied by the individual or the individual's authorized representative, is to be used for the comprehensive assessment to the maximum extent possible. Additional assessments may be obtained to the extent additional information is necessary to determine the vocational rehabilitation needs of the individual and to develop the IPE. Rehabilitation technology will be used in the comprehensive assessment when necessary to assess and/or develop the capacities of the individual to perform in a work environment.

(c) **Case recording requirements.** The results of the comprehensive assessment and the counselor's analysis of them will be recorded in a case narrative. The narrative will contain reasonable justification of the employment goal and services that will be provided in the IPE, considering the unique strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice of the individual.

(d) **Comprehensive assessment for supported employment.**

(1) In supported employment cases, the record must document the counselor's determination that the client is an individual:

(A) for whom competitive employment has not traditionally occurred; or

(B) for whom competitive employment has been interrupted or intermittent as a result of a ~~severe~~ significant disability; and

(C) who, because of the nature and severity of the disability, needs intensive supported employment services, and extended services after the transition from intensive supported employment services, ~~in order~~ to perform such work.

(2) The counselor refers the client to a an supported employment services provider to gather the information necessary to complete the comprehensive assessment, ~~and authorizes the "Assessment and Career Planning" milestone. The provider will conduct situational assessments in community settings based on client choice and negotiations with the counselor, and in accordance with their contract requirements. The counselor will authorize career exploration and/or assessment from the Supplemental Employment Services (SES) contract to conduct activities and/or situational assessments. The Results results of the exploration activities and/or assessments will assist the client and counselor in establishing a vocational goal.~~

1 **612:10-7-55. Job Ready [AMENDED]**

2 (a) **The Use of Job Ready Status:** Job Ready Status is used to identify individuals
3 who are qualified, willing and able to begin an active job search. Job Ready Status can
4 also be used for individuals pursuing a variety of work experiences, including internships,
5 apprenticeships, or temporary jobs to supplement income while attending school or
6 receiving other vocational rehabilitation services. Job Ready status can be used at any
7 time during the life of the case, once an Individual Plan for Employment (IPE) is in
8 place.

9 (1) Job Ready Status should only be used after consultation with the Participant to
10 insure the person is aware they are considered an active job seeker and may be
11 contacted about employment or work experiences in which they have expressed an
12 interest. Also, Job Ready Status should not be used for those who have been
13 referred to an Employment Services Provider for assistance with services such as
14 Employment & Retention, Customized Employment Supported Employment, Job
15 Placement, Supplemental Employment Services, JOBS, etc.

16 (2) Those individuals who are in job ready status but are no longer participating in
17 a job or work experience search should be removed from Job Ready Status.
18 Individuals who have located a job or work experience and are not currently
19 pursuing another position should also be removed.

20 (b) **Case Recording Requirements:** The information on the Job Ready page in
21 AWARE case management system should be completed in conjunction with the
22 Participant to insure it is accurate and timely. The information should be reviewed
23 periodically to make sure it is up-to-date.

1 **612:10-7-56. Employment [AMENDED]**

2 (a) **Use of Employment status.** A case is placed in this status when the client begins
3 employment. The client must be followed in employment for a minimum of 90 days prior
4 to being closed to ensure the adequacy of the employment in relation to the needs and
5 limitations of the client.

6 (b) **Supported employment.** Cases are placed into employment status after the
7 requirements have been met for completion of the "Stabilization" Milestone, and the
8 client is ready to begin the final milestone, "Successful ~~Rehabilitation~~ Employment".
9 During this milestone, the provider must continue ongoing supports for a minimum of 90
10 days before the case can be closed.

11 (c) **Employment and Retention.** Cases are placed into employment status when the
12 individual has completed the ~~fifth day of work ("Job Placement" Milestone), or after~~
13 ~~completion of "R4 Four Weeks Job Support Support-Retention" Milestone if which~~
14 includes short term job coach training ~~or~~ and support ~~is needed~~. The client must be
15 followed in employment for a minimum of 90 days prior to being closed.

16 (d) **Case recording requirements.** After the client has entered employment, it is the
17 client's responsibility to provide the counselor with the job title of employment and salary
18 information. When an individual is placed in employed status, case recording will
19 document:

20 (1) Beginning date of employment;

21 (2) Name and address of the employer;

22 (3) Job title which describes the position held by the individual;

23 (4) Client's hourly wages and hours worked per week to determine weekly
24 earnings;

25 (5) Suitability of the employment; and

26 (6) How the job was obtained. If the information is obtained from a source other
27 than the client, the source of the information will be identified.

28 (e) **Contact.** When a client is placed in employed status, contact is maintained through
29 the end of the required 90 days and documented until it is determined the employment
30 is satisfactory and the case can be closed. This determination that the employment
31 outcome is satisfactory will be made with the full participation of the client.

32 (f) **Case recording.**

33 (1) Documentation of all contacts with the client during the 90 days, to address any
34 employment related issues, including satisfaction with the employment.

35 (2) Documentation in a case note of the start date of employment, type of
36 employment (i.e. cook, housekeeper, lawyer) employer name address,
37 hourly/weekly wages and benefits.

38 (3) When applicable, and information is not obtainable from the client, the counselor
39 will document the employment, type of employment (i.e. cook, housekeeper, lawyer)

40 employer name and address, hourly/weekly wages and benefits including by what
41 means the employment was discovered and the date of the discovery of
42 employment.

43 (4) Attempts to obtain verification of employment earnings will be documented in a
44 case note including the reason as to why this verification was not forthcoming.

1 **612:10-7-58. Closed Rehabilitated [AMENDED]**

2 (a) **Use of Closed Rehabilitated status.** A case is closed as rehabilitated because the
3 client has achieved an employment outcome as a result of vocational rehabilitation
4 services. Cases closed as rehabilitated must as a minimum meet the requirements in
5 (1) through (5) of this Subsection:

6 (1) the provision of services under the individual's IPE has contributed to the
7 achievement of the employment outcome;

8 (2) the employment outcome is consistent with the individual's strengths,
9 resources, priorities, concerns, abilities, capabilities, interests, and informed choice;

10 (3) the employment outcome is in an integrated setting, consistent with the
11 individual's informed choice;

12 (4) the individual has maintained the employment outcome for a period of at least
13 90 days; and

14 (5) at the end of the appropriate period under Paragraph (4) of this Section, the
15 individual and the VR Counselor consider the employment outcome to be
16 satisfactory and agree that the individual is performing well on the job.

17 (b) **Out of state.** Clients who move out of state after services have been completed are
18 closed in rehabilitated status if the requirements in Subsection (a) of this Section can be
19 met. If those requirements cannot be met the case will be closed, not rehabilitated.

20 (c) **Successful closure prior to completion of IPE.** If employment is secured before
21 completion of the IPE, a counselor must document the conditions of substantial services
22 and suitable employment were met. If planned services are interrupted prior to
23 achieving the originally planned vocational goal, and services provided have directly
24 contributed to the employment outcome for the individual or to job retention, an IPE
25 amendment is not needed to revise the vocational goal prior to closure. A plan
26 amendment is required when there is a substantial deviation from the original
27 employment goal.

28 (d) **Cases closed from supported employment.** An individual with the most
29 significant disabilities who is receiving supported employment services is considered to
30 be successfully rehabilitated if the individual maintains a supported employment
31 placement for a minimum of 90 days beyond stabilization. In addition to the criteria for
32 "suitably employed", the counselor must document that the individual has met or has
33 made substantial progress toward meeting the weekly work goal defined in the IPE, the
34 client is satisfied with the job, the employer is satisfied with the client's job performance,
35 extended services are in place, all supported employment requirements have been met,
36 and the case is ready for closure. The closure documentation will address any
37 significant differences in the ultimate work week achieved as compared with the
38 predicted goal.

39 (e) **Cases closed from employment and retention.** An individual with ~~severe~~
40 significant disabilities who is receiving employment and retention services is considered
41 to be successfully rehabilitated when the client maintains employment for a minimum of
42 90 days after placement, ~~or for a minimum of 4 weeks plus 90 days if the individual~~
43 ~~required~~ beyond the "4 Weeks Job Support Support-Retention" Milestone.

44 (f) **Case recording requirements.** The client, or the client's authorized representative
45 as appropriate, will be a full participant in the decision to close the case. The last
46 discussion of the closure decision with the client, or the client's authorized
47 representative, will be held at the end of the required 90 days of the closure, and will be
48 documented in a case narrative. The client will be notified in their preferred format of the
49 case closure.

50 (g) **Documentation at Successful Closure.** Prior to closure, a copy of the current pay
51 stub identifying the individual's competitive hourly wage and hours to determine weekly
52 earnings. If the current pay stub is not available, then the following is acceptable:

53 (1) An individual's written report of employment information and required wage
54 information documented on an authorized DRS form (DRS-C-065) with their dated
55 signature; or

56 (2) A detailed case note identifying the individual's employment information
57 including the current competitive hourly wage and work hours in a typical week that
58 is based on the counselor's conversation with the actual employer. Prior to calling
59 an employer, the individual shall be informed that information provided and
60 gathered is limited to what is necessary to document and verify employment. This
61 provides the individual the opportunity to discuss preferences and options for
62 obtaining required documentation. A signed Release of Information should be in the
63 case file.

64 (3) If verification as stated above is not forthcoming and all efforts to obtain
65 acceptable verification are documented, then the following is acceptable: a detailed
66 case note identifying the individual's employment information including the current
67 competitive hourly wage and work hours in a typical week, the date the final
68 employment verification was received with justification for the individual not
69 providing formal documentation.

70 (4) Individuals who are self-employed are required to provide wage documentation
71 of competitive integrated self-employment.

PART 9. ACTIONS REQUIRING REVIEW AND APPROVAL

612:10-7-87. Actions requiring supervisor's approval [AMENDED]

(a) Actions requiring supervisory approval include:

- (1) All actions of a newly employed counselor/teacher.
- (2) All IPE's or amendments when the total of the planned DVR and DSBVI expenditures for the entire case exceed \$25,000.
- (3) All case closures in which an IPE was developed and the case was placed into service status or beyond.
- (4) Transfer of cases from one counselor/teacher caseload to another outside the sending supervisor's unit (signed by the supervisor of the sending counselor or teacher).
- (5) All IPE's which include purchase of physical or mental restoration services, prescription drugs or prescribed medical supplies lasting more than three months.
- (6) Small Business plans with a cost to the agency in excess of ~~\$40,000.00~~ \$5,000.00.
- (7) Vehicle or home modifications over the OMES-DCAM authority order limit and housing modifications involving structural modifications.
- (8) Vehicle repairs that exceed \$1,000.00 for the life of a case.
- (9) Dental services with a projected cost over \$5,000.00.

(b) Documentation in a case note of when verbal approval may be given.

PART 14. COMMUNITY PROVIDER EMPLOYMENT SERVICES [NEW]

1 **612:10-7-134. Competitive integrated employment [NEW]**

2 Competitive integrated employment for individuals receiving employment services is
3 defined as employment performed on a full-time or part-time basis in an integrated
4 setting, consistent with the strengths, resources, priorities, concerns, abilities,
5 capabilities, interests, and informed choice of the individual. The individual is
6 compensated at or above minimum wage, but not less than the customary or usual
7 wage paid by the employer for the same or similar work performed by individuals
8 without disabilities. (See 34 CFR 361.5(c)(9).) Wages must be paid by the employer
9 instead of the contractor, unless the contractor is the employer of record, and the wage
10 meets the ONET median hourly wage, (www.onetonline.org) for the type of job and
11 location of the job.

1 **612:10-7-135. Supplemental Employment Services (SES) [NEW]**

2 **(a) Overview of Supplemental Employment Services (SES).** Supplemental
3 Employment Services (SES) are intended for individuals with disabilities, who need on-
4 site and off-site support and training to prepare for and obtain competitive integrated
5 employment. These services can be used individually or with other employment
6 contracts to meet the individual's needs.

7 **(b) Provision of Supplemental Employment Services (SES).** Supplemental
8 Employment Services (SES) are not subject to financial status determination. SES
9 services are purchased from a qualified contractor with the Oklahoma Department of
10 Rehabilitation Services and are provided by certified employment consultants or job
11 coaches. Payment rates are established by the Commission for Rehabilitation Services.

12 **(c) Eligibility for Supplemental Employment Services (SES).** An individual shall be
13 eligible for supplemental employment services if:

14 (1) The individual is determined to be eligible for vocational rehabilitation services;

15 (2) The individual needs support from a qualified contractor to prepare for and/or
16 obtain successful employment.

1 **612:10-7-136. Job Placement Services [NEW]**

2 **(a) Overview of Job Placement Services.** Job Placement (JP) Services are provided
3 to individuals having one or more disabilities, not meeting the definition of an individual
4 with a significant or most significant barrier to employment, who need assistance from
5 an employment consultant to identify and implement accommodations to assist the
6 individual with maintaining successful employment. Job Placement Services consists of
7 the Successful Employment Milestone.

8 **(b) Provision of Job Placement Services.** Job Placement (JP) services are not
9 subject to financial status determination. JP services are purchased from a qualified
10 contractor with the Oklahoma Department of Rehabilitation Services and are provided
11 by certified employment consultants or job coaches. Payment rates are established by
12 the Commission for Rehabilitation Services and are based on a milestone delivery
13 system.

14 **(c) Eligibility for Job Placement Services.** An individual shall be eligible for job
15 placement (JP) services if:

16 (1) The individual is determined to be eligible for vocational rehabilitation
17 services;

18 (2) The individual is determined to have one or more disabilities, not meeting
19 the definition of an individual with a significant or most significant barrier to
20 employment; and

21 (3) The individual needs assistance from an employment consultant to identify
22 and implement accommodations to assist with maintaining successful
23 employment.

1 **612:10-7-137. JOBS Services [NEW]**

2 **(a) Overview of JOBS Services.** JOBS services are intended to assist individuals with
3 job placement to meet their financial needs, (i.e., housing, transportation, daily living
4 expenses, etc.) while completing other services on their Individualized Plan for
5 Employment (IPE), and before pursuing placement in their chosen IPE vocational goal.
6 This contract is open to individuals in all priority groups who do not need on-site
7 support, but may need accommodations.

8 **(b) Provision of JOBS Services.** JOBS services are not subject to financial status
9 determination. JOBS services are purchased from a qualified contractor with the
10 Oklahoma Department of Rehabilitation Services and are provided by certified
11 employment consultants or job coaches. Payment rates are established by the
12 Commission for Rehabilitation Services.

13 **(c) Eligibility for JOBS Services.** An individual shall be eligible for JOBS services if:

14 (1) The individual is determined to be eligible for vocational rehabilitation
15 services; and

16 (2) The individual requires assistance with obtaining employment to meet
17 financial needs (i.e., housing, transportation, daily living expenses, etc.) while
18 completing other services on their Individualized Plan for Employment (IPE),
19 and before pursuing placement in their chosen IPE vocational goal.

612:10-7-138. Support Services for Employment (SSE) [NEW]

(a) Overview of Support Services for Employment (SSE). Support Services for Employment are intended for individuals who require additional support to manage disability-related issues or barriers that limit their ability to achieve or maintain competitive, integrated employment.

(b) Provision of Support Services for Employment (SSE). Support Services for Employment (SSE) are not subject to financial status determination. SSE services are purchased from a qualified contractor with the Oklahoma Department of Rehabilitation Services and are provided by certified employment consultants or job coaches.

(1) An Employment Support Assessment (ESA) of the individual's level of independence and support needs is used by the individual and DRS Counselor to identify needed services and supports.

(2) Services identified in the ESA may include, but are not limited to training in the following areas:

(A) accessing public transportation;

(B) securing reliable transportation;

(C) assisting individuals in obtaining the information/items necessary to meet the requirements for an I-9;

(D) teaching skills for obtaining worksite and/or training facility modifications or accommodations;

(E) navigation in a new environment such as a college campus;

(F) advocacy/assertive skills to develop their independence in employment situations;

(G) choosing and caring for appropriate work clothing;

(H) banking skills;

(I) assisting the individual in obtaining a food handler's card (if needed);

(J) training in the management of personal assistant services, and/or;

(K) Other.

(i) SSE services are intended to be used individually or with other employment contracts to meet the individual's employment needs. These services are open to individuals in all priority groups.

(ii) This service cannot be used to provide the individual with transportation or assistance to or from appointments, the worksite, or the college campus. It is not to be used in place of public transportation or when the individual has circumstances that arise that prevent self-transportation.

(iii) Optional Team Meetings can be conducted anytime throughout the delivery of services as needed to address progress or concerns related to the successful completion of SSE services.

(c) **Eligibility for Support Services for Employment (SSE).** An individual shall be eligible for support services for employment if:

(1) The individual is determined to be eligible for vocational rehabilitation services; and

(2) they require additional support to manage disability-related issues or barriers that limit their ability to achieve or maintain competitive, integrated employment.

PART 15. TRAINING

612:10-7-164. Personal and work adjustment training [AMENDED]

(a) Personal and/or work adjustment training is provided by facilities and schools having valid contracts with the Department.

(b) Personal or work adjustment training is the provision of skills or techniques for the purpose of enabling the individual to compensate for a disability such as the loss of a member of the body or the loss of sensory function. Personal or work adjustment training includes but is not limited to conditioning activities for developing work tolerance, work therapy, occupational therapy, lip reading, speech training and speech correction, auditory training, gait training, diabetes management courses, driver's training, and mobility training. It may also include development of personal habits, attitudes, and work habits necessary to orient the individual to the world of work. This service does not require client participation in cost of services. High school students eligible for this service must be at least 16 years of age and may not participate for more than ~~18~~ 24 months unless client and counselor determine additional time is needed.

PART 17. SUPPORTED EMPLOYMENT SERVICES

1 **612:10-7-179. Overview of Supported Employment Services [AMENDED]**

2 Supported employment ~~Employment services~~ Services are provided to individuals
3 with the most ~~severe~~ significant disabilities who need supports on and off the job to
4 obtain and maintain employment and who require:

5 (A) A significant degree of job site support to learn job tasks, gain work
6 adjustment skills, and stabilize in employment, and;

7 (B) Long-term support to retain employment.

1 **612:10-7-180. Eligibility for the Supported Employment Program Services**
2 **[AMENDED]**

3 An individual shall be eligible for supported employment (SE) services if:

4 (1) The individual is determined to be eligible for vocational rehabilitation services;

5 (2) The individual is determined to be an individual with the most ~~severe~~ significant
6 disabilities; ~~and~~

7 (3) A comprehensive assessment of rehabilitation needs of the individual, including
8 an evaluation of rehabilitation, career, and job needs, identifies supported
9 employment as the appropriate rehabilitation objective for the individual; and

10 (4) The counselor may not find an individual ineligible for supported employment
11 services because a resource for providing extended services cannot be identified. In
12 this instance, the counselor will:

13 (A) accept the individual as eligible for VR services;

14 (B) plan VR services as appropriate, including the expected availability of
15 extended services; and

16 (C) seek out and/or help in developing the needed extended services resource.

1 **612:10-7-182. Competitive integrated employment for supported Supported**
2 **employment Employment clients [AMENDED]**

3 Competitive integrated employment for individuals receiving supported Supported
4 employment Employment services clients is defined as employment performed on a full-
5 time or part-time basis in an integrated setting, consistent with the strengths, resources,
6 priorities, concerns, abilities, capabilities, interests, and informed choice of the
7 individual. The individual is compensated at or above minimum wage, but not less than
8 the customary or usual wage paid by the employer for the same or similar work
9 performed by individuals who are not disabled. (See 34 CFR 361.5(c)(9)). Wages must
10 be paid by the employer, not the vendor contractor, unless the contractor is the
11 employer of record, and the wage meets the ONET median hourly wage,
12 www.onetonline.org for the type of job and location of the job.

1 **612:10-7-183. Ongoing support services [AMENDED]**

2 The individual will be provided needed and appropriate ongoing support services
3 such as job site training, transportation, service to family members, or any service
4 necessary to ~~achieve and maintain the supported~~ successful employment placement
5 throughout the term of employment. DVR and DSBVI sponsored support services are
6 provided from the ~~time of placement~~ first day of employment until the individual is
7 stabilized on the job (completion of "Stabilization Milestone") by the ~~service provider~~
8 contractor.

1 **612:10-7-184. Extended services [AMENDED]**

2 Extended services are a continuation of ongoing support services provided to
3 individuals in Supported Employment at completion of stabilization, during the
4 "Successful Rehabilitation" Milestone and beyond case closure. Such services consist
5 of the provision of specific services, including natural supports, needed to maintain the
6 ~~supported~~ successful employment placement. Extended services are specifically
7 identified in the IPE. Except as provided by federal law with regard to youth with the
8 most significant disabilities, extended services are paid from funding sources other than
9 DVR and DSBVI. An individual may not be found ineligible for supported employment
10 services because the resource for providing extended services cannot be identified.

1 **612:10-7-185. Provision of supported employment services [AMENDED]**

2 (a) Supported employment (SE) services are provided by DRS for a period of time not
3 to exceed the period specified in federal law, unless under special circumstances the
4 eligible individual and the rehabilitation counselor jointly agree to extend the time in
5 order to achieve the rehabilitation objective identified in the IPE.

6 (b) Supported employment services are not subject to financial status determination.
7 Services are purchased from a qualified ~~vendor~~ contractor ~~under contract~~ with the
8 Oklahoma Department of Rehabilitation Services and are provided by certified
9 employment consultants or job coaches. Payment rates are established by the
10 Commission for Rehabilitation Services and are based on a milestone delivery system
11 ~~of service milestones~~.

12 (c) Supported employment services may include:

13 ~~(1) Situational assessments to help develop, finalize or reassess a supported~~
14 ~~employment plan of services;~~

15 ~~(2) Job development and job placement;~~

16 ~~(3)~~ (1) Time-limited job coach services to provide intensive on-the-job skills training
17 and additional training and support services needed to achieve and maintain job
18 stability, including follow-up services with employers and others for the purpose of
19 supporting and stabilizing the job placement; and

20 (2) Post-employment services following an individual's transition to extended
21 services, when such services are not available from an extended service provider
22 and are necessary to maintain or regain the job placement or advance in
23 employment. Services may include job coaching, job station redesign, repair and
24 maintenance of assistive technology and repair and replacement of orthotic and
25 prosthetic devices.

26 (d) DRS must utilize ~~re-placement services~~ Additional Employment Services for
27 individuals who lose a job ~~within two years of~~ after achieving a successful rehabilitation
28 outcome, and prior to DRS case closure, if the counselor determines extended services
29 are not adequate to cover re-placement and DRS assistance is necessary. ~~Re-~~
30 ~~placement services~~ Additional Placement Services include ~~Vocational Preparation/Job~~
31 ~~Club~~, Four (4) Weeks Job Support, Job Stabilization and Successful Rehabilitation.

32 (e) Transitional employment services are available for individuals with serious mental
33 illness. Transitional employment is designed to assist individuals who have not had
34 significant, successful or recent work experience to build work adjustment skills and ego
35 strength/self-esteem, develop a positive work history, learn adjustment skills in a real
36 work environment or clarify their strengths and interests. Transitional employment
37 prepares individuals to make future employment and career decisions.

PART 18. EMPLOYMENT AND RETENTION SERVICES

1 **612:10-7-186. Overview of Employment and Retention Services [AMENDED]**

2 Employment and Retention (E&R) Services are provided to individuals with
3 significant disabilities who need short-term job coach supports for individuals with
4 significant disabilities, requiring assistance preparing for, obtaining, and to maintaining
5 maintain successful employment. This service model Employment and Retention
6 Services consists of 5 the Four Weeks Job Support - Retention, and the Successful
7 Employment Milestones.

1 **612:10-7-187. Eligibility for Employment and Retention Services [AMENDED]**

2 An individual shall be eligible for employment and retention (ER) services if:

3 (1) The individual is determined to be eligible for vocational rehabilitation services;

4 (2) The ~~client~~ individual is determined to be an individual with significant
5 disabilities; and

6 (3) The ~~client~~ individual needs short-term job coach support in ~~preparing for,~~
7 ~~obtaining, and/or maintaining~~ to maintain successful employment.

1 **612:10-7-188. Provision of ~~employment~~ Employment and retention Retention**
2 **~~services~~ Services [AMENDED]**

3 Employment and retention (E&R) services are not subject to financial status
4 determination. E&R services are purchased from a qualified ~~vendor~~ contractor ~~under~~
5 ~~contract~~ with ~~DRS~~ the Oklahoma Department of Rehabilitation Services and are
6 provided by certified employment consultants ~~or job coaches~~ ~~or employment training~~
7 ~~specialists~~. Payment rates are established by the Commission for Rehabilitation
8 Services and are based on a milestone delivery system. ~~Employment and retention~~
9 ~~services can be initiated during the final graduating semester of high school.~~

1 **612:10-7-189. Competitive integrated employment for Employment and Retention**
2 **[AMENDED]**

3 Competitive integrated employment for ~~persons~~ individuals receiving
4 Employment and Retention services is defined as employment performed on a full-time
5 or part-time basis in an integrated setting, consistent with the strengths, resources,
6 priorities, concerns, abilities, capabilities, interests, and informed choice of the
7 individual. The individual is compensated at or above minimum wage, but not less than
8 the customary or usual wage paid by the employer for the same or similar work
9 performed by individuals who are not disabled. (See 34 CFR 361.5(c)(9)). ~~is defined in~~
10 ~~DRS policy.~~ Wages must be paid by the employer instead of the ~~vendor~~ contractor,
11 unless the contractor is the employer of record, and the wage meets the ONET median
12 hourly wage, www.onetonline.org for the type of job and location of the job.

**PART 21. PURCHASE OF EQUIPMENT, OCCUPATIONAL LICENSES AND
CERTIFICATIONS**

612:10-7-221. Housing Modification [AMENDED]

(a) Modification of a residence may include installation of ramps, widening of doors, installation of grab bars and other accessibility modifications when such modifications are necessary to support the client in achievement of an employment outcome. DRS will not provide major structural modifications such as elevators, room additions or major wall removal. Housing modifications that will cost more than the OMES-DCAM authority order limit require supervisor approval. All housing modifications are subject to the Prior Approval from RSA in accordance with 2 CFR 200.439.

(b) In all situations where housing modification is to be done, the owner of the house must provide proof of ownership, sign a written release form, and be current on mortgage payments. DRS will not provide permanent modification to rental properties but may assist with portable/removable modifications. The renter/client is responsible for obtaining prior written permission from the owner for any portable/removable modifications. The counselor must make a referral to the Assistive Technology (AT) Specialist who will then evaluate the residence recommending modifications needed to make the residence accessible for the client. After modifications have been completed the counselor will contact the AT Specialist for inspection of the home, to ensure the modifications conform to prescribed standards and meet the client's accessibility needs. The AT Specialist will provide a report to the counselor that will contain pictures of the completed work and a signed statement of satisfaction from the client.

(c) Once the Assistive Technology (AT) Specialist has completed the initial evaluation of a home for a home modification and the report is received back to the counselor:

(1) The counselor has six (6) months to act on the AT Evaluation, in that, it must be sent to Purchasing for bidding/out to bid, prior to six months from the date of the AT Evaluation, or a new evaluation must be done. An AT Report should not be more than six months old. Many things can happen in six months, especially in older homes, such as, settling, damage from storms, etc. A new report will be required after this period of time.

(2) No second egress on any home modification. Our purpose is to get the client out the front door to go to work. If the client feels the necessity to have a second egress, then that should be up to them or the homeowner, that is not the purpose of DRS.

PART 23. SELF-EMPLOYMENT PROGRAMS AND OTHER SERVICES

1 **612:10-7-230. Self-employment programs [AMENDED]**

2 (a) Self-employment is not a vocational goal itself but a method of achieving
3 employment. Self-employment programs may be divided into Contract Labor and Self-
4 Employment.

5 (1) Contract Labor. Employment is contract labor when the client has a contract or
6 on-going business with a company or person to provide a specific product or service
7 for a fee. The service or product is produced to meet the vendor's specifications and
8 needs. The purchasing company often supervises the work.

9 (2) Self-Employment. In Self-Employment, the client owns, manages and operates
10 a business selling goods or services for the purpose of making a profit, ~~ex:~~
11 ~~(Business Enterprise Program)~~. Self-Employment ranges from sole proprietorships
12 and independent contractors to multi-employee companies and independent
13 franchise operations.

14 (A) The client must have the proper skills and managerial ability to succeed in
15 the trade or occupation for which the services are provided; and

16 (B) The client must have adequate resources available for the proper
17 maintenance and upkeep of the required tools, equipment, and stocks. The
18 client is responsible for the maintenance and repair of any tools, equipment,
19 and stocks.

20 (b) Agency Role. The role of the VR Agency is not to serve as the sole funding source
21 for self-employment endeavors. Other funding resources must be researched and
22 utilized when available. DRS may participate in partially funding small business start-up
23 or the retention of an existing client owned and operated business but does not have a
24 capital or loan program for the establishment businesses. These investment resources
25 must come from other sources. DRS will assist the client in making informed decisions,
26 reduce or eliminate the barriers created by the disability(ies), training regarding small
27 business development/self-employment, and assisting the individual in identifying
28 possible funding resources.

29 (c) DRS will not assist with services to maintain or expand an existing self-employment
30 business. However, services can be offered which might address changes brought on
31 by a disabling condition that limits or interferes with a person's ability to continue to
32 operate their business independently. These services might include but are not limited
33 to such things as AT assessment for changes in worksite or job tasks;
34 recommendations for purchase of adaptive equipment; worksite or vehicle modifications
35 that are needed for a person to continue operating their business; or training in the use
36 of required adaptive equipment or techniques. Before consideration will be given to
37 assisting with an existing business the client must provide copies of the most recent two
38 years of profit and loss statements and/or tax returns showing business profitability.
39 DRS will not support businesses that have failed to demonstrate profit sufficient to
40 support the individual financially.

41 (d) When to Consider Self-employment. The counselor may consider self-employment
42 when all of the following guidelines have been met.

43 (1) The income derived from a self-employment plan is to be the primary source of
44 support.

- 45 (2) Is the client's informed choice consistent with their unique strengths, resources,
46 priorities, concerns, abilities, capabilities and interests.
- 47 (3) When a client expresses interest in self-employment, the individual will be
48 required to participate in a vocational assessment with focus on self-employment
49 potential. The assessment will include a self-evaluation completed by the client.
- 50 (4) The counselor will document, as appropriate, in the comprehensive assessment
51 that the client has the academic, communication and managerial skills to manage
52 their own business and the resources to demonstrate a likelihood of success.
- 53 (e) Once it has been determined by DRS that self-employment is a feasible goal, an
54 IPE will be written to further assist the self-employment concept and the client is sent to
55 training for developing a business plan.
- 56 (f) Certain individuals may require on-going supports or services for a business plan to
57 be successful. The counselor will assist the individual in identifying and securing these
58 support services. DRS cannot be responsible for funding these supports following
59 successful employment outcomes.
- 60 (g) Clients who are receiving SSI/SSDI will be referred to a DRS Benefits Planner to
61 review how profits from self-employment will affect their benefits prior to the completion
62 of an Individualized Plan for Employment.
- 63 (h) The agency may provide some financial assistance toward self-employment plans
64 that have met the requirements as specified in policy. The counselor will determine the
65 client's financial status and any required financial participation by the client. The client's
66 contribution may come from personal resources, property, loans, PASS plan funds or
67 small business start-up grants from other assistance programs. A client who is receiving
68 SSI/SSDI must submit a Plan to Achieve Self-sufficiency to SSA for review and
69 consideration before any DRS funds can be expended toward a self-employment start
70 up business.
- 71 (i) Any required client financial participation is applied to the cost of planned services.
- 72 (j) The agency's contribution to a self-employment plan will not exceed \$5,000 without
73 supervisory approval.
- 74 (k) The Agency will consider three-tiers of support for self-employment.
- 75 (1) Tier 1 is for self-employment plans that are considered low cost, simple and
76 considered low risk. These cases will be limited to DRS financial contribution up to
77 \$5,000. DRS will cover 100% of costs minus any required client financial
78 contributions. In Tier 1 cases the client is required to provide the Basic Business
79 Plan which includes the following items:
- 80 (A) Business feasibility study.
- 81 (B) Monthly personal and living expenses worksheet.
- 82 (C) Business start-up expenses worksheet.

83 (D) Projected monthly case flow worksheet showing business profits versus
84 cost of operations.

85 (2) Tier 2 is for self-employment businesses with anticipated costs from \$5,000 up
86 to \$10,000. In these cases the client is responsible for providing 25% of the
87 anticipated costs. Client contribution can come in many forms including the use of
88 existing equipment or home/office space which the client owns: bank loans; PASS
89 Plans, or any other Agency approved financial contribution. All IPE's included in Tier
90 2 with planned expenses over \$5,000 must be reviewed and approved by the
91 Programs Manager. In Tier 2 self-employment cases the client is required to provide
92 the Comprehensive Business Plan that includes:

93 (A) Detailed description of the proposed business.

94 (B) Market research.

95 (C) Sales Plan.

96 (D) Management Plan.

97 (E) Business License and City Zoning regulations.

98 (F) Supporting documents will include:

99 (i) List of identified vendors.

100 (ii) Items requested to be paid by DRS.

101 (iii) Items and resources provided by client.

102 (iv) Credit Report.

103 (v) Copy of the client's last two years of tax returns if they were
104 required to file.

105 (vi) A 100 form completed and signed by the client to be submitted to
106 the Oklahoma Tax Commission for disclosure of tax information.

107 (3) Tier 3 self-employment cases are those with an anticipated cost which exceeds
108 \$10,000. Tier 3 cases will require the same supporting documentation as Tier 2. In
109 Tier 3 the client will be required to contribute a minimum of 50% of the anticipated
110 costs exceeding \$10,000. All Tier 3 self-employment cases require review and
111 approval by the Field Coordinator.

112 (4) Tier 2 and Tier 3 self-employment proposals will be required to have their
113 Business Plan reviewed and approved by Agency designated staff and/or Review
114 Panels.

115 (l) Items that the agency will not approve for funding include:

116 (1) Construction or purchase of real estate.

117 (2) Businesses that are speculative in nature such as stocks, bonds or other
118 investments or considered speculative by the Better Business Bureau.

- 119 (3) Businesses that are organized as not for profit.
- 120 (4) Businesses organized as hobbies.
- 121 (5) Purchase of vehicles including farming, ranching and construction vehicles.
- 122 (6) Refinancing of existing debt.
- 123 (7) Business plans that are not developed as the primary source of support.
- 124 (8) A business endeavor that does not have an agency approved business plan.
- 125 (9) Any business activity related to the Marijuana business including the production,
126 distribution and/or sale of marijuana products.
- 127 (10) DRS will not assist with the purchase of a franchise business or any type of
128 pyramid business arrangement.
- 129 (11) The purchase of domestic animals or livestock.
- 130 (m) Purchases and support services. All Agency purchases for a plan with a goal of
131 self-employment will be in accordance with established purchasing policy regarding the
132 competitive bid process and referrals to the State Office Purchasing Unit. Any requests
133 for assistance with maintenance or transportation will be required to meet established
134 policy guidelines for these support services.
- 135 (n) The counselor will continue to be available for technical assistance upon completion
136 of approved purchases. Counselor will review with client every 3 months the progress of
137 the business. This will include copies of the businesses profit and loss statements and
138 record of business performed. The purpose of these reviews is to determine if the
139 involvement in self-employment is allowing the client to substantially increase his/her
140 earnings to achieve self-employment success and be able to meet on-going financial
141 obligations of the business. Should the business not be showing an increase in the
142 income of the client, the counselor will review, with the client, the client's business plans
143 to try to increase the business income. If necessary, the client may be referred to the
144 small business development center or similar program for technical assistance in
145 making changes in business operation to achieve a business profit.
- 146 (o) As stated in the IPE, this case would be agreed upon as a successful closure if the
147 business is stable after 90 days and has met the specified level of performance. At the
148 time of case closure, title for all goods purchased by the agency will be released to the
149 client.
- 150 (p) As stated on the IPE the Counselor will discuss with the client at time of successful
151 case closure that the client will be expected to furnish the Agency with income
152 verification for the first year after successful case closure for reporting purposes as
153 required under WIOA. This income verification can come in the form of self-employment
154 worksheets signed and attested to by program participants or other approved Agency
155 forms of verification.

1 **612:10-7-232. Placement [AMENDED]**

2 (a) Placement is the joint responsibility of the counselor and client. The counselor must
3 start preparing the client for placement prior to completion of training or other
4 employment related services.

5 (b) Job placement services may be provided by DRS counselors, job placement
6 specialists employed by the agency, or through procurement of services from other
7 entities qualified contractors that offer job placement assistance. ~~In addition, the~~
8 ~~agency's Supported Employment (SE) and Employment and Retention (E&R) programs~~
9 ~~make job placement services available through contracts with certified vendors. Job~~
10 development and placement services are available from qualified contractors through
11 the Supplemental Employment Services (SES) contract.

PART 25. TRANSITION FROM SCHOOL TO WORK PROGRAM

1 **612:10-7-240. Overview of transition from school to work services [AMENDED]**

2 (a) Transition services is a coordinated set of activities for a student with a disability
3 that promotes movement from the public schools to post-school activities. Transition
4 services represent the next set of services on the continuum of VR services available to
5 eligible individuals. Transition services, for eligible students with disabilities, provide for
6 further development and pursuit of career interests with postsecondary education,
7 vocational training, job search, job placement, job retention, job follow-up, and job follow
8 along. The transition process is outcome based, leading to post-secondary education,
9 vocational training, competitive integrated employment (including supplemental
10 employment services and supported employment), continuing and adult education, adult
11 services, independent living, and/or community participation consistent with the
12 informed choice of the individual.

13 (b) The Transition from School to Work Program is implemented through a cooperative
14 agreement between DRS and each participating local secondary school district, private
15 school, charter school, home school organization and Career and Technology
16 Education Center, through an MOU with the State Department of Education. The
17 Transition Coordinator in DRS State Office acts as the liaison with the State Department
18 of Education, and provides statewide coordination and technical assistance for the
19 Transition from School to Work Program.

20 (c) Transition services must be based on the individual student's needs, taking into
21 account the student's preferences and interests. Transition planning will include, to the
22 extent needed, services in the areas of:

23 (1) instruction;

24 (2) community experiences;

25 (3) development of employment and other post-school adult living objectives,
26 including job skill training available through vocational-technical schools;

27 (4) if appropriate, acquisition of daily living skills and a functional vocational
28 evaluation;

29 (5) that promotes or facilitates the achievement of the employment outcome
30 identified in the student's or youth's individualized plan for employment; and

31 (6) that includes outreach to and engagement of the parents, or, as appropriate, the
32 representative of such a student or youth with a disability or other needs specific to
33 the individual.

34 (7) supported employment services ~~can be initiated during the final graduating~~
35 ~~semester of high school, 34 CFR 361.5 (c) (54) (iii-v)-~~ and supplemental
36 employment services.

37 (d) The Transition from School to Work Program is based upon effective and
38 cooperative working relationships between the Special Education Section of the State
39 Department of Education, the Department of Rehabilitation Services, and the Local
40 Educational Agency. Each agency retains responsibility for providing or purchasing any
41 transition service that the agency would otherwise provide to students with disabilities
42 who meet the eligibility criteria of that agency.

1 SUBCHAPTER 13. SPECIAL SERVICES FOR THE DEAF AND HARD OF HEARING

PART 3. CERTIFICATION OF INTERPRETERS

1 **612:10-13-16. Evaluation [AMENDED]**

2 (a) **Evaluation components and conditions.** An applicant must be 18 years old or
3 older to be eligible to take the written examination and the skill-based performance
4 evaluation. To be eligible to take the skill-based interpreter performance evaluation, an
5 applicant should have earned at least 30 credit hours from an accredited college or
6 university, with a cumulative GPA of 2.0 or higher or 60 hours of Continuing Education
7 Units relating to interpreting. To be certified as an interpreter, an individual applicant
8 must pass a skill-based performance evaluation. The process for certification consists of
9 a written examination and a sign language skill-based performance evaluation. The
10 written examination and performance interview may include items from the NAD-RID
11 Code of Professional Conduct and the Certification Levels limitations. Interpreters who
12 hold Level III certification in either Interpreting or Transliterating are required to take the
13 IV/V performance evaluation, which is in compliance with the Ethical Standards.

14 (b) **Written examination.** The written examination consists of questions designed to
15 measure knowledge of interpreting and situational ethics. Applicants must make a
16 passing score, as established by the program, before being allowed to take the
17 performance evaluation. If the written test is failed, retesting may be taken again in 30
18 calendar days.

19 (c) **Performance Evaluation.** The Interpreter Certification and Resource Center
20 (ICRC) administers two performance evaluations, certification levels for category I-III
21 and certification levels for category IV/V. ~~The performance evaluation~~ Both of the
22 performance evaluation categories consists of ethical situational questions, which is
23 called an interview, and a skill-based proficiency test, which will test the candidate's
24 ability to interpret and transliterate interactive settings. Individuals may request testing
25 for category levels I-III or category levels IV/V. A candidate is eligible to apply in the
26 same performance category, I-III or IV-V, in ~~four~~ three months from prior testing date. A
27 performance application can be submitted before ~~four~~ three months and will be placed
28 on the next available evaluation date after the ~~four~~ three months waiting period. If an
29 interpreter obtains a level III in either transliterating or interpreting, he/she is
30 immediately eligible to apply for the IV/V performance. Certification will be granted to an
31 individual whose total score falls within the acceptable range for that level.

32 (d) **Conflict of interest.** Interpreter certification program staff who select, manage or
33 coordinate the certification process or select evaluators are not eligible to test for
34 Oklahoma interpreter certification through this process.

1 **612:10-13-18. Fees [AMENDED]**

2 A fee will be charged to each applicant who applies for the written test and
3 performance evaluation for state certification of an interpreter for the deaf. A yearly
4 certification renewal fee will also be charged. Individuals failing to timely pay the
5 renewal fee must submit a reinstatement fee and the annual certification renewal fee
6 along with the application for reinstatement. The fee structure will be based on the cost
7 of the evaluations, materials and certificate maintenance program.

8 The fee for the written test is \$50.00. The fee for performance evaluation is
9 \$125.00. The yearly certification renewal fee is \$50.00. The certification reinstatement
10 fee is \$100. Out of state residents may take the ~~written/performance~~ written test and
11 interpreter skill-based performance for double the fee.

1 **612:10-13-19. Refunds [AMENDED]**

2 Fees paid for performance evaluations may be refunded, provided, the request to
3 cancel is submitted in writing at least ~~two weeks~~ four weeks prior to the scheduled date
4 of the performance evaluation. An applicant may request to reschedule the date of the
5 performance evaluation ~~two three~~ weeks prior to the confirmed scheduled date and may
6 only be rescheduled once. A second request to reschedule will only be granted if
7 documentation can be provided due to an uncontrolled situation. The new date must be
8 within one year of the originally scheduled performance evaluation and must be before
9 the certification level(s) expiration date or the fee is forfeited.

1 **612:10-13-20. Certification maintenance [AMENDED]**

2 (a) **General provisions for certification maintenance.** ~~QAST~~ The interpreter
3 certification in Interpreting and Transliterating, for levels I-V, are valid for a term of ~~two~~
4 three years at which time the certification will expire unless the interpreter ~~retests~~ takes
5 the skill-based performance evaluation again, including paying the appropriate fee. The
6 exception for re-testing applies to those that achieve a certification level in
7 Transliterating: V and Interpreting: V; those are the only levels that will not be required
8 to retest providing the annual CEUs and the annual renewal fee is satisfied.

9 (1) Level V certification: An interpreter holding a certification level V in either
10 Transliterating or Interpreting, but not both, will be required to retest. Testing will
11 include performance test that consists of the ethical situation interview, and only the
12 performance interactive section that the interpreter does not hold a level V in. The
13 interpreter must pass the ethical situation interview with 80% before a level is
14 granted. If a level V is not obtained, the interpreter will be required to retest until a
15 V/V is achieved.

16 (2) Level I-IV certification: An interpreter with levels I, II, III, IV are required to take
17 the 3 part performance evaluation that consists of the ethical situation interview,
18 interactive Interpreting and interactive Transliterating. The interpreter must pass the
19 ethical situation interview with at least an 80% before a level is granted.

20 (3) Certification will remain valid for an interpreter who has applied for evaluation
21 and cannot be scheduled for testing prior to his/her certificate's expiration date,
22 provided the application is received no later than ~~90~~ 160 calendar days before the
23 expiration date. ~~However, any~~ Any certification will lapse if ~~the any of the following~~
24 occurs: annual renewal fee is not paid, and/or continuing education requirements
25 are not met by stipulated due dates, and/or if the application is not submitted ~~90~~
26 160 days before levels expire. Individuals who have allowed certification to lapse
27 due to non-compliance with requirements must take and pass the ~~ICRC/QAST~~
28 written portion test before they are eligible for the skill-based performance
29 evaluation.

30 (4) An interpreter that holds only one ~~QAST~~ level V in either Interpreting or
31 Transliterating, and holds a nationally recognized certification in good standing,
32 such as CI and CT or NIC, can be exempted from the requirement of retesting for
33 the mode they do not have a level V in. The exemption is only valid providing the
34 interpreter satisfies the annual ICRC CEUs by due date, the annual renewal fee by
35 due date, and provides a current copy of their national certification card. If any of
36 the stated requirements are not satisfied, the exemption is voided, and the
37 interpreter will be required to take ~~QAST~~ to meet the V/V certification requirements.

38 (b) **Continuing education requirements.** ~~QAST ICRC certified~~ interpreters are
39 required to satisfy ~~one (10 hours)~~ two (20 hours) Continuing Education ~~Unit~~ Units (CEU)
40 annually, with ~~.1 (1 hour)~~ .5 (5 hours) of this in the category of ~~Ethics~~ ethics. It is the
41 interpreter's responsibility to ensure all supportive CEU documentation is submitted to
42 the Interpreter Certification Resource Center (ICRC) staff before or on December 31st
43 of the current year, to avoid certification becoming invalid. If certification becomes
44 invalid, the individual ~~must apply to test,~~ and will be required to take and pass the
45 written ~~ICRC/QAST~~ test before becoming eligible for the skill-based performance
46 portion evaluation.

47 (c) **Certification renewal fee.** A certification renewal fee and renewal form are due by
48 January 31st each year. The renewal form must be postmarked on or before January
49 31st to avoid certification becoming suspended.

50 (d) **Certification suspension and reinstatement.** If the certification renewal fee and
51 renewal form are submitted after January 31st, the ~~interpreter~~ interpreter's certification
52 will become suspended, ~~but~~ An interpreter whose certification has become suspended
53 has an option to make application for reinstatement. The reinstatement process
54 includes the following: (1) The reinstatement application, (2) a \$100 reinstatement fee,
55 and (3) payment of the annual certification renewal fee, will be required for
56 reinstatement with the renewal form. The reinstatement fee and certification renewal fee
57 are due before or on February 28th to avoid certification becoming invalid process must
58 be submitted on or before February 28th to avoid certification becoming invalid. If
59 certification becomes invalid, the individual must apply to test, must take and pass the
60 written ICRC/QAST test before becoming eligible for the skill-based performance
61 portion evaluation.

62 (e) **Expiration of certification.** If an interpreter does not submit an application and
63 appropriate fee for testing ~~90~~ 160 days prior to the level(s) expiration date, the
64 interpreter's certification level(s) will be considered invalid on the expiration date. If
65 level(s) become invalid, the individual ~~must apply to test,~~ must take and pass the
66 ICRC/QAST sign language interpreter written test before becoming eligible for the skill-
67 based performance portion evaluation. If an interpreter's certification becomes invalid
68 twice consecutively in a ~~four (4) year period~~ due to non-compliance with either, the CEU
69 or annual renewal fee requirements, the interpreter will not be allowed to take the
70 written portion test or the skill-based performance portion evaluation of the ICRC/QAST
71 test until one (1) year from the date of the second documented non-compliance.

72 (f) **Modification of requirements.** Requirements for certification renewal of any level
73 may be changed or modified by future amendments to this section or the rules of this
74 subchapter.

612:10-13-24. Interpreter certification program advisory committee [AMENDED]

(a) An Oklahoma interpreter certification program advisory committee shall serve in an advisory capacity to provide expert assistance in maintaining the integrity of the Oklahoma interpreter certification performance and overall testing system. The committee will communicate the needs and concerns of the interpreting community in regard to regarding the interpreter certification performance process as well as and convey current industry standards for the best business practice for the interpreting profession. The advisory committee does not have formal authority to govern and cannot issue directives which must be followed. Rather, the advisory committee serves to make recommendations and/or provide key information, experiences, and suggestions for the betterment of the interpreter certification performance and overall testing system. It is imperative the advisory committee members demonstrate knowledge, expertise, and an understanding of the dynamics of the interpreter certification skill-based performance and overall testing system. Advisory committee members are also bound by confidentiality in safeguarding the integrity of the performance/testing system. The Oklahoma interpreter certification program advisory committee shall also may participate in selecting a grievance board panel members providing there is no conflict in any parties involved.

(b) The Oklahoma interpreter certification program advisory committee shall consist of those individuals as defined by 612:10-13-17. The Oklahoma interpreter certification program advisory committee members shall be selected according to the qualifications: hearing interpreter must have either an ICRC level V/V or a national recognized interpreter certification and must be bilingual in ASL and English. The selection of the Deaf or hard of hearing members should hold a nationally recognized certification and must be bilingual in ASL and English. The members should be a current or former ICRC performance/testing evaluator, which is defined by 612:10-13-17.

(c) Oklahoma interpreter certification program advisory committee members may be nominated by others that are familiar with the interpreting field and will be chosen from a pool of qualified applicants that meets the qualifications set forth in 612:10-7-17. The qualified, nominated applications will be selected by the Department of Rehabilitation Services. The selection of qualified members should be from various sectors that serve the interpreting and Deaf/hard of hearing communities that may include educational, community interpreter, interpreter referral agency, professional agency, and/or professional organization. Members serve terms of two years, and may serve consecutive terms up to five years or longer if there are no other qualified individuals. Meetings will be held at least once annually, or as needed.

(d) Oklahoma interpreter certification program can host an interpreter quality committee that will serve to bring insight to the interpreter certification program (ICRC) regarding the basic needs from the interpreting profession. The interpreter quality committee does not have formal authority to govern and cannot issue directives which must be followed. Rather, the interpreter quality committee serves to make recommendations and/or provide key information, experiences, and suggestions for the betterment of the interpreter certification program.

(e) The quality committee members can be nominated from the interpreting community and the Deaf/Hard of Hearing community and serve on the committee for a term of two (2) years and may serve consecutive terms up to four (4) years. Meetings will be held at least twice annually, or as needed.

Department of Rehabilitation Services

Summary of 2024 Administrative Rule Amendments

Chapter 1. Administrative Operations

Subchapter 3. Administrative Components of the Department

612:10-1-3-10. Final Authority [AMENDED] = revised under (1) Director's signature, adding that the sole source contracts can be delegated and approved by the COS, COO or CFO. Updated the contract dollar amounts for Division Administrators, CDS Administrator, Field Coordinators, Superintendents. Contract amount revised and job title changed from "Program Managers" to "Deputy Administrators" under the Disability Determination Services (DDS) section (9).

Chapter 10. Vocational Rehabilitation and Services for the Blind and Visually Impaired

The majority of revisions this rule cycle consist with updating rules to be consistent with contract terminology and federal regulations.

Subchapter 1. General Provisions

612:10-1-2. Definitions [AMENDED] – revised and added new definitions to this rule as follows:

"Designated State Unit or State Unit (DSU)" added new definition to define the state unit responsible for the administration of the vocational rehabilitation program.

"Employment and Retention" revised definition to include agency counselor must justify in a case narrative how Employment and Retention is the appropriate placement opposed to Supported Employment.

"Highly challenged" revised definition to includes criteria for the individual to meet two (2) or more categories (A-K) to be considered highly challenged.

"Job Coach/Employment Training Specialist" rule title changed to "Employment Consultant (EC)". Rule describes consultant role providing intervention techniques to assist the individual learn job tasks to employer's specifications and interpersonal skills. Job coaching includes related assessment, job development, advocacy, travel training and additional services needed to maintain the employment.

"Ongoing support services" revised definition defining supported employment in (A-E).

"Post-employment services" revised definition to include regulatory definition of services in (A-C) and defining short-term services.

"Situational Assessment" added new definition to determine the best match between individual, type of job, and work environment.

“Stabilization” Added new definition to establish time period when EC support is reduced to the long-term maintenance level where the individual retains employment, client and employer are satisfied with the individual’s job performance.

“Supported employment” (SE) revised definition adding alphabetic numbering to rule, adding section (i) and (ii) under newly numbered (A) to include guidance for competitive integrated employment not historically conducted or interrupted as a result of a significant disability. New section (B) contains supported employment in an integrated setting not satisfying the criteria of competitive integrated employment and considered working on a short-term basis and can reasonably achieve integrated employment either within six months of achieving supported employment outcome or in limited circumstances within 12 months from achievement of the supported employment outcome.

“Team Meeting” added new definition to conduct meetings between the individual, guardian, EC, DRS Counselor, and other team members chosen by the individual and /or guardian. The individual or designee will lead the meeting.

Corrected “Job Coach” definition – removed “Employment Training Specialist” from the title and removed antiquated language.

SUBCHAPTER 3. CLIENT PARTICIPATION IN COST OF SERVICES

612:10-3-3. Participation of individuals in cost of services based on financial need [AMENDED] – Corrected typo “on” to “one” under section (c), last sentence. Under section (d) (9) added additional services (i.e. (Retention (ER), Job Placement (JP)) a client can receive that are not based on financial needs and do not require a determination of financial need status.

SUBCHAPTER 7. VOCATIONAL REHABILITATION AND SERVICES FOR THE BLIND AND VISUALLY IMPAIRED

PART 1. SCOPE OF VOCATIONAL REHABILITATION AND SERVICES FOR THE BLIND AND VISUALLY IMPAIRED

612:10-7-1. Overview of Vocational Rehabilitation and Services for the Blind and Visually Impaired [AMENDED] – Language added under (b) (4) “supplemental employment services” and “support services for employment” for job-related services. Revised language under section (16) to include an employment consultant for individuals that need ongoing support services. Revised language under section (17) to include an employment consultant and/or job coach for employment and retention services for individuals that require short term support.

PART 3. CASE PROCESSING REQUIREMENTS

612:10-7-20. Case recording [AMENDED] – Added new section on procedures for altering records or documentation.

612”10-7-25.1. Ability to serve all eligible individuals; order of selection for services [AMENDED] Clarify language under (e) (C), rephrase Priority Group 3 based on RSA recommendation.

PART 5. CASE STATUS AND CLASSIFICATION SYSTEM

612:10-7-50.1. Assessment for determining rehabilitation needs [AMENDED] language revised under (d) (B) to change “severe” to “significant”. Section (b) (2) removes language related to “Assessment and Career Planning” milestone. Language added to authorize career exploration and/or assessment from the Supplemental Employment Services (SES) contract to conduct activities and/or situational assessments.

612:10-7-55. Job Ready [AMENDED] – Under section (a) (1) added “Job Placement, Supplemental Employment Services, JOBS” language related to Employment Services Provider.

612:10-7-56. Employment [AMENDED] – Under section (b) removed “Rehabilitation” replacing with “Employment”. Section (c) language revised removing “Job Placement” milestone language.

612:10-7-58. Closed Rehabilitated [AMENDED] – Language amended changing “severe” to “significant”. Removed timeframe (i.e. 90 days after placement, or a minimum of 4 weeks) for successful rehabilitation when client maintains employment.

PART 9. Actions requiring supervisor’s approval

612:10-7-87. Actions requiring supervisor’s approval [AMENDED] – Language amended under (a) (6) decreasing the supervisory approval dollar amount from \$10,000 to \$5,000 for Small Business plans.

PART 14. COMMUNITY PROVIDER EMPLOYMENT SERVICES [NEW]

612:10-7-134. Competitive integrated employment [NEW] – New rule added defining competitive integrated employment for individuals receiving employment services.

612:10-7-135. Supplemental Employment Services (SES) [NEW] – New rule added.

612:10-7-136. Job Placement Services [NEW] – New rule added.

612:10-7-137. JOBS Services [NEW] – New rule added.

612:10-7-138. Support Services for Employment (SSE) [NEW]

PART 15. TRAINING

612:10-7-164. Personal and work adjustment training [AMENDED] – Language revision under section (b) changing the amount of time a high school student can participate in personal and work adjustment training from “18” to “24” months.

PART 17. SUPPORTED EMPLOYMENT SERVICES

612:10-7-179. Overview of Supported Employment Services [AMENDED] – Added new sections (A) providing job site support to learn tasks, gain work adjustment skills, and stabilize employment, (B) provides long-term support to retain employment.

612:10-7-180. Eligibility for the Supported Employment ~~Program~~ Services [AMENDED] – Renamed rule changing “Program” to “Services”. Eliminating the word “severe” replacing with “significant”. Adding new section (4) (A) (B) (C), instructs the counselor not to find an individual ineligible for supported employment when a resource for providing extended services cannot be identified. The counselor accepts the individual

as eligible for VR services, plans services as appropriate and will seek out or help in developing the needed extended services resource.

612:10-7-182. Competitive integrated employment for ~~supported~~ Supported ~~employment~~ Employment [AMENDED] – Revised rule title adding “integrated”. Eliminating “vendor” replacing with “contractor”. Language clarifies that wages are not paid by the contractor, unless the contractor is the employer of record, and the wage meets the ONET median hourly wage.

612:10-7-183. Ongoing support services [AMENDED] – Revised language to change “time of placement” to “first day of employment” regarding the sponsored support services that are provided.

612:10-7-184. Extended services [AMENDED] – Revised language eliminating “supported” and replacing with “successful”.

612:10-7-185. Provision of supported employment services [AMENDED] – Revised section (b) language for clarification. Under section (c) revoking (1) and (2) and renumbering. Section (2) becomes new section for Post-employment services following an individual’s transition to extend services.

PART 18. EMPLOYMENT AND RETENTION SERVICES

612:10-7-186. Overview of Employment and Retention Services [AMENDED] – Updated language to current terminology.

612:10-7-187. Eligibility for Employment and Retention Services [AMENDED] – Revised language revoking “client” replacing with “individual”.

612:10-7-188. Provision of employment and retention services [AMENDED] – Revised language revoking “vendor” replacing with “contractor”. Clarifying language.

612: 10-7-189. Competitive integrated employment for Employment and Retention [AMENDED] – Revised language revoking “persons” replacing with “individuals”. Defined Employment and Retention services as employment performed on a full-time or part-time basis in an integrated setting.

PART 21. PURCHASE OF EQUIPMENT, OCCUPATIONAL LICENSES AND CERTIFICATIONS

612:10-7-221. Housing Modification [AMENDED] – Added new section (c) (1) and (2) for AT Specialist completing the initial home evaluation and the timeframe for report completion.

PART 23. SELF-EMPLOYMENT PROGRAMS AND OTHER SERVICES

61210-7-230. Self-employment programs [AMENDED] – Revised removing “BEP” language.

612:10-7-232. Placement [AMENDED] Revised section (b) updating language for qualified contractors.

Part 25. Transition from School to Work Program

612:10-7-240. Overview of transition from school to work services [AMENDED] – Revised language to include “supplemental employment services under section (a) relating to eligible transition services.

SUBCHAPTER 13. SPECIAL SERVICES FOR THE DEAF AND HARD OF HEARING

PART 3. CERTIFICATION OF INTERPRETERS

612:10-13-16. Evaluation [AMENDED] – Language revision to (a) provides age requirement to take the written examination. Eligibility to take the skill-based interpreter performance evaluation is at least 30 credit hours from an accredited college or university, with a cumulative GPA of 2.0 or higher. Increase the 2-year certification term to three years before certification expires.

612:10-13-18. Fees [AMENDED] –Revision removing “written/performance” language and changing to “written test and interpreter skill-based performance.

612:10-13-19. Refunds [AMENDED] – Performance evaluation fees can be cancelled if request is submitted in writing at least two weeks prior to the scheduled date, previously four weeks. The performance evaluation can be rescheduled with notification of three weeks prior, previously two weeks. Additional rescheduling requests will only be granted if documentation is provided, and the reason is due to an uncontrolled situation.

612:10-13-20. Certification maintenance [AMENDED] – Language clean-up, removing “QAST” language. Added interpreter acknowledgment for the written test and changing 90 day expiration application to 183 calendar days (6 months). Increased CEU requirement from 1 to 2 CEU’s with .5 in ethics.

612:10-13-24. Interpreter certification program advisory committee [AMENDED] – revised (a) defining the role of the advisory committee which is to serve and make recommendations providing key information, experiences, suggestions for the betterment of the interpreter certification performance and overall testing system. Section (b) updates language to include the advisory committee members shall be selected according to qualifications and must have either ICRC level V/V or recognized interpreter certification and must be bilingual in ASL and English. Added new sections (d) – (e).



Oklahoma School for the Blind Report

OSB DONATION REPORT

December 2023 Donations

Donations under \$500

Date	Name	Cash	Fund	Property	Value
12/5/2023	Ann Page / FCCLA food drive	\$ 30.00	701		
12/5/2023	Park Hill Home & Comm. Educ. / FCCLA food drive	\$ 25.00	701		
12/5/2023	Maggie Mattox / FCCLA food drive	\$ 20.00	701		
12/6/2023	Alpha Masonic Lodge #12 / 5K	\$ 116.00	701		
12/6/2023	Melissa Smith / 5K	\$ 100.00	701		
12/11/2023	3 Rivers Auto Collision / 5K	\$ 300.00	701		
12/11/2023	Maggie Mattox / 5K	\$100.00	701		
12/11/2023	Anonymous / 5K	\$ 20.00	701		
12/11/2023	Rita Echelle / 5K	\$ 50.00	701		
12/14/2023	Chuculate Baptist Church / Mykel Eagle	\$ 295.00	701		
12/14/2023	ESA Int'l OK / Student Christmas gifts	\$385.00	701		
12/27/2023	Kiwanis Club of Muskogee / 5K	\$100.00	701		
12/27/2023	Hope Chapter #401 / 5K	\$300.00	701		
12/27/2023	Armstrong Bank / 5K	\$100.00	701		

Subtotal of Cash (under \$500) donated in December 2023	\$ 1,941.00		Subtotal prop.	\$ -
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Donations \$500 and over

12/11/2023 Paradigm Shift, LLC / 5K	\$ 500.00	701		
12/11/2023 ESA Int'l. OK / Student Christmas gifts	\$ 1,145.50	701		
12/13/2023 Stephen Kearney / SCASB	\$ 1,000.00	701		
12/27/2023 Delta Airlines Foundation/Athletics	\$ 1,000.00	701		
12/27/2023 Masonic Lodge/Spaghetti Dinner / SCASB	\$ 12,555.00	216		

Subtotal of Cash (\$500 and over) donated in December 2023	\$ 16,200.50		Subtotal prop.	\$ -
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TOTAL DONATION AMOUNTS December - 2023	\$18,141.50			
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OSB DONATION REPORT

January 2024 Donations

Donations under \$500

Date	Name	Cash	Fund	Property	Value
1/3/2024	Stacy Ellis / 5K	\$ 300.00	701		
1/10/2024	Kappa Alpha, Tulsa #5393 / ESA Christmas gifts	\$ 200.00	701		
1/29/2024	OK Home & Comm. Educ./ FCCLA food drive	\$ 50.00	701		

Subtotal of Cash (under \$500) donated in January 2024 \$ 550.00 **Subtotal prop.** \$ -

Donations \$500 and over

		\$ -			
1/11/2024	The Nix Foundation / Space Camp	\$ 3,500.00	701		
1/11/2024	Eta Omicron Delta Gamma / Student needs	\$ 1,417.43			

Subtotal of Cash (\$500 and over) donated in January 2024 \$ 4,917.43 **Subtotal prop.** \$ -

TOTAL DONATION AMOUNTS January - 2024 **\$5,467.43**



Oklahoma School for the Deaf Report

OSD Donation Report

December 2023

Donations Under \$500.00

Date	Name	Cash	Fund	Explanation	Property Value
12/5	Sr. Class	47.10		Tips left in tip jar	
12/5	Trudy Ruthledge	26.00		Donated to the senior class	
12/5	Naomi Woodall	50.00		Donated to the senior class	
12/5	Anonymous	35.00		Donated to the Betty Fine Museum	
12/20	ESA Sorority State Council	285.00			
	Subtotal Cash Under \$500.00	\$ 443.10		Subtotal Property Under \$500.00	_____

Donations Over \$500.00

12/12	ESA Sorority State Council	1,239.50		Donation for Christmas gift cards for students	_____
		\$ 1,239.50			

Subtotal Cash Combined

\$ 1,682.60

Subtotal Property Combined

Total donation for December 2023

\$1,682.60

OSD Donation Report January 2024

Donations Under \$500.00

Date	Name	Cash	Fund	Explanation	Property Value
1/11	Anonymous	100.00	70100/20028	Donatoin to Elem/PreK	_____
	Subtotal Cash Under \$500.00	\$ 100.00		Subtotal Property Under \$500.00	_____

Donations Over \$500.00

Subtotal Cash Over \$500.00

Subtotal Property Over \$500.00


Subtotal Cash Combined

\$ 100.00

Subtotal Property Combined

Total donation for January 2024

\$100.00



Oklahoma Library for the Blind and Physically Handicapped Report

Oklahoma Library for the Blind and Physically Handicapped Donation Report December 2023

Donations under \$500

Date	Name	Cash	Fund	Property	Value
12/4/2023	Ann Thimgan	\$50			
12/6/2023	Sara Tackett	\$200			
12/8/2023	Gary & Gayle Dowdy	\$100			
12/8/2023	James Milenski	\$100			
12/8/2023	Linda Fielder	\$50			
12/14/2023	Bridget Crisp	\$50			
12/18/2023	Danielle Keith	\$100			
12/18/2023	Rebecca Chasse	\$50			
12/27/2023	Don and Jane Thomas	\$50			
Subtotal of Cash (Under \$500) Donated		\$750.00	216		
Donations (\$500 and over)					
NONE					
TOTAL DONATION AMOUNT		\$750.00	216		

Donations under \$500

Date	Name	Cash	Fund	Property	Value
1/17/2023	Sandra Moncada	\$40	216		
Subtotal of Cash (Under \$500) Donated		\$40	216		

Donations \$500 and over

Date	Name	Cash	Fund	Property	Value
Subtotal of Cash (over \$500) Donated (None)					
TOTAL DONATION AMOUNT		\$40	216		