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UNIVERSITY OF ARKANSAS · Rehabilitation Education and Research

ARKANSAS REHABILITATION CONTINUING EDUCATION PROGRAM

HSRC, Post Office Box 1358

Hot Springs, Arkansas 71901

(501)624-4411

M E M O R A N D U M

RECEIVED OCT 14 1983

TO: RRCEP Advisory Committee
FROM: C. Leon Thornton *C. Leon Thornton*
SUBJECT: RRCEP Advisory Committee Meeting Minutes
DATE: October 11, 1983

We here at RRCEP wish to again express our appreciation and thanks to each of you individually and collectively for your "blue ribbon" service as an Advisory Committee. A special thanks and note of gratitude to Tom Word for his extra efforts and leadership as chairperson for the past three meetings. We also look forward to working closely with Carol as the new chairperson.

Enclosed are copies of the minutes for the last meeting and other information associated with the meeting. If there are gross errors or deletions, please advise; otherwise, we can make minor corrections, etc., at the next meeting.

Based upon your advisement, we have listed below some general and specific directions we plan to take during the coming year.

1. Increase communications with the Advisory Committee to keep you better informed regarding all RRCEP activities and for advice and input relative to program decisions.
2. We plan to follow through on the Executive Development Course by selecting a special task force to assist in identifying the critical content, etc. If you would like to serve on this task force or know of an individual who could make a contribution, please advise.
3. RRCEP Audience - We plan to expand the audience of RRCEP training to include more individuals from private agencies and facilities. Program announcements and newsletters will be sent to these organizations for potential participation.
4. Program announcements will be sent out two (2) months in advance of the program to enhance planning for participation.
5. RRCEP will begin exploring training needs and programming related to computer utilization and application.
6. Conduct survey to identify potential trainers who are available to conduct short-term courses, put on computer, and make available to rehabilitation organizations in Region VI.

RECEIVED OCT 14 1983

M I N U T E S
RRCEP ADVISORY COMMITTEE
September 27-28, 1983

Committee Members Present:

Tom Word	A.C. Adams	Bob Plunkett	Vince Bond
Carol Clapp	Linda Doehne	Lex Frieden	Oliver Ortiz

RRCEP Staff Present:

Leon Thornton
Mike Leland
Tim Milligan

Regional Office Staff Present:

Steve Lane
Martha Garber

1. The meeting was opened by the chairperson, Tom Word.
2. Steve Lane presented the training and technical assistance needs findings of the Regional Planning Initiative.
3. Lane and Garber presented new RSA initiatives and priorities with supporting objectives. The priorities include:
 - A. Increase coordination of Special Education and Vocational Rehabilitation with sub-objectives of improving service delivery to Learning Disabled and Deaf/Blind populations.
 - B. Improving facility services.
 - C. Management Improvement
 - D. Employment.(See attachment for details on new priorities and objectives.)
4. RRCEP faculty reviewed developmental and training activities for the past year and outlined projected activities for the coming year in the following core areas:
 - A. Vocational Rehabilitation Process
 - B. Severe Disabilities
 - C. Administration and Management
 - D. Placement

5. Thornton reviewed the proposed budget and provided information on new funding sources (Consortium, New Mexico Contract, and Work Adjustment/Vocational Evaluation Grant).

Several Committee Members expressed concern that additional funding and resultant increased activities would spread RRCEP too thin, and cautioned RRCEP to insure that high quality training does not become jeopardized.

6. The Advisory Committee addressed several issues on a variety of topics.

- A. Difficulty Employing New Staff - The Committee suggested that announcements of openings be sent to all Advisory Committee Members for their assistance in identifying potential applicants. Private rehab agencies nationally, other government agencies, and rehab facilities were also suggested as possible sources of qualified applicants.

- B. Executive Development Course - The Committee suggested that the focus of this proposed course be changed or retitled to a "Specialized Management Orientation," with the goal of broadening the experience and knowledge base of total rehab operations for mid-level managers. Inclusion of Independent Living Centers, facilities, and private rehab agencies was also encouraged.

RRCEP will assemble a task force to provide input on development. Individual Committee Members will suggest task force members.

- C. Audiences Addressed By RRCEP Training - The Committee urged RRCEP to increase efforts to provide opportunities to facilities and private rehab agencies to participate in training. RRCEP requested to add these organizations to its mailing list.

- D. RRCEP Planning Process - The RRCEP planning process was reviewed. The Advisory Committee cautioned RRCEP about overextending by trying to do too many types of activities.

- E. New Trends - Committee Members identified a number of expected trends in rehab training. The majority of these trends focus on use of technology in rehab, placement, and rehab management. (See attachment for complete listing.)

- F. Meeting Date for Advisory Committee - A discussion of the most opportune time of year for the Advisory Committee meeting was held. It was decided that the current early-fall date will be continued.

- G. Communication with Advisory Committee - The Committee requested increased communication with RRCEP through the year. RRCEP was requested to send training announcements to Committee Members. Also, a newsletter was suggested as a means of keeping members informed.

- H. Training Announcements - Committee urged RRCEP to make efforts to get training announcements out six to eight weeks prior to scheduled training.

- I. Next Committee Meeting - Activities for the next Committee meeting were outlined to include:

- (1) Follow-up on involvement of private rehab and facilities in training.
- (2) Handouts and background information to be mailed to Members before the meeting to save time.
- (3) Issues and concerns to be addressed earlier in the agenda.
- (4) Increase Committee input in RRCEP involvement with RSA priorities.

- J. Role of the Advisory Committee - The Committee addressed their role and ways to be more effective as an advisory body. Outcomes of the discussion include the following:
 - (1) Oliver Ortiz reminded the Committee of their function in an advisory capacity.
 - (2) The Committee suggested they be used as a contact source in inviting trainees outside the state/federal vocational rehab system.
 - (3) Lex Frieden suggested the Members assume a stronger advocacy role in contacting legislators to urge increased funding for rehab training, especially RCEP's.
 - K. Prioritization of Activities - RRCEP was encouraged to investigate planned activities in terms of potential utilization and to prioritize/adjust accordingly.
 - L. Potential Problem Areas - The RSA Central Office's desire to use RCEP's as a mechanism to deliver training nationally versus the traditional role of RCEP's as a regional training resource was discussed and noted as an area of concern.
7. Carol Clapp was elected Advisory Committee Chairperson for the coming year, replacing Tom Word.

ATTACHMENT

RSA PRIORITIES & OBJECTIVES

1. Priority: Coordination of Special Education and Vocational Rehabilitation

Objective/Activities:

- A. Conduct site reviews of current practices.
- B. Identify exemplary programs and practices.
- C. Identify training materials.
- D. Conduct a forum to disseminate training materials.
- E. Increase services to Deaf/Blind -
 - 1) Use National Advisory Committee to promote services.
 - 2) Identify model alternative living programs.
 - 3) Disseminate information on transitional living models.
- F. Improve Services to Learning Disabled -
 - 1) Provide information on determining eligibility.
 - 2) Encourage increased services in facilities.

2. Priority: Facilities

Objectives/Activities:

- A. Make legislative recommendations.
- B. Investigate technical assistance needs.
- C. Provide training grants.
- D. Develop liaison with R&T Center for joint efforts.
- E. Improve agency facility plans.
- F. Establish a national facilities policy.
- G. Improve working relationships with rehab facilities.
- H. Establish task forces on facilities.
- I. Improve job placement in facilities.

3. Priority: Management Improvement

Objectives/Activities:

- A. Develop specifications and catalog of management instruments and disseminate.
- B. Review RSA policy on management.
- C. Develop strategies and resources to get grantees to use program performance standards.
- D. Use existing resources to provide training on standards with priority for funding to programs addressing standards.

4. Priority: Employment

Objectives/Activities:

- A. Establish or add one project or practice with private industry in each agency in coming year.
- B. Establish one project in each region on Homebound Employees.
- C. Increase use of facilities in job placement.
- D. Increase use of Projects with Industry in job placement.
- E. Establish job placement units or a "management of placement services section" in each state agency.
- F. Emphasize employee performance appraisal systems including placement competencies.
- G. Develop innovative approaches to placement of the Severely Disabled in competitive employment using facilities and Centers for Independent Living.
- H. Assess content of RSA grants for emphasis on placement.
- I. Train rehab practitioners in employer consultation.
- J. Identify incentives and disincentives to job placement.
- K. Identify need for further study.

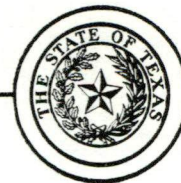
ATTACHMENT

TRENDS

The following topics were identified as areas of possible future focus on trends for RRCEP training. The list was identified in a "brainstorming" session, and was not prioritized.

- Computer utilization
- VR orientation for non-service delivery staff
- Skills in technical writing
- Computer use in vocational evaluation
- Rehab software applications
- Computer applications for clients
- Job analysis and job surveys
- Management analysis of reports for decision making
- Utilization of existing resources for Severely
Disabled training
- Develop bank of training specialists
- Strategic planning
- Expert witness and testimony
- Training on use of advisory groups

Texas Rehabilitation Commission



Vernon M. Arrell, Commissioner

MEMORANDUM

TO: Region VI RCEP Advisory Committee Members

FROM: Thomas G. Word, Jr.

SUBJECT: REGION VI - RCEP ADVISORY COMMITTEE MEETING

DATE: September 7, 1983

BOARD MEMBERS

George H. McCullough, M.D.
CHAIRMANJack B. Dale, Jr.
VICE CHAIRMANAnne R. Race, M.D.
SECRETARYMurray Watson, Jr.
William C. Morrow
Jerry Kane

Please find enclosed an agenda for the RCEP Advisory Committee Meeting on September 27-28 at the Northpark Inn in Dallas. In discussing issues to consider with Leon, he provided the following suggestions:

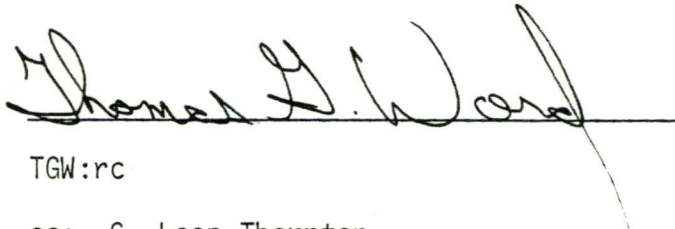
1. Leon reports a lot of difficulty in filling the RCEP training positions. He reports the need for advice regarding the manner for overcoming difficulties in acquiring good personnel for these positions. Leon will outline the procedures and specifics for us at the meeting.
2. There is a question of the need for the Executive Management Development Program as opposed to other types of management programs. As you are aware, L. H. Autry's program in Oklahoma is no longer an RCEP. Leon has asked guidance on getting a better handle on exactly what the Executive Management Development Program should be. He will also review the RCEP Region IV Management Program with us.
3. Advice and guidance is requested regarding the RCEP planning process in relation to integration of RSA priorities. RSA priorities are announced in October, after planning for the upcoming fiscal year is completed. Although RSA has been very accommodating to previous plans, there is always some slippage between RSA priorities and the operational plan.
4. Leon and I have discussed the scope RCEP has taken. Some concern has been expressed regarding how broad an approach is appropriate in the scope of activities in which RCEP is currently involved.
5. Leon has requested input regarding any new trends that should be considered by RCEP; i.e., computer utilization, management emphasis, etc. Please be prepared to provide a quick rundown on any directions emerging in your agency, especially those having training implications.

Memo to Region VI RCEP Advisory Committee Members
September 7, 1983
Page Two

6. As discussed in the last meeting, I have asked Leon to provide the committee with a financial breakdown for the upcoming year. This should provide us a basis for evaluating some of the above issues.

If you have any issues or concerns you would like to see added to this list, please contact me by September 23. My telephone number is (512) 445-8240.

I look forward to seeing you in Dallas. Please fly and drive safely.

A handwritten signature in black ink, appearing to read "Thomas H. Ward", is written over a horizontal line.

TGW:rc

cc: C. Leon Thornton
Arkansas Rehabilitation Continuing
Education Program
HSRC, P.O. Box 1358
Hot Springs, Arkansas 71901

REGION VI - RCEP
ADVISORY COMMITTEE MEETING

September 27-28, 1983
Northpark Inn
Dallas, Texas

TUESDAY, SEPTEMBER 27, 1983

Chairperson
Thomas G. Word, Jr., TRC

1:00 - 1:45 p.m.	RSA Priorities, State Agency Needs Assessment - Steve Lane, RSA Representative
1:45 - 2:45	Review and Update of 1982-83 RCEP Activity and 1983-84 Plans - RCEP Staff
2:45 - 3:00	Break
3:00 - 5:00	Continuation of RCEP Review and Plans

WEDNESDAY, SEPTEMBER 28, 1983

8:00 - 8:45 a.m.	Review of Vocational Evaluation/Work Adjustment Grant - Leon Thornton
8:45 - 10:00	Review of Issues and Concerns - Advisory Committee
10:00 - 10:15	Break
10:15 - 12:00 p.m.	Input, Directions, Planning - Advisory Committee

FY 1984 Needs Assessment

Technical Assistance Needs

STAFF DEVELOPMENT

ARKANSAS

1. Technical assistance to assure that training is carried out in accordance with State and Federal Regulations.
2. Completing grant applications as required by law.
3. Budgeting available funds to ensure appropriate/equitable provision of training.
4. Monitoring of expenditures on an on-going basis to assure proper utilization of funds.
5. Submit grant/financial progress reports as required.

LOUISIANA (General) (Specific TA Needs not Listed. Issues & Concerns were:)

1. Inconsistencies in funding.
2. Reduction in training staff.
3. Reduction in State and Regional training resources.
4. Impact of VRIS and Comprehensive Job Placement Programs.
5. Adequate slots in LSU Governmental Institute.

LOUISIANA (Blind)

1. Planning for staff development activities, especially in terms of strategies.

NEW MEXICO

1. Management of Supervisors assuming the role and function as key agency  trainers.

OKLAHOMA (General)

1. Technical Assistance in selecting best possible staff development supervisor.

OKLAHOMA (Blind)

1. Technical assistance in planning training workshops.
2. Technical assistance in developing career ladder system to keep tract of training needs, training received, etc.

TEXAS (General)

1. Need for information regarding cost-effective training resources.
2. Need for information regarding integration of technology and use of computers into agency service delivery systems.

TEXAS (Blind)

1. Information regarding other potential sources of funding for training and staff development activities.
2. Assistance from R & T Centers on Blindness to conduct training for agency staff in blindness, including anatomy, disease/conditions and treatment.
3. Information regarding resources for additional equipment, such as media equipment.
4. Information on management resources (Art of Negotiation).

FY 1984 Needs Assessment

STAFF DEVELOPMENT

TRAINING NEEDS

ARKANSAS

1. Engage in appropriate personal and professional growth activities for the purpose of increasing knowledge and effectiveness as trainers..
2. Develop and utilize needs assessments.
3. Develop and select programs and resources for meeting identified needs..
4. Re-evaluate and improve existing training skills.

LOUISIANA (General)

1. Computer literacy.
2. Use of video equipment.
3. Word processor.

LOUISIANA (Blind)

1. How to relate staff development to MBO.
2. "Quality Circles" management training.
3. How to involve all staff in "Team Effort".

NEW MEXICO

1. To maintain knowledge of State of the Art and technical aspects of training in all areas, regulations, technology, methodology, and related activities.

OKLAHOMA (General)

1. Training for new staff development supervisor in required activities.

OKLAHOMA (Blind)

1. Training for Reahbilitation Teachers in communication skills, including ability to teach braille.
2. Training in conducting workshops.
3. Training for VRC's in managing budgets, use of other resources, allocating funds, similar benefits.

TEXAS (General)

1. Skill development and transitioning trainers to work with computer technology in training and staff development.
2. Training of trainers.
3. Training of staff to develop curriculum for individualized training packages.

TEXAS (Blind)

1. Training for unit staff in technical writing skills.
2. Training of trainers (stand-up training skills).
3. Training for unit staff in media production, printing, technical skills, etc.

TRAINING AREA	REGION	ARK	LA	NM	OKLA	TRC	TSCB
Medical Information/Aspects	852					852	
Vehicle Modification Needs	30					30	
Civil Rights	4					4	
Case and Caseload Management	1,110					822	288
Motivation of Clients	288						288
Case Recording	102	33	35		34		
Group Counseling	35		35				
Eligibility Determination	71	2	35		34		
Workman's Compensation	30					30	
New Staff Counselor Orientation	375			87			288
Working With Minority Groups	87			87			
Use of Medical/Psychological Consultants	121			87	34		
Behavior Management	2		2				
Client Assessment	87			87			
Learning Disabilities	282		195	87			
Rehabilitation of Specific Disabilities	87			87			
Basic VR Counseling Process	68		35	33			
Psychiatric/Psychological Disabilities	648	453		195			
Rehabilitation of Severely Disabled MR	195		195				
Interviewing Skills	18		18				
Vocational Evaluation of Severely Disabled	2		2				
Adjustment Training Skills	2		2				
Development of Case from Referral	18		18				
Services for Severely Disabled	822					822	
Sky-High Training (Deaf)	35	35					
Total Immersion (Deaf)	35	35					
Use of State and Local Resources	35	35					
Counseling Overprotective Parents (Deaf)	35	35					
Interpersonal Skills (Deaf)	35	35					
Services to Deaf and Hearing Impaired	822					822	
Assertiveness of Hearing Impaired	35	35					
Behavioral Management Techniques	35	35					
Psychological Assessment and Evaluation	34				34		
Vocational and Social Skills for MRs	6	6					
Clerical Training	866				34	822	10
MANAGEMENT - 6,658							
Personnel Management	209		195			14	
Time Management	8					8	
Stress Management	3					3	
Performance Appraisal/Evaluation	826					826	
Mid-Level Management Training	822					822	
Executive-Level Management Training	822					822	
Mid & Long-Range Planning	822					822	
Strategic Planning	822					822	
Communication Skills	5					5	
Public Speaking	5					5	
Writing Skills	13					5	8
Conducting Surveys	5					5	
MBO Training	32						32

TRAINING AREA	REGION	ARK	LA	NM	OKLA	TRC	TSCB
Theories of Management	10		1			9	
Supervisory Management Training	1,786	453		120		862	351
Marketing	87			87			
Quality Circles Management Training	1		1				
Basic Principles of Management	84					84	
Merit System (Performance, Eval., Documentation)	7			7			
Enhancing Teamwork	289		1				288
JOB DEVELOPMENT AND PLACEMENT - 2,562							
Job Placement Training	1,436	459	35	120		822	
Targeted Jobs Tax Credit (TJTC)	6	6					
Employment Interviewing Skills	822					822	
Relations With Employees & Consumers	5					5	
Training Staff to Train Employees	5					5	
Assessing Career Fields	288						288
FINANCIAL MANAGEMENT - 1,961							
Accounting Courses	31	15					16
Program/Financial Management	107	15				76	16
Basic Governmental Accounting	4			4			
Financial Auditing Techniques	4			4			
Fiscal Reporting Systems	1		1				
Fiscal Planning	822					822	
Basic Principles of VR for Financial Mgmt Staff	124			8		69	47
Information Sharing With Other States	2				2		
Purchasing Client Supplies	22					22	
Safety Training (Handling Supplies)	22					22	
Technical Training for Administrative Technicians	822					822	
COMPUTER/MIS - 969							
Computer Language	15	15					
Use of Computer/MIS Equipment	32	15				17	
Computerized Systems for BEP	16					16	
VSAM for Systems Analyst	4			4			
MVS-JCL for Control Clerk	4			4			
Computer Literacy	3		3				
Use of Video Equipment	3		3				
Use of Word Processor	3		3				
Computer Technology	58		3				
Terminal/Microcomputer Utilization in Service	822					58	
Delivery						822	
Innovative Uses of Computer	9						9

TRAINING AREA	REGION	ARK	LA	NM	OKLA	TRC	TSCB
Service Delivery in Work Centers	6	6					
Facility Updates/RSA Priorities	1				1		
Utilization of Facilities	967			87		852	28
Share Information from Other States	1			1			
CONSUMERISM/INDEPENDENT LIVING - 835							
Relation With Consumers and Employees	293					5	288
Working With Community Groups	4					4	
Use of Volunteers	453	453					
Section 504 Issues	2	2					
Policy Development Consultation Procedures	1						1
Consumerism	1						1
Wheelchair Repair	1	1					
Transitional Living/Housing Development	14	14					
ADL/Housekeeping Devices	14	14					
Use of Attendant Care	14	14					
Peer Counseling (IL)	14	14					
Exchange IL Information with Other States	1				1		
Casemanagement for IL	1			1			
Expanding IL Services and Funding	1			1			
Orientation for Administrators to CILs	1		1				
Management Training for CIL Directors	1					1	
Skills Training for IL Staff	9						9
Housing, Transportation & IL Services	9						9
Exchange PDC Information with Other States	1				1		
BLIND - 671							
Blindness as a Disability	33	33					
Assessment/Training of Blind	33	33					
Randolph-Sheppard Act	62			33	16		13
Job Placement of Blind	67	33			34		
Vending Machine Income Distribution	13						13
Psychological Assessment & Evaluation of Blind	34				34		
Job Readiness Assessment of Blind	34				34		
VR of Blind Diabetics	288						288
Basic O&M Training	18		18				
Advanced O&M Training	35		18		17		
Rehabilitation Teacher Certification	17				17		
Communication Skills (Braille) for Rehab. Teachers	1				1		
Managing Budgets, Use of Resources and	1				1		
Allocating Funds for VRC's							
Identifying, Serving and Referral of Blind	17				17		
Awareness Training for Rehab. Teachers (Deaf/Blind)	17				17		
Services Provided to Blind by Other Agencies	1		1				

TRAINING AREA	REGION	ARK	LA	NM	OKLA	TRC	TSCB
Improve Training Skills	4	3		1			
Conducting Training Needs Assessment	4	3		1			
Selecting Programs and Resources	4	3		1			
Train New Training Officers	1				1		
Training in Conducting Workshops	1				1		
Share Information from Other States	1			1			
Use of Computers in Staff Development	13					13	
Training of Trainers	21					13	8
Curriculum Development/Individual Trng Packets	13					13	
Media Production/Printing Skills	8						8
PROGRAM PLANNING AND EVALUATION - 47							
Use of ABLE DATA	6	6					
Analysis, Forecasts & Budgets	6				6		
Operational Auditing Techniques	4			4			
Program Planning & Evaluation	1			1			
Use of Information/Decision Making	1			1			
Generating Reports for Discussion	1			1			
New Standards	2		2				
Data Analysis	1		1				
Needs Assessment Procedures	1		1				
Share Information With Other States	12					7	5
Internal Audit Procedures	7					7	
Presentation of Graphics/Displays	5						5

841 - placement
842 - management improvement
843 - special education
844 facilities

VR PROGRAM PERFORMANCE STANDARDS SYSTEM

After several years of review, redesign and testing, a new set of VR performance standards have been recommended. There are four major components of the system:

- the eight performance standards,
- the data elements of the standards,
- five procedural standards, and
- The Rehabilitation Executive's Evaluation System (TREES).

Each of these components serves specific management purposes:

The eight performance standards are value statements reflecting program mission and intent. For administrators, these may serve as clarifying statements regarding program purpose.

The data elements for each of the eight standards are statistical measures which allow for evaluation of agency performance in each of the standards areas. Statistical and evaluation staff can make use of the system's detailed instructions on how to compute each of the measures or to design surveys or forms to augment those already existing in the agency.

Procedural standards were recommended for five aspects of service recording and delivery: validity of the client statistical file, client eligibility, IWRP compliance, case timeliness, and comparison of outcome with planned rehabilitation goal. These concerns can be addressed in case reviews, and we have used a modified version of the San Diego CRS for assessing these procedures.

The Rehabilitation Executive's Evaluation System (TREES) provides guidelines to evaluators and statistical staff in the analysis of program data. There is an abundance of data available in the vocational rehabilitation system, in either the R-300/R-911 client statistical files, in case reviews, or in other information routinely available in VR agencies. TREES is a data-based decision support model which identifies low-cost problem flagging methods and suggests areas for agency action. The TREES assists an agency in this process by pointing out the logical interpretations that can be made if several data elements are examined simultaneously.

This system differs from the RSA standards that were a reporting requirement in the 1970's. These new standards:

- were developed with active participation by CSAVR;
- were field-tested and revised in cooperation with six state Model Evaluation Units;
- have fewer data elements (about 20, rather than more than 70);
- provide definitions of data element construction, and provide forms design for any new data collection (most items in the standards come from currently collected data);
- focus on program outcome, both at closure and follow-up;
- do not recommend the setting of performance levels statistically and retroactively, as in the past, but rather recommend levels based on historical state performance. National statistics would be available for reference to use as annual objectives.
- were specifically designed for state-agency management use.

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USES

The four components of the standards system can assist agency administrators and staff in a number of ways. A few examples of the uses of standards are listed here:

Clarifying agency mission and objectives. By identifying specific measures of service outcome, the standards and data elements focus on certain aspects of rehabilitation (competitive closures, wage gain, etc.). States will vary in their emphasis on these indicators, but to the extent that an agency can clarify its priorities in these areas, these priorities can be transmitted clearly inside the agency and to outside audiences.

Reporting to legislatures and executive branches. Because the system focuses on outcomes -- the agency's "bottom line" -- the data identified, particularly benefit-cost, cost-effectiveness, and evidence of wage gain, may be useful at annual report time, and for MBO and other budget justification requirements. The information will assist RSA and CSAVR at the national level in continuing to secure resources from Congress.

Monitoring of performance regularly. Rather than considering these measures as summaries of how performance was in the past, consider them as items to monitor, by examining caseloads and closures regularly. Monthly or quarterly milestones on these measures can assist in achieving annual goals and in demonstrating performance. Monitoring can also alert managers to the need for actions to correct problems.

A guide to agency management solutions -- diagnosing agency problems, identifying problem causes to target action. The TREES system has been prepared as an analytical aid to evaluation and statistical staff, so that questions about problematic performance, posed by managers, can be directly addressed without the need for extensive analysis plans, special studies, and so on. The TREES uses statistical data, combined with experience in the particular program, case review data, and other information, to pinpoint action areas needing correction. In this system, each data element in the standards is analyzed in conjunction with one or two other key indicators of program performance to help the analyst focus on the specific problem. Then, more information is added as needed, until the explanation for low performance is identified, and appropriate solutions are identified.

Providing a basis for establishment of performance incentives. To the extent that agency goals are reflected in one or several of the data elements, the agency can use these measures as part of resource allocation internally. Such uses help rationalize what otherwise are subjective and politically sensitive decisions -- two possible uses are in resource allocation across district offices, and staff performance reviews. In resource allocation, the performance measures can be incorporated into formulas that distribute the annual budget geographically in the state; in performance reviews, staff performance can be weighted against established levels of expected performance. These uses of standards data elements have already been introduced in some states.

Providing feedback on performance information for managers and counseling staff. The measures provide an opportunity for sending the "performance" message throughout the agency. Reports can be designed which allow for each individual or operating unit to see their own contribution to the agency "bottom line" in terms of rehabilitation, costs, cost-effectiveness, and so on. This kind of feedback is important in modern management.

VR PROGRAM STANDARDS AND DATA ELEMENTS: FINAL RECOMMENDATIONS

PERFORMANCE STANDARDS AND DATA ELEMENTS

1. Coverage

VR shall serve the maximum proportion of the potentially eligible target population, subject to the level of federal program funding and priorities among clients.

- (i) Clients served per 100,000 population
- (ii) Percent severely disabled served.

2. Cost-Effectiveness and Benefit-Cost Return

The VR program shall use resources in a cost-effective manner and show a positive return to society of investment in vocational rehabilitation of disabled clients.

- (i) Expenditures per competitively employed closure
- (ii) Expenditure per 26 closure
- (iii) Ratio of total VR benefits to total VR costs (benefit-cost ratio)
- (iv) Total net benefit from VR services (discounted net present value)

3. Rehabilitation Rate

VR shall maximize the number and proportion of clients accepted for services who are successfully rehabilitated, subject to the meeting of other standards.

- (i) Percent 26 closures
- (ii) Annual change in number of 26 closures

4. Economic Independence

Rehabilitated clients shall evidence economic independence.

- (i) Percent 26 closures with weekly earnings at/above federal minimum wage
- (ii) Comparison of earnings with competitively employed 26 closures to earnings of employees in state

5. Gainful Activity

There shall be maximum placement of rehabilitated clients into competitive employment. Noncompetitive closures shall represent an improvement in gainful activity for the client.

- (i) Percent 26 closures competitively employed
- (ii) Percent competitively employed 26 closures with hourly earnings at/above federal minimum wage
- (iii) Percent noncompetitively employed 26 closures showing improvement in function and life status (implement after FAI/LSI pretest)

6. Client Change

Rehabilitated clients shall evidence vocational gains.

- (i) Comparison of earnings before and after VR services
- (ii) (In addition, changes in other statuses, and functioning ability, when such measures become available)

7. Retention

Rehabilitated clients shall retain the benefits of VR services.

- (i) Percent 26 closures retaining earnings at follow-up
- (ii) Comparison of 26 closures with public assistance as primary source of support at closure and follow-up
- (iii) Percent noncompetitively employed 26 closures retaining closure skills at follow-up (implement after FAI/LSI pretest)

8. Satisfaction

Clients shall be satisfied with the VR program, and rehabilitated clients shall appraise VR services as useful in achieving and maintaining their vocational objectives.

- (i) Percent closed clients satisfied with overall VR experience
- (ii) Percent closed clients satisfied with: counselor, physical restoration, job training services, placement services
- (iii) Percent 26 closures judging services received as useful in obtaining their job/homemaker situation or in current performance

PROCEDURAL STANDARDS

9. R-300 Validity

Information collected on clients by the R-300 and all data reporting systems used by RSA shall be valid, reliable, accurate, and complete.

10. Eligibility

Eligibility decisions shall be based on accurate and sufficient diagnostic information, and VR shall continually review and evaluate eligibility decisions to ensure that decisions are being made in accordance with laws and regulations.

11. Timeliness

VR shall ensure that eligibility decisions and client movement through the VR process occur in a timely manner appropriate to the needs and capabilities of the clients.

12. IWRP

VR shall provide an Individualized Written Rehabilitation Program for each applicable client and VR and the client shall be accountable to each other for complying with this agreement.

13. Goal Planning

Counselors shall make an effort to set realistic goals for clients. Comprehensive consideration must be given to all factors in developing appropriate vocational goals such that there is a maximum of correspondence between goals and outcomes: competitive goals should have competitive outcomes and non-competitive goals should have noncompetitive outcomes.

Vocational Rehabilitation Program Standards Evaluation System Final Report,
Berkeley, California: Berkeley Planning Associates.

Executive Summary, June 1982.

Volume I: Report on the Program Standards Pretest, October 16, 1981.

Volume II: Using the System: An Analytic Paradigm, June 11, 1982.

The Rehabilitation Executive's Evaluation System (TREES) (Appendix A
of Volume II).

Volume III: Guidance Materials, November 17, 1981.

Volume IV: Training Materials. Presentation Plans and Overheads
and Trainee Handbook, June 8, 1982.

BPA Project Staff:

Contract HEW 105-79-4000

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J. Mark Rogers, Deputy Project Director for Program Standards
Linda Toms Barker, Deputy Project Director for Project Standards
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Contract HEW 105-76-4116

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This project has been funded at least in part with federal funds from the U.S. Department of Education under Contract Number HEW 105-79-4000. The program standards which were tested and refined in this contract were developed in a previous BPA contract, HEW 105-76-4116. The contents of this publication do not necessarily reflect the views or policies of the U.S. Department of Education, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government.

REGION VI - RCEP
ADVISORY COMMITTEE MEETING

September 27-28, 1983
Northpark Inn
Dallas, Texas

TUESDAY, SEPTEMBER 27, 1983

Chairperson
Thomas G. Word, Jr., TRC

1:00 - 1:45 p.m.	RSA Priorities, State Agency Needs Assessment - Steve Lane, RSA Representative
1:45 - 2:45	Review and Update of 1982-83 RCEP Activity and 1983-84 Plans - RCEP Staff
2:45 - 3:00	Break
3:00 - 5:00	Continuation of RCEP Review and Plans

WEDNESDAY, SEPTEMBER 28, 1983

8:00 - 8:45 a.m.	Review of Vocational Evaluation/Work Adjustment Grant - Leon Thornton
8:45 - 10:00	Review of Issues and Concerns - Advisory Committee
10:00 - 10:15	Break
10:15 - 12:00 p.m.	Input, Directions, Planning - Advisory Committee

RRCEP: 1983-84

Personnel	112,760
Fringe	16,914
Travel	10,000
Supplies	2,500
Other	71,527
• Consultants	5,500
• Traineeships	54,000
Admn.	(21,000)
VR	(12,000)
SD	(15,000)
J. Place.	(6,000)
• Adv. Comm.	3,000
• Prnt./Copying	3,000
• Communication	5,000
• Other	1,027
Total Direct Cost	213,701
Indirect Cost	17,037
Total	230,037
*Carryover (Management Improvement)	26,135

CONSORTIUM
BUDGET

REGION VI RRCEP

Personnel	-	\$16,500
Fringe	-	2,475
Staff Travel	-	2,000
Supplies	-	300
Communication	-	270
Traineeships	-	8,125
Consultation	-	800
Total Direct Cost	-	30,470
Indirect Cost	-	2,438
Total	-	<u>\$32,908</u>

ESTIMATED EXPENDITURE PER PLANS

	Consultants	Trainees	Printing/ Copying	Staff Travel	Total
Severely Disabled	6,000	25,500	2,250	1,800	35,550
VR Process	-0-	9,000	3,700	9,000	21,700
Administration and Management	12,500	2,000	2,200	5,500	21,700
Job Development/ Placement	9,700	30,000	1,900	5,300	47,900
	28,200	66,500	10,050	21,600	126,850

RRCEP BUDGET/TIME ALLOCATIONS
September 1, 1983 - June 30, 1984

P R O J E C T S

FACULTY	RRCEP	VOC. EVAL./WORK ADJ.	CONSORTIUM	NM IN-SERVICE
C. Leon Thornton	<u>70 %</u>	<u>15 %</u>	<u>10 %</u>	<u>5 %</u>
Michael Leland	<u>70 %</u>	<u>10 %</u>	<u>10 %</u>	<u>10 %</u>
Tim Milligan	<u>90 %</u>	<u> %</u>	<u> %</u>	<u>10 %</u>
<i>Placement</i> <u> </u>	<u>60 %</u>	<u>10 %</u>	<u>30 %</u>	<u> %</u>
<i>Eval. Coord.</i> <u> </u>	<u>20 %</u>	<u>80 %</u>	<u> %</u>	<u> %</u>
Joy Meredith	<u>100 %</u>	<u> %</u>	<u> %</u>	<u> %</u>
Diane Smith	<u>50 %</u>	<u> %</u>	<u>50 %</u>	<u> %</u>
Suki Hinman	<u> %</u>	<u>10 %</u>	<u> %</u>	<u> %</u>
Doug Rice	<u> %</u>	<u>5 %</u>	<u> %</u>	<u> %</u>

PROGRESS REPORT - YEAR 1

Regional Rehabilitation Continuing Education Program
Consortium for Placement Training

September 1, 1982 - August 31, 1983

I. IDENTIFICATION AND PURPOSE OF THE PROJECT

A. Identify the Project

The project is entitled the "Regional Rehabilitation Continuing Education Program Consortium for Placement Training (RRCEP Consortium)." The project is funded through the San Diego State University Foundation who in turn subcontracts with twelve (12) Regional Rehabilitation Continuing Education Programs (RRCEPS) throughout the nation. This project is a joint venture among these RRCEPs. The participating RRCEPs are: Assumption College; New York State University-Buffalo; George Washington State University; Multi-Resource Center, Minneapolis, Minnesota; University of Arkansas; University of Missouri; University of Northern Colorado; San Diego State University; University of Hawaii; and Seattle University.

B. State Project Goal

The goal of this project, as stated in the grant, is:

"To increase the development of employment opportunities for disabled persons through training, education, and organizational development which will expand and improve the capacity of the state/federal vocational rehabilitation program to conduct job placement activities in concert with the private sector."

This goal remains constant. Objectives for accomplishing this goal are found in Section V-A of this report.

C. Indicate Target Population of Project

The target category populations of the project are State Vocational Rehabilitation Administrators (Year 1), Supervisors (Year 2), and Practitioners (Year 3). During Year 1, it has become essential to mix staff from the target populations and include some from each category in the regional/state training activities. However, the focus remains on Administrators during Year 1, Supervisors during Year 2, and Practitioners during Year 3. Business and industry persons and other rehabilitation-related professionals will continue to participate in training activities with all the target populations.

II. STAFFING

A. Staff of the Consortium Project are:

<u>Name</u>	<u>% of Time</u>
Project Director Fred R. McFarlane, Ph.D. 9/1/82 - 8/31/83	25%
Project Coordinator Robert Brockman 9/1/82 - 8/31/83	60%
Project Secretaries Myrna Davis Amber Noble 9/1/82 - 8/31/83	50% - Combined
Research Assistants Liz O'Shaugnessey Richard Curtis 1/1/83 - 7/15/83	25% 12.5%
Student Assistants Cecilia Lomas Megan Juscen 9/1/82 - 8/31/83	25% 50%

Excluded are staff from each Consortium member. This section relates only to project staff at San Diego State University.

B. Staff Roles are:

Dr. McFarlane is the Project Director and is responsible for project direction. He is the principle investigator at SDSU as the primary liaison with RSA, CSAVR, SDSU, and the SDSU Foundation.

Mr. Brockman is the Project Coordinator and is responsible for coordinating the work production of grant activities. He is liaison to Consortium members through the subcontracts. He monitors expenditures and production of Consortium members. He also coordinates the work effort of other project staff.

Ms. Davis and Ms. Noble perform secretarial duties for the project. Their position is job-shared, each working on a three-week cycle.

Ms. Juscen and Ms. Lomas perform student assistant work such as clerical and training support with materials.

Ms. O'Shaugnessey and Mr. Curtis perform research duties in relationship to the National Placement Study. Ms. O'Shaugnessey accesses and performs special treatments of data. Mr. Curtis provides technical computer assistance for data manipulation and data input.

It is noteworthy that other staff are also providing work in relationship to the project goals. These are staff of the 11 RRCEPs for which subcontracts are issues by SDSU to carry out the work of the project in each RSA Region.

III. ADVISORY COMMITTEE

- A. The RRCEP Consortium has a goal and objectives that are directed toward: (1) national coordination and training, and (2) regional training efforts. Correspondingly, there is a National Advisory

Committee and there are Regional Advisory Committees. The National Committee advises project staff on the overall project goal and objectives, and special projects. The Regional Advisory Committees advise each RRCEP Consortium member on regional efforts. The dual Advisory Committees allow the Consortium Project to achieve a comprehensive national focus while maintaining the ability to respond to individual regional and/or state training needs. In some regions, advisory committees that have been formed for regular RRCEP activities also advise the RRCEP Consortium members about the Placement Consortium Project. In other regions, separate advisory committees have been formed. Membership of the National Advisory Committee is:

<u>Members</u>	<u>ORGANIZATIONAL AFFILIATION</u>
James Campbell	IBM Project to Treat the Disabled
Tom O'Bryant	Champion International
Guy Stubblefield	National Coordinator, International Association of Machinists Disability Program
A.R. Colby	Pratt-Whitney Equal Opportunity Employment Programs
Robert Fraser	University of Washington Epilepsy Center
Les James	Division of Vocational Rehabilitation Washington
Del Frost	Nevada Rehabilitation Division
Jack Nichols	Commission on Accreditation of Rehabilitation Facilities
Susan Lewin	Crawford and Company
Ex-Officio ^{1/}	
<u>Members</u>	
Carl Shawhan	National Rehabilitation Job Development/ Job Placement Programs, Iowa

^{1/} RRCEP Directors from each member institution sit with the Advisory Committee as needed.

Martha Carrick	RSA, Region IV Program Representative
Isaac Johnson	Regional Commissioner, RSA, Region VII
Barbara Sweeney	RSA, Project Officer
Fred McFarlane	Project Staff
Robert Brockman	Project Staff

The National Committee represents business, labor, private and public rehabilitation facilities, and RSA. This diverse representation gives an excellent overview of all special interests in rehabilitation.

The many sectors of rehabilitation and industry are also represented in the Regional Advisory Committees. The Regional Committees have input into the specific regional process of project activities. These advisory committees are listed in Section III - C below.

- B. The National Advisory Committee has met on three occasions:
- October 21-22, 1982 - to organize, consider and affirm the project goal and objectives, advise staff on coordination with other projects, advise staff on the National Study and National Seminar, and consider additional membership.
- January 18-21, 1983 - to review efforts of the National Seminar, advise staff on the National Study, review progress of project activities, and provide input on grant continuation application.
- July 11-12, 1983 - to review work of first project year, advise staff on continuing use of National Study, review annual report, consider and advise staff on special projects, and review projected activities for 1983-84.
- C. Regional Advisory Committees have met and considered individual regional and state progress in the Placement Consortium. Usually, these committees meet at the same time as the regular RRCEP

Advisory Committee. The Regional Committees review the progress of the regional effort and make recommendations for future activities. They advise RRCEP Consortium members of coordination of Placement Grant efforts in their respective region and states. Many of these Regional Advisory Committee members are directly involved with planning training activities. Table 1 indicates these Advisory Committee members according to their representation.

IV. TRAINEES

- A. Table 2 provides the numbers and types of trainees by region.
- B. Trainees are selected by the State Vocational Rehabilitation Agency Director with input from the various RSA offices and Advisory Committees. Consortium members attempt to make training available to all staff for which the training is focused. Most often, the type of trainees are determined at the time of planning by RSA officials, state agency officials and other participating bodies. An effort is made by Advisory Committees to advise on selection of trainees not designated by RSA or State Directors.
- C. Traineeships are in the form of travel and per diem expenses. These are determined by each Consortium member's budget. In some situations, RRCEP funds are used. State Agencies, facilities, and business/industry often provide trainee expenses. Federal officials travel on their own funds. The approach to funding trainee expenses is a joint effort within the planning process. The attempt is to include as many trainees as possible with careful use of funds from the Placement Project and other training funds.

- D. In some cases, activities of this grant were conducted in concert with already planned placement activities of the RRCEP programs. Therefore, trainees shown for some RRCEPs in Table 2 represent participants who were benefited by joint grant efforts. The accounting for trainees in RRCEP V is an example of this.

V. ACHIEVEMENTS OF THE PROJECT

- A. Objectives of the Projects as outlined in the approved proposal are:

Core Area 1 - Administrators

1. To improve the ability of the VR Administrators to analyze and respond to the changing political and economic environment in which job development/job placement must occur.
 - a. Review and adapt labor market analysis and forecasting technologies for local implementation by VR agencies and facilities.
 - b. Develop strategies for improving communication linkages between VR agencies/facilities and the private sector (business/industry).
 - c. Conduct training conferences with agency/facility administrators to address (a) and b) above in concert with representatives of business, industry, PWI's, private (proprietary and non-profit) rehabilitation service providers, and others.
2. To provide for wider implementation of those job development/job placement practices which have demonstrated success.

The key ingredient to the accomplishment of this objective is seen as building the capacity of VR agencies to effectively

Regional Advisory Committee Membership
Placement Consortium

Table 1

Region Number	Business	State Agency	Facilities and Others	Ex-Officio
I	Arthur Colby, Pratt & Whitney Aircraft	John Galliette, Connecticut Stephen Thal, Connecticut Rona Backstrom, Maine Larry Warnock, Massachusetts Gwen Wescott, Massachusetts Paul Perkins, New Hampshire Patricia Ryherd, Rhode Island William Ralston, Rhode Island Barbara Greenwood, Vermont		Dr. John V. Driscoll, RSA E. David DiTullio, RSA
II		Sharon Kaplan, New Jersey Andrew Pasternak, New York	Marvin Budoff, NYSARF Gerard Guarniero AFB	John Conti, RSA

Regional Advisory Committee Membership
Placement Consortium

Table 1
(continued)

Region Number	Business	State Agency	Facilities and Others	Ex-Officio
II (cont)		Doug Rhinehart, New Jersey Louise Rosin, New Jersey Arnold Vasbinder, New York	Jack Victor, Ph.D., HRC	
III	James Campbell, IBM James R. Geletka, Electronic Ind. Stan Scher Private Rehab.	Clifford Crouch, Delaware Adolph Latz, Pennsylvania David Kennedy, Virginia Joseph Onder, Maryland Joseph Snyder, Pennsylvania Earl W. Wolfe, West Virginia Vernon Hawkins, Washington, D.C. Bill Middleton, Virginia Norman Balot, Delaware	Morton Bregman, VRC of Allegheny Co.	Ethel Briggs, RSA Ralph Pacinelli, RSA

Regional Advisory Committee Membership
Placement Consortium

Table 1
(continued)

Region Number	Business	State Agency	Facilities and Others	Ex-Officio
IV	Tom O'Bryant, Champion International			Martha Carrick, RSA
V	Steve Wastvedt, Control Data Corp.	Ed Opheim, Minnesota	Don Galvin, Michigan State	Miriam Walker, RSA Dennis Bega, RSA
-10- VI	Carol Clapp, Clapp Assoc. Inc.	Tom Wood, Texas Linda Doehne Texas Vince Bond, Arkansas A.C. Adams Oklahoma Oliver Ortiz, New Mexico Lester Soileaw Louisiana	Bob Plunkett, Lighthouse for the Blind Lex Frieden, I.L.P. - Houston	Steve Lane, RSA
VII		Jerry Starkweather, Iowa Gabriel Faimon, Kansas Don Gann, Ph.D., Missouri		

Regional Advisory Committee Membership
Placement Consortium

Table 1
(continued)

Region Number	Business	State Agency	Facilities and Others	Ex-Officio
VII (cont)		Jason Andrew, Ph.D., Nebraska John N. Taylor, Iowa Charles Stevens, Missouri James S. Nyman, Nebraska		
VIII		Judy Buffmire, Utah Robert Dingwall, Wyoming Walter Donaldson, Montana Jim Fine, North Dakota Mark Litvin, Colorado John Madigan, South Dakota Warren Thompson, Utah		Jimmy Ballantyne, RSA Art Zamora, RSA
IX		Del Frost, Nevada Gerald McCue, Arizona	Fred Tenney, AARF Bob Wolfe, CALARF	Tony DiSimone, RSA

Regional Advisory Committee Membership
Placement Consortium

Table 1
(continued)

Region Number	Business	State Agency	Facilities and Others	Ex-Officio
IX (cont)		Tom Rietz, California		
X	Kay Fisher, Hewlett - Packard	Les James, Washington Dale Rich, Idaho Michael Morgan, Alaska Charles Young, Oregon Paul Dziedzic, Washington Larry Martin, Oregon Elizabeth Dowler, Alaska	Robert Fraser, Harborview Med. Ctr. Michael Hatch, Work Opportunities	Frank Campbell, RSA

Trainees Attending National and Regional
Efforts in Year 1 (1982-83)

Table 2

Note: Does not include 26 RRCEP staff who were participants in regional training.

Region,	State Agency			Federal Agency	Facilities	Employers	Other	Total
	Adm.	Sup.	Other					
I	50	30	16	6		3	5	110
II	40							40
III	24		10	2	1	3		40
IV	22		5	3	5	8	9	52
V	52	69	184	2	36	15	16	374
VI	85	7	6	8				106
VII	27	8	7		2	17	2	63
VIII	14		180					194
IX	19	4	42	1		20		86
X	20	5	4					29
National Conference	77	1	1	10	20	15	28	151
Total	430	123	455	32	64	81	60	1245

diagnose organizational policies and practices in relation to job development/job placement.

- a. Survey job development/job placement of public and private service-providing agencies.
- b. Review/analyze policies and practices to identify factors critical to effectiveness.
- c. Design organizational diagnosis methodology for assessment of factors identified as critical to job development/job placement effectiveness.
- d. Identify significant enablers to effective job development/job placement practice (i.e., policy, resources, internal support, manpower and training, community linkages, etc.).
- e. Conduct training for VR administrators in the adaptation of successful job development/job placement practices.
- f. Identify training needs at other than administrative levels.

Core Area 2 - Supervisors

3. To develop the role functions and performance expectations of line supervisors in relation to integrating job placement/job development activities of the VR unit with the community, including other government agencies, local industry, civic and volunteer groups, and others.
 - a. Train supervisors in appropriate job development practices which should occur at the supervisory level.
 - b. Train supervisors in the community resources which must be developed to support agency job placement/development activities.
4. To increase the knowledge and skill of rehabilitation supervisory staff in managing the job development/job placement effort of their unit of responsibility.
 - a. Train line supervisors in accessing community labor market information and personnel practices of principle local employers.

- b. Train supervisors to integrate agency job placement/job development objectives into specific job descriptions of staff under their supervisory unit.
- c. Teach line supervisors methods of incorporating job development/job placement performance expectations for counselors into the supervisory function and in applying basic supervisory principles to these expectations.
- d. Increase supervisors' ability to assess skill and knowledge deficiencies of staff in carrying out job placement/job development functions and to plan for remediation as indicated.

Core Area 3 - Practitioner

- 5. To assess the training needs of VR practitioners in state and private rehabilitation agencies in the conduct of job development/job placement activities.
 - a. Describe all knowledge and skill areas which comprise the counselor's role in job development/job placement.
 - b. Conduct initial assessment of counselor needs in all identified competency areas.
 - c. Provide training and materials which build the capacity for ongoing, internal assessment of practitioners' job development/job placement competency on the part of VR agencies and facilities.
- 6. To develop curriculum, materials and instructional support which address each identified practitioner competency.
 - a. Survey all available resources for job development/job placement training materials.
 - b. Determine need for additional curriculum and materials development.
 - c. Develop needed materials.

7. To conduct training of practitioners in competencies related to job development/job placement.
 - a. Develop cadre of trainers at each regional level to conduct practitioner training as needs are identified.
 - b. Coordinate provision of practitioner training (monitor, evaluate, follow-up).
- B. All objectives scheduled for Year 1 have been met. Table 2 in this report indicates that 1,245 trainees have participated in training activities. An accounting of the number of training activities by Regions is found in Table 3 below.

Table 3
Number of Training Activities By
Regions in Year 1 (1982-82)

Region	Training Activities
I	4
II	1
III	2
IV	7
V	26
VI	7
VII	1
VIII	8
IX	8
X	5
National	<u>1</u>
	61

In addition to these 61 training activities, special projects have been developed and carried out that support the training

activities. These special projects, along with the Consortium member(s) who accepted the lead responsibility, are found in Table 4 below.

Table 4
Special Projects and Responsible Consortium
Members for Year 1 (1982-83)

Consortium Member(s)	Activity
All	1. National CSAVR Study of Placement
I & V	2. Resource Publication of Placement Practices
IV	3. Compendium of Placement Literature
All	4. Publication of Journal Issue on Placement
X	5. Survey of Placement Practices which utilize Hi-Tech processes
X,IV,V,VI	6. Development of Placement Simulation Training Program
III,VI,VIII	7. Contract with NOICC to revise use of labor information training

Activity #1 - National CSAVR Study of Placement

The National CSAVR Study was conducted during the months of November and December, 1982. Surveys were distributed and collected by Consortium members. Data was entered into the computer by SDSU in January, 1983, and was utilized in the National Placement Conference in San Antonio on January 18-21, 1983. Regional data has since been sent out to Consortium members. Consortium members are now able to use their own Regional Data to study regionwide/statewide Placement concerns and perform appropriate planning with regional and state

vocational rehabilitation officials. In some cases, data is being used to also complete research for publication.

Activity #2 - Resource Publication of Placement Practices

During the course of the first year, each RRCEP, in conjunction with their regional advisory committee and other key rehabilitation and industrial professionals, have attempted to identify placement practices which are presently being conducted in their respective geographic area. These activities have been compiled in a one-page summary format that outlines objectives, methodology, resource, and contact persons. One copy of the Directory has been distributed to each state VR agency and RRCEP in July, 1983. It is the intent of the Consortium to continue updating this practice throughout the duration of the project. The design of the package is to have ready access for practitioners and administrators to examine ongoing placement activities.

Activity #3 - Compendium of Placement Literature

A compendium of rehabilitation literature has been pulled together for a resource for trainers in the area of placement. While this is not an exhaustive list of placement research, theory, and practice, it provides the beginning structure for published results of placement techniques, practices, and training approaches. As with the publication cited in Activity #2 above, this will be updated throughout the three-year period.

Activity #4 - Publication of Journal Issue on Placement

A cooperative arrangement has been established with the editorial board of the Journal of Rehabilitation Administration to publish a special issue of the Journal related to placement. It is anticipated that this issue will be published by January 1, 1984. The details of the Journal format are presently being refined and will be available upon request after August, 1983.

Activity #5 - Survey of Placement Practices Which Utilize Hi-Tech Processes

Because of the advent of high technology; i.e., micro-computers, word processing, etc., the Consortium, in a cooperative effort with the Materials Development Center at the University of Wisconsin-Stout Vocational Rehabilitation Institute, has developed a joint research publication analyzing the effectiveness of the most commonly used high-technology systems in placement. This package, to be distributed jointly, will be available by September, 1983. This will serve as a resource for recipients of training and Consortium members.

Activity #6 - Development of Placement Simulation Training Program

A key ingredient for training administrators and supervisors is the format and delivery of the training content. One approach chosen by the Consortium is the simulation for training. A simulation approach is being developed in the area of placement from an administrators and supervisors perspective. It is anticipated that this simulation will be completed by January, 1984. Training of the RRCEP Consortium members will be conducted during the first quarter of 1984. The training will be in place through the RRCEPs immediately after the training of trainers. This simulation package is designed to combine both theory and practice in a realistic situation.

Activity #7 - Contract With NOICC to Revise Use of Labor Information Training

The RRCEP Consortium has entered into an agreement with the National Occupational Information Coordinating Committee (NOICC) of the Department of Labor to provide specialized occupational information training to state agency rehabilitation staff. NOICC had previously developed an Improved Career Decision Making (ICDM) training package.

ICDM was submitted to the Consortium for review. Consortium members felt the ICDM was useful, but required modifications. The agreement between NOICC and the Consortium allows the ICDM to be modified for rehabilitation staff, and it also provides funds for training the trainer instruction of Consortium members to make the modified ICDM available in each region. Regional training will be coordinated with each respective State Occupational Information Coordinating Committee (SOICC).

- C. All activities for Year 1 have been completed. Exceptions to this are in Special Projects as noted in Section B. In some very rare cases, individual state agency training activities have not been completed because it was necessary to postpone them. An example of this is found in Region IX, where one state agency has requested that the project training be postponed until September or October of 1983, so that an eligibility training focus can be completed prior to shifting concentration to placement.
- D. Each of the 7 activities have impact for vocational rehabilitation and placement throughout the nation. Each Consortium member has introduced other special approaches to placement within their own regions. These special approaches to placement issues and concerns correspond to unique state and/or regional needs. Some of the approaches are listed below:

Region I - RCEP I has conducted its regional training program with managers and supervisors. Action plans for each of the ten agencies in Region I resulted. These will be reviewed with the RCEP on October 6-7, 1983. The Coordinating Committee will reconvene to establish regional and in-service training activities.

Region II - RCEP II has adopted the Probe model for developing strategic approaches in state agency placement activities. RCEP II will utilize Probe in each state agency in Region II.

Region III - RCEP III has developed a planning model and comprehensive checklist for developing a state agency plan for placement. RCEP III is working with each state agency to utilize the planning instrument for examining internal concerns and developing responsive changes.

Region IV - The primary thrust in Region IV is intervention with top management in each agency to develop a "regional" Placement concept. Agency directors, assistant directors and field service supervisors have been involved in a regional program with industry representatives and other placement related programs. Analysis of placement systems has begun in four agencies, including analysis of policy, reward systems, and management support. "Placement" has been central on the agenda at other regional and state meetings. Finally, the Consortium Survey data has been compiled and disseminated to each agency in the Region.

Region V - RCEP V has introduced two major placement concepts: (a) a comprehensive regionwide conference for focus on placement, and (b) an agreement with Southern Illinois University to develop management concepts focused on state agency organizational response to the national placement initiative. Special attention is being drawn to present downline organizational change needs.

Region VI - RCEP VI is working with state agencies to promote management planning in the implementation of placement services in VR agencies. Focus is on partnership building between rehabilitation, business and industry, PWI, and facilities

through a series of regional and state training programs. The RCEP VI major approach is through developing activities, technical assistance and consultation.

Region VII - RCEP VII has carried out a training program for top management which sets an atmosphere conducive to reaffirm state and private agency policy and procedures in placement. A task force has been formed along with the directors to follow-up on Year 1 activities to involve supervisory personnel. It is anticipated that increased involvement will also include private non-profit facilities.

Region VIII - RCEP VIII is focusing on placement efforts by making an attempt to be responsive to the individual needs of the state agencies. This is characterized by establishing a goal to forge a closer reliance between business, industry, and the public sector.

Region IX - RCEP IX and PRCEP have initiated planning with each state agency to bring industry and the state agencies into closer mutual relationships. Utilizing the model of the National Conference (San Antonio), training and planning sessions are being conducted in each state. Various staff are involved to provide input into administrative considerations for agency change, focus, and marketing.

Region X - RCEP X is working with state agencies to introduce and develop a regionwide marketing program for operation in each of the state agencies.

VI. FISCAL INFORMATION

Information regarding the fiscal operations of the project are found in Attachment 1.

VII. SUMMARY

The original conception of the Consortium Grant for Placement was to provide a coordinated continuing education effort using the concepts of training, education and development as the core basis for impacting placement activities in the state/federal program. Year 1 efforts have been devoted primarily at the administrative level both from a public as well as a non-profit, a private profit and business, and an industry perspective. There are, as outlined in the report, a total of 7 different coordinated national efforts. In addition to each one of these 7, there is individual regional effort aimed at the area of administration but designed to meet the indigenous needs of a region or particular state. In virtually all efforts undertaken to date, a cooperative mode has been used to involve business and industry as well as representatives from all aspects of the rehabilitation community. Based on the projections outlined in the original grant application and the accomplishments in Year 1 to date, it is the opinion of the Consortium members that we have exceeded the original projections.

As we begin planning and implementation of Year 2 activities, the focus will move from administration to supervision. It is critical to note that you cannot exclusively deal with only one level of professional, i.e., administrators, supervisors, or counselors. There must be a melting of these three personnel groups throughout the three-year project. However, the focus during the second year will be a coordinated approach of regional activities and a completion of the national scope activities begun in Year 1. Further, it is expected that there will be a more extensive involvement of individual state agency and rehabilitation community personnel during the coming year. If, as expected, Year 2 is accomplished in a similar manner to Year 1, we will be able to embark successfully on working with counselors and frontline practitioners during our final year. This would then allow us to complete our scope of work for the three-year project.

ATTACHMENT 1

FISCAL INFORMATION

Year 1 Budget
(1982-83)

Personnel	\$ 38,446
Fringe Benefits	9,518
Supplies	1,540
Travel	15,575
Other	
Phone	1,500
Postage	800
Duplicating/Printing	3,000
Space-rental	1,800
Computer	600
Consultation/Contractural	
Fees	900
Expenses	1,450
Services	1,500
Sub-contracts (see page 2)	275,334
Trainee Travel	71,942
Indirect	31,095
TOTAL	\$455,000

ATTACHMENT 1 (CONT.)

Sub-Contracts-Year 1 (1982-83)

Region I	-	Assumption College	\$33,100
Region II	-	SUNY, Buffalo	20,054
Region III	-	George Washington University	26,100
Region IV	-	University of Tennessee	18,900
		Georgia State University	42,711
Region V	-	Multiresource Center	30,600
Region VI	-	University of Arkansas	30,500
Region VII	-	University of Missouri	17,600
Region VIII	-	University of Northern Colorado	23,969
Region IX	-	San Diego State University	15,700
Region X	-	Seattle University	16,100
		TOTAL	\$275,334

CORE AREA: ADMINISTRATION AND MANAGEMENT

OBJECTIVE 1: To provide educational opportunities for rehabilitation administrators, managers, and supervisors in critical content areas related to rehabilitation programming and service delivery.

OBJECTIVE 2: Conduct Training courses which will develop and increase the management skills of rehabilitation administrators, managers, and supervisors.

OBJECTIVE 3: To conduct Developmental activities which will assist rehabilitation administrators, managers, and supervisors to more effectively evaluate, analyze, and program for future changes in the delivery of rehabilitation services.

(Programming/Activity Conducted October 1, 1982 - September 30, 1983)

Program	Dates	# Participants	Location
Independent Living Center Management (coop. with TIRR)	November 14-18, 1982	18	Houston, TX
Conducted Bi-Regional CSAVR Legislative Meeting	February 3-4, 1983	40	Dallas, TX
Region VI Educational/ Training Seminar	June 15-17, 1983	75	Dallas, TX
Performance Management Through Effective Leadership (PMTEL) Phase I (2 programs)	July 18-22, 1983	37	Little Rock, AR
Planning & Managing the Staff Development Function	July 25-26, 1983	12	Okla. City, OK
Management Improvement Conference	August 29 - September 1, 1983	100	Dallas, TX

- Region VI Management Planning Initiative

- Writing and developmental activities
- Six (6) visits to state agencies (May-June)
- Editing, rewrite sessions
- Meetings with Regional Office
- Processing media and printing activities

- Accessibility Guidelines for Multi-Housing - A Manual - Completed

- Conference Proceedings: Management Improvement Conference - In Process

- Rehabilitation Services Administration Planning Manual - A Comprehensive Program Budget Planning System

PLANNED ACTIVITIES

1983 - 1984

A. Management/Administration Core Area

1. Performance Management Through Effective Leadership (PMTEL)
 - a. Conduct PMTEL, Phase II, Arkansas Agency for 40 Managers, November 28 - December 2.
 - b. Market PMTEL with Region VI Agency Managers.
 - c. Conduct PMTEL as requested - estimated with three (3) agencies.
2. Administration and Management of the VR Program
 - a. Consult with Advisory Committee and Agency Directors regarding program.
 - b. Follow-Through based on decision.
3. Region VI Training Seminar
 - a. Planning Committee Meeting, September 28-29, 1983.
 - b. Conduct program, June 13-15, 1984.
4. Management Improvement
 - a. Conference Proceedings for 1983 Conference - develop, print, and disseminate.
 - b. Follow up with Region VI RSA Office, CSAVR Sub-Committee, and others regarding 1984 activities and programming.
5. Facilities (RSA 1983-84 Priority)
 - a. Nature and scope of activities are to be determined.
6. VR/SE Continuum of Services (RSA 1983-84 National Priority) (Deaf-Blind and LD)
 - a. Nature and scope of activities are to be determined.
7. Region VI Management Planning Initiative
 - a. Follow-up activities - specific 1983-84 activities are to be determined.
8. Randolph-Sheppard
 - a. Nature and scope of 1983-84 activities are to be determined.

PROJECTED EXPENDITURES: ADMINISTRATON & MANAGEMENT

1983 - 1984

	Consultants	Trainees	Printing/ Copying	Staff Travel	Total
*PMTEL	7,000	-0-	500	2,000	9,000
**Administration and Management of VR Program	4,500	-0-	1,000	1,000	6,500
Region VI Training Seminar	1,000	2,000	500	500	4,000
Facilities	?	?	?	?	?
VR/SE	?	?	?	?	?
Region VI Management Planning	-0-	-0-	200	2,000	2,200
Randolph-Sheppard	?	?	?	?	?
	12,500	2,000	2,200	5,500	21,700

*Expenditures depend upon cooperative funding by RRCEP and State Agencies.
Estimated cost above represents estimated total cost for five courses.

**Estimated expenditures are based upon use of a task force to assist in
developing program and materials and expense for conducting two programs.

CORE AREA: SEVERELY DISABLED

Completed Activities

OBJECTIVE 1: To provide rehabilitation personnel with training courses focusing on providing quality rehabilitation services to persons with specific severe disabilities.

Program	Dates	Participants	Location	Comments
Counseling with Deaf Persons	July 20-22, 1982	10 deaf specialists	Little Rock, AR	
Model State Plan for the Deaf/Blind	March 14-16, 1983	75 rehabilitation & special education program specialists & administrators	Little Rock, AR	In cooperation with RT-31, Helen Keller Center, Regional Office
Serving the Learning Disabled	March 29-30, 1983	25 rehabilitation practitioners	Little Rock, AR	In-state program
Peer Counseling in Facilities and Independent Living Centers	April 12-14, 1983	10 adjustment specialists & peer counseling coordinators	Little Rock, AR	
Serving Persons with Head Injury	June 7-9, 1983	25 rehabilitation practitioners	Hot Springs, AR	
Managing Burnout	June 23, 1983	40 rehabilitation counselors	New Orleans, LA	Conference presentation.
Issues in Independent Living	July 27-29, 1983	20 independent living center directors & agency coordinators of independent living	Little Rock, AR	In cooperation with Regional Office
Counseling with Deaf Persons	Sept. 7-9, 1983	8 deaf specialists	Little Rock, AR	In cooperation with RT-31

OBJECTIVE 2: To develop training materials in the area of severe disability.

Program	Activities
Counseling with Deaf Persons	1. Reviewed Interpersonal Skills Training Package. 2. Reviewed literature on Counseling Deaf. 3. Met with state coordinators for the deaf to get input (October 1982). 4. Developed draft training materials. 5. Planning meeting - review package with RT-31. 6. Field-tested package. 7. Attended Utilization Conference - Research on Deafness. 8. Assisted with development of videotape training aids. 9. Field-tested package 2nd time.
Learning Disabilities	1. Put together training materials for in-state program.
Model State Plan for Serving the Deaf/Blind	1. Planning meeting with State Coordinator's Deaf Services, Helen Keller Institute, Office for the Blind and Visually Impaired (October 19-21, 1982). 2. Did literature review, consulted with persons in field by telephone. 3. Follow-up meeting on deaf/blind (November 19, 1982). 4. Wrote chapter for plan. 5. Presented plan at bi-regional conference. 6. Rewrote chapter based on input received.

OBJECTIVE 3: To serve as a training consultant to public and private rehabilitation facilities in Region VI in planning, developing and delivering training courses.

Consulted with Louisiana Staff Development - assisted with grant development, April 1983, Baton Rouge, Louisiana.

Met with Hot Springs Rehabilitation Center staff to orient them to Communication Skills Training Program, Hot Springs, Arkansas.

Consulted with Arkansas Agency - assisted with grant development, September 1983, Little Rock, Arkansas.

Met with Staff Development Unit from Louisiana Agency to develop in-state training programs of Learning Disabilities, January 13, 1983, Baton Rouge, Louisiana.

Met with Independent Living Coordinators and ILRU staff to develop training plan for Independent Living, August 17, 1983, Little Rock, Arkansas.

CORE AREA: SEVERELY DISABLED

Projected Activities

OBJECTIVE 1: To provide training courses on quality rehabilitation services to persons with specific severe disabilities.

Program	Participants	Comments
Rehabilitation Procedures with the Psychiatrically Disabled	40 rehabilitation practitioners	2 regional programs - one for facility settings, one for workers in field settings.
Group Procedures in Counseling Deaf Persons	20 rehabilitation workers with deaf	Extensive modification of PAS program - 2 field-tests.
Counseling with Deaf Persons	30 rehabilitation workers with deaf	In-state offering 3 programs projected.
Rehabilitation of Persons with Neuro-Muscular Diseases	25 rehabilitation practitioners	1 regional program.
Underserved Disabilities	25 rehabilitation practitioners	1 regional program. Topic to be selected.
Independent Living Training	20 independent living center managers	2 regional programs - one independent living center management, one long-term planning for independent living.
Spinal Cord Injury	24 participants	2 in-state programs for New Mexico supervisors.
Emotionally & Mentally Disturbed	24 participants	2 in-state programs for New Mexico supervisors.

OBJECTIVE 2: To develop training materials in the area of severe disability.

1. Rehabilitation Procedures with Psychiatrically Disabled
 - A. Clarify training need.
 - B. Contact key resources.
 - C. Secure existing training materials.
 - D. Package materials with training format.
2. Group Procedures in Counseling Deaf Persons
 - A. Modify PAS materials.
 - B. Field-test program.
 - C. Modify program as necessary.
3. Rehabilitation of Persons with Neuro-Muscular Disabilities
 - A. Review existing education/training materials available.
 - B. Contact key resources and trainers.
 - C. Package training materials and program format.
4. Spinal Cord Injury
 - A. Review existing material.
 - B. Compile training materials.
 - C. Develop package.
5. Emotionally and Mentally Disturbed
 - A. Review existing material.
 - B. Compile training materials.
 - C. Develop package.

PROJECTED EXPENSES: SEVERELY DISABLED
1983-84

	Consultants	Trainers	Printing/ Copying	Staff Travel	TOTAL
Psychiatrically Disabled	2,000	9,000	500	200	11,700
Group Procedures with Deaf	-0-	1,500	500	200	2,200
Counseling Deaf	-0-	-0-	250	600	850
Neuro-Muscular	2,000	6,000	250	200	8,450
Underserved	1,000	6,000	250	200	7,450
Independent Living Training	1,000	3,000	500	400	4,900
	6,000	25,500	2,250	1,800	<u>35,550</u>

VOCATIONAL REHABILITATION PROCESS

Core Area

The following presents a breakdown, by objective, of RRCEP activities from October 1, 1982, through September 30, 1983.

OBJECTIVE 1: To train rehabilitation personnel, of both public and private facilities and agencies, in the basic and advanced knowledge and skills needed to provide effective services to handicapped individuals.

Program	Dates	# of Participants	Location
Caseload Management Simulation	Oct. 13-15, 1982	16	Shreveport, LA
Writing Intermediate Objectives	Oct. 22, 1982	15	Little Rock, AR
Caseload Management Simulation	Oct. 28-29, 1982	11	Oklahoma City, OK
Caseload Management Simulation	Nov. 16-17, 1982	15	Austin, TX
Caseload Management Simulation	Nov. 18-19, 1982	13	Austin, TX
Caseload Management Simulation	March 7-8, 1983	12	Santa Fe, NM
Caseload Management Simulation	March 9-10, 1983	13	Albuquerque, NM
Establishing Eligibility - the Preliminary Diagnostic Process	March 22-23, 1983	7	Little Rock, AR
Caseload Management Simulation	April 4-5, 1983	12	Roswell, NM
Caseload Management Simulation	April 27-28, 1983	9	Columbus, OH

OBJECTIVE 2: To provide training opportunities which will enhance the rehabilitation training manpower effectiveness within Region VI through the training of trainers and technical assistance.

Program	Dates	# of Participants	Location
Establishing Eligibility - The Preliminary Diagnostic Process	April 20-22, 1983	11	Arkadelphia, AR

OBJECTIVE 3: To develop and disseminate courses, training packages and other instructional materials that can assist in rehabilitation training activities with both maximum flexibility and impact.

Program	Developmental Activities
Establishing Eligibility - The Preliminary Diagnostic Process	- Conducted literature review. - Examined federal and state VR audits. - Obtained and reviewed training materials. - Attended training programs. - Served as counselor in VR field office for 3 months (2 days per week). - Developed materials. - Field-tested materials. - Revised materials. - Prepared materials for publication. - Conducted regional training program. - Currently developing trainer materials.
Vocational Planning The IWRP Process	- Conducted literature review. - Examined federal and state VR audits. - Obtained and reviewed training materials. - Attended training programs. - Served as VR counselor. - Currently developing first draft of materials.
Improved Career Decision Making Through Labor Market Information	- Attended DOL training program. - Revised Unit 2 of current DOL training program. - Attended training committee meeting.

VOCATIONAL REHABILITATION PROCESS

Core Area

The following presents a projection, by objective, of RRCEP activities planned for October 1, 1983, through July 1, 1984.

OBJECTIVE 1: To train rehabilitation personnel, of both public and private facilities and agencies, in the basic and advanced knowledge and skills needed to provide effective services to handicapped individuals.

Program Title	# of Programs (tentative)	Agency
Establishing Eligibility - The Preliminary Diagnostic Process	4	Arkansas Division of Rehabilitation Services
Establishing Eligibility - The Preliminary Diagnostic Process	1	Texas Commission for the Blind
Establishing Eligibility - The Preliminary Diagnostic Process	4	New Mexico Rehabilitation Services (New Mexico Contract)

Comments: Additional programs will be available to other state VR agencies upon request.

Vocational Planning The IWRP Process	To be offered in Spring 1984 upon request	
Interpreting Vocational Diagnostic Information	1	Regional program
Improved Career Decision Making Through Labor Market Information	To be offered in Spring 1984 upon request	

OBJECTIVE 2: To provide training opportunities which will enhance the rehabilitation trainer manpower effectiveness within Region VI through the training of trainers and technical assistance.

Program Title	# of Programs (tentative)	Agency
Vocational Planning the IWRP Process	1	Regional program for Staff Development Supervisors

OBJECTIVE 3: To develop and disseminate courses, training packages and other instructional materials that can assist in rehabilitation training activities with both maximum flexibility and impact.

<u>Training Program</u>	<u>Developmental Activities</u>
Establishing Eligibility - The Preliminary Diagnostic Process	- Complete revision of training materials and printing of materials. - Complete trainer's manual. - Complete audio visual support materials.
Vocational Planning The IWRP Process	- Complete initial draft of training materials. - Field-test materials. - Complete 2nd revision. - Conduct regional training program. - Produce final training material with audio visual support.
Improved Career Decision Making Through Labor Market Information	- Complete training package. - Conduct national training of trainers program.

PROJECTED EXPENSES: VOCATIONAL REHABILITATION PROCESS
1983-84

	Trainees	Printing/ Copying	Staff Travel	TOTAL
Interpreting Vocational Diagnostic Information	6,000	600	600	7,200
Caseload Management	-0-	100	1,200	1,300
Establishing Eligibility	-0-	1,500	4,500	6,000
Vocational Planning	3,000	1,500	2,700	7,200
ICDM	-0-	-0-	-0-	-0-
	9,000	3,700	9,000	<u>21,700</u>

CORE AREA: PLACEMENT

ADMINISTRATORS

Objectives:

1. To improve the ability of the VR administrators to analyze and respond to the changing political and economic environment in which job development/job placement must occur.
 - a. Review and adapt labor market analysis and forecasting technologies for local implementation by VR agencies and facilities.
 - b. Develop strategies for improving communication linkages between VR agencies/facilities and the private sector (business and industry.)
 - c. Conduct training conference with agency/facility administrators to address (a) and (b) above in concert with representatives of business, industry, PWI's, private (proprietary and non-profit) rehabilitation service providers, and others.
2. To provide for wider implementation of those job development/job placement practices which have demonstrated success. The key ingredient to the accomplishment of this objective is seen as building the capacity of VR agencies to effectively diagnose organizational policies and practices in relation to job development/job placement.
 - a. Survey job development/job placement of public and private service-providing agencies.
 - b. Review/analyze policies and practices to identify factors critical to effectiveness.
 - c. Design organizational diagnosis methodology for for assessment of factors identified as critical to job development/job placement effectiveness.
 - d. Identify significant enablers to effective job development/job placement practice (i.e., policy, resources, internal support, manpower and training, community linkages, etc.).
 - e. Conduct training for VR administrators in the adaptation of successful job development/job placement practices.
 - f. Identify training needs at other than administrative levels.

SUPERVISORS

Goal: To assist VR administrators and supervisors in carrying out existing managerial systems in an efficient and effective manner.

Objectives:

1. To train supervisors in carrying out states' initiatives as they relate to placement.
2. To train supervisors in appropriate job development/job placement practices which should occur at the supervisory level.
3. To teach supervisors methods of incorporating job development/job placement performance expectations for counselors into the supervisory function and in applying basic supervisory principles to these expectations.

Goal: To develop the role functions and performance expectations of line supervisors in relation to integrating job placement/job development activities of the VR unit with the community, including other government agencies, local industry, civic and volunteer groups, and others.

Objectives:

1. To identify the VR administrator's definition of the role functions and performance expectations of line supervisors.
2. To develop a common managerial perspective which would provide for wider implementation of those job development/job placement practices which have demonstrated success.
3. To train supervisors to integrate agency job placement/job development objectives into specific job descriptions of staff and their leadership.

Goal: To present geographically unique exemplary programs to supervisors from similar geographic areas.

Objectives:

1. To identify successful techniques in job development/job placement.
2. To identify those successful techniques which could be effective in their area.
3. To develop action plans to implement successful techniques which the supervisor feels would be effective in their locale.

PRACTITIONERS

Objectives:

1. To assess the training needs of VR practitioners in state and private rehabilitation agencies in the conduct of job development/job placement activities.
 - a. Describe all knowledge and skill areas which comprise the counselor's role in job development/job placement.
 - b. Conduct initial assessment of counselor needs in all identified competency areas.
 - c. Provide training and materials which build the capacity for ongoing, internal assessment of practitioners' job development/job placement competency on the part of VR agencies and facilities.
2. To develop curriculum, materials and instructional support which address each identified practitioner competency.
 - a. Survey all available resources for job development/job placement training materials.
 - b. Determine need for additional curriculum and materials development.
 - c. Develop needed materials (see Work Plan).
3. To conduct training of practitioners in competencies related to job development/job placement.
 - a. Conduct practitioner training as per needs.

(Programming/Activity Conducted October 1, 1982 - September 30, 1983)

Program	Dates	# Participants	Location
Region VI Placement Utilization Seminar	October 5-6, 1982	30	Dallas, TX
Conducted Placement Seminar of Facility Results	December 15, 1982	25	Hot Springs, AR
Assisted in Conducting National RRCEP Consortium Placement Conference	January 18-21, 1983	100+	San Antonio, TX
Management Planning for Placement	February 28, 1983	8	Little Rock, AR
Introduction to Marketing Concepts	March 29-30, 1983	35	Dallas, TX
Management Planning for Placement	April 5-6, 1983	12	Santa Fe, NM
Job Placement and Employer Development	April 23-27, 1983	20	Baton Rouge, LA
Management Planning for Placement (Follow-Up)	June 7, 1983	12	Santa Fe, NM
Job Placement and Presentation (SWNRA)	June 23, 1983	15	New Orleans, LA

- Two sessions with state agency directors regarding placement - National Conference and CSAVR Bi-Regional Conference.
- Prepared and disseminated report of state results to individual state agencies.
- Conducted Study of Placement in 23 Arkansas facilities.
- Prepared and disseminated Study Results to facility staff.
- Made presentations to CSAVR Research Sub-Committee and full Council regarding Placement Consortium Study and Training Plan.
- Participated on Ad Hoc Committee for Drake University Placement Project.
- Served on Advisory Committee for Focus on Children, Inc. Placement Project (3 meetings).
- Development of a manual of process and materials for management planning for Placement.

- Served on Advisory Committee for Drake University Placement Project (2 meetings).
- Developed Chapter of ICDM Training Package on Labor Market Information.
- Attended Job Placement Training Program by Drake University.
- Presentation to PWI.
- Participated in three (3) RRCEP Consortium meetings regarding Placement Project.

PLANNED ACTIVITIES: PLACEMENT

1983 - 1984

I. Job Development and Placement

- A. Conduct regional program on Developing A Partnership Between Rehabilitation and Business/Industry for 40 individuals for rehabilitation agencies, Business/Industry, PWI's, and facilities.
- B. Conduct five (5) in-state programs for Developing A Partnership Between Rehabilitation and Business/Industry, PWI's, and Facilities.
- C. Conduct one (1) regional program for 25 rehabilitation supervisors.
- D. Conduct three (3) training programs, "Management Planning for Placement," for rehabilitation administrators and managers.
- E. Conduct five (5) in-state courses for 100 rehabilitation supervisors in "Developing and Managing the Placement Function."
- F. Assist in development of Consortium Placement Simulation Training Package.
- G. Assist in developing revision of "A Compendium of Programs and Practices in Placement."
- H. Develop Placement training materials for supervisors.
- I. Develop Placement training materials for rehabilitation practitioners.
- J. Assist in development of training package on Improved Career Decision Making Through Labor Market Information.
- K. Provide follow-up consultation and technical assistance to rehabilitation agencies and private sector for purposes of: (1) developing agency placement plans and programs; (2) developing and implementing programming at the state and local levels to promote partnership building between rehabilitation and business/industry; and (3) provide consultation to state agencies in the Review and Analysis of Policies and Practices to identify factors critical to improve Placement effectiveness.

PROJECTED EXPENDITURES: PLACEMENT

1983 - 1984

	Consultants	Trainees	Printing/ Copying	Staff Travel	Total
Regional Program Partner- ship Building (including planning session)	1,200	16,000	500	700	18,400
Partnership Building State Level (5 programs)	5,000	-0-	500	1,600	7,100
Regional Program Supervisors	1,000	14,000	300	500	15,800
Management Planning	-0-	-0-	100	900	1,000
Supervisor Training, In-State	2,500	-0-	500	1,600	4,600
	9,700	30,000	1,900	5,300	47,900

VOCATIONAL EVALUATION/WORK ADJUSTMENT GRANT

September 1, 1983 - August 31, 1984

PERSONNEL:

Leon Thornton	Director	15%
	Coordinator	80%
Mike Leland	Instructor	10%
Suki Hinman	Instructor	10%
Doug Rice	Instructor	5%

\$30,750

Fringe @ 15%----- 4,612

Staff Travel ----- 5,500

Supplies ----- 500

Consultation ----- 750

Advisory Committee ----- 2,400

Printing ----- 500

Communications ----- 500

Traineeships ----- 17,000

Other ----- 500

TOTAL 63,012

Indirect cost @ 8% 5,041

TOTAL 68,053

Meeting Rooms 338

TOTAL \$68,391

VOCATIONAL EVALUATION & WORK ADJUSTMENT TRAINING PROGRAM

A three-year project to conduct a program of training for professionals who provide vocational evaluation and work adjustment services within public and private rehabilitation agencies and facilities.

The project includes training in two major areas: (1) vocational evaluation; and (2) work adjustment.

I. VOCATIONAL EVALUATION:

Objective 1. To train newly employed or inexperienced vocational evaluators and work adjustment specialists to develop needed skills for effective performance.

Sub-Objectives:

1-1 Conduct two regional, on-campus training programs for vocational evaluators in basic evaluation techniques.

Objective 2. To provide training for experienced vocational evaluators and work adjustment specialists to upgrade their skills and to develop mastery of new program development.

Sub-Objectives:

2-1 Conduct five multi-state or in-state training programs for vocational evaluators in selected advanced evaluation techniques.

Objective 3. To develop courses, training packages, and other instructional materials that can be utilized in training activities and also be disseminated with maximum flexibility and input.

Sub-Objectives:

3-1 Refine current training materials on regional training program.

3-2 Develop and field test an advanced evaluation training package for experienced evaluators.

3-3 Disseminate training packages to other training resources, agencies and facility training units, and facility directors.

Objective 4. To provide technical assistance and consultation to rehabilitation programs and facilities in Region VI with the scope of identified vocational evaluation and work adjustment needs.

Sub-Objectives:

- 4-1 Conduct ongoing training needs assessment of vocational evaluators.
- 4-2 Provide ongoing technical assistance regarding new evaluation techniques, technology, and tools.
- 4-3 Provide technical assistance to facilities to improve existing evaluation programs.
- 4-4 To act as a resource library for vocational evaluation literature, manuals, research reports, etc.

II. WORK ADJUSTMENT:

Objective 1. To train newly employed or inexperienced vocational evaluators and work adjustment specialists to develop needed skills for effective performance.

Sub-Objectives:

- 1-1 Conduct one regional, on-campus training program for work adjustment specialists in basic adjustment techniques.

Objective 2. To provide training for experienced vocational evaluation and work adjustment specialists to upgrade their skills and to develop mastery of new program developments.

Sub-Objectives:

- 2-1 Conduct four multi-state or in-state training programs for work adjustment specialists in selected advanced adjustment techniques.

Objective 3. To develop courses, training packages, and other instructional materials that can be utilized in training activities and also be disseminated with maximum flexibility and input.

Sub-Objectives:

- 3-1 Refine current training materials on regional training programs.
- 3-2 Develop and field test an advanced adjustment training package for experienced work adjustment specialists.
- 3-3 Disseminate training packages to other training resources, agency and facility training units.

Objective 4. To provide technical assistance and consultation to rehabilitation programs and facilities in Region VI within the scope of identified vocational evaluation and work adjustment needs.

Sub-Objectives:

- 4-1 Conduct ongoing training needs assessment of work adjustment specialists.
- 4-2 Provide ongoing technical assistance regarding new adjustment techniques and tools.
- 4-3 Provide technical assistance to facilities to improve existing adjustment programs.
- 4-4 To act as a resource library for work adjustment literature, manuals, research reports, etc.