# State Plan for the State Vocational Rehabilitation Services Program and State Plan Supplement for the State Supported Employment Services Program Florida Division of Blind Services State Plan for Fiscal Year 2015 (submitted FY 2014)

## Preprint - Section 1: State Certifications

1.1 The **Florida Department of Education** is authorized to submit this State Plan under Title I of the Rehabilitation Act of 1973, as amended [1] and its supplement under Title VI, Part B, of the Rehabilitation Act [2].

1.2 As a condition for the receipt of federal funds under Title I, Part B, of the Rehabilitation Act for the provision of vocational rehabilitation services, the **Florida Department of Education** [3] agrees to operate and administer the State Vocational Rehabilitation Services Program in accordance with the provisions of this State Plan [4], the Rehabilitation Act, and all applicable regulations [5], policies and procedures established by the secretary. Funds made available under Section 111 of the Rehabilitation Act are used solely for the provision of vocational rehabilitation services under Title I of the Rehabilitation Act and the administration of the State Plan for the vocational rehabilitation services program.

1.3 As a condition for the receipt of federal funds under Title VI, Part B, of the Rehabilitation Act for supported employment services, the designated state agency agrees to operate and administer the State Supported Employment Services Program in accordance with the provisions of the supplement to this State Plan [6], the Rehabilitation Act and all applicable regulations [7], policies and procedures established by the secretary. Funds made available under Title VI, Part B, are used solely for the provision of supported employment services and the administration of the supplement to the Title I State Plan. **Yes**

1.4 The designated state agency and/or the designated state unit has the authority under state law to perform the functions of the state regarding this State Plan and its supplement. **Yes**

1.5 The state legally may carry out each provision of the State Plan and its supplement. **Yes**

1.6 All provisions of the State Plan and its supplement are consistent with state law. **Yes**

1.7 The (enter title of state officer below) **Yes**

**Commissioner of Education**

... has the authority under state law to receive, hold and disburse federal funds made available under this State Plan and its supplement.

1.8 The (enter title of state officer below)... **Yes**

**Commissioner of Education**

... has the authority to submit this State Plan for vocational rehabilitation services and the State Plan supplement for supported employment services.

1.9 The agency that submits this State Plan and its supplement has adopted or otherwise formally approved the plan and its supplement. **Yes**

State Plan Certified By

As the authorized signatory identified above, I hereby certify that I will sign, date and retain in the files of the designated state agency/designated state unit Section 1 of the Preprint, and separate Certification of Lobbying forms (Form ED-80-0013; available at http://www.ed.gov/fund/grant/apply/appforms/ed80-013.pdf) for both the vocational rehabilitation and supported employment programs.

Signed?**Yes**

Name of Signatory**Pam Stewart**

Title of Signatory**Commissioner of Education**

Date Signed (mm/dd/yyyy)**06/23/2014**

Assurances Certified By

At the request of RSA, the designated state agency and/or the designated state unit provide the following assurance(s), in addition to those contained within Section 2 through 8 below, in connection with the approval of the State Plan for FY **2015** **No**

Section 1 Footnotes

[1] Public Law 93 112, as amended by Public Laws 93 516, 95 602, 98 221, 99 506, 100-630, 102-569, 103-073, and 105-220.

[2] Unless otherwise stated, "Rehabilitation Act" means the Rehabilitation Act of 1973, as amended.

[3] All references in this plan to "designated state agency" or to "the state agency" relate to the agency identified in this paragraph.

[4] No funds under Title I of the Rehabilitation Act may be awarded without an approved State Plan in accordance with Section 101(a) of the Rehabilitation Act and 34 CFR part 361.

[5] Applicable regulations include the Education Department General Administrative Regulations (EDGAR) in 34 CFR Parts 74, 76, 77, 79, 80, 81, 82, 85 and 86 and the State Vocational Rehabilitation Services Program regulations in 34 CFR Part 361.

[6] No funds under Title VI, Part B, of the Rehabilitation Act may be awarded without an approved supplement to the Title I State Plan in accordance with Section 625(a) of the Rehabilitation Act.

[7] Applicable regulations include the EDGAR citations in footnote 5, 34 CFR Part 361, and 34 CFR Part 363.

## Preprint - Section 2: Public Comment on State Plan Policies and Proceduress

#### 2.1 Public participation requirements. (Section 101(a)(16)(A) of the Rehabilitation Act; 34 CFR 361.10(d), .20(a), (b), (d); and 363.11(g)(9))

##### (a) Conduct of public meetings.

The designated state agency, prior to the adoption of any substantive policies or procedures governing the provision of vocational rehabilitation services under the State Plan and supported employment services under the supplement to the State Plan, including making any substantive amendments to the policies and procedures, conducts public meetings throughout the state to provide the public, including individuals with disabilities, an opportunity to comment on the policies or procedures.

##### (b) Notice requirements.

The designated state agency, prior to conducting the public meetings, provides appropriate and sufficient notice throughout the state of the meetings in accordance with state law governing public meetings or, in the absence of state law governing public meetings, procedures developed by the state agency in consultation with the State Rehabilitation Council, if the agency has a council.

##### (c) Special consultation requirements.

The state agency actively consults with the director of the Client Assistance Program, the State Rehabilitation Council, if the agency has a council and, as appropriate, Indian tribes, tribal organizations and native Hawaiian organizations on its policies and procedures governing the provision of vocational rehabilitation services under the State Plan and supported employment services under the supplement to the State Plan.

## Preprint - Section 3: Submission of the State Plan and its Supplement

#### 3.1 Submission and revisions of the State Plan and its supplement. (Sections 101(a)(1), (23) and 625(a)(1) of the Rehabilitation Act; Section 501 of the Workforce Investment Act; 34 CFR 76.140; 361.10(e), (f), and (g); and 363.10)

(a) The state submits to the commissioner of the Rehabilitation Services Administration the State Plan and its supplement on the same date that the state submits either a State Plan under Section 112 of the Workforce Investment Act of 1998 or a state unified plan under Section 501 of that Rehabilitation Act.

(b) The state submits only those policies, procedures or descriptions required under this State Plan and its supplement that have not been previously submitted to and approved by the commissioner.

(c) The state submits to the commissioner, at such time and in such manner as the commissioner determines to be appropriate, reports containing annual updates of the information relating to the:

1. comprehensive system of personnel development;
2. assessments, estimates, goals and priorities, and reports of progress;
3. innovation and expansion activities; and
4. other updates of information required under Title I, Part B, or Title VI, Part B, of the Rehabilitation Act that are requested by the commissioner.

(d) The State Plan and its supplement are in effect subject to the submission of modifications the state determines to be necessary or the commissioner requires based on a change in state policy, a change in federal law, including regulations, an interpretation of the Rehabilitation Act by a federal court or the highest court of the state, or a finding by the commissioner of state noncompliance with the requirements of the Rehabilitation Act, 34 CFR 361 or 34 CFR 363.

#### 3.2 Supported Employment State Plan supplement. (Sections 101(a)(22) and 625(a) of the Rehabilitation Act; 34 CFR 361.34 and 363.10)

(a) The state has an acceptable plan for carrying out Part B, of Title VI of the Rehabilitation Act that provides for the use of funds under that part to supplement funds made available under Part B, of Title I of the Rehabilitation Act for the cost of services leading to supported employment.

(b) The Supported Employment State Plan, including any needed annual revisions, is submitted as a supplement to the State Plan.

## Preprint - Section 4: Administration of the State Plan

#### 4.1 Designated state agency and designated state unit. (Section 101(a)(2) of the Rehabilitation Act; 34 CFR 361.13(a) and (b))

##### (a) Designated state agency.

1. There is a state agency designated as the sole state agency to administer the State Plan or to supervise its administration in a political subdivision of the state by a sole local agency.
2. The designated state agency **is a state agency that is not primarily concerned with vocational rehabilitation or vocational and other rehabilitation of individuals with disabilities and includes a vocational rehabilitation unit as provided in paragraph (b) of this section (Option B was selected/Option A was not selected)**
3. In American Samoa, the designated state agency is the governor.

##### (b) Designated state unit.

1. If the designated state agency is not primarily concerned with vocational rehabilitation or vocational and other rehabilitation of individuals with disabilities, in accordance with subparagraph 4.1(a)(2)(B) of this section, the state agency includes a vocational rehabilitation bureau, division or unit that:
2. is primarily concerned with vocational rehabilitation or vocational and other rehabilitation of individuals with disabilities and is responsible for the administration of the designated state agency's vocational rehabilitation program under the State Plan;
3. has a full-time director;
4. has a staff, at least 90 percent of whom are employed full-time on the rehabilitation work of the organizational unit; and
5. is located at an organizational level and has an organizational status within the designated state agency comparable to that of other major organizational units of the designated state agency.
6. The name of the designated state vocational rehabilitation unit is

**Florida Division of Blind Services**

#### 4.2 State independent commission or State Rehabilitation Council. (Sections 101(a)(21) and 105 of the Rehabilitation Act; 34 CFR 361.16 and .17)

The State Plan must contain one of the following assurances.

(a) The designated state agency is an independent state commission that

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

(b) The state has established a State Rehabilitation Council that meets the criteria set forth in Section 105 of the Rehabilitation Act, 34 CFR 361.17

(c) If the designated state unit has a State Rehabilitation Council, Attachment 4.2(c) provides a summary of the input provided by the council consistent with the provisions identified in subparagraph (b)(3) of this section; the response of the designated state unit to the input and recommendations; and, explanations for the rejection of any input or any recommendation.

**(Option B was selected)**

#### 4.3 Consultations regarding the administration of the State Plan. (Section 101(a)(16)(B) of the Rehabilitation Act; 34 CFR 361.21)

The designated state agency takes into account, in connection with matters of general policy arising in the administration of the plan and its supplement, the views of:

##### (a) individuals and groups of individuals who are recipients of vocational rehabilitation services or, as appropriate, the individuals' representatives;

##### (b) personnel working in programs that provide vocational rehabilitation services to individuals with disabilities;

##### (c) providers of vocational rehabilitation services to individuals with disabilities;

##### (d) the director of the Client Assistance Program; and

##### (e) the State Rehabilitation Council, if the state has a council.

#### 4.4 Nonfederal share. (Sections 7(14) and 101(a)(3) of the Rehabilitation Act; 34 CFR 80.24 and 361.60)

The nonfederal share of the cost of carrying out this State Plan is 21.3 percent and is provided through the financial participation by the state or, if the state elects, by the state and local agencies.

#### 4.5 Local administration. (Sections 7(24) and 101(a)(2)(A) of the Rehabilitation Act; 34 CFR 361.5(b)(47) and .15)

The State Plan provides for the administration of the plan by a local agency. **No**

If "Yes", the designated state agency:

##### (a) ensures that each local agency is under the supervision of the designated state unit with the sole local agency, as that term is defined in Section 7(24) of the Rehabilitation Act and 34 CFR 361.5(b)(47), responsible for the administration of the vocational rehabilitation program within the political subdivision that it serves; and

##### (b) develops methods that each local agency will use to administer the vocational rehabilitation program in accordance with the State Plan.

#### 4.6 Shared funding and administration of joint programs. (Section 101(a)(2)(A)(ii) of the Rehabilitation Act; 34 CFR 361.27)

The State Plan provides for the state agency to share funding and administrative responsibility with another state agency or local public agency to carry out a joint program to provide services to individuals with disabilities. **No**

If "Yes", the designated state agency submits to the commissioner for approval a plan that describes its shared funding and administrative arrangement. The plan must include:

##### (a) a description of the nature and scope of the joint program;

##### (b) the services to be provided under the joint program;

##### (c) the respective roles of each participating agency in the administration and provision of services; and

##### (d) the share of the costs to be assumed by each agency.

#### 4.7 Statewideness and waivers of statewideness. (Section 101(a)(4) of the Rehabilitation Act; 34 CFR 361.25, .26, and .60(b)(3)(i) and (ii))

This agency is **not** requesting a waiver of statewideness.

##### (a) Services provided under the State Plan are available in all political subdivisions of the state.

##### (b) The state unit may provide services in one or more political subdivisions of the state that increase services or expand the scope of services that are available statewide under this State Plan if the:

1. nonfederal share of the cost of these services is met from funds provided by a local public agency, including funds contributed to a local public agency by a private agency, organization or individual;
2. services are likely to promote the vocational rehabilitation of substantially larger numbers of individuals with disabilities or of individuals with disabilities with particular types of impairments; and
3. state, for purposes other than the establishment of a community rehabilitation program or the construction of a particular facility for community rehabilitation program purposes, requests in Attachment 4.7(b)(3) a waiver of the statewideness requirement in accordance with the following requirements:
4. identification of the types of services to be provided;
5. written assurance from the local public agency that it will make available to the state unit the nonfederal share of funds;
6. written assurance that state unit approval will be obtained for each proposed service before it is put into effect; and
7. written assurance that all other State Plan requirements, including a state's order of selection, will apply to all services approved under the waiver.

##### (c) Contributions, consistent with the requirements of 34 CFR 361.60(b)(3)(ii), by private entities of earmarked funds for particular geographic areas within the state may be used as part of the nonfederal share without the state requesting a waiver of the statewideness requirement provided that the state notifies the commissioner that it cannot provide the full nonfederal share without using the earmarked funds.

#### 4.8 Cooperation, collaboration and coordination. (Sections 101(a)(11), (24)(B), and 625(b)(4) and (5) of the Rehabilitation Act; 34 CFR 361.22, .23, .24, and .31, and 363.11(e))

##### (a) Cooperative agreements with other components of statewide work force investment system.

The designated state agency or the designated state unit has cooperative agreements with other entities that are components of the statewide work force investment system and replicates those agreements at the local level between individual offices of the designated state unit and local entities carrying out the One-Stop service delivery system or other activities through the statewide work force investment system.

##### (b) Cooperation and coordination with other agencies and entities.

Attachment 4.8(b) (1)-(4) describes the designated state agency's:

1. cooperation with and use of the services and facilities of the federal, state, and local agencies and programs, including programs carried out by the undersecretary for Rural Development of the United States Department of Agriculture and state use contracting programs, to the extent that those agencies and programs are not carrying out activities through the statewide work force investment system;
2. coordination, in accordance with the requirements of paragraph 4.8(c) of this section, with education officials to facilitate the transition of students with disabilities from school to the receipt of vocational rehabilitation services;
3. establishment of cooperative agreements with private nonprofit vocational rehabilitation service providers, in accordance with the requirements of paragraph 5.10(b) of the State Plan; and,
4. efforts to identify and make arrangements, including entering into cooperative agreements, with other state agencies and entities with respect to the provision of supported employment and extended services for individuals with the most significant disabilities, in accordance with the requirements of subsection 6.5 of the supplement to this State Plan.

##### (c) Coordination with education officials.

1. Attachment 4.8(b)(2) describes the plans, policies and procedures for coordination between the designated state agency and education officials responsible for the public education of students with disabilities that are designed to facilitate the transition of the students who are individuals with disabilities from the receipt of educational services in school to the receipt of vocational rehabilitation services under the responsibility of the designated state agency.
2. The State Plan description must:
3. provide for the development and approval of an individualized plan for employment in accordance with 34 CFR 361.45 as early as possible during the transition planning process but, at the latest, before each student determined to be eligible for vocational rehabilitation services leaves the school setting or if the designated state unit is operating on an order of selection before each eligible student able to be served under the order leaves the school setting; and
4. include information on a formal interagency agreement with the state educational agency that, at a minimum, provides for:
5. consultation and technical assistance to assist educational agencies in planning for the transition of students with disabilities from school to postschool activities, including vocational rehabilitation services;
6. transition planning by personnel of the designated state agency and the educational agency for students with disabilities that facilitates the development and completion of their individualized education programs under Section 614(d) of the Individuals with Disabilities Education Act;
7. roles and responsibilities, including financial responsibilities, of each agency, including provisions for determining state lead agencies and qualified personnel responsible for transition services; and
8. procedures for outreach to students with disabilities as early as possible during the transition planning process and identification of students with disabilities who need transition services.

##### (d) Coordination with statewide independent living council and independent living centers.

The designated state unit, the Statewide Independent Living Council established under Section 705 of the Rehabilitation Act and 34 CFR 364, and the independent living centers described in Part C of Title VII of the Rehabilitation Act and 34 CFR 366 have developed working relationships and coordinate their activities.

##### (e) Cooperative agreement with recipients of grants for services to American Indians.

1. There is in the state a recipient(s) of a grant under Part C of Title I of the Rehabilitation Act for the provision of vocational rehabilitation services for American Indians who are individuals with disabilities residing on or near federal and state reservations. **No**
2. If "Yes", the designated state agency has entered into a formal cooperative agreement that meets the following requirements with each grant recipient in the state that receives funds under Part C of Title I of the Rehabilitation Act:
3. strategies for interagency referral and information sharing that will assist in eligibility determinations and the development of individualized plans for employment;
4. procedures for ensuring that American Indians who are individuals with disabilities and are living near a reservation or tribal service area are provided vocational rehabilitation services; and
5. provisions for sharing resources in cooperative studies and assessments, joint training activities, and other collaborative activities designed to improve the provision of services to American Indians who are individuals with disabilities.

#### 4.9 Methods of administration. (Section 101(a)(6) of the Rehabilitation Act; 34 CFR 361.12, .19 and .51(a) and (b))

##### (a) In general.

The state agency employs methods of administration, including procedures to ensure accurate data collection and financial accountability, found by the commissioner to be necessary for the proper and efficient administration of the plan and for carrying out all the functions for which the state is responsible under the plan and 34 CFR 361.

##### (b) Employment of individuals with disabilities.

The designated state agency and entities carrying out community rehabilitation programs in the state, who are in receipt of assistance under Part B, of Title I of the Rehabilitation Act and this State Plan, take affirmative action to employ and advance in employment qualified individuals with disabilities covered under and on the same terms and conditions as set forth in Section 503 of the Rehabilitation Act.

##### (c) Facilities.

Any facility used in connection with the delivery of services assisted under this State Plan meets program accessibility requirements consistent with the provisions, as applicable, of the Architectural Barriers Rehabilitation Act of 1968, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act of 1990 and the regulations implementing these laws.

#### 4.10 Comprehensive system of personnel development. (Section 101(a)(7) of the Rehabilitation Act; 34 CFR 361.18)

Attachment 4.10 describes the designated state agency's procedures and activities to establish and maintain a comprehensive system of personnel development designed to ensure an adequate supply of qualified state rehabilitation professional and paraprofessional personnel for the designated state unit. The description includes the following:

##### (a) Data system on personnel and personnel development.

Development and maintenance of a system for collecting and analyzing on an annual basis data on qualified personnel needs and personnel development with respect to:

1. Qualified personnel needs.
2. The number of personnel who are employed by the state agency in the provision of vocational rehabilitation services in relation to the number of individuals served, broken down by personnel category;
3. The number of personnel currently needed by the state agency to provide vocational rehabilitation services, broken down by personnel category; and
4. Projections of the number of personnel, broken down by personnel category, who will be needed by the state agency to provide vocational rehabilitation services in the state in five years based on projections of the number of individuals to be served, including individuals with significant disabilities, the number of personnel expected to retire or leave the field, and other relevant factors.
5. Personnel development.
6. A list of the institutions of higher education in the state that are preparing vocational rehabilitation professionals, by type of program;
7. The number of students enrolled at each of those institutions, broken down by type of program; and
8. The number of students who graduated during the prior year from each of those institutions with certification or licensure, or with the credentials for certification or licensure, broken down by the personnel category for which they have received, or have the credentials to receive, certification or licensure.

##### (b) Plan for recruitment, preparation and retention of qualified personnel.

Development, updating on an annual basis, and implementation of a plan to address the current and projected needs for qualified personnel based on the data collection and analysis system described in paragraph (a) of this subsection and that provides for the coordination and facilitation of efforts between the designated state unit and institutions of higher education and professional associations to recruit, prepare and retain personnel who are qualified in accordance with paragraph (c) of this subsection, including personnel from minority backgrounds and personnel who are individuals with disabilities.

##### (c) Personnel standards.

Policies and procedures for the establishment and maintenance of personnel standards to ensure that designated state unit professional and paraprofessional personnel are appropriately and adequately prepared and trained, including:

1. standards that are consistent with any national- or state-approved or recognized certification, licensing, registration, or, in the absence of these requirements, other comparable requirements (including state personnel requirements) that apply to the profession or discipline in which such personnel are providing vocational rehabilitation services.
2. To the extent that existing standards are not based on the highest requirements in the state applicable to a particular profession or discipline, the steps the state is currently taking and the steps the state plans to take in accordance with the written plan to retrain or hire personnel within the designated state unit to meet standards that are based on the highest requirements in the state, including measures to notify designated state unit personnel, the institutions of higher education identified in subparagraph (a)(2), and other public agencies of these steps and the time lines for taking each step.
3. The written plan required by subparagraph (c)(2) describes the following:
4. specific strategies for retraining, recruiting and hiring personnel;
5. the specific time period by which all state unit personnel will meet the standards required by subparagraph (c)(1);
6. procedures for evaluating the designated state unit's progress in hiring or retraining personnel to meet applicable personnel standards within the established time period; and
7. the identification of initial minimum qualifications that the designated state unit will require of newly hired personnel when the state unit is unable to hire new personnel who meet the established personnel standards and the identification of a plan for training such individuals to meet the applicable standards within the time period established for all state unit personnel to meet the established personnel standards.

##### (d) Staff development.

Policies, procedures and activities to ensure that all personnel employed by the designated state unit receive appropriate and adequate training. The narrative describes the following:

1. A system of staff development for professionals and paraprofessionals within the designated state unit, particularly with respect to assessment, vocational counseling, job placement and rehabilitation technology.
2. Procedures for the acquisition and dissemination to designated state unit professionals and paraprofessionals significant knowledge from research and other sources.

##### (e) Personnel to address individual communication needs.

Availability of personnel within the designated state unit or obtaining the services of other individuals who are able to communicate in the native language of applicants or eligible individuals who have limited English speaking ability or in appropriate modes of communication with applicants or eligible individuals.

##### (f) Coordination of personnel development under the Individuals with Disabilities Education Act.

Procedures and activities to coordinate the designated state unit's comprehensive system of personnel development with personnel development under the Individuals with Disabilities Education Act.

#### 4.11. Statewide assessment; annual estimates; annual state goals and priorities; strategies; and progress reports.

(Sections 101(a)(15), 105(c)(2) and 625(b)(2) of the Rehabilitation Act; 34 CFR 361.17(h)(2), .29, and 363.11(b))

##### (a) Comprehensive statewide assessment.

1. Attachment 4.11(a) documents the results of a comprehensive, statewide assessment, jointly conducted every three years by the designated state unit and the State Rehabilitation Council (if the state has such a council). The assessment describes:
2. the rehabilitation needs of individuals with disabilities residing within the state, particularly the vocational rehabilitation services needs of:
3. individuals with the most significant disabilities, including their need for supported employment services;
4. individuals with disabilities who are minorities and individuals with disabilities who have been unserved or underserved by the vocational rehabilitation program carried out under this State Plan; and
5. individuals with disabilities served through other components of the statewide work force investment system.
6. The need to establish, develop or improve community rehabilitation programs within the state.
7. For any year in which the state updates the assessments, the designated state unit submits to the commissioner a report containing information regarding updates to the assessments.

##### (b) Annual estimates.

Attachment 4.11(b) identifies on an annual basis state estimates of the:

1. number of individuals in the state who are eligible for services under the plan;
2. number of eligible individuals who will receive services provided with funds provided under Part B of Title I of the Rehabilitation Act and under Part B of Title VI of the Rehabilitation Act, including, if the designated state agency uses an order of selection in accordance with subparagraph 5.3(b)(2) of this State Plan, estimates of the number of individuals to be served under each priority category within the order; and
3. costs of the services described in subparagraph (b)(1), including, if the designated state agency uses an order of selection, the service costs for each priority category within the order.

##### (c) Goals and priorities.

1. Attachment 4.11(c)(1) identifies the goals and priorities of the state that are jointly developed or revised, as applicable, with and agreed to by the State Rehabilitation Council, if the agency has a council, in carrying out the vocational rehabilitation and supported employment programs.
2. The designated state agency submits to the commissioner a report containing information regarding any revisions in the goals and priorities for any year the state revises the goals and priorities.
3. Order of selection.  
   If the state agency implements an order of selection, consistent with subparagraph 5.3(b)(2) of the State Plan, Attachment 4.11(c)(3):
4. shows the order to be followed in selecting eligible individuals to be provided vocational rehabilitation services;
5. provides a justification for the order; and
6. identifies the service and outcome goals, and the time within which these goals may be achieved for individuals in each priority category within the order.
7. Goals and plans for distribution of Title VI, Part B, funds.  
   Attachment 4.11(c)(4) specifies, consistent with subsection 6.4 of the State Plan supplement, the state's goals and priorities with respect to the distribution of funds received under Section 622 of the Rehabilitation Act for the provision of supported employment services.

##### (d) Strategies.

1. Attachment 4.11(d) describes the strategies, including:
2. the methods to be used to expand and improve services to individuals with disabilities, including how a broad range of assistive technology services and assistive technology devices will be provided to those individuals at each stage of the rehabilitation process and how those services and devices will be provided to individuals with disabilities on a statewide basis;
3. outreach procedures to identify and serve individuals with disabilities who are minorities, including those with the most significant disabilities in accordance with subsection 6.6 of the State Plan supplement, and individuals with disabilities who have been unserved or underserved by the vocational rehabilitation program;
4. as applicable, the plan of the state for establishing, developing or improving community rehabilitation programs;
5. strategies to improve the performance of the state with respect to the evaluation standards and performance indicators established pursuant to Section 106 of the Rehabilitation Act; and
6. strategies for assisting other components of the statewide work force investment system in assisting individuals with disabilities.
7. Attachment 4.11 (d) describes how the designated state agency uses these strategies to:
8. address the needs identified in the assessment conducted under paragraph 4.11(a) and achieve the goals and priorities identified in the State Plan attachments under paragraph 4.11(c);
9. support the innovation and expansion activities identified in subparagraph 4.12(a)(1) and (2) of the plan; and
10. overcome identified barriers relating to equitable access to and participation of individuals with disabilities in the State Vocational Rehabilitation Services Program and State Supported Employment Services Program.

##### (e) Evaluation and reports of progress.

1. The designated state unit and the State Rehabilitation Council, if the state unit has a council, jointly submits to the commissioner an annual report on the results of an evaluation of the effectiveness of the vocational rehabilitation program and the progress made in improving the effectiveness of the program from the previous year.
2. Attachment 4.11(e)(2):
3. provides an evaluation of the extent to which the goals identified in Attachment 4.11(c)(1) and, if applicable, Attachment 4.11(c)(3) were achieved;
4. identifies the strategies that contributed to the achievement of the goals and priorities;
5. describes the factors that impeded their achievement, to the extent they were not achieved;
6. assesses the performance of the state on the standards and indicators established pursuant to Section 106 of the Rehabilitation Act; and
7. provides a report consistent with paragraph 4.12(c) of the plan on how the funds reserved for innovation and expansion activities were utilized in the preceding year.

#### 4.12 Innovation and expansion. (Section 101(a)(18) of the Rehabilitation Act; 34 CFR 361.35)

##### (a) The designated state agency reserves and uses a portion of the funds allotted to the state under Section 110 of the Rehabilitation Act for the:

1. development and implementation of innovative approaches to expand and improve the provision of vocational rehabilitation services to individuals with disabilities under this State Plan, particularly individuals with the most significant disabilities, consistent with the findings of the statewide assessment identified in Attachment 4.11(a) and goals and priorities of the state identified in Attachments 4.11(c)(1) and, if applicable, Attachment 4.11(c)(3); and
2. support of the funding for the State Rehabilitation Council, if the state has such a council, consistent with the resource plan prepared under Section 105(d)(1) of the Rehabilitation Act and 34 CFR 361.17(i), and the funding of the Statewide Independent Living Council, consistent with the resource plan prepared under Section 705(e)(1) of the Rehabilitation Act and 34 CFR 364.21(i).

##### (b) Attachment 4.11 (d) describes how the reserved funds identified in subparagraph 4.12(a)(1) and (2) will be utilized.

##### (c) Attachment 4.11(e)(2) describes how the reserved funds were utilized in the preceding year.

#### 4.13 Reports. (Section 101(a)(10) of the Rehabilitation Act; 34 CFR 361.40)

##### (a) The designated state unit submits reports in the form and level of detail and at the time required by the commissioner regarding applicants for and eligible individuals receiving services under the State Plan.

##### (b) Information submitted in the reports provides a complete count, unless sampling techniques are used, of the applicants and eligible individuals in a manner that permits the greatest possible cross-classification of data and protects the confidentiality of the identity of each individual.

## Preprint - Section 5: Administration of the Provision of Vocational Rehabilitation Services



#### 5.1 Information and referral services. (Sections 101(a)(5)(D) and (20) of the Rehabilitation Act; 34 CFR 361.37)

The designated state agency has implemented an information and referral system that is adequate to ensure that individuals with disabilities, including individuals who do not meet the agency's order of selection criteria for receiving vocational rehabilitation services if the agency is operating on an order of selection, are provided accurate vocational rehabilitation information and guidance, including counseling and referral for job placement, using appropriate modes of communication, to assist such individuals in preparing for, securing, retaining or regaining employment, and are referred to other appropriate federal and state programs, including other components of the statewide work force investment system in the state.

#### 5.2 Residency. (Section 101(a)(12) of the Rehabilitation Act; 34 CFR 361.42(c)(1))

The designated state unit imposes no duration of residence requirement as part of determining an individual's eligibility for vocational rehabilitation services or that excludes from services under the plan any individual who is present in the state.

#### 5.3 Ability to serve all eligible individuals; order of selection for services. (Sections 12(d) and 101(a)(5) of the Rehabilitation Act; 34 CFR 361.36)

##### (a) The designated state unit is able to provide the full range of services listed in Section 103(a) of the Rehabilitation Act and 34 CFR 361.48, as appropriate, to all eligible individuals with disabilities in the state who apply for services. Yes

##### (b) If No:

1. Individuals with the most significant disabilities, in accordance with criteria established by the state, are selected first for vocational rehabilitation services before other individuals with disabilities.
2. Attachment 4.11(c)(3):
3. shows the order to be followed in selecting eligible individuals to be provided vocational rehabilitation services;
4. provides a justification for the order of selection; and
5. identifies the state's service and outcome goals and the time within which these goals may be achieved for individuals in each priority category within the order.
6. Eligible individuals who do not meet the order of selection criteria have access to the services provided through the designated state unit's information and referral system established under Section 101(a)(20) of the Rehabilitation Act, 34 CFR 361.37, and subsection 5.1 of this State Plan.

#### 5.4 Availability of comparable services and benefits. (Sections 101(a)(8) and 103(a) of the Rehabilitation Act; 34 CFR 361.53)

##### (a) Prior to providing any vocational rehabilitation services, except those services identified in paragraph (b), to an eligible individual or to members of the individual's family, the state unit determines whether comparable services and benefits exist under any other program and whether those services and benefits are available to the individual.

##### (b) The following services are exempt from a determination of the availability of comparable services and benefits:

1. assessment for determining eligibility and vocational rehabilitation needs by qualified personnel, including, if appropriate, an assessment by personnel skilled in rehabilitation technology;
2. counseling and guidance, including information and support services to assist an individual in exercising informed choice consistent with the provisions of Section 102(d) of the Rehabilitation Act;
3. referral and other services to secure needed services from other agencies, including other components of the statewide work force investment system, through agreements developed under Section 101(a)(11) of the Rehabilitation Act, if such services are not available under this State Plan;
4. job-related services, including job search and placement assistance, job retention services, follow-up services, and follow-along services;
5. rehabilitation technology, including telecommunications, sensory and other technological aids and devices; and
6. post-employment services consisting of the services listed under subparagraphs (1) through (5) of this paragraph.

##### (c) The requirements of paragraph (a) of this section do not apply if the determination of the availability of comparable services and benefits under any other program would interrupt or delay:

1. progress of the individual toward achieving the employment outcome identified in the individualized plan for employment;
2. an immediate job placement; or
3. provision of vocational rehabilitation services to any individual who is determined to be at extreme medical risk, based on medical evidence provided by an appropriate qualified medical professional.

##### (d) The governor in consultation with the designated state vocational rehabilitation agency and other appropriate agencies ensures that an interagency agreement or other mechanism for interagency coordination that meets the requirements of Section 101(a)(8)(B)(i)-(iv) of the Rehabilitation Act takes effect between the designated state unit and any appropriate public entity, including the state Medicaid program, a public institution of higher education, and a component of the statewide work force investment system to ensure the provision of the vocational rehabilitation services identified in Section 103(a) of the Rehabilitation Act and 34 CFR 361.48, other than the services identified in paragraph (b) of this section, that are included in the individualized plan for employment of an eligible individual, including the provision of those vocational rehabilitation services during the pendency of any dispute that may arise in the implementation of the interagency agreement or other mechanism for interagency coordination.

#### 5.5 Individualized plan for employment. (Section 101(a)(9) of the Rehabilitation Act; 34 CFR 361.45 and .46)

##### (a) An individualized plan for employment meeting the requirements of Section 102(b) of the Rehabilitation Act and 34 CFR 361.45 and .46 is developed and implemented in a timely manner for each individual determined to be eligible for vocational rehabilitation services, except if the state has implemented an order of selection, and is developed and implemented for each individual to whom the designated state unit is able to provide vocational rehabilitation services.

##### (b) Services to an eligible individual are provided in accordance with the provisions of the individualized plan for employment.

#### 5.6 Opportunity to make informed choices regarding the selection of services and providers. (Sections 101(a)(19) and 102(d) of the Rehabilitation Act; 34 CFR 361.52)

Applicants and eligible individuals or, as appropriate, their representatives are provided information and support services to assist in exercising informed choice throughout the rehabilitation process, consistent with the provisions of Section 102(d) of the Rehabilitation Act and 34 CFR 361.52.

#### 5.7 Services to American Indians. (Section 101(a)(13) of the Rehabilitation Act; 34 CFR 361.30)

The designated state unit provides vocational rehabilitation services to American Indians who are individuals with disabilities residing in the state to the same extent as the designated state agency provides such services to other significant populations of individuals with disabilities residing in the state.

#### 5.8 Annual review of individuals in extended employment or other employment under special certificate provisions of the fair labor standards act of 1938. (Section 101(a)(14) of the Rehabilitation Act; 34 CFR 361.55)

##### (a) The designated state unit conducts an annual review and reevaluation of the status of each individual with a disability served under this State Plan:

1. who has achieved an employment outcome in which the individual is compensated in accordance with Section 14(c) of the Fair Labor Standards Act (29 U.S.C. 214(c)); or
2. whose record of services is closed while the individual is in extended employment on the basis that the individual is unable to achieve an employment outcome in an integrated setting or that the individual made an informed choice to remain in extended employment.

##### (b) The designated state unit carries out the annual review and reevaluation for two years after the individual's record of services is closed (and thereafter if requested by the individual or, if appropriate, the individual's representative) to determine the interests, priorities and needs of the individual with respect to competitive employment or training for competitive employment.

##### (c) The designated state unit makes maximum efforts, including the identification and provision of vocational rehabilitation services, reasonable accommodations and other necessary support services, to assist the individuals described in paragraph (a) in engaging in competitive employment.

##### (d) The individual with a disability or, if appropriate, the individual's representative has input into the review and reevaluation and, through signed acknowledgement, attests that the review and reevaluation have been conducted.

#### 5.9 Use of Title I funds for construction of facilities. (Sections 101(a)(17) and 103(b)(2)(A) of the Rehabilitation Act; 34 CFR 361.49(a)(1), .61 and .62(b))

If the state elects to construct, under special circumstances, facilities for community rehabilitation programs, the following requirements are met:

##### (a) The federal share of the cost of construction for facilities for a fiscal year does not exceed an amount equal to 10 percent of the state's allotment under Section 110 of the Rehabilitation Act for that fiscal year.

##### (b) The provisions of Section 306 of the Rehabilitation Act that were in effect prior to the enactment of the Rehabilitation Act Amendments of 1998 apply to such construction.

##### (c) There is compliance with the requirements in 34 CFR 361.62(b) that ensure the use of the construction authority will not reduce the efforts of the designated state agency in providing other vocational rehabilitation services other than the establishment of facilities for community rehabilitation programs.

#### 5.10 Contracts and cooperative agreements. (Section 101(a)(24) of the Rehabilitation Act; 34 CFR 361.31 and .32)

##### (a) Contracts with for-profit organizations.

The designated state agency has the authority to enter into contracts with for-profit organizations for the purpose of providing, as vocational rehabilitation services, on-the-job training and related programs for individuals with disabilities under Part A of Title VI of the Rehabilitation Act, upon the determination by the designated state agency that for-profit organizations are better qualified to provide vocational rehabilitation services than nonprofit agencies and organizations.

##### (b) Cooperative agreements with private nonprofit organizations.

Attachment 4.8(b)(3) describes the manner in which the designated state agency establishes cooperative agreements with private nonprofit vocational rehabilitation service providers.

## Preprint - Section 6: Program Administration

### Section 6: Program Administration

#### 6.1 Designated state agency. (Section 625(b)(1) of the Rehabilitation Act; 34 CFR 363.11(a))

The designated state agency for vocational rehabilitation services identified in paragraph 1.2 of the Title I State Plan is the state agency designated to administer the State Supported Employment Services Program authorized under Title VI, Part B, of the Rehabilitation Act.

#### 6.2 Statewide assessment of supported employment services needs. (Section 625(b)(2) of the Rehabilitation Act; 34 CFR 363.11(b))

Attachment 4.11(a) describes the results of the comprehensive, statewide needs assessment conducted under Section 101(a)(15)(a)(1) of the Rehabilitation Act and subparagraph 4.11(a)(1) of the Title I State Plan with respect to the rehabilitation needs of individuals with most significant disabilities and their need for supported employment services, including needs related to coordination.

#### 6.3 Quality, scope and extent of supported employment services. (Section 625(b)(3) of the Rehabilitation Act; 34 CFR 363.11(c) and .50(b)(2))

Attachment 6.3 describes the quality, scope and extent of supported employment services to be provided to individuals with the most significant disabilities who are eligible to receive supported employment services. The description also addresses the timing of the transition to extended services to be provided by relevant state agencies, private nonprofit organizations or other sources following the cessation of supported employment service provided by the designated state agency.

#### 6.4 Goals and plans for distribution of Title VI, Part B, funds. (Section 625(b)(3) of the Rehabilitation Act; 34 CFR 363.11(d) and .20)

Attachment 4.11(c)(4) identifies the state's goals and plans with respect to the distribution of funds received under Section 622 of the Rehabilitation Act.

#### 6.5 Evidence of collaboration with respect to supported employment services and extended services. (Sections 625(b)(4) and (5) of the Rehabilitation Act; 34 CFR 363.11(e))

Attachment 4.8(b)(4) describes the efforts of the designated state agency to identify and make arrangements, including entering into cooperative agreements, with other state agencies and other appropriate entities to assist in the provision of supported employment services and other public or nonprofit agencies or organizations within the state, employers, natural supports, and other entities with respect to the provision of extended services.

#### 6.6 Minority outreach. (34 CFR 363.11(f))

Attachment 4.11(d) includes a description of the designated state agency's outreach procedures for identifying and serving individuals with the most significant disabilities who are minorities.

#### 6.7 Reports. (Sections 625(b)(8) and 626 of the Rehabilitation Act; 34 CFR 363.11(h) and .52)

The designated state agency submits reports in such form and in accordance with such procedures as the commissioner may require and collects the information required by Section 101(a)(10) of the Rehabilitation Act separately for individuals receiving supported employment services under Part B, of Title VI and individuals receiving supported employment services under Title I of the Rehabilitation Act.

## Preprint - Section 7: Financial Administration



#### 7.1 Five percent limitation on administrative costs. (Section 625(b)(7) of the Rehabilitation Act; 34 CFR 363.11(g)(8))

The designated state agency expends no more than five percent of the state's allotment under Section 622 of the Rehabilitation Act for administrative costs in carrying out the State Supported Employment Services Program.

#### 7.2 Use of funds in providing services. (Sections 623 and 625(b)(6)(A) and (D) of the Rehabilitation Act; 34 CFR 363.6(c)(2)(iv), .11(g)(1) and (4))

##### (a) Funds made available under Title VI, Part B, of the Rehabilitation Act are used by the designated state agency only to provide supported employment services to individuals with the most significant disabilities who are eligible to receive such services.

##### (b) Funds provided under Title VI, Part B, are used only to supplement and not supplant the funds provided under Title I, Part B, of the Rehabilitation Act, in providing supported employment services specified in the individualized plan for employment.

##### (c) Funds provided under Part B of Title VI or Title I of the Rehabilitation Act are not used to provide extended services to individuals who are eligible under Part B of Title VI or Title I of the Rehabilitation Act.

## Preprint - Section 8: Provision of Supported Employment Services

#### 8.1 Scope of supported employment services. (Sections 7(36) and 625(b)(6)(F) and (G) of the Rehabilitation Act; 34 CFR 361.5(b)(54), 363.11(g)(6) and (7))

##### (a) Supported employment services are those services as defined in Section 7(36) of the Rehabilitation Act and 34 CFR 361.5(b)(54).

##### (b) To the extent job skills training is provided, the training is provided on-site.

##### (c) Supported employment services include placement in an integrated setting for the maximum number of hours possible based on the unique strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice of individuals with the most significant disabilities.

#### 8.2 Comprehensive assessments of individuals with significant disabilities. (Sections 7(2)(B) and 625(b)(6)(B); 34 CFR 361.5(b)(6)(ii) and 363.11(g)(2))

The comprehensive assessment of individuals with significant disabilities conducted under Section 102(b)(1) of the Rehabilitation Act and funded under Title I of the Rehabilitation Act includes consideration of supported employment as an appropriate employment outcome.

#### 8.3 Individualized plan for employment. (Sections 102(b)(3)(F) and 625(b)(6)(C) and (E) of the Rehabilitation Act; 34 CFR 361.46(b) and 363.11(g)(3) and (5))

##### (a) An individualized plan for employment that meets the requirements of Section 102(b) of the Rehabilitation Act and 34 CFR 361.45 and .46 is developed and updated using funds under Title I.

##### (b) The individualized plan for employment:

1. specifies the supported employment services to be provided;
2. describes the expected extended services needed; and
3. identifies the source of extended services, including natural supports, or, to the extent that it is not possible to identify the source of extended services at the time the individualized plan for employment plan is developed, a statement describing the basis for concluding that there is a reasonable expectation that sources will become available.

##### (c) Services provided under an individualized plan for employment are coordinated with services provided under other individualized plans established under other federal or state programs.

## Attachment 4.2(c) Input of State Rehabilitation Council

Required annually by all agencies except those agencies that are independent consumer-controlled commissions.

Identify the Input provided by the state rehabilitation council, including recommendations from the council's annual report, the review and analysis of consumer satisfaction, and other council reports. Be sure to also include:

* the Designated state unit's response to the input and recommendations; and
* explanations for the designated state unit's rejection of any input or recommendation of the council.

The Florida Rehabilitation Council for the Blind (FRCB) continued its collaboration and working partnership with the Florida Division of Blind Services (FDBS) and played an active role in marketing FDBS.

Governor Scott announced three appointments and six reappointments totaling nine, to the Florida Rehabilitation Council for the Blind in October, 2013.

In June 2013, the council reviewed seven attachments of the state plan.

The council attended the Vision Summit on February 7, 2013. The Summit is conducted by the Florida Legislature’s Vision Caucus and the Florida Association of Agencies Serving the Blind (FAASB). The council was invited to a reception buffet the night before. The summit was held in the Cabinet room of the State Capitol.

FRCB and FDBS presented a plaque of appreciation for employing individuals with visual disabilities to the following employers:

o Daytona State College, Daytona Beach in October;

o Ability 1st, Tallahassee in February;

o Teleperformance, Ft. Lauderdale in April; and

o Compass Group – Sacred Heart Hospital, Pensacola in July.

The council continues its practice of scheduling four quarterly meetings around the state. A public forum was conducted during three of the meetings. Agenda items have included:

o Tour of the rehabilitation center and new technology training center in Daytona Beach;

o Election of new officers–February 2013;

o Local community rehabilitation program reported at each meeting;

o Updates with Florida State University (FSU) concerning data on the client satisfaction survey;

o Presentations by other state agencies and professionals from the private sector;

o Director of vocational rehabilitation;

o State educational agency-Individuals with Disabilities Education Act (IDEA);

o Digital learning project;

o Project Florida Support Service Provider for Deaf-Blind;

o Commission for Transportation Disadvantaged; and

o Employer recognition as described above.

The council requested FDBS to include updates and training at each meeting. Items updated by FDBS included:

o Director’s report (each meeting);

o Report from the local district administrator (each meeting);

o Update on the Blind Services Foundation;

o FDBS budget report and legislative updates;

o Discussion of the state plan for council input;

o Extensive discussion of the needs assessment;

o Discussion of the strategic plan; and

o Update on outreach to underserved/unserved.

The council reviewed and gave input on the following FDBS policies:

o Policy 2.9 Post-Secondary Education;

o Policy 2.10 Self Employment(re-addressed for clarification);

o Policy 2.28 Written Verification that Original or Amended Plan has been signed by all parties prior to execution of services;

o Policy 6.07 Purchase of Access Technology Updated (combines previous policy 6.07 with portions of policies 6.8 and 6.9 in this one policy);

o Policy 6.13 Relocation Expenses;

o Policy 6.22 Purchase of iPads;

o Policy 8.17 Low Vision Assistance for Client; and

o Policy 10.9 Identification Cards.

FRCB and the Florida Rehabilitation Council collaborate by having cross-representation serving on each council. This representation is included in the By-laws as follows: The council will designate two members (a primary and alternate) as representatives to serve on the Florida Rehabilitation Council in an ex officio capacity. The primary representative will serve a 2 year term. The alternate will become the primary and a new alternate will be appointed.

The council will recognize a representative from the Florida Rehabilitation Council to serve in an ex officio capacity. Said representative will serve a 2 year term.

The FRCB continues to contract with the FSU Survey Research Laboratory, to conduct the client satisfaction survey. In 2013, Dr. Minna Jia assumed the role of director of the laboratory after the retirement of Dr. Mary Stutzman.

Council Recommendations:

To ensure that the council has an opportunity to review and provide input on the state plan, the council recommended that a draft of the State Plan be provided to the council in the month of February.

FDBS Response: Initial draft of the state plan attachments were made available to the council for review in the month of February 2014.

During the Needs Assessment discussion, the council recommended that the division consider incorporating the following items in addition to the required federally required focus areas:

1. Identify issues that significantly alter the performance of unsuccessful closures;

2. Identify the degree of technological readiness of individuals in status 20 (job ready) for job placement; and

3. Identify issues with transportation associated with individuals getting to employment.

FDBS Response: FDBS concurs that the additional focus areas are relevant and should be addressed at some point. FDBS along with the council agreed to incorporate focus area 1 during this upcoming needs assessment, while the remaining focus areas 2 & 3 will be conducted by separate processes.

This screen was last updated on Jun 24 2014 3:06PM by David Heron

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

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

This screen was last updated on Jun 26 2009 2:15PM by saflsmithj

## Attachment 4.8(b)(1) Cooperative Agreements with Agencies Not Carrying Out Activities Under the Statewide Workforce Investment System

Describe interagency cooperation with and utilization of the services and facilities of agencies and programs that are not carrying out activities through the statewide workforce investment system with respect to

* Federal, state, and local agencies and programs;
* if applicable, Programs carried out by the Under Secretary for Rural Development of the United States Department of Agriculture; and
* if applicable, state use contracting programs.

The FDBS believes that cooperation and collaboration with agencies and entities is essential to assisting people with disabilities to work in Florida. Such ongoing collaboration maximizes resources and addresses all aspects of individuals’ lives that impact their ability to obtain, retain, and maintain employment.

FDBS district offices continue to establish cooperative relationships with community organizations and businesses that affect the lives of people with disabilities. These organizations include, but are not limited to, chambers of commerce, local governments, Urban Leagues, Churches, health care and social assistance services and educational institutions. The FDBS has a working relationship with the following organizations.

#### Florida Alliance for Assistive Services and Technology, Inc. (FAAST)

FDBS and FAAST agree that consumers will benefit from each organization by sharing specific information about their consumers to optimize service delivery.  Both entities agree to specific procedures to facilitate the delivery of services to their respective and mutual consumers.  The Alternative Financing Program offered by FAAST can be of benefit to some FDBS consumers.

#### Florida Independent Living Council (FILC)

FDBS carries out coordination with FILC through its cooperative agreement, and FDBS assures that it has a working relationship with FILC and the Centers for Independent Living in the state.  The cooperative agreement outlines the roles of the two entities and their responsibilities regarding the State Plan for Independent Living Services, other planning issues, resources for the Council, and annual reports.

#### Florida School for the Deaf and the Blind

The School and FDBS agree to cooperate in serving students and clients who are deaf or hard of hearing and in establishing transition meetings. Activities have been implemented to increase public awareness of programs serving these clients and to improve transition linkage between the school and local counselors.

#### Institutions of Higher Education

The FDBS has an agreement between the Department of Education, and the State University System of Florida and the Divisions of Community Colleges and Workforce Education.  This agreement clarifies the roles and responsibilities of each party in order to ensure the provision of vocational rehabilitation services that are included in the Individualized Plan for Employment for FDBS customers attending postsecondary education programs.

#### Ticket to Work and Work Incentives Act (TWWIA)

Continual Improvement was the central theme and focus of FDBS in its participation in the Ticket to Work and Work Incentives Program (TWWIA Program).  Efforts were primarily directed toward improving data integrity of the management information system, designing a more reliable and accurate system to identify SSA beneficiaries and improving staff performance in the application of program policies and procedures.

One of FDBS’s objectives for the TWWI Program is to increase the number of partnerships with Community Rehabilitation Providers for the purpose of expanding the resources available to consumers to meet the current and future level of demand.  It is also the goal of FDBS to ensure that consumers have a choice in the service providers available within their respective communities.  Florida is among the top States with regards to the number of tickets assigned to Employment networks.

#### Other Entities/Interagency Collaboration

FDBS also has developed a Division Policy entitled Cooperation and Coordination with Other Entities/ Interagency Collaboration. This policy was developed by FDBS to ensure effective working relationships with partners in the quest to provide quality services to individuals who are blind and visually impaired.  Further, according to Florida Statute 413.74(2), every public agency shall cooperate with FDBS to ensure that rehabilitation services are available. Cooperation and communication between agencies is essential to ensure that all necessary services are provided and to prevent the duplication of services.

The Rural Development Council is no longer in Florida. We are currently one of thirteen states who do not have this Council.

This screen was last updated on Jun 26 2009 2:15PM by saflsmithj

## Attachment 4.8(b)(2) Coordination with Education Officials

* Describe the designated state unit's plans, policies, and procedures for coordination with education officials to facilitate the transition of students with disabilities from school to the receipt of vocational rehabilitation services, including provisions for the development and approval of an individualized plan for employment before each student determined to be eligible for vocational rehabilitation services leaves the school setting or, if the designated state unit is operating on an order of selection, before each eligible student able to be served under the order leaves the school setting.
* Provide information on the formal interagency agreement with the state educational agency with respect to
  + consultation and technical assistance to assist educational agencies in planning for the transition of students with disabilities from school to post-school activities, including VR services;
  + transition planning by personnel of the designated state agency and educational agency that facilitates the development and completion of their individualized education programs;
  + roles and responsibilities, including financial responsibilities, of each agency, including provisions for determining state lead agencies and qualified personnel responsible for transition services;
  + procedures for outreach to and identification of students with disabilities who need transition services.

Plans, policies, and procedures for coordination between FDBS and education officials responsible for the public education of students with disabilities that are designed to facilitate the transition of the students who are individuals with disabilities from the receipt of educational services in school to the receipt of vocational rehabilitation services under this State plan are described in this attachment which also includes information on formal interagency agreements with the Florida Department of Education (FDOE) that, at a minimum, provides for:

* Consultation and technical assistance to assist education agencies in planning for the transition of students with disabilities from school to post-school activities including vocational rehabilitation services.
* The provision of technical assistance including, but not limited to, staff support and information resources for the purpose of developing cooperative working arrangements with district school boards as needed to ensure the delivery of educational and other developmental services to students with visual impairments.
* Transition planning by personnel of FDBS and FDOE agency personnel for students with disabilities that facilitates the development and completion of their individualized education programs under section 614(d) of the Individuals with Disabilities Education Act.
* FDBS recognizes that it is responsible for service planning and the provision of vocational rehabilitation services to eligible students, including the development of Individual Plans for Employment (IPE), to achieve an employment outcome. DBS will address eligibility of students no later than age fourteen.  The IPE is developed prior to transition aged individuals exiting high school; this ensures that the IPE is aligned with the individual’s area of interest. This also allows the transition team to have input on the individuals strengths and weaknesses, which aids in the planning process.
* IPE development will be done in conjunction with the Transition Individualized Education Plan process, and will emphasize the provision of vocational rehabilitation services leading to appropriate career/education choices by the student upon exiting the school system.
* The roles and responsibilities, including financial responsibilities, of each agency, including provisions for determining State lead agencies and qualified personnel responsible for transition services.

## Roles and Responsibilities

In order to achieve the stated goals and to implement the Florida Statutes and federal laws and regulations, FDBS and the Division of K-12 Education agree to coordinate their activities in serving  students who are blind and visually impaired through the following:

1. The development of the Florida State Plan under Part B of the Individuals with Disabilities Education Act;
2. The preparation and implementation of guidelines, policies, rules, and regulations which affect the interests of students with visual impairments through joint planning committees and publications, as appropriate;
3. The development of new programs or the initiation of new services for students with visual impairments;
4. Interchange of information on the monitoring and evaluation of special programs for students with visual impairments, the FDOE registry for American Printing House for the Blind, and follow-up studies;
5. Promotion and provision of training for teachers and FDBS staff who work with students who are blind and visually impaired; and
6. The dissemination of information and other activities to increase public awareness of visual disabilities and services available to students with visual impairments.

The FDBS, through its state and district offices agrees to:

1. Develop and implement cooperative working arrangements with classroom teachers as needed to ensure the delivery of educational services, developmental services, and instruction in the activities of daily living such as orientation and mobility and personal and home management to eligible students with visual impairments.  For students ages 12-21, this will include cooperation in preparation of transition individual educational plans (IEP’s) and individual plans of employment (IPE’s);
2. Provide or obtain diagnostic services necessary to determine eligibility for the Children and Families Program and Vocational Rehabilitation Program of the FDBS and, within the limits of regulations concerning confidentiality, share such evaluations with appropriate school personnel for the benefit of programming for individual students;
3. Cooperate with school personnel in referring students to the appropriate state or local agency for medical care, financial assistance, and other social services;
4. Provide appropriate non-educational services such as information and counseling for parents of eligible children with visual impairments, vocational rehabilitation counseling and guidance, vocational preparation, summer or after-school personal management activities, work evaluation and work adjustment services, work-related experiences, job development and placement, and any other goods and services needed for the client’s self-sufficiency;
5. Inform FDBS administration and personnel for the purpose of sharing information, evaluations, and resources in preparation of IEP’s and IPE’s and to ensure a comprehensive program of services.
6. Refer to the district school superintendents (with a copy to the Chief, Bureau of Bureau of Instructional Support and Community Services), all children who are not enrolled in school and those adults under age 21 who have not completed a high school education, but for whom further public education would be appropriate; and
7. Develop and implement working arrangements with classroom teachers and staff of FDOE to provide training on the availability and eligibility standards for services in both the Children and Families (CFP) and Vocational Rehabilitation (VR) programs.

The Division of K-12 Education, through the Bureau of Instructional Support and Community Services, agrees to:

* Ensure that the Florida State Plan under Part B of the Individuals with Disabilities Education Act, 1997, adequately provides for the needs of students with visual impairments, including orientation and mobility training, and special instructional materials and equipment needed for students to benefit from an appropriate program of education in the least restrictive environment;
* Encourage school districts to ensure that all students found to be blind or visually impaired are referred to FDBS for a determination of their eligibility to receive medical, social, or vocational rehabilitation services;
* Inform administrators of exceptional student education and other local school personnel of the content of this agreement for the purpose of sharing information, evaluations, and resources in preparation of IEP’s and IPE’s and to ensure a comprehensive program of services;
* Register all legally blind students, including those reported in adult basic education programs or private school programs, for the annual registry to the American Printing House for the Blind; and
* Register all students with visual impairments through the Florida Instructional Materials Center for the Visually Handicapped.

## Financial Responsibility

So that the mutually agreed upon objectives of this agreement can be adequately met, resources from the Division of K-12 Education and FDBS will be allocated based on the previously identified roles and responsibilities of each Division.

For the purpose of determining what costs are to be incurred by the Division of K-12 Education and the FDBS, it is agreed that the following general guidelines apply:

* Technical assistance and monitoring procedures which ensure that local education agencies provide orientation and mobility training, Braillists, typists, and readers for the blind and special instructional materials and equipment needed to ensure that all students with visual impairments ages 3-21 are provided a free and appropriate education in the least restrictive environment;
* Technical assistance (to school districts and FDBS) designed to ensure that school districts refer students with visual impairments to FDBS for a determination of their eligibility to receive medical, social, or vocational rehabilitation services;
* Technical assistance regarding the development and provision of a report of the results of statewide testing programs for students with visual impairments to the FDBS;
* Technical assistance which is designed to inform school districts of the services provided by the FDBS; and
* The development and implementation of a registry of all legally blind students for the purpose of providing this information to the American Printing House for the Blind and registration of all visually impaired students with the Florida Instructional Materials Center for Visually Handicapped for planning purposes.

The FDBS agrees to provide the following instruction and related services as necessary for the benefit from rehabilitation:

* The identification and reporting of all students under the age of 21 who have not completed a high school education for whom further public education may be appropriate.  This information will be disseminated to district school superintendents with a copy to the Chief, Bureau of Instructional Support and Community Services;
* The provision of technical assistance including, but not limited to, staff support and information resources for the purpose of developing cooperative working arrangements with district school board as needed to ensure the delivery of educational and other developmental services to students with visual impairments;
* Diagnostic medical services necessary to determine visual eligibility for Children and Families Program clients, after client resources or similar benefits have been exhausted and within budgetary restraints, and diagnostics necessary to determine eligibility of clients for Vocational Rehabilitation services;
* Evaluation and training services for eligible students with visual impairments ages 12-21 and those persons 16-21 who are not enrolled in any school; and
* The provision of rehabilitation services needed by clients of FDBS and that assist in the development of self-sufficiency and long-term vocational goals.

#### Agency Representatives

Within the Division of Public Schools it will be the responsibility of the Chief, Bureau of Exceptional Education and Student Services to ensure that this agreement is implemented.  It will be the responsibility of the Supervisor of Program Development, Bureau of Instructional Support and Community Services, to monitor the implementation of this agreement.

Within FDBS it will be the responsibility of the Director, FDBS, to ensure that this agreement is implemented.  It will be the responsibility of the Chief, Bureau of Client Services and Program Support to monitor the implementation of this agreement.

* Procedures for outreach to and identification of students with disabilities who need transition services.
* Dissemination of information and other activities to increase public awareness of visual disabilities and services available to students with visual impairments.

FDBS has established the following Memorandum of Understandings within the Florida Department of Education:

* Memorandum of Understanding Between the Division of Blind Services and the Division of K-12 Education
* Memorandum of Understanding Between the Bureau of Instructional Support and Community Services, Division of Community Colleges and Workforce Education and the Division of Blind Services and the Division of Vocational Rehabilitation
* Memorandum of Understanding Between the Division of Blind Services, Division of Vocational Rehabilitation and Florida Community College Systems
* Memorandum of Understanding Between the Division of Blind Services, Division of Vocational Rehabilitation and the Board of Governor’s State University System of Florida

This screen was last updated on Jun 26 2009 2:15PM by saflsmithj

## Attachment 4.8(b)(3) Cooperative Agreements with Private Nonprofit Organizations

Describe the manner in which the designated state agency establishes cooperative agreements with private non-profit vocational rehabilitation service providers.

Florida Division of Blind Services (FDBS) historically contracts with community rehabilitation programs to provide vocational rehabilitation services for individuals with visual impairments.

FDBS has established in excess of 20 private nonprofit community rehabilitation programs (CRPs) agreements, all of which exclusively serve individuals with visual impairments. This ongoing commitment to providing personal and social adjustment, vocational development, and supported employment services comprises a major financial investment from FDBS. FDBS contracts with CRPs for specified services for a specified number of individuals with disabilities.  These contractual agreements reflect the results of needs assessments and collaboration with these community partners. These contracts are established in accordance with federal and state requirements.  Contract compliance is monitored by staff in FDBS compliance unit.

FDBS meets regularly with consumer groups and the service provider network to review and plan for improvements in meeting the needs of individuals with visual impairments.  Collaboration between this public and private sector partnership is expected to continue due to shared interests and investments.  Public demand for increased accountability is strengthening outcome-oriented service agreements.  Limited resources will most likely result in the satellite expansion of existing agencies, rather than the additional establishment of new community rehabilitation programs.

FDBS attributes its success in part to long-standing relationships with this network of private and nonprofit community rehabilitation facilities/programs located throughout Florida. These facilities provide a wide variety of employment and work readiness services to FDBS clients that include vocational evaluation and training; work adjustment and skills training; supported employment and job coaching; job development; and other specialized training activities. FDBS understands the need for additional service providers to maximize service efforts for unserved and underserved populations. Through these partnerships, FDBS has agreements that it contemplates to meet the needs of those unserved and underserved populations.

#### Service Category

CRPs typically offer the following vocational rehabilitation services:

1. Intake
2. Assessment of Need - O&M
3. Orientation and Mobility - Travel Training
4. Assessment of Need - ADL, Pre and Post
5. Adjustment to Blindness Counseling (Individual or Family)
6. Information and Referral of Complementary/Collateral Services
7. Communication Skill Training
8. Personal Management Training
9. Home Management Training
10. Adaptive Aids and Devices Training
11. Management of a Secondary Disability Training
12. Assessment of Need - Assistive Technology
13. Assistive Technology Training
14. Rehabilitation Engineering Services
15. Assessment of Low Vision Needs (Examination or Functional)
16. Optical Devices Training
17. Non-Optical Devices (lighting, contrast, etc.) Training
18. Peer or Facilitated Support Group
19. Community Integration
20. Work Adjustment/Experience Services
21. Personal and Social Adjustment Services
22. Vocational Evaluation
23. Job Development
24. Job Coaching

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## Attachment 4.8(b)(4) Arrangements and Cooperative Agreements for the Provision of Supported Employment Services

Describe the efforts of the designated state agency to identify and make arrangements, including entering into cooperative agreements, with other state agencies and other appropriate entities in order to provide the following services to individuals with the most significant disabilities:

* supported employment services; and
* extended services.

Pursuant to Section 413, Florida Statutes, the Florida Division of Blind Services (FDBS) is mandated to provide services to individuals of all ages who are blind or visually impaired. FDBS partners with community rehabilitation programs (CRPs) to provide services that enhance the lives of people with vision loss. The extent of services provided through the CRPs is based, in part on the types of services available through a specific CRP, the needs of the specific community, and the resources available within FDBS.

The purpose of supported employment services is to assist individuals who cannot benefit from traditional vocational rehabilitation services in reaching their agreed upon employment outcome. Services may include work adjustment services; personal and social adjustment cervices; job placement services (supported employment only), job coaching services, on-going supported services, and extended services to the most severely disabled.

Because of the multitude of resources, both human and fiscal, typically required for successful employment for clients requiring supported employment services, FDBS has acquired the knowledge that collaboration with all available entities is essential. FDBS continues to collaborate with community organizations such as the Conklin Center, Helen Keller, Goodwill and Easter Seal to directly provide services to its clients.

The process for transitioning to extended services after the stabilization period is identified below:

* Stabilization occurs after job placement and employee verification has been completed.
* Transition from job placement occurs when the employee’s extended support plan, including Provider and funding source, or other documentation has been confirmed.
* Transition to extended services occurs when the individual and the employer are satisfied with the employment arrangement. It is not limited to employer acceptance of FDBS closure letter, employee’s performance evaluation, employer evaluation of Provider services, or individual satisfaction survey.

It is the continued goal of FDBS to provide quality supported employment services which are delivered in an effective, efficient and timely manner. FDBS has implemented contracts and standards for supported employment services that require the community organizations to make the commitment to provide for the time limited services and to provide or arrange for extended services. Extended services are to maintain the individual in supported employment and enhance the individual’s involvement in the workplace culture and career advancement. The nature of services provided during the extended services components of supported employment may be basically the same with the primary difference being the intensity of services being provided.

FDBS will continue to seek CRPs to provide supported employment services to underserved disability groups with the most significant disabilities who, because of their disability, have not been able to enter traditional competitive employment or whose employment is intermittent or interrupted due to a most significant disability.

This screen was last updated on Jun 26 2009 2:16PM by saflsmithj

## Attachment 4.10 Comprehensive System of Personnel Development

#### Data System on Personnel and Personnel Development

1. Describe the development and maintenance of a system for collecting and analyzing on an annual basis data on qualified personnel needs with respect to:

* the number of personnel who are employed by the state agency in the provision of vocational rehabilitation services in relation to the number of individuals served, broken down by personnel category;
* the number of personnel currently needed by the state agency to provide vocational rehabilitation services, broken down by personnel category; and
* projections of the number of personnel, broken down by personnel category, who will be needed by the state agency to provide vocational rehabilitation services in the state in 5 years based on projections of the number of individuals to be served, including individuals with significant disabilities, the number of personnel expected to retire or leave the field, and other relevant factors.

There is no state-approved or recognized certification, licensure, or registration of VR counselors; therefore, the Florida Division of Blind Services (FDBS) indicates that specific personnel must meet the academic standards which are located within this document. Personnel information related to hiring and staff records are maintained in the state of Florida’s human resource system, PeopleFirst. A staff directory is also kept by the Bureau of Client Services that indicates the caseload of each district office staff serving FDBS clients. Data is pulled from PeopleFirst which indicates the vacancy reports and personnel enrolled in the State Retirement Program called Deferred Retirement Option Program (DROP). Each employee in the DROP Program must terminate on a specific date which enables the division to predict, to the extent possible, when vacancies will occur.

The personnel who were employed by the state agency during the 2012/2013 Federal Fiscal Year (FFY) to provide VR services are depicted in the following table.

Personnel Employed by FDBS

Staff Title of Staff

Administrative Staff 48

Counselor Staff 53

Staff Supporting Counselor

Activities 57

Other Staff 97.5

Total: 255.5

There was a decrease in the number of staff supporting counselor activities and the increase in the number of other staff. This is due to a shift in definitions of both categories. Staff Supporting Counselor Activities Category is defined as employees providing direct support to clients on behalf of VR counselors, while other staff is defined as employees providing indirect support to clients on behalf of VR counselors.

Most personnel do not provide direct services to clients and are not included in the Comprehensive System of Personnel Development (CSPD) requirements. Agency personnel directly affected by these approved CSPD requirements include the following positions.

• District administrators

• District supervisors

• Rehabilitation counselors providing services to VR participants

VR Staff that were hired in 2010 are required to meet CSPD standards and will have until 2015 to obtain the academic standards. Individuals hired in subsequent years, who do not meet the standard, will have five years to do so. Those individuals hired in 2014 will have until 2019 to meet the standard; those hired in 2015 will have until 2020, and so on. Paraprofessionals (e.g., rehabilitation technicians and employment placement specialist personnel) and support personnel (e.g., word processors) are not directly identified as part of the approved CSPD plan; however, FDBS still provides them with training to ensure quality services to all participants.

In FFY 2013, FDBS served 5,421 individuals in the VR program. Last year, FDBS served 5,320 clients which means FDBS served 101 more clients during FFY 2013 compared to FFY 2012. See Counselor to Client Ratio Table below. The average ratio of customers per counselor was 64 to 1 in the VR Program. A comparison of the previous year indicates a slight change in the ratio of customers served per counselor. This slight change is attributed to an increase in the number of applicants. Specifically, for FFY 2013, FDBS had 2,109 applicants, while in FFY 2012, the number of applicants were 1,988. Data to determine the counselor to client ratio is obtained from the Accessible Web-based Activity and Reporting Environment (AWARE) case management system.

Counselor to Client Ratio

Fiscal Year/Number served/Ratio(person served/counselor)

2013 5,421 64

2012 5,320 63

2011 5,407 83

2010 5,448 60

2009 5,190 56

2008 5,221 56

2007 4,746 50

The federal indicator for the number of closed cases with an employment outcome has not been met for the last four years and is still not met. Specifically, in FFY 2013, the successful closure outcomes decreased from 740 to 690, when compared to the FFY 2012 closure outcomes. FDBS attributes this unmet indicator to staff vacancies, clients competing with income and Social Security benefits, employer resistance, and an increase in the number of clients pursuing post-secondary education.

To address this unmet indicator, FDBS has begun to partner with national employment networks and plans to align its processes to implement a system to address clients who fade from the employment process due to medical and personal issues. Specifically, these two systems include the service interruption status and the homemaker policy. Additionally, FDBS plans to provide ongoing training for our employment placement specialists and VR specialists to increase our outreach efforts to vendors and expand our community rehabilitation partnerships with an emphasis on employment placement.

The table below provides the number of staff by job titles serving VR clients; the number of positions, the current vacancies; and the projected vacancies over the next five years.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Row | Job Title | **Total positions** | **Current vacancies** | **Projected vacancies over the next 5 years** |
| 1 | District Administrator | 10 | 0 | 1 |
| 2 | Supervisor | 13 | 2 | 2 |
| 3 | Rehabilitation Specialist (VR) | 53 | 11 | 8 |
| 4 |  | 0 | 0 | 0 |
| 5 |  | 0 | 0 | 0 |
| 6 |  | 0 | 0 | 0 |
| 7 |  | 0 | 0 | 0 |
| 8 |  | 0 | 0 | 0 |
| 9 |  | 0 | 0 | 0 |
| 10 |  | 0 | 0 | 0 |

2. Describe the development and maintenance of a system for collecting and analyzing on an annual basis data on personnel development with respect to:

* a list of the institutions of higher education in the state that are preparing vocational rehabilitation professionals, by type of program;
* the number of students enrolled at each of those institutions, broken down by type of program; and
* the number of students who graduated during the prior year from each of those institutions with certification or licensure, or with the credentials for certification or licensure, broken down by the personnel category for which they have received, or have the credentials to receive, certification or licensure.

The Florida Division of Blind Services (FDBS) works closely with the Florida Division of Vocational Rehabilitation to track the number and type of graduate students that are enrolled in state universities offering rehabilitation counseling degrees. Additionally, district administrators in the same geographic region of a university build relationships with the institutions of higher education by providing presentations, addressing students, and informing key personnel of anticipated or current vacancies.

The following Florida state universities offer rehabilitation graduate programs:

• Florida Atlantic University, Boca Raton.

• Florida International University, Miami.

• University of South Florida, Tampa.

Each of the following six state universities offer a graduate counseling degree that fulfills the educational requirements for certified rehabilitation counselor (CRC) certification with a minimum of other required classes.

• Florida Atlantic University (FAU)

• Florida International University (FIU)

• University of Central Florida (UCF)

• University of Florida (UF)

• University of North Florida (UNF)

• University of South Florida (USF)

Program data for institutions of higher education

Described below is information from Florida institutions of higher education that prepare VR professionals. The information is categorized by institution and type of program.

Institution: Florida Atlantic University (FAU)

Type of Program: Rehabilitation training – graduate only

Number and type of students enrolled: 20 master’s graduate students, 3 Ph.D. students.

Number of graduates eligible for CRC Certification: 21

Number of graduates anticipated:

• 2013 9 M.S., 1 Ph.D.

• 2014 10 M.S., 1 Ph.D.

• 2015 11 M.S., 1 Ph.D.

Institution: Florida International University (FIU)

Type of Program: Master of Science (M.S.) in counselor education – rehabilitation counseling track

Number and type of students enrolled: 2 M.S.

Number of graduates eligible for CRC certification: 4

Number of graduates anticipated:

• 2013 – 2 M.S.

• 2014 – 2 M.S.

• 2015 – 3 M.S.

Institution: University of South Florida (USF)

Type of Program: Rehabilitation and mental health counseling (M.A.)

Number and type of students enrolled: 167 graduate students

Number of graduates eligible for CRC certification: 51

Number of graduates anticipated:

• 2013 – 60 M.A.

• 2014 – 60 M.A.

• 2015 – 50 M.A.

None of the graduates in any of the educational programs referenced above were sponsored by the Rehabilitation Services Administration (RSA). The division acknowledges that there are a number of graduate level, non-counseling majors that qualify graduates for certification. For instance, Florida State University offers the psychology and social work program at the graduate level which would qualify for certification.

All Florida state employees are able to take up to six credit hours per semester using the Florida Tuition Waiver Program. FDBS expects employees who do not meet CSPD requirements to take advantage of the state’s tuition waiver program or participate in federal grant/stipend programs (i.e., Auburn, San Diego State University). When necessary, FDBS will pay for tuition, e.g., when a state university is not within driving distance, or when a staff member is unable to use tuition waivers for any required courses.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Row | Institutions | **Students enrolled** | **Employees sponsored by agency and/or RSA** | **Graduates sponsored by agency and/or RSA** | **Graduates from the previous year** |
| 1 | Florida Atlantic University | 23 | 0 | 0 | 11 |
| 2 | Florida International University | 2 | 0 | 0 | 2 |
| 3 | University of South Florida | 167 | 0 | 0 | 60 |
| 4 |  | 0 | 0 | 0 | 0 |
| 5 |  | 0 | 0 | 0 | 0 |

#### Plan for Recruitment, Preparation and Retention of Qualified Personnel

Describe the development (updated on an annual basis) and implementation of a plan to address the current and projected needs for qualified personnel including, the Coordination and facilitation of efforts between the designated state unit and institutions of higher education and professional associations to recruit, prepare, and retain personnel who are qualified, including personnel from minority backgrounds and personnel who are individuals with disabilities.

FDBS plans for recruitment, preparation and retention of qualified personnel are updated on an annual basis. FDBS has used and will continue to use PeopleFirst for recruitment efforts. Additionally, personnel must be hired using minimum qualifications with the expectation that standards will be met within a specified period of time.

The division has implemented recruitment, preparation, and retention of qualified personnel strategies to meet known barriers. Salary issues were the number one factor in recruitment and retention, and it has been a focal point of efforts by FDBS. The division is recruiting persons with disabilities and is referring employment opportunities to disability organizations. FDBS is an equal opportunity employer and hires persons with and without disabilities at all levels of employment.

Specific recruitment strategies include the following.

• When cash resources are available, FDBS will award $2,000 to the VR specialist base salary upon receipt of CRC. If a VR specialist has CRC certification when they are hired, his/her beginning salary is set at $2,000 above the base salary.

• FDBS will continue to work with the current state universities that provide master’s degrees in rehabilitation counseling. Activities include attending board meetings and presentations to college classes upon request to share pertinent information related to the Division and recruitment efforts.

• FDBS routinely encourages clients who have pursued master’s degrees in rehabilitation counseling to apply for vacant positions.

• FDBS will also seek legislative approval to increase the base salaries of counseling staff to be more competitive with comparable positions within state government.

Specific retention strategies include the following.

FDBS provides current personnel the opportunity to obtain higher salaries if they receive their CRC. FDBS will also seek legislative approval to increase the base salaries of existing counseling staff to be more competitive with comparable positions within state government.

#### Personnel Standards

Describe the state agency's policies and procedures for the establishment and maintenance of personnel standards to ensure that designated state unit professional and paraprofessional personnel are adequately trained and prepared, including:

1. standards that are consistent with any national or state-approved or -recognized certification, licensing, registration, or, in the absence of these requirements, other comparable requirements (including state personnel requirements) that apply to the profession or discipline in which such personnel are providing vocational rehabilitation services; and
2. to the extent that existing standards are not based on the highest requirements in the state applicable to a particular profession or discipline, the steps the state is currently taking and the steps the State Plans to take in accordance with the written plan to retrain or hire personnel within the designated state unit to meet standards that are based on the highest requirements in the state, including measures to notify designated state unit personnel, institutions of higher education, and other public agencies of these steps and the timelines for taking each step.

Be sure to include the following:

* specific strategies for retraining, recruiting, and hiring personnel;
* the specific time period by which all state unit personnel will meet the standards;
* procedures for evaluating the designated state unit's progress in hiring or retraining personnel to meet applicable personnel standards within the established time period;
* the identification of initial minimum qualifications that the designated state unit will require of newly hired personnel when the state unit is unable to hire new personnel who meet the established personnel standards;
* the identification of a plan for training newly hired personnel who do not meet the established standards to meet the applicable standards within the time period established for all state unit personnel to meet the established personnel standards.

Because of the difficulty in hiring individuals that meet the current CRC certification standards, FDBS has elected to hire personnel that meet the academic standards. Personnel that have a master’s degree in a discipline other than counseling need to meet the following academic course work.

For this degree to be considered a related degree, in addition to the master’s degree, the individual will be required to document at least 18 credit hours of coursework at the master’s level or above, acquired post-master’s, in the core areas as discussed below.

• One graduate course with a primary focus on the Theories and Techniques of Counseling. (This is a basic requirement for future consideration of relatedness of degree.)

• Three graduate courses, each with a primary focus in one of the following areas.

o Occupational information

o Job development and placement

o Medical aspects of disabilities

o Foundations of rehabilitation

o Psychological aspects of disabilities

o Personal and vocational adjustment

• Two graduate courses, each with a primary focus in one of the following areas.

o Assessment

o Research methodology

o Vocational and career development

o Community resources

o Case management

o Delivery of rehabilitation services

• A bachelor’s degree from an accredited college or university with major course of study in a social, behavioral or rehabilitative science, education or visual disabilities, and two years of professional experience involving direct services to rehabilitation clients.

• A master’s degree from an accredited college or university with major course of study in one of the above areas can substitute for one year of the required experience.

Additionally, in 2011, FDBS transferred existing staff that previously served other clients (blind babies, children, independent living adult programs) to the VR program. Existing staff that are transferred under the FDBS reorganization will be required to meet these standards by 2016. Individuals hired in subsequent years who do not meet the standard have five years from their hire or transfer date to do so. Thus, individuals hired in 2012 will have until 2017 to meet the standard; those hired in 2013 will have until 2018, and so on.

All newly hired VR counseling staff not meeting CSPD requirements will complete and update their CSPD Education Plan on an annual basis. Individuals who are hired for positions that require master’s degrees have five years from the time hired to meet standards, allowing date adjustments based on an academic year. Persons who have master’s degrees in areas other than rehabilitation counseling or counseling, have two years to obtain required courses noted on their CSPD Education Plan, allowing date adjustments based on an academic year.

The CSPD education plan includes the following type of information:

• a description of current educational status;

• the courses to be taken during the year;

• the timeframe in which the required education will be completed;

• the institution that the individual will attend; and

• annual progress reports on course completion.

FDBS has implemented statewide procedures. Division Procedure 12.12, was updated in 2013 to comply with federal mandates relative to sponsorship of the certification exam and application fees. The procedure addresses issues that include payment of educational expenses by FDBS, class attendance, individual education plans, class assignments and homework, use of FDBS computer equipment, and professional certification. FDBS tracks the current educational status of personnel, as well as their progress in complying with the CSPD requirements. The following indicates the CRC eligibility status of staff by position.

FDBS Personnel Standards by Position (Dec. 2013)

Position Description/Vacancy/Not Eligible/Eligible/Total

Rehabilitation Services District Administrator-Blind - SES

Vacancy 0, Not Eligible 3, Eligible 3, Total 6

Rehabilitation Supervisor-Blind - SES

Vacancy 3, Not Eligible 1, Eligible 2, Total 6

Senior Rehabilitation Specialist-Blind

Vacancy 2, Not Eligible 27, Eligible 11, Total 40

Total Vacancies 5, Not Eligible 31, Eligible 16, Total 52

FDBS encourages personnel to obtain certification from the Commission of Rehabilitation Counselor Certification. Currently, FDBS has 24 employees who earned the CRC designation within the 2013 Federal Fiscal Year.

FDBS has been granted the authority by the Commission on Rehabilitation Counselor Certification to provide continuing education units (CEUs) for all certified rehabilitation counselors. The five year in-service training plan will continue to provide for on-going CEUs, especially in the area of ethics. FDBS’s reimbursement policy for certification is also addressed in the Division Policy 12.12, Comprehensive System of Personnel Development as required federally.

#### Staff Development

Describe the state agency's policies, procedures, and activities to ensure that all personnel employed by the designated state unit receive appropriate and adequate training in terms of:

1. a system of staff development for professionals and paraprofessionals within the designated state unit, particularly with respect to assessment, vocational counseling, job placement, and rehabilitation technology; and
2. procedures for the acquisition and dissemination to designated state unit professionals and paraprofessionals significant knowledge from research and other sources.

1. Staff Development System

FDBS monitors personnel development needs on an annual basis. Training is provided both through funding acquired under the in-service training grant and use of basic support grant. FDBS has based its core training programs on the areas emphasized in the federal regulations: rehabilitation technology, career guidance and counseling, job development, placement and assessment.

In brief, the training needs assessment is an on-going process that consists of: ensuring that federal and state mandates are in compliance and; examining individual personnel training requirements related to current job performance, future job requirements, and promotional or career advancement needs.

Based on analysis of training needs compiled from performance reviews, the FDBS Strategic Plan, consumer comments, and training surveys, training in the following areas will be provided:

• serving individuals with dual disabilities;

• overcoming employment barriers for consumers with a criminal history; and

• providing rehabilitation counseling for individuals with substance abuse issues and psychiatric disorders.

In keeping with this theme, it has been determined that counselors would benefit from training in the area of supported employment, identifying appropriate candidates, and working through the rehabilitation process with these individuals, and recording accurate information for federal reports. All counselors are provided annual training in career counseling and assessment.

Given that job placement and development are pivotal elements to client success, FDBS mandates all VR counselors, supervisors, and employment placement specialists to participate in three levels of training. The three levels are: assessment, job development and placement training.

In the first level, training is concentrated on the process of developing jobs which includes: generation of leads, selection for time management purposes, holding face-to-face meetings with employers to identify needs and to close the deal (actual placement). VR staff is presented with a comprehensive manual, including group exercises and the completion of planners, in order to prepare meetings and to work with objections and barriers. This level builds a tool for self-assessment of the staff as job developers.

The second level is focused on the job placement and development as it relates to clients. VR staff is trained to identify the essential elements needed to obtain/maintain a job including motivation, abilities, access to employers and credibility. In this second level, staff learn intervention tools and marketing strategies to manage their caseloads as job developers.

A third level is provided to VR supervisors and district administrators by explaining how to set up placement goals and how to monitor and coach daily activities from their staff, as related to the FDBS business model in job placement and development.

FDBS has developed a two-tiered rehabilitation technology training program for all professional and paraprofessional personnel. This training includes a week long introduction to rehabilitation technology for blind and visually impaired individuals. The second level of training incorporates the use of rehabilitation technology in job development activities. Currently, FDBS offers a third level for personnel who completed the second level five or more years ago, to ensure personnel possess current knowledge related to technology advances.

All existing rehabilitation specialists, senior rehabilitation specialists, supervisors, and district administrators have been trained in both levels. Federal in-service training dollars are used to fund both levels of the rehabilitation technology training. FDBS will continue to train new personnel in both levels, as well as conduct annual training to update existing personnel on new technology issues. During FFY 2012, 145 FDBS staff completed at least one Hadley course for staff development purposes. CRC credit was provided to staff as appropriate.

2. Dissemination of Knowledge from Research and Other Resources

All FDBS personnel members have Internet access and are provided with relevant rehabilitation research and information sites. Each FDBS district office is required to provide a quarterly in-service training for personnel on topics such as blindness rehabilitation, informed choice, the Americans with Disabilities Act and Social Security work incentives. When funding is available, employees are encouraged to attend various conferences in the field of rehabilitation or blindness.

#### Personnel to Address Individual Communication Needs

Describe how the designated state unit has personnel or obtains the services of other individuals who are able to communicate in the native language of applicants or eligible individuals who have limited English speaking ability or in appropriate modes of communication with applicants or eligible individuals.

FDBS maintains or obtains the services of individuals able to communicate in the native languages or other appropriate modes of communication of applicants or eligible individuals. Most FDBS offices in highly populated areas of non-English speaking consumers have personnel that speak in the native languages of those individuals. FDBS requires that language interpreter services (including sign language) be purchased when necessary to communicate with an applicant or eligible individual. FDBS has the capability to print in braille and large print. Documents provided to clients such as an application for services, client rights, guidelines for developing an individualized plan for employment, and informational brochures are available in an appropriate format (i.e. large print, braille, Spanish) or are communicated by way of an interpreter.

#### Coordination of Personnel Development Under the individuals with Disabilities Education Improvement Act

Describe the procedures and activities to coordinate the designated state unit's comprehensive system of personnel development with personnel development under the Individuals with Disabilities Education Improvement Act.

FDBS has a cooperative agreement with the Florida Department of Education’s Division of Public Schools in order to coordinate activities in serving students who are blind and visually impaired. This is accomplished through the preparation and implementation of guidelines, policies, rules, and regulations that affect the interests of students with visual impairments through joint planning committees and publications, as appropriate.

Both divisions promote and provide training for teachers, and FDBS personnel who work with students who are blind and visually impaired. FDBS shares information and coordinates other activities with the Division of Public Schools in order to increase public awareness of visual disabilities and services available to students with visual impairments.

This screen was last updated on Jun 27 2014 10:41AM by David Heron

## Attachment 4.11(a) Statewide Assessment

Provide an assessment of the rehabilitation needs of individuals with disabilities residing within the state, particularly the vocational rehabilitation services needs of:

* individuals with most significant disabilities, including their need for supported employment services;
* individuals with disabilities who are minorities;
* individuals with disabilities who have been unserved or underserved by the vocational rehabilitation program; and
* individuals with disabilities served through other components of the statewide workforce investment system.

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

The Florida Division of Blind Services (FDBS) commissioned a three-year comprehensive statewide needs assessment (CSNA) to investigate the vocational rehabilitation (VR) needs of individuals with significant visual disabilities. This research study will be led by Michele Cappella-McDonald, Ph.D., interim director and research professor for the National Research and Training Center on Blindness and Low Vision at Mississippi State University. She will be assisted by one assistant research professor and one research coordinator. This vendor was secured for $60,000.

The needs assessment will address the requirements of the Rehabilitation Act of 1973, as amended that each state unit and the State Rehabilitation Council conduct a CSNA of the rehabilitation needs of its residents and in particular, needs for supported employment services, needs of minorities and other unserved/underserved populations, needs of persons served through other components of the statewide workforce investment system and the need to establish, develop or improve community rehabilitation programs. This work will take place during the period of March 3, 2014, through June 30, 2015, and will examine six years’ worth of data from October 2008 through September 2013.

This research will be guided by the following six questions.

1. What are the rehabilitation needs of individuals who are blind or visually impaired, particularly the VR services needs of these individuals with the most significant disabilities, including their need for supported employment services?

2. What are the VR services needs of minorities?

3. What are the VR services needs of individuals who are blind or visually impaired who have been unserved or underserved by the VR program?

4. What are the VR services needs of individuals who are blind or visually impaired served through other components of the statewide workforce investment system?

5. What is the need to establish, develop or improve community rehabilitation programs within the state?

6. What are the biggest barriers to achieving employment for those consumers closed unsuccessfully?

To address the research questions, the following sources of data will be utilized for the CSNA.

1. Consumer surveys–target group will be those persons closed after receiving services from FDBS during a previous one-year period (FFY 2013: October 2012–September 2013). Consumers closed unsuccessfully will be asked additional questions to address question 6.

2. FDBS staff surveys–to include all staff that provide services to consumers.

3. Key informant interviews–interviews with five to 10 people identified by FDBS as key informants.

4. Employer surveys–FDBS will provide email addresses of businesses that they have worked with during the previous one or two years (optional).

5. Existing data sources

a. American Community Survey

b. Florida Office of Economic and Demographic Research population projections

c. Bureau of Labor Statistics labor/economic forecasts

d. FDBS case service data (RSA-911 data)

e. Consumer satisfaction data collected for FDBS

The study results will include (1) a brief overview of the purpose of the CSNA, (2) a description of the evaluation methods and data utilized, (3) a profile of survey participants, (4) presentation and analyses of responses and other data, (5) conclusions and a summary of needs identified through the research and (6) relevant appendices.

FDBS included the results of its last triennial CSNA in the FY 2013 state plan and intends to include the results of the CSNA currently being conducted in the FY 2016 state plan.

This screen was last updated on Jul 31 2014 10:48AM by David Heron

## Attachment 4.11(b) Annual Estimates

* Identify the number of individuals in the state who are eligible for services.
* Identify the number of eligible individuals who will receive services provided with funds under:
  + Part B of Title I;
  + Part B of Title VI;
  + each priority category, if under an order of selection.
* Identify the cost of services for the number of individuals estimated to be eligible for services. If under an order of selection, identify the cost of services for each priority category.

The Florida Division of Blind Services (FDBS) estimates the number of individuals to be eligible for services in the state and served during FFY 2014 will be approximately 5,450. Of this number, FDBS estimates that approximately 100 will be provided services under the Title VI, Part B program. Estimates were based on a review of historical information, including:

a) the number of individuals served 5,421;

b) the average caseload size 64;

c) the number of applications 2,109;

d) the number of individualized plans for employment written 1,445; and

e) the number of consumers who continue to require services from one year to the next 2,850.

The estimated cost per person for the provision of traditional vocational rehabilitation (VR) services is $3,354.58. This cost is based on taking the total amount of VR dollars spent in FFY 2013, excluding expenditures for the supported employment ($1,994,634) and Bureau of Business Enterprise Program ($3,239,787), which is $18,185,215, and dividing it by the number of persons served, which is 5,421. This is shown in the formula below:

$18,185,215/5,421= $3,354.58

Traditional VR services estimated dollar value is $428.21 higher than the previous FFY (2012). FDBS attributes this to an increase in the number of clients served and number of clients pursuing post-secondary education. Specifically, compared to FFY 2012, FDBS served 101 more clients in FFY 2013. In comparing the number of clients pursuing post-secondary education, there were 399 open cases in FFY 2012 and 459 open cases in FFY 2013.

The cost for individuals served under supported employment is $4,067.92 per person. This is based on the total amount of supported employment dollars spent (excluding funds paid to the Conklin Center), which is $431,200, divided by the number of persons served under supported employment, which is 106. This is shown in the formula below:

$431,200/106 =$4,067.92

It is estimated that for FFY 2014 supported employment cost per person will range between $3,000 and $7,000. Details regarding supported employment are outlined in Attachment 4.11(c)(4).

FDBS is not currently under an order of selection so cost of services by priority category is not provided.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | **Title I or Title VI** | **Estimated Funds** | **Estimated Number to be Served** | **Average Cost of Services** |
|  |  |  | 0 | — |
|  |  |  |  | — |
|  |  |  |  | — |
|  |  |  |  | — |
|  |  |  |  | — |
|  |  |  |  | — |
|  |  |  |  | — |
|  |  |  |  | — |
|  |  |  |  | — |
|  |  |  |  | — |
| Totals |  | $0 | 0 | — |

This screen was last updated on Jun 27 2014 1:53PM by David Heron

## Attachment 4.11(c)(1) State Goals and Priorities

The goals and priorities are based on the comprehensive statewide assessment, on requirements related to the performance standards and indicators, and on other information about the state agency. (See section 101(a)(15)(C) of the Act.) This attachment should be updated when there are material changes in the information that require the description to be amended.

* Identify if the goals and priorities were jointly developed and agreed to by the state VR agency and the State Rehabilitation Council, if the state has a council.
* Identify if the state VR agency and the State Rehabilitation Council, if the state has such a council, jointly reviewed the goals and priorities and jointly agreed to any revisions.
* Identify the goals and priorities in carrying out the vocational rehabilitation and supported employment programs.
* Ensure that the goals and priorities are based on an analysis of the following areas:
  + the most recent comprehensive statewide assessment, including any updates;
  + the performance of the state on standards and indicators; and
  + other available information on the operation and effectiveness of the VR program, including any reports received from the State Rehabilitation Council and findings and recommendations from monitoring activities conducted under section 107.

The Florida Division of Blind Services (FDBS) has recently modified its state goals and priorities. To assist in the development of the goals and priorities, FDBS conducted three public meetings to collect stakeholder input. The goals and new strategies were derived from stakeholder input, the FDBS strategic plan, and results of the CSNA. Additionally, the goals and strategies were discussed with, and endorsed by the Florida Rehabilitation Council for the Blind.

Specifically, there are four goals that will address the VR and supported employment programs. These goals, strategies and measures are as follows.

1. Create an environment that provides job opportunities for visually impaired and blind Floridians.

2. Create a service delivery system that provides comprehensive services to visually impaired and blind Floridians.

3. Create an environment that fosters an exemplary division workforce.

4. Create a well-managed and accountable organization that ensures high quality.

Goal 1.0 Create an environment that provides job opportunities for visually impaired and blind Floridians.

Strategy 1.1 Increase successful job outcomes in the Bureau of Business Enterprise (BBE).

Measure: This strategy will be measured based upon the number of customers successfully completing the BBE Program and the percentage of licensed vendors staying at their first facility for at least 12 months.

Strategy 1.1a. Development of a mechanism to recruit youth into the BBE Program.

Measure: This strategy will be measured by the development of a marketing and training program designed to attract and recruit individuals who are transition age and above into the work experiences, training and licensing opportunities with the BBE Program. Comparative data and surveys will be utilized to measure success.

Strategy 1.2 Increase successful job outcomes in the VR Program.

Measure: This strategy will be measured based on comparative data on the number successful employment outcomes.

Strategy 1.2a. Implement use of the Talent Acquisition Portal and/or the Florida Jobs Connection Portal as a means to expose employers to job-ready FDBS consumers.

Measure: This strategy will be measured by the completion of steps to have FDBS clients entered into and connecting with electronic systems where employers engage the talent of individuals with disabilities and the resulting effect of clients gaining jobs.

Strategy 1.2b. Developing mechanisms to maximize job placement synergy among FDBS job placement specialists and contracted service providers.

Measure: This strategy will be measured by examining the overall increase in job placements in the next year as well as by totaling the number of placements made by staff at both FDBS and service providers.

Strategy 1.3 Develop and implement an employment skills training program at the residential rehabilitation center.

Measure: This strategy will be measured based upon the number of training programs developed, training sessions provided and the number of people who obtain successful employment.

Goal 2.0 Create a service delivery system that provides comprehensive services to visually impaired and blind Floridians.

Strategy 2.1 Develop and implement a comprehensive communications and outreach plan.

Measure: This strategy will be measured based on the development of a plan and on comparative data of outreach efforts and the number of referrals into FDBS programs.

Strategy 2.2 Increase services to unserved and underserved populations.

Measure: This strategy will be measured by comparing baseline demographic client data on the number of individuals served in succeeding program years.

Strategy 2.3 Develop and implement a comprehensive system for measuring the overall residential rehabilitation center success.

Measure: This strategy will be measured based upon a review and analysis of outcome data.

Goal 3.0 Create an environment that fosters an exemplary division workforce.

Strategy 3.1 Improve the quality and quantity of staff development and continuing education sessions.

Measure: This strategy will be measured by assessing the number of people participating in continuing education opportunities, the amount of additional training provided, participant surveys, and the degree to which training have an impact on addressing identified trends.

Strategy 3.2 Improve employee satisfaction

Measure: This strategy will be measured based upon results of the employee satisfaction surveys.

Goal 4.0 Create a well-managed and accountable organization that ensures high quality.

Strategy 4.1 Develop and implement a comprehensive quality assurance program to foster a decrease in audit findings from the Offices of the Inspector General, Auditor General and the Rehabilitation Services Administration.

Measure: This strategy will be measured based upon results of state and federal audit findings.

Strategy 4.2 Develop strong fiscal and budget policies and procedures that promote responsible stewardship of available resources, accuracy and allowable expenditures.

Measure: This strategy will be measured based upon results of the encumbrance report and monthly reconciliations of expenditures and encumbrances.

Strategy 4.3 Develop and strengthen contract language to ensure increased contractor accountability, improve resource allocations and the achievement of consumer independence.

Measure: This strategy will be measured by the results of contract performance, the ability to stretch resources and pre and post assessment outcomes.

Strategy 4.4 Strengthen contract monitoring activities, procedures/protocol.

Measure: This strategy will be measured based upon the results of federal and state audit findings.

Strategy 4.5 Review existing FDBS policies to ensure that best practices are being utilized.

Measure: This strategy will be measured by providing a listing of policies that are or have been reviewed and revised during the plan period. Additional measurements will be based on the effect of the changes to specific policies.

This screen was last updated on Jun 27 2014 1:53PM by David Heron

## Attachment 4.11(c)(3) Order of Selection

* Identify the order to be followed in selecting eligible individuals to be provided vocational rehabilitation services.
* Identify the justification for the order.
* Identify the service and outcome goals.
* Identify the time within which these goals may be achieved for individuals in each priority category within the order.
* Describe how individuals with the most significant disabilities are selected for services before all other individuals with disabilities.

This agency is not implementing an Order of Selection.

This screen was last updated on Aug 7 2009 9:24AM by saflsmithj

## Attachment 4.11(c)(4) Goals and Plans for Distribution of Title VI, Part B Funds

Specify the state's goals and priorities with respect to the distribution of funds received under section 622 of the Act for the provision of supported employment services.

Pursuant to Florida Statute 413, the Florida Division of Blind Services (FDBS) is mandated to provide services to individuals of all ages who are blind or visually impaired. The FDBS routinely partners with Community Rehabilitation Programs (CRP’s) to provide services that enhance the lives of people with vision loss. The extent of services provided through the Community Rehabilitation Programs is based, in part, on the types of services available through a specific Community Rehabilitation Program, the needs of the specific community, and the resources available within the FDBS.

During FFY 2013, FDBS contracted with four (CRP’s) community rehabilitation programs to provide supported employment services. Specifically, the Lighthouse of Central Florida program received funding from the Supported Employment and Basic Support funds, while the Tampa Lighthouse and the Lighthouse for the Visually Impaired and Blind Programs received only Supported Employment funds. However, due to insufficient Supported Employment funds, only Basic Support funds were used for the Conklin Centers for the Blind program. The table below depicts how funds were utilized.

Community Rehab Program

Supported Employment Grant (Title VI)/Basic Support/Total

Lighthouse of Central Florida

$184,799.97-SE /$61,600.03-Basic Support/ Total $246,400

Tampa Lighthouse

$123,200.00-SE/$0-Basic Support/ Total $123,200

Lighthouse for the Visually

Impaired & Blind

$61,600.00-SE/$0-Basic Support/ Total $61,600

Conklin Centers for the Blind

$0-SE/$1,563,434-Basic Support/ Total $1,563,434

Total:$369,599.97-Supported Employment

Total:$1,625,034.03-Basic Support

Total $1,994,634

It was estimated that FDBS would serve not less than 106 individuals during the 2013 Federal Fiscal Year, with approximately 19 successful closures. As a result, the Community Rehabilitation Programs provided services to a total of 106 persons during the contract period. Of the 106 participants coded as supported employment, 19 were closed as competitively employed. Below is the actual breakout:

Community Rehab Provider/Clients Served/Supported Employment Placements/Supported Employment Outcomes

Florida Lions Conklin Center

For The Blind

Clients Served: 50

Supported Employment Placements: 41

Supported Employment Outcomes: 12

Lighthouse Central Florida, Inc.

Clients Served: 37

Supported Employment Placements: 9

Supported Employment Outcomes: 5

Lighthouse for the Visually

Impaired and Blind

Clients Served: 8

Supported Employment Placements: 0

Supported Employment Outcomes: 0

Tampa Lighthouse for the Blind

Clients Served: 11

Supported Employment Placements: 4

Supported Employment Outcomes: 2

FY-2012-2013 VR Supported Employment Services Totals: Clients Served: 106

Supported Employment Placements: 54

Supported Employment Outcomes: 19

For the FFY 2014, FDBS will significantly change the way it will disburse the Title VI funds. Specifically, FDBS will offer supported employment services via case service dollars to ensure continued services and that all clients have access to services.

For FFY 2013, FDBS sponsored $50,435.54 for supported employment services through the use of authorizations. The chart below gives a breakout of how the supported employment authorizations were utilized.

Locations /Case Service Authorizations

Jacksonville/Gainesville $3,138.93

Daytona Beach $7,268.09

Orlando $28,514.69

Tampa $10,386.86

Miami $1,126.97

Total $50,435.54

Note: In comparison to the five areas offices, Orlando’s expenditures were greater than the other listed area offices. Based on data analysis, it was determined that this higher cost is attributed to the fact that Orlando had the largest number of clients served during FFY 2013, which contributed to higher expenses. Orlando served 15 more clients. Expenses included, but were not limited to interpreter services, transportation and vocational evaluations.

This screen was last updated on Jun 25 2014 7:59AM by David Heron

## Attachment 4.11(d) State's Strategies

This attachment should include required strategies and how the agency will use these strategies to achieve its goals and priorities, support innovation and expansion activities, and overcome any barriers to accessing the vocational rehabilitation and the supported employment programs. (See sections 101(a)(15)(D) and (18)(B) of the Act and Section 427 of the General Education Provisions Act (GEPA)).

Describe the methods to be used to expand and improve services to individuals with disabilities.

Identify how a broad range of assistive technology services and assistive technology devices will be provided to individuals with disabilities at each stage of the rehabilitation process; and describe how assistive technology services and devices will be provided to individuals with disabilities on a statewide basis.

Identify what outreach procedures will be used to identify and serve individuals with disabilities who are minorities, including those with the most significant disabilities; and what outreach procedures will be used to identify and serve individuals with disabilities who have been unserved or underserved by the VR program.

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

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

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

Describe how the agency's strategies will be used to:

* achieve goals and priorities identified in Attachment 4.11(c)(1);
* support innovation and expansion activities; and
* overcome identified barriers relating to equitable access to and participation of individuals with disabilities in the state Vocational Rehabilitation Services Program and the state Supported Employment Services Program.

FDBS has incorporated the following goals and strategiesinto an agency strategic plan for which each strategy has been assigned personsresponsible for executing and reporting measurement criteria.

In order to accomplish the FDBS FFY 2009 Strategic Planthere are five Goals and several strategies that form the overall framework toensure successful achievement of the Goals. These strategies and goals are listed subsequently.

#### Strategies Related to Assistive Technology Services and Devices

Assistive technology services and assistive technology devices are provided for applicants and clients at each stage of the rehabilitation process. The following ongoing strategies are employed by FDBS to ensure that individuals can benefit from assistive technology services and assistive technology devices.

##### Strategy 1: Continue to provide Assistive Technology training to all new VR counselors. This is part of the VR in-service training plan.

##### Strategy 2: Continue to provide opportunities to VR clients to see various types of equipment available for their specific vision problem and loan equipment to clients for demo purposes.

##### Strategy 3: Ensure that all clients talk to at least three vendors that provide the product that will meet an individual’s vocational goal.

Measure for strategies:

1. Number of staff trained.
2. Number of clients receiving assistive technology.

#### Goal 1.0: Increase Client Satisfaction

##### Strategy 1:Develop methods to expandand improve services to the Most Significantly Disabled including their needsfor Supported Employment.

The Supported Employment Goals are aggregated in ManagementObjectives: 1.1, 1.2 and 1.3.Thesuccessful achievement of the Supported Employment Goal is ensured bycontinuing to accomplish Strategy 1 and Strategy 2.

The FDBS comprehensive assessment noted that staff mayrequire more training in working with persons with significant secondarydisabilities.This training will takeplace in FFY 2009 as part of the VR in-service training grant.

##### Strategy 2:Increase the number ofemployed clients at higher wages.

The FDBS comprehensive assessment noted that clients withmore training resulted in higher wages. Therefore clients who traditional do not see training as a means to endwill be encourage to participate in training even if it is vocational ratherthan academic.

##### Strategy 3:Develop a working relationship with the workforce investment system.

Currently most of the One-Stop facilities are notaccessible.The FDBS has signedMemorandums of Understanding with the Florida Workforce Boards to ensure thedistribution of pamphlets that identify the services that the FDBS provides toclients.We will continue to do so on anannual basis

#### Goal 2.0: Increase Market Share

##### Strategy 1:Develop outreachprocedures to identify and serve minorities, and the Unserved and Underserved.

Title I funds for Innovation and Expansion will continue to beused for projects in creating public relations campaigns and any accompanyingexpenses related to public relations and marketing materials.

During 2009, Spanish public service announcements will bemade.

Funds will be used to meet the needs of minorities.This will assist in accomplishing this Goaland impact favorably on Goal 1.0 Increase Client Satisfaction by increasing thenumber of individuals employed. The requirements of Section 427, GeneralEducation Provisions Act (GEPA), are considered and appropriately addressed inthese projects.These funds have beenalso been used to accomplish Strategy 3 of Goal 1.0: Increase ClientSatisfaction which includes the SRC and Strategy 2 of Goal 4.0: Improve FiscalResults.

#### Goal 3.0: Increase Employee Satisfaction

##### Strategy 1: Maximize training availability for FDBS staff to improveefficiency of service delivery and to learn and apply best practices forimproved case management.

Title I funds for Innovation and Expansion funds will alsobe used for an employee training project. This will ensure the FDBS has a welltrained workforce.It will also impact favorablyon Goal 1.0: Increase Client Satisfaction.

The following table outlines the training being used.

|  |  |
| --- | --- |
| Program Activities using Title I funds for Innovation and Expansion | |
| **Program Activity** | **Description** |
| Employment Outcomes Coaching | Job developers will get on site sales call coaching involving preparing for the call, making the employer call and debriefing after the call so they are succeeding with the skills taught. |
| Employment Outcomes - The Ideas | One-day program that provides the foundation models and strategic framework to ensure employment outcomes for all clients regardless of employment barriers. |
| Employment Outcomes Management Professional | Three-day workshop for the job development manager or job development team on enhancing management effectiveness in generating employment outcomes through better operational planning |
| Employment Outcomes Professional | Three-day program that teaches the practical marketing skills needed for successful job development. |
| Reframing the Hiring Decision | Two-day program that provides the advanced marketing and sales skills needed to generate specialized employment for people with skill limitations but the motivation to work. |
| Negotiation | Staff will learn how to negotiate with employers on purchasing of reasonable accommodations. |

#### Goal 4.0: Improve Fiscal Results

##### Strategy 1:Develop a Return onInvestment (ROI) calculation.

The Florida State Legislature has become very dataoriented.During the budget committeesessions the FDBS has been able to identify the return to taxpayers for clientsthat have been employed by the Vocational rehabilitation Program.This calculation will be revised to includecost avoidances to federal funds if applicable. (i.e. Social Security Trust Fund).

##### Strategy 2: Strengthening FDBS infrastructure by utilizing strategicplanning and process improvement projects that will identify best practices andto identify FDBS internal/external strengths, weaknesses, opportunities andthreats.

FDBS deployed strategic goals, objectives and measures toall district offices and developed tactical plans:

* Development of training materials, guidelines and templates to be used by all FDBS personnel.
* Development of tactical action plans at each field location which aligns all offices to the FDBS goals, objectives and measures.
* Development of tactical action plans, as appropriate, to support state-level projects, including staff support departments
* FDBS implemented the Strategic Plan by:
* Providing regular status reviews and technical assistance to 12 districts and 5 satellite offices in the execution of all tactical action plans.
* Providing regular status reviews and technical assistance in the execution of all tactical action plans
* Alignment of the Strategic Plan to the Departments' Objectives and projects, resulting in detailed tactical plans at all levels:
* Strategic summary scorecard to include objectives, projects, measures and targets.
* Alignment of all Bureaus and Areas and/or Districts to the division's objectives and priority projects.
* Development of priority projects at the Area/District/Department level which will have measurable impact on FDBS objectives.

The above collective activities provide a basis for the performanceimprovement of the Federal evaluation standards and performance indicators.

#### Goal 5: Increase the employment outcome of persons of specific economicbackgrounds, African Americans, and Hispanic customers

##### Strategy 1: Maximize training availability for FDBS staff to improveefficiency of service delivery of persons of specific economic backgrounds,African Americans, and Hispanic customers

FDBS will focus on diversity training by incorporatingcultural diversity modules into annual staff training. Then staff will develop outreach plans based on this training.

This screen was last updated on Aug 7 2009 9:44AM by saflsmithj

## Attachment 4.11(e)(2) Evaluation and Reports of Progress

#### Vocational Rehabilitation (VR) and Supported Employment (SE) Goals

1. Clearly identify all VR program goals consistent with the goals described in the FY 2013 Attachment 4.11(c)(1), including an evaluation of the extent to which the VR program goals were achieved.

* Identify the strategies that contributed to the achievement of the goals.
* Provide a description of the factors that impeded the achievement of the goals and priorities.

VR Program Goals

The Evaluation and Reports of Progress of the most recently submitted version of Attachment 4.11(c)(1), are discussed below. However, the Florida Division of Blind Services (FDBS) has since modified its state goals and priorities to match the agency’s strategic plan and to ensure that the goals and strategies are measureable.

Goal 1.0 Create an environment that provides job opportunities for visually impaired and blind Floridians.

Measure: This goal was measured by the increase in the number of statewide employment activities at the local level.

Strategy 1.1 Increase successful job outcomes in the Bureau of Business Enterprise (BBE) Program.

Three years ago it was determined that one of the most important measurements of a successful BBE program would be the percentage of recently licensed vendors staying at their first facility for at least 12 months. This would demonstrate that training adequately prepared new licensees to start at a facility and stay for at least 12 months. It was also believed that it would be a good indicator of the individual’s perseverance and on the job skills development.

As depicted in the table below, this goal was measured by a comparison with previous years in the number of licensed clients who were awarded their first facility, and remained under contract for a minimum of one year. Clients who are licensed are not always awarded their first facility during the same Federal Fiscal Year (FFY).

Clients Licensed

FFY 2010, 13

FFY 2011, 7

FFY 2012, 17

FFY 2013, 12

FFY 2014, 3 As of 1/6/2014

Clients Awarded 1st Facility

FFY 2010, 11

FFY 2011, 12

FFY 2012, 14

FFY 2013, 9

FFY 2014, 4 As of 1/6/2014

Number of those that were awarded facilities

that were employed in the BBE at least 1 year.

FFY 2010, 7 out of 11, or 63.0%

FFY 2011, 9 out of 12, or 75.0%

FFY 2012, 13 out of 14, or 92.0%

FFY 2013, Data not available until after 9/30/2014

FFY 2014, Data not available until after 9/30/2015

Percentage increase of previous year

FFY 2010, N/A

FFY 2011, 11.40%

FFY 2012, 17.90%

FFY 2013, Data not available until after 9/30/2014

FFY 2014, Data not available until after 9/30/2015

Strategy 1.2 Increase successful job outcomes in the VR Program.

This year FDBS did not increase in the number of successful outcomes. FDBS attributes this to staff turn-over, the time it took to train new employment placement staff, identified employment gaps in each district office, employer resistance to hiring individuals with disabilities, competing and maintaining Social Security benefits, and an increase in the number of individuals seeking post-secondary education instead of immediate employment. Therefore, FDBS did not experience the full impact of these new employment placement specialist positions in operation during the 2012/2013 federal fiscal year. However, FDBS feels certain that it will improve its employment outcomes for the upcoming federal fiscal year. Our employment strategy includes, but is not limited to: collaboration with new and existing community rehabilitation providers; network with national employment partners; integration into the Florida Jobs Connection and/or the national Talent Acquisition Portal; network with local level employers; provide ongoing training to our employment staff; develop new vocational training programs at the residential rehabilitation center; collaboratively identify and train eligible Floridians to manage state owned BBE Programs; continuation of sponsorship of self-employment opportunities; sponsorship of technology training; sponsorship of academic and vocational training; and increase the number of clients with a higher level education; and outreach to employers and take full advantage of work experience opportunities.

Goal 2.0 Create a service delivery system that provides comprehensive services to visually impaired and blind Floridians.

Measure: This goal was measured based upon a comparison of the number of clients and their demographics served in the current and previous years.

Strategy 2.1 Increase the number of individuals receiving services.

FDBS served 101 more clients in FFY 2013 when compared to FFY 2012 (5,421 vs 5,320). The division attributes this increase to the outreach efforts made at the local level. FDBS will continue to seek opportunities to increase its outreach efforts to potential clients. Below is the actual break out of the number of clients served relative to service categories and race ethnicity in FFY 2013.

Service Categories/Clients Served (FFY-2013)

No Program (application status) 164

College Students 596

None(regular DBS- VR Clients) 4,062

Supported Employment 82

Transition 517

Total: 5,421

Race Ethnicity Categories Clients Served (FFY-2013)

African American 1,585

Alaskan Native 12

Asian 72

Caucasian 2,851

Hispanic or Latino 863

Multi-Racial 20

Native Hawaiian

or Pacific Islander 16

Not Available 2

Total: 5,421

Strategy 2.2 Increase services in unserved and underserved populations.

Based on an analysis of districts’ participation in community outreach activities, assertive efforts continue to address the underserved communities. Each district has identified the unique underserved populations in their area. Every month, the identified unserved and underserved populations are targeted in order to increase services to these populations. These efforts include participation in community health care fairs, Lions and Rotary Clubs, workforce centers, Muscogee Creek Indian Tribal Office, and Korean church groups. The district administrators are responsible for maintaining a district log of activities relating to underserved populations. The log is submitted to the client services program administrator, who compiles a statewide quarterly log for statewide analysis and record keeping purposes.

The chart below depicts an increase in the number of open clients in all listed minority background categories.

FFY 2011/FFY 2012/FFY 2013/Difference from previous year

Minority Group FFY 2011 2012 2013 Diff/Prev. Yr.

African American 422 682 850 + 168

Hispanic 238 404 507 + 103

Asian 26 33 39 + 6

Native Hawaiian/

Pacific Islanders 0 0 16 + 16

Goal 3.0 Create an environment that fosters an exemplary division workforce.

Measure: This goal will be measured by employee satisfaction surveys and staff development training surveys.

Strategy 3.1 Increase staff development and continuing education.

Through the use of the in-service training grant, FDBS provided the following training: a) three regional trainings which involved case management and role of the counselor, b) Technical assistance and continuing education (TACE) webinar training titled Innovative Strategies for Serving Youth in Transition, c) VR statewide training involving policy, rehabilitation process and conflict resolution, d) eye medical webinar training, e) technology training, f) new VR counselor training, g) quality assurance summit Rhode Island, h) new employee training, and I) supervisory training. Of the total training provided, three new trainings were offered which included New Counselor Training, Supervisory Training, and Innovative Strategies for Serving Youth Transition Training.

Strategy 3.2 Improve Employee Satisfaction.

To assess the climate of the agency’s workforce, the FDBS has made plans to conduct an employee satisfaction survey. This survey will be administered in the latter half of summer 2014. The surveys will be conducted via online and will consist of forty two (42) questions using a five point likert scale. The participants in this study will include all division staff. In short, the questions will be comprised of language that is related to the division’s leadership, teamwork, work environment, resources, training, compensation, communication, and overall direction of the agency. Once the survey is completed, the data will be analyzed and reports will be generated based upon the results.

Goal 4.0 Create a well-managed and accountable organization that ensures high quality.

Measure: This goal will be measured based upon federal and state program and fiscal audit findings.

Strategy 4.1 Develop and implement a comprehensive quality assurance program in order to foster a decrease in audit findings from the Offices of the Inspector General, Auditor General, and the Rehabilitation Services Administration.

FDBS has developed a quality assurance protocol specific to program services. This protocol involves desk reviews and on-site reviews, which are critical to policy development and training. Specifically, the focus areas for both reviews are timeliness of services, after the fact authorizations, plan development, eligibility, assessments, and documentation. As a result of implementing the reviews, the following has occurred: Of 18025 authorizations issued, only 322 were considered after the fact (Less than 2.0 percent). After the fact authorizations are defined as services rendered prior to issued authorizations. Additionally, 90.0 percent of the eligibility determinations were made within the federally required timeframe.

Furthermore, 93.0 percent of the individualized plans for employment were initiated within the federally mandated time requirement. Moreover, the average time elapsed between application and eligibility determination was 42 days, which is 18 days earlier than the state requirement of 60 days. Finally, according to the Inspector General’s report, regarding Public Assistance State Audit, FDBS had zero findings.

Strategy 4.2 Develop strong fiscal policy and procedures that promote responsible stewardship of available resources.

Specific to VR funding for case service allocations, FDBS has implemented systems which determine district allocations and ensure that dollars are spent appropriately. To address appropriate allocation disbursements, FDBS evaluates, historical and current data such as clients served, services provided, contractual agreements in local areas, BEP and self-employment opportunities, and social change. Specific to the appropriateness of expenditures, FDBS has implemented a system that gives the local level managers discretion to review and approve expenditures below $1,500, while, expenditures $1,500 and above are reviewed and approved by state office personnel. Note that at both approval levels, a review for the direct correlation between expenditures and employment goals are made.

2. Identify all supported employment program goals consistent with the goals described in Attachment 4.11(c)(4), including an evaluation of the extent to which the supported employment program goals were achieved.

* Identify the strategies that contributed to the achievement of the goals.
* Provide a description of the factors that impeded the achievement of the goals and priorities.

Supported Employment Goals

During FFY 2013, FDBS had two strategies to provide services to customers with the most severe disabilities and improve supported employment outcomes. This was done through its partnership with community rehabilitation providers.

•Strategy 1: Contract with four community rehabilitation programs to provide supported employment services.

•Strategy 2: Use case service funding to supplement supported employment activities, especially in areas of the state where there were no contracting agencies.

As noted in attachment 4.11(c)(4), during FFY 2013, FDBS contracted with four community rehabilitation providers and utilized local level authorizations to provide supported employment services. It was estimated that the FDBS would serve no less than 106 individuals during the 2013 federal fiscal year, with approximately 19 successful closures. As a result, the Community Rehabilitation Programs provided services to a total of 106 persons during the contract period. Of the 106 total, 50 were served by the Conklin Center. Furthermore, of the 106 participants coded as supported employment, 19 were closed as competitively employed.

For FFY 2014, FDBS will significantly change the way it will disburse the Title VI funds. Specifically, FDBS will offer supported employment services via case service dollars to ensure continued services and that all clients will have access to services.

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

Below are tables that indicate the FFY 2012 and FFY 2013 Federal Standard, and whether FDBS met the standard. A brief discussion of FDBS performance standards and indicators are noted in the tables below.

Standard

1.1 Number of closed cases with an employment outcome.

Federal FY 2013, 690

Federal FY 2012, 740

Difference -50

1.2 Of the closed cases that received services, the percentage with an employment outcome.

Federal FY 2013, 52.91%

Federal FY 2012, 49.73%

Standard 68.90%

Not Met

1.3 Of the closed cases with an employment outcome, the percentage that has a wage greater than or equal to the minimum wage.

Federal FY 2013, 97.54%

Federal FY 2012, 98.11%

Standard 35.40%

Met

1.4 Of the closed cases with an employment outcome, the percentage that has a wage greater than or equal to the minimum wage and have significant disabilities.

Federal FY 2013, 100.00%

Federal FY 2012, 100.00%

Standard 89.00%

Met

1.5 Ratio of average state wage to the average wage of closed cases with employment outcome that have wages greater than or equal to minimum wage.

Federal FY 2013, 0.76%

Federal FY 2012, 0.72%

Standard 0.59%

Met

1.6 Difference between the percentage of closed cases with employment outcomes that have a wage greater than or equal to the minimum wage that are self-support at application and the percentage of closed cases with employment outcomes that have a wage greater than or equal to the minimum wage that are self-support at closure.

Federal FY 2013, 39.53%

Federal FY 2012, 37.05%

Standard 30.40%

Met

2.1 Ratio of minority service rate to non-minority service rate.

Federal FY 2013, 0.864

Federal FY 2012, 0.947

Standard 0.800

Met

Standard 1.1 Number of closed cases with an employment outcome and Standard 1.2 of the closed cases that received services, the percentage with an employment outcome are closely related. The number of closed cases with an employment outcome has decreased by 50 individuals. As in the previous year, FDBS did not meet this standard. Factors attributed to not meeting the 1.1 standard are as follows:

•Staff vacancies;

•Time it took to train new employment placement staff;

•Identification of employment gaps in each district office;

•Employer resistance to hiring individuals with disabilities;

•Increase in the number of individuals pursuing post-secondary training instead of employment; and

•Competing between securing employment and maintaining Social Security benefits.

FDBS believes that it will improve employment outcomes for Federal Fiscal Year 2014 through the use of employment strategies listed within this document.

Despite the downward spiral of the employment outcomes, FDBS has once again exceeded the standards related to wage requirements as well as all other standards. However, the division will continue to develop and implement strategies to improve on standards 1.1 and 1.2, as outlined in this attachment.

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

Innovation and expansion funds were used in FFY 2012/13 to support the State Rehabilitation Council (SRC). The table below indicates the expenses for the SRC meetings that occurred during the FFY 2012/2013.

Expense Category

Council Travel

October 2012, $6,859.00

February 2013, $6,391.94

April 2013, $7,226.62

June 2013, 0

July 2013, $9,515.38

Total: $29,992.04

Personal Care Assistants Travel

October 2012, $1,209.09

February 2013, $ 251.21

April 2013, $ 806.45

June 2013, 0

July 2013, $1,774.61

Total: $4,041.36

Misc. Expenses

October 2012, $1,468.42

February 2013, $2,629.78

April 2013, $4,347.24

June 2013, 0

July 2013, $1,275.25

Total: $9,720.69

Client Satisfaction Survey

October 2012, 0

February 2013, 0

April 2013, 0

June 2013, $15,730.00

July 2013, 0

Total: $15,730.00

Innovation and Expansion Expense Category Totals

October 2012, $9,536.51

February 2013, $9,272.93

April 2013, $12,380.31

June 2013, $15,730.00

July 2013, $12,565.24

Total: $59,484.99

Summary of the Florida Rehabilitation Council for the Blind (FRCB) Accomplishments and Activities FY 2012/2013:

• Governor Scott appointed three and reappointed five representatives on October 24, 2012. These terms expired August 31, 2012.

• Election of officers occurred during the February quarterly meeting.

• The FRCB attended the Vision Summit on February 7, 2013 held in the Cabinet Room of the State Capitol.

• The FRCB and FDBS presented plaques of appreciation for employing individuals with visual disabilities to the following employers:

oDaytona State College, Daytona Beach in October;

oAbility 1st, Tallahassee in February;

oTeleperformance, Ft. Lauderdale in April; and

oCompass Group – Sacred Heart Hospital, Pensacola in July.

• The council scheduled four quarterly meetings and held public forums at three meetings.

• The council assigned an ad hoc committee to develop expectations and procedures for the needs assessment.

• The FRCB presented a plaque of appreciation to Florida State University’s Visual Disabilities and Orientation and Mobility Program’s 50 year anniversary at the statewide Florida Assiciation for Education and Rehabilitation (FAER) conference in September 2012 in Tallahassee.

• The council chair attended the National Coalition of State Rehabilitation Councils (NCSRC) meeting and training in Bethesda, Md. in April 2013.

• The vice chair of the council attended the NCSRC training Forum in Bethesda, Md. in June 2013.

• FRCB continues to contract with the FSU Survey Research Laboratory to conduct the client satisfaction survey. Results of the survey can be found on the FDBS website at: http://dbs.myflorida.com.

Quarterly Meeting Agenda Items:

•Tour of the rehabilitation center and new technology training center in Daytona Beach

•Election of new officers–February 2013

•Local community rehabilitation program reported at each meeting

•Updates with FSU concerning data on the client satisfaction survey

•Presentations by other state agencies and professionals from the private sector

•Director of VR

•Individuals with Disabilities Education Act (IDEA)

•Digital Learning Project

•Project Florida Support Service Provider for Deaf-Blind

•Commission for Transportation Disadvantaged

•Employer recognition

Agenda Items conducted by FDBS:

•Director’s report (each meeting)

•Report from the local district administrator (each meeting)

•Update on the Blind Services Foundation

•Council reviewed and gave input on the following FDBS policies

Policy 2.9 Post-Secondary Education

Policy 2.10 Self Employment(policy clarifications were made)

Policy 2.28 Written Verification that Original or Amended Plan has been signed by all parties prior to execution of services

Policy 6.07 Purchase of Access Technology Updated(combines the old 6.07 with policies 6.8 and 6.9 in this one policy)

Policy 6.13 Relocation Expenses

Policy 6.22 Purchase of iPads

Policy 8.17 Low Vision Assistance for Client

Policy 10.9 Identification Cards

•FDBS budget report and legislative updates

•Discussion of the state plan for council input

•Discussion of the needs assessment for council input

•Discussion of the strategic plan

•Update on outreach to underserved/unserved

The FRCB continues to collaborate closely with the FDBS and plays an active role in marketing FDBS.

This screen was last updated on Jun 27 2014 10:51AM by David Heron

## Attachment 6.3 Quality, Scope, and Extent of Supported Employment Services

* Describe quality, scope, and extent of supported employment services to be provided to individuals with the most significant disabilities
* Describe the timing of the transition to extended services

Florida Division of Blind Services (FDBS) provides supported employment services through State level service agreements noted in Attachment 4.11 (c) (4) on a contractual basis to provide meaningful career opportunities for those persons considered to have the most severe disabilities. Supported employment services are provided through four district level contracts and in all districts on a fee for service basis to those individuals with the most severe disabilities.

To increase the effectiveness of the transition from a supported employment outcome to extended services, FDBS now requires an individual to be in the employment outcome for 150 days prior to closure. This increase not only reflects the change from 60 to 90 days for non supported employment outcomes, but provides opportunity for more extensive transitional services. These services include building effective natural supports in the community and on the job. More substantial services during this time will help minimize the need for extended services and increase the opportunity of success for the supported employment outcome.

All persons will be served using the individual job placement model of supported employment. Based on current year figures, the following have been calculated:

• Hourly wages range from $6.00 to $26.00, with a $7.31 per hour average wage.

• Work weeks range from 8 hours to 40 hours, with a 25.7 hour average work week. Average annual salary incomes exceed $8,265.74.

• Approximately 22.5% of persons employed will have employer-sponsored health insurance benefits.

These figures reflect an increase in the numbers of persons served over previous years.

The quality and type of services received will continue to meet Federal requirements, be provided through a statewide network of specifically trained providers, and be subject to ongoing program reviews. Additionally, FDBS will continue to be involved locally within district supported employment service networks.

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## System Information

System information

The following information is captured by the MIS.

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