



Establishment Projects

**Division of Disability and
Rehabilitative Services**
Vocational Rehabilitation Services

Agenda



- Background and Need for the Establishment Projects
- Project Components
- Federal and Match Breakouts
- Measurable Objectives and Reporting
- Submission of Match and Reimbursement Process
- Questions
- Reminders

Background



- VR Employment Service Revisions
 - Implemented July, 2015
- Goals:
 - consumer-centric, individualized, flexible
 - Increased access to Discovery and Supports
 - System responsive to all
 - Team approach
 - Increased focus on quality of services and outcomes
- Continuous improvement, ongoing feedback

Establishment Projects



Why the need?

1. To **improve the quality of services and outcomes** for VR consumers.
2. CRPs require **increased staffing** to fully meet expectations under the new employment service model, and **provide quality services in a timely manner**.
3. Further training, including **foundational skills** training, is an identified strategy for improving quality of services.

Project Components



Non-competitively awarded over \$18M to 47 entities

<p>Meet the definition of a non-profit CRP and have an approved VR employment service provider agreement as of July, 2016</p>	<p>Deliver employment services only to VR applicants or individuals who have been determined eligible to receive VR services</p>	<p>Able to meet the non-federal match requirement and deposit funding into state VR account</p>
<p>Enter into a term agreement of a two (2) year period with a two (2) year renewal period; target implementation date of April 1, 2017</p>	<p>Demonstrate a need to build staff capacity and/or develop or enhance appropriate internal training , as well as identify effective strategies, to <u>effectively provide quality employment services</u>, including supported employment for individuals with the most significant disabilities</p>	<p>Sustainability plan ensuring adequate ongoing staff capacity and training once establishment funding has ended</p>

Awardees

- Adult and Child Mental Health Center, Inc.
- ADEC
- The Arc of Greater Boone County
- Arc of Wabash County, Inc.
- Autism Society of Indiana
- Aspire Indiana, Inc.
- Blue River Services, Inc.
- Bona Vista Programs, Inc.
- Cardinal Services, Inc. of Indiana
- Carey Services, Inc.
- Child Adult Resource Services, Inc.
- Community Mental Health Services, Inc.
- Corvillia, Inc.
- Cummins Behavioral Health Systems, Inc.
- Developmental Services, Inc.
- The Arc of Northeast Indiana
- Easter Seals Crossroads
- Evansville ARC
- Evansville Goodwill Industries, Inc.
- Easter Seals Rehabilitation Center
- Four Rivers Resource Services, Inc.
- Johnson County Arc
- Goodwill Industries of Michiana, Inc.
- Goodwill Industries of Northeast Indiana, Inc.

- Hopewell Center, Inc.
- Knox County ARC, Inc.
- LIFEDesigns, Inc.
- LOGAN Community Resources, Inc.
- Marshall-Starke Development Center
- Meridian Health Services Corp
- New Hope of Indiana, Inc.
- New Hope Services, Inc.
- New Horizons Rehabilitation, Inc.
- South Suburban Training and Rehabilitation Services
- Noble, Inc.
- Pathfinder Services, Inc.
- Putnam County Comprehensive Services, Inc.
- Rauch, Inc.
- Rise, Inc.
- Shares, Inc.
- Southern IN Resource Solutions, Inc.
- Stonebelt ARC, Inc.
- Sycamore Services, Inc.
- Tangram, Inc.
- TradeWinds Services, Inc.
- Volunteers of America Mid-States, Inc.
- Wabash Center, Inc.

Staff Capacity Component



- **Increase staff capacity** of CRP for the purpose of providing quality VR employment services, including supported employment services, to VR applicants or eligible individuals, including those with the most significant disabilities.
- **Allowable staffing costs** (salary and benefits) apply only to direct service staff (i.e. employment specialist, job coach) and supervisory staff who directly oversee employment services staff
- The budget and claim reimbursements must only include the portion of staffing costs that result from **increasing staff capacity** (i.e. hiring new staff, expanding staff roles, increasing staff from part-time to full-time) and may not include any existing staff costs

Training Component



- Develop or enhance training necessary to increase CRPs effectiveness in providing VR employment services, including supported employment, to VR applicants or eligible individuals.
- **Allowable training costs** apply only to direct service staff (i.e. employment consultants, job coaches) and supervisory staff who directly supervise employment services staff.

<input type="checkbox"/> Person-Centered	<input type="checkbox"/> Competitive Integrated Employment
<input type="checkbox"/> Strength-Based	<input type="checkbox"/> Classroom-based AND hands on training
<input type="checkbox"/> Focused on individuals with disabilities' employable strengths	<input type="checkbox"/> Strategies should include the development or expansion of internal CRP training programs that build on other established training programs funded by VR
<input type="checkbox"/> Assist employment service staff to develop specific foundational competencies	<input type="checkbox"/> Develop Staff Training Plan for ALL employment service staff to include specific foundational training

Staff Training Plan



CRP will develop and submit a staff training plan within 4 months of contract execution for ALL employment services staff (new hires, seasoned, and supervisory).

- Foundational Training
 - New employment service staff receive at least **25 hours** of foundational skills training **during the first year** of hire and **10 hours annually thereafter**.
 - Existing employment service staff receive at least **10 hours** of **foundational training annually**.
 - Foundational training must include, at minimum, provision of supported employment services and purposeful discovery activities.

Staff Training Plan (cont.)



- Developing high quality employment support and retention plans, Discovery profiles, and job readiness training plans.
- Job placement strategies for individuals, including those with the most significant disabilities, customized employment, appropriate employer engagement and etiquette while providing on-site supports, accommodations, and related.
- Development or enhancement of CRPs internal coaching and mentoring model to provide necessary technical assistance to staff in order to ensure the fidelity of the trainings
- Specific details regarding how training will occur and who will provide the training.

Draft Training Template



Year	Training Title	Type of Training (select all that apply)	Sponsor, if applicable	Is this new or enhanced training?	Total # Enrolled	# of Foundational Training hrs/ new staff	# of Foundational Training hrs/ seasoned staff	# of Foundational Training hrs/ supv staff	Position Title (select all that apply)	Position (select all that apply)	Identify Foundational Skills and/or Deliverables to Be Achieved
1		<input type="checkbox"/> Classroom/Lecture <input type="checkbox"/> Interactive <input type="checkbox"/> Online/Webinar <input type="checkbox"/> Mentoring		<input type="checkbox"/> Yes <input type="checkbox"/> No					<input type="checkbox"/> Employment Specialist <input type="checkbox"/> ES Manager/Supervisor <input type="checkbox"/> Job Coach <input type="checkbox"/> Job Development Specialist	<input type="checkbox"/> New <input type="checkbox"/> Seasoned <input type="checkbox"/> Supervisory	

Training Cost Participation

(maximum period of 4 years)



Percent of Total Training Costs
Available for Federal & Match Funds*

Year 1	100% (78.7% VR/ 21.3% CRP share)
Year 2	100% (78.7% VR/ 21.3% CRP share)
Year 3	100% (78.7% VR/ 21.3% CRP share)
Year 4	100% (78.7% VR/ 21.3% CRP share)

**The Federal share of funds is 78.7%.*

**The non-federal match share of 21.3% is provided by the CRP and must be deposited into a designated state VR account.*

Staffing Cost Participation

(maximum period of 4 years)



Percent of Total Staff Costs Available for Federal & Match Funds*		Additional CRP Share (not available to match)
Year 1	100% (78.7% VR/ 21.3% CRP share)	0%
Year 2	75% (78.7% VR/ 21.3% CRP share)	25%
Year 3	60% (78.7% VR/ 21.3% CRP share)	40%
Year 4	45% (78.7% VR/ 21.3% CRP share)	55%

**The Federal share of funds is 78.7%.*

**The non-federal match share of 21.3% is provided by the CRP and must be deposited into a designated state VR account.*

Attachment A Cost Proposal

RFF 2016-09 - Establishment, Development or Improvement of Non-Profit Community Rehabilitation Programs

Respondent:	XYZ, Inc.
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Instructions:	Please use the green shaded cells to enter your organizations proposed costs for staffing and training. Please refer to the RFF for allowable staffing and training cost components.
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	Year 1 (100%)	Year 2 (75%)	Year 3 (60%)	Year 4 (45%)
Annual Staffing cost	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
Portion of staffing costs available for federal and match funds	\$100,000.00	\$75,000.00	\$60,000.00	\$45,000.00
21.3% Match required by CRP	\$21,300.00	\$15,975.00	\$12,780.00	\$9,585.00
78.7% for VR cost	\$78,700.00	\$59,025.00	\$47,220.00	\$35,415.00

	Year 1 (100%)	Year 2 (100%)	Year 3 (100%)	Year 4 (100%)
Annual Training cost	\$9,000.00	\$8,500.00	\$9,000.00	\$8,000.00
21.3% Match required by CRP	\$1,917.00	\$1,810.50	\$1,917.00	\$1,704.00
78.7% for VR cost	\$7,083.00	\$6,689.50	\$7,083.00	\$6,296.00

Total Establishment Project cost	\$109,000.00	\$83,500.00	\$69,000.00	\$53,000.00	
Total 4 year project cost					\$314,500.00

Measurable Objectives



- CRP will develop and submit a staff training plan for all employment services staff (newly-hired, seasoned, supervisory) within 4 months of contract execution. CRP's are encouraged to submit early!
- Services are initiated within 10 business days of receipt of initial referral from VR by end of year 1.
- Increased provision of supported employment services or on-the-job supports short-term, including at least a 30% increase in the number of individuals receiving supported employment or on-the-job supports short-term by end of year 2; or a 30% increase in the amount or duration of supported employment or on-the-job supports short-term that consumers receive by end of year 2. ***The CRP is required to track and report on both of these measures.***
- Overall increase in the quality and quantity of competitive, integrated employment outcomes, for individuals receiving employment services, including those with the most significant disabilities, by end of year 2.

Tracking & Reporting



Minimally, the CRP is required to collect and report the following metrics to BRS on a **quarterly** basis to assist in the evaluation of VR employment services and competitive, integrated outcomes.

<ul style="list-style-type: none"> Average number of days to initiative new VR referrals 	<ul style="list-style-type: none"> Number of individuals in supported employment
<ul style="list-style-type: none"> Average number of hours spent on supported employment services or on-the-job supports short term, per person 	<ul style="list-style-type: none"> Increase in the number of placements in competitive employment outcomes
<ul style="list-style-type: none"> Increase in the number of individuals who retain employment at least 90 days following stabilization 	<ul style="list-style-type: none"> Increase in the average hours worked per week for individuals in competitive, integrated employment
<ul style="list-style-type: none"> Increase in the average pay for individuals in competitive, integrated employment 	<ul style="list-style-type: none"> Number of training hours staff have received

Draft Performance Measure Template

CRP Name	
Quarterly Report Period	
STAFFING NARRATIVE FOR REPORT PERIOD	
Current Status of Staffing Strategies	
Challenges	
Notable Activities	
TRAINING NARRATIVE FOR REPORT PERIOD	
Current Status of Staffing Strategies	
Challenges	
Notable Activities	
GENERAL COMMENTS	

Draft Performance Measure Template (cont.)

PERFORMANCE MEASURES		
Performance Measure	Baseline (previous year)	Activity for Report Period
Average number of days to initiative new VR referrals		
Number of individuals in supported employment		
Average number of hours spent on supported employment services or on-the-job supports short term, per person		
Increase in the number of placements in competitive employment outcomes		
Increase in the number of individuals who retain employment at least 90 days following stabilization		
Increase in the average hours worked per week for individuals in competitive, integrated employment		
Increase in the average pay for individuals in competitive, integrated employment		
FOUNDATIONAL TRAINING HOURS		
Number of foundational training hours received by newly-hired staff, grouped by position title (i.e. employment consultant, job coach)	Employment Specialist = Employment Specialist Supervisor = Job Coach = Job Development Specialist =	
Number of foundational training hours received by seasoned staff, grouped by position title		
Number of foundational employment service training hours received by supervisory staff, grouped by position title		

Sustainability



- CRP should work toward sustainability of the increased staffing capacity and development or enhancement of staff training achieved through this project.
- Proactive approach to identify and implement strategies that lead to sustainability in order to continue to meet and exceed the objectives achieved during the project period
- Reliance on increased referrals from VR is not an adequate sustainability strategy.

Deposit & Reimbursement



- The CRP is responsible for depositing the staffing and training non-federal share of expenses into a designated state VR account.
- Monthly claims for each month must be submitted to establishmentproject@fssa.in.gov by the 10th of the following month (i.e. March expenses must be submitted by April 10th).
 - *If monthly expenses are not submitted by the 10th of the following month, the CRP must wait and submit two separate claims the next month (i.e. March and April expenses must be submitted by May 10th).*

Deposit & Reimbursement (cont)



- BRS will invoice CRP between the 15th and 18th of the month for the 21.3% share, at which point the CRP must deposit the non-federal share by the 20th of the month.
 - The CRP's claim will be rejected if the non-federal share is not deposited by the 20th of the month.
- CRP is required to submit staffing information for BRS to verify that only allowable staffing costs and the appropriate percentage of costs are billed for both new and existing employment services staff (template pending)

Will Order of Selection Impact Establishment Projects?



- Anticipates minimal impact for the following reasons:
 - VR will continue to serve all eligible individuals who had an Individualized Plan for Employment (IPE) in place with VR prior to implementation of Order of Selection.
 - A primary focus of the Establishment Projects is to serve those individuals with the most significant disabilities as they enter and maintain competitive, integrated employment.
 - Currently 57% of individuals receiving employment services are individuals with a most significant disability
 - Due to recent implementation of new federal requirements, BRS anticipates a significant increase in individuals with the most significant disabilities applying for VR services over the next several years

Monitoring



- BRS will closely monitor the CRP to ensure compliance with federal law by, at minimum,
 - Reviewing the source of match
 - Reviewing expenses to verify that only allowable activities are reimbursed
 - Confirming the CRP is implementing the staffing and training strategies outlined in the CRP's proposal
- Monitoring may include, but is not limited to, desk reviews and onsite visits.



Questions?

Reminders



- Received the draft exhibit (scope of work)
 - Minor changes were made so ensure you review closely when you receive the contract
- Template pending for tracking performance measures, employment service staff training plan, and verification of staffing costs
- Project - not a grant!
 - Any communication about the establishment projects, including any social media posts, press releases, etc. should avoid the use of the term 'grant.'
 - Terms such as 'project,' 'funding,' or 'contract' are all appropriate.

Contact Information



Project Questions and Submission of Quarterly Reports	Monthly Claim Submission
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