



OKLAHOMA
Rehabilitation Services

Commission for Rehabilitation Services

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

Regular Meeting
and Video Conferencing

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

December 11, 2023

Empowering Oklahomans with Disabilities

**State of Oklahoma
Commission for Rehabilitation Services
Regular Commission Meeting
December 11, 2023 at 10:30 a.m.**

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

Commission link: <https://www.zoomgov.com/j/1600791120>

Phone: 1-669-254-5252

Webinar ID: 160 079 1120

Wes Hilliard, Commission, Acting Chair

Theresa Flannery, Commission Member

Dr. Janet Barresi, Commission Member

Sign Language Interpreters are provided for public accessibility.

MEETING AGENDA

1. **Call to Order and Roll Call**
Wes Hilliard, Acting Chair

2. **Statement of Compliance with the Open Meeting Act**
Kathleen Arrieta, Commission Assistant

3. **Presentation of Longevity Certificates**
Wes Hilliard, Acting Chair

4. **Review of the Minutes from the November 13, 2023 Commission Regular Meeting** Page 7
Wes Hilliard, Acting Chair

Discussion and possible vote to modify and/or approve the minutes

5. **Executive Director Certificates of Appreciation and Report** Page 14
Melinda Fruendt, Executive Director
 - a) Presentation of the Executive Director's Award
 - b) Executive Director Certificates of Appreciation
 - c) Executive Director's report with possible Commission discussion. The report includes meeting and event dates, Federal Reporting update, AWARE updates, QI case audit, and Statistical Research.

6. New DRS Public Service Announcements
Jody Harlan, Director of Communications

Possible Discussion

7. Emergency Declaration Authority Delegation
Grant Moak, Assistant Attorney General

Delegate to the Executive Director the authority to declare an emergency whereby the provisions of the Public Competitive Bidding Act of 1974 with reference to notice and bids shall not apply to contracts less than One Hundred Fifty Thousand Dollars (\$150,000.00) pursuant to 61 O.S. § 130(B).

Possible Discussion and Action

8. Vocational Rehabilitation and SBVI Report
Mark Kinnison, DVR Administrator and
Renee Sansom Briscoe, DVR Transition Coordinator

- a) Transition Report
- b) Priority Group II and III Updates
- c) DRS Portal Referrals

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Possible Discussion

9. Chief Financial Officer's Report
Kevin Statham, Chief Financial Officer

- a) Financial Status Report FY 23
- b) Financial Status Report FY 24

Page 25

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Possible Discussion

10. Human Resource Director's Report
Tom Patt, HR Director

- Personnel Activity report as of November 30, 2023
- Current FTE status
- Introductions of new staff

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Possible Discussion

- 11. Disability Determination Services Report**
Keith Tiller, DDS Administrator **Page 46**
- a) FY 2023 Production, Processing Times
 - b) Accuracy and Highlights
 - c) FY 2024 Productions Estimates and Projects
- Possible Discussion*
-
- 12. Oklahoma School for the Deaf Report and Donation Report**
Dr. Heather Laine, Superintendent
- a) Personnel, activities, and upcoming events. **Page 51**
 - b) Oklahoma School for the Deaf Donation Report **Page 57**
- Discussion with possible vote for approval*
-
- 13. DRS Proposed Administrative Rule Revisions**
Tina Calloway, Administrative Programs Officer, Policy, Administration and Development Section
- a) Rule Development Schedule **Page 59**
 - b) Public Hearing **Page 60**
 - c) Administrative Rule Amendments **Page 63**
- Discussion with possible vote for approval*
-
- 14. Oklahoma Library for the Blind and Physically Handicapped Donation Report**
Kevin Treese Program Manager III, SBVI
- Discussion with possible vote for approval* **Page 152**
-
- 15. Oklahoma School for the Blind Donation Report** **Page 155**
Rita Echelle, Superintendent
- Discussion with possible vote for approval*
-
- 16. Proposed Executive Session**
Wes Hilliard, Acting Chair

Discussion and possible action to enter Executive Session pursuant to 25 O.S. § 307(B)(1) for the purpose of discussing the nominations for the Oklahoma Commission for Rehabilitation Services Award

17. Vote to reconvene into Regular Session

Wes Hilliard, Acting Chair

18. Discussion and possible action on matters discussed in Executive Session

Wes Hilliard, Acting Chair

Discussion with possible vote for approval

19. New Business

Wes Hilliard, Acting Chair

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

20. Announcements

Wes Hilliard, Acting Chair

Next Meeting is Wednesday, January 10, 2024, at 10:30 a.m.
3535 NW 58th Street, 2nd Floor
Oklahoma City, OK 73112

21. Public Comments

Public

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

22. Adjourn

Wes Hilliard, Acting Chair

Commission Minutes

November 13, 2023

**Oklahoma Commission for Rehabilitation Services
Department of Rehabilitation Services
In-Person and Videoconferencing
Commission Minutes
November 13, 2023**

Theresa Flannery, Commission Acting Chair
Janet Barresi, Commission Member

Sign Language Interpreters are provided for public accessibility.

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 10:30 a.m. by Commission Acting Chair Flannery. Two Commissioners were in attendance; therefore, there was a quorum.

PRESENT

Theresa Flannery, Commission Acting Chair
Janet Barresi, Commission Member

STATEMENT OF COMPLIANCE

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

COMMISSION MEETING MINUTES

Commission Acting Chair Flannery asked for a motion and vote to approve the October 9, 2023, Commission for Rehabilitation Services Meeting Minutes.

Motion was made by Commissioner Barresi and seconded by Acting Chair Flannery to approve the October 9, 2023 minutes. Both Commissioners voted in the affirmative. Motion passed.

COMMISSION MEETING MINUTES

Commission Acting Chair Flannery asked for a motion and vote to approve the November 2, 2023, Commission for Rehabilitation Services Special Meeting Minutes.

Motion was made by Commissioner Barresi and seconded by Acting Chair Flannery to approve the November 2, 2023 special meeting minutes. Both Commissioners voted in the affirmative. Motion passed.

EXECUTIVE DIRECTOR

Commission Acting Chair Flannery recognized *Melinda Freundt, Executive Director.*

Director Freundt had one Certificate of Appreciation to present to **Taneisha Blue**, Rehabilitation Technician, Department of Vocational Rehabilitation Services. With many obstacles to overcome, Taneisha has worked diligently and helped keep things afloat for the unit while keeping a smile and a good attitude. The nomination was made by Chris Kennedy who represents the entire team in their appreciation for Taneisha Blue.

Director Fruendt reported she made a presentation at Representative Hefner's Interim Study 1082 on Workforce Development and Vocational Rehabilitation for students with disabilities. Melinda Bunch and Janie Fugitt, with the Division of Vocational Rehabilitation-Employment Support Services Unit, presented at Senator Deck's Interim Study on phasing out the use of the 14c certificates and paying workers with disabilities subminimum wages. This discussion was joined by some from the Department of Human Services.

Director Fruendt reported on October 11, 2023, there was an Oklahoma Inclusive Post-Secondary Education update meeting. She then reported Jody Harlan secured an interview for Director Fruendt at KOCO-5 on October 12, 2023. Director Fruendt was interviewed by Shelby Cashman, who is with the Morning Show, to discuss National Disability Employment Awareness Month and felt bringing awareness of disability employment received great coverage.

Director Fruendt reported on October 13, 2023, she and others participated in the White Cane Day safety education and awareness walk in downtown Oklahoma City. She added there was a proclamation declared by David Holt, Mayor, Oklahoma City, and another by Kevin Stitt, Governor of Oklahoma.

Director Fruendt gave an update on the Department of Rehabilitation Services 30-year anniversary celebration marking 30 years of being outside the Department of Human Services. There were approximately four hundred twenty-five (425) in attendance, including Lt. Governor Matt Pinnell and Secretary Deborah Shropshire, and each spoke about the many accomplishments of this agency. The School for the Deaf had their cheerleaders display their impressive talents and the School for the Blind Jazz Band gave an outstanding performance. There was much entertainment, games, door prizes, and more. She reported in 30 years approximately 2.5 million people have been served and is proud of this milestone.

Director Fruendt reported she was joined by Mark Kinnison and Tracy Brigham in attending the Governor's Employment Awards event on October 19, 2023. It was well attended by our agency consumers and businesses that employ these consumers, and both were honored at the event. Individuals with intellectual and developmental disabilities are the majority that get awarded.

Director Fruendt reported from October 24-27, 2023, she was in Colorado Springs, CO and had the opportunity to present at the State-of-the-Art Conference with Julie Lackey, Director of Oklahoma Inclusive Post-Secondary Education Alliance, and Founder of "LeadLearnLive". They gave a presentation on harnessing the power of collaboration, partnership, and engagement. She stated while other states have not yet joined this collaboration, she is proud our agency is involved.

(The Oklahoma Inclusive Post-Secondary Education Alliance (OK IPSE Alliance) is a partnership between Department of Rehabilitation Services, Sooner SUCCESS, and Oklahoma State Department of Education. The Alliance brings together key collaborators that work with students with intellectual or developmental disabilities (IDD) to support inclusive post-secondary education (IPSE) programs and the students they serve by advocacy, education and training.)

Director Fruendt reported from October 28 through November 1, 2023, she was in Savannah, GA to attend the Council of State Administrators of Vocational

Rehabilitation (CSAVR) Fall Conference. Several from our agency attend this enlightening conference.

Director Fruendt reported on November 3, 2023, she attended the Oklahoma Commission on Children and Youth meeting of which she is a member. That afternoon she attended their Human Services Cabinet meeting.

Director Fruendt stated she attended the Oklahoma Inclusive Post-Secondary education update meeting on November 6, 2023.

Director Fruendt reported on November 7, 2023, she attended the Rehabilitation Services Administration (RSA) Dashboard Meeting. The RSA is the federal partner for our division of vocational rehabilitation and for services for the blind and visually impaired (VR/SBVI). The dashboards are where our information data goes so there are quarterly meetings with performance reports. The core partners for the Workforce System under our Rehabilitation Act are under the Workforce Innovation and Opportunity Act. Through this process we have a partnership with others like the Unemployment Security Commission and CareerTech. She reported Lt. Governor Matt Pinnell is now part of this.

Director Fruendt attended the Oklahoma Works Alumni Celebration on November 9, 2023, at the Oklahoma History Center. Several were honored, as well as some businesses, for their success in the work partner program.

Director Fruendt acknowledged November 11, 2023 as Veteran's Day and thanked all that have served.

Director Fruendt reported the RSA-911 data report due in November is being prepared. The AWARE team is currently testing and preparing data for an upgrade in the system and should be completed sometime this Fall.

PRIORITY GROUP, PORTAL REFERRALS UPDATE AND SBVI Report

Commission Acting Chair Flannery recognized Tracy Brigham, Administrator, Services for the Blind and Visually Impaired.

Trailblazer Awards are for commitment and service to someone making a difference for the blind and visually impaired. Tracy announced this year's winner is Trey Lewis, Rehabilitation Teacher with the School for the Blind. Trey has been instrumental in preparing clients for and maintaining employment as well as building relationships with partners and businesses in the community.

Update on Priority Groups: Priority Group I is still open. There were three hundred five (305) individuals released from Priority Group II. Currently there are eight hundred eighty-nine (889) in Priority Group II, and two hundred ten (210) in Priority Group III with a total of one thousand ninety-nine (1,099) on the waiting list.

Update on portal referrals: Currently there are five hundred forty-one (541) referrals, and one hundred twelve (112) new cases.

Tracy Brigham continued with her report stating they are emphasizing their focus on recruitment, retention, and streamlining processes.

Tracy Brigham finalized her report by stating the Oklahoma Library for the Blind and Physically Impaired (OLBPI) has a program for the blind and low vision children/students that were previously unserved. This program reaches out to the parents of these children/students to inform them of equipment and other information that will assist the children. The program was developed by Pepper Watson, an OLBPI employee, and other states are requesting her information to implement her model program.

FINANCIAL

Commission Acting Chair Flannery recognized Kevin Statham, Chief Financial Officer to present the Financial Status report for FY 23 and FY 24 as of September 30, 2023.

HUMAN RESOURCES

Commission Acting Chair Flannery recognized Tom Patt, Director of Human Resources. Director Patt reported on the Personnel activity as of October 31, 2023.

OKLAHOMA REHABILITATION COUNCIL REPORT

Carolina Colclasure reported the Council consists of seventeen professionals appointed by the governor, most of whom have a disability or have a close relative with a disability. The Council is an advocacy group for people with disabilities and a resource for Oklahoma Department of Rehabilitation Services.

OKLAHOMA SCHOOL FOR THE BLIND DONATION REPORT

Commission Acting Chair Flannery recognized Rita Echelle, Superintendent, Oklahoma School for the Blind (OSB).

Superintendent Echelle gave an overview stating enrollment has increased. For events they had Western Heritage Days which included horseback riding, rock wall climbing, roping, and more. The school went to the McKeon Center in Tulsa for a rare opportunity of "touching" art in various mediums and mentioned numerous other events.

Superintendent Echelle presented the OSB October 2023 Donation Report.

Motion was made by Commissioner Barresi and seconded by Acting Chair Flannery to approve the OSB October 2023 Donation Report. Both Commissioners voted in the affirmative. Motion passed.

OKLAHOMA SCHOOL FOR THE DEAF REPORT AND DONATION REPORT

Commission Acting Chair Flannery recognized Dr. Heather Laine, Superintendent, Oklahoma School for the Deaf (OSD).

Superintendent Laine gave an overview of OSD and various events including update on participation of the students in various sporting events, and an Amazon “Wish List” people donated to for improvements to the dorms.

Superintendent Laine presented the October 2023 Donation report.

Motion was made by Commissioner Barresi and seconded by Acting Chair Flannery to approve the OSD October 2023 Donation Report. Both Commissioners voted in the affirmative. Motion passed.

VOTE TO CONVENE INTO EXECUTIVE SESSION

Motion was made by Commissioner Barresi and seconded by Acting Chair Flannery to convene to an Executive Session for the purpose of discussing and nominating a candidate for the Oklahoma Commission Award. Both Commissioners voted in the affirmative. Motion passed.

Motion was made by Commissioner Barresi and seconded by Acting Chair Flannery to convene to an Executive Session for the purpose of discussing the appointment of a Commission Assistant. Both Commissioners voted in the affirmative. Motion passed.

EXECUTIVE SESSION

Discussion and possible action pursuant to 25 O.S. § 307 (B)(1), for the purpose of discussing the nomination of a candidate for the Oklahoma Commission Award. Discussing and possible action pursuant to 25 O.S. § 307 (B) (1), for the purpose of discussing the appointment of a Commission Assistant.

VOTE TO RECONVENE INTO REGULAR SESSION

Motion was made by Acting Chair Flannery and seconded by Commissioner Barresi to reconvene to Regular Session. Both Commissioners voted in the affirmative. Motion passed.

DISCUSSION AND POSSIBLE ACTION ON MATTERS DISCUSSED IN EXECUTIVE SESSION.

Motion was made by Acting Chair Flannery and seconded by Commissioner Barresi to select numbers twenty-two (22) and twenty-nine (29) for the Oklahoma Commission Award. Commissioner Hilliard may make his own selection or break the tie. Both Commissioners voted in the affirmative. Motion passed.

Motion was made by Acting Chair Flannery and seconded by Commissioner Barresi to select and offer the position to Kathleen Arrieta for Commission Assistant. Both Commissioners voted in the affirmative. Motion passed.

NEW BUSINESS

Commission Acting Chair Flannery asked if there was any New Business. There was none.

ANNOUNCEMENTS

Commission Acting Chair Flannery announced the date and location of next regular meeting of the Commission for Rehabilitation Services is **December 11, 2023**, at 10:30 a.m., DRS State office 3535 NW 58th Street, 2nd Floor, Oklahoma City, OK 73112.

Commissioner Flannery stated the December meeting will be the last one to be held on a Monday. Starting in January 2024 the meetings will be on the second Wednesday of each month.

PUBLIC COMMENTS

Commission Acting Chair Flannery asked if there were any public comments. Jonathon Cook said there were none.

ADJOURNMENT

Motion was made by Commission Acting Chair Flannery and seconded by Commissioner Flannery to adjourn. Both Commissioners voted in the affirmative. Motion passed.

**Respectfully submitted by Commission Assistant
November 16, 2023**

Executive Director's Report

Oklahoma Department of Rehabilitation Services
EXECUTIVE DIRECTOR REPORT
December 11, 2023

Remembrance

Gerri Beason, who retired as the Oklahoma Library for the Blind and Physically Handicapped Services director in 1996, passed away in November.

Executive

November

15 – Oklahoma Training for the Independent Living Network.

16 – Oklahoma Rehabilitation Council meeting; Oklahoma Partnership on School Readiness meeting.

20-27 – Annual Leave and Thanksgiving Holiday.

28 -December 1 – Sick Leave.

December

4 – Independent Living Transition project meeting.

5 – State Chamber Business Forum.

7 – Fruendt’s Front; Disability Determination End of Year Celebration (Virtual).

11 – Commission for Rehabilitation Services meeting.

On Thursday, November 16, the Justice Department announced its findings that Service Oklahoma violated Title II of the Americans with Disabilities Act (ADA) by maintaining a mobile application that is inaccessible to individuals with vision disabilities.

Process Improvement (PI)

Federal Reporting

RSA 911 was submitted before the Nov 15th deadline.

AWARE

The AWARE team continues progress toward setting up a data exchange portal between the AWARE system and an online portal where Oklahoma pre-ETS service data is being collected.

The team is working with Financial Services staff to build data reports that will aid in complying with the new Period of Performance and Pre-ETS guidelines.

Additionally, the team is continuing to develop improved processes and training guidelines for more compliant and comprehensive Federal and State reporting.

We are in the process of testing a new version of AWARE, with the expectation of installation in early December.

Furthermore, the team is actively participating in the project to transition reporting from the Tableau platform to Power BI

Case Review – Quality Assurance

The QA team completed an open case audit to evaluate Federal compliance. The pull consisted of 138 case files.

Participated in meeting with Jason Price regarding Benefit planning processes and changes in relation to the Case review instrument and Benefit letter sent to Individuals. Answered questions and concerns.

As a result of PEQA Summit, contact was made with Rachel Anderson of SDSU requesting examples of Instrument and data validation procedures from Idaho and Ohio as these States collaborated with RSA and SDSU in development of their auditing practices. Ms. Anderson additionally sent a plan for DE-B that outlines their process and some targeted instruments they used to pass the CAP. Information will be evaluated to ensure the Oklahoma Case Review Instrument and Guide are consistent with the latest examples.

Program Standards, Statistical Research

The research staff assisted the SBVI staff with redesigning the Older Blind Independent Living Program survey.

The staff worked with the AWARE team on a new Power BI QA report for Benefits Planning.

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

Vocational Rehabilitation and SBVI Report

1. Pre-Employment Transition Services (Pre-ETS) – Review

The Workforce Innovation and Opportunity Act (WIOA) amended the Rehabilitation Act of 1973 and requires vocational rehabilitation (VR) agencies to set aside at least 15% of their federal funds to provide **pre-employment transition services** (pre-ETS) to students with disabilities who are eligible or potentially eligible for VR services.

The intent of pre-employment transition services is to improve the transition of students with disabilities from school to postsecondary education or to an employment outcome, increase opportunities for students with disabilities to practice and improve workplace readiness skills, through work-based learning experiences in a competitive, integrated work setting and increase opportunities for students with disabilities to explore post-secondary training options, leading to more industry recognized credentials, and meaningful post-secondary employment.

Pre-employment transition services represent the earliest set of services available for students with disabilities who are eligible or potentially eligible for VR services, are short-term in nature, and are designed to help students identify career interests, which may be further explored through additional vocational rehabilitation (VR) services, such as transition services and other individualized VR services. These services are provided to all who meet the definition of a student with a disability who may need such services.

2. What are we doing with pre-ETS?

We have a contract with OU National Center for Disability Education and Training (NCDET) to provide pre-ETS services statewide. Within this contract, we have Central Technology Center (who has 18 sender schools reaching rural areas such as Bristow, Cleveland, Cushing, Davenport, Depew, Drumright, Hominy, Kellyville, Kiefer, Mannford, Mounds, Oilton, Olive, Prue, Ripley, Sapulpa, Stroud, and Yale. and 9 pre-ETS specialists) and Kiamichi Technology Center (who has 9 campuses, which are reaching some rural areas – Talihina, Durant, McAlister, Idabel, Stigler, Poteau, Hugo, Wilburton, and Atoka and they have 9 pre-ETS) providing these services to potentially eligible and DRS clients.

These services are provided to impact long term results to transition aged youth, beginning at the age of 14 through 21. These services are giving clients, whether they are DRS clients or potentially eligible, the skill sets to become

gainfully employed in the future once the graduate High School, continue with a college degree, or vocational training.

The OU Pre-ETS specialists are currently in approximately 228 schools statewide, and they continue to market and outreach to many others. There are 23 Pre-ETS Specialists statewide and currently 4 Work Skills Trainers (who are embedded within the OKC metro schools) to assist students with finding jobs. We continue to seek opportunities to expand over the next year. Pre-ETS have served over 8,500 students since 2019. Most being potentially eligible with the intent of applying for services and as well as serving current DRS clients.

3. What other programs are Transition services (within DRS) and Pre-ETS involved in and providing services to students with disabilities?

This Spring and Summer 2023, Transition Services of DRS (including pre-ETS activities/specialists) were committed to the following activities to increase the skill sets of individuals with disabilities for successful employment. Below are the listed events that occurred during the Spring/Summer 2023. We served 431 students this summer with all the summer programs!! 31 camps' total. 19 counties served.

- a. Science Technology Engineering Mathematics – STEM camps -
 1. 7 Camps – in person in Atoka, Ada, Enid, Tahlequah / Kansas, Tulsa, Muskogee School for the Blind AND
 2. 1 camp was held in OKC at Oklahoma City Community College (OCCC) in July for Autism students only.
- b. Building Employment Skills for Today (BEST) followed by Summer Transition Employment Program (STEP). We had 22 BEST STEP camps. Everyone MUST have done BEST to do STEP and STEP is optional depending on the schools needs in the area and student participation. Dates of BEST are all of June and portions of BEST are in July due to no work experiences in the community. We served 336 students with BEST camp and 262 students utilized STEP, where they worked in the community. 8 students were gainfully employed after STEP was completed.
 1. BEST is one week of instruction - BEST provides opportunities to prepare students with disabilities, both DRS clients and potentially eligible students, ages 16-21, for real life jobs, careers, and situations. Engaging youth in job search activities, work readiness, access to employment and vocational opportunities, making networking/social connections and pre-employment transition skills (pre-ETS).

2. STEP is 4 weeks of paid work experience - STEP is the employment piece of the summer program. Teachers and paras are being hired to assist with development and being a job skills trainer to ensure these students are getting the help needed in the community on the job. Students working during the summer got wages paid through Central Oklahoma Workforce Board (COWIB) and Southern Workforce Board (SWB) Workforce partners.
3. Guest speakers were included again during the BEST portion of the camp during the lunch hour. We had Joe Strechay, Blind Producer for Apple TV, OSB graduate who is blind from Durant, Sulphur, Oklahoma graduate who was injured last year in a baseball accident, peers of students with disabilities, and a few others to motivate and encourage these students. We have already started reaching out to others to assist for next summer.
4. OU Camp Works Program - Camp Works was residential summer college experience for individuals with intellectual and and/or developmental disabilities (IDD) on the University of Oklahoma (OU) campus and DRS supported 15 students. They were current high school students who have completed the 10th grade (estimated ages 15-20) and are DRS clients or potentially eligible students with disabilities ("participating students") interested in attending a postsecondary education program.

During the STEP portion of our camps, we had 194 partner employers and our interns worked 17,132 hours in June, July, and the first week of August.

- c. Visually Impaired Blindness Empowerment (VIBE) – We had 8 students participate this year.
 1. The Transitional VIBE Program provides assessment and career/higher education exploration. This two-week program is designed to prepare the individual for higher education, competitive workforce, and independent living to the best of their ability. They will learn Independent Living Skills, Communication Skills, Team Building, Travel/transportation, Career and Job Exploration, Interviews, Technology, Resume Skills, Exploration of College/Career and Tech/Workforce. The Pre-ETS specialists will continue to be involved in this as well.

- d. Peer Mentoring - one-on-one relationship building between students and pre-ETS or previous/current DRS clients or a person with a disability sharing knowledge and experience, promoting encouragement, offering problem solving skills, serving as a positive role model as well as providing an opportunity to learn from different perspectives.
 - 1. 2 Pre-ETS Specialist, Cassie M. is the Peer Mentoring Coordinator, and we have several under grad students who are current or previous DRS clients/pre-ETS clients, OU students or other student with disabilities.

- 4. What programs are Transition services (within DRS) providing for the school year for students with disabilities?
 - a. School Work Study (SWS) - We have 306(to date) School work study contracts that have been returned and signed for FY24. Last year by the end of the school year we had 320. We are excited and look forward to surpassing this number this school year.
 - b. Work Adjustment Training (WAT) - We currently have 14 WAT contracts that have been signed and returned to date. We are in contact with a few more about the opportunity for WAT in other areas.
 - c. Tech-Now, Inc. is an elective class for students with disabilities in about 24 classrooms around the state providing technology elective requirements (through a contract with DRS). In this program, students earn school credit during a technology class where they develop work/entrepreneurial skills, enhance, and build computer skills and teamwork skills, and create projects that may be entered into annual competition for cash, scholarships, software, trophies, and other prizes.
 - d. Project SEARCH – Unpaid internship program for high school students or young adults in Career Tech (through contracts with DRS). We currently have 10 sites located in Edmond, Tulsa, Enid, Norman, Moore, Yukon, and OKC.
 - e. Self-Determination Training at OSU - provides 1-2 trained facilitators to support and empower participants to become causal agents in their own lives by setting their own personal and/or employment goals, developing a plan to overcome barriers they may face, and taking the steps necessary to reach or adjust their goals. This program promotes self-awareness, self-advocacy, and self-determination, teach participants skills to foster self-determination by setting, and actively work towards a personal goal.

- i. We currently are serving 12 participants through a contract with DRS.
- f. Young Adult Programs for Intellectual and/or Developmental Disabilities - These programs are four-year, post-secondary certificate programs. The programs offer paid internships/work experiences (paid through DRS at the federal minimum wage hourly rate) for each DRS participant. It provides 6 to 15 hours per week for a maximum of 10 weeks each fall semester and 10 weeks each spring semester. DRS can also (if eligible) provide up to \$3,000 per semester per participant for tuition and room and board; This is based on basic living requirements/ financial status determination. This amount is the set state allowable rate and there are no additional allocations for books or meal plans. There is no residency requirement for sponsorship if you are a current DRS client and meet the financial guidelines. The programs focus on academics, independent living, socialization/social skills, and career development/career readiness
 - i. We are currently providing these opportunities through Riverhawks Program at NSU and Sooner Works Program at OU, Opportunity Orange at OSU, and now Neill-Wint Neurodiversity program at USAO.
- g. Not Your Average Joe (NYAJ) and HaircandybyHan has a contract for Work Based Learning where students participating in a work-based learning experience is essential to empowering students with a disability to develop job skills, realize the benefits of earned income, explore different types of employment and work environments, and gain experience with competitive integrated employment. This is embedded in the OU contract as well. We are reimbursing NYAJ for those work-based learning opportunities based on hours worked, not to exceed 120 hours in one year.
- h. Tulsa Technology Center has a new program for Competitive Employability Readiness Training (CERT) Culinary. Participants in the hospitality program learn how to work as a culinary assistant. The program provides them with technical training and experience in a variety of service occupations through the HospitAbilities curriculum. They are taught personal life skills and employability skills, such as job readiness and independent living. Skills Participants develop in this program includes decision making under pressure; working both independently and in a team; and how to maintain focus in a high-activity environment.
- i. A New Leaf, Inc. Transition Academy is a new program that DRS has a contract with to be able to assist students, if eligible. The curriculum and teaching agenda focuses on Career Readiness/Pre-Employment and Life Skills. Each learning module offers classroom activity for the students to apply the knowledge provided. The Career Readiness Skills Series includes 8 modules on job readiness, 8 modules on job seeking

and 3 modules on job keeping. Thus, aligning with the academy's goal of developing and implementing robust individualized student personal career development plan(s). In addition to any specifics that maybe identified and requested by DRS Vocational Rehabilitation Representative/ Coordinator.

- j. Micro Credentialing through ABLE Tech. The contract provides interactive course materials on two topics related to: assistive technology (AT); accessible educational materials (AEM); digital accessibility; self- determination and advocacy; etc. for students that are DRS clients or potentially eligible students with disabilities, ages fourteen to twenty-one ("participants"), receiving pre-employment transition services (pre-ETS). These interactive course materials will be offered in a learning platform and will allow participants to pursue certifications that would further prepare them to enter and succeed in Oklahoma's workforce. Course materials will be available at any time, providing flexibility to the participants to consume them according to their schedule. Course materials will help participants with both
 - 1) work-based learning, and
 - 2) job readiness skills.

Provide:

- a. needed assistive technology (AT) devices as short-term accommodations to participants as they participate in Building Employment Skills for Today (BEST) Summer Transition Employment Program (STEP) camps.
- b.) information/resources on ABLE Tech programs and services; and c) training and make 'n take AT solutions for all BEST STEP campers.

5. Web Inquiries:

Transition Coordinator has received 151 web inquiries that were answered from January – October 2023. Chris Compton is now receiving those inquiries. We average about 15-20 web inquiries a month for transition aged youth/students.

6. Newsletter:

The Transition Newsletter has been delivered to 2,236 subscribers since the first newsletter that began in September 2021. That number is from the December 1st newsletter.

7. Transition Folders and Brochures:

The Transition Team continues to receive requests for folders and brochures. We had to order more Transition brochures in August for

the new school year. We are looking to update the brochures this next year and the transition folders will be updated through the work on the Oklahoma Rehabilitation Council (ORC).

Please let me know if you have any questions.

Respectfully submitted by Renee Sansom Briscoe – December 1st, 2023

Financial Status Report

Department of Rehabilitation Services Financial Status Report FY 23

As of October 31, 2023

All Programs Agency Summary							
	Budget	% of Total Budget	Expenditures	Expenditures in FY 2024	% Expended	Encumbrances	% Used
Personnel	87,735,007.00	52.2%	74,867,202.73	475,945.41	85.9%	327,238.31	86.2%
Travel	1,269,239.00	0.8%	1,062,739.89	95,756.30	91.3%	28,652.75	93.5%
General Operating	23,777,407.37	14.2%	16,164,194.78	2,120,196.07	76.9%	3,889,413.20	93.3%
Office Furniture & Equipment	1,899,869.50	1.1%	807,087.02	196,151.68	52.8%	141,838.79	60.3%
Client / General Assistance	44,442,760.00	26.5%	26,316,771.63	2,805,371.65	65.5%	4,799,731.27	76.3%
Indirect Cost	8,821,207.06	5.3%	8,822,657.48	(1,450.41)	100.0%	(0.01)	100.0%
Total	167,945,489.93	100.0%	128,040,653.53	5,691,970.70	79.6%	9,186,874.31	85.1%

Department of Rehabilitation Services Financial Status Report FY 23

As of October 31, 2023

All Programs						
Vocational Rehabilitation and Visual Services						
		2023		2023		
	Budget	Expenditures	Expenditures in % Expended	Expenditures in % Expended	Encumbrances	% Used
	% of Total Budget		FY 2024	FY 2024		
Personnel	25,783,092.00	20,723,810.27	88,898.39	80.7%	221,572.31	81.6%
Travel	835,400.00	778,616.08	67,356.17	101.3%	320.00	101.3%
General Operating	9,676,809.35	6,794,737.00	1,232,431.62	83.0%	1,217,731.08	95.5%
Office Furniture & Equipment	679,781.00	298,981.50	6,740.99	45.0%	0.00	45.0%
Client / General Assistance	36,357,760.00	18,839,468.89	2,663,365.10	59.1%	4,502,161.39	71.5%
Indirect Cost	3,217,423.65	3,218,874.06	(1,450.41)	100.0%	0.00	100.0%
Total	76,550,266.00	50,654,487.80	4,057,341.86	71.5%	5,941,784.78	79.2%
Vocational Rehabilitation Grant						
		2023		2023		
	Budget	Expenditures	Expenditures in % Expended	Expenditures in % Expended	Encumbrances	% Used
	% of Total Budget		FY 2024	FY 2024		
Personnel	23,222,094.00	18,514,962.14	57,975.13	80.0%	30,310.99	80.1%
Travel	824,500.00	763,173.46	66,017.36	100.6%	221.31	100.6%
General Operating	8,719,233.24	6,307,480.56	1,085,452.45	84.8%	1,054,026.68	96.9%
Office Furniture & Equipment	509,281.00	179,584.92	5,231.42	36.3%	0.00	36.3%
Client / General Assistance	35,634,667.00	18,447,180.27	2,626,626.17	59.1%	4,095,818.56	70.6%
Indirect Cost	2,962,264.76	2,963,715.17	(1,450.41)	100.0%	0.00	100.0%
Total	71,872,040.00	47,176,096.52	3,839,852.12	71.0%	5,180,377.54	78.2%

Department of Rehabilitation Services Financial Status Report FY 23

As of October 31, 2023

All Programs		2023		2024		%
Oklahoma School for the Blind		Expenditures		Expenditures in		Used
Budget	% of Total Budget	Expenditures	Expenditures in	% Expended	Encumbrances	%
Budget	%	Expenditures	FY 2024	%	Encumbrances	Used
Personnel	71.8%	6,629,410.12	16,294.29	99.4%	8.04	99.4%
Travel	1.2%	92,059.47	10,562.76	89.2%	0.00	89.2%
General Operating	13.3%	986,339.08	84,280.83	86.5%	36,690.07	89.5%
Office Furniture & Equipment	5.6%	282,085.43	100,726.70	73.2%	2,818.14	73.7%
Client / General Assistance	0.6%	48,306.66	936.86	86.4%	0.00	86.4%
Indirect Cost	7.5%	694,958.78	0.00	100.0%	0.00	100.0%
Total	100.0%	8,733,159.54	212,801.44	96.1%	39,516.25	96.5%

Department of Rehabilitation Services Financial Status Report FY 23

As of October 31, 2023

All Programs						
Oklahoma School for the Deaf						
		2023		FY 2024		
	Budget	% of Total Budget	Expenditures	Expenditures in	% Expended	Encumbrances
				%		Used
Personnel	7,722,750.00	49.5%	6,964,439.22	62,897.90	91.0%	7,807.90
Travel	146,439.00	0.9%	101,245.34	9,439.87	75.6%	800.00
General Operating	5,843,886.24	37.5%	3,450,685.12	446,673.12	66.7%	1,723,997.46
Office Furniture & Equipment	566,051.50	3.6%	209,420.01	62,587.10	48.1%	88,968.80
Client / General Assistance	498,000.00	3.2%	210,284.07	45,453.07	51.4%	81,898.51
Indirect Cost	814,820.76	5.2%	814,820.76	0.00	100.0%	0.00
Total	15,591,947.50	100.0%	11,750,894.52	627,051.06	79.4%	1,903,472.67

Department of Rehabilitation Services Financial Status Report FY 23

As of October 31, 2023

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

Department of Rehabilitation Services Financial Status Report FY 23

As of October 31, 2023

All Programs		DRS Support Services					
	Budget	% of Total Budget	2023		FY 2024		% Used
			Expenditures	Expenditures in %	Expenditures	Expenditures in %	
Personnel	7,710,948.00	73.2%	7,015,157.79	14,029.23	91.2%	65,522.58	92.0%
Travel	83,100.00	0.8%	55,569.22	5,518.65	73.5%	0.00	73.5%
General Operating	2,693,204.31	25.6%	2,054,606.98	155,490.98	82.1%	255,729.40	91.6%
Office Furniture & Equipment	47,500.00	0.5%	8,993.34	26,096.89	73.9%	0.00	73.9%
Client / General Assistance	0.00	0.0%	0.00	0.00	0.0%	0.00	0.0%
Indirect Cost	5,984.69	0.1%	5,984.69	0.00	100.0%	(0.00)	100.0%
Total	10,540,737.00	100.0%	9,140,312.02	201,135.75	88.6%	321,251.98	91.7%

Department of Rehabilitation Services Financial Status Report FY 23

As of October 31, 2023

Personnel
Salary Expense
Insurance Premium -Health-Life, etc
FICA-Retirement Contributions
Travel
Travel - Agency Direct
Travel - Reimbursements
General Operating
AFP Encumbrances
Bond Indebtness and Expenses
Buildings-Purchase, Construction and Renovation
General Operating
Inter/Intra Agency Payment for Personal Services
Maintenance & Repair
Miscellaneous Administration Fee
Professional Services
Production, Safety, Security
Refunds, Indemnities, Restitution
Rent Expense
Scholarships, Tuition and Other Incentive-Type Payments
Shop Expense
Specialized Supplies & Materials
Office Furniture & Equipment
Library Equipment & Resources
Office Furniture & Equipment
Client / General Assistance
Social Service and Assistance Payments
Indirect Cost

Department of Rehabilitation Services Financial Status Report FY 24

As of October 31, 2023

All Programs Agency Summary						
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	96,935,137.00	52.6%	26,940,605.89	27.8%	69,230,931.57	99.2%
Travel	1,256,450.00	0.7%	329,360.54	26.2%	51,046.56	30.3%
General Operating	29,113,926.00	15.8%	4,282,088.16	14.7%	13,728,187.78	61.9%
Office Furniture & Equipment	1,623,068.50	0.9%	205,938.95	12.7%	25,779.33	14.3%
Client / General Assistance	44,262,703.00	24.0%	7,621,834.24	17.2%	32,332,738.08	90.3%
Indirect Cost	11,243,273.00	6.1%	3,359,008.07	29.9%	7,884,264.93	100.0%
Total	184,434,557.50	100.0%	42,738,835.85	23.2%	123,252,948.25	90.0%

Department of Rehabilitation Services Financial Status Report FY 24

As of October 31, 2023

All Programs						
Vocational Rehabilitation and Visual Services						
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	30,477,753.00	36.8%	7,836,590.07	25.7%	22,279,033.99	98.8%
Travel	882,950.00	1.1%	219,525.83	24.9%	664.56	24.9%
General Operating	9,993,904.00	12.1%	2,138,253.20	21.4%	6,446,310.78	85.9%
Office Furniture & Equipment	736,508.00	0.9%	101,346.56	13.8%	0.00	13.8%
Client / General Assistance	36,288,703.00	43.8%	5,396,269.56	14.9%	26,994,915.49	89.3%
Indirect Cost	4,467,141.00	5.4%	1,300,832.23	29.1%	3,166,308.77	100.0%
Total	82,846,959.00	100.0%	16,992,817.45	20.5%	58,887,233.59	91.6%

Vocational Rehabilitation Grant						
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	27,758,218.00	35.5%	7,058,233.56	25.4%	20,337,909.32	98.7%
Travel	864,000.00	1.1%	214,440.57	24.8%	664.56	24.9%
General Operating	9,263,446.00	11.8%	2,038,329.81	22.0%	5,945,197.53	86.2%
Office Furniture & Equipment	543,960.00	0.7%	24,313.91	4.5%	0.00	4.5%
Client / General Assistance	35,655,667.00	45.6%	5,298,951.51	14.9%	26,538,292.70	89.3%
Indirect Cost	4,160,619.00	5.3%	1,202,213.51	28.9%	2,958,405.49	100.0%
Total	78,245,910.00	100.0%	15,836,482.87	20.2%	55,780,469.60	91.5%

Department of Rehabilitation Services Financial Status Report FY 24

As of October 31, 2023

All Programs	
Oklahoma School for the Blind	
	% of Total
Budget	Budget
Expenditures	% Expended
Encumbrances	% Used
Personnel	74.7%
Travel	1.1%
General Operating	13.3%
Office Furniture & Equipment	2.5%
Client / General Assistance	0.8%
Indirect Cost	7.7%
Total	100.0%

	2,337,239.20	31.4%	4,930,414.84	97.7%
	22,417.86	21.4%	0.00	21.4%
	281,138.49	21.2%	1,021,246.30	98.2%
	67,561.21	27.5%	25,779.33	37.9%
	6,011.81	7.9%	0.00	7.9%
	249,247.66	32.7%	512,224.34	100.0%
	2,963,616.23	29.8%	6,489,664.81	95.0%

Department of Rehabilitation Services Financial Status Report FY 24

As of October 31, 2023

All Programs		Oklahoma School for the Deaf				
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	9,200,943.00	41.9%	2,406,611.80	26.2%	6,741,844.65	99.4%
Travel	133,000.00	0.6%	51,745.74	38.9%	17,650.00	52.2%
General Operating	10,596,767.00	48.3%	465,173.36	4.4%	1,307,668.63	16.7%
Office Furniture & Equipment	558,322.50	2.5%	33,185.72	5.9%	0.00	5.9%
Client / General Assistance	448,000.00	2.0%	32,847.46	7.3%	124,528.00	35.1%
Indirect Cost	1,007,110.00	4.6%	291,839.43	29.0%	715,270.57	100.0%
Total	21,944,142.50	100.0%	3,281,403.51	15.0%	8,906,961.85	55.5%

Department of Rehabilitation Services Financial Status Report FY 24

As of October 31, 2023

All Programs						
Disability Determination Division						
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	41,243,263.00	71.1%	11,897,534.77	28.8%	29,175,001.01	99.6%
Travel	64,300.00	0.1%	14,310.72	22.3%	32,732.00	73.2%
General Operating	4,207,654.00	7.3%	900,850.53	21.4%	2,922,719.65	90.9%
Office Furniture & Equipment	34,213.00	0.1%	1,305.60	3.8%	0.00	3.8%
Client / General Assistance	7,450,000.00	12.8%	2,186,705.41	29.4%	5,213,294.59	99.3%
Indirect Cost	5,000,570.00	8.6%	1,514,921.68	30.3%	3,485,648.32	100.0%
Total	58,000,000.00	100.0%	16,515,628.71	28.5%	40,829,395.57	98.9%

Department of Rehabilitation Services Financial Status Report FY 24

As of October 31, 2023

All Programs						
DRS Support Services						
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	8,575,757.00	73.4%	2,462,630.05	28.7%	6,104,637.08	99.9%
Travel	71,200.00	0.6%	21,360.39	30.0%	0.00	30.0%
General Operating	2,988,801.00	25.6%	496,672.58	16.6%	2,030,242.42	84.5%
Office Furniture & Equipment	47,998.00	0.4%	2,539.86	5.3%	0.00	5.3%
Client / General Assistance	0.00	0.0%	0.00	0.0%	0.00	0.0%
Indirect Cost	6,980.00	0.1%	2,167.07	31.0%	4,812.93	100.0%
Total	11,690,736.00	100.0%	2,985,369.95	25.5%	8,139,692.43	95.2%

Department of Rehabilitation Services Financial Status Report FY 24

As of October 31, 2023

Personnel
Salary Expense
Insurance Premium -Health-Life, etc
FICA-Retirement Contributions
Travel
Travel - Agency Direct
Travel - Reimbursements
General Operating
AFP Encumbrances
Bond Indebtness and Expenses
Buildings-Purchase, Construction and Renovation
General Operating
Inter/Intr Agency Payment for Personal Services
Maintenance & Repair
Miscellaneous Administration Fee
Professional Services
Production, Safety, Security
Refunds, Indemnities, Restitution
Rent Expense
Scholarships, Tuition and Other Incentive-Type Payments
Shop Expense
Specialized Supplies & Materials
Office Furniture & Equipment
Library Equipment & Resources
Office Furniture & Equipment
Client / General Assistance
Social Service and Assistance Payments
Indirect Cost

Human Resources Report

PERSONNEL ACTIVITY REPORT AS OF NOVEMBER 30, 2023

FILLED AND VACANT POSITIONS

Personnel Activity = 9 vacant positions filled / 59 positions in Announcement or Selection Process

Division	Title/PIN	Date Vacated	Location	Begin date	End date	Ann. #	Action/Incumbent	Date Filled
MSD	Commission Administrative Assistant / 0835	10/31/2023	MSD	10/10/2023	Continuous	24-036	Currently Open	
FSD	Accountant / 0713	11/01/2019	FSD	09/14/2023	Continuous	24-027	Canceled	11/13/2023
DDS	Deputy Administrator / 1094	01/01/2020	DDS	10/06/2023	10/12/2023	24-035	Brent Kanaly	11/01/2023
OSB	Material Management Officer / 0476	12/31/2023	OSB	11/15/2023	11/21/2023	24-039	In Selection	
OSB	Independent Living Instructor / 0164	10/19/2023	OSB	11/15/2023	Continuous	24-040	Currently Open	
OSB	Housekeeping/Custodial Worker / 0131	10/02/2023	OSB	10/17/2023	Continuous	24-037	Currently Open	
OSB	Nursing Service Supervisor, 8133 / 0851	12/31/2023	OSB	09/22/2023	Continuous	24-031	Currently Open	
OSB	School Psychologist, 2045 / 0463	07/31/2023	OSB	10/26/2023	Continuous	23-095	Currently Open	
OSB	Direct Care Specialist / 0235	03/08/2023	OSB	10/12/2023	Continuous	23-027	Currently Open	
OSD	Fleet Specialist / 0348	07/28/2023	OSD	09/15/2023	Continuous	24-029	Currently Open	
OSD	Director of Outreach and Accessibilities, 4966 / P104791	New PIN	OSD	08/07/2023	Continuous	24-017	Currently Open	
OSD	Teacher, 2083 / 0050	07/31/2023	OSD	08/16/2023	Continuous	24-022	Currently Open	
OSD	Sign Language Specialist, 2308 / 1090	07/20/2023	OSD	08/17/2023	Continuous	24-023	Currently Open	
OSD	Manual Sign Language Specialist / 0261	07/31/2023	OSD	09/06/2023	Continuous	24-011	Currently Open	
OSD	Teaching Assistant / P103831	08/01/2023	OSD	07/28/2023	Continuous	24-015	Currently Open	
OSD	Construction/Maintenance Tech / 1042	04/08/2022	OSD	10/05/2023	Continuous	24-016	Currently Open	
OSD	Principal, 1854 / 0081	02/01/2010	OSD	09/06/2023	Continuous	23-082	Currently Open	
OSD		04/22/2022						
OSD		06/30/2023						
OSD	Direct Care Specialist / 1043, 0641, 0578, 0824	08/19/2021	OSD	10/24/2023	Continuous	23-032	Katherine Mosshart	11/01/2023
OSD		10/22/2012						
OSD		07/31/2023						
OSD		04/30/2020						
OSD	Teacher, 2083 / 0022, 0569, 0890	08/01/2021	OSD	10/04/2023	Continuous	23-079	Currently Open	
OSD	School Psychologist, 2045 / 0070	12/31/2022	OSD	09/15/2023	Continuous	23-050	Currently Open	

VR	Rehabilitation Technician / 0553	10/24/2023	VR80 – Tulsa	11/20/2023	Continuous	24-041	Currently Open
VR	Rehabilitation Technician / 0472	08/31/2023	VR15 – MWC	09/05/2023	Continuous	24-025	Graceson LaFever 11/01/2023
VR	Vocational Rehabilitation Specialist / 0478	09/08/2023	VR12 – Lawton	09/05/2023	Continuous	24-026	Currently Open
VR	Rehabilitation Technician / 0577	08/07/2023	VR63 – Alva VR97 – Guymon	09/22/2023	Continuous	24-032	Currently Open
VR	Rehabilitation Technician / 1188	06/01/2023	VR07 – Durant	08/15/2023	Continuous	24-019	Janisa Kelley 11/01/2023
VR	Rehabilitation Technician / 0047	12/30/2022	VR26 – Claremore	08/15/2023	Continuous	24-020	Currently Open
VR	Vocational Rehabilitation Specialist / 0714	08/18/2023	VR09 – ESS VR81 –	07/12/2023	Continuous	24-002	Currently Open
VR	Vocational Rehabilitation Specialist / 0034	04/30/2023	Chickasha	10/19/2023	Continuous	24-008	Currently Open
VR	Vocational Rehabilitation Specialist / 0066	07/11/2023	VR08 – Enid	06/05/2023	Continuous	23-096	Currently Open
VR	Vocational Rehabilitation Specialist / 1190	06/09/2023	TBD	09/13/2023	Continuous	23-098	Currently Open
VR	Programs Field Representative / 1195	11/21/2022	VR23 – OKC	10/27/2023	Continuous	23-083	Currently Open
VR	Behavioral Health Clinician / 0467	04/14/2023	VR23 – OKC	10/27/2023	Continuous	23-085	Currently Open
VR	Rehabilitation Technician / 0079	04/13/2023	VR13 – McAlester	05/02/2023	Continuous	23-086	Currently Open
VR	Vocational Rehabilitation Specialist / 0821	04/14/2023	VR29 – Edmond	02/14/2023	Continuous	23-067	Currently Open
VR	Vocational Rehabilitation Specialist / 0393	12/31/2022	VR41 – Ponca City	11/21/2022	Continuous	23-038	Currently Open
VR	Vocational Rehabilitation Specialist / 0646	08/01/2022	VR05 – Weatherford	11/16/2022	Continuous	23-040	Currently Open
VR	Vocational Rehabilitation Specialist / 0948	11/08/2022	VR18 – Muskogee	11/23/2022	Continuous	23-041	Currently Open
VR	Vocational Rehabilitation Specialist / 0477	10/01/2022	VR86 – Ada VR13 –	10/17/2023	Continuous	23-021	Currently Open
VR	Vocational Rehabilitation Specialist / 0776	07/15/2022	McAlester	09/26/2023	Continuous	23-003	Currently Open
VR	Vocational Rehabilitation Specialist / 0073	06/20/2022	VR80 – Tulsa	07/20/2022	Continuous	23-008	Christopher Mitchell 11/06/2023
VR	Vocational Rehabilitation Specialist / 0325, 0904	06/17/2022	VR67 – Tulsa	09/15/2023	Continuous	22-102.1	Currently Open
VR	Vocational Rehabilitation Specialist / 0044	04/09/2022	VR05 – Weatherford	06/13/2022	Continuous	22-105	Currently Open
VR	Vocational Rehabilitation Specialist / 0793	07/26/2022					

VR	Vocational Rehabilitation Specialist / 0381	04/04/2022	VR04 – Bartlesville	09/25/2023	Continuous	22-072	Currently Open
VR	Vocational Rehabilitation Specialist / 0752, 0955	11/01/2021 10/31/2022	VR80 – Tulsa	11/03/2022	Continuous	23-037	Currently Open
VR	Vocational Rehabilitation Specialist / 0567	09/01/2020	VR67 – Tulsa	12/22/2020	Continuous	21-028.1	Currently Open
VR	Vocational Rehabilitation Specialist / 0627	07/08/2020	VR18 – Muskogee	08/18/2021	Continuous	21-007.2	Currently Open
SBVI	Rehabilitation Technician / 0001	08/31/2023	SBVI73 – OKC	09/15/2023	Continuous	24-028	Jayce Camp 11/06/2023
SBVI	Public Information Officer / 0198	07/17/2023	SBVI72 – OKC	09/22/2023	Continuous	24-030	Currently Open
SBVI	Rehabilitation Technician / 0267	09/18/2023	SBVI64 – Tulsa	09/26/2023	Continuous	24-033	Currently Open
SBVI	Administrative Assistant / 0510	09/18/2023	SBVI72 – OKC	09/22/2023	Continuous	24-034	Sarah Knight 11/01/2023
SBVI	Rehabilitation Technician / 0158	06/22/2023	SBVI58 – Ada	07/11/2023	Continuous	24-001	Courtney Black 11/01/2023
SBVI	Vocational Rehabilitation Specialist / 0396	05/31/2023	SBVI58 – Ada	10/10/2023	Continuous	23-097	Currently Open
SBVI	Vocational Rehabilitation Specialist / 0094	05/08/2023	SBVI59 – Enid	10/10/2023	Continuous	23-084	Currently Open
SBVI	Vending Facility Business Consultant / 0170	06/01/2022 11/21/2020	SBVI 33 – OKC	01/04/2023	Continuous	23-054	Currently Open
SBVI	Vending Machine Technician / 0805, 1027, 0167	01/01/2021 02/20/2020	SBVI 33 – OKC	10/10/2023	Continuous	23-056	Corbin Burnham 11/01/2023
SBVI	Assistive Technology Specialist / 0091	07/01/2020	SBVI – TBD	03/14/2022	Continuous	22-066	Currently Open
SBVI	Vending Operations Manager / 1486	11/20/2021	SBVI 33 – OKC	11/14/2023	Continuous	22-067.1	Currently Open
SBVI	Vocational Rehabilitation Specialist / 0709	02/08/2022	SBVI 84 – McAlester	10/05/2023	Continuous	22-058.1	Currently Open
SBVI	Vocational Rehabilitation Specialist / 0669	05/29/2021	SBVI 69 – Weatherford	10/09/2023	Continuous	21-080.5	Currently Open

DISCHARGES/RESIGNATIONS/RETIREMENTS = 3

As of November 30, 2023

SUPPORT SERVICES DIVISION (Executive/MSD/FSD)

DIVISION OF VOCATIONAL REHABILITATION

SERVICES FOR THE BLIND AND VISUALLY IMPAIRED DIVISION

OKLAHOMA SCHOOL FOR THE BLIND

OKLAHOMA SCHOOL FOR THE DEAF

Death = 1

1 = 29 years 2 months

Resignation = 1

1 = 2 years 2 months

DISABILITY DETERMINATION SERVICES

Retirement = 1

1 = 36 years 2 months

CURRENT FTE STATUS FY 2024

FTE as of November 30, 2023

<u>DIVISION</u>	<u>BUDGETED FTE</u>	<u>FILLED</u>	<u>PENDING</u>	<u>EXEMPT FTE</u>	<u>TOTAL FILLED PLUS PENDING MINUS EXEMPT FTE</u>
Support Services (Executive/MSD/FSD)	77.8	73.00	1.00	0.00	74.00
Vocational Rehabilitation	229.0	194.00	26.00	(1.00)	219.00
Services for the Blind and Visually Impaired	108.0	89.00	11.00	(2.00)	98.00
VR/SBVI-DP	3.00	2.00	0.00	0.00	2.00
Oklahoma School for the Blind	100.0	97.00	6.00	0.00	103.00
Oklahoma School for the Deaf	129.0	111.00	15.00	(1.00)	125.00
Total (NON-EXEMPT)	646.8	566.00	59.00	(4.00)	621.00
Disability Determination Services (EXEMPT)	350.0	321.00	0.00	(321.00)	321.00
TOTAL NON-EXEMPT & EXEMPT	996.8	887.00	59.00	(325.00)	942.00

FY 24 Budgetary Limit = 1255

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

- ROUTING TO: Melinda Fruendt, Director
 Kevin Statham, Chief Financial Officer
 Randy Weaver, Chief of Operations
 Tom Patt, Human Resources Program Director
 Dana Tallon, Public Information Manager II
 Executive Assistant (Vacant)
 Rosemarie Chitwood, Secretary V
 Brett Jones, Public Information Officer III

Disability Determination Services Report

DDS Commission Report – December 2023

Disability Determination Services staff make the medical / vocational determination of eligibility for those applying for Social Security Disability. The DDS has two components – the main DDS component processes a caseload of applicants from the State of Oklahoma while the Extended Service Team (EST) processes a caseload made up of applicants from other states as determined by SSA. In Federal Fiscal Year 2023, the two components together processed cases from Oklahoma, Kansas, New Mexico, and Georgia.

SSA sets benchmark targets for the DDS in Production, Processing Time, and Accuracy. These benchmarks are applied across three major groups of cases:

- Initial Cases (IN) – claimants making their first or a new application for benefits.
- Reconsideration (RC) – claimants appealing an unfavorable initial determination.
- Continuing Disability Reviews (CDR) – periodic review of claimants currently drawing disability benefits.

FY 2023 Production

Fiscal Year 2023 was the first year since 2019 that the DDS operated under fairly normal circumstances. Our transition to the new SSA processing system, DCPS was complete, and staff had mostly adjusted to the changes. Effects of the pandemic had largely resolved as our panel of Consultative Examination (CE) providers returned to its pre-pandemic level. DDS staff did a tremendous job in the DDS exceeding production targets across all categories:

FY 2023 Production				
	DDS			
	Target	Clearances	Difference	% Over
Initial	31,829	32,685	856	2.69%
Reconsideration	9,995	10,486	491	4.91%
Continuing Disability Review	10,600	12,367	1,767	16.67%
	EST			
Initial (GA)		7,438		
Continuing Disability Review (KS)		4,927		
	Totals			
Initial		40,123		
Reconsideration		10,486		
Continuing Disability Review		17,294		
Other		3,388		
Total FY23 Production		67,903		

FY 2023 Processing Time

The DDS significantly exceeded FY 23 processing time targets for both SSA case types that are measured, Initial and Reconsideration. Due to significant delays in processing cases from states needing assistance, SSA excludes EST from a processing time standard.

FY 2023 Processing Time				
	Target	DDS	Region	Nation
Initial	≤ 164	123.21	200.60	172.00
Reconsideration	≤ 168	114.80	209.10	176.80

DDS was 40.79 days below SSA target for Initial case processing time and 53.2 days below for Reconsideration cases. This is very significant during a time when processing overall continued to increase for most DDS across the nation.

FY 2023 Accuracy

SSA measures DDS accuracy on two different standards for both Initial and Reconsideration cases:

Performance Accuracy – a measure of the cases in which SSA policy was followed regardless of any impact on the final decision.

Decisional Accuracy – a measure of whether the DDS reached the correct decision.

FY 2023 Accuracy				
Initial				
	Target	DDS	Region	Nation
Performance	90.6%	93.6%	93.7%	94.5%
Decisional	97.0%	97.2%	97.0%	97.1%
Reconsideration				
	Target	DDS	Region	Nation
Performance	90.0%	93.6%	93.4%	93.6%
Decisional	97.0%	96.5%	96.9%	96.2%

I am happy to report the DDS has greatly improved on our performance accuracy in FY 23, ending the year well above SSA’s target for both Initial and Reconsideration cases. Our decisional accuracy was above threshold for Initial cases and very slightly below on Reconsideration cases. Of note, the DDS within the Dallas Region and across the nation performed slightly under target for Reconsideration decisional accuracy.

Other FY 2023 Highlights

- DDS began training for 12 new Disability Examiners who came onboard in April 2023.
- DDS hired and trained eight Medical Consultants.
- Three DDS staff members are wrapping up the current OMES Certified Manager Program with graduation set for March 2024.
- DDS has retooled our Quality Assurance database which will allow us to mine more specific data on errors in case processing with an eye towards targeted refresher training where needed.
- DDS Administrator attended the first SSA sponsored DDS Administrator conference in five years. We met in Chicago in July and shared ideas and best practices.

FY 2024 Production Estimates

A trend seen across most DDS nationwide is a reduction in case assignments to staff. It simply is no longer feasible to expect a Disability Examiner to perform all aspects of the adjudicative process given the current environment. In only the past four to five years, the SSA Disability program has grown more complex, SSA oversight more stringent, and while our staff have adjusted to DCPS, it still leaves the DDS with many manual workarounds that slow our processes down. To alleviate some pressure on staff, we are reducing case assignments across all levels of Disability Examiners by one case per week moving into FY 24.

Overall, FY 24 is shaping up to be an unprecedented year for the DDS nationwide. SSA's budget guidance for FY 24 projections called for no overtime and no hires for the year. Based on this guidance, our projections for FY 24 are significantly lower than any year in recent memory:

FY24 Production Estimates		
DDS		
Initial		25,348
Reconsideration		8,564
Continuing Disability Review		11,249
Other		3,190
Total		48,351
EST		
Initial (GA)		7,542
Continuing Disability Review (KS)		4,250
Total		11,792
Total		60,143

FY 2024 Projects

- In May 2023 we began working in DCPS to establish a random QA sample of cases produced. This sample began October 1 and will provide us accuracy statistics for PMP's on our operations staff.
- We plan to look deeper into our Consultative Examination (CE) rate which stands out as much higher than other DDS in the Dallas Region. A lower CE rate should result in substantial cost savings while also allowing more timely and accurate decisions.
- Our staff of Medical and Psychological Consultants will need to change their approach to assessing the medical functioning of the claimant as Examiners devote more of their time and resources to the vocational portion of a case.

Overall, FY 2024 is on track to be a very challenging year. SSA has so far provided very little in overtime funding and is not allowing the DDS to onboard even mission critical staff. With little to no overtime and without the ability to replace staff lost to attrition, we can anticipate backlogs to grow and processing times to climb.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'K Tiller', written in a cursive style.

Keith Tiller
DDS Administrator

Oklahoma School for the Deaf Report

Oklahoma School for the Deaf
DRS Commission Report
Dr. Heather Laine, Superintendent
December 11, 2023

OSD Overview

- We currently have 94 students at Sulphur campus and 2 at Chickasha Campus.
 - Two new students will join in January 2024.
- OSD has 13 vacant positions. Two positions have been filled and will start next week and 5 positions have been filled and will start in January.
- OSD Football team is the 2023 Great Plains Schools for the Deaf Football Champions!
- We had Parent-Teacher Conferences on October 3. OSD Foundation sponsored Spaghetti Dinner for the families, students, and staff. It was wonderful to see families at the cafeteria interacting with the students and staff while enjoying dinner.
- Chickasha had an open house on October 18 from 2:30 to 4:30pm inviting the community and USAO to see their classroom. They had a good turnout and were able to recruit a few people to be on-call sub teachers.
- Our Performing Activity Club hosted the Mystery Dinner on October 25. We had about 15 people in attendance and worked with the PAC students in solving the clues to find who did it.
- Great Plains School for the Deaf Academic Triathlon held at OSD on the weekend of November 2-5. Our OSD team did an awesome job and placed 3rd place. It was wonderful to see all students from different schools (a total of 8 schools) interacting and enjoying themselves together.
- Basketball Season has begun. Our high school girls and boys basketball teams went to Mississippi School for the Deaf. Our Boys team won 3 games while the girls lost three games. We will have our Homecoming Basketball Tournament on Friday, December 1st and 2nd. Our middle school teams played several games and showed improvements in how they play.
- Three middle school students were selected to attend NASA Camp from November 5 to 10 along with a teacher. This was sponsored by NTID STEM Program. The students had an amazing experience. They got to experience what the astronauts go through the training.
- Oklahoma Family Connection Event - November 11 - OKC - We had a nice turnout with about 12 families. We had Extreme Animals for the children. This was a hit. We received positive feedback from the families of how much they have enjoyed the event as well as the workshops on IEP/IFSP, ASL, and Parents' Perspectives on raising Deaf/HH children.

- Three OSD employees: Megan Neal, SLP; Teresa Mazza, Audiologist; and Jolene Reed, ASL teacher attended Language First Conference in Natick, Massachusetts near Boston on November 13 and 14 to gain a better understanding about language acquisition and how to work with deaf/hh children.
- Friendsgiving Festival - November 15 - Students enjoyed the event so much. They enjoyed playing games. We had some community members joining us including Sulphur Library.
- Two middle school teams studied hard on their books for the Books of the Battle against other deaf schools. The Bison team did their best but the Blue team advanced to the next round!
- Oklahoma Deaf Education Training Institute will kick off on September 30 with 7 students. These students are teachers working at schools around Oklahoma. The goal is to help them to gain a better understanding on Deaf education and language so they can provide better services for their students in their schools.
- We currently have 15 vacant positions and 2 in the HR process. 4 new employees will begin working at OSD on October 2.

Upcoming Events:

- Santa's Visiting on December 11
- PAC Performance, "Santa's Cookie Problem"- December 14 at 10am
- HS Robotics will compete in Chickasha on January 6
- OSD Middle School Robotics at Tennessee - Jan 11-14
- High School Basketball Division II tournament at Kansas Jan 11-14
- HS Basketball at Illinois on Jan 19-20
- Middle School Math NTID Regional at Florida Jan 26-28
- GPSD Basketball at Wisconsin Feb 1-4
- OSD is the host for the National Deaf Cheer Competition on the weekend of February 23-24.

Operations

- Read Hall - The project on the elevator is in the final stage. We are about 30 days out.
- Read Hall - New Flooring for 2nd and 3rd Floors have been received. Once the elevator is back in the commission, then the flooring project will begin.
- Stewart Hall - The high school and middle school girls have been moved in on the 2nd and 3rd floor. Additional work is being scheduled for the 1st floor due to the flooring.
- Emergency Work from the flood in Read Hall and the Gym past in December 2022 are being finalized.
- Ken Brown Gym - The gymnasium floor is completed.

- Student Union Concession will start soon due to water heater breakout and should be completed within about three weeks.
- Griffing Hall - Waiting for the architect to begin the plan for the new elevator. The elevator is out of commission due to the safety for students and staff.
- Waiting on architect design on the seats for the auditorium
- Plans to extend the stage at the auditorium are being planned.
- Waiting on quotes from playground companies on canopies.
- Waiting on funding for vehicles to update the aging fleet
- AVL installation on all vehicles is close to completed.

Family and Early Childhood Services (FECS)

- Enrollment has grown by 10% since August 1, 2023. Seven kids have aged out since August 1, 2023.
- FEELS current enrollment 64, with 9 referrals.
- Baby Bison current enrollment 6, with 3 more joining after Jan. 1.
- Deaf Mentor current enrollment 14, with 2 referrals.
- Chickasha OSD Preschool current enrollment is 2 with possibility of 2 more kids joining after Jan.

Family Engagement Events/Outreach

- Quarterly Literacy Events for families, a total of 12-15 events will be held during this school year.
- Pumpkin Patch Events for families, total of 5 planned paid for by grants written by EDS. Spring trips include the OKC and Tulsa Zoos and Jenks Aquarium.
- Family Connection Event for all families across the state in Moore, Ok with attendance of approximately 20 families. Speakers included Oklahoma Parent Center, ASL presentation and Deaf Culture education, and presentation by a former family of OSD on raising children. The second one will be in Tulsa in April.
- Silentish Zoom for families across the state in conjunction with partners, Oklahoma Family Network. Alex Gunter, EDS, currently serves as our representative on their planning committee.
- Signing Santa – Our EDS and Parent Advisors meet families at Signing Santa and he is visiting campus where he will meet with Baby Bison and Chickasha Preschool kids.
- Audiologists – Our team stays in touch with audiologists around the state for educational and referral purposes.
- University Presentations – Dawn Kellner presented at NSU and participated in their ASL fair.
- Educare – Our Tulsa EDS and Parent Advisors partner with Educare for Tulsa area Literacy Events.
- Little Light House and Happy Hands – FEELS has been partnering with

both organizations to provide more in home services to their children. Little Light House recently decided to refer all children on their waitlist with hearing concerns to FEELS. This has the potential to drastically increase our client list.

Outreach & Accessibilities Department

- Our team has begun planning the Oklahoma Deaf Conference on June 3 - 6 2024 for three tracks: Educational Interpreters, Early Interventionists, and Teachers of the Deaf . The theme is Connecting the Dots.
- Educational Consulting Growth:
 - Our educational consultants provided support to teachers, students, interpreters, families, and administrators. This impacted 356 students in 113 school districts.
 - We have a full team of Educational consultants: Amy Duncan for the northeast, Hailey Weigt for the northeast, and Amy Shelby for the south region.
- Equipment Program/Hearing Aids Program:
 - We continue to provide equipment devices through the 235 program for deaf and hard of hearing people and hearing aids programs for children (0-18) and senior citizens through the 235 program.
 - Between August and November 29, 2023, a total of 145 clients have been approved for equipment devices or hearing aids.
- Oklahoma Deaf Education Training Institute
 - We have a total of seven participants. They have been taking online class on a weekly basis learning different topics: ASL, Language Acquisition, Introduction to Deafness and Deaf Culture, Methods and Strategies in Deaf Education, Audiology and Assistive tech, IEP and Accommodations, Literacy
 - The participants came to the campus on the weekend of September 30 for in person class and to be a part of the homecoming event to experience. They will be back on the campus for the weekend of December 1 and 2 for in person class and participate in the Basketball Homecoming to experience more by interacting with people who sign.
- Oklahoma Interpreter Mentor
 - Our Interpreter Mentor meets with interpreter mentees weekly or bi-monthly depending on their schedules via Zoom. (A total of 43 interpreters statewide but 19 are active)
 - The Mentor goes onsite to those mentees who need extra guidance.
 - The mentor provides resources for expressive and receptive work for them to be able to be ready to take the QAST/EIPA tests. .

Student Support Services

- August to November
 - 12 New Students
 - 6 Returned Students
 - Current Admission Applications - 1
- Students under Observation Period - 1
- Tours Offered
 - August- 5
 - September- 2
 - October- 2
 - November- 0
- External Testings
 - Audiograms - 18
 - Audio Processing Disorder - 2
 - Academic Testing - 2
 - Speech - 3

Instructional Program

- There were field trips for elementary students to the pumpkin patch with the support of OSD Foundation.
- OSD elementary came to DRS for the 30th anniversary. They enjoyed the games there. Our cheerleading team came to do their cheer. We also had our Junior NAD high school students there.
- We had our first Trunk or Treat event on October 31 for the families. We had about 12 stations in the gym instead of outside due to the cold weather. Everyone had fun!
- We had a Friendsgiving Festival on November 15 at the gym. We had about 15 game/activity booths. All the students came and had fun. We had some community members joining and having fun.
- We had two middle school teams of three each for the Battle of the Book. One team advanced to the next round. We are waiting to hear the results of their book battle as of 11/30.
- Juniors and Seniors had field trips to different colleges to learn about their program (East Central University and Murray State College. They also had virtual visits by Gallaudet University and Rochester Institute of Technology/NTID.
- Seniors had their first College Application Day on November 30 where our school counselors and staff assisted them with their application for college or tech programs.

- Teachers participated for scheduled Professional Development given by the mentors and principal (Conscious Discipline, ASL/English Bilingual, Self-Care, and Data Analysis)

Student Life (Dorm, Clubs, Athletics)

Dorm Life:

- Residential Students have been so busy with sports and activities after school. They got to celebrate birthdays at the end of each month with the support from OSD Foundation.
- Middle and High School Girls are happy being at Stewart Hall. They are working to make it their home with personal touches from the donations OSD received from generous community members.
- Boys are aware that they would be moving from Blattner to Griffing Hall as we get the confirmation for the Blattner Renovations.

Athletics/Extracurricular Activities:

- Sulphur Kids Association
 - Football season has ended but basketball has begun. We offered the use of our gym for SKA students to practice and play basketball along with our elementary students.
- Cheer Teams
 - Our Cheer team is practicing hard to get ready for the National Deaf Cheer Competition on the weekend of February 23-24. OSD is the host for this competition. Our Athletic Department and Student Life are already planning ahead to make sure we have everything ready and set for these teams on the campus.
- Basketball Season has begun.
 - MS/JH Girls and Boys have been playing games since late October.
 - HS Girls and Boys will have their first homecoming game this weekend with three state schools (12/1 and 12/2)
 - HS Girls and Boys Basketball/Cheerleading teams will head to Arkansas next weekend (12/8 and 12/9) for the GPSD Basketball and Cheerleading tournament.
- Robotics Teams
 - They have been getting ready for the competitions in January. The HS team will have their first competition on January 6 in Chickasha.
 - MS Robotic team will go to Tennessee for the robotic nationals competition at Tennessee School for the Deaf
- Special Olympics
 - The team will travel to Tuffle for Basketball games on November 29.

OSD Donation Report

November 2023

Date	Name	Cash	Fund	Explanation	Property Value
Donations Under \$500.00					
11/7	Lisa Dyer		Campus	Grandmother paid for grandchildren & classmates to attend Arbuckle Wilderness & eat pizza	363.07
11/7	Anonymous	29.22	Sr. Class	Sr. fundraiser that is placed at the concession for donations	
		<u>29.22</u>		Subtotal Property Under \$500.00	<u>363.07</u>
Donations Over \$500.00					
11/14	Jamie-Lynn Robinson	500.00	70100/10010	Donation for Friendsgiving festival tickets	
		<u>500.00</u>			
		529.22		Subtotal Property Combined	363.07
Total donation for November 2023					
				\$892.29	

Proposed Administrative Rule Revisions Report

**RULE DEVELOPMENT SCHEDULE (Permanent Administrative Rules)
2023-2024 (Dates listed are subject to change)**

October 1, 2023	Divisions/Units/DDS/Schools submit initial administrative rule drafts, Budget impact (Rule Reports DRS-A-601) and reasons for revisions to the Policy Administration and Development.
November 1, 2023	Send proposed rule amendments to E-Team for review.
November 14, 2023	E-team sends any changes/comments to Rule Liaison.
November 21, 2023	Rule amendments sent to DRS Commission for December packet.
November 22, 2023	Notice of Rulemaking Intent (NRI) sent to Office of Administrative Rules (OAR) for rule cycle, and to the Cabinet Secretary for review.
December 1, 2023	Post proposed rules to iDRS and DRS website for public comment meeting. Communications Unit to receive media release for public hearing and post to DRS website.
December 11, 2023	Present amendments to DRS Commission for review.
January 3, 2024, approx	Notice of Rulemaking Intent published in Oklahoma Register.
January 18, 2024, approx	Send rules for February Commission packet approval.
February 5, 2024	Public hearing scheduled, 2-3pm. Public hearings (hearings cannot be held until 30 days after publication in the Register)
February 7, 2024	Comments received from public hearings sent to Administrators/Superintendents
February 9, 2024	Final revisions sent to Policy Administration and Development from Administrators/Superintendents.
February 11, 2024	DRS Commission to approve proposed rules.
February 21, 2024, deadline	Regulatory text, Rule Impact Statement and Agency Rule Report to Governor and Legislature, Notice of Gubernatorial submission to OAR via the online state filing system.
March 11, 2024, approx	Notice of Gubernatorial submission published in Oklahoma Register.
June 21, 2024, approx	Governor approval date. Notice of Gubernatorial approval to OAR for publication. (*If a joint resolution is issued prior to governor approval all remaining dates will be affected.)
July 25, 2024, approx	Final rules to OAR for publication in Oklahoma Register.
August 1, 2024, approx	Training copies to VR/SBVI Division Administrators, FC's, PM's, Attorney, Training Unit, Carolina.
September 1, 2024, approx. (could be as early as August)	Final rules published in Oklahoma Register.
September 11, 2024, approx. (could be as early as August)	Effective date of rules. Approved rules posted to iDRS and DRS Website. Notification sent to staff.

Date Revised: December 7, 2023

**STATE OF OKLAHOMA
DEPARTMENT OF REHABILITATION SERVICES AND
OKLAHOMA REHABILITATION COUNCIL**

**PUBLIC HEARING
DRS PROPOSED ADMINISTRATIVE RULE
AMENDMENTS**

The Department of Rehabilitation Services will hold a Public Hearing to receive comments on proposed amendments to the Department's rules. The proposed rules:

Chapter 1. Administrative Operations

Subchapter 3. Administrative Components of the Department
612:1-3-10. Final signature authority [AMENDED]

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

Subchapter 1. General Provisions

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

Subchapter 3. Client Participation in Cost of Services

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

Subchapter 7. Vocational Rehabilitation and Services for the Blind and Visually Impaired

Part 1. Scope of Vocational Rehabilitation and Services for the Blind and Visually Impaired

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

Part 3. Case Processing Requirements

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

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

Part 5. Case Status and Classification System

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

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

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

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

Part 9. Actions Requiring Review and Approval

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

Part 14. Community Provider Employment Services [NEW]

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

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

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

612:10-7-137. Job Services [NEW]
612:10-7-138. Support Services for Employment (SSE) [NEW]
Part 15. Training
612:10-7-164. Personal and work adjustment training [AMENDED]
Part 17. Supported Employment Services
612:10-7-179. Overview of Supported Employment Services [AMENDED]
612:10-7-180. Eligibility for the Supported Employment ~~Program~~ Services [AMENDED]
612:10-7-182. Competitive integrated employment for ~~supported~~ Supported employment Employment [AMENDED]
612:10-7-183. Ongoing support services [AMENDED]
612:10-7-184. Extended services [AMENDED]
612:10-7-185. Provision of supported employment services [AMENDED]
PART 18. Employment and Retention Services
612:10-7-186. Overview of Employment and Retention Services [AMENDED]
612:10-7-187. Eligibility for Employment and Retention Services [AMENDED]
612:10-7-188. Provision of employment and retention services [AMENDED]
612: 10-7-189. Competitive employment for Employment and Retention [AMENDED]
Part 21. Purchase of Equipment, Occupational Licenses and Certifications
612:10-7-221. Housing Modification [AMENDED]
Part 23. Self-Employment Programs and Other Services
612:10-7-230. Self-employment program [AMENDED]
612:10-7-232. Placement [AMENDED]
Part 25. Transition from School to Work Program
612:10-7-240. Overview of transition from school to work services [AMENDED]
Subchapter 13. Special Services for the Deaf and Hard of Hearing
Part 3. Certification of Interpreters
612:10-13-16. Evaluation [AMENDED]
612:10-13-18. Fees [AMENDED]
612:10-13-19. Refunds [AMENDED]
612:10-13-20. Certification maintenance [AMENDED]
612:10-13-24. Interpreter certification program advisory committee [AMENDED]

Copies of the proposed rules may be obtained from:

DRS Website www.okdrs.gov

E-mail talloway@okdrs.gov

Letter to the Policy Administration and Development Section, attention Tina Calloway, Department of Rehabilitation Services, 3535 N.W. 58th, Suite 500, Oklahoma City, Oklahoma 73112, Calling (405) 951-3552 – Toll free 1-800-845-8476.

PUBLIC HEARING WILL BE HELD
MONDAY, February 5, 2024
2:00 PM - 3:00 PM
Department of Rehabilitation Services
2ND Floor Conference Room
3535 N.W. 58th Street
Oklahoma City, OK 73112

or by

ZoomGov Meeting

<https://www.zoomgov.com/j/1607593310?pwd=Z0poNEFDZGRrY2IBazhGWmRKZ3VSQT09>

Meeting ID: 160 759 3310

Passcode: 042536

Find your local number: <https://www.zoomgov.com/u/adiGbxyTBo>

If you would like to provide input but are unable to attend, written comments may be sent to the attention of Tina Calloway, Policy Administration and Development, Department of Rehabilitation Services, 3535 N.W. 58th street, Suite 500, Oklahoma City, Oklahoma 73112, email tcalloway@okdrs.gov, or by calling (405) 951-3552 – Toll free 1-800-845-8476. All public comments must be received and post-marked no later than close of business on February 5, 2024.

Department of Rehabilitation Services

Summary of 2024 Administrative Rule Amendments

Chapter 1. Administrative Operations

Subchapter 3. Administrative Components of the Department

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

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

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

Subchapter 1. General Provisions

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

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

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

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

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

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

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

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

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

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

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

SUBCHAPTER 3. CLIENT PARTICIPATION IN COST OF SERVICES

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

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

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

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

PART 3. CASE PROCESSING REQUIREMENTS

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

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

PART 5. CASE STATUS AND CLASSIFICATION SYSTEM

612:10-7-50.1. Assessment for determining rehabilitation needs [AMENDED] language revised under (d) (B) to change “severe” to “significant”. Section (b) (2) removes

language related to “Assessment and Career Planning” milestone. Language added to authorize career exploration and/or assessment from the Supplemental Employment Services (SES) contract to conduct activities and/or situational assessments.

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

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

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

PART 9. Actions requiring supervisor’s approval

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

PART 14. COMMUNITY PROVIDER EMPLOYMENT SERVICES [NEW]

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

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

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

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

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

PART 15. TRAINING

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

PART 17. SUPPORTED EMPLOYMENT SERVICES

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

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

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

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

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

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

PART 18. EMPLOYMENT AND RETENTION SERVICES

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

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

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

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

PART 21. PURCHASE OF EQUIPMENT, OCCUPATIONAL LICENSES AND CERTIFICATIONS

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

PART 23. SELF-EMPLOYMENT PROGRAMS AND OTHER SERVICES

61210-7-230. Self-employment programs [AMENDED] – Revised removing “BEP” language. Revoked duplicate sections (b) - (p).

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

Part 25. Transition from School to Work Program

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

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

PART 3. CERTIFICATION OF INTERPRETERS

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

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

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

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

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

CHAPTER 1. ADMINISTRATIVE OPERATIONS

SUBCHAPTER 3. ADMINISTRATIVE COMPONENTS OF THE DEPARTMENT

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

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

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

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

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

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

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

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

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

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

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

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

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

37 (E) Administrative memos.

38 (F) Requests for in-state travel.

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

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

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

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

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

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

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

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

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

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

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

55 (K) Grant proposals.

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

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

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

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

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

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

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

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

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

79 ~~(C) Reorder of existing printed materials.~~

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

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

86 (B) Office supply requisitions and orders.

87 (C) Reorder of existing printed materials.

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

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

92 (B) Interagency agreements involving only the school.

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

96 (D) Requests for all school employee travel.

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

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

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

101 (H) Requests for internships or practicums.

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

104 (J) Grant proposals.

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

108 (A) Office supply orders.

109 (B) Reorder of existing printed materials.

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

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

118 (B) Reorder of existing printed materials.

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

SUBCHAPTER 1. GENERAL PROVISIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

249 **"Integrated setting"** means:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

332 (E) Consist of:

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

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

337 (iii) Job development and training;

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

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

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

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

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

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

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

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

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

388 (B) Limited in scope and duration; and

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SUBCHAPTER 3. CLIENT PARTICIPATION IN COST OF SERVICES

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

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

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

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

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

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

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

24 (4) Married and maintaining a separate household;

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

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

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

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

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

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

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

80 (1) Income.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- 42 (10) interpreter services provided by qualified personnel for individuals who are
43 deaf or hard of hearing, and reader services for individuals who are determined to
44 be blind;
- 45 (11) rehabilitation teaching services, and orientation and mobility services, for
46 individuals who are blind;
- 47 (12) occupational licenses, tools, equipment, and initial stocks and supplies;
- 48 (13) technical assistance and other consultation services to conduct market
49 analyses, develop business plans, and otherwise provide resources, to the extent
50 such resources are authorized to be provided through the statewide workforce
51 investment system, to eligible individuals who are pursuing self-employment or
52 telecommuting or establishing a small business operation as an employment
53 outcome;
- 54 (14) rehabilitation technology, including rehabilitation engineering, assistive
55 technology devices and assistive technology services; 1
- 56 (15) transition services for students with disabilities, that facilitate the achievement
57 of the employment outcome identified in the Individualized Plan for Employment,
58 and pre-employment transition services as described in 34 CFR 361.48(a) and 29
59 USC 733;
- 60 (16) supported employment services for individuals with the most significant
61 disabilities that need ongoing support services from an employment consultant
62 and/or job coach to obtain and maintain employment;
- 63 (17) employment and retention services for individuals with significant disabilities
64 who require short term job coach from an employment consultant and/or job coach
65 support to obtain and maintain a successful employment outcome;
- 66 (18) transitional employment services for individuals with the most significant
67 disabilities due to mental illness who have little or no successful work history and
68 need work adjustment/trial work experience;
- 69 (19) work experiences, internships, and apprenticeships;
- 70 (20) services to the family of an individual with a disability necessary to assist the
71 individual to achieve an employment outcome; and
- 72 (21) specific post-employment services necessary to assist an individual with a
73 disability to maintain, retain, regain, or advance in employment.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PART 3. CASE PROCESSING REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PART 5. CASE STATUS AND CLASSIFICATION SYSTEM

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

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

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

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

(d) Comprehensive assessment for supported employment.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

20 (1) Beginning date of employment;

21 (2) Name and address of the employer;

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

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

25 (5) Suitability of the employment; and

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

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

32 (f) **Case recording.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PART 9. ACTIONS REQUIRING REVIEW AND APPROVAL

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

(a) Actions requiring supervisory approval include:

- (1) All actions of a newly employed counselor/teacher.
- (2) All IPE's or amendments when the total of the planned DVR and DSBVI expenditures for the entire case exceed \$25,000.
- (3) All case closures in which an IPE was developed and the case was placed into service status or beyond.
- (4) Transfer of cases from one counselor/teacher caseload to another outside the sending supervisor's unit (signed by the supervisor of the sending counselor or teacher).
- (5) All IPE's which include purchase of physical or mental restoration services, prescription drugs or prescribed medical supplies lasting more than three months.
- (6) Small Business plans with a cost to the agency in excess of ~~\$10,000.00~~ \$5,000.00.
- (7) Vehicle or home modifications over the OMES-DCAM authority order limit and housing modifications involving structural modifications.
- (8) Vehicle repairs that exceed \$1,000.00 for the life of a case.
- (9) Dental services with a projected cost over \$5,000.00.

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

PART 14. COMMUNITY PROVIDER EMPLOYMENT SERVICES [NEW]

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

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

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

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

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

12 **(c) Eligibility for Supplemental Employment Services (SES).**

13 (1) An individual shall be eligible for supplemental employment services if:

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

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

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

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

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

14 **(c) Eligibility for Job Placement Services**

15 (1) An individual shall be eligible for job placement (JP) services if:

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

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

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

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

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

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

13 **(c) Eligibility for JOBS Services**

14 (1) An individual shall be eligible for JOBS services if:

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

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

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

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

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

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

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

(A) accessing public transportation;

(B) securing reliable transportation;

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

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

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

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

(G) choosing and caring for appropriate work clothing;

(H) banking skills;

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

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

(K) Other.

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

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

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

(c) Eligibility for Support Services for Employment (SSE).

(1) An individual shall be eligible for support services for employment if:

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

PART 15. TRAINING

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

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

(b) Personal or work adjustment training is the provision of skills or techniques for the purpose of enabling the individual to compensate for a disability such as the loss of a member of the body or the loss of sensory function. Personal or work adjustment training includes but is not limited to conditioning activities for developing work tolerance, work therapy, occupational therapy, lip reading, speech training and speech correction, auditory training, gait training, diabetes management courses, driver's training, and mobility training. It may also include development of personal habits, attitudes, and work habits necessary to orient the individual to the world of work. This service does not require client participation in cost of services. High school students eligible for this service must be at least 16 years of age and may not participate for more than ~~48~~ 24 months unless client and counselor determine additional time is needed.

PART 17. SUPPORTED EMPLOYMENT SERVICES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

12 (c) Supported employment services may include:

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

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

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

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

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

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

PART 18. EMPLOYMENT AND RETENTION SERVICES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PART 23. SELF-EMPLOYMENT PROGRAMS AND OTHER SERVICES

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

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

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

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

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

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

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

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

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

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

45 ~~(2) Is the client's informed choice consistent with their unique strengths, resources,~~
46 ~~priorities, concerns, abilities, capabilities and interests.~~

47 ~~(3) When a client expresses interest in self-employment, the individual will be~~
48 ~~required to participate in a vocational assessment with focus on self-employment~~
49 ~~potential. The assessment will include a self-evaluation completed by the client.~~

50 ~~(4) The counselor will document, as appropriate, in the comprehensive assessment~~
51 ~~that the client has the academic, communication and managerial skills to manage~~
52 ~~their own business and the resources to demonstrate a likelihood of success.~~

53 ~~(e) Once it has been determined by DRS that self-employment is a feasible goal, an~~
54 ~~IPE will be written to further assist the self-employment concept and the client is sent to~~
55 ~~training for developing a business plan.~~

56 ~~(f) Certain individuals may require on-going supports or services for a business plan to~~
57 ~~be successful. The counselor will assist the individual in identifying and securing these~~
58 ~~support services. DRS cannot be responsible for funding these supports following~~
59 ~~successful employment outcomes.~~

60 ~~(g) Clients who are receiving SSI/SSDI will be referred to a DRS Benefits Planner to~~
61 ~~review how profits from self-employment will affect their benefits prior to the completion~~
62 ~~of an Individualized Plan for Employment.~~

63 ~~(h) The agency may provide some financial assistance toward self-employment plans~~
64 ~~that have met the requirements as specified in policy. The counselor will determine the~~
65 ~~client's financial status and any required financial participation by the client. The client's~~
66 ~~contribution may come from personal resources, property, loans, PASS plan funds or~~
67 ~~small business start-up grants from other assistance programs. A client who is receiving~~
68 ~~SSI/SSDI must submit a Plan to Achieve Self-sufficiency to SSA for review and~~
69 ~~consideration before any DRS funds can be expended toward a self-employment start~~
70 ~~up business.~~

71 ~~(i) Any required client financial participation is applied to the cost of planned services.~~

72 ~~(j) The agency's contribution to a self-employment plan will not exceed \$5,000 without~~
73 ~~supervisory approval.~~

74 ~~(k) The Agency will consider three tiers of support for self-employment.~~

75 ~~(1) Tier 1 is for self-employment plans that are considered low cost, simple and~~
76 ~~considered low risk. These cases will be limited to DRS financial contribution up to~~
77 ~~\$5,000. DRS will cover 100% of costs minus any required client financial~~
78 ~~contributions. In Tier 1 cases the client is required to provide the Basic Business~~
79 ~~Plan which includes the following items:~~

80 ~~(A) Business feasibility study.~~

81 ~~(B) Monthly personal and living expenses worksheet.~~

82 ~~(C) Business start-up expenses worksheet.~~

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

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

93 ~~(A) Detailed description of the proposed business.~~

94 ~~(B) Market research.~~

95 ~~(C) Sales Plan.~~

96 ~~(D) Management Plan.~~

97 ~~(E) Business License and City Zoning regulations.~~

98 ~~(F) Supporting documents will include:~~

99 ~~(i) List of identified vendors.~~

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

101 ~~(iii) Items and resources provided by client.~~

102 ~~(iv) Credit Report.~~

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

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

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

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

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

116 ~~(1) Construction or purchase of real estate.~~

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

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

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

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

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

PART 25. TRANSITION FROM SCHOOL TO WORK PROGRAM

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

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

13 (b) The Transition from School to Work Program is implemented through a cooperative
14 agreement between DRS and each participating local secondary school district, private
15 school, charter school, home school organization and Career and Technology
16 Education Center, through an MOU with the State Department of Education. The
17 Transition Coordinator in DRS State Office acts as the liaison with the State Department
18 of Education, and provides statewide coordination and technical assistance for the
19 Transition from School to Work Program. **1**

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

23 (1) instruction;

24 (2) community experiences;

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

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

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

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

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

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

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

PART 3. CERTIFICATION OF INTERPRETERS

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

2 (a) **Evaluation components and conditions.** An applicant must be 18 years old or
3 older to be eligible to take the written examination and the skill-based performance
4 evaluation. To be eligible to take the skill-based interpreter performance evaluation, an
5 applicant should have earned at least 30 credit hours from an accredited college or
6 university, with a cumulative GPA of 2.0 or higher or 60 hours of Continuing Education
7 Units relating to interpreting. To be certified as an interpreter, an individual applicant
8 must pass a skill-based performance evaluation. The process for certification consists of
9 a written examination and a sign language skill-based performance evaluation. The
10 written examination and performance interview may include items from the NAD-RID
11 Code of Professional Conduct and the Certification Levels limitations. Interpreters who
12 hold Level III certification in either Interpreting or Transliterating are required to take the
13 IV/V performance evaluation, which is in compliance with the Ethical Standards. (b)
14 **Written examination.** The written examination consists of questions designed to
15 measure knowledge of interpreting and situational ethics. Applicants must make a
16 passing score, as established by the program, before being allowed to take the
17 performance evaluation. If the written test is failed, retesting may be taken again in 30
18 calendar days.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Oklahoma Library for the Blind and Physically Handicapped Report

**OLBPH Donation Report
November 2023**

Cash Donations (Under \$500)	Name	Cash	Fund	Property	Value
Date None for November, 2023					
Subtotal of Cash (Under \$500)		\$0.00			
Material Donations (Under \$500)					
20-Nov-23	OLBPH Friends Group Oklahomans for Special Library Services (OSLS)				\$239.90
Two Power Conditioners					\$28.56
Compressed Air Duster					\$31.98
Two 25-paks hanging file folders					\$15.32
Two Avery Showcase Binders					\$42.99
LEPOWER Standing Floor Lamp					\$12.30
One six-pak CL-40W Light Bulbs					\$119.99
10 USB C to 3.5mm Audio Adapter					\$443.85
15 Telephone Headsets					\$51.87
Five Apple Lighting to 3.5mm Headphone Jack Adaptors					\$303.99
Audio Interface Transformer					\$15.99
2-pak Microphone Cabling					\$15.99
XLR Microphone Cable					\$12.99
Y Splitter Stereo Cable					\$29.97
RCA Stereo Cable					\$151.99
Volunteer Desk Chair					\$108.98
Volunteer Drafting Chair					
Subtotal of Materials (Under \$500)		\$1,626.66			

Material Donations (Over \$500)		
20-Nov-23	OSLS	\$2,350.38
Arrakis ARC-10UP Audio Mixing Console/Intercom		
Subtotal of Materials (Over \$500)		\$2,350.38
Tax for all purchases (OSLS not tax-exempt)		\$145.16
TOTAL DONATION AMOUNT		\$4,122.20

Oklahoma School for the Blind Report

OSB DONATION REPORT

November 2023 Donations

Donations under \$500								
Date	Name	Cash	Fund	Property	Value			
11/16/2023	Karen Renfro / Cane Quest & Braille Challenge	\$ 100.00	701					
11/29/2023	LoLo's Family Hair / 5K sponsor	\$ 100.00	701					
11/29/2023	King Solutions, Inc. / Coco Cola Give Q2 2023	\$ 27.75	701					
Subtotal of Cash (under \$500) donated in November 2023		\$ 227.75				Subtotal prop.	\$ -	
Donations \$500 and over								
11/15/2023	Tommy Robertson /SARA CE Scanning & Reading appliance	\$ -					\$ 1,895.00	
11/16/2023	OK Found. For the Educ of Blind Children & Youth	\$ 4,460.79	216					
	Mini grants							
11/29/2023	Boulevard Christian Church					hygiene products	\$ 500.00	
Subtotal of Cash (\$500 and over) donated in November 2023		\$ 4,460.79				Subtotal prop.	\$ 2,395.00	
TOTAL DONATION AMOUNTS November - 2023		\$7,083.54						