



Department for Aging And Rehabilitative Services (DARS)
Division of Rehabilitative Services (DRS)
Employment Service Organization Steering Committee (ESOSC)

DARS Central Office, Richmond, Virginia
1st Floor Conference Rooms
Tuesday July 10, 2018 10:00 AM
Meeting Minutes

Members Present: Megan Bergen, Chris Lavach, Jason Harper, Michelle Brownlee, Cheryl Moran, Shawn Smith, Robin Metcalf, Stephanie Lau, Dan Reichard, David Gusler, Carey Yates, Marshall Henson, Jan Williams, Chuck McElroy, Gary Cotta, Eric Smith for Christy Stegman, Andy Wood for Rachel Rounds, Michelle Flynn, Alan Hargraves, Krista Shanafelt, Phil Smith

Members Absent: Christy Stegman, Greg Ellison and Rachel Rounds; Stephanie Lau (after 12:00)

Guests Attending: Eldon James, Michael King, Karen Tefelski, Christopher Hicks, Samantha Jennings, Sharon Harrup, Adair Jensen-Smith, Pam Goode, Phil Nussbaum, Matt O'Connell, Heather Norton

DRS Staff Attending: Kathy Hayfield, Cathy Staggs, Donna Bonessi, Dionca Coleman, Catherine Harrison, Jessica Stehle

10:00 am – Full Committee Call to Order **Megan Bergen**

- Introductions
- Review and approval of draft minutes from May 1, 2018 meeting.
 - o Chuck McElroy suggested a change to the Minutes.

Commissioners Remarks

Commissioner Hayfield

The Commissioner reviewed the agenda specifically stating that she is looking for their input regarding how we move forward in implementing the new legislation and allocation of EES and LTESS dollars. She informed the group of the new budget that passed in the General Assembly on July 1. The budget included funds for Medicaid expansion and an increased budget for LTESS.

All categories are still closed and we are hopeful that during the summer we can bring more participants off the waiting list. We do not foresee opening MSD any time soon. Commissioner Hayfield stated we have seen the cost per person increase statewide. Providers expressed concerns with the time it takes participants to come off the waiting list and be served. The Commissioner stated she would explore this issue.

Customized Employment update

Donna Bonessi

Donna stated that the last customized cohort begins tomorrow. There are a total of 7 and 5 are now complete. Funds from DBHDS are available to authorize discovery services. The rates are \$2125 statewide and \$2500 NoVA. Donna will check to see if Fredericksburg will be included in the NoVA rates. Please provide feedback on the trainings to see if they are beneficial or needs to be improved.

DARS/DBHDS MOU for Waiver Services

Donna Bonessi

Donna reported that a fully executed MOU between DARS and DBHDS for waiver services has been approved. There are three main Components to the MOU

1. If Category 1 is closed an individual can begin to receive services utilizing Medicaid waver without a referral to DARS.
2. If someone is in delayed status with DARS and services have begun using Medicaid Waiver, they do not need to come back to DARS when taken off the waiting list.
3. Funding can be braided between DARS and Waiver if the individual needs additional hours of service.

Heather Norton and Donna Bonessi will be working to develop processes and FAQs to ensure information gets properly disseminated

Pre-ETS update

Jessica Stehle

- Pre-ETS is a set of services that:
 - o Can be received with a PE or VR case as long as SWD
 - o Vast majority start with a PE case
 - o Reasons why apply for VR

- DARS now has two case types: PE and VR
 - SWDs can receive Pre-ETS they need in either case type
- Focus is on this school year in opening PE cases of younger SWDs so they can participate in the full continuum of services DARS provides and have ample opportunity to benefit from Pre-ETS
- Shared examples of Pre-ETS and VR services and provided a handout detailing examples
- Discussed application to the VR process is individualized based on student's needs/service requests
- About 50 DARS counselors provide Pre-ETS (some have dedicated PE caseloads and others have split PE and VR caseloads)
- Other agency staff also help provide Pre-ETS, such as workforce specialists and AT specialists
- WWRC providing Pre-ETS (e.g. PERT, PREP, Career Day)
- CILs
- CPID academies
- Developing new services to meet students' needs, such as general education in work incentives and career pathways (MAX)
- Looking at other new services that would be beneficial to SWDs
- S11001 -the temporary service we put in place for SWDs who would have used SAs for career exploration (not because they needed an assessment), ends Aug. 31.
- RFP decisions should be finalized soon, at which point we'll identify gaps and the plan to address them
- Exploring participating in a peer mentor pilot with WINTAC- will have more details about this toward the end of the summer
- Working cooperative agreements with the local school divisions for Pre-ETS and VR transition services- each local office has a draft of the agreement and will be meeting with their school divisions to finalize the agreement at the local level

LTESS/EES FY 18 Statistics

Please see handouts

Cathy Staggs

LTESS/EES Legislation

Donna discussed the new legislation and the impact on the current LTESS/EES program.

Donna Bonessi/Catherine Harrison

There are 15 potential vendors that have been identified to receive LTESS funding.

Recommendations from the committee:

A motion was made to recommend that DARS continue the current methodology for allocating LTESS funds and the 3-year rolling average. Robin Metcalf made the motion accept, Chuck McElroy seconded the motion; Committee voted 18- yes, 1-opposed, 2 absent

A motion to recommend that DARS add all ESOs on the LTESS waiting list to LTESS in FY 19 and that once the waiting list for LTESS is cleared DARS will return to previous guidelines of adding new vendors. Dan Reichard made the motion and Jason Harper seconded the motion; Committee voted 19 - yes, 0-opposed, 2 absent

A motion to recommend was made that DARS adopt the same allocation methodology used in LTESS allocations for EES allocations. Jan Williams made the motion to accept and Jason Harper seconded Committee voted 18 - yes, 0-opposed, 1- abstain, 2 absent

A motion to recommend that DARS add 15 new vendors to EES and give each new vendor an initial allocation of \$15,000 for FY 19. Chuck McElroy made the motion to accept and Cheryl Moran seconded the motion. Committee voted 19 - yes, 0-opposed, 2 absent

Commissioner Hayfield, who was present at the meeting, stated that she accepted all 4 recommendations made by the committee.

Cathy Staggs will be conducting an analysis of the reserved funds to determine if the needs to reserve them still exists. Cathy will identify clients whose services were terminated due to organizational closure and if the clients have sought additional services at this time..

LTESS/EES Workgroup

Catherine Harrison

Catherine Harrison reviewed Item 329 of HB 5002 (2018 Special Session) as passed and enrolled by the General Assembly. This budget amendment directs DARS to convene a workgroup of stakeholders to assess combining EES and LTESS programs and funding into one program. The workgroup is to consist of, at a minimum, of one ESO representative from Goodwill Industries, APSE, vaACCESS and staff from House Appropriations, Senate Finance, and DPB. A report on the workgroups recommendations is due by November 1, 2018 to the Chairmen of House Appropriations and Senate Finance.

DARS will be sending out letters to the presidents of the organizations identified in the language asking for their participation in the workgroup. If they are not a provider who receives LTESS or EES funds they can designate someone from their organization who is. DARS Is also looking to add 2-3 representatives of employment service organizations that are not affiliated with any group identified in the language that also provide LTESS and or EES services. DARS expects the workgroup will begin to meet as soon as possible in August.

Funding Sub Committee Report:

Canceled

Public Policy Sub-Committee:

Canceled

Nominations Sub-Committee:

Canceled

Public Comment:

Karen Tefelski stated that the budget language directing a workgroup to assess combining EES and LTESS was intended to have 1 representative of the organizations listed participate in the discussion due to history. She further stated that the intent was to have advocates who represent those organizations participate in the workgroup and not ESOs directly.

Sharon Harrup asked that any handouts given to committee members be made available to the public.

In response to some questions that were raised regarding the LTESS/EES workgroup, Eldon James stated that legislative staff had questions regarding why there were two funds. He further stated that the best option at the time was setting up a workgroup that included staff that deal with the budget, to provide additional education on the programs.

Meeting Dates: October 16th

Meeting Adjourned: 1:10 p.m.



Potentially Eligible (PE) students with disabilities (SWDs) connected with DARS for Pre-Employment Transition Services (Pre-ETS)

Served by Pre-ETS Counselor;
Pre-ETS provided are based on student need

Job Exploration Counseling	Work-Based Learning Experiences	Counseling in Postsecondary Education/Training Opportunities	Workplace Readiness Training	Instruction in Self-Advocacy
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Examples of why a student would apply for VR:

- Student requests VR application/services
- Student is selected for PERT
- Student is selected for Project SEARCH
- Student is selected for Start on Success
- Student needs a VR service while in high school (see back for examples)
- Student is about to begin final year of high school and is interested in VR services

Apply for VR
 (can occur anytime)

Decide not to apply for VR*

*DARS provides information about VR application process in case VR services are needed/wanted in the future.

Eligibility Determination*

*In the rare instance a student is unable to be determined eligible for the VR program, DARS provides information on community resources and encourages the student to reapply in the future.

Still in High School:
 Receive Pre-ETS and as necessary, VR transition services

- Served by a Dual or VR Counselor
- Pre-ETS Counselor still helps with providing Pre-ETS

Once Exited High School:
 Receive VR transition services. Continue to receive needed Pre-ETS while still an SWD



2016 - 2018 LTESS STATISTICS

2018

2017

2016

66 ESOs	
Total on Rolls	4,077
Total Served	3,955
New Additions	1158
Total Closures	925

68 ESOs	
Total on Rolls	3,920
Total Served	3,752
New Additions	1109
Total Closures	823

68 ESOs	
Total on Rolls	3,633
Total Served	3,536
New Additions	926
Total Closures	701

<u>LTESS Expenditures:</u>	
Allocation	\$6,044,568.00
Total Funds Spent	<u>\$5,847,713.47</u>
Balance	\$ 196,854.53
Admin	\$ 102,757.66
Balance Remaining	\$ 94,096.87

<u>LTESS Expenditures:</u>	
Allocation	\$5,970,781.62
Statewide Reductions	\$367,987.50
Restoration	\$196,260.00
Total Funds Spent	\$5,799,054.11
Balance Remaining	\$0.01

<u>LTESS Expenditures:</u>	
Allocation	\$5,601,767.13
Total Funds Spent	<u>\$5,601,767.13</u>
Balance Remaining	\$0.00

<u>Production Statistics</u>	
Avg. Monthly Productivity	89%
Avg. Monthly Wages	\$812.32
Avg. Monthly Hours Worked	89.89
Avg. Hourly Wage Combined	\$9.04
Avg. SE Hourly Wage	\$9.86
Avg. Monthly Attendance	78%
Avg. Monthly Hours Billed DRS	2.34
# Providing SE Individual	57
Statewide shortage	\$0.00

<u>Production Statistics</u>	
Avg. Monthly Productivity	87%
Avg. Monthly Wages	\$753.99
Avg. Monthly Hours Worked	88.77
Avg. Hourly Wage Combined	\$8.49
Avg. SE Hourly Wage	\$9.62
Avg. Monthly Attendance	77%
Avg. Monthly Hours Billed DRS	2.3
# Providing SE Individual	55
Statewide shortage	\$0.00

<u>Production Statistics</u>	
Avg. Monthly Productivity	84%
Avg. Monthly Wages	\$737.06
Avg. Monthly Hours Worked	90.41
Avg. Hourly Wage Combined	\$8.15
Avg. SE Hourly Wage	\$9.49
Avg. Monthly Attendance	79%
Avg. Monthly Hours Billed DRS	2.22
# Providing SE Individual	54
Statewide shortage	\$ 198,864

*The funding shortage is the total amount needed beyond the organization's allocation and reallocation to fund all consumers for the entire year

<u>Disabilities of Consumers on Rolls</u>	
ID:	34%
SMI:	18%
Sens/Phys	12%
TBI	3%
ASD	14%
Cognitive	8%
Learning Disabled	9%

<u>Disabilities of Consumers on Rolls</u>	
ID:	34%
SMI:	19%
Sens/Phys	12%
TBI	3%
ASD	13%
Cognitive	8%
Learning Disabled	9%

<u>Disabilities of Consumers on Rolls</u>	
ID:	35%
SMI:	19%
Sens/Phys	12%
TBI	4%
ASD	12%
Cognitive	8%
Learning Dis	10%

<u>Annual Cost Per Person</u>	
SE Hourly \$3,575,350/3656 =	\$978
Daily \$ 2,055,283/521 =	\$6,403
Daily rates include onsite, offsite and enclave but do not include transportation	

<u>Annual Cost Per Person</u>	
SE Hourly 3,121,487/3376=	\$925
Daily \$2,437,060/422 =	\$5,775
Daily rates include onsite, offsite and enclave but do not include transportation	

<u>Annual Cost Per Person</u>	
SE Hourly \$2,853,201/3,132 =	\$911
Daily \$2,549,580/462 =	\$5,519
Daily rates include onsite, offsite, enclave & crew but do not include transportation	

<u>Services Provided</u>	<u>%</u>	<u>\$ Expended</u>
SE (Hourly) 3656	61%	\$3,575,350
Community Employment	13%	\$754,885
Offsite	0%	\$0
Onsite	22%	\$1,300,398
Transportation	4%	<u>\$210,015</u>
		\$5,840,648
94% of consumers in LTESS work in the community in SE individual placement, offsite, or community placement		

<u>Services Provided</u>	<u>%</u>	<u>\$ Expended</u>
SE (Hourly) 3376	54%	\$3,121,487
Community Employment (1	16%	\$912,728
Offsite	0%	\$0
Onsite (283)	26%	\$1,524,332
Transportation (71)	4%	<u>\$240,011</u>
		\$5,798,558
94% of consumers in LTESS work in the community in SE individual placement, offsite, or community placement		

<u>Services Provided</u>	<u>%</u>	<u>\$ Expended</u>
SE (Hourly) 3132	50%	\$2,853,201
Community Employment	16%	\$913,052
Offsite	0%	\$3,524
Onsite	29%	\$1,633,004
Transportation	4%	<u>\$253,437</u>
		\$5,656,219
93% of consumers in LTESS work in the community in SE individual placement, offsite, or community placement (enclave/mobile crew)		

LTESS ADMINISTRATIVE

1.7% was allocated for administrative costs in FY 2018

2016 - 2018 EES STATISTICS

2018

2017

2016

34 ESOs	
Total on Rolls	402
Total Served	390
New Additions	84
Total Closures	59

35 ESOs	
Total on Rolls	406
Total Served	394
New Additions	80
Total Closures	77

36 ESOs	
Total on Rolls	389
Total Served	383
New Additions	27
Total Closures	49

FES Expenditures	
Allocation	\$ 2,658,198.00
Total Funds Spent	\$ 2,237,875.37
Balance Remaining	\$ 420,322.63

FES Expenditures	
Allocation	\$2,658,198.00
Total Funds Spent	\$2,370,340.06
Balance	\$287,857.94
Admin	\$110,321.20
Balance Remaining	\$177,536.74

FES Expenditures	
Allocation	\$2,658,197.98
Total Funds Spent	\$2,658,197.98
Balance Remaining	\$0.00

Production Statistics	
Avg. Monthly Productivity	68%
Avg. Monthly Wages	\$559.80
Avg. Monthly Hours Worked	81.86
Avg. Hourly Wage Combined	\$6.84
Avg SE Hourly Wage	\$9.63
Avg. Monthly Attendance	76%
Avg. Monthly Hours Billed DRS	2.21
# Providing SE Individual	9
Statewide shortage	\$0.00

Production Statistics	
Avg. Monthly Productivity	61%
Avg. Monthly Wages	\$517.01
Avg. Monthly Hours Worked	85.9
Avg. Hourly Wage Combined	\$6.02
Avg SE Hourly Wage	\$9.61
Avg. Monthly Attendance	78%
Avg. Monthly Hours Billed DRS	2.08
# Providing SE Individual	7
Statewide shortage	\$0.00

Production Statistics	
Avg. Monthly Productivity	56%
Avg. Monthly Wages	\$481.83
Avg. Monthly Hours Worked	86.73
Avg. Hourly Wage Combined	\$5.56
Avg SE Hourly Wage	\$8.91
Avg. Monthly Attendance	79%
Avg. Monthly Hours Billed DRS	1.96
# Providing SE Individual	8
Statewide shortage	\$ 21,746

*The funding shortage is the total amount needed beyond the organization's allocation and reallocation to fund all consumers for the entire year

Disabilities of Consumers on Rolls	
ID	52%
SMI	16%
Sens/Phys	12%
TBI	2%
ASD	7%
Cognitive	5%
Learning Disabled	5%

Disabilities of Consumers on Rolls	
ID	56%
SMI	14%
Sens/Phys	12%
TBI	2%
ASD	6%
Cognitive	5%
Learning Disabled	5%

Disabilities of Consumers on Rolls	
ID	59%
SMI	14%
Sens/Phys	11%
TBI	2%
ASD	5%
Cognitive	5%
Learning Disabled	3%

Annual Cost Per Person	
SE Hourly \$213,108.91/119 =	\$1,791
Daily \$1,837,775.98/285=	\$6,448
Excluding transportation	

Annual Cost Per Person	
SE Hourly \$116,394.99/92 =	\$1,265
Daily \$2,030,510/325=	\$6,248
Excluding transportation	

Annual Cost Per Person	
SE Hourly \$70,953.02/42 =	\$1,689
Daily \$2,240,097/375=	\$5,974
Excluding transportation	

Services Provided	%	\$ Expended
SE (Hourly) 119	10%	\$213,107
Enclave	25%	\$568,520
Offsite	0%	\$0
Onsite	57%	\$1,269,255
Transportation	8%	\$182,390
		\$2,233,273

Services Provided	%	\$ Expended
SE (Hourly) 92	5%	\$116,395
Enclave	26%	\$624,644
Offsite	0%	\$0
Onsite	60%	\$1,405,866
Transportation	9%	\$213,910
		\$2,360,815

Services Provided	%	\$ Expended
SE (Hourly) 42	3%	\$70,953
Enclave	24%	\$631,184
Offsite	0%	\$8,935
Onsite	62%	\$1,599,978
Transportation	11%	\$290,136
		\$2,601,186

38% of consumers worked in the community

41% of consumers worked in the community

34% of consumers worked in the community