



State Plan

State Years 2021 – 2024
Effective July 1, 2020 – June 30, 2023

As Approved by the Commissioner of the Rehabilitation Services Administration
and the federal Departments of Education and Labor

This State Plan is included in Washington's Combined State Plan
for Workforce Development, Talent and Prosperity for All

Division of Vocational Rehabilitation



To improve readability and accessibility, formatting and sequencing changes have been made to this version. However, no content approved by the federal Departments of Education and Labor has been edited or omitted.

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State Goals, Priorities, & Strategies

Identify if the goals and priorities were jointly developed – The goals and priorities established in this State Plan reflect DSHS/DVR's ongoing commitments to customer service, successful outcomes, staff development, organizational system improvement, strong partnerships, and business engagement. These goals and priorities were collaboratively developed by DSHS/DVR and leadership of the Washington State Rehabilitation Council.

Identify the goals and priorities in carrying out the VR and Supported Employment programs – This section identifies the goals and priorities that DSHS/DVR intends to achieve throughout the planning cycle for program years 2020–2023. Activities described herein align with Washington's strategic plan for workforce development as well as the operational components of this Combined State Plan. This alignment is intended to realize the letter and intent of the Workforce Innovation and Opportunity Act (WIOA), to implement a coordinated service delivery system which supports the long-term labor market engagement of individuals with disabilities and improves services to businesses. These goals and priorities also reflect analyses of DSHS/DVR's performance as well as the Comprehensive Statewide Needs Assessment, which examines the vocational rehabilitation needs of individuals with disabilities in Washington.

The methods to be used to expand and improve services to individuals with disabilities – DSHS/DVR has established four goals to assure that high-quality services are provided to both job seekers with disabilities and to Washington's businesses. The methods by which these services will be provided, and maximized within available resources, are described in this section.

- These strategies reflect in-depth analyses of DSHS/DVR customer service data, statewide demographic data, Comprehensive Statewide Needs Assessment (CSNA) findings, research conducted by the Workforce Training and Education Coordinating Board (WTECB), and the ongoing input and recommendations from the Washington State Rehabilitation Council (WSRC).
- Duplication of activities, strategies, and methods in the sections which follow is intentional; the coordinated efforts of Workforce Innovation and Opportunity Act (WIOA) core programs to improve services to job seekers with disabilities and Washington's business community are not mutually exclusive. As an active core partner, DSHS/DVR will fully leverage all available resources to maximize the labor market engagement, self-sufficiency, and independence of all Washingtonians with disabilities.

Goals, Priorities, & Strategies

Goal One:

Customer Service and Outcomes are DVR's Highest Priority – Goal one reflects DSHS/DVR's focus on providing high-quality services that result in high-quality employment outcomes. Based on Comprehensive Statewide Needs Assessment (CSNA) findings and stakeholder input, this goal prioritizes the importance of supporting customers in high-quality employment which offers the pay and benefits that support financial security and stability.

Goal One, Priority One: Customers experience timely, continuous progress throughout the VR process.

Goal One, Priority One, Strategy 1: Identify and address barriers to timely services and continuous progress for customers throughout the VR process. (This strategy will begin in PY 20 and continue through PY 22)

Goal One, Priority One, Strategy 2: Establish an approach for reducing the impact to customers' case progress when staff transitions and vacancies occur. (This strategy will begin in PY 22 and continue through PY 22)

Goal One, Priority One, Strategy 3: Integrate customer contact and response standards as performance measures for VR counseling staff. (This strategy will begin and end in PY 23)

Goal One, Priority Two: DVR customers achieve employment in living wage jobs with benefits.

Goal One, Priority Two, Strategy 1: Increase rate of customers with IPEs that include job goals leading to self-sufficiency/financial security (at least 200% of the federal poverty level or greater, based on job type, wages, hours worked per week). (This strategy will begin in PY 21 and continue through PY 22)

Goal One, Priority Two, Strategy 2: Identify career pathways and increase the rate of customers with IPEs that include post-secondary training resulting in employment in their field of study. (This strategy will begin in PY 22 and continue through PY 23)

Goal One, Priority Two, Strategy 3: Develop effective job search and job placement assistance and/or services that are readily available to all customers at the time they are job ready. (This strategy will begin in PY 21 and continue through PY 22)

Goal One, Priority Three: Students are better prepared to engage in VR services after high school.

Goal One, Priority Three, Strategy 1: Pre-ETS are available in all areas based on statewide needs assessment, school demographics, and contract mapping data. (This strategy will begin in PY 20 and continue through PY 23)

Goal One, Priority Three, Strategy 2: Lead collaboration with individual school districts to identify gaps in services and CTE opportunities. (This strategy will begin and end in PY 23)

Goal One, Priority Three, Strategy 3: Engage with transition staff, students, and families earlier and work toward alignment of IEP and High School and Beyond Plan goals. (This strategy will begin in PY 22 and continue through PY 23)

Goal One, Priority Four: Individuals with disabilities have equitable access to DVR services.

Goal One, Priority Four, Strategy 1: Improve access to DVR services through the use of technology, mobile service locations, translation and interpreter services, transportation services, or other accommodations. (This strategy will begin in PY 20 and continue through PY 23)

Goal One, Priority Four, Strategy 2: Develop a DVR outreach plan targeting under-represented populations in local communities who may lack awareness or understanding of DVR services. (This strategy will begin in PY 21 and continue through PY 22)

Goal One, Priority Four, Strategy 3: Strengthen information and referral for those who need basic services and support to engage effectively with DVR and to facilitate access to workforce development programs. (This strategy will begin in PY 22 and continue through PY 23).

Goal Two:

Motivate and Inspire High Performing Staff – Goal two priorities reflect CSNA results, internal case review results, staff and stakeholder input which challenge DSHS/DVR to provide DVR staff with clear performance expectations, training, and working conditions that support their success.

Goal Two, Priority One: DVR staff achieve mastery in their work

Goal Two, Priority One, Strategy 1: Deliver core training in basic rehabilitation practices for field staff through VR Institute and regional trainers. (This strategy will begin in PY 20 and continue through PY 23)

Goal Two, Priority One, Strategy 2: Expand new VRC cohort program to all regions to reinforce VR counseling principles and practices among newer counseling staff. (This strategy will begin and end in PY 20)

Goal Two, Priority One, Strategy 3: Strengthen DVR knowledge and application of transition planning and practices that support positive outcomes. (This strategy will begin in PY 22 and continue through PY 23)

Goal Two, Priority Two: DVR excels in key performance indicators

Goal Two, Priority Two, Strategy 1: Establish, track and monitor key performance measures for all levels of the agency using reports/dashboards easily accessible to staff at all levels. (This strategy will begin in PY 20 and continue through PY 21)

Goal Two, Priority Two, Strategy 2: Evaluate, monitor, and coach staff using performance reports. (This strategy will begin and end in PY 23)

Goal Two, Priority Two, Strategy 3: Build capacity and skills throughout DVR for continuous improvement and innovation. (This strategy will begin and end in PY 22)

Goal Two, Priority Three: DVR is an employer of choice

Goal Two, Priority Three, Strategy 1: Develop a recruitment and retention plan to address staff patterns, turnover, and recruitment of under-represented groups among staff. Plan will acquaint managers with targeted recruitment strategies, reasonable accommodations, training and cultural competencies that foster a diverse and inclusive work environment. (This strategy will begin in PY 20 and continue through PY 21)

Goal Two, Priority Three, Strategy 2: Increase options for telework, flexible work schedules, and part-time. (This strategy will begin and end in PY20)

Goal Two, Priority Three, Strategy 3: Adopt and implement a staff recognition approach. (This strategy will begin in PY 20).

Goal Three:

DVR Collaborates with Businesses and Partners that Deliver Benefits to DVR Customers –

Goal three priorities will improve outcomes for individuals with disabilities served by Washington's workforce development system, as well as other agency partners and DVR service providers. As a core WIOA program, DSHS/DVR will contribute its value, expertise, and strengths to maximize outcomes for individuals with disabilities. These priorities align with the strategic and operational elements of this Combined State Plan and reflect the needs of individuals with disabilities served system-wide.

Goal Three, Priority One: Strengthen communication and collaboration with partners that deliver benefits to customers.

Goal Three, Priority One, Strategy 1: Collaborate with CRPs on contract changes that incentivize/reward higher quality outcomes based on established outcome measures. (This strategy will begin in PY 20 and continue through PY 21)

Goal Three, Priority One, Strategy 2: Increase collaboration with and understanding of services available to DVR-Community Service Office mutual customers. (This strategy will begin and end in PY 22)

Goal Three, Priority One, Strategy 3: Collaborate with DBHR to fully implement FCS inter-local agreement statewide. (This strategy will begin in PY 20 and continue through PY 21)

Goal Three, Priority One, Strategy 4: Collaborate with WorkSource leadership to increase WorkSource staff capacity and effectiveness in assisting people with disabilities with job search activities. (This strategy will begin in PY 20 and continue through PY 23)

Goal Three, Priority Two: Formalize and implement targeted business engagement efforts.

Goal Three, Priority Two, Strategy 1: Define business engagement staff roles and responsibilities for education, training and outreach to employers. (This strategy will begin and end in PY 20)

Goal Three, Priority Two, Strategy 2: Develop statewide plan establishing expectations and measure outcomes for the business engagement program. (This strategy will begin and end in PY 20)

Goal Three, Priority Two, Strategy 3: Provide technical assistance to employers on the use of natural supports in the workplace. (This strategy will begin and end in PY 23)

Goal Four:

DVR Operations and Infrastructure Support Our Work – Goal four reflects DSHS/DVR's commitment to improving the systems and practices that support DSHS/DVR staff and, in turn, affect customer service.

Goal Four, Priority One: Establish a reporting framework that informs decisions and improvements at all levels.

Goal Four, Priority One, Strategy 1: Build reports/dashboards for DVR managers with easy access to performance data at the statewide, regional, unit, and office levels. (This strategy will begin in PY 20 and continue through PY 21)

Goal Four, Priority One, Strategy 2: Develop a reporting framework and database for overall agency reporting. (This strategy will begin in PY 21 and continue through PY 22)

Goal Four, Priority One, Strategy 3: Full implementation of DVR customer satisfaction survey. (This strategy will begin and end in PY 20)

Goal Four, Priority Two: DVR staff have modern, user friendly tools that streamline their work.

Goal Four, Priority Two Strategy 1: Modernize DVR's electronic case management system. (This strategy will begin in PY 20 and continue through PY 22)

Goal Four, Priority Two, Strategy 2: Update and enhance the content and usability of the iDVR website to provide staff with easy access to clear, up-to-date program, policy, and administrative information. (This strategy will begin in PY 21 and continue through PY 22)

Goal Four, Priority Two, Strategy 3: Implement new application to document Pre-ETS participant information and consent to participate in services and allow use of personal data for service delivery and reporting. (This strategy will begin in PY 22 and continue through PY 23)

Goal Four, Priority Two, Strategy 4: Establish a formal IT portfolio management process to include a dashboard that allows staff to see how IT projects are prioritized. (This strategy will begin and end in PY 20).

Ensure that the goals and priorities are based on an analysis of the following areas – DSHS/DVR's goals and priorities are based on ongoing analyses of program performance, the results of the Comprehensive Statewide Needs Assessment, the feedback of customers and the Washington State Rehabilitation Council, findings of research activities, and preliminary evaluations of DSHS/DVR's performance under WIOA Section 116.

- The most recent comprehensive statewide assessment, including any updates – The results of the 2019 Comprehensive Statewide Needs Assessment (CSNA) and subsequent updates contained in the Statewide Assessment description of this State Plan guided the collaborative development of DSHS/DVR's goals and priorities. DSHS/DVR's emphases on timely service delivery, high-quality employment outcomes, targeted outreach to unserved and underserved populations, and coordinated service delivery are directly based on CSNA findings.
- The State's performance under the performance accountability measures of section 116 of WIOA – DSHS/DVR's goals and priorities align with the strategic vision and the operational elements of this Combined State Plan. These goals and priorities promote improved employment retention, increased earnings, and strengthened educational progress for Washingtonians living with disabilities. The role of DSHS/DVR staff in coordinated business engagement and industry sector strategies is woven throughout this plan. By pursuing these goals and priorities, DSHS/DVR will deliver high performance on the performance accountability standards identified in Section 116.
- Other available information on the operation and effectiveness of the VR program, including any reports received from the State Rehabilitation Council and finding and recommendations from monitoring activities conducted under section 107. – These goals and priorities were established based on the full range of DSHS/DVR's evaluation and research activities. The activities include ongoing internal monitoring and case reviews, DSHS program performance reporting conducted by the Department of Social and Health Services, evaluation studies coordinated by the Workforce Training and Education Coordinating Board, ad hoc research and program evaluation activities, and customer forums and satisfaction surveys conducted by the Washington State Rehabilitation Council.

How a broad range of assistive technology services and devices will be provided to individuals with disabilities at each stage of the rehabilitation process and on a statewide basis. – Throughout the rehabilitation process, DSHS/DVR counselors assess whether assistive technology (AT) services or devices are needed to address customers' barriers to employment. DSHS/DVR brochures and Customer Service Handbook provide in-depth information on AT services and devices. Full-time Assistive Technology Assessment Practitioners (ATAPs) provide specialized AT assessment, consult with staff and customers, coordinate with AT vendors, and disseminate information and resources.

- DSHS/DVR will monitor AT service delivery in compliance with WIOA requirements. In addition, DSHS/DVR will renew its commitment to being an organizational role model in effective utilization of AT as accommodations for individuals with disabilities including, but not limited to, individuals who are deaf or hard of hearing or with intellectual or developmental disabilities.

The outreach procedures that will be used to identify and serve individuals with disabilities who are minorities, including those with the most significant disabilities, as well as those who have been unserved or underserved by the VR program. – DSHS/DVR continues to maintain active organizational relationships with a wide range of agencies and community groups that serve minority populations, and has formal liaison relationships to assure an ongoing referral stream of individuals with disabilities who identify as racial or ethnic minorities. Individuals with disabilities who identify as racial or ethnic minorities are consistently represented within the DSHS/DVR population at rates at or above respective representation within the statewide population of individuals with disabilities. An in-depth analysis of this representation is provided in the Statewide Assessment section of this plan.

The methods to be used to improve and expand VR services for students with disabilities, including the coordination of services designed to facilitate the transition of such students from school to postsecondary life (including the receipt of VR services, postsecondary education, employment, and pre-employment transition services). – DSHS/DVR has developed a Memoranda of Understanding (MOUs) with DSB and OSPI to promote communication and collaboration with state and local education agencies; outreach to identify potentially eligible students who may benefit from Pre-Employment Transition Services; coordinated transition planning and services between local education agencies and DSHS/DVR; assessment of service gaps; and shared training materials and events. DSHS/DVR provides Pre-Employment Transition Services to potentially eligible youth directly and through contracts and partnerships with CRPs, educational agencies, community colleges, and workforce agencies. The services provide a continuum of services between school and adult life, providing students with disabilities the services and experiences necessary to enjoy meaningful employment, independence, and quality of life. Policy and guidance revisions, as well as new staff training, support these services. An in-depth description of the significant changes to DSHS/DVR's services to students with disabilities is described in the Coordination with Education section of this plan.

If applicable, plans for establishing, developing, or improving community rehabilitation programs within the State. – DSHS/DVR sponsors a workgroup of DSHS/DVR staff and Community Rehabilitation Program (CRP) representatives to focus on improving service delivery partnerships. Emphasis is placed on strengthening communication and coordination between local DSHS/DVR offices and CRPs and developing strategies to inform CRPs of changes or updates in DSHS/DVR policies and procedures which affect service delivery. A full description of DSHS/DVR's plans to improve its CRP partnerships is included in the Cooperative Agreements with Private Nonprofit Organizations section of this plan.

Strategies to improve the performance of the State with respect to the performance accountability measures under section 116 of WIOA. – DSHS/DVR will employ strategies to improve customers' employment retention, long-term labor market engagement, earned wages, education credential attainment, and vocational skill progress. Additional strategies will target improved services to businesses, as DSHS/DVR implements a dual-customer model, serving Washington's businesses as well as job seekers with disabilities.

- DSHS/DVR will implement the following strategies to improve performance under WIOA Performance Accountability
 - Support customers in developing vocational goals and training objectives which align with labor market demand as well as customers' skills, abilities, interests, and informed choice.
 - Leverage the labor market exchange, labor market research tools, and industry sector strategies to ensure that customers' vocational goals are aligned with in-demand occupations to the greatest extent possible.
 - Integrate and align DSHS/DVR services and career pathways programs.
 - Increase use of Post-Employment Services to support customers in maintaining, regaining, or advancing in employment through better communicating these services and their benefits.
 - Provide training and technical assistance to businesses on best practices for recruiting and retaining employees with disabilities.

- Support apprenticeships, paid internships, and on-the-job training opportunities to enhance customers' employability, in partnership with local Workforce Development Councils and the business community.
- Utilize the results of the comprehensive vocational assessment to evaluate customers' skills, abilities, interests, as well as potential barriers to successful participation in, or completion of, training programs.
- Complete required meetings at the end of every post-secondary term to review grades, progress, and support needs of customers participating in associate's, bachelor's, master's, and doctoral degree programs.
- DSHS/DVR will utilize the following strategies to improve its services to businesses:
 - Engage Business Specialists in the development and implementation of local WDC industry sector strategies and cross-program business engagement activities.
 - Collaborate with local WDCs to provide services to federal contractors and subcontractors, linking these contractors to the skilled job seekers with disabilities they seek.
 - Provide training for businesses on how to recruit, hire, retrain, and advance skilled workers with disabilities.
 - Increase visibility in Washington's business community through a methodical outreach and marketing plan which includes participation in local chambers of commerce, membership in professional organizations (e.g. the Society for Human Resource Management), representation at career and recruitment fairs, and the provision of business training (e.g. Americans with Disabilities Act and reasonable accommodation trainings).

Strategies for assisting other components of the statewide workforce development system in assisting individuals with disabilities. - DSHS/DVR plays significant roles on the state Workforce Training and Education Coordinating Board and local WDCs which contribute to strategies and activities that assist partners in serving individuals with disabilities. To coordinate and align workforce development services at the local level, DSHS/DVR and the Washington Workforce Association (WWA) have created and signed a Shared Vision, Values, & Principles of Collaboration document which outlines how DSHS/DVR and local WDCs will provide integrated services to individuals with disabilities.

How the agency's strategies will be used to:

- Achieve goals and priorities by the State, consistent with the comprehensive needs assessment – The goals, priorities, and strategies outlined in this Combined State Plan align with both the findings of DSHS/DVR's Comprehensive Statewide Needs Assessment (CSNA) and the strategic vision of Washington's workforce development system. Within the description of each goal, and the priorities and strategies which support it, is a description of supporting CSNA findings.
- Support innovation and expansion activities – DSHS/DVR will continue to fund the following innovation and expansion activities:
 - Washington State Rehabilitation Council (WSRC) and Washington State Independent Living Council (WASILC) operations.
 - Continued use of WOIS, a tool used by staff around the state to help customers select suitable vocational goals.
- Overcome identified barriers relating to equitable access to and participation of individuals with disabilities in the State VR Services Program and the State Supported Employment Services Program. – Washington DVR continues to experience barriers to ensuring equitable access to and participation in VR services, including Supported Employment Services, to those who live in rural and remote areas of the state. DVR has physical office locations in all large and most medium-sized communities in the state, and provides scheduled visits to some smaller, more rural communities. However, it is difficult to offer equitable access to those individuals who live in some of Washington's small, rural communities and more remote areas.

Staff capacity and the small number of eligible individuals in rural and remote areas contribute to the provision of equitable services. Transportation continues to rise to the top of the list as the greatest barrier to access for these individuals. In areas where DVR does not have an ongoing presence, community members are often not aware of these services or how to access them.

DVR data also identifies a few groups who are represented in DVR services at lower levels than these groups are represented in the general population. These groups include women, people who are African American/Black and American Indian. Certain geographic areas of the state are under-represented in DVR services as well compared to the estimates of people with disabilities living these areas.

Individuals experiencing extremely difficult life circumstances face the most barriers to participation in DVR services. While DVR could be an integral step in regaining stability in their lives, individuals who lack access to basic services, such as housing, food, and medical care often drop out of DVR services to deal with these more urgent needs. DVR has difficulty maintaining contact with individuals who regularly move from place to place, who live in unsafe conditions, and who are not connected to community resources and supports, if those supports are available.

Easy access to certified interpreters is emerging as a barrier in all areas of the state, even in our largest and most populous counties. Washington DVR has experienced substantial difficulty recruiting and retaining counselors for the deaf, and the availability of contracted sign language interpreters has become challenging. Interpreters need to be arranged well in advance of appointments, which creates access issues when a customer has an immediate or unexpected need to consult with DVR. These scheduling limitations create inequitable access for individuals who are deaf.

DSHS/DVR has identified the following strategies and activities under Goal One, Priority Four to specifically target equitable access for unserved and underserved populations.

- Improve access to DVR services through the use of technology, mobile service locations, translation and interpreter services, transportation services, or other accommodations.
- Develop a DVR outreach plan targeting under-represented populations in local communities who may lack awareness or understanding of DVR services.
- Strengthen information and referral for those who need basic services and support to engage effectively with DVR and to facilitate access to workforce development programs.

Additionally, DVR will undertake targeted outreach and collaborate with educational, human service, and workforce development agencies to improve access and participation by students, economically disadvantaged populations, and individuals with supported employment needs.

Goals and Plans for Distribution of Title VI Funds (Supported Employment)

Specify the State's goals and priorities for funds received under section 603 of the Rehabilitation Act for the provision of supported employment services.

- Supported Employment Goals & Title VI Funds – For Program Years 2020-2023, DSHS/DVR estimates about 1,000 customers will receive supported employment services annually through Individualized Plans for Employment (IPEs), resulting in 600-700 supported employment outcomes per year. At these levels, DSHS/DVR estimates serving approximately 4,000 supported employment IPEs and producing 2,600 supported employment outcomes during the four-year period of this plan. DVR does not use any Title VI funds for administrative costs. 50% of Title VI funds will be appropriated to youth.

Describe the activities to be conducted, with funds reserved pursuant to section 603(d), for youth with the most significant disabilities, including:

- The provision of extended services for a period not to exceed 4 years – The Rehabilitation Act, as amended by the Workforce Innovation and Opportunity Act, allows designated state units to determine the length of time for which youth with the most significant disabilities can receive extended services up to 48 months. DSHS/DVR will fund extended services for youth with most significant disabilities on a case-by-case basis.
- How the State will leverage other public and private funds to increase resources for extended services and expanded supported employment opportunities for youth with the most significant disabilities.
- Supported Employment Services - DSHS/DVR provides supported employment services primarily to individuals with intellectual and developmental disabilities. DSHS/DVR and its partners continue to pursue innovative strategies to expand these services to other populations, as resources are often scarce in comparison to needs.

The State of Washington was approved in 2017 for the Medicaid Transformation Demonstration Foundational Community Supports Supported Employment benefits. FCS Supported Employment is funded as a Medicaid service, expanding the availability of extended services to individuals who experience a wide array of significant disabilities.

DSHS/DVR will collaborate with ALTSA to explore the development of a cooperative agreement for individuals with significant disabilities and long term care needs receiving ALTSA's FCS Supported Employment Program and DVR's Supported Employment Program to leverage resources and provide quality, coordinated services.

Through continued collaboration, innovative approaches, and the use of natural supports, DSHS/DVR and its partners will be able to expand the availability, quality, and scope of extended services for all individuals who require supported employment.

Evaluation and Reports of Progress: VR and Supported Employment Goals

An evaluation of the extent to which the VR program goals described in the approved VR services portion of the Unified or Combined State Plan for the most recently completed program year were achieved. The evaluation must:

- Identify the strategies that contributed to the achievement of the goals. –DVR undertook targeted outreach and collaborated with educational, human service, and workforce development agencies to improve access and participation by DVR participants to help DVR achieve its goals.
- Introduction – This section provides an evaluation of DSHS/DVR’s implementation of the goals and priorities established in the previous state plan, the FFY 2015 DSHS/DVR State Plan. This evaluation includes data analysis, performance and activity summaries, and descriptions of performance challenges and their effects on DSHS/DVR progress. Special consideration is given to Supported Employment services. Lastly, a description of funded innovation and expansion activities is included.
- Program Year 2017-2018 Evaluation: Goals, Strategies, & Barriers – DSHS/DVR services rehabilitated 2,796 customers in PY 2017 and 2,300 in PY 2019, supporting these individuals with disabilities in achieving gainful employment.

Annual applications for DSHS/DVR services decreased significantly in the most recently completed program year: from 10,117 in PY 17 to 7,577 in PY 18. This led to a similar trend in the number of individuals determined eligible for services, which decreased from 9,375 in PY 17 to 7,427 in PY 18.

Prior to October 2017, DSHS/DVR was completing nearly 500 new IPEs per month and served more than 12,500 customers in an Individual Plan for Employment (IPE) in the preceding year. This level of service was unsustainable and led to the need to prioritize services per an order of selection, which went into effect on November 1, 2017. Since that time, DSHS/DVR has focused on achieving service levels that are supportable with annual revenues. Consequently, the monthly number of customers completing plans for services declined by more than 50% percent over a two-year period and more than 6,000 individuals were placed on a waiting list. In PY 18, 3,186 IPEs were completed for Priority 1 customers, averaging 236 per month, and a total of 11,980 customers were served in an IPE that year.

DSHS/DVR began to release Priority 2 customers from the waiting list in September 2019, at a rate of approximately 200 per month, and expects to be able to continue releases through PY 2021. Based on case service and expenditure projections, service levels are expected to reach maximum capacity by the end of that year. DSHS/DVR will continue to closely monitor its fiscal resources and improve practices to ensure maximum case service capacity is maintained.

Goal One:

Improve Employment Outcomes for Individuals with Disabilities

Goal One Priority One: Strengthen vocational assessment practices as the foundation for comprehensive services which meet customer needs, identify and address barriers to employment, and maximize outcomes.

Evaluation:

- Offered refresher training in on use of the vocational assessment screen and WIOA changes.
- DVR training staff researched vocational assessment tools and resources and published links on DVR's SharePoint training site.
- DVR provided training to staff on the use of this new vocational assessment tool.
- On-line training was added to the Rehab University series of courses.
- Started including the VRC's vocational assessment report in Community Rehabilitation Program referrals. CRP staff use the information in this report to individualize the services to be provided.
- Developed apprenticeship programs and services for youth to expand skilled career options.
- DVR added a new feature in its electronic case management system to capture the results of the comprehensive vocational evaluation in narrative format.
- In 2018, DVR's internal case review results showed signs of improvement from the previous review.
- Reestablished a third ATAP position.
- Gained access to extensive regional labor market information through VRC staff in WorkSource centers and web tools.

Goal One Priority Two: Heighten outreach efforts to potential customers and coordinate and collaborate with system partners and other stakeholders, to ensure that all Washingtonians with disabilities have access to services and supports needed to prepare for and obtain employment.

Evaluation:

- Substantially redesigned the Pre-Employment Transition Services (Pre-ETS) program and contracts to align with program goals and resources.
 - Identified service gaps and focused efforts to secure service providers in those areas of need. DVR is now providing group and individualized Pre-ETS statewide.
 - Implemented Pre-ETS contracts with education and workforce agencies for potentially eligible students and Pre-ETS contracts with CRPs for eligible customers.
 - Designated staff to provide Pre-ETS services directly and through coordination and collaboration with community partners.
 - Established designated high school transition consultants in each region.
- Held three forums with stakeholders regarding an outreach process for students and families.
- Partnered with the state's juvenile rehabilitation agency on My-Jobs, an employment support program for youth transitioning from custodial programs. Conducted extensive outreach and coordination with the State's Juvenile Justice Program to provide information to potential applicants in the detention system and obtain referrals and applications for DSHS/DVR services prior to offender exiting incarceration.
- Continued school-to-work contracts with county developmental disabilities programs.

- Continued to participate in outreach activities that increase awareness of services and access for underserved or unserved populations.
 - Publicized DVR services on Spanish radio stations.
 - Offices throughout the state have dedicated tribal liaisons who collaborate with tribal VR programs and work with Juvenile Rehabilitation to serve justice-involved youth.
 - Worked with DSHS Community Services Division to implement a “warm hand-off” process to improve employment outcomes for public assistance recipients who are eligible for DVR services.
- Established or updated memoranda of understanding and/or inter-agency agreements for coordinating services with the DSHS Community Services Division (public assistance programs) and HCA Division of Behavioral Health and Recovery.
- Partnered with DSHS Behavioral Health Administration in two pilot projects serving individuals with mental health and employment needs, based on the Individual Placement and Support employment model.
- Increased presence in local WorkSource offices and maintained marketing materials to offer VR services to individuals who are seeking employment or have exhausted unemployment benefits.

Goal One Priority Three: Increase business engagement to improve employment for individuals with disabilities, in collaboration with local Workforce Development Councils.

Evaluation:

- DSHS/DVR is involved with Microsoft’s Autism Project, Amazon’s Sort Center and Amazon Prime projects and is expanding into Microsoft Corporation, Amazon Corporation, Starbucks, and Boeing.
- Made job placements with Wells Fargo, HomeStreet Bank, and Lowes, many in cooperation with WorkSource centers, particularly the Veteran representatives.
- Held three reverse job fairs with WorkSource that led to successful hires.
- Improved collaboration with local workforce development boards.
- DSHS/DVR business specialists have joined the Society for Human Resource Management and chambers of commerce in their area.
- Revised business specialist job description to align with the priority of outreach and services to businesses.
- Created a monthly productivity report and an Excel tool to track business engagement activities.

Goal One Priority Four: Ensure DSHS/DVR customers get optimal benefit from the workforce development system by educating customers about other workforce development programs.

Evaluation:

- DSHS/DVR’s co-located WorkSource liaisons are offering the full scope of DSHS/DVR services, as well as assisting other WorkSource staff to provide services to individuals with disabilities.
- Co-located staff also provides resources and information to DSHS/DVR staff regarding workforce development programs in their local areas.
- DVR is providing information and referral to individuals who are on a waiting list for services due to Order of Selection.
- Each DVR office has an inventory of local community resources and referral options that are shared with customers at intake.

Goal Two: Improve the Quality of Customer Services

Goal Two Priority One: Improve timeliness of service and ensure adherence to policy and quality assurance standards.

Evaluation:

- Timeliness reports and performance targets for eligibility determination and IPE have been implemented throughout the organization.
- Monthly case reviews and case management reviews are completed by supervisors to ensure quality services are provided to customers and according to policies and procedures. These tools are used by supervisors to provide coaching and support to vocational rehabilitation counselors (VRCs). A case management review tool, used to coach VRCs and counseling staff, has improved case movement and documentation of procedures for moving cases in a timely manner, consistent with WIOA guidelines. Timeliness reports indicate improvement in this area.
- Updated performance measures to include standards for timely eligibility determinations and IPE development.

Goal Two Priority Two: Provide high-quality training and support, ensuring staff have the knowledge and skills needed to deliver high-quality vocational rehabilitation services.

Evaluation:

- Developed more than 20 classes for DSHS/DVRs new training program, Rehab University. The multi-modal training approach provides online foundational training and face-to-face cohort training with practice scenarios.
- Revised policies related to staff completion of required training, tuition reimbursement, and developing new or updated training modules.
- Submitted 12 courses to the Commission on Rehabilitation Counselor Certification for CEU's.
- 45 staff completed training in Lean concepts, tools and techniques.
- Contracted with Washington Assistive Technology Assistance Program (WATAP) to deliver training related to assistive technology. A series of three AT courses are offered to service delivery staff.
- DVR is re-establishing a third Assistive Technology position to add capacity and expertise in this area.

Goal Two Priority Three: Build an organizational culture of quality.

Evaluation:

- Changes in organizational structure have elevated local office and Regional Administrator (RA) participation in problem-solving and decision-making. For example, supervisors provide input in setting the agenda for management meetings and RA's facilitate the meetings.
- Planning, Performance, and Policy unit staff completed Lean Learner training.
- Case management tool and timeliness tools are in the process of being redesigned.
- Completed a process improvement project for eligibility determination and piloted new processes in several offices in each region.

Goal Three:

Promote DSHS/DVR's Role in advancing effective services for people with disabilities, as a leader in the Workforce Development System

Goal Three Priority One: Work with local and statewide partners, to ensure the workforce development system is both accessible and beneficial for all individuals with disabilities.

Evaluation:

- Each Workforce Development Area (WDA) developed a local advisory group to provide recommendations, solutions, and identification of barriers that prevent targeted populations (including individuals with disabilities) from accessing the full range of services provided in their local WDA. DSHS/DVR staff is taking leadership roles in many of the 12 local advisory groups.
- DSHS/DVR now has a representative on the Board of each of the 12 Workforce Development Councils to advocate for individuals with disabilities to access resources throughout the workforce development system. DSHS/DVR also established Infrastructure Funding Agreements to support co-location of 18 staff in WorkSource offices.
- DVR is leveraging relationships with community rehabilitation programs to support training programs that prepare individuals for jobs with large employers, including Amazon and Microsoft.
- DVR's Business Relations Manager reaches out to the business community regularly to raise awareness about DVR services. The Manager collaborates with WorkSource core partners to engage businesses.
- DVR established a new tracking tool to document Business Specialist engagement activities and outcomes.
- DVR has increased the number of sites where it is co-located in WorkSource Centers. DVR now has staff who work at least part-time in most Centers.
- DVR conducted research with WorkSource Center managers in 2019 to learn practices around the state as part of its comprehensive statewide needs assessment. A number of promising practices were identified and are being shared with DVR and WorkSource staff.
- DVR's Business Specialists are members of WorkSource business teams.
- DVR's Business Specialists serve as the experts and are a resource to WorkSource staff on employment of people with disabilities with federal contractors.
- Business Specialists deliver training to employers in their respective service areas on how to recruit, hire, retain and advance skilled workers with disabilities.

Goal Three Priority Two: Participate in the development of cross-program staff training, as experts in areas such as accessibility, disability culture and awareness, and vocational rehabilitation services.

Evaluation:

- In three co-located sites, DVR staff routinely provide training and consultations for WorkSource staff to further their understanding of the available resources for people with disabilities and how to support customers with disabilities.

Goal Three Priority Three: Develop and implement integrated service delivery models in collaboration with WIOA core programs.

Evaluation:

- Continued to collaborate with system partners to develop a common intake process.
- Co-located staff in 16 WorkSource locations to increase availability of VR services through the statewide system.
- Committed resources through Infrastructure Funding Agreements to support co-location of services.
- In some areas, DVR offices have established practices to promote service coordination with WorkSource centers, such as holding weekly labs to provide DVR customers hands-on access to and use of center resources and including the DVR business specialist on the WorkSource business outreach team.

Goal Four: Improve DSHS/DVR's Systems & Performance

Goal Four Priority One: Develop and implement a communication plan to provide consistent internal standards and methods for professional communication within DSHS/DVR.

Evaluation:

- Developed communication plans for specific initiatives, such as order of selection, and designated internal communications liaisons.
- Expanded use of Sharepoint for communications, performance reporting, and project management.
- Increased video tele-conferencing capabilities by adding systems to three additional offices. This has reduced the need for staff to travel to meetings and increased their availability for meetings and trainings.
- Updated video phone capability for deaf and hard of hearing staff. All DSHS/DVR state cell phones are video capable.
- Video conferencing system has allowed for DSHS/DVR to provide more distance learning opportunities. DSHS has made Lynda.com available for online training, which has the potential to improve staff capacity to use information systems, project management tools, and effective business practices.

Goal Four Priority Two: Redesign data management systems and output reports to support WIOA implementation, leverage workforce development data, and strengthen data-driven decision making.

Evaluation:

- Initiated report redesign and dashboard development for performance monitoring and management. Trained staff in Power BI to develop and utilize reports.
- Developed data extraction and reporting procedures for preparing the RSA-911.
- Prepared projections and expenditures analyses to inform decision-making regarding Pre-Employment Transition Services and Order of Selection implementation.
- Hired new staff devoted to performance management and other data analyses.
- Initiated planning for redesigning DVR's case management information system.

Describe the factors that impeded the achievement of the goals and priorities.

Performance Barriers – In November 2018, Washington DVR entered an order of selection because it did not have adequate resources to serve all eligible individuals. This action impacted every aspect of DVR operations. Since November 2018, Priority Category 1 has remained open continuously, however all other categories have remained closed since then.

The number of open cases as well as average caseload size in most DVR offices has declined, along with other indicators of service provision. In September 2019, DVR began initiating services to 200 people per month from Priority Category 2. Since expenditures have declined significantly since implementing order of selection, DVR projections indicate capacity to keep Priority Category 1 continuously open and to increase the number of individuals released from the waiting list each month in mid-2020.

While order of selection brought average caseload sizes to a manageable level, internal case review and audit activities conducted in 2018 and 2019 highlighted problems in the provision of services related to timeliness and compliance with service delivery standards. Findings necessitated taking unplanned steps to correct these deficiencies. VR Supervisors were asked to increase oversight and coaching of counselor case work, particularly around eligibility and IPE timelines and proper documentation of extensions.

Order of selection and audit issues became such a focus of Washington DVR's time and attention that other activities did not move forward as planned. DVR's business engagement efforts is one area where progress has been slower than anticipated. Lack of clarity around the role of Business Specialists and recruiting difficulties for these positions slowed the pace of DVR's implementation. As the Division adjusted to order of selection and completed its corrective actions related to audit findings, it has renewed its efforts in the Business Engagement area and identified goals, priorities, and strategies to set a clear direction, allocate resources, and implement improvements.

Efforts to implement core VR training for DVR staff were also impacted by recruitment challenges that remain persistent. DVR has moved forward with contracted training in VR core topics, and has hired three of six regional trainers, who are in the onboarding and planning process. We are continuing to recruit in an effort to fill out this team and make significant progress in the next year.

An evaluation of the extent to which the Supported Employment program goals described in the Supported Employment Supplement for the most recent program year were achieved. The evaluation must:

- Identify the strategies that contributed to the achievement of the goals.
- Supported Employment Evaluation: Goals, Strategies, & Barriers
- Priorities & Evaluation - DSHS/DVR's goal was to serve approximately 1,500 customers in supported employment and to achieve 300-400 successful rehabilitations annually. This goal was exceeded by achieving 576 supported employment rehabilitations in PY 17 and 682 in PY 18.

Effective Strategies

- Continued use of a model of service delivery in partnership with county developmental disability programs and community rehabilitation programs
- Continued active marketing of customers to local businesses
- Continued regional Basics of DVR Supported Employment Trainings for new DSHS/DVR staff and offer them multiple times a year
- Continued use of the Basics of DVR Supported Employment online course for new DSHS/DVR staff

Evaluation:

- DSHS/DVR and DSHS/DDA signed a MOU in 2018 for jointly serving customers with developmental and intellectual disabilities
- DSHS/DVR and DSHS/DDA provided three cross-agency WebEx trainings on the MOU to DSHS/DVR staff, DSHS/DDA staff and DD county employment providers
- Provided one post DSHS/DVR DSHS/DDA MOU implementation question and answer technical assistance WebEx session
- Provided one post statewide Basics of DVR Supported Employment Training question and answer technical assistance WebEx session to DSHS/DVR staff and DSHS/DDA staff.
- DSHS/DVR developed and implemented in 2019 an online foundational DVR Supported Employment course for VR counselors and VR supervisors that was a prerequisite to attending one of three regional statewide foundational trainings on DVR Supported Employment.
- Describe the factors that impeded the achievement of the goals and priorities.
 - Performance Barriers - DSHS/DVR did not experience significant performance barriers in achieving these goals and priorities.

The VR program's performance on the performance accountability indicators under section 116 of WIOA.

- DSHS/DVR Performance on WIOA Indicators - DSHS/DVR is providing baseline data to RSA on WIOA performance measures, through quarterly case service reports. Data are available, beginning in PY 2017, for Measurable Skill Gains and, beginning in PY 2018, for Employment Two Quarters after Exit and Median Wage Two Quarters after Exit.

*DSHS/DVR Performance on WIOA Section 116 Performance Accountability Indicators**

WIOA Measure	PY 2017	PY 2018	Proposed PY 2020 Baseline/Target	Proposed PY 2021 Baseline/Target
Employment Two Quarters after Exit	unavailable	43.1%	43.0%	45.0%
Employment Four Quarters after Exit	unavailable	unavailable	40.0%	43.0%
Median Wage Two Quarters after Exit	unavailable	\$3,977.48	\$4,000	\$4,000
Credential Attainment	unavailable	unavailable	20.0%	25.0%
Measurable Skill Gains	76.5% (from table shared by RSA on 2/18/20)	40.0%	42.3%	44%
Business Engagement	NA	NA	NA	NA

How the funds reserved for innovation and expansion (I&E) activities were utilized.

- Funded Innovation and Expansion Activities – During PY 18 and PY 19, DSHS/DVR reserved funds for the Washington State Rehabilitation Council (PY 17 \$191,861 & PY 18 \$206,523) and Washington State Independent Living Council (PY 17 \$267,910 & PY18 232,807). Additional innovation and expansion activities included the following:
 - Continued support for WOIS (PY 17 \$22,644 & PY 18 \$23,840) and WorkStrides (PY 17 \$75,747 & PY 18 \$15,400) career exploration workshops, tools used by staff to help customers select suitable vocational goals.
 - Contracted with the University of Washington (PY 17 \$15,675) to provide training and technical assistance to field staff in assistive technology and to lend AT devices to staff and customers.

Quality, Scope, and Extent of Supported Employment Services

The quality, scope, and extent of supported employment services to be provided to individuals with the most significant disabilities, including youth with the most significant disabilities.

Supported employment services are unduplicated services needed to support and maintain eligible customers with the most significant disabilities to retain their competitive employment. Supported employment services consist of:

1. Time-limited “ongoing” support services and other vocational rehabilitation services provided by DVR;
2. Extended services provided by the long-term service provider when the customer’s performance is stabilized on the job and the services DVR provides have ended.

Time-limited support services are provided by DVR under an IPE to assist customers eligible for supported employment to get a job and achieve stabilization on the job.

Supported employment services are provided according to DSHS/DVR’s policies and procedures and in accordance with cooperative agreements developed between DVR and State, public or private organizations which fund and/or provide extended services following the termination of DVR time-limited services. Examples of extended services partners/ providers include, but are not limited: to:

- County Developmental Disabilities;
- Mental Health agencies;
- Foundational Community Supports;
- Social Security Work Incentives;
- Trust fund; and
- Family
- Natural supports co-workers, employers

Supported Employment Partners & Agreements

DSHS/DVR primarily provides supported employment services to individuals with intellectual and developmental disabilities and individuals with mental health disabilities. Of these two customer groups, individuals with developmental disabilities represent the majority of supported employment outcomes.

DSHS/DVR’s success in serving individuals with intellectual and developmental disabilities is based on a long-standing relationship with the DSHS/Developmental Disabilities Administration (DDA) is committed to funding extended services for all of its clients who achieve a supported employment outcome through DSHS/DVR. DSHS/DVR has a Memorandum of Understanding (MOU) with DDA signed in 2018. The agreement describes criteria and process for the DSHS/DVR and DDA to provide seamless and consistent supported employment services statewide to mutual customers. It formalizes the referral procedures, has assigned liaison counselors in each DVR office, and coordinates services that contribute to the Individualized Plan for Employment (IPE).

For individuals with behavioral health conditions served by the Health Care Authority (HCA) Division of Behavioral Health and Recovery (DBHR), DSHS/DVR's supported employment partner for customers with behavioral health conditions, Foundational Community Supports (FCS) Supported Employment Program is helping to address the employment resource needs of individuals with behavioral health conditions. DSHS/DVR is in the process of completing an Interlocal Agreement (ILA) with DBHR. The ILA provides a collaborative framework for both agencies to provide employment services to individuals with behavioral health conditions. The ILA identifies shared eligibility criteria and defines roles and responsibilities for DVR's Supported Employment Program and for DBHR's FCS Supported Employment Program.

Supported Employment Goals & Title VI Funds

DSHS/DVR created a goal to increase competitive integrated employment outcomes and supports for adults and youth with most significant disabilities receiving supported employment including those who are underserved.

DSHS/DVR for 2020 – 2023, estimates the Title VI Supported Employment Grant will fund an estimated 1,000 customers annually who receive supported employment services through Individualized Plans for Employment (IPEs), resulting in 600-700 supported employment outcomes per year. At these levels, DSHS/DVR estimates serving approximately 4,000 supported employment IPEs and producing 2,600 supported employment outcomes during the four-year period of this plan.

Supported Employment Services

DSHS/DVR provides supported employment services primarily to individuals with intellectual and developmental disabilities. DSHS/DVR and its partners continue to pursue innovative strategies to expand these services to other populations, as resources are often comparatively scarce.

The State of Washington Health Care Authority was approved for the Medicaid Transformation Demonstration Foundational Community Supports Supported Employment in 2017. FCS funds supported employment as a Medicaid service, expanding the availability of extended services to individuals who experience a wide array of significant disabilities.

Through continued collaboration, innovative approaches, and the use of natural supports, DSHS/DVR and its partners will be able to expand the availability, quality, and scope of extended services for all individuals who require supported employment.

- The timing of transition to extended services – DSHS/DVR customers receiving supported employment services transition from time-limited ongoing support services to extended services when stable, satisfactory job performance is achieved. The timeframe for this transition is within 24 months of customers beginning employment, unless a longer timeframe has been specified in the IPE. The Workforce Innovation and Opportunity Act amends the Rehabilitation Act to permit DSHS/DVR to fund extended services for youth with the most significant disabilities for a period not to exceed four years or until age 25, whichever happens first. DSHS/DVR will fund extended services for youth with the most significant disabilities on a case-by-case basis.

Order of Selection & Annual Estimates

Whether the designated State unit will implement an order of selection. If so, describe:

The order to be followed in selecting eligible individuals to be provided VR services.

- **Introduction** – This section describes DSHS/DVR’s plans, policies, justifications, and projected service and outcome goals for serving individuals with disabilities under an order of selection. Additional information is provided describing how an order of selection may affect students with disabilities and Pre-Employment Transition Services.

This section was developed in partnership and consultation with the Washington State Rehabilitation Council (WSRC) and the Client Assistance Program (CAP). In August of 2017, DSHS/DVR provided public notice of its intent to amend the State Plan to implement an Order of Selection. Customers, partners, and stakeholders were invited to provide input regarding the implementation of an Order of Selection and the draft amendments to the State Plan. DSHS/DVR and WSRC received public comment throughout the months of September and October 2017. Three State Plan Public Forums were held online and at in-person locations across Washington on September 18, 2017. DSHS/DVR customers, staff, partners, and stakeholders reviewed the draft Order of Selection amendment, asked questions, and provided input and comment. The public comment process and resulting dialogue emphasized impacts on current DSHS/DVR customers, students with disabilities, and customers who need specific services or equipment to maintain employment.

- **Implementing an Order of Selection** – In accordance with the Rehabilitation Act of 1973, as amended by the Workforce Innovation and Opportunity Act of 2014, and its regulations, a designated state unit must implement an order of selection when there are insufficient resources to serve all eligible customers who apply for services.

Fiscal and case service studies project that DSHS/DVR will not have sufficient resources to serve all eligible individuals who apply for services in FFY 2018 and FFY 2019. Therefore, DSHS/DVR implemented an order of selection on November 1, 2017.

By implementing an order of selection, DSHS/DVR will ensure resources and services are prioritized for individuals with disabilities who need them most.

Priority categories will be assigned consistently, objectively, and with customer rights to review and due process. Consistent with federal regulations, DSHS/DVR will not consider duration of residency in Washington State, type of disability, age, sex, race, color, national origin, type of expected employment outcome, source of referral, particular service needs or anticipated service costs, individual or family income level, when assigning a priority of service category. In addition, applicable State law and DSHS/DVR policies regarding anti-discrimination apply to eligible customers who are assigned a priority of service category.

Priority Categories & Order of Selection

As part of every customer's eligibility determination process, a qualified DSHS/DVR Vocational Rehabilitation Counselor (VRC) will evaluate: 1) disability-related functional limitations; 2) anticipated number of needed services; and 3) whether services are anticipated to be needed over an extended period to time. The VRC will use these criteria to assign eligible customers to one of five priority categories, based on the severity of the customer's disability. Priority categories ensure that DSHS/DVR services are prioritized for individuals with the most significant disabilities.

Priority Category 1: Individuals with a most significant disability – An eligible customer is assigned to Priority Category 1 if:

- The customer experiences serious functional limitations in four or more of the following areas in terms of an employment outcome: mobility, communication, self-care, cognition and learning (self-direction), interpersonal, work tolerance, and work skills; and
- The customer requires multiple VR services over an extended period of time.

Priority Category 2: Individuals with a significant disability – An eligible customer is assigned to Priority Category 2 if:

- The customer experiences serious functional limitations in three of the following areas in terms of an employment outcome: mobility, communication, self-care, cognition and learning (self-direction), interpersonal, work tolerance, and work skills; and
- The customer requires multiple VR services over an extended period of time.

Priority Category 3: Individuals with a significant disability – An eligible customer is assigned to Priority Category 3 if:

- The customer experiences serious functional limitations in two of the following areas in terms of an employment outcome: mobility, communication, self-care, cognition and learning (self-direction), interpersonal, work tolerance, and work skills; and
- The customer requires multiple VR services over an extended period of time.

Priority Category 4: Individuals with a significant disability – An eligible customer is assigned to Priority Category 4 if:

- The customer experiences serious functional limitations in one of the following areas in terms of an employment outcome: mobility, communication, self-care, cognition and learning (self-direction), interpersonal, work tolerance, and work skills; and
- The customer requires multiple VR services over an extended period of time.

Priority Category 5: Individuals with Disabilities – An eligible customer is assigned to Priority Category 5 if:

- The customer is determined eligible for vocational rehabilitation services but does not meet the criteria for Priority Categories 1-4.

Selecting Eligible Customers for Services – Per federal regulations, DSHS/DVR will provide the full range of uninterrupted VR services to all existing customers with Individualized Plans for Employment as of November 1, 2017, regardless of the priority category to which they are assigned.

Under an order of selection, when sufficient resources are not available to serve all new eligible customers, new customers may be placed on a wait list for services. This wait list will be statewide and based upon customers' priority categories and application dates. As resources become available for DSHS/DVR to serve additional individuals, DSHS/DVR selects names from the waiting list in the priority category being served at the time. Within a priority category, the date the individual applied for VR services determines the order in which they are released from the waiting list. Individuals placed on a wait list will receive information and guidance about other federal or state programs that offer services to help them meet their employment needs, if available.

Should sufficient resources be available to provide the full range of VR services to both existing and new customers, DSHS/DVR will serve eligible individuals assigned to Priority Category 1 first. This ensures that services are prioritized for individuals with the most significant disabilities. Customers in Priority Category 1 who have been placed on a wait list will be released based on the date they applied, with the oldest application dates being released first.

If resources are available after all existing customers and all new Priority Category 1 customers are assured the full range of VR services, DSHS/DVR will serve eligible individuals assigned to Priority Category 2. Customers in Priority Category 2 who have been placed on a wait list will be released based on the date they applied, with the oldest application dates being released first.

If additional resources are available after all existing customers and new customers in Priority Categories 1 and 2 are assured the full range of VR services, DSHS/DVR will serve eligible individuals assigned to Priority Category 3. Customers in Priority Category 3 who have been placed on a wait list will be released based on the date they applied, with the oldest application dates being released first.

If additional resources are available after all existing customers and new customers in Priority Categories 1, 2 and 3 are assured the full range of VR services, DSHS/DVR will serve eligible individuals assigned to Priority Category 4. Customers in Priority Category 4 who have been placed on a wait list will be released based on the date they applied, with the oldest application dates being released first.

If additional resources are available after all existing customers and new customers in Priority Categories 1, 2, 3, and 4 are assured the full range of VR services, DSHS/DVR will serve eligible individuals assigned to Priority Category 5. Customers in Priority Category 5 who have been placed on a wait list will be released based on the date they applied, with the oldest application dates being released first.

Students with Disabilities & Pre-Employment Transition Services – Students with disabilities can receive ongoing Pre-Employment Transition Services (Pre-ETS) while placed on an order of selection wait list, as long as they have participated in a Pre-ETS prior to eligibility determination for DSHS/DVR services. However, federal regulations prevent students with disabilities who were determined eligible for DSHS/DVR services prior to receiving Pre-ETS from subsequently receiving Pre-Employment Transition Services while placed on an order of selection wait list. Therefore, students, families, advocates, and educators are advised to carefully consider the potential risks of applying to DSHS/DVR before participating in a Pre-Employment Transition Service. DSHS/DVR recommends students participate in a Pre-Employment Transition Service before applying for DSHS/DVR services, in the event they are placed on the DSHS/DVR wait list.

Potentially eligible students with disabilities (i.e. students who only receive Pre-Employment Transition Services and who do not apply for DSHS/DVR services) will not be affected by order of selection and will continue to receive uninterrupted Pre-Employment Transition Services.

The justification for the order – Beginning in FFY 2016, DSHS/DVR experienced a significant increase in the number of customers served under and Individualized Plan for Employment (IPEs). This rapid increase occurred after the drafting of the DSHS/DVR 2016 - 2020 State Plan. By the end of federal fiscal year 2017, the number of IPEs had increased by 13%.

Increased service volumes led to corresponding increases in case service expenditures. Monthly average purchased service expenditures increased steadily from about \$2.4 million in FFY 15 to \$2.8 million in FFY 2017.

While service volumes and costs increased, DSHS/DVR's funds did not increase to meet the demand. Because revenue streams remained consistent, DSHS/DVR directed carry-over funds to meet increasing service demands and costs. Consequently, carry-over funds rapidly diminished. DSHS/DVR carried over \$34,366,000 into FFY 2015, \$29,052,638 into FFY 2016, \$20,302,559 into FFY 2017 and \$14,391,272 into FFY 2018.

Had DSHS/DVR continued to expand services and costs at its former rate, DSHS/DVR would have overspent all revenue sources by late FFY 2018. Therefore, an order of selection was necessary to ensure services remained available for all customers with IPEs, without overspending available funds. In addition, DSHS/DVR projected that implementation on November 1, 2017 would allow Priority Category 1 to remain open, ensuring individuals with the most significant disabilities access to services without a wait list.

Current case service and budget projections indicate that DSHS/DVR can sustain a purchased case services budget of approximately \$27,000,000 annually. FFY 2019 projections indicate this budget is sufficient to serve existing customers with IPEs, new Priority Category 1 customers, and Priority Category 2 customers released from the waiting list on a monthly basis.

The FFY 2021 costs of serving existing IPE customers, new Priority Category 1 customers, and an estimated 3,600 Priority 2 customers released from the waiting list is projected to be \$27,125,280. DSHS/DVR continues to closely monitor the impact of order of selection and release customers on the waiting list as soon as resources are available.

The service and outcome goals

Projected Service & Outcome Goals for FFY 2021

- DVR estimates the following services will be provided during FFY 2021 and annually for the duration of the State Plan.
 - Applications: 7,200
 - Eligibility Determinations: 7,000 individuals annually
 - Customers in an IPE: 4,800 new plans and 10,920 receiving services in a plan annually

FFY 2021	Total IPEs	New IPEs	Total Case Service Costs	IPE Cases Closed	Rehabilitated Cases	Wait List
Category 1	7,500	3,000	\$18,630,000	2,800	1,600	0
Category 2	3,400	1,800	\$8,445,600	1,200	700	1,500
Category 3	10	0	\$24,840	8	7	1,100
Category 4	5	0	\$12,420	4	3	350
Category 5	5	0	\$12,420	4	3	50

FFY 2021 Priority Category 1: Individuals with Most Significant Disabilities

- Total Customers Served under an IPE: 7,500
- Eligibilities Determined: 4,000
- New IPEs: 3,000
- Total Priority Category 1 Case Service Costs: \$18,630,000
- IPE Cases Closed: 2,800
- Rehabilitated Cases: 1,600
- Total Customers Placed on a Wait List: 0

FFY 2021 Priority Category 2: Individuals with Significant Disabilities

- Total Customers Served under an IPE: 3,400
- Eligibilities Determined: 1,500
- New IPEs: 1,800
- Total Priority Category 2 Case Service Costs: \$8,445,600
- IPE Cases Closed: 1,794
- Rehabilitated Cases: 984
- Total Customers Placed on a Wait List: 1,500

FFY 2021 Priority Category 3: Individuals with Disabilities

- Total Customers Served under an IPE: 10
- Eligibilities Determined: 1,100
- New IPEs: 0
- Total Priority Category 3 Case Service Costs: \$24,840
- IPE Cases Closed: 8
- Rehabilitated Cases: 7
- Total Customers Placed on a Wait List: 1,100

FFY 2021 Priority Category 4: Individuals with Disabilities

- Total Customers Served under an IPE: 5
- Eligibilities Determined: 350
- New IPEs: 0
- Total Priority Category 3 Case Service Costs: \$12,420
- IPE Cases Closed: 4
- Rehabilitated Cases: 3
- Total Customers Placed on a Wait List: 350

FFY 2021 Priority Category 5: Individuals with Disabilities

- Total Customers Served under an IPE: 5
- Eligibilities Determined: 50
- New IPEs: 0
- Average Annual Cost Per IPE: \$2,850
- Total Priority Category 3 Case Service Costs: \$12,420
- IPE Cases Closed: 4
- Rehabilitated Cases: 3
- Total Customers Placed on a Wait List: 50

Projected Service & Outcome Goals for FFY 2022

FFY 2022	Total IPEs	New IPEs	Total Case Service Costs	IPE Cases Closed	Rehabilitated Cases	Wait List
Category 1	7,500	3,000	\$18,630,000	2,800	1,600	0
Category 2	3,400	1,800	\$8,445,600	1,200	700	1,500
Category 3	10	0	\$24,840	8	7	1,100
Category 4	5	0	\$12,420	4	3	350
Category 5	5	0	\$12,420	4	3	50

FFY 2022 Priority Category 1: Individuals with Most Significant Disabilities

- Total Customers Served under an IPE: 7,500
- New IPEs: 3,000
- Total Priority Category 1 Case Service Costs: \$18,630,000
- IPE Cases Closed: 2,800
- Rehabilitated Cases: 1,600
- Total Customers Placed on a Wait List: 0

FFY 2022 Priority Category 2: Individuals with Significant Disabilities

- Total Customers Served under an IPE: 3,400
- New IPEs: 1,800
- Total Priority Category 2 Case Service Costs: \$8,445,600
- IPE Cases Closed: 1,794
- Rehabilitated Cases: 984
- Total Customers Placed on a Wait List: 1,500

FFY 2022 Priority Category 3: Individuals with Disabilities

- Total Customers Served under an IPE: 10
- New IPEs: 0
- Total Priority Category 3 Case Service Costs: \$24,840
- IPE Cases Closed: 8
- Rehabilitated Cases: 7
- Total Customers Placed on a Wait List: 1,100

FFY 2022 Priority Category 4: Individuals with Disabilities

- Total Customers Served under an IPE: 5
- New IPEs: 0
- Total Priority Category 3 Case Service Costs: \$12,420
- IPE Cases Closed: 4
- Rehabilitated Cases: 3
- Total Customers Placed on a Wait List: 350

FFY 2022 Priority Category 5: Individuals with Disabilities

- Total Customers Served under an IPE: 5
- New IPEs: 0
- Average Annual Cost Per IPE: \$2,850
- Total Priority Category 3 Case Service Costs: \$12,420
- IPE Cases Closed: 4
- Rehabilitated Cases: 3
- Total Customers Placed on a Wait List: 50

The time within which these goals may be achieved for individuals in each priority category within the order.

DVR expects to initiate services for those newly placed onto an Order of Selection wait list category within FFY 2021 in the following timelines:

Category 1 – these customers should continue to be served immediately upon eligibility determination.

Category 2 – DVR expects to be able to initiate IPE development for these customers within 18 to 30 months of application.

Category 3 – DVR does not expect to be able to serve folks from this category within the time period of this State Plan.

Category 4 – DVR does not expect to be able to serve folks from this category within the time period of this State Plan.

Category 5 – DVR does not expect to be able to serve folks from this category within the time period of this State Plan.

DVR expects to initiate services for those newly placed onto an Order of Selection wait list category within FFY 2022 in the following timelines:

Category 1 – these customers should continue to be served immediately upon eligibility determination.

Category 2 – DVR expects to be able to initiate IPE development for these customers within 12 to 24 months of application.

Category 3 – DVR does not expect to be able to serve folks from this category within the time period of this State Plan.

Category 4 – DVR does not expect to be able to serve folks from this category within the time period of this State Plan.

Category 5 – DVR does not expect to be able to serve folks from this category within the time period of this State Plan.

If the designated State unit has elected to serve eligible individuals, regardless of any established order of selection, who require specific services or equipment to maintain employment. – In consultation with the Washington State Rehabilitation Council and the Client Assistance Program, DSHS/DVR has elected to serve eligible individuals who require specific services or equipment to maintain employment, regardless of an established order of selection. These services may be provided, without requiring the customer to wait for services per order of selection, if:

- The individual is at immediate risk of losing their job in a competitive integrated setting for reasons related to the individual's disability.

Supported Employment Program Estimates – DSHS/DVR provide supported employment services under the Title VI Supported Employment Grant. For program years 2020 - 2023, DSHS/DVR estimates 1,000 customers will receive supported employment services annually through Individualized Plans for Employment (IPEs), resulting in 600-700 supported employment outcomes per year. At these levels, DSHS/DVR estimates serving approximately 4,000 supported employment IPEs and producing 2,500 supporting employment outcomes during the four-year period of this plan.

DSHS/DVR aligns Supported Employment services and resources with Priority Category 1 customers; only individuals with the most significant disabilities receive Supported Employment services.

Input of State Rehabilitation Council

Input provided by the State Rehabilitation Council, including input and recommendations on the VR services portion of the Unified or Combined State Plan, recommendations from the Council's report, the review and analysis of consumer satisfaction, and other Council reports that may have been developed as part of the Council's functions:

Introduction – This section has been jointly developed by the Washington State Rehabilitation Council (WSRC) and Department of Social and Health Services, Division of Vocational Rehabilitation (DSHS/DVR). Included herein are the input and recommendations of the WSRC, provided to DSHS/DVR during FFY 2018-2019, as well as DSHS/DVR's formal responses to each item.

The WSRC provides guidance and advocacy to improve vocational rehabilitation services and makes recommendations about important or emerging issues. The WSRC met on a quarterly basis during the reporting period.

Summary of Input & Recommendation followed by DSHS/DVR response –

WSRC Item One (December 21, 2017) – The Washington State Rehabilitation Council (WSRC) recommends engaging representatives of community rehabilitation programs and other providers on a quarterly basis, to:

- Provide CRPs and other providers with regular updates on DVR's service delivery and expenditure forecasts, including DVR's best estimates for new plans to be initiated and new authorization of purchased services.
- Hear and understand how DVR reductions in service referrals are impacting providers.
- Discuss strategies for ensuring DVR customers can continue to access needed services without delays in all areas of the state, particularly those with very limited resource options.
- DSHS/DVR Response to WSRC Item One – In response to this recommendation, DVR implemented quarterly webinars for CRP representatives to present an informational briefing and program update conducted by DVR's Community Programs Manager. Announcements are sent to providers by email in advance of the webinars. Content of the webinars is determined based on current issues and CRP input and questions.

WSRC Item Two (July 27, 2018) – The WSRC submitted the following recommendation to address timeliness of service concerns by implementing a drop down category selection of IPE Extension Reasons in STARS client database. The benefits of the drop down selection list would be for management to have a quick report they could pull to see primary reasons for extensions vs. having to pull up each customer case to review narrative explanations for extensions.

- DSHS/DVR Response to WSRC Item Two – DVR decided not to make this change in its electronic case management system. DVR counselors must enter extensive data related to the customer and the customer's case services throughout the rehabilitation process. Entering federally-required data represents a significant portion of a counselor's overall work. With the passage of WIOA, required data collection requirements increased substantially. To manage counselor time spent entering data, DVR must carefully weigh each request for new, discretionary data collection requirements. While a best practice, documenting the reason for an IPE extension is not an RSA-required data element.

Additionally, in 2018 DVR began assessing the need to modernize or replace its case management system. A decision and initiation of a project is expected in 2020. As a result, DVR is minimizing discretionary changes to the existing system and will address change requests as part of its system upgrade or replacement project.

WSRC Item Three (July 27, 2018) – The WSRC submitted the following recommendation for DVR leadership to reinforce the importance of responding to customers by phone or email within 24 hours.

- DSHS/DVR Response to WSRC Item Three – DSHS policy establishes an expectation that staff respond to customer contacts by phone within 48 hours. As a DSHS program, DVR has adopted the 48-hour response. In March 2019, an update to the DVR customer service manual was published and announced that outlined these response expectations for DVR staff. The manual entry is as follows:

For in-person or telephone contact, DSHS employees will:

- Acknowledge or respond to in-person or recorded telephone messages within 48 hours or two business days of receipt or return to work;
- Identify themselves and use a courteous and professional tone when speaking to customers;
- Use plain language and explain any agency terminology or acronyms; and
- Follow-up with appropriate action to aid and respond to the customer's request.

WSRC Item Four (July 27, 2018) – The WSRC recommends DVR review the current volume of counselor reassignments that occur and related practices. We recommend a policy or practice that assures case transfers are minimized to the extent possible, changes are communicated promptly to customers, and a new counselor is promptly assigned and establishes contact with the customer. Practices need to reflect steps in place to reduce the adverse impact of staffing changes on the delivery of services and case progress.

- DSHS/DVR Response to WSRC Item Four – Washington DVR acknowledges the substantial impact that staff turnover can have on a customer's continuity of services and timely progress. Current practice is for the VR supervisor to cover the caseload while recruitment is under way or to reassign cases to other VR counselors within the unit or office. Throughout the last two years, DVR has been experiencing higher-than usual staff shortages in many offices throughout the state. Challenges in recruiting qualified new staff and retaining current staff exacerbate this impact to customers.

DVR agrees with the Council that attention is required in this area. DVR will address this problem as a goal/priority in this State Plan and will implement strategies to engage field staff in exploring options and identifying short- and long-term solutions.

Addressing the staff recruitment and retention problems that create this problem is also a priority within the State Plan. Improving practices related to vacant caseloads and efforts to improve recruitment and retention of DVR staff will help alleviate the impact to customers.

WSRC Item Five (July 27, 2018) – The WSRC recommends DVR implement foundational training for counselors related to working with customers whose needs and barriers are especially complex, such as individuals with mental health disabilities, traumatic brain injuries, and others.

- DSHS/DVR Response to WSRC Item Five – Washington DVR agrees with the Council that counseling staff need up-to-date, effective training related to serving individuals with complex disability-related impediments, including individuals with behavioral health conditions, traumatic brain injuries, and others.

DVR conducted a competitive recruitment to procure foundational training for VR counseling staff. The contract was awarded to the Center for Continuing Education in Rehabilitation. Attendees will complete 12 days of training delivered in four separate sessions. Multiple sessions will be delivered statewide beginning in January 2020 and concluding approximately July 2021. All counseling staff will attend the VR Institute over the coming 18 months.

The VR Institute training will include segments on medical aspects of disability to include targeted training on serving individuals with the most significant disabilities. Training to address the specialized needs of individuals with traumatic brain injuries, behavioral health, and other impairments is a part of the course specifications.

In addition, DVR regional trainers will attend the VR Institute, with special attention to how they will reinforce and build upon the VR Institute as they build core VR training to be implemented beginning in 2020.

The designated State unit's explanations for rejecting any of the Council's input or recommendations – DVR did not reject any recommendations. Item 2, requiring a change in DVR's case management system, has been saved for future consideration as DVR implements a project to modernize its electronic case management system.

Summary of Consumer Satisfaction followed by DSHS/DVR Response to WSRC Customer Satisfaction Summary – Between October 1, 2017 and September 30th, 2018, customer satisfaction input was gathered as follows:

After reviewing the quality of the feedback shared in our quarterly customer forums, the WSRC decided to improve the structure and effectiveness by shifting to a customer focus group model starting in July 2018. WSRC extends an invitation to all customers in the local office we will be visiting; the first 10-12 customer respondents are confirmed to attend the focus group. WSRC members ask customers the following questions during the focus group:

- On a scale of 1-5, how would you rate DVR on timeliness of service?
 - Tell us why you chose that number.
- Are there any barriers you have to receiving services?
 - Tell us about these?
- DVR has phases of service – eligibility, plan etc. – What phase are you currently in?
- What has DVR done well?
- How would you describe your overall satisfaction with DVR?
- Is there anything else you would like DVR to hear?

The WSRC also invites DVR Leadership, Supervisors, Counselors and Rehabilitation Technicians to participate in a separate focus group during the same time so the Council can learn about barriers and successes to providing timely services.

The WSRC and DSHS/DVR worked together to support the automated Customer Satisfaction Survey (CSS) module. Through the CSS module, monthly surveys are generated and sent to a random sample of customers in all case statuses asking a set of six core questions. The CSS module has built-in features to assure the validity and reliability of survey results. The survey asks customers to rate their experience on the following measures by using a five point Likert scale:

1. My counselor does a good job keeping in touch with me.
2. My counselor understands what is important to me.
3. My counselor understands how my disability affects me.
4. My counselor cares about my input.
5. DVR moves quickly enough for me.
6. Overall, I am satisfied with DVR.

This system is in its third year collecting customer satisfaction responses. Between October 1, 2017 and September 30, 2019, the WSRC used the CSS module to send out 16,274 surveys and received 3,090 responses resulting in a 19% response rate. The WSRC continues to make improvements to the CSS module and plans include reaching more customers by making the survey accessible online and customizing surveys to add questions in a specific target area or to a specific target population. In addition, gaining the ability to obtain office and regional level data is desired. The data for this period shows the following trends:

1. “My Counselor cares about my input”, is consistently the highest rated category. (average of 4.05)
2. “DVR moves quickly enough for me”, is the lowest scoring measure across all case statuses (average of 3.48).
3. Closed other case status has the lowest satisfaction level on all measures (overall satisfaction of 3.16).

The Designated State Unit’s Response to WSRC Customer Satisfaction Summary – The WSRC submitted recommendations for goals and priorities to be included in the State Plan that address key findings of the WSRC Customer Satisfaction Survey. The greatest need identified by the survey is to improve the timeliness of DVR services. Efforts to improve timeliness are included in Goal 1, Priority 1, as this issue was raised more frequently and in more ways than any other issue. Strategies to improve the timely delivery of services and to promote continuous case progress will begin in 2020.

The WSRC also asks respondents to rate their counselor’s responsiveness (My counselor does a good job keeping in touch with me). While not the lowest scoring measure, DVR is adopting strategies in the State Plan to address this issue in 2020.

The designated State unit’s explanations for rejecting any of the Council’s input or recommendations – DVR did not reject any recommendations. Item 2, requiring a change in DVR’s case management system, has been saved for future consideration as DVR implements a project to modernize its electronic case management system.

DVR's relationship with its partners

Cooperative Agreements with Agencies Not Carrying Out Activities Under the Statewide Workforce Development System.

Federal, State, and local agencies and programs

Washington State Department of Veterans Affairs (WDVA) – DSHS/DVR and WDVA have procedures for referring DSHS/DVR customers with military service to WDVA to determine eligibility for any state or federal Veterans' benefits. This collaboration has increased the use of Veterans' benefits as comparable services for DSHS/DVR customers who are veterans with disabilities.

United States Department of Veterans Affairs (USDVA) – DSHS/DVR has a cooperative agreement with the regional USDVA Vocational Rehabilitation & Employment (VR&E) and its regional offices to facilitate improved service delivery for customers receiving USDVA benefits by formalizing referral procedures, designating local referral liaisons, and coordinating services that contribute to the Individualized Plan for Employment (IPE).

Washington State Department of Social & Health Services (DSHS) – DSHS administers a wide range of programs which include, but are not limited to, developmental disabilities, long term care and disability determination, and economic assistance services. DSHS/DVR continues close collaboration throughout DSHS.

DSHS Community Services Division (CSD) – DSHS/CSD administers the Temporary Assistance to Needy Families (TANF) Program, Aged, Blind, Disabled (ABD) Program (formerly known as the General Assistance - Unemployable (GAU) Program), Basic Food Employment and Training (BFET) Program, and Refugee Cash Assistance (RCA) Program. These programs provide time-limited income assistance and other support services to low-income families and individuals. Washington DSHS/DVR continues to have an interagency agreement with the DSHS/CSD that defines mutual roles and practices for serving joint customers.

DSHS Developmental Disabilities Administration (DDA) – DSHS/DDA is the primary agency that funds extended services for individuals with developmental disabilities who require supported employment. DSHS/DDA contracts for these services with Washington counties, and counties sub-contract with employment service providers to provide extended services to DSHS/DVR customers. DSHS/DVR has a cooperative agreement with DSHS/DDA to facilitate improved service delivery for customers receiving DDA by formalizing referral procedures, designating local liaisons, and coordinating services that contribute to the Individualized Plan for Employment (IPE).

- DSHS/DVR and DSHS/DDA leadership meet on a regular basis, and are co-sponsoring several initiatives aimed at improving employment outcomes for youth with intellectual and developmental disabilities and advancing the skills of employment service providers and community rehabilitation programs that serve joint DSHS/DVR and DSHS/DDA customers.
- DSHS/DVR is represented as a member of the Washington State Developmental Disabilities Council.

DSHS Aging and Long Term Support Administration (ALTSA) – DSHS/ALTSA provides long-term care through personal care attendant services, Kinship Care, Roads to Community Living, "money follows the person" policies, New Freedom Services, the Traumatic Brain Injury (TBI) Council, the Title V Senior Community Services Employment Program (SCSEP), and the Medicaid Transformation Demonstration project Foundational Community Supports (FCS) Supported Employment program. DSHS/ALTSA supports FCS network development and provider engagement. DSHS/DVR and DSHS/ALTSA will explore the development of a cooperative agreement for serving joint customers.

DSHS Office of Deaf and Hard of Hearing (ODHH) – DSHS/ODHH coordinates with DSHS/DVR’s assigned supervisor on multiple projects including accessibility and accommodations for DSHS/DVR customers. Specific liaison duties are distributed locally to supervisors and the 13 rehabilitation counselors for the deaf. DSHS/ODHH manages the Sign Language Interpreter Contract and values feedback from all sources to improve the quality of interpreter services. DSHS/ODHH is the managing agency for DSHS/DVR’s contract for Video Relay System (VRS) and Video Remote Interpreting (VRI) technologies.

Washington State Board for Community & Technical Colleges – The State Board for Community and Technical Colleges (SBCTC) oversees the operation of thirty-nine Community and Technical Colleges across the state. DSHS/DVR will develop cooperative agreements with SBCTC programs authorized, and not authorized, by WIOA to jointly serve students with disabilities who require VR services to achieve competitive employment outcomes.

Washington State Department of Children, Youth & Families, Juvenile Rehabilitation (JR) – DCYF/JR provides rehabilitative services to justice-involved youth. DSHS/DVR and DCYF/JR have a cooperative agreement to jointly serve JR youth who are eligible for Pre-Employment Transition Services and other DSHS/DVR services. Through coordinated services, DCYF/JR youth with disabilities will receive services supporting community re-entry along career pathways.

Washington State Health Care Authority – The Health Care Authority (HCA) administers Medicaid services to all eligible DSHS/DVR customer recipients. HCA is also the designated state mental health authority. DSHS/DVR and HCA closely coordinate to assure that individuals receive medical and behavioral health services necessary to achieve their employment goals. In addition, DSHS/DVR has a cooperative agreement with DSHS/DDA that describes how Title 19 services under the State Medicaid Plan, including community-based waiver programs, will be utilized to develop and support integrated, community-based employment opportunities for customers.

HCA contracts with Amerigroup, a Third-Party Administrator, to administer Foundational Community Supports (FCS), a Medicaid Transformation Demonstration project that provides supported employment services for individuals with behavioral health conditions or long-term care needs. HCA Division of Behavioral Health and Recovery (DBHR) and the DSHS/Aging and Long-Term Support Administration (ALTSA) support FCS network development and provider engagement.

HCA also administers Health Care for Workers with Disabilities (HWD), a Medicaid buy-in program. DSHS/DVR coordinates with HCA/HWD to assist qualified individuals to receive medical benefits after they become employed.

HCA Division of Behavioral Health and Recovery (DBHR) – The Division of Behavioral Health and Recovery (DBHR) was moved from DSHS to HCA in 2018 to integrate physical health with behavioral health, thereby providing whole-person care. HCA/DBHR manages the majority of public behavioral health services in Washington. HCA/DBHR provides a broad range of community based mental health, substance use disorder, and pathological and problem gambling services using multiple funding sources to meet broad behavioral health needs. In addition, HCA/DBHR sponsors recovery supports and the development of system of care networks.

DSHS/DVR is in the process of completing an Interlocal Agreement with HCA/DBHR. The purpose of the agreement is to establish a collaborative framework for both agencies to provide employment services for individuals with behavioral health conditions. This framework identifies shared eligibility criteria, and defines roles and responsibilities for DSHS/DVR’s Supported Employment Program and HCA/DBHR’s FCS Supported Employment Program.

- DSHS/DVR and HCA/DBHR leadership meet on a regular basis for ongoing coordination and collaboration between systems.
- In addition, DSHS/DVR and HCA/DBHR participate in the FCS Amerigroup Advisory Committee with other FCS partners DSHS/ALTSA and other FCS stakeholders.

- DSHS/DVR is represented as a member of the Washington State Behavioral Health Advisory Council.
- DSHS/DVR maintains active referral relationships with treatment providers at the local level that are funded through HCA/DBHR contracts with each county.
- DSHS/DVR is collaborating with HCA/DBHR the FCS program for shared supported employment customers, using Medicaid behavioral health funding. FCS is designed to integrate the Individual Placement Support (IPS) model of supported employment with DSHS/DVR supported employment services.
- DSHS/DVR and HCA/DBHR signed a Memorandum of Collaboration that establishes methods for Medicaid outpatient behavioral health services to be provided as extended services for joint DSHS/DVR supported employment customers.
- DSHS/DVR assigned liaison counselors that are assigned to work with behavioral health agencies across the state, facilitating access to DSHS/DVR services for behavioral health consumers.
- King County Behavioral Health and Recovery has become a Ticket-to-Work (TTW) Employment Network and is establishing a Partnership Plus Agreement with DSHS/DVR to build a revenue stream from the TTW Program that will fund extended services for those mental health customers who require a supported employment model.

Tribal Programs – DSHS/DVR and the Department of Services for the Blind (DSB) have a joint memorandum of understanding with eleven Tribal 121 programs, including ten in Washington and one in Coeur d’Alene, ID. This joint memorandum outlines how all partners will ensure effective communication, collaboration, coordination, and cooperation in serving individuals with disabilities who are tribal members in Washington. The agreement, updated on an annual basis, outlines procedures for referrals, joint cases, financial responsibility, shared training opportunities, information sharing, and communication. Tribal 121 directors meet annually with DSHS/DVR and DSB directors in a government-to-government collaboration to promote partnership, maximize resources, and ensure high service quality.

Through DSHS, DSHS/DVR continues its cooperative working relationships and service delivery commitments with all federally recognized tribes in Washington, including those that do not operate federally funded Tribal VR programs. DSHS/DVR participates as a member on the DSHS Indian Policy Advisory Committee. This includes annual and quarterly meetings to review our partnership and identify service delivery improvements for individuals with disabilities who are members of federally recognized tribes as well as those who identify as American Indian or Alaska Native.

Governor’s Committee on Disability Issues and Employment (GCDE) – The DSHS/DVR Director participates as a member of the GCDE and partners with committee members on initiatives.

Centers for Independent Living – DSHS/DVR currently contracts Title VII, Part B funds to four independent living centers statewide. These centers use Part B funds to enhance and expand core independent living services with a focus on youth with significant disabilities. In addition to core services, independent living centers have been focusing on outreach to increase services in unserved or underserved geographic areas. Additional outreach efforts include targeted disability groups, minority groups, and urban or rural populations with the focus on youth with significant disabilities and 504 plans. The goal is to create a safe environment for youth with disabilities in which youth feel comfortable and confident when talking to allies. This goal will be accomplished by enhancing youth understanding of independent living philosophy, successful self-advocacy, and how to engage with legislators about disability issues. The independent living centers’ Title VII, Part B contracts are aligned with and can be amended to meet the goals set forth by the State Plan for Independent Living; the strategic plan developed by the Washington State Independent Living Council.

Washington Workforce Association – The Washington Workforce Association (WWA) is a nonprofit, non-partisan membership organization comprised of Washington’s twelve Workforce Development Councils (WDCs). The WWA partners with state, regional, and national organizations advocating for a coordinated and fully funded workforce development system focused on the needs of job seekers and businesses. To coordinate and align workforce development services at the local level, DSHS/DVR and the WWA have created and signed a *Shared Vision, Values, & Principles of Collaboration* document which outlines how DSHS/DVR and WDCs will provide integrated services to individuals with disabilities in Washington’s One-Stop Centers.

Association of County Human Services – Developmental Disabilities – The Association of County Human Services - Developmental Disabilities (ACHS-DD) is a nonprofit, non-partisan membership organization of the thirty-nine County Developmental Disabilities (CDD) Coordinators across the state who contract with DSHS/DDA to deliver residential, employment and other services to individuals with intellectual/developmental disabilities.

Disability Inclusion Network (Disability:IN) – The Disability:IN is a network of employers who educate and support businesses to hire, retain, and improve customer service for people with disabilities.

Community Employment Alliance – The Community Employment Alliance (CEA) is a statewide membership organization comprised of Community Rehabilitation Programs. CEA provides member services and promotes employment opportunities for people with disabilities through education and advocacy activities. CEA works to advance the vocational rehabilitation service system and change attitudes, policies, and hiring practices regarding people with disabilities. DSHS/DVR and CEA leadership meet quarterly to share information, hear concerns and collaborate on issues and special projects affecting employment services.

Traumatic Brain Injury Strategic Partnership Advisory Council – In the late 1990s, DSHS/DVR was the primary sponsor of a demonstration grant to identify gaps in providing services to individuals who sustained a traumatic brain injury (TBI). DSHS/DVR continues to be a represented member of the TBI Strategic Partnership Advisory Council. This group discusses TBI-related policy issues, system development, and the need for services to meet the needs of TBI survivors, family members, prospective employers, and community members. The TBI Strategic Partnership Advisory Council has identified gaps in housing, a lack of resources, and a need for support group facilitator training. This Council has successfully encouraged the Washington State Legislature to pass legislation that adds fees to specific traffic violations (e.g. negligent driving and speeding) which correlate with increased risk of injury accidents and TBIs. These collected fees are used to help fund TBI-related programs and resources. DSHS/DVR continues to be an active partner in addressing the needs of individuals who have been, or will be affected by, traumatic brain injuries.

University of Washington Rehabilitation Program – Since 2006, DSHS/DVR and the University of Washington Rehabilitation Medicine Unit have collaborated to maintain an on-site Rehabilitation Medicine-DSHS/DVR liaison role. This mutually beneficial relationship improves inpatient and outpatient care at the University of Washington Medical Center (UWMC) by providing UWMC patients with direct access to DSHS/DVR services during their hospital treatment. The UWMC is designated as the only regional rehabilitation medicine center in the Pacific Northwest for the treatment of spinal cord injuries and other severe disabling medical conditions. Early introduction in the medical setting provides DSHS/DVR with comprehensive insight into patient needs and makes the referral process more efficient. This relationship provides UWMC patients with additional resources for education, support, and funding. The DSHS/DVR liaison works to coordinate DSHS/DVR orientation and intake procedures for individuals referred from UW Rehab Medicine; determines eligibility for DSHS/DVR services; provides information and referral; participates in UWMC team staffing to coordinate DSHS/DVR services with the interdisciplinary team treatment; upon release from the hospital, assists with transitioning the individual to a VR Counselor near their home; learns about extensive medical and other resources available through the UW Medical School; and shares resources with other DSHS/DVR counselors.

State programs carried out under section 4 of the Assistive Technology Act of 1998 –

DSHS/DVR has an Interlocal Agreement with the University of Washington, Center for Technology and Disability Studies, Washington Assistive Technology Act Program (WATAP), which is the state program carrying out activities under section 4 of the Assistive Technology Act of 1998. WATAP provides training to DVR, Tribal VR, and DVR contractor staff; provides AT device demonstrations and evaluations, and lends AT devices to staff and customers. DSHS/DVR maintains a close collaborative relationship with WATAP, which includes DSHS/DVR representation on WATAP's Advisory Council. DSHS/DVR customers will continue to have access to assistive technology devices, services, and consultations. DSHS/DVR counselors will assess whether assistive technology (AT) services or devices are needed to address all customers' barriers to employment as part of DSHS/DVR's standardized vocational assessment process. DSHS/DVR has two full-time Assistive Technology Assessment Practitioners (ATAPs) and will be hiring a third to provide customers with specialized AT assessments, consult with staff and customers regarding a full spectrum of AT services and products, coordinate service delivery with AT vendors, and disseminate information and resources about advancements in AT devices.

To ensure that DSHS/DVR staff is informed of ongoing developments in the AT field, assistive and rehabilitative technology will continue to be a core focus of the redesigned DSHS/DVR VR Institute curriculum.

DSHS/DVR will monitor AT service delivery in compliance with WIOA requirements. In addition, DSHS/DVR will renew its commitment to being an organizational role model in effective utilization of AT as accommodations for individuals with disabilities including, but not limited to, individuals who are Deaf or hard of hearing and individuals with intellectual or developmental disabilities.

Programs carried out by the Under Secretary for Rural Development of the United States Department of Agriculture – DSHS/DVR has not entered into agreements with programs carried out by the Under Secretary for Rural Development of the U.S. Department of Agriculture.

Non-educational agencies serving out-of-school youth – DSHS/DVR has not entered into cooperative agreements with non-educational entities not carrying out activities under the state workforce development system who serve out-of-school youth.

State use contracting programs – DSHS/DVR has not entered into state use contract agreements.

Coordination with Education Officials

DSU's plans – The designated State unit's plans, policies, and procedures for coordination with education officials to facilitate the transition of students with disabilities from school to the receipt of VR services, including Pre-Employment Transition Services, as well as procedures for the timely development and approval of individualized plans for employment for the students.

- Introduction – The 2014 Amendments to the Rehabilitation Act of 1973 profoundly enhance expectations for coordination between DSHS/DVR and education officials to provide early job exploration and work-based learning opportunities for secondary students with disabilities.

DSHS/DVR has developed a long-range plan to develop and strengthen the education-vocational rehabilitation infrastructure for the coming four years.

- Pre-Employment Transition Services – With the Workforce Innovation and Opportunity Act (WIOA) mandate that state vocational rehabilitation programs allocate 15% of federal funds to provide five required Pre-Employment Transition Services (Pre-ETS) to all students with disabilities, it is imperative that DSHS/DVR develops a strategic, thoughtful, and intentional plan to meet the needs of secondary students with disabilities statewide. These five required activities include 1) job exploration; 2) information regarding post-secondary opportunities at institutions of higher education; 3) self-advocacy instruction; 4) work readiness training; and 5) work-based learning.

The Code of Federal Regulations (CFRs) has expanded the population of students who receive services from DSHS/DVR. Secondary students with Individualized Education Programs (IEPs) or Section 504 Plans who receive Pre-ETS may be either eligible for DSHS/DVR services or potentially eligible for services. Pre-ETS are provided as generalized services to groups of eligible or potentially eligible students with disabilities, or as individualized and intensive services for students with higher support needs.

For the provisions of Pre-Employment Transition Services, DVR has defined a “Student with a Disability” as an individual with a disability in a secondary, postsecondary, or other recognized education program who:

- (A)(1) Is not younger than the earliest age for the provision of transition services under section 614(d)(1)(A)(i)(VIII) of the Individuals with Disabilities Education Act (20 U.S.C. 1414(d)(1)(A)(i)(VIII)); and/or Washington Administrative Code 392-172A-03090 (1) (iii) (k) in part “Appropriate measurable postsecondary goals based upon age appropriate transition assessments related to training, education”
- (B)(1) Is not older than 21 years of age; or (2) If the State law for the State provides for a higher maximum age for receipt of services under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), is not older than that maximum age; and
- (C)(1) Is eligible for, and receiving, special education or related services under Part B of the Individuals with Disabilities Education Act (20 U.S.C. 1411 et seq.); or (2) Is a student who is an individual with a disability, for purposes of section 504. (Authority: Sections 7(37) and 12(c) of the Rehabilitation Act of 1973, as amended; 29 U.S.C. 705(37) and 709(c))

While not all students receiving Pre-ETS will apply for DSHS/DVR services, engagement with transition staff and students will be in an effort to work toward alignment of IEP and High School and Beyond Plan goals.

DVR staff will ensure all participants have an IPE (Individualized Plan for Employment) within 90 days of being determined Eligible or their name being removed from the Order of Selection list, whichever is later, unless there is a mutually agreed to extension as described within DVR policies and procedures.

Coordinated Services for Students and Youth: Goals & Objectives

Strengthen and enhance the DSHS/DVR and education agency partnership at state and local levels so that students receive a seamless continuum of transition services.

- Work with the Washington State Office of the Superintendent of Public Instruction (OSPI) to improve communication regarding clarifying roles and responsibilities of each partner agency in coordinating activities that promote successful secondary transition services for students with disabilities.
- Follow the guidance given in the DSHS/DVR’s Memorandum of Understanding with OSPI to help:
 - Disseminate the agreement to Local Education Agencies (LEAs) including special education directors and 504 coordinators, and to VR staff, and encourage further dissemination to school counselors and principals.
 - Promote outreach to identify potentially eligible students as early as possible, including students who are receiving special education services (who have an IEP), students receiving Section 504 accommodations, aids, and services (who have a 504 Plan), and students who have otherwise documented disabilities and may benefit from Pre-Employment Transition Services and/or transition services.
 - Communicate regularly among state and local entities to identify and address gaps in services.
 - Explore and identify the transition needs of students with disabilities at risk of drop-out or who have a history of incarceration, and integrate supports into existing state initiatives as applicable.

- Promote individualized and student-centered planning, with post-secondary goals consistent with student interests, strengths, preferences, resources, priorities, concerns, abilities, and informed choice.
- Promote transition planning between LEAs and VR to ensure seamless and coordinated services for students.
- Share training materials developed by the agencies or their agents and extend invitations to trainings using these materials to LEAS and VR staff.
- Collaborate to identify and implement high quality pre-employment transition and transition services service delivery models.
- Invite partner agencies to statewide meetings as needed for cross training or education.
- Support eligible students with disabilities to engage with the broadest transition team possible, and encourage LEAS to provide early invitations to VR staff for IEP consultation and technical assistance.

Increase student access to Pre-Employment Transition Services and individualized transition services from DSHS/DVR.

- Ensure every high school in the state is assigned a liaison VR counselor trained to provide outreach and comprehensive high school transition services.
- Ensure outreach is inclusive of all educational stakeholders including but not limited: Transition coordinators, Administrators, Guidance counselors/School Psychologists, 504 coordinators, School nurse, Occupational Therapists, Physical Therapists, Speech-Language Pathologists, Special education teaching staff, Alternative high school teachers, McKinney-Vento coordinator, and Career Technical Educators (CTE).
- Identify regularly scheduled check-ins with school staff.
- Lead collaboration with individual school districts to identify gaps in transition services
- Continue to develop interagency agreements and service contracts with organizations to provide Pre-ETS to potentially DSHS/DVR-eligible and DSHS/DVR-eligible students.
- Develop and maintain a DSHS/DVR student transition website that provides information for students and their families, DSHS/DVR staff, and school personnel.
- Provide ongoing transition best practices guidance, training and technical assistance to DSHS/DVR supervisors, counselors, and staff.
- Increase outreach to students in traditionally unserved and underserved disability populations, including those with 504 plans, those with emotional-behavioral challenges, students who are deaf or hearing, those who have specific learning disabilities, as well as other disability populations who often do not receive services.
- Increase outreach to students in traditionally unserved and underserved populations that include tribal youth, justice-involved youth, homeless youth, and students and youth receiving foster care.

Information on the formal interagency agreement with the State educational agency with respect to:

- Consultation and technical assistance to assist educational agencies in planning for the transition of students with disabilities from school to post-school activities, including VR services;
- Consultation with Education – As part of the formal interagency agreement developed in 2017 between DSHS/DVR, Department of Services for the Blind (DSB), and OSPI, DSHS/DVR consults with and provides technical assistance to staff at secondary schools and local educational agencies in transition planning for students with disabilities from school to post-school activities. This agreement defines partners' roles in Pre-Employment Transition Services, collaborative training activities, and consultation and technical assistance which support educational agencies in transition planning for students with disabilities.

- Transition planning by personnel of the designated State agency and educational agency that facilitates the development and implementation of their individualized education programs;
- DSHS/DVR and Individualized Education Plans (IEP) – DSHS/DVR has designated counselor liaisons which work closely with local education agencies statewide; every high school in Washington has a designated DSHS/DVR counselor liaison, including tribally operated secondary schools. DSHS/DVR liaisons maintain close collaborative relationships with students, families, educators, and stakeholders. Their activities include, but are not limited to:
 - Build and maintain relationships with educational stakeholders
 - Explain the scope of VR services
 - Coordinates outreach and training activities for students and families
 - Addresses organizational problems between school and DVR
 - Maintains regular schedule at the school
 - Provide individualized transition services (when appropriate)
 - Participate in IEP planning and development
 - Attends IEP meetings
 - Ongoing consultation in the development of transition IEPs
 - Dissemination of informational materials, to parents, students, and school staff
- Roles and responsibilities, including financial responsibilities, of each agency, including provisions for determining State lead agencies and qualified personnel responsible for transition services;
- Financial Resources and Personnel
 - Financial Responsibilities – DSHS/DVR provides any financial resources and services needed to establish eligibility for students and youth with disabilities. In addition, funds are made available for students' activities primarily related to employment services and Pre-Employment Transition Services. Activities primarily related to education are funded by educational agencies.
 - Personnel – DSHS/DVR, OSPI, and local education agencies maintain lists of DSHS/DVR transition counselors on public-facing web sites. DSHS/DVR transition counselors conduct outreach and ongoing consultation to teachers, students, families, and stakeholders.
 - Change - The requirements related to Section 511 for contracting prohibition by Office of Superintendent of Public Instruction/Local Education Agencies and the documentation requirements for those students seeking subminimum wage employment will no longer be applicable after July 2020 when the elimination of 14(c) certification for subminimum wage occurs.
- Procedures for outreach to and identification of students with disabilities who need transition services.
 - Outreach and Identification Activities – The current agreement between DSHS/DVR, DSB, and OSPI identifies outreach activities to increase the number of students with disabilities who engage in DSHS/DVR and DSB services. In addition, this agreement specifies that DSHS/DVR services should be available to all students with transition IEPs well before students prepare to exit secondary education.

Outreach and engagement activities include:

- An OSPI representative is a member of the Washington State Rehabilitation Council
- DSHS/DVR counselors are assigned as liaisons to each high school in the state
- DSHS/DVR and OSPI share training and information materials for cross-program professional development
- DSHS/DVR provides outreach and education about DSHS/DVR services to underserved populations, including students with disabilities

Cooperative Agreements with Private Nonprofit Organizations

Describe the manner in which the designated State agency establishes cooperative agreements with private non-profit VR service providers.

- **Introduction** – This section describes how DSHS/DVR contracts with private vocational rehabilitation (VR) service providers, Washington's Community Rehabilitation Programs (CRPs), as well as the services these partners provide.
- **CRP Contract & Services** – DSHS/DVR contracts with CRPs to provide assessment, placement, retention, and training services. The majority of CRPs are private nonprofit providers. However, in some instances, the CRP contract is with a government organization or private, for-profit businesses.

The State of Washington requires contracts, in lieu of cooperative agreements, for the purpose of procuring goods and services. These contracts meet requirements specified within CFR 361.31. DSHS/DVR's CRP contract is procured through an open Request for Qualifications (RFQ) process and is renewed every two years. The RFQ defines the services, expected outcomes of service delivery, payment systems, uniform fees, and the qualifications prospective contractors must meet to be granted a CRP contract. DSHS/DVR does not currently limit the number of contractors who may respond to the RFQ and contractors choose which of the contracted services they provide. Currently, approximately 120 organizations have a CRP contract with DSHS/DVR.

The following services are defined, and provided to DSHS/DVR customers through, the CRP contract:

- **Vocational Evaluation:** Customers participate in one or more types of standardized vocational tests used to obtain objective information requested by a DSHS/DVR counselor regarding work-related strengths and limitations.
- **Trial Work Experience:** Customers' ability to benefit from DSHS/DVR services is assessed in a real work setting(s) arranged by the contractor. Results are used to determine eligibility based on clear and convincing evidence whether the individual's disability is too significant to benefit from services.
- **Community Based Assessment:** Customers' work interests, abilities, and employment barriers are assessed in realistic work settings arranged by the contractor. These assessments collect information and help identify the nature and extent of supports or accommodations needed for the customer to obtain and maintain competitive employment.
- **Job Placement:** Customers are placed into paid and integrated employment, arranged by the contractor, through mutual agreement between the DSHS/DVR counselor, customer, and contractor.
- **Intensive Training (Supported Employment):** Customers attain job stabilization with job supports, meet their employers' expected levels of work productivity, and transition to long-term Extended Services provided by an entity other than DSHS/DVR through one-on-one job skills training and support provided at the supported employment job site by the contractor.
- **Job Retention:** Customers learn the essential functions of a job, meet the employer's expected level of performance, and retain employment for ninety calendar days after placement through individualized training and support services provided by the contractor.
- **Off-Site Psycho-Social Job Support Services:** Customers who have not disclosed their disabilities to their employers or customers whose employers prohibit access to the worksite receive regular therapeutic interaction. Off-Site Psycho-Social Job Support Services enables customers to maintain satisfactory job performance and successful interactions with others at the workplace.
- **Pre-employment Transition Services:** Students with disabilities participate in pre-employment activities as appropriate, and in coordination with their schools. These services include 1) job exploration; 2) information regarding post-secondary opportunities at institutions of higher education; 3) self-advocacy instruction; 4) work readiness training; and 5) work-based learning.

Trial Work Experience, Community Based Assessment, Job Placement, Intensive Training, and Job Retention are available at four levels of service. Customers' universal and unique barriers determine which intensity level, and commensurate support level, is needed; the fourth level is reserved for customers who are deaf/blind.

All contracted service payments are outcome based; delivery of the expected result or outcome is required to receive full payment. The expected outcome is specific to the service as indicated in the definition with a report detailing the activities associated with the provision of service and outcomes attained. Bonus payment incentives for employment outcomes under certain circumstances (e.g. employment which offers health insurance) are included in the contract.

Collaborative Activities – DSHS/DVR has established workgroups of DSHS/DVR and CRP staff. These workgroups collaborate on a series of initiatives which will improve service quality, promote better outcomes, and improve DSHS/DVR and CRP partnerships.

Workgroup Initiatives include:

1. Reviewing the current contract model to determine needed improvements or modifications.
2. Developing guidance for DSHS/DVR and CRP staff on coordinating service delivery to effectively service customers.
3. Disseminating guidance to DSHS/DVR local office staff regarding best practices for improving communication and collaboration with local CRPs.

Beginning in FFY 2018, DSHS/DVR implemented quarterly state-level meetings between CRPs and DSHS/DVR staff. These quarterly meeting provide CRPs and DSHS/DVR staff with regular updates and information sharing opportunities, and improve communication and collaboration. DSHS/DVR will continue to conduct these state-level quarterly meetings to improve partnerships statewide between DSHS/DVR and CRPs.

Arrangements and Cooperative Agreements for the Provision of Supported Employment Services

- Supported Employment Partners & Agreements – DSHS/DVR identifies and makes arrangements with private non-profits (community rehabilitation programs/CRPs) as identified in the response to Description (e) Cooperative Agreements with Private Non-Profit Organizations, to provide supported employment services for individuals with most significant disabilities including youth.

DSHS/DVR collaborates with state and local entities including, but not limited to the DSHS Developmental Disabilities Administration (DSHS/DDA), Health Care Authority Division of Behavioral Health and Recovery (HCA/DBHR), DSHS Aging and Long Term Support Administration (DSHS/ALTSA), the Office of Superintendent of Public Instruction, workforce development system, business partners, community behavioral health agencies, local education agencies, and local developmental disabilities employment providers to provide competitive integrated supported employment services to eligible individuals.

DSHS/DVR primarily provides supported employment services to individuals with intellectual and developmental disabilities and behavioral health conditions (mental health or substance use disorder, or co-occurring mental illness and substance use disorder). Of these customer groups, individuals with developmental disabilities represent the majority of supported employment outcomes.

DSHS/DVR's success in serving individuals with intellectual and developmental disabilities is based on a long-standing relationship with DSHS/DDA. DSHS/DVR and DSHS/DDA signed a Memorandum of Understanding in 2018 for individuals with intellectual and developmental disabilities receiving services from both DSHS/DVR and DSHS/DDA. This agreement provides staff of both agencies with referral, eligibility and funding criteria, and case management guidelines and designates liaisons for ongoing coordination and collaboration. DSHS/DDA is committed to funding extended services for all of its clients who achieve a supported employment outcome through DSHS/DVR.

For individuals with behavioral health conditions, DSHS/DVR's primary supported employment partner is HCA/DBHR. DBHR's Foundational Community Supports (FCS) Supported Employment Program is a new resource for meeting the long-term job support needs of individuals with behavioral health conditions. DSHS/DVR and HCA/DBHR are in the process of completing an Interlocal Agreement (ILA) to provide a collaborative framework for providing employment services to individuals with behavioral health conditions. The ILA identifies shared eligibility criteria and defines roles and responsibilities for DVR's supported employment program and for DBHR's FCS Program.

DSHS/DVR continues to promote the use of Ticket to Work as a potential revenue source for developmental disability, behavioral health disability, and traumatic brain injury service providers to build their capacity for providing extended support services.

DSHS/DVR will collaborate with DSHS/ALTSA to explore the development of a cooperative agreement for individuals with physical impairments and long-term care needs, such as individuals with traumatic brain injuries and other significant disabilities, who require supported employment and are eligible for both ALTSA's FCS Program and DSHS/DVR services.

Many individuals with disabilities would benefit from supported employment, yet do not have access to a long-term funding source for extended services.

DSHS/DVR strategies for expanding the availability of supported employment services:

- Participate in an interagency service committee which supports initiatives to improve employment outcomes for persons living with developmental disabilities, mental health disabilities, autism spectrum disorders, and traumatic brain injuries.
- Train staff and partners on Social Security Ticket to Work incentives, which includes Plan to Achieve Self Sufficiency (PASS Plan), to expand revenue sources.
- Provide staff training on the use of natural supports and other behavioral health treatment modalities that can be utilized for DSHS/DVR Supported Employment customers for extended services.
- Coordinate cross-program training opportunities on innovative supported employment strategies.
- Coordinate cross-agency program training opportunities on the FCS Individual Placement and Support evidence-based model and the DSHS/DVR HCA/DBHR Interlocal Agreement.
- Participate in the FCS Advisory Committee.

Interagency Cooperation

■ The State Medicaid plan under title XIX of the Social Security Act;

- Health Care Authority – The Health Care Authority (HCA) administers Medicaid services to all eligible DSHS/DVR customer recipients. HCA is also the designated state mental health authority. DSHS/DVR and HCA closely coordinate to assure that individuals receive medical and behavioral health services necessary to achieve their employment goals. In addition, DSHS/DVR has a cooperative agreement with DDA that describes how Title 19 services under the State Medicaid Plan, including community-based waiver programs, will be utilized to develop and support integrated, community-based employment opportunities for customers.

HCA contracts with Amerigroup, a Third-Party Administrator, to administer Foundational Community Supports (FCS), a Medicaid Transformation Demonstration project that provides supported employment services for individuals with behavioral health conditions or long-term care needs. HCA Division of Behavioral Health and Recovery (HCA/DBHR) and the Department of Social and Health Services Aging and Long-Term Support Administration (DSHS/ALTSA) support FCS network development and provider engagement.

HCA also administers Health Care for Workers with Disabilities (HWD), a Medicaid buy-in program. DSHS/DVR coordinates with HWD to assist qualified individuals to receive medical benefits after they become employed.

- The State agency responsible for providing services for individuals with developmental disabilities; and
 - DSHS Developmental Disabilities Administration (DDA) – DSHS/DDA is the primary agency that funds extended services for individuals with developmental disabilities who require supported employment. DSHS/DDA contracts for these services with Washington counties, and counties sub-contract with community rehabilitation providers to provide extended services to DSHS/DVR customers. DSHS/DVR coordinates with DSHS/DDA in the following ways:
 - DSHS/DVR and DSHS/DDA leadership meet on a regular basis, and are co-sponsoring several initiatives aimed at improving employment outcomes for youth with intellectual and developmental disabilities and advancing the skills of employment service providers that serve joint DSHS/DVR and DSHS/DDA customers.
 - DSHS/DVR is represented as a member of the Washington State Developmental Disabilities Council.
- The State agency responsible for providing mental health services.
 - HCA Division of Behavioral Health and Recovery (DBHR) – The Division of Behavioral Health and Recovery (DBHR) was moved from DSHS to HCA in 2018 to integrate physical health with behavioral health, thereby providing whole-person care. DBHR manages the majority of public behavioral health services in Washington. HCA/DBHR provides a broad range of community-based mental health, substance use disorder, and pathological and problem gambling services using multiple funding sources to meet broad behavioral health needs. In addition, HCA/DBHR sponsors recovery supports and the development of system of care networks.

DSHS/DVR is in the process of completing an Interlocal Agreement with HCA/DBHR. The purpose of the agreement is to establish a collaborative framework for both agencies to provide employment services for individuals with behavioral health conditions. This framework identifies shared eligibility criteria and defines roles and responsibilities for DSHS/DVR's supported employment program and HCA/DBHR's Foundational Community Supports (FCS) supported employment program.

DSHS/DVR and HCA/DBHR coordinate in the following ways:

- DSHS/DVR and HCA/DBHR leadership meet on a regular basis for ongoing coordination and collaboration between systems.
- DSHS/DVR and HCA/DBHR participate in the FCS Amerigroup Advisory Committee with DSHS/AL TSA and other FCS provider and stakeholders.
- DSHS/DVR is represented as a member of the Washington State Behavioral Health Advisory Council.
- DSHS/DVR collaborates with HCA/DBHR's FCS to serve shared supported employment customers, using the FCS Individual Placement Support (IPS) model of supported employment and DSHS/DVR supported employment services.
- DSHS/DVR maintains active referral relationships with treatment providers that are funded through HCA/DBHR contracts with each county.
- DSHS/DVR assigned liaison counselors to work with behavioral health agencies across the state, facilitating access to DSHS/DVR services for behavioral health consumers.
- DSHS/DVR and DBHR signed a memorandum of collaboration that establishes methods for Medicaid outpatient behavioral health services to be provided as extended services for joint DSHS/DVR supported employment customers.
- King County Behavioral Health and Recovery has become a Ticket-to-Work (TTW) Employment Network and is establishing a Partnership Plus Agreement with DSHS/DVR to build a revenue stream from the TTW Program that will fund extended services for those mental health customers who require a supported employment model.

Coordination with Employers

■ VR services

- Introduction – This section describes DSHS/DVR’s contributions to coordinated business engagement activities. DSHS/DVR and its workforce development partners will embrace a dual—customer model, serving both Washington’s businesses and Washingtonians living with disabilities.

Businesses will have enhanced access to talented and highly skilled job seekers with disabilities, while enjoying DSHS/DVR’s training and technical assistance supports. Concurrently, DSHS/DVR and its partners will provide Washingtonians living with disabilities with the full breadth of best practice rehabilitation, training, and employment services needed to thrive in Washington’s workplaces and communities.

This dual-customer model will close skill gaps for businesses, promote the economic self-sufficiency of Washingtonians living with disabilities, and contribute to a more prosperous Washington.

- Businesses & Vocational Rehabilitation Services – In coordination with workforce development partners at the state and local level, DSHS/DVR establishes the following business engagement objectives for PY 2020 - 2023:
 - Define the role of the Business Relation Specialists (BRS’s) and the role of the Business Relations Manager, including the position descriptions, outcomes and statewide goals.
 - Define the areas/counties/cities need BRS’s and Job Coaches/Employment Specialists.
 - Provide a 5-year Strategic Plan for Business Engagement. Include year-by-year details and implementation recommendations.
 - Engage in the development and implementation of coordinated business engagement from a national level to a local level, participate in WorkSource industry sector strategies such as Healthcare and Manufacturing, and provide opportunities with career pathways programs throughout the state.
 - Utilize DSHS/DVR Business Relation Specialists to assist with the recruitment and referral of qualified job seekers with disabilities to meet businesses’ demands.
 - Lead and coordinate local WDV/WorkSource in the engagement of federal contractors and subcontractors, linking these contractors to skilled job seekers with disabilities to help the business meet their 7% utilization goal for people with disabilities, per Section 503 of the Rehabilitation Act of 1973.
 - Create marketing tools to increase visibility through a methodical outreach and marketing plan. This also includes Business Relations Specialists to participate in local chambers of commerce, membership in professional organizations such as Society for Human Resource Management and local chambers of commerce, representation at career and recruitment fairs, and provide businesses with training services such as Americans with Disabilities Act reasonable accommodations and disability etiquette.
 - Support and expand innovative initiatives, such as Microsoft’s Autism@Work program, and the Amazon Sort, Prime, and Distribution Projects, which partner with DSHS/DVR and Washington’s businesses to promote the hiring of individuals with disabilities in high-skill and high-demand occupations.

- Transition services, including pre-employment transition services, for students and youth with disabilities
- Businesses & Transition Services – Pre-Employment Transition Services (Pre-ETS) provide value to both students and businesses. In the dual-customer model, Pre-ETS will engage Washington’s businesses in actively molding the future workforce. By exposing students with disabilities to hands-on and realistic work experiences, these students will enter the workforce well-prepared to meet business’ skill needs and expectations. As a result, business will experience higher productivity, better engagement, and reduced turnover.

DSHS/DVR will collaborate with workforce development, education, and community partners to:

- Build relationships with businesses who will work with students and youth by developing internships and on-the-job training programs.
- Develop business training and outreach materials which address hiring youth and students with disabilities.
- Promote the development and expansion of on-site job exploration and internship programs, such as Project Search, statewide.
- Partner with businesses, leveraging pre-employment experiences to prepare youth for the realities and expectations of the 21st Century workplace

Waiver of Statewideness

Washington Division of Vocational Rehabilitation has not applied for a Waiver of Statewideness for any services or activities.

Comprehensive System of Personnel Development; Data System on Personnel and Personnel Development (CSPD)

Data System on Personnel and Personnel Development

Qualified Personnel Needs.

- The number of personnel who are employed by the State agency in the provision of VR services in relation to the number of individuals served, broken down by personnel category;
 - Personnel Data – DSHS/DVR employs a total of 291 field service personnel to serve approximately 20,000 individuals per year. Personnel providing direct services to customers are employed in eight distinct classifications. DSHS/DVR's direct service personnel are chiefly comprised of Vocational Rehabilitation Counselors (VRCs) and Rehabilitation Technicians (RTs), representing DSHS/DVR's professional and paraprofessional personnel, respectively.
- The number of personnel currently needed by the State agency to provide VR services, broken down by personnel category; and

Personnel Data & Vacancies – DSHS/DVR Personnel Levels and Vacancies by Classification, December 1, 2019

Classification	Personnel on 12/1/19	Vacancies on 12/1/19
VRC 1 In-training	13	2
VRC 2 In-Training	6	0
VRC 3 Journey	53	12
VRC 4 Lead R	55	13
T 1 Case Aide RT	74	6
2 Benefits Tech	7	0
RT 2 Business Spec	15	3
VR Supervisor	25	5
Assistive Technology Assessment Practitioner	2	0
TOTAL	250	41

- Projections of the number of personnel, broken down by personnel category, who will be needed by the State agency to provide VR services in 5 years based on projections of the number of individuals to be served, including individuals with significant disabilities, the number of personnel expected to retire or leave the field, and other relevant factors.

Personnel Data & 2021 – 2025 Projections – DSHS/DVR Projected New Staff Needs by Personnel Classification, 2021 – 2025

Personnel Classification	Projected Number of Positions to be Filled, 2021 – 2025
VRC 1 In-Training	20
VRC 2 In-Training	20
VRC 3 Journey	44
VRC 4 Lead	44
RT 1 Case Aide	40
RT 2 Benefits Technician & Business Tech	16
Supervisor	20
Assistive Technology Assessment Practitioner	1

Personnel Development

- Higher Education Vocational Rehabilitation Programs – Western Washington University (WWU) offers the only graduate program in Washington that directly prepares vocational rehabilitation professionals. Currently 32 students are enrolled in the Master of Arts in Rehabilitation Counseling program. In FFY 2019, 10 graduates completed this program and attained the credentials for certification as a rehabilitation counselor.

The number of students enrolled at each of those institutions, broken down by type of program - WWU Master of Arts in Rehabilitation Counseling Participants and Sponsorships, FFY 2020

Students Enrolled	32
DSHS/DVR Sponsored	0
RSA Sponsored	10

The number of students who graduated during the prior year from each of those institutions with certification or licensure, or with the credentials for certification or licensure, broken down by the personnel category for which they have received, or have the credentials to receive, certification or licensure.

Students Enrolled	32
DSHS/DVR Sponsored	0
RSA Sponsored	6
Graduates	10
DSHS/DVR Sponsored	0
RSA Sponsored	5

Plan for Recruitment, Preparation and Retention of Qualified Personnel

- Recruitment, Preparation, & Retention of Qualified Personnel – DSHS/DVR’s FTE allotment is capped at 318.0 FTEs until June 30, 2021. The division is able to recruit all field service vacancies as they occur but may not exceed this FTE cap. Approval by the DSHS Secretary is required to fill any newly established exempt or program management positions, as part of ongoing budget savings policies.
- Qualified Personnel Recruitment & Preparation Strategies – DSHS/DVR will maintain recruitment linkages and concentrated efforts with regional higher education institutions offering rehabilitation counseling programs. These include:
 - Western Washington University
 - University of Idaho
 - Portland State University
 - Western Oregon University
 - San Diego State University
 - Fresno State University
 - Utah State University

DSHS/DVR will also continue to send recruitment announcements to higher education institutions offering rehabilitation counseling programs nationwide.

Recruiting qualified candidates in sufficient numbers to fill VRC positions is a continuing challenge. The national shortage of qualified VRC applicants has significantly affected DSHS/DVR’s ability to fill vacancies in a timely manner, especially in rural and high-cost-of-living locations. Counselor turnover in our most populous county, King County, results in insufficient staffing levels to adequately meet customer needs.

In response to recruitment challenges, DSHS/DVR has broadened its list of qualifying master’s degrees to include psychology, counseling, or a field related to vocational rehabilitation (i.e. fields which promote the physical, psychosocial, or vocational well-being of individuals with disabilities). While the list of qualifying master’s degrees has broadened, the required competencies that a VRC candidate must demonstrate have remained unchanged.

Per Workforce Innovation and Opportunity Act (WIOA) revisions to Rehabilitation Act CSPD requirements, DSHS/DVR has incorporated the Bachelor’s level education qualifications into the VRC classification series. This has resulted in a broader recruitment pool and more timely appointments to vacant positions. However, a consequence of hiring graduates without a Master’s Degree in Rehabilitation Counseling is the additional time required for these new staff to master the work.

New counselors without a Master’s in Rehabilitation complete 18 credit hours in rehabilitation counseling within their first two years with DVR. New counselors with a Bachelor’s degree have two years to complete a Master’s Degree. These counselors also carry fewer cases than journey-level counselors while completing the educational requirements and learning the job.

A particular focus of recruitment continues to be attracting candidates who identify as African-American, Latino, and American Indian, as these individuals are presently under-represented among DSHS/DVR personnel and in comparison to our caseload demographics. Targeted recruitment will continue in collaboration with Latino community-based organizations, American Indian VR Programs and other Tribal organizations, as well as African-American community-based organizations.

- **Retention & Advancement** – To ensure new employees have the support they need to be successful, DSHS/DVR continues to use a comprehensive employee onboarding program. This set of activities is used by supervisors when new employees are hired to ensure that individuals receive adequate orientation and training to perform their roles and responsibilities and serve customers well.

An activity to support new staff was implemented in one of DVR's regions this year. New VR counseling staff formed a cohort that met monthly with two senior DVR managers to discuss policy, practices and principles related to their vocational rehabilitation work. The sessions have proven to be valuable to new staff, and other areas of the state plan to implement similar approaches.

DSHS/DVR conducts an employee survey bi-annually, and uses the results to identify ways to improve employee job satisfaction.

Personnel Standards

- Standards that are consistent with any national or State-approved or -recognized certification, licensing, registration, or other comparable requirements that apply to the profession or discipline in which such personnel are providing VR services
- **Personnel Standards** – In accordance with 101(a)(7)(B) of the Rehabilitation Act, DSHS/DVR maintains consistent standards for all rehabilitation personnel. These standards include prior education and experience requirements as well as specific core competencies. All current DSHS/DVR counseling personnel (Field Services Administrator, Regional Administrators, VR Supervisors, and VRCs) hold credentials that are consistent with either the state-based VRC registration requirements or the national certification standards of the Commission on Rehabilitation Counselor Certification (CRCC).

DSHS/DVR continues to apply educational qualifications for new hires into VRC 2, VRC 3, VRC 4, and VR Supervisor classifications that require the following credentials:

- A master's degree in rehabilitation counseling, psychology, counseling, or a field related to vocational rehabilitation (i.e. fields which promote the physical, psychosocial, or vocational well-being of individuals with disabilities; or
- CRCC Certification; or
- A master's degree in a closely related field, plus 18—quarter (12—semester) credit hours in specified rehabilitation counseling courses at the graduate level.

DSHS/DVR has adopted education qualifications at the Bachelor's level for the VRC1 classification as an entry point in to the VRC classification series. However, the VRC1 has been designated as an "In-training" classification that requires incumbents to obtain a Master's degree within two years of hire.

- The establishment and maintenance of education and experience requirements, in accordance with section 101(a)(7)(B)(ii) of the Rehabilitation Act, to ensure that the personnel have a 21st century understanding of the evolving labor force and the needs of individuals with disabilities.
- **Staff Development – 21st Century Education & Experience** - DSHS/DVR specifications for the VRC classification series are as follows:
 - VRC1 – "In-training" classification that requires incumbents to have at least one year of experience and obtain a Master's degree within two years of hire.
 - VRC2 – "In-training" classification that requires incumbents to have a Master's degree with less than three years of experience.
 - VRC3 – "Journey" classification that requires incumbents to have a Master's degree with at least three years of experience.
 - VRC4 – "Lead" classification that requires incumbents to have a Master's degree with at least four years of experience.

DSHS/DVR completes an annual Performance and Development Plan (PDP) with each employee that covers the period September 1 to August 31. The PDP is a standard State of Washington tool used to evaluate job performance and emphasize individualized staff development needs. Specific development needs identified for each employee are to be addressed in the following year. In addition to determining individual training needs, DSHS/DVR compiles results to plan overall training and developmental priorities conducted staff-wide. While specific priorities evolve year-to-year, DSHS/DVR consistently addresses vocational assessment, counseling and guidance, vocational planning, job placement, as well as assistive and rehabilitation technology. New and ongoing training and continuous improvement activities specifically target the development of staff competencies using labor market and industry sector data.

Staff Development

A system of staff development

- Professional development – DSHS/DVR provides staff development and training for all staff, and in so doing, provides training opportunities (required and optional) to enhance staff competencies and skills. DSHS/DVR offers training to both professional and paraprofessional staff in core subjects through online (eLearning), instructor led virtual, and in-person instructor led training. Under Order of Selection, a larger proportion of DVR's caseload is comprised of individuals with the most significant disabilities, presenting challenges in meeting customer needs that are more complex. The role of the paraprofessional technician has become more critical to the effective management of caseloads.

DSHS/DVR tracks each staff member's progress on assigned training through the State's learning management system (LMS). This system allows for staff to participate in extensive training that is on-demand and available 24/7.

DSHS/DVR is pre-approved through the Commission on Certified Counselor to provide continuing education hours to those counselors who hold a CRC. DSHS/DVR currently has 39 staff who hold a CRC certification.

- Identifying training needs – DSHS/DVR utilizes various methods of reviewing staff performance such as: monthly supervisor case reviews and annual performance evaluations which drive the creation of individual performance development plans of all staff. Additional information is collected to identify strengths and deficiencies among staff and related training needs from other methods including:
 - Statewide case reviews conducted by the Division's Planning and Performance team.
 - Contributions from all field staff via a statewide training needs assessment.
 - Recommendations from the State Rehabilitation Council and the State Independent Living Council.
 - 2017 Social and Health Services Client Survey.
 - Comprehensive Statewide Needs Assessment (CSNA).
 - Regional Training Specialists, State Training Team, and DVR management.
- Regional Training Specialists – In 2019, DVR established six Regional Training Specialist positions to develop and deliver training to field staff in core VR competencies and customer service, with a focus on effective, timely eligibility and plan development. The Regional Trainer team's goal is to evaluate all core VR training curricula and rebuild based on today's identified needs.

One of the first activities of the training team will be a statewide training needs assessment. A training survey is under way to collect information about perceived training needs. Regional trainers will also be visiting with regional leadership, supervisors, and units to engage them in discussions that will guide development of a training plan.

Training will be competency-based and designed to build knowledge and skills in case management practices. Training will be available in various modalities such as: online (eLearning); instructor led virtual; and in-person instructor led training. Washington DVR has continued to leverage video conferencing equipment to provide training via video conferencing equipment at 21 office locations statewide. This technology permits larger numbers of staff to receive more timely training while reducing travel costs.

- Onboarding/New Employee Orientation – DSHS/DVR offers New Employee Orientation twice a year, with the expectation that all staff will attend a session within six months of starting employment. DSHS/DVR currently boasts a completion rate of over 95 percent for this 2-day training event. The New Employee Orientation covers such subjects as:
 - Vocational Rehabilitation Process
 - Client Assistance Program (CAP)
 - Washington State Independent Living Council (SILC)
 - Washington State Rehabilitation Council (WSRC)
 - Office of Indian Policy
 - Washington Federation of State Employees Union
 - DVR Customer Rights/Informed Choice
 - DVR Information Technology
 - DVR Policy
 - DVR Public Records
 - DVR Fiscal/Travel
 - DVR Planning and Performance
 - DVR Business Engagement
 - DVR Training
- Vocational Rehabilitation Institute (VRI) – Washington DVR along with the Center for Continuing Education in Rehabilitation (CCER) at University of Washington has agreed to contract to deliver comprehensive training in core VR topics to DVR counseling staff. For experienced staff, it serves as a refresher and offers up to date information and resources that staff need to work in the field today. For new staff, especially those who entered VR without a Master's in Counseling, it provides a number of foundational modules. Receiving and retaining this training will lay the foundation for the provision of timely and effective vocational rehabilitation services to DSHS/DVR customers.

These classes are facilitated at a graduate level, which enable staff to build the knowledge needed to perform within the scope of expertise presumed of professional counseling staff. Counseling staff will attend the VR Institute within 12 months of starting employment.

Counseling staff attending the VRI will begin and end their sequence of classes as part of a cohort, with each cohort averaging 25 students. Classes will span 12 days spread across four, three-day sessions. Cohorts will break for 3-4 weeks between sessions.

Core practices the VRI will address include:

- Counseling Theories and Techniques, and Foundations of Rehabilitation
- Medical, Psychosocial and Vocational Aspects of Disability
- Case Management
- Vocational Assessment
- Vocational and Career Development/Occupational Information
- Job Development and Placement/Personal and Vocational Adjustment
- Rehabilitation University – DSHS/DVR requires all Vocational Rehabilitation Supervisors, Vocational Rehabilitation Counselors, Rehabilitation Technicians, Business Specialists, Benefits Technicians, and Transition Consultants to participate in various online trainings on an ongoing basis which address assessment, counseling and guidance, vocational planning, job placement, as well as assistive and rehabilitation technology. The Rehabilitation University, DSHS/DVR’s in-service training platform, features standard training modules. The basic curriculum must be completed by all field staff within 12 months of appointment.

Washington DVR’s new regional training team will oversee the courses and content offered through the Rehabilitation University over the coming year. The team will develop and implement a DVR Training Plan to establish goals and priorities in revising and improving the series. The Rehabilitation University curriculum is over 22 eLearning modules comprised of the following primary subject areas:

1. Vocational Rehabilitation Process- assessment, vocational counseling, job placement
2. Special Programs- Supported employment, Pre-Employment Transition Services,
3. Employment Outcomes
4. Benefits Planning and Ticket to Work Incentives Improvement Act
5. Rehabilitation Law Review- American with Disabilities Act, Workforce Innovation and Opportunity Act (WIOA), Individuals with Disabilities Education Act (IDEA),

DSHS/DVR has numerous policies related to appropriately and adequately prepare and train personnel including rehabilitation professionals and paraprofessionals. One of the primary sources of knowledge for staff is the standard operating procedure related to required training. This document has a matrix of courses that pertain to specific positions or that can be accessed by staff who want to build skills for career advancement.

Acquisition and dissemination of significant knowledge – Procedures for the acquisition and dissemination of significant knowledge from research and other sources to designated State unit professionals and paraprofessionals.

Washington DVR distribution significant information in emails, statewide and regional face-to-face meetings, video teleconferencing, weekly newsletters, and divisional SharePoint sites.

Washington DVR staff at all levels attend numerous conferences every year to gain knowledge and skills. Conferences include Workforce Development, Transition, Supported Employment, Program Evaluation, and many others. Individual staff members also request and are granted approval to attend training or conferences related to serving specific populations or areas of specialization.

DSHS/DVR Benefit Planners, receive specialized training through Cornell University to confirm the delivery of quality services when working with customers that receive monetary or medical benefits. Benefits Planners have provided ongoing training and support statewide with over 17 classes conducted for counseling staff on basics of social security and work incentives for customers.

- Personnel to Address Individual Communication Needs – DSHS/DVR continues to assure full communication access for all individuals with limited English proficiency. In addition to bilingual DSHS/DVR staff, contracted interpreter and translation services are available. DSHS/DVR forms and publications are available in Cambodian, Chinese, Korean, Laotian, Russian, Spanish, Vietnamese, and Somali. Translations are available in other languages when needed.

Individuals who are Deaf or hard of hearing may communicate with DSHS/DVR staff at all locations via video phone, video relay, voice relay, American Sign Language (ASL) interpreters, real-time captioning, augmented listening devices, and UbiDuo devices. DSHS/DVR's Rehabilitation Counselors for the Deaf (RCDs) provide effective and culturally competent services for customers who are Deaf.

DSHS/DVR's training manager is knowledgeable in developing accessible training material, and provides technical assistance and oversight related to training material used by Washington DSHS/DVR.

All DSHS/DVR-sponsored trainings include an invitation for potential attendees to request accommodations as part of the registration process. When an accommodation is requested, Training staff follow up to assure the accommodation is arranged.

- Coordination of Personnel Development Under the Individuals with Disabilities Education Act – Washington DSHS/DVR works closely with the Office of the Superintendent of Public Instruction (OSPI) to coordinate personnel development activities under an interagency agreement with OSPI and the Department of Services for the Blind (DSB) to address mutual issues. This agreement is intended to facilitate the required coordination with education and provision of Pre-Employment Transition Services, as required under WIOA. In addition, this agreement allows DSHS/DVR, DSB, and OSPI to identify necessary training for DSHS/DVR and education staff regarding new services, new coordination, and best practices in serving students with disabilities.

Statewide Assessment

The Comprehensive Statewide Needs Assessment (CSNA) is a study of the vocational rehabilitation needs of individuals with disabilities statewide. The CSNA can be found at: <https://www.dshs.wa.gov/dvr/data-assessments-and-reports>.

Notes:

