

District of Columbia State Rehabilitation Council

Meeting Agenda for Thursday, 01/09/2014, 9:30 a.m. - noon
DDS Offices, 1125 15th Street, NW, Washington, DC 20005

1 Call to Order

a. Introductions:

SRC Members-Shawn Callaway (Chair), Siavosh Hedayati, Joe Cooney, Joe Brinley, Maria Barrera and SRC members via teleconference- Marion Levine (SRC) Richard Simms (SILC), Matt McCullough, (EOM)

RSA Staff -Andrew Reese (VR Director) Deidre Burchette, Sharon Vaughan- Roach, Marlene Kinney, Daniel Dougherty and Darnise Henry Bush

SODA/SRC - Adam Mingal (DDS);

Region III, TACE-Pat Tomlinson and Tom Jennings

ASL Interpreters -Karen Hayne and Joe Lucas

- b. Welcome new member:** Shawn introduced new SRC member Dr. Maria Barrera, she shared a brief background of her previous advocacy in Texas, Maryland, New Mexico and the District of Columbia. She was a previous client in DC and is currently employed with the DDS/RSA as a Vocational Rehabilitation Specialist. She added that her goal with the SRC is to promote better services to DC clients.

2 Opening Remarks SRC Chair: (Shawn Callaway)

Shawn asked the membership to recall the SRC swearing-in about three years ago and the number of members at that time. The numbers of members that continue to participate from that group are few. This should be kept in mind as we develop strategies to renew current members and recruit new members.

Shawn urged those present to recommend only those people that are serious and committed to the work of the SRC. Otherwise, it is a disservice to persons with disabilities and the membership commitment to making life better. Council representation is not for resume building.

The SRC will seek assistance from the Office of Boards and Commissions and DDS/RSA to identify new members. Shawn encouraged members to be thorough when identifying new members for the SRC.

3 Approval of September 12, 2013 Minutes:

Ms. Bush began reading minutes dated 09/12/13 Mr. Cooney made a motion to waive the reading of the minutes. (Discussion: Membership has had time to review them, posted corrections have been included and additional corrections are not indicated.) Motion seconded - and approved. A quorum was not present to

approve the 9/12/13 minutes. Chair stated that minutes and attachments are posted at the SRC designated site, pending approval.

4 RSA Director's Report - (Andrew Reese)

- a. **Pending Policy and Procedure Reviews:** Andrew provided status updates for Self Employment policy and procedure, Post Secondary Education procedure and Order of Selection policy. .

The Post Secondary Procedures and Order of Selection Policy and Procedures will be posted for member comment required by the end of January 2014. Before policy procedures can be formally adopted SRC full membership and general public review is required.

- b. **Needs Assessment:** Solicitation for the **Comprehensive Statewide Needs Assessment (CSNA)** has gone out and responses are due back by the end of January 2014 so that they can be evaluated.

This Comprehensive Statewide Needs Assessment is a collaborative effort by SRC and SILC. The completed CNSA will be completed in the beginning of FY 2015. This will provide enough time for sufficient outreach and focus groups to extensively study and identify the unserved and underserved populations. It will also identify service delivery gaps or changes.

- c. **Order of Selection:** RSA is considering the need for including an Order of Selection in the FY 2015 VR State Plan. RSA is serving more people. Our numbers have gone up to more than one-third those of 2012. Service cost, and the increased numbers of clients served have significantly affected the budget estimates for FY 2014; the amount of carryover funds from FY 2013 to FY 2014 was much lower than it had been in prior years.

Dave Bush and Maureen McGuire-Kuletz are working together to plan training opportunities for staff introduction to policy changes, policy implementation and service delivery requirements.

RSA Staffing: RSA staffing is almost fully staffed. RSA is interviewing for the last group of vacancies that need to be filled they include a Blind Services Supervisor, 3 VR Counselors and a Transition Counselor.

Reports -RSA 113 (Quarterly Cumulative Caseload) and RSA 722 Annual Appeals Process) Marlene Kinney:

Marlene Kinney provided an overview and responded to SRC comments/questions raised by SRC membership participants.

Copies of the reports were given to Adam Mingal for posting on SRC site.

Attachment

RSA Financial Outlook (Snap Shot 2012-2013) Sharon Vaughan-Roach: It is also posted here to the SRC's website.

Sharon Vaughan-Roach distributed and presented Budget Snap Shot 2012-2014 and responded to comments/questions raised by SRC membership participants. Copies of the reports were given to Adam Mingal for posting on SRC site.
Attachment

5 Region III TACE Training - Pat Tomlinson and Tom Jennings:

Pat Tomlinson and Tom Jennings, representatives from, Region III Technical Assistance and Continuing Education Center (TACE) began the training with discussion and response to the Potential DC RSA SRC Training Plan for 2014. The 2014 recommended SRC training outline will be posted on the SRC site.

Pat Tomlinson and Tom Jennings provided an in-depth presentation on the purpose of and the role of the DSU and SRC in the implementation and completion of the Comprehensive Statewide Needs Assessment (CSNA)
Copies of the reports were given to Adam Mingal for posting on SRC site.
Attachment

6. Individual Committee Updates

- a. SRC Practice Committee: Provide input for FY' 14 RSA Staff planned training activities consistent with policy changes and coordinated by David Bush and Maureen McGuire Kuletz.
- b. SRC Policy Committee Meeting: FY'14 procedure policy for Post Secondary Education has been posted for full SRC review.

7 Adjournment: 12:15pm

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1. **Call to Order**, *Shawn Callaway*
2. **Welcome to Newest SRC Member**, *Shawn Callaway*
3. **SRC Chair's Remarks**, *Shawn Callaway*
4. **Approval of September 2013 SRC Minutes**, *SRC Voting Members*
5. **Committee Updates**, *SRC Committee Chairs*
6. **RSA Director's Report**, *Andrew Reese*
7. **RSA 113 (Quarterly Cumulative Caseload) and RSA 722 (Annual Appeals Process) Reports**, *RSA Staff*
8. **Training Topics for 2014 & the SRC's Role in the Comprehensive Statewide Needs Assessment**, *Tom Jennings and Pat Tomlinson*, Region III Technical Assistance and Continuing Education Center (TACE)
9. **Old Business**
10. **Announcements**
11. **Adjournment**

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Draft Meeting Minutes for Thursday, 9/12/2013, 9:30am-1pm

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1 Call to Order

- a. **Introductions:** Shawn Calloway (Chair), Andrew Reese (VR Director), James Parson, Siavosh Hedayati, Joe Cooney, and (members); Matt McCullough, (RSA) David Bush, Sharon Vaughan- Roach, Marlene Kinney, Daniel Dougherty, Karen Hayne, Joe Lucas (interpreters); Adam Mingal (DDS); Darnise Bush (RSA) Matt Rosen (Guest).
- b. **Thank you:** Shawn and membership invited prior Chair - Matt Rosen to extend appreciation and acknowledge his hard work on behalf of the SRC. Matt shared that his work on behalf of the SRC had been a pleasure and that resigning from the SRC to take a job with the Department on Disability Services Administration had been a difficult decision. He said that he would only be a floor or a telephone call away. He stated that discussions with Shawn and the SRC would continue to move forward.

- 2 **Opening Remarks by the new Interim SRC Chair:** Membership discussed strategies to renew current members' sporadic attendance and interest. Shawn will contact them individually so that the SRC's business can move forward.

- 3 **Approval of July 12, 2013 Minutes:** Adam Mingal provided an overview of the 07/12/13 minutes. Members summarized and discussed, approval pending a quorum.

4 RSA Director's Report

- a. **RSA's State Plan for Vocational Rehabilitation Services** was submitted to Federal RSA prior to the July Pt deadline. It has been approved as submitted, by the United States Department of Education, RSA. The State Plan for VR is approved and posted on the USDE website. The agency received confirmation from RSA that it will now make the agency's FY 2014 grants available.
- b. **RSA Staffing:** The New VR Administrator is Mr. David Bush. He is from Ohio and has a back ground in Higher Education and public and private vocational rehabilitation services. Mr. Bush shared that on a personal level he has experiences with VR since birth through his parents. His three weeks with VR have been busy. He is looking forward to working with everyone.
- c. Meredith Young, one of the VR counselors has been promoted. Her new position with RSA's Quality Assurance Unit. She will be working with Program Development and Policy. She will work closely with Joe Cooney and the SRC Policy Committee.
- d. Kelly Shultz will intern with Andrew Reese for 2 days per week. She is a Master's student at the University of Maryland, Baltimore. She will work closely with both the SRC and the SILC on community outreach and policy development. Her background includes experience with nonprofit

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- organizations. She is tasked with assisting in the promotion of community outreach and community input activities.
- e. A new Transition Supervisor, Mr. Charles Griffin, from California came on board with RSA about a month ago. He has been meeting with different contacts throughout the city.
 - f. Last November, RSA had 4 Transition Counselors, there are now 9 transition counselors, and the goal is 12 before the end of the first school semester.
 - g. RSA has new intake procedures to staff have been reassigned to improve efficiency. On October 7, 2013, the Intake Unit will have a Supervisor. The person is a staff transfer from within. Prior to this the Intake Unit staff was supervised at the VR Administrator level.
 - h. RSA is in the process of shifting a number of staff from administrative duties to direct service functions to improve the overall consumer service delivery.
 - i. RSA received a complaint through the Office Human Right (OHR) which involved consumer complaints regarding intake service delivery to non-English speaking persons. The largest groups of non-English speaking persons seeking VR service have been Spanish. In the past instead of using the language line for assistance staff sought help from each other to help the consumer. The complaint also alleged that agency forms and documents were not translated properly.
 - j. On August 16, 2013, the Director of DDS, Deputy Director for RSA, agency's General Counsel and the staff person responsible for monitoring compliance with the Language Access Act met with staff from the Office of Human Rights to discuss the outcome of the complaint. OHR did not make any findings regarding the translation of documents, although the agency has agreed to have all documents translated by one of three new companies that are translating documents for District government agencies. The agency had also addressed the other concerns raised in the complaint. Staff received Language Access Act training to understand its proper function and use during interaction with non-English speaking consumers. Training included how to identify the language needed. Staff is required to report all Language Line use monthly. This information is used to compile city-wide reports
 - k. Planned Intake improvements include the production of new RSA Orientation Video's one in English with ASL on screen captioning; the Spanish speaking video will not include ASL because it differs from country to country.
 - 1. Secondary School Kit materials have been developed for Transition Unit distribution, streamlining consumer recruitments.
 - m. Is there a policy in place at RSA that offers priority to District residents?
Response: At RSA HR screens candidates by qualifications such as Highly Qualified and Qualified. All of the job openings do not require that a person be or become a District Resident, that is pre-determined by job classification. There is a point preference given to District Residents, HR could provide more information about how it works. The City Council has been reviewing the Residency Point System.

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- n. RSA applications are available on line, distributed to the community at the September 19th event and in all DOES One Stops. Applications are available at 27 other agencies throughout the city making it easier for consumers to access services.
- o. The Needs Assessment for FY'14 should begin as soon as possible after October 1, 2013. SRC and SILC will share the cost. Both Councils will utilize the information in accordance with the VR and IL State Plans. The process should be easier this time because writing the RFP will not start from scratch; it will need to be edited. We have learned from the last one and will start early, edit the RFP to include additional information and post it. Online.
- p. The 2014 Needs Assessment will include more participants and expand the number and size of focus groups. Including social workers will ensure this.
- q. Will the RFP go to the University of San Diego this year? They may bid on the RFP this year along with others. Cost is not the deciding factor, quality is.
- r. Will the SRC and SILC work together? There is a federal requirement that they do. There is a SILC member on this Council and there should be an SRC member at their meetings. The SRC and the SILC advocate on disability issues for the community i.e. housing availability or the Medicaid (EPD) waiver. The Agency does not advocate.
- s. What prevents counselors from dropping the ball and passing their case on to other counselors? There are measures in place to prevent this. Supervisors have the responsibility to keep cases moving within guidelines. RSA is matching specialty counselors with specialty cases. We are reviewing for quality services.

5 RSA Budget Update: Sharon Vaughan-Roach distributed and presented on a Budget Report through July 2013. Some line item projections seemed to low and were run again on 09/06/2013. It is also posted [here](#) to the SRC's website.

- a. Comments/questions were raised as to:
 - i. The Agency is reviewing quality of services, cost and assessment of services provided, the SRC and SILC interaction would be helpful
 - ii. Reporting is based on System 7, Direct Services What is included? The Report is complicated and many categories are listed together. For example Direct Services includes the computers brought by the Blind Services Division but are they charged to VR or Rehabilitation Engineering
 - iii. The assessment numbers are low indicating only 3,000 spent with only 5 clients as of July. That category indicated 4,800 as of 09/06/2013.
 - iv. There are other line item concerns Rehabilitation Engineering, Job Placement, and Job Coaching. The expenditures appear to be too low but may show up in other areas.
 - v. With a System 7 if you don't ask using the correct words you may not get the service. The client asks for. Job coaching and gets job placement. The

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- client does not need to know what he or she needs-that should be derived from the client/counselor consultation.
- vi. The numbers to date show much improvement, but it is a work in progress.
 - vii. What is included in the various categories? The Agency is in the process of aligning System 7 reporting with federal government reporting requirements.
 - viii. Is the Agency affected by the Sequester? It is affected on paper; currently the Agency is not using this year's budget amount so it is not affecting client services.
 - ix. Will clients have to pay for their services if the Sequester occurs? There is a policy in place that governs the financial needs assessment. It is in place now, since 2007 for colleges and universities. Supervisors are responsible to ensure that RSA policy is utilized by counselors in their units. Additional training is forthcoming for case management of multiple year IPE's.
 - x. The second page of the Budget Report shows the FTE's or RSA Personnel dollars or FTE's indicate 3 supervisors and 5 rehabilitation counselor vacancies. Monies will be drawn down to pay for the vacancies.
 - xi. Indirect cost - How much does RSA pay for this building (1125 15th Street, NW)? When entering the building, it takes over 5 minutes to get through security. The Agency should scream about this. It impacts clients negatively. It is a disincentive to come to this current location.
 - xii. We are not sure what the location cost are to RSA, Sharon will research and get back to you to.
 - xiii. The agency agrees that it would be better to move from the current location, however, the Agency has at least 2 more years on its lease at the current location.
 - xiv. New locations are being considered when this lease ends. St. Elizabeth was mentioned as an option but it is not very accessible to public transportation. Locations that are closer to the people DDS serves are being considered, particularly, in Ward 7 or Ward 8.
 - xv. Is there a current outline that shows what is spent in each category?
 - xvi. Sharon will provide a cheat sheet to the SRC; it will be forward to Adam for posting on SRC site.

- 6 Bylaws Update:** Shawn Callaway, Interim Chair asked members status of meetings with Matt Rosen regarding the SRC Bylaws. (Joe C & Joe B) Responded- The bylaws committee had stopped meeting because members were not showing up. Pending by law issue: a) Election of Bylaws Committee Officers; b) the membership discussed but did not decide the on how to members should be removed for excessive absenteeism because they were appointed by the Mayor. c) a

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decision as to how to include bylaws for voting instructions and procedures by proxy and or through teleconference use.

7. Individual Committee Updates

- a. SRC Practice Committee: Current focus is on the survey and FY' 14 activity planning.
- b. SRC Policy Committee Meeting: Will be on hold before FY'14 planning until Meredith Young is transferred to the Quality Assurance Unit during October, 2013.

8. Set meeting schedule for upcoming year

- a. (Darnise)Members were advised to plan their FY'14 meeting schedule. The schedule is forwarded to the Office of Boards and Commissions and the Office of Administrative Issuances in November to meet the requirements for posting of public meetings. The next scheduled SRC Meeting is November 14, 2013.
- b. After discussing the correlations between member absenteeism, member participation, meeting frequency and pending SRC project goals and member SRC Committee responsibilities', the membership decided to stay with the current 6 meetings per year.
- c. The timeliness of pertinent information between the Agency and the SRC was also a deciding factor. Members said that unless a meeting was scheduled the information about crucial issues would not reach them in time to provide informed commentary as the SRC.
- d. FY'14 SRC Meetings will take place bimonthly on the 2nd Thursday of the month, from 9:30am - 1:00 pm beginning November 14, 2013. Sean Callaway has been invited with other Council and Board Chairs to a meeting sponsored by the Office of Boards and Commissions. At that meeting Shawn have questions regarding all members 3 year terms, absenteeism, policy for member dismissal and policy for member recruitment.

9. Announcements

- a. **Randolph Sheppard Regional Meeting** (October 1st and 2nd).
- b. **Region III TACE Meeting** (October 15th & 16th): Philadelphia, PA
- c. DDS Aging and Vision Rehabilitation Training (September 19, 2013)
- d. The Mayor' Disability Forum is October 1, 2013 at the MLK Jr. Library
- e. The DSU, DCCIL and DCSILC are co-sponsoring their 2013 Annual Youth Summit and Consumer Forum - Kellogg Center - September 23, 2013

10. Adjournment: Following the general SRC meeting, the Executive Committee will meet to discuss plans for FY'14. The SRC Policy Committee scheduled to meet and develop a schedule of future policies to be reviewed and considered by the Committee.

RSA-113

QUARTERLY CUMULATIVE CASELOAD REPORT

Rehabilitation Services Administration
OSERS/US DEPARTMENT OF EDUCATION

Fiscal Year: 2013 Period Covered: 4

State: DC

Blind Agency
 General/Combined Agency

Oct-Dec
 Oct-Mar

Oct-Jun
 Oct-Sep

Operated Under Order of Selection During Period? Yes No

CASELOAD ITEMS	NUMBER	SIGNIFICANT DISABILITY
A. APPLICATIONS AND ELIGIBILITY		
<i>Applicants</i>		
1. Applicants On Hand October 1	221	
2. Applicants, New This FY	2796	
4. Individuals in Trial Work/EE On Hand, October 1		
5. Individuals in Trial Work/EE Referred This FY	8. Applicants at	25
6. Individuals in Trial Work/EE at End of Period (A4+A5-A9-A13-D6)	End of Period	67
<i>Eligible Individuals On Order of Selection (OOS) Waiting List</i> 7,	(A1+A2-A5-A8-AI2-	27
Individuals On OOS Waiting List On Hand October 1	37	0
8. Individuals On OOS Waiting List, New This FY from Application	0	0
9. Individuals On OOS Waiting List, New This FY from Trial Work/EE	0	0
10. Individuals On OOS Waiting List at End of Period (A7+A8+A9-A14-D5)	0	0
<i>Individuals Determined Eligible, Before Signed IPE</i>		
D7)441	38	37
	0	0
	375	354
	386	354
	1890	1755
	516	480
11. Eligible Individuals Before Signed IPE On Hand, October 1	2370	2366
12. Eligible Individuals Before Signed IPE, New This FY from Application	2135	1993
13. Eligible Individuals Before Signed IPE, New This FY From Trial Work/EE	1638	1593
14. Eligible Individuals Before Signed IPE, New This FY From OOS Waiting List	3126	2883
15. Eligible Individuals Before Signed IPE at End of Period (A11+AI2+A13+A14-132-D3)	620	546
B. SIGNED INDIVIDUALIZED PLAN FOR EMPLOYMENT (IPE) AND AWAITING SERVICES		
1. Individuals With Signed IPE, Before Receiving Services, On Hand October 1	468	447
2. Individuals With Signed IPE, Before Receiving Services, This FY	167	156
	122	116
5. Individuals Exiting from OOS Waiting List	3. Indivi	0
6. Individuals Exiting from Trial Work/EE	duals With	28 Signed IPE,
7. Individuals Exiting As Applicants	43	
8. Total Numbers of Individuals Exiting The Program (D1+D2+D3+D4+D5+D6+D7)	350	
	1770	1293

Contact Person
(Please Print)

Martina Jones Kinsey

Phone Number E-
mail Address
Authorized Signature

202-442-8606

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11 - &

Andrew P...

Before Receiving Services at End of Period (B1+B2-C2-D4)

C. SERVICE IMPLEMENTATION

1. Individuals Receiving Services, On Hand October 1

2. Individuals Receiving Services, Beginning This FY

3. Individuals Receiving Services, at End of Period (C1+C2-D1-D2)

D. OUTCOMES FOR INDIVIDUALS EXITING THE PROGRAM 1, Individuals Exiting with Employment Outcomes

2. Individuals Exiting without Employment, after Receiving Services

3. Individuals Exiting without Employment, after Eligibility, Before Signed IPE

4. Individuals Exiting without Employment, after Signed IRE, Before Receiving Services

THE STATEWIDE COMPREHENSIVE NEEDS ASSESSMENT (CSNA)

Why conduct a Statewide Comprehensive Needs Assessment (CSNA)

- Required in the Rehabilitation Act of 1973, as amended
- Provides a basis for state plan goals, objectives, and strategies
- Provides a basis to justify new program development & enhancement
- Informs the public and enhances community awareness

How often must a CSNA be done?

Every three years. (Can be spread out over the three years or can be done all in the third year.)

What is the Payoff for DC RSA?

- Should be useable and useful to program management.
- Should identify the gaps in existing services that can be reduced through policy and program modification and/or development
- Should provide data to support agency priorities, programs, and initiatives
- Should provide educational materials for grants, funding, etc.

What are the information goals required by the Rehabilitation Act?

The VR services needs of:

- ✓ Individuals with the most significant disabilities, including their need for supported employment
- ✓ Individuals with disabilities who are minorities
- ✓ Individuals with disabilities who are unserved or underserved
- ✓ Individuals with disabilities served through statewide workforce investment system

The needs to establish, develop, or improve community rehabilitation programs

What do we mean by "unserved" and "underserved"?

- **Unserved:** eligible for VR, not receiving services
- **Underserved:** not receiving equal or full benefits of VR

Examples

- People with mental illness
- TBI
- Deaf-blindness
- Low incidence disabilities
- Low-income
- Veterans
- Students in transition
- Older workers
- Rural residents

Why did RSA develop a CSNA Model Guide?

- Many past CSNA studies did not address all requirements, especially:
 - ✓ Other parts of the workforce system

- CRPs
- Limited information: sometimes focus was only on current or former consumers
- Need for clarification of expectations
- Agency and SRC requests for technical assistance

What does the Model Guide include?

- Part I — Background and description of the model CSNA
- Part II - Implementation of the model CSNA- step by step guide to implementation
 - ✓ Suggestions for conducting each of the six steps
 - ✓ Examples, worksheets, and links
- Detailed Appendix

Because no one source will provide comprehensive information, a multiple method, multi-data source is suggested.

The Model therefore Provides 7 Information Strategies-

1. Disability population statistics
2. Disability population estimates
3. Population projections and economic forecasts
4. VR agency data, studies, and experience
5. State statistics from federal reports
6. State and local data and reports
7. Stakeholder input
 - ✓ Surveys
 - ✓ Focus groups
 - _ Ke-y informant_interviews-
 - . 7 Hearings

The Guide shows how the above can be used to answer questions about population services, needs, services, and capacity.

Let's Walk through the Guide's Steps-

Step 1: Define & Establish CSNA Assessment Goals

- Establish coordinating team: VR agency, SRC member, and community agencies/organizations.
- Define goals:

Questions to consider-

- What organizations and individuals should be involved?
- What reports and findings are already available?
- Are there obvious needs and gaps that should be included?

Step 2: Develop Plan for Information

- Create the CSNA work plan, staffing, timelines, and cost estimate.
- Given the list of potential action strategies, VR decision makers, with input from the SRC, make choices of those strategies they will implement.

Step 3: Gather the information

- Consider both qualitative and quantitative information strategies.
- Include existing information collected by VR, the SRC, and others.

Step 4: Analyze Results**Step 5: Develop Conclusions and Potential Action Strategies****Step 6: Inform State Plan**

The product of Step 6 will be recommendations from the CSNA for State Plan goals, priorities and strategies.

What is the SRC's Role?

- SRCs are partners and are involved in the process.
- Opportunities for participation include-
 - ✓ Planning the goals (part of the coordinating team)
 - ✓ Data collection and community linkages (from agency representing; participate in surveys/ focus groups; consumer satisfaction surveys)
 - ✓ Review of findings
 - ✓ Development of recommendations
 - ✓ Information for State Plan

The SRC can provide important input and relevance to the CSNA throughout the process, including the following examples:

- Identifying topics of particular interest and identifying specific unserved or underserved populations;
- Identifying key informants and focus group participants and reviewing the information plan and instruments;
- Hosting focus groups, recruiting key informants, conducting hearings, and providing communications and promotion of the needs assessment process;
- Developing consumer satisfaction survey;
- Developing CRP and employer questions;
- Developing and reviewing information from other sources, reviewing qualitative information, and identifying themes;
- Developing, reviewing, and discussing findings and conclusions;
- Disseminating results and conclusions to community groups and participants in the needs assessment;
- Developing, reviewing, and discussing recommendations for the State Plan;
- Disseminating State Plan to community groups and participants in the needs assessment.

The responsibilities should be established as early in the needs assessment process as possible and updated as needed.

In a Nutshell-

- **Where are we?**
 - What do we already know?
 - What else do we need to know? (internally & externally)
- **Where do we need to go?**
 - What assessment strategies will we use?
 - What are the outcomes?
 - What are our recommendations based on information gathered?
- **How will we get there?**
 - Prioritize recommendations Develop State plan goal

**THE LAW: REHABILITATION ACT NEEDS ASSESSMENT
REQUIREMENTS
Section 101(a)(15)**

(15) Annual state goals and reports of progress (A)

Assessments and estimates

The State plan shall--

(i) include the results of a comprehensive, statewide assessment, jointly conducted by the designated State unit and the State Rehabilitation Council (if the State has such a Council) every 3 years, **describing the rehabilitation needs of individuals with disabilities residing within the State, particularly the vocational rehabilitation services needs of--**

(I) individuals with the most significant disabilities, including their need for supported employment services;

(II) individuals with disabilities who are minorities and individuals with disabilities who have been unserved or underserved by the vocational rehabilitation program carried out under this title; and

(III) individuals with disabilities served through other components of the statewide workforce investment system (other than the vocational rehabilitation program), as identified by such individuals and personnel assisting such individuals through the components;

(ii) include an **assessment of the need to establish, develop, or improve community rehabilitation programs** within the State; and

(iii) provide that the State shall submit to the Commissioner a report containing information regarding updates to the assessments, for any year in which the State updates the assessments.