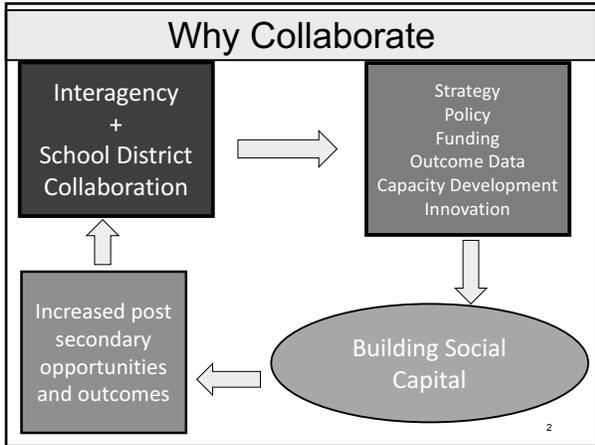


Nassau County School District
Presents
Becoming a VR Vendor



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What has happened to date in Nassau County?

- Collaboration with APD-Employment Enhancement Project
- Selected as an Employment First Florida pilot site-Technical support from Institute for Community Inclusion
- VR partnership through TPCA and as a vendor
- CareerSource collaboration through WIA and WIOA
- Collaboration with The Arc Nassau for post-graduate services and employment services
- COA partnership with transportation training
- FDCC-Rural Routes to Employment, Discovery Training provided by Griffin-Hammis Associates

3

Current VR Collaboration:
Third Party Cooperative Agreement



To recognize the programmatic and systemic function
of TPCAs

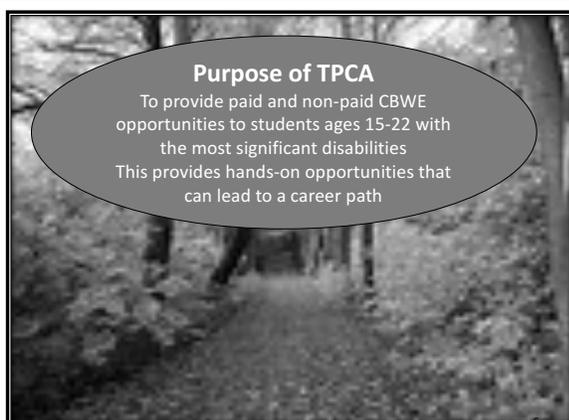
- What is it?
- Who qualifies for it?
- How does it work?
- What is involved?

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The Programmatic and Systemic
Functions of TPCA

- What is Third Party Cooperative Agreement
 - A partnership designed with local school district to increase outcomes for students with the most significant disabilities.
 - Designed to create or expand CBWE
 - Share program costs
 - Provide reimbursement for service deliverables
 - Requires 100% commitment from an Employment Specialist

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Purpose of TPCA

To provide paid and non-paid CBWE opportunities to students ages 15-22 with the most significant disabilities

This provides hands-on opportunities that can lead to a career path



Student Qualifications

- Requires VR Supported Employment services
- Requires SE services
- Is appropriate for HS SE course
- Requires intensive job coaching or job retention support
- Requires ongoing support to maintain employment

* A student's transition from high school to employment may happen at any time once he or she is ready for work and education is complete.

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Employment Specialist

- Spend 100% of their time providing services to only VR students with SE IPE
- Participate in trainings and seek assistance as needed
- Develop Work Sites and Experiences
- Pre-CBWE preparation
- Arrange student transportation
- Job Coaching
- Job Retention
- Provide resources and supports to employers
- Provide progress reporting (SPR and CBWE rating form) weekly or a minimum of 3 times per week
- Communicate regularly with TPCA stakeholders
- Update TPCA listing in REBA throughout the year
- Connect students with local One-Stop/Career Source Center

The ES cannot submit monthly reports or make referrals to VR

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VR TPCA for 2017-2018

- Registration open for Third Party Cooperative Agreement (TPCA)
- Deadline Friday, April 28
- A major change is that VR will only be reimbursing for Employment Specialist salary and benefits. There will not be a fixed price for providing services. The budget amount is subject to the 21.3% non-federal match requirements.
- Change in number of Employment Specialists
 - Up 10 Employment Specialists per district
 - Identify 8 CBWE per Employment Specialist to justify request for additional Employment Specialist

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Division of Vocational Rehabilitation
Florida Department of Education



Who or What is a VR Vendor

- A vendor is a person or business that provides services to VR customers that will lead to a goal of employment. These services may include, but are not limited to, medical services, training opportunities, and/or specialized equipment.
- VR registers all vendors from whom we purchase services for VR customers. For more information, call (850) 245-3401 or toll-free (866) 580-7438.
- You can find the application for your specific vendor type on our [Application Page](#).
- **You too can become a VR vendor and make a difference in the lives of people with disabilities. Learn more about it from these VR vendors.**

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Vendor Applications



Employment Services Contract Application

For more information on how to become an Employment Services Contract Provider, contact vresproviders@vr.fldoe.org

[On-the-Job Training Application for Vendors](#)
[Vocational Evaluation Providers](#)
[Certified Business Technical Assistance and Consultation \(self-employment\) Provider](#)
[Personal Care Assistant Application](#)
[Employment Network Application Package](#)
[Tutor Application](#)
[Transportation Provider](#)
[Aircraft Pilot or Aircraft Dispatcher Training School Provider](#)
[Rehabilitation Technology Services Application and Manual](#)
[Work Incentive Planning and Assistance \(WIPA\) Application](#)

** Some service provider types require background screening
Go to [Background Screening](#) web page for information on requirements.

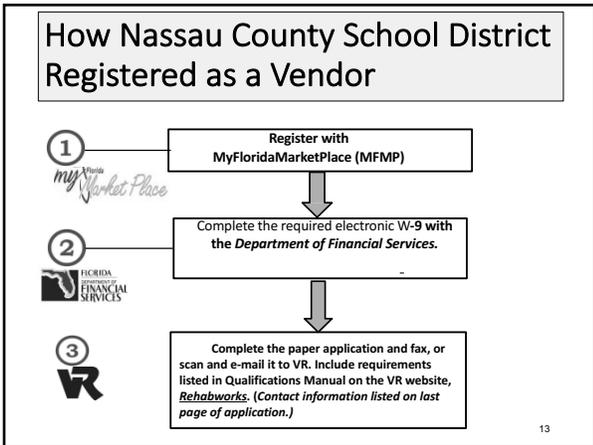
11



• How to Register: New Vendors

• ***Step-By-Step process for New Vendor Registration with Vocational Rehabilitation***

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Vendor Qualification Manual

- All vendors must be registered in **MyFloridaMarketplace (MFMP)** and have an Electronic W-9 on file with the Department of Financial Services prior to submitting an application to the Vendor Registration office.
- Contract providers must be registered with the Florida Department of State, Division of Corporations (SUNBIZ).

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Employment Services, Supported Employment Services and On-The-Job Training

Services Rate Contract Providers

Qualification Requirements

- Employment Service Providers DVR Application
- A copy of your agency's Internal Revenue Services (IRS) 501(c)(3), Not-for-Profit designation.
- Certificate of Liability Insurance reflecting a minimum of \$1,000,000, with the Department of Education/Division of Vocation Rehabilitation named as "Additional Insured" and "Certificate Holder"
- A completed Employee Contact form and Administrators Contact Form for all employees who will have responsibilities for providing direct services to VR customers
- Documentation of required qualifications (see below) for each employee providing direct services to VR clients:

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| Education/Experience |
|---|
| <ul style="list-style-type: none">• Four years of experience or employment in a public vocational rehabilitation program; experience in job placement, job coaching, or counseling; or other related experience working with persons with disabilities. OR• A Bachelor's Degree in a related field such as rehabilitation, counseling, social work, psychology, education, human resources, business administration, or economics, from accredited college or university and one years' experience as describe above. OR• A Master's Degree in a related field such as rehabilitation, counseling, social work, psychology, education, human resources, business administration, or economics, from accredited college or university and six months' experience as describe above. OR• An Associate's Degree from an accredited college or university, or a Bachelor's or Master's Degree in an unrelated field, and two years' experience as described above. |

| |
|---|
| <p>Vendors meeting all required qualifications may be eligible to enter into a noncompetitive "Rate Contract" to provide:</p> <ul style="list-style-type: none">• (1) Pre-placement Training• (2) Employment Services• (3) Supported Employment Services and• (4) On-The-Job Training Services. In addition to the requirements listed below, applicants must be registered with Florida's Department of State, <p><i>Note: All employees who will provide Supported Employment Services must also have a training certificate in Supported Employment from a state or nationally recognized Supported Employment Program. This applies to all Providers, including those accredited by CARF or JCAHO..</i></p> <p>NOTE: The Administrator, Financial Office, Director and any person employed by the provider who has direct, face-to-face contact with Vocational Rehabilitation customers is required to undergo a Level 2 background screening per</p> <ul style="list-style-type: none">• F.S.435.04 and F.S.413.208. Instructions on how to obtain the screening through AHCA's Care Provider Background Screening Clearinghouse will be sent by the Vendor Registration office once preliminary qualifications are approved. |
|---|

| Additional Information |
|--|
| <ul style="list-style-type: none">• Timeframe-Application submitted 1/15/16 Contract approved 8/10/16• 2 References (businesses or individuals)• Provide a list of employers with whom we have successfully placed students (employed or CBWE)• Certificate of Liability Insurance Policy• Resumes and diplomas of all staff that will have face-to-face contact with VR customers |

Additional Information

- Level II background screening via the AHCA (Agency for Health Care Administration) Care Provider Background Screening Clearinghouse for staff that will have face-to-face contact with VR customers to include our superintendent and finance director. Cost-approximately \$80 each (we had 7 individuals for a total of \$560). Background checks with our school board were not acceptable because they had been completed by an agency not approved by VR.
- Attest that we reviewed a power point overview of VR and the requirements of becoming and being a Vendor
- Submit a Pre-placement Training Curriculum as one of the services we will provide

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Additional Information

- Orientation/contract training with our contract manager, Laretta Jackson, to review the contract and services provided
- Submit signed contract-6-8 weeks for official approval
- Received 23 documents to assist with service delivery (Tip sheets)

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Billable Services

- Pre-Employment Training
20 hours @ rate of \$302.00 up to 40 hours per student
- Employment Placement=\$5,500
Benchmarks- Placement, 45 days, 90 days
- Supported Employment=\$8,900
Benchmarks-Placement, Stabilization, 45 days, 90 days
- Phase II- APD or alternate funding source up to 150 days
- On-the-Job-Training-\$1,633
- Discovery-\$1,750 plus 20 hours of observation @ \$39.00 per hour
 - Employment placement is reimbursable through VR only after the student has exited the school system.

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The Center for Social Capital   Florida Developmental Disabilities Council, Inc.

- **Creating Employment: The Florida Rural Routes to Employment Project**
- The *Florida Rural Routes to Employment Project*, a collaboration between the *Florida Developmental Disabilities Council* and the *Center for Social Capital*, the not-for-profit arm of *Griffin-Hammis, Associates, INC.* with support and commitment from the *Agency for Persons with Disabilities* and the *Division of Vocational Rehabilitation* continues to demonstrate what is possible when combining the methodologies of Customized Employment (CE) with the mission of Employment First.
- The capacity-building approach used in the Rural Routes project relies heavily on training, technical assistance, field-work and side-by-side mentoring for cementing the foundation and methodology of CE. The most critical components include:
 - Discovery and Customized job development
 - Identifying Three Vocational Themes for each job seeker
 - Job analysis and systematic worksite instruction
 - Creative job development, including, Resource Ownership
 - Options for self-employment and business-within-a- business
 - Social Security Administration (SSA) Work Incentives such as Plans for Achieving Self Support
 - Business feasibility and plans
 - Long term support strategies for job retention and career growth.

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Moving Forward

- Training is the next step in order to deliver services
 - 40 hours to be completed at a weeklong workshop
 - Rural Routes to Employment (Discovery) training also meets the training requirement of becoming a vendor. We have completed our classroom portion of 6 days over a 3 month period for ACRE certification and are in the process of completing the Discovery Profile for the 2nd certificate.
 - 2 session training to provide supported employment through APD
- Reporting
 - Quarterly reports
 - Minimum of 1 desktop monitoring annual report
 - Periodic on-site monitoring visits

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Questions

The following questions or concerns were presented

- Can SE students being served under the TPCA also be eligible for services (for financial reimbursement) under our Vendor contract
 - Yes, outside of school days/hours
- Difficulty of offering stipends to students who participate in OJT. We can't pay unless the student becomes an employee
- We asked that if instead of paying the student, can we compensate by giving credit for time worked outside of school hours, or would this be considered during school times since the student would have to be considered enrolled to receive the credit
 - * Could get summer credit hours since it is outside the scope of the normal school year

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Vocational Rehabilitation

**Employment Services Providers
Helpful Tips**

OCTOBER 13, 2015 TIP NUMBER 9

- **Pre-Placement Training**
- Pre-Placement training consists of lecture and hands-on activity. Training should include specific topics based on the individual's need(s) which have been identified through discussions with the Customer, VR Counselor, and other support systems identified by the Customer on the Referral form.
- **Other Requirements of Pre-Placement Training Include:**
- 1. Training must last a minimum of twenty (20) hours. The Counselor may authorize an additional twenty (20) hours training on a case by case basis, for a maximum duration of forty (40) hours total.
- 2. You can only bill for twenty (20) hours of training per referral. If the Customer requires more than twenty (20) hours, the current referral must be closed and a new referral opened. Your Contract Manager, Liaison, or Counselor can help you through this process.
- 3. Training lasting more than four (4) hours, per day, must include at least a thirty (30) minute lunch **break**. It cannot be a working lunch.

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Vocational Rehabilitation

- 4. Topics to be covered under the training include **instruction** on resume writing; interviewing skills; how to search for and apply for jobs online; how to find and complete job applications; how to manage Employer initial contacts; how to handle conflicts; and how to navigate public transportation.
- 5. The Pre-Placement Training Report must include a description of the training topics, not just titles.
- 6. The Customer must sign both the Pre-Placement Training Report and Pre-Placement Training Survey.
- 7. Training cannot be conducted via webinars. It must be completed in a formal classroom setting.
- Your training curriculum, including a syllabus and training materials, is subject to Contract Manager review as part of routine monitoring. Additionally, we will review your curriculum and, if applicable, provide you with curriculum development guidance upon request.

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**Framework of a Summer Program
Working with HSH, VR, STAR**

Week 1

Pre-placement Training of 20 hours

- Instructor = \$1,000
- Class of 15 = \$4,500
- Stipend = \$1,500

Weeks 2-4

OJT

Job Coach = \$15 an hr. @ 50 hours=\$750.00
15 students-Minimum 40 hr.
Stipend = \$4,800
Reimbursement@ \$1,633=\$25,000
Profit approx.=\$20,000

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**Framework of a Summer Program
Working with Students not in VR**

OJT
Job Coach = \$15 an hr. @ 64 hrs. = \$965.00
10 students-Minimum 50 hr.
Stipend = \$4,000

Reimbursement@ \$2,300=\$23,000

Profit approx.= \$18,000

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Nassau County School District
Partners for
Project Search



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**Who are partners with Nassau
County?**

- Florida Developmental Disabilities Council
- Host site
- VR partnership as a vendor
- Collaboration with APD-Employment Enhancement Project
- Collaboration with The Arc Nassau for post-graduate services and employment services
- COA partnership with transportation training



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Project Search Deliverables

Provisions for reimbursement

The VR counselor will authorize payment to the VR Provider for the following approved IPE services delivered to all Project Search participants.

Benchmark

- On-the-job evaluation (OJT)
- OJT Training Plan & Agreement
- OJT Training Final Report

Supported employment placement must occur after student has exited the school system

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| Benchmark | Specifications |
|---|--|
| On-the-job evaluation (OJT) \$1,485 | Information obtained during the first rotation used to complete the evaluation |
| OJT Training Plan & Agreement \$980 each rotation = \$2,940 | Payable for each of the 3 rotations |
| OJT Training Final Report \$653 each report | Payable on completion of each OJT rotation |

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