
Administrator's Report to State Rehabilitation Council

November 2015

In August, IVRS hosted a private non-profit agency called RespectAbility on a visit to Des Moines that was focused on IVRS business practices. Meetings were held with Kwik Trip, Unity Point, Bankers Trust, Project Search and the Mount Ayr Transition Alliance Program. Lee Ann Russo and Michelle Krefft helped to facilitate the day. A meeting was held at the end of the day with Directors from the core state agencies. RespectAbility is an organization working to empower Americans with disabilities to achieve the American Dream, works to educate, sensitize and engage Americans to focus on what people with disabilities can do, rather than on what they cannot. RespectAbility is planning additional media with outreach materials to businesses, which may feature some of the Iowa information. Below is an editorial opinion published in the *Des Moines Register* by RespectAbility:

Iowa's Citizens with Disabilities Want to Work

Across America, people with disabilities are in mourning as Frank Barham, a jazz musician who was paraplegic, was killed this week while raising awareness about the 25th Anniversary of the Americans with Disabilities Act (ADA). Barham, was making a 302-mile journey by wheelchair to draw attention to the importance of access and opportunities for people with disabilities. He had a van following him to support and document his journey. Just 30 miles shy of his goal, the van and Barham were hit by a tractor-trailer. Barham's PR person was also killed in the accident, and another friend is still in the hospital. The driver of the truck is being held.

And that's what it seems like for far too many people with disabilities. Time and time again, we come close to reaching our goal, only to be crushed in the final stretch. Thankfully, under the leadership of Governor Terry Branstad, who has worked in partnership with former Senator Tom Harkin, Iowa is improving its opportunities for people with disabilities to get a foothold on the ladder of success.

There are 169,300 working age people with disabilities in Iowa. While there is still a ways to go, progress is being made. Currently 44.5% of working age Iowans with disabilities are employed, far better than the national average of 30%. The state is slowly closing the gap with the 82.1% of Iowans without disabilities who are employed. Such progress is also improving the prospects of youth with disabilities in Iowa.

Currently, there are 12,500 young people with disabilities between the ages of 16 and 20 in Iowa. Each year a quarter of them will be looking to for work. They want the opportunity to succeed, just like anyone else.

Vocational rehabilitation programs have proven helpful in securing 2,244 jobs a year for people with disabilities in the past. But Iowa previously sent close to \$3 million a year back to Washington that could have been used to help people in Iowa get jobs.

However, with strong leadership from Governor Branstad and David Mitchell, Director of Iowa Vocational Rehabilitation, things are looking up. Iowa will now keep its full federal funding, which means that more people with disabilities in Iowa will be able to start their way up the ladder of success. For in-depth data on Iowa, disability, and employment click [here](#).

Academic studies have confirmed that people overall think people with disabilities are incompetent. One outcome of those stigmas is that many employers deny people with disabilities the opportunity to work and achieve the American dream. But the stigmas are false.

Most people with disabilities also have, or can develop, wonderful talents. People like Frank Barham, scientist Stephen Hawkins, the newly-elected governor of Texas, Greg Abbott, and others are all mobility impaired. But they are also extremely talented.

Federal contractors including Rockwell Collins, Weston Solutions Holdings, Data Link Solutions, and others have Section 503 obligations to hire some people with disabilities. Some are doing more than others. However, smart employers are bringing in real talent with disabilities on their own because it's good for the business bottom line. For example, Des Moines Community College, Des Moines Hy-Vee, Iowa Health, Des Moines Methodist Hospital, Lucas County Health Center, Mercy Medical Center and others are already training young people with disabilities for success.

Walgreens, EY, Lowes and other companies have found that people with disabilities can be exceptionally talented and loyal employees. Hiring the best people for the job – including those who happen to have one disability or another – is a win-win-win formula for employers, taxpayers and people with disabilities alike.

Coordination of the Unified State Plan and implementation of WIOA has continued with the involvement of a number of IVRS staff. This included attendance at IWD/VR/DE training with Greg Newton, national DOL spokesperson, on the implementation of WIOA. The IWD State Board also met, and the WIOA implementation is a focal point of the board, especially as it involves the certification of their local regional boards. At the request of IWD Director Beth Townsend, state board members were asked to volunteer to be a state board representative to the local regional boards. I am assigned to Region 2, which is the Mason City Area Office. I attended their regional meeting in October and am pleased to see the collaboration and communication that was already occurring. You could really see VR collaboration with the areas of aligning strategies and vision, coordination with area secondary education and community colleges, and how the region connects military skills to occupational demands in service of our veterans and families.

Several training conferences have occurred during the past two months, with good representation and leadership from IVRS staff. These conferences have included the Disability Employment Conference in Des Moines co-sponsored with IWD and the

Disability Employment Initiative (DEI); The Iowa Rehabilitation Association Conference in Ames; and the Association of Persons Supporting Employment First in Des Moines. These involved excellent topics related to business development, networking with employers, career pathways, customized employment strategies and motivational interviewing.

In August, I participated in a day of State-Federal Relations hosted by the Governor's Office regarding information and education on state issues and how to communicate these with our federal representation. VR information was discussed in a panel presentation to help provide awareness of service opportunities for individuals with disabilities.

In September, support was provided to the Iowa Medicaid Enterprise System in discussion with the Legislative Rules Committee on the proposed Medicaid work rule changes. Among the changes is an effort to align funding streams to support competitive, community-integrated employment outcomes.

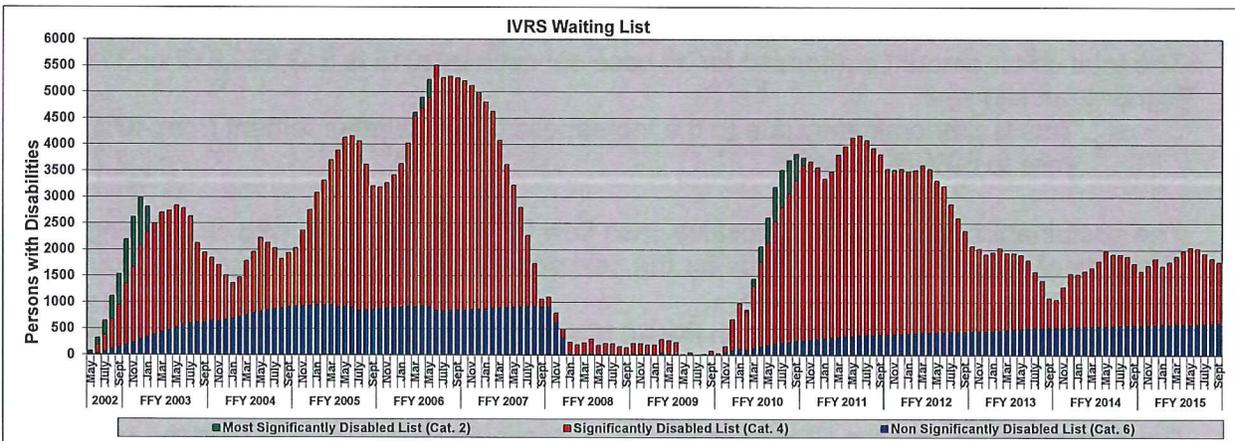
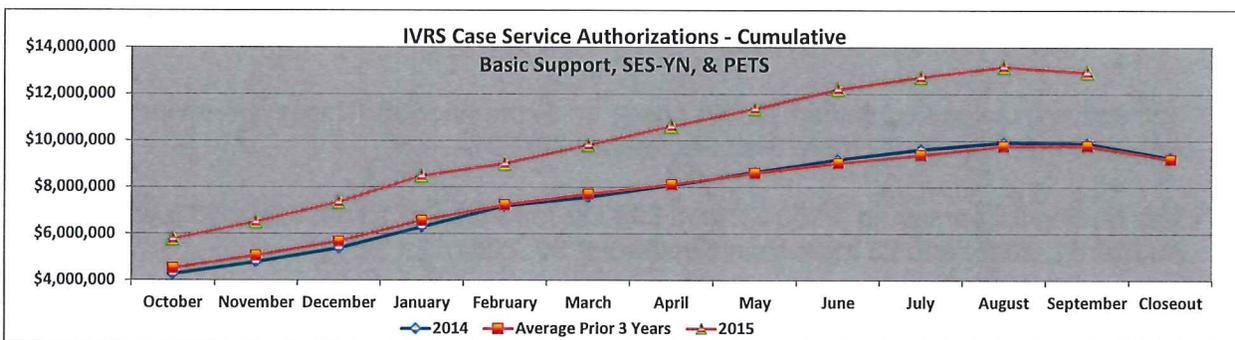
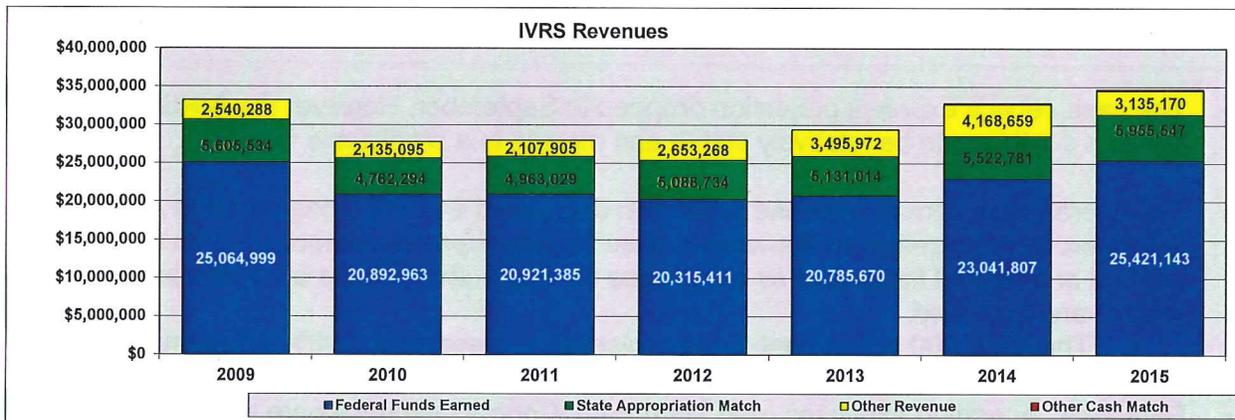
During the month of October, I have made onsite visits to each of our area offices, having an opportunity to interact with staff. Steve Nicoll, Information Technology Supervisor, accompanied me on the visits. Our talking points were: Pre-Employment Transition Services, Progressive Employment, Motivational Interviewing, and Changes in our Menu of Service Delivery process to align with Medicaid Rates, and an open discussion on the use and application of technology strategies to provide capacity and work effectiveness for staff. These have been valuable discussions with good feedback being shared. This was also an opportunity to recognize staff who have reached various benchmarks of seniority.

Financial Overview

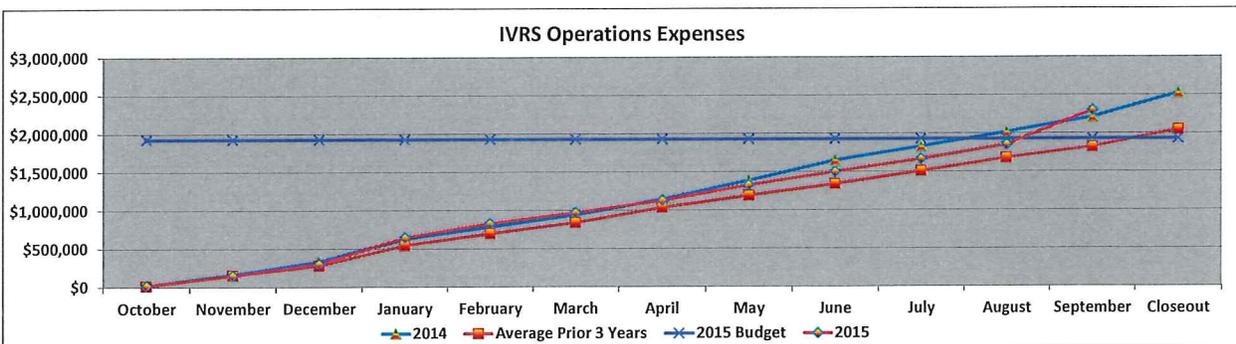
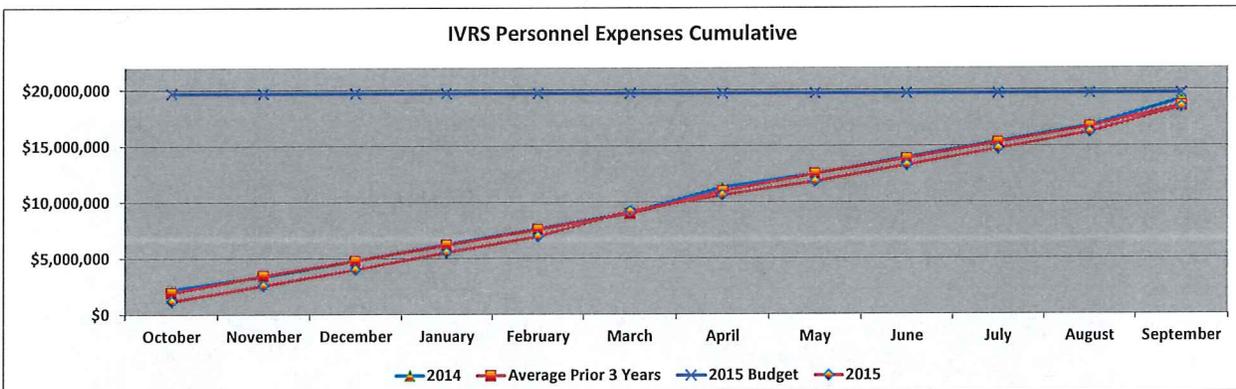
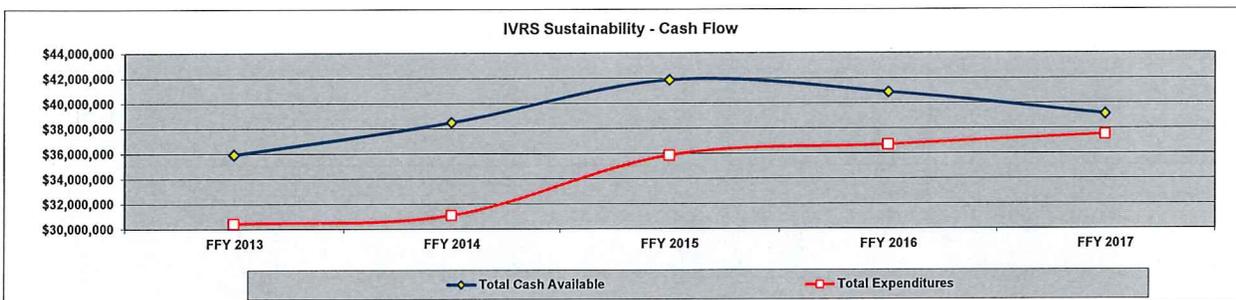
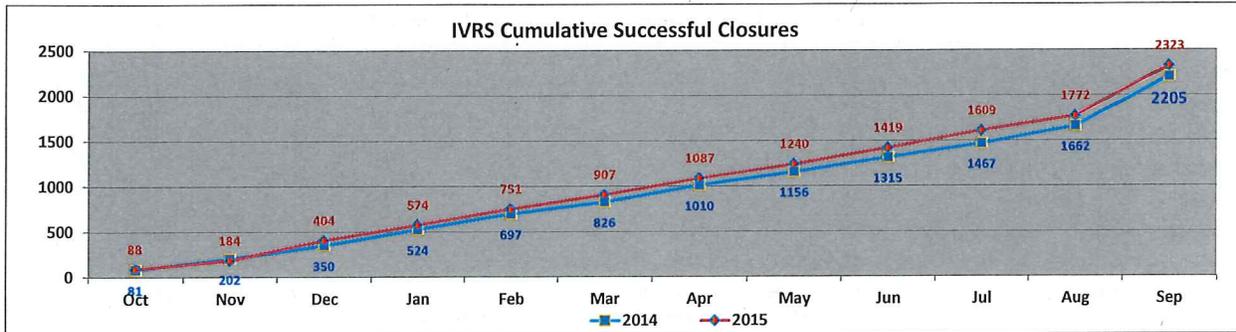
November 2015

- The case service expense projection dropped in September. However the IVRS financial position continues to be relatively stable and moving in a predictable fashion.
- The overall case service expense projection decreased \$125,000 compared to August due to numerous adjustments to the various case service expense categories. This is typical at the end of a federal fiscal year as some case service authorizations are rolled into the new year or are cancelled.
 - The \$125,000 adjustment to the projection represents a 0.98% adjustment from August.
- Personnel, operating expenses, and Third Party Contract expenses are within expected ranges.
- 471 cases moved into active service status in September including 283 SD cases.
 - During 2015 to date 5,747 cases were moved into active status. This is 775 more than a year ago at this time.
- The active caseload contained 12,091 cases on September 30. This is 444 fewer than August 31, 2015, and 79 more than September 30, 2014.
- The waiting list contained 1,159 SD and 609 OE for a total of 1,768; this is 68 fewer than August 31, 2015, and 25 more than September 30, 2014.
- The number of 2015 cases with an authorization is 8,255 and is 6% higher than September 30, 2014.
 - We continue to carefully monitor the caseload and case service expenditures for trend changes such as this.
- The total dollar amount authorized for all case services in 2015 is \$13,532,812 or 31% higher than last year.
 - This is predominantly due to the increase in tuition reimbursement from 40% last year to 60% this year.
- The sustainability model shows positive cash flow for 2015 and 2016 with decreasing amounts of federal carry over funds for the next several years based on current information.
- The State Auditors resumed work on the 2015 audit. No reportable issues have been documented so far.
- Congress passed, and the President signed, a Continuing Resolution to fund the operation of the Federal Government through December 11, 2015.
 - We hope Congress completes full-year appropriations soon so that we know the federal grant amounts before the State Legislative Session begins. This helps us know whether or not we have sufficient non-federal match for the federal grants.
- David Mitchell will present our status quo 2017 state budget request to Governor Branstad on December 1.
 - Vocational Rehabilitation \$5,911,200
 - Independent Living \$89,128
 - Entrepreneurs with Disabilities \$145,535
 - Independent Living Center Grants \$90,294

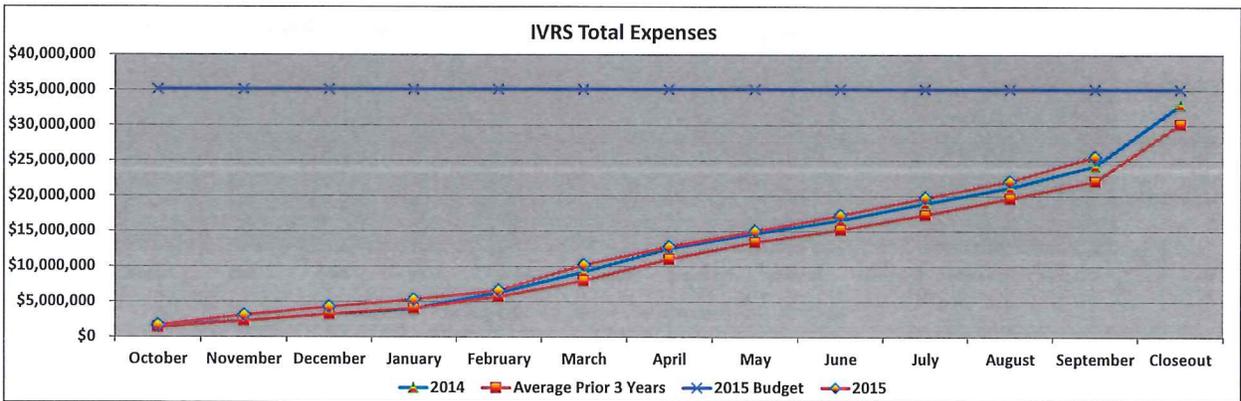
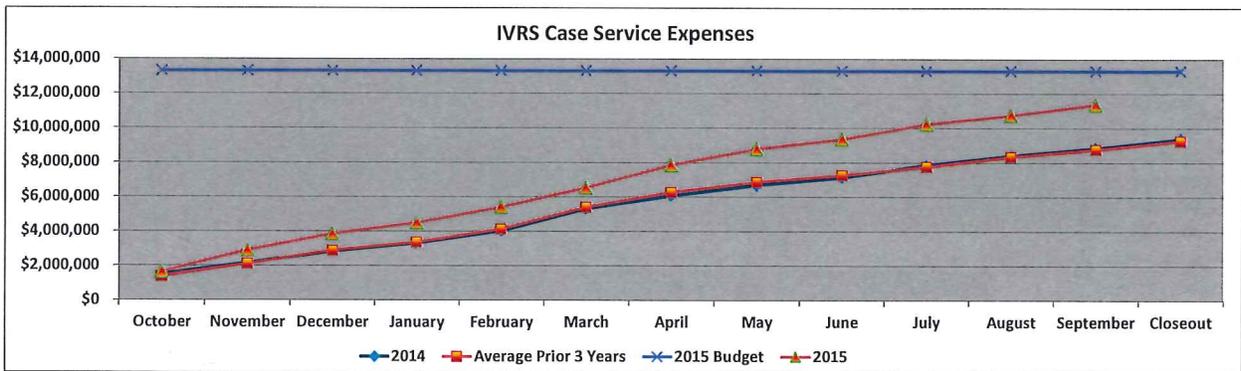
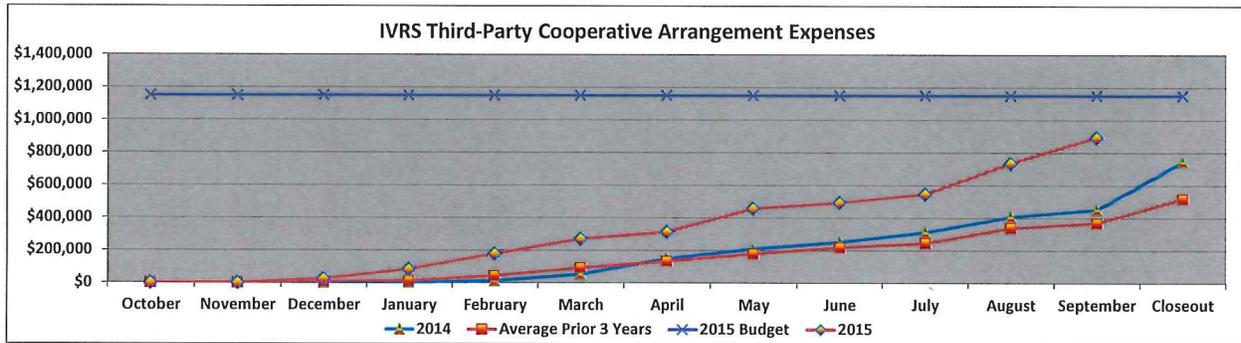
Financial Graphs



Financial Graphs continued



Financial Graphs continued



Legal Overview for New Board and Commission Members

Pamela Griebel, Assistant Attorney General
Director, Licensing and Administrative Law Division
Iowa Department of Justice
Hoover Building, 2nd Floor
Des Moines, IA 50319
Pamela.Griebel@iowa.gov

April 24, 2015

Every board or commission is assigned an Assistant Attorney General (AAG) to provide legal advice. If you do not know which AAG is assigned to your board or commission, ask the board or commission's staff or send me an email and I will let you know.

This outline provides a general overview of laws and is not intended to cover all applicable laws or the nuances of applicable laws. The outline uses the term "board" to refer to both boards and commissions.

Mission and Authority

1. Boards are created by statute, sometimes called an “enabling act.”
2. Boards only have that authority granted by law.
 - a. Boards are guided by laws in addition to the law that creates a board.
 - b. For example, Iowa Code chapter 272C identifies many duties and powers for all professional licensing boards.
3. Boards may not expand their authority beyond that granted by law.
4. The law may be very specific about how decisions shall be made or may grant a board discretion within specified limits.

Tip: Bring a copy of the main laws governing your board to each meeting.

5. New members should read - and reread - the laws governing the board.
 - a. Staff, other board members, prior minutes of meetings, and websites are good sources of information, but board terms are staggered for a reason: new board members bring a new perspective and vitality.
 - b. Don't rely exclusively on what others tell you about the mission of the board or its authority.
6. A board's mission is always a public purpose.
7. When serving on a board, you are representing the citizens of Iowa. Be inclusive and listen, but always make decisions with the board's public purpose in mind.

Rulemaking

1. Most boards have rulemaking authority.
2. Rules are in a very real way the board's laws.
3. Rules must be authorized by and consistent with statutes.
4. Rulemaking is a powerful authority. Rules:
 - a. Describe the organization and procedures of the board.
 - b. State how the board will implement laws.
 - c. Inform people about guidelines and policy choices that impact their legal rights and duties.

Tip: Bring a copy of board rules to every meeting.

4. The Governor, Legislature, Attorney General, and the public all have a role to play when boards adopt rules -- there are many checks and balances. Starting July 1, 2012, all boards and other agencies are required to review rules on a five-year rolling cycle.
5. In addition to consistency with statutes, rules should be:
 - a. Easy to read and understand.
 - b. Tied to specific needs and objectives.
 - c. Sensitive to costs - benefits should outweigh costs.
 - d. Effective.
 - e. Developed with input by those affected.
 - f. Fair - use rulemaking power wisely.

Decisionmaking

1. No single board member makes decisions for boards.
2. Boards make decisions by taking votes at board meetings.
3. A “quorum” of the board is needed to take a vote.
 - a. A “quorum” may be a majority of board members (e.g., 4 out of 7) or two-thirds of board members (e.g., 5 out of 7).
 - b. Many boards’ enabling acts state what a quorum is. If the board’s law is silent, then a quorum is two-thirds of the members.
4. Once a quorum is attained, most board action is taken upon a majority vote of those participating – but there are important exceptions.
 - a. Boards may only go into closed session upon a public vote by two-thirds of the members or all members present.
 - b. Discipline can only be imposed on a licensee by a majority vote of members or a higher percentage if required by law.

Tip: Before you vote, determine if there is a quorum and how many “aye” votes are required to take the particular action.

5. The votes of all members must be public and clear during the meeting and in the minutes.
 - a. Only take a voice vote when the vote is unanimous.
 - b. Use roll call votes whenever voting to go into closed session or when any member abstains or votes “nay.”
 - c. Never use a secret ballot.

Board Meetings - Inviting the Public

1. Count Heads! If a majority of the board is present (in person or electronically), do not discuss board business unless you are at a board meeting preceded by proper notice to the public and a posted agenda.
2. Purely social or ministerial gatherings are not meetings as long as no board business is discussed, but be careful to avoid even the appearance of holding an illegal meeting.
3. Agendas are a board's invitation to the public to watch the board in action.
 - a. Post agendas at least 24 hours in advance.
 - b. Identify all topics on which votes will be taken and matters that will be discussed.
 - c. The detail needed will depend on the public's familiarity with the matter. The less familiar the public is, the more detail is needed.

Tip: Read the agendas posted for your board over the past year. Can you tell what the board planned to vote on or discuss? If not, advocate more detail in your board's agendas.

4. Stick to the posted agenda. If a new idea comes up at a meeting and there is no emergency requiring immediate action (which would be very rare), place the topic on the agenda for the next meeting.
5. Lights! Cameras! Action! The public has a right to observe the open sessions of your board meetings and may record them or take photographs.
6. The public does not have the right to participate in your meetings, but boards typically provide an opportunity for public comment at meetings.

Board Meetings - Minutes

1. Minutes of board meetings create a permanent record of who met, when they met, what they discussed, what they decided, and by what votes.
2. Accurate minutes are a key tool for conducting the public's business in an open and accountable way.
 - a. Minutes are a vital organizational tool for boards.
 - b. Minutes are a crucial way for citizens to review public action taken on their behalf.
3. Minutes of open sessions must always include:
 - a. The date, time, and place of a meeting.
 - b. Which members were present.
 - d. Actions taken, with sufficient information to reflect members' votes.

Tip: Read your board's minutes for the past year. Can you tell what the board voted on or discussed? If not, advocate more detail in your board's minutes.

4. If a closed session is held, the minutes of the open session must include the legal grounds for a closed session, the vote of each member on whether to go into closed session, and any final action taken – no final votes may be taken in closed session.
5. When applicable, minutes must also explain the legal basis for holding a telephonic meeting, an emergency meeting (less than 24 hours notice), or a meeting at a time or place not reasonably accessible to the public.

Board Meetings - Closed Sessions

1. Closed sessions are serious business! Never ask the public to leave the meeting so the board can talk in private – unless the board has a legal basis to hold a closed session.
2. In order to go into closed session, a board must first meet in open session with proper advance notice and posted agenda.
3. A board can only close an open session if expressly authorized by statute. For example, a board is authorized to go into closed session to discuss pending litigation with counsel, certain personnel matters, or whether to initiate disciplinary action against a licensee.

Tip: You should always ask your board's assigned AAG for legal advice if you are not confident you have grounds to vote to go into closed session. Get the advice in writing or make sure the advice is reported in the minutes of the meeting.

4. After announcing the legal basis for a closed session, take a roll call vote. Remember, a board can only close a session upon an affirmative vote of two-thirds of the members or all members present.
5. While in closed session, boards must:
 - a. Record the session (and keep the recording at least a year).
 - b. Take detailed minutes.
 - c. Limit the discussion to the announced basis for the closed session.
6. Final action must be taken in open session. When the closed session discussion is finished, return to open session and allow those who left the room for the closed session to return. Then make a motion and take a vote on any final action in open session.

Public Records

1. Board records are open to public examination unless specifically made confidential under the law.
2. Public records can be in any form, including e-mail. Board members should not commingle official board business emails with personal emails. Your board's staff or AAG can advise on methods of separating emails.
3. Assume any record you create or receive as a board member is a public record that may be open to the public upon request.

Tip: Practice that old adage – only say what you would be comfortable reading on the front page of your local newspaper!

4. Find out who the public records contact is for your board. The contact person (lawful custodian) is most likely your board's executive officer or administrator.
 - a. Requests for public records should be referred to your board's public records contact.
 - b. The public records contact is familiar with the law and can assure proper response to requests for public records.
5. Find out if any of the board records you create or receive are confidential.
 - a. There may be severe penalties for releasing some types of confidential records -- another good reason to refer all requests for records to the board's public records contact!
 - b. Examples of records that may be fully or partially confidential include applications containing social security numbers or credit card numbers, mental health or other patient records, complaints against licensees, and criminal history background reports.

Sunshine Law Enforcement

1. Actions to enforce Iowa's Open Meetings and Public Records Laws can be brought by a citizen of Iowa, a person who pays taxes of any type to the state of Iowa, a person individually aggrieved by a violation, a county attorney, and the Attorney General. Such actions may be brought in court or before the Iowa Public Information Board.
2. Complaints about alleged violations may be made directly to the board, its staff or counsel, or to the Ombudsman's Office, Attorney General, the Governor's Office, the Iowa Public Information Board or legislators.
3. Take all alleged violations seriously.
4. Remedies include removal from office upon a second violation, damages (up to \$2,500 for a knowing violation), expenses and attorney fees, and injunctive relief.

Tip: Iowa public officials, by and large, will comply with Iowa's Sunshine laws when they know what they are. Educate yourself and ask staff or the AAG assigned to the board if you are unsure.

5. Even an honest mistake can be a violation of Iowa's Sunshine laws, but individual board members can avoid personal liability when they rely upon the advice of counsel, formally given in writing or provided orally and memorialized in the minutes.
6. Attorney General Tom Miller has issued dozens of "Sunshine Advisories" to educate public officials and the public about Iowa's Open Meetings and Public Records Laws. The advisories (with index) are found at: <https://www.iowaattorneygeneral.gov/about-us/sunshine-advisories/>. You may also wish to consult the web page of the Iowa Public Information Board at: <https://www.ipib.iowa.gov>.

Board Members as Judges

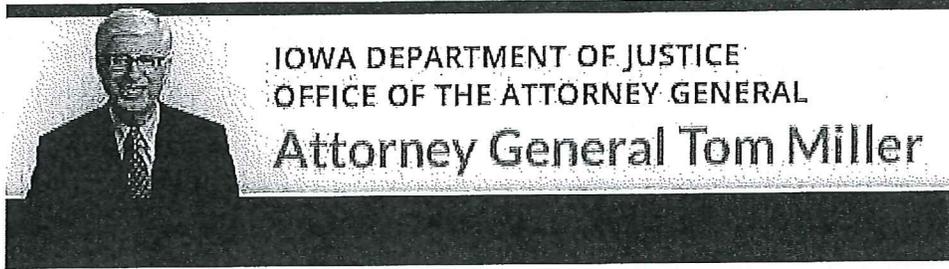
1. Some boards conduct hearings, such as hearings conducted by professional licensing boards on charges of licensee discipline. These boards sit as judges during the hearing and make final decisions.
2. Some boards make final decisions after a board panel or administrative law judge (ALJ) conducts a hearing. Examples include the Board of Educational Examiners and the Employment Appeal Board.
3. Board members who conduct hearings or review proposed decisions of a board panel or ALJ are governed by the Administrative Procedure Act (APA) and a Code of Administrative Judicial Conduct.
4. The Code of Administrative Judicial Conduct may be found at:
<http://www.legis.iowa.gov/DOCS/ACO/IAC/LINC/8-24-2011.Rule.481.10.29.pdf>
5. “An independent and honorable administrative judiciary is indispensable to justice in society.” Canon I (a).
 - a. All parties are entitled to unbiased, fair treatment – free from improper influences of family, social, political, or other relationships, or prejudgment of the facts.
 - b. All decisions must be made solely on the record in the case. Board members shall not communicate with a party to the case without notice to and an opportunity for all parties to participate.
 - c. Board members may not personally investigate facts and then sit in judgment on those facts.

Tip: Board members acting in the role of judge generally receive specific training on this important role. During hearings, boards are aided by an ALJ and board staff.

Additional Laws Governing Board Members

1. Gift Law. Board members may not accept gifts (i.e., receiving something for free or for less than it is worth) from those they regulate or contract with. Ask your AAG, board staff, or the Ethics and Campaign Disclosure Board (<http://www.iowa.gov/ethics>) for guidance on gift law compliance.
2. Sales or leases of goods or services. If you sell or lease goods or services to those regulated by your board, ask your AAG, board staff, or the Ethics and Campaign Disclosure Board for guidance on applicable laws.
3. Lobbyist. If a board designates a member to represent the board for the purpose of “encouraging the passage, defeat, approval, veto, or modification of legislation, a rule, or an executive order by members of the general assembly, a state agency, or any statewide elected official,” the member is required to register as a lobbyist under Iowa Code chapter 68B. Seek advice if this is a matter that may arise with your board.
4. Conflicts of interest. Conflicts of interest should be avoided, but how and when they arise can be unique to certain boards, especially because the law often requires the appointment of at least some persons who are regulated by the board. Anytime your objectivity may be impaired, seek advice.
5. Judicial review. All board action (or inaction) is subject to review in court on a variety of grounds including whether the action is:
 - a. Compliant with the U.S. or Iowa Constitution, statutes or rules.
 - b. Consistent, nonarbitrary, logical, and reasonable.
 - c. Supported by the facts and law.
6. Anti-trust: If your board is controlled by those it regulates, be especially cautious about actions that may impact competition – seek advice first!

Tip: Board members acting in good faith in their official board capacity are generally defended by the Attorney General and indemnified by the State.



July 1, 2003

Counting Heads at a Public Meeting: How Many Officials are Needed for a Quorum?

Iowa law requires a "quorum" to be present before official action can be taken by a governmental body, such as a board, commission or council. **But, how many officials must be present to make up a quorum?**

A "quorum" is the number of members entitled to vote who must be present in order for business to be transacted legally. The number is set by law, but different public bodies have different quorum requirements.

Here are some rules of thumb for counting a quorum:

- **State boards, commissions and councils:** The Iowa Administrative Procedure Act requires no less than two-thirds of the eligible voting members be present to constitute a quorum, unless a specific statute sets a different quorum requirement. (Iowa Code §17A.2(1)) Some statutes lower the requirement to a simple majority of voting members.
- **County, city or school governmental bodies:** A quorum is a majority of the number of members fixed by statute. (See Iowa Code sections 331.302(13), 363.6, and 279.4.)

Keep in mind that a "quorum" only relates to how many voting members must be present to conduct business. Different public bodies have different rules on how many of the members present must vote for a particular action for the body to take official action. A majority vote of those present and voting (not counting, for example, those who don't vote because of a conflict of interest) will commonly, but not always, be sufficient.

Quorum and voting requirements can be confusing, but it is imperative that all public officials know what is required for their own boards, commissions or councils before they vote at a public meeting. If there is a question about quorum requirements, public officials or citizens should ask the lawyer who represents the public body.

Sunshine advisories are a general resource for government officials and citizens on Iowa's public records and open meetings laws – our "sunshine" laws. Local officials should obtain legal advice from their counsel, such as the city or county attorney.

The Iowa Public Information Board (IPIB) is an independent board that the Iowa Legislature established specifically to address open meetings and open records-related matters. The IPIB provides information to the public and governmental entities on "sunshine" issues.

The IPIB, which has jurisdiction and authority to investigate and enforce Iowa's open meetings and open records laws, enables citizens to file a complaint if they believe that someone is violating these laws.

Citizens who have inquiries or complaints about public records or open meetings should contact the Iowa Public Information Board. Iowa Public Information Board.

Wallace Building, Third Floor
502 East 9th Street
Des Moines, IA 50319

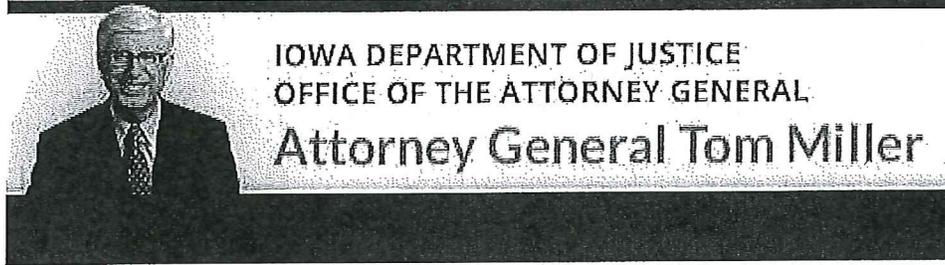
Website: www.ipib.iowa.gov
Email: IPIB@iowa.gov

Phone: 515-725-1781

Updated December 1, 2014

[« Back](#)

© 2015 State of Iowa Office of the Attorney General. All rights reserved.



September 1, 2003

"All in Favor, Say Aye..."

Governmental bodies should conduct votes in a manner that ensures the public is informed and officials are accountable.

When governmental bodies meet, final action on any issue always must be taken in open session. But how accountable are the individual members of these bodies for the votes they cast? Can a citizen who attends a meeting identify which members voted, and how they voted? How does Iowa's Open Meetings Law help provide accountability to the public for votes in open session?

Here are principles that should be followed to assure accountability to the public for the vote of each member of a governmental body on each issue:

- *Never use secret ballots.* The vote of each member must always be cast in public. This is true even when the vote constitutes the final action on a matter considered in closed session.
- *Always take a roll call vote to go into closed session.* Roll call votes are required (Iowa Code sec. 21.5(2)) to go into closed session and may be useful in other situations.
- *Be careful about using voice votes* – "all in favor say aye, all opposed say nay." Iowa law says "the vote of each member present shall be made public at the open session," in addition to being recorded in minutes. (Iowa Code sec. 21.3.) With voice votes it may be hard for observers to tell who voted, or how they voted. The Attorney General's Office advises governmental bodies to avoid confusion. First, the chair should clarify who voted when the result is announced, or if some members remained silent. Second, use a voice vote only if a vote is unanimous. Unless a voice vote is unanimous, the public may not be able to determine who was speaking and how each member voted. If in doubt, take a roll call vote.

Remember: the public is entitled to know how each member of a governmental body votes at a public session. The minutes of a meeting will reflect the vote later -- but minutes are no

substitute for providing accountability during the open meeting.

Sunshine advisories are a general resource for government officials and citizens on Iowa's public records and open meetings laws – our "sunshine" laws. Local officials should obtain legal advice from their counsel, such as the city or county attorney.

The Iowa Public Information Board (IPIB) is an independent board that the Iowa Legislature established specifically to address open meetings and open records-related matters. The IPIB provides information to the public and governmental entities on "sunshine" issues.

The IPIB, which has jurisdiction and authority to investigate and enforce Iowa's open meetings and open records laws, enables citizens to file a complaint if they believe that someone is violating these laws.

Citizens who have inquiries or complaints about public records or open meetings should contact the Iowa Public Information Board. Iowa Public Information Board.

Wallace Building, Third Floor
502 East 9th Street
Des Moines, IA 50319

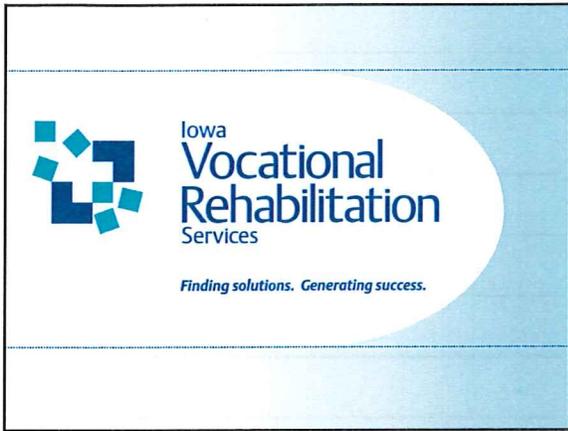
Website: www.ipib.iowa.gov
Email: IPIB@iowa.gov

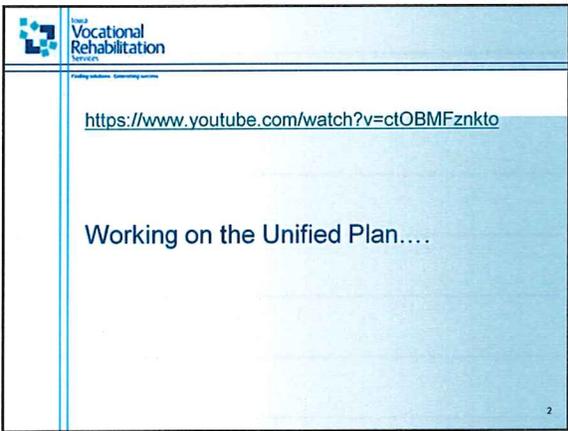
Phone: 515-725-1781

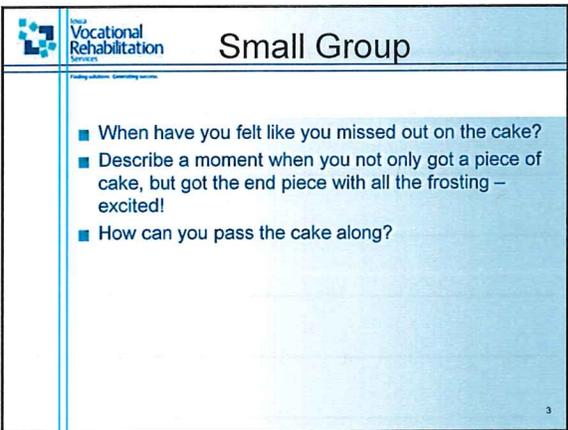
Updated December 1, 2014

[« Back](#)

© 2015 State of Iowa Office of the Attorney General. All rights reserved.







 **Vocational Rehabilitation Services**

WIOA-Key Areas

Helping individuals, strengthening services

- **CSNA**
 - Integration with IWD and Other Agencies
 - Transition
 - Employers and Job-driven Model of Training
 - Competitive Integrated Environment (Sec. 511)

4

 **Vocational Rehabilitation Services**

CSNA

Helping individuals, strengthening services

- **Community Conversations**
 - What strategies and issues would better engage business and industry in developing strong partnerships to create opportunities for persons with disabilities?
 - What programmatic changes and implications are there to more fully integrate "earn and learn" opportunities for persons with disabilities?
 - What are the resources already available in the community that could be better aligned to achieve maximum employment opportunities?

5

 **Vocational Rehabilitation Services**

Summary

Helping individuals, strengthening services

- Work readiness training that will enhance the confidence levels and work habits of individuals with disabilities
- Transition planning for students to develop job skills for in-demand employment that may not require advanced education
- Parent/family involvement to facilitate success
- Work experiences in integrated competitive work environments that allow students to "earn and learn"
- Businesses marketing to other businesses on the value of a diverse workforce

6

 **Continued**

Helping Individuals. Empowering Services.

- Support systems developed for job candidates
- Progressive Employment opportunities developed to fill employment/skill gaps
- Partners educated on services available from each partner to avoid duplication
- Job-seeking skills training re-developed with business input on necessary changes

7

 **Strategies**

Helping Individuals. Empowering Services.

- Develop a stronger and more business-focused work readiness training for job seekers
- Determine skill levels and necessary training to meet business needs
- Advance progressive employment strategies as a resource for staff
- Develop and implement business-focused earn-and-learn opportunities
- Improve linkages to career pathways and business sectors
- Infuse business information and the need for "middle skill" sets when working with students and teachers in transition efforts
- Encourage increased business engagement

8

 **Mapping Event**

Helping Individuals. Empowering Services.

- Reduce duplication, identify barriers to collaboration, and increase collaboration of all partners at the one-stops.
- Focus on workforce training beyond entry-level skills and achieving postsecondary awards/credentials.
- Identify barriers to participant referrals or access to appropriate service providers within the one-stop system.
- Identify integration opportunities and data sharing on assessment information among workforce partners.

9

 **Vocational Rehabilitation Services**

Continued

- Reduce duplication of services among various partners.
- Develop knowledge of all partners regarding roles and responsibilities.

10

 **Vocational Rehabilitation Services**

Strategies

- Integrate one-stop services (remove duplication and increase communication among partners);
- Incorporate middle skills training and learn-and-earn models into system;
- Develop a common intake and referral process for all partners;
- Develop a system for universal assessment and sharing results among agencies;
- Provide professional development to program staff on integration within a one-stop system;

11

 **Vocational Rehabilitation Services**

Continued

- Co-enroll common customers in appropriate educational programs;
- Develop data-sharing capability among all agencies;
- Develop a data-sharing system that contains a common eligible training provider list;
- Braid funds to better utilize resources efficiently.

12

 **Vocational Rehabilitation Services** Pre-employment Transition

Helping individuals. Empowering systems.

- Job exploration counseling
- Work-based learning experiences
- Counseling on opportunities
- Workplace readiness
- Authorized activities
- Pre-employment coordination

16

 **Vocational Rehabilitation Services** Coordination with Education

Helping individuals. Empowering systems.

- DE Agreement
- Iowa Tier Computer System and the Data Dashboard
- Local Planning
- TAPs
- Making the Grade
- Other – Reach, Project Search, YLF
- Pre-employment Transition Services
- Continuum of Services Model
 - Potentially Eligible
 - 50% corrections disability – impact of new model?

17

 **Vocational Rehabilitation Services** Other Agreements

Helping individuals. Empowering systems.

- Making the Grade – impact on Section 511
- ICIE, Employment First

- Waiver of Statewideness

18

 **Vocational Rehabilitation Services** **Employer Engagement**

Building relations. Generating success.

- Develop a stronger and more business-focused work readiness training for job seekers
- Determine skill levels and necessary training to meet business needs
- Advance progressive employment strategies as a resource for staff
- Develop and implement business focused earn-and-learn opportunities
- Improve linkages to career pathways and business sectors
- Infuse business information and the need for "middle skill" sets when working with students and teachers in transition efforts
- Encourage increased business engagement

19

 **Vocational Rehabilitation Services** **State Policies**

Building relations. Generating success.

Dream Act:

- Visa expires – services and outcomes must be achieved by date expired. If the visa is continued, then we can amend the plan and continue to provide more services to achieve the goal.

20

 **Vocational Rehabilitation Services** **CIW**

Building relations. Generating success.

- Competitive Integrated Employment
 - Wage rate
 - Integration (settings rule)
 - Interactions with Non-disabled co-workers
- Section 511 Details
 - IVRS process

21

 **Vocational Rehabilitation Network**

Group Discussion

Finding solutions. Connecting people.

- 4 Primary Areas:
 - Transition
 - Serving Employers (in-demand employment/training)
 - Competitive Integrated Work v. Extended Employment
 - Integration with IWD
- When have you felt like you missed out on the cake?
- Describe a moment when you not only got a piece of cake, but got the end piece with all the frosting – excited!
- How can you pass the cake along?

22

 **Vocational Rehabilitation Network**

Finding solutions. Connecting people.



Contact Information

Alice Kehr
Rehabilitation Secretary
217 West 5th Street
Spencer, Iowa 51301

Telephone: 1-712-262-9585 Ext. 3
(Voice/TTY)

Fax: 1-712-262-1671

E-mail: alice.kehr@iowa.gov

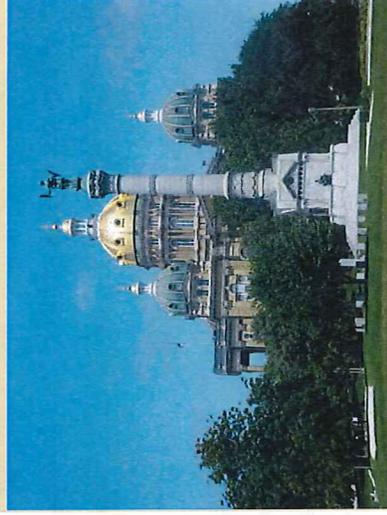
Robert Hendrickson
AT/IL Specialist
600 Gunder Road NE
Suite 9

Elkader, Iowa 52043

Telephone: 1-563-880-1350

Fax: 1-563-245-2050

E-mail: robert.hendrickson@iowa.gov



Revised October 2015

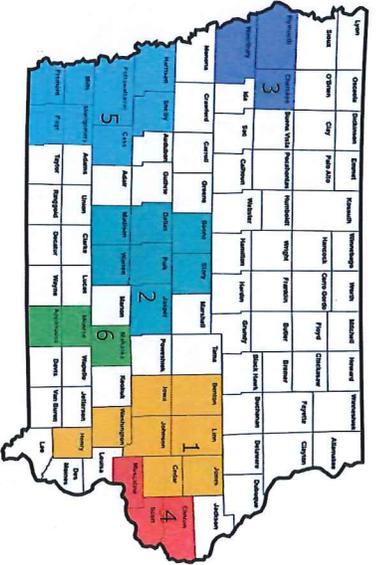
Independent Living Program



IOWA Vocational Rehabilitation Services

Finding solutions. Generating success.





Independent Living Partners in Iowa

IVRS has six Centers for Independent Living (CILS) across the state of Iowa:

1. Access 2 Independence CIL
Iowa City
2. Central Iowa CIL
Des Moines
3. Disabilities Resource Center of Siouxland
Sioux City
4. Illinois/Iowa CIL
Rock Island
5. League of Human Dignity —
Southwest Iowa Center
Council Bluffs
6. South Central Iowa CIL
Oskaloosa

If you need contact information for CILs, please contact Lee Ann Russo at 1-800-532-1486, or in Des Moines at 515-281-4144.

Who We Serve

To be eligible for the IVRS Independent Living Program, an individual must have a significant and permanent disability. IVRS serves all 99 counties in Iowa.

What We Provide

The IVRS Independent Living Program provides a variety of services to assist individuals with significant disabilities live independently in their community. It is an individualized process where IVRS staff and the client work together as partners to determine an Independent Living Plan to achieve the desired goals.

What We Do

Independent Living services from CILS include information and referral, counseling, independent living skills training from CILS, individual and systems advocacy, and transition. IVRS also provides services to remove physical barriers to access community participation (home and vehicle modifications, assistive technology services, mobility training, etc.).

Comparable Services Requirement

IVRS is required by the Rehabilitation Services Administration (a federal agency that oversees state VR operations) to access comparable services and resources before utilizing IVRS funding. This means that IVRS may not purchase what you request from us, however we will help you access other resources to achieve your independent living goals.

IVRS Can Help

The goal of the IVRS Independent Living Program is to work together to help you live independently in your community. Your participation in planning is crucial. Your plan to improve your ability to live independently will be mutually developed and agreed upon.

Next Steps

You need to complete the application paperwork for Independent Living and identify the service(s) you need. An IVRS staff member will complete an interview with you and help clarify any issues or questions you might have.

Program Facts

IVRS provides time-limited services directed toward an eligible client's final independent living goal.

IVRS has a waiting list for Independent Living Services at this time, which is based on application and interview date.



Iowa Centers for Independent Living (CIL) Directory

CIL Name	Director	Address	Office Phone	Office Fax	E-Mail Address	Counties Served
Access 2 Independence of the Eastern Iowa Corridor, Inc. (A2I)	Dee Cardwell Interim Executive Director	1556 South 1st Avenue, Suite B, Iowa City, IA 52240	319-338- 3870	319-354- 1799	ed@access2independence.org	Benton, Cedar, Henry, Iowa, Johnson , Jones, Linn, Washington
Central Iowa Center for Independent Living (CICIL)	Reyma McCoy McDeid Executive Director	655 Walnut, Suite 131 Des Moines, IA 50309	515-243- 1742	515-243- 5385	reyma@centrallowaCIL.com	Boone, Dallas, Jasper, Madison, Polk , Story, Warren
Disabilities Resource Center of Siouxland (DRCS)	Don Dew Executive Director	520 Nebraska St, Suite 101 Sioux City, IA 51101	712-255- 1065	866-616- 2526	director@drsioouxland.org	Cherokee, Plymouth, Woodbury
Illinois/ Iowa Center for Independent Living (IICIL)	Liz Sherwin Executive Director	PO Box 6156 Rock Island, IL 61204	309-793- 0090	309-283- 0097	Liz@iicil.com	Clinton, Muscatine, Scott Office in Rock Island, Illinois
League of Human Dignity Southwest Iowa Center for Independent Living (SWICIL)	Frank Greise Director	1520 Avenue M Council Bluffs, IA 51501	712-323- 6863	712-323- 6811	fgreise@leagueofhumandignity.com Main Office is in Lincoln, Nebraska for the League of Human Dignity Mike Schaefer-CEO 1-402-441-7871 mschafer@leagueofhumandignity.com	Cass, Fremont, Harrison, Mills, Montgomery, Page, Pottawattamie , Shelby
South Central Iowa Center for Independent Living (SCICIL)	Deb Philpot Executive Director	117-1 st Avenue West Oskaloosa, Iowa 52577	641-672- 1867	641-672- 1867	brookie43@gmail.com	Appanoose, Mahaska , Monroe

BOLD font on counties indicates the county where the CIL's main office(s) is/are located.

State Rehabilitation Council- CAP Report

FFY 15

November 10, 2015

Demographics of CAP clients who are also IVRS job candidates/applicants for FFY 15
(10/1/14-9/30/15)

Total Number of Individuals: 27

Number of FFY 15 cases still active as of 10/1/15: 6

a. Race:

1. Hispanic-2
2. American Indian- 2
3. Asian- 0
4. African-American- 1
5. Native Hawaiian/Pacific Islander- 0
6. White- 20
7. Two or more races- 2

b. Age

1. Up to 18- 1
2. 19-24- 6
3. 25-40- 5
4. 41-64- 15
5. 65+- 0

c. Area Office

1. Burlington- 0
2. Cedar Rapids- 2
3. Council Bluffs- 0
4. Davenport- 5
5. Dubuque- 3
6. Fort Dodge- 0
7. Iowa City- 2
8. Mason City- 2
9. North Central- 1
10. Ottumwa- 2
11. Sioux City- 0
12. Waterloo- 5
13. West Central- 5

d. Nature of Case

1. Conflict of Services (Timeliness, Purchase of Services/Equipment)- 10
2. Application/Eligibility/IPE Development- 5
3. ISE- 2
4. Short-term Technical Assistance- 1
5. Tuition Assistance- 5
6. Counselor Complaint/Miscommunication-2
7. ADA Title 1- 2

ADA Accessibility Update

Page Eastin and Jeff Haight are working together to create an initial draft of a transition plan that will identify areas not in compliance with the ADA standards, prioritize the needed corrections and provide a timeline for removing each identified barrier.

Process Flowchart

Page Eastin and CAP intern Colette Kotz created a flow chart outlining the process JC's follow as they apply for and receive services from IVRS. The flow chart was recently added to the JC handbook and is available on the IVRS website.

Informational Video

Page Eastin created a video describing IVRS services, application, etc. The video features ASL, voice and closed caption and is available on the IVRS website. The video was specifically created to provide outreach to the Deaf and Hard of Hearing community.

ACRONYMS:

- CTP** - Collaborative Transition Protocol
- CRP** – Community Rehabilitation Program
- CSNA** – Comprehensive Statewide Needs Assessment
- FFY** – Federal Fiscal Year
- IVRS** – Iowa Vocational Rehabilitation Services
- MEPD** – Medicaid for Employed Person with Disabilities
- RSA** - Rehabilitation Services Administration
- SP** – State Plan
- SRC** - State Rehabilitation Council
- TAP** – Transition Alliance Program
- TTW** - Ticket-To-Work
- VR** - Vocational Rehabilitation
- WIA** or **WF** - Workforce Investment Act, Workforce

IVRS statuses:

- 00-0 Referral
- 02-0 Applicant (initial interview and opening file)
- 04-0 Accepted for Services (eligibility), but does not meet waiting list categories being served.
- 06-0 Trial Work Experiences/Extended Evaluation)
- 08-0 Closed Before Acceptance (from Status 00-0, 02-0)
- 10- _ Accepted for Services (eligibility)
- 12-0 Plan Developed, awaiting start of services
- 14-0 Counseling and Guidance Only
- 16-0 Physical and Mental Restoration
- 18- _ Training
- 20-0 Ready for Employment
- 22-0 Employed
- 24-0 Service Interrupted
- 26-0 Closed Rehabilitated
- 28-0 Closed After Program Initiated (from Status 14- _ through 24- _)
- 30-0 Closed Before Program Initiated (from Status 10-0)

- 32-0 Post-Employment Services (from Status 26-0 only)
- 33- Closed After Post-Employment Services (from Status 32)
- 38-0 Closed from Status 04

The reason statuses 10, 18 and 33 have extra lines are because they each have another sub-status or two within them.

