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| **ALASKA DRAFT AGENDA**  |
| **DAY 1** | **Eligibility** | **Fiscal Management for Program Success** |
| 8:30  | Introductions and Overview of Day | Introductions and Overview of Day |
| 9:00 – 12:00 DRAFT | * Basic Requirements

Questions to ask as you determine eligibility: * Is the applicant a member of a federally or state recognized tribe?
* Does the applicant live on or near the reservation or service area?
* Does this person have a diagnosed disability?
* Does this person have any disability related impediments to: preparing for, getting, keeping or advancing in employment that is compatible with his/her strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice?
* Does the person require services to: prepare for, get, keep, or advance in a job that is compatible with his/her strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice?
* Example of Eligibility Formula
* Because of (disability), (client name) experiences (functional limitations), which causes an impediment to employment, as is required to perform the functions of a (specific job duty). (Client name) requires (services) to prepare for, get, and keep a job that is compatible with (his/her) unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.
 | * Introduction to Guided Program Development
* Drawdown memo: Consistent & Regular
* Allowable & Unallowable Costs: OMB Circular A-87
* Budgeting: Cost Allocation
* Program ledger & General Ledger
* Working with Tribal Fiscal staff
* Utilization of Community Resources: Including no duplication of services
* Drawdown memo: Consistent & Regular
* Allowable & Unallowable Costs: OMB Circular A-87
* [Budgeting:](http://www.canar.org/images/docs/2012MidYearConfPPTs/13_FiscalGrantMgmtpresentation2012.pptx) Cost Allocation
* [Program Ledger & General Ledger](http://www.canar.org/images/docs/2012MidYearConfPPTs/13_FiscalGrantMgmtpresentation2012.pptx)
* Working with Tribal Fiscal staff
* Utilization of Community Resources: Including no duplication of services
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| 12:00 – 1:00 |  |  |
| 1:00 – 4:00 | * Documentation/Justification
* To the extent possible, use existing documents to aid in the assessment process (use of comparable benefits).
* Things to consider when assessing existing information:
	+ Age?
	+ Do the records identify disability(ies)?
	+ Do the records help identify functional limitations and/or employment related limitations?
* If existing information doesn’t exist, then seek outside assessments when appropriate and available
 | * Working with Tribal Fiscal staff
* Utilization of Community Resources: Including no duplication of services
* Drawdown memo: Consistent & Regular
* Allowable & Unallowable Cost: OMB Circular A-87
* [Budgeting:](http://www.canar.org/images/docs/2012MidYearConfPPTs/13_FiscalGrantMgmtpresentation2012.pptx) Cost Allocation
* [Program ledger & General Ledger](http://www.canar.org/images/docs/2012MidYearConfPPTs/13_FiscalGrantMgmtpresentation2012.pptx)
* Working with Tribal Fiscal staff
* Utilization of Community Resources: Including no duplication of services
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| 4:00 – 4:30 | Q &A – Wrap Up Of Day 1 |  |

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| **DAY 2** | **Vocational Assessment – IPE Development** |
| 8:30  | Debrief of Day 1 and Overview of Day 2 |
| 9:00 – 12:00  | * Purpose of Vocational Assessment
* Develop/Choose a Vocational Goal
* Develop a factual basis/rationale for the provision of IPE services
* Prepare for vocational planning
* Empower the participant by increasing their own understanding of strengths, abilities, and interests Unique Strengths (*assets*)
* Types of Tests
	+ Self-Administered
	+ Professional Assessments
		- Psychological
		- Psychiatric
		- Medical
		- Etc.
	+ Counselor Administered
		- Counselor observations
		- Tests given according to counselor education
* May need to refer participant for the provision of rehabilitation technology services/devices, to assess and develop the capacities of the individual to perform in a work environment
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| 12:00 – 1:00Working Lunch | Round table Discussion on challenges to vocational assessment in TVRLarge group report from discussion on challenges |
| 1:00 – 4:00 | * The IPE must be designed to achieve a specific employment outcome. The outcome is selected by the individual and is consistent with their unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice
* The IPE is developed and implemented in a manner that allows the client to use informed choice in selecting:
	+ Employment outcome
	+ Specific services
	+ The entity/entities providing services
	+ Methods available for procuring services
	+ The IPE is agreed to and signed by client or client representative
	+ Approved and signed by a qualified VR counselor
	+ Copy of the IPE and all amendments provided to client or client representative in an understandable format.
	+ IPE is reviewed annually by qualified VR counselor – this can take place with or without client/client representative
* IPE should be monitored and connection maintained with the client. This is to assess progress and address problems
* IPE is amended as necessary to address work goal changes or changes to required services
* Summary
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| 4:00 – 4:30 | Q &A – Wrap Up Of Day 2 |

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| **Day 2** | **Disability Specific Training**  |
| 8:30 | Debrief of and Overview of Day 3 |
| 9:00 – 12:00  | * Substance abuse and recovery
	+ **Psychological Consequences:** Post-Traumatic Stress diagnosis, Generalized Anxiety Disorders diagnosis, Depression diagnosis, feelings of guilt/ grief, difficulty with impulse control, low frustration tolerance, lack a perspective of time
	+ **Social Consequences:** Difficulty with relationships, loss of activities of daily living (ADL) skills, having mostly friends who drink or do drugs, lacking positive peer supports
	+ **Spiritual Consequences:** Feelings of hopelessness, feelings of despair, feeling directionless, difficulty coping without drinking or taking drugs
	+ **Vocational Rehabilitation Considerations**: Treatment and Compliance; functional limitations, employment considerations, employer policies and the ADA
* **Chronic pain/physical disabilities**
	+ Chronic pain is widely believed to represent disease itself. It can be made much worse by environmental and psychological factors.
	+ Chronic pain persists over a longer period of time than acute pain and is resistant to most medical treatments. It can—and often does—cause severe problems for patients.
	+ A person may have two or more co-existing chronic pain conditions. Such conditions can include chronic fatigue syndrome, endometriosis, fibromyalgia, inflammatory bowel disease, interstitial cystitis, temporomandibular joint dysfunction**.**
* **Underlying Conditions**
	+ When the focus is on the experience of pain and its often-dramatic expression, you and/or the customer may overlook treatment of underlying conditions. For example, an individual with peripheral neuropathy due to diabetes may experience significant pain reduction with improved diabetes management.
* **Limitations and Substantial Impediments**
	+ Function and substantial impediments to employment. Individuals may experience reduced work tolerance, limitations in work skills (in instances where the individual can no longer perform in the areas in which s/he has training or experience), and reduced mobility (due to limitations in walking, sitting, and riding).
	+ Careful assessment of the nature and extent of limitations is important. In addition to the [**Physical Capacities Assessment Form**](http://www.mrselearn.org/Portals/0/ManualItems/RA-4683_LARA.dot), use a cover letter to outline the individual's concerns and vocational aspirations or goals. A cover letter will typically increase the specificity and clarity of information from the physician. Since the treatment of pain is dynamic, be alert to the need for current information (that may need to be purchased).
* **Treatment**
	+ Recognition of psychological factors that affect the perception of pain intensity and duration are an important aspect of treatment. In addition to medical treatments, contemporary pain management typically includes an emphasis on psychological and cognitive treatments, as well as life style and self-management strategies.

Introduction to Motivational Interviewing |
| 12:00 – 1:00 | Lunch |
| 1:00 – 4:00 | Working with Transitional Youth, how to better serve them, collaboration with school and DVR  |