



STATE OF MICHIGAN

DEPARTMENT OF HUMAN SERVICES
LANSING

RICK SNYDER
GOVERNOR

MAURA D. CORRIGAN
DIRECTOR

October 21, 2014

The Honorable Bruce Caswell, Chair
Senate Appropriations Subcommittee on DHS
Michigan State Senate
Lansing, MI 48933

The Honorable Peter MacGregor, Chair
House Appropriations Subcommittee on DHS
Michigan House of Representatives
Lansing, MI 48933

Dear Senator Caswell and Representative MacGregor:

Section 403(2) of 2013 Public Act No. 59 requires the Department of Human Services (DHS) to report the following information:

The department shall provide quarterly status reports to the house and senate appropriations subcommittees on the department budget, the house and senate fiscal agencies, and house and senate policy offices on Michigan rehabilitation services that include all of the following items:

- a) *Reduction and changes in administration costs and staffing.*
- b) *Service delivery plans and implementation steps achieved.*
- c) *Reorganization plans and implementation steps achieved.*
- d) *Plans to integrate Michigan rehabilitation services programs into other services provided by the department.*
- e) *Quarterly expenditures by major spending category.*

Please see the attached report, which contains the information as required by the Public Act.

If you have any question, please contact Terrence M. Beurer, director, Field Operations Administration, at (517) 373-3570.

Sincerely,

A handwritten signature in blue ink that reads "Susan Kangas".

Susan Kangas
Chief Financial Officer

Cc: Senate and House Appropriations Subcommittees on DHS
Senate and House Fiscal Agencies
Senate and House Policy Offices

Section 403(2) of 2013 Public Act No. 59 requires the Department of Human Services (DHS) to report the following information on a quarterly basis:

a) *Reduction and changes in administration costs and staffing:*

- The number of total Full Time Equated (FTE) positions for Michigan Rehabilitation Services (MRS) decreased by .7 FTEs for the fourth quarter of Fiscal Year 2014 (July 1, 2014 to September 30, 2014).
- The MRS Administrative Staff (Central Office) was 31 FTEs at the beginning of the fourth quarter of Fiscal Year 2014 (July 1, 2014) and was 31 FTEs at the end of the fourth quarter (September 30, 2014).
- MRS will not be filling one Vocational Rehabilitation Manager position. However, MRS has completed the hiring of 18 Rehabilitation Counselors and two Domestic Services Workers for the fourth quarter of Fiscal Year 2014. MRS has begun the process for hiring additional staff including, one Departmental Analyst and one Departmental Technician for Central Office; 22 Rehabilitation Counselors, one Departmental Manager, one Employment Services Analyst, one Domestic Services Worker, two Youth Specialists.

b. *Service delivery plans and implementation steps achieved:*

- MRS continues to plan and prepare for the co-locating of the three MRS Detroit Renaissance Districts offices (Fort Street, Porter Street, and Hamtramck). The DHS/DTMB Core Planning team reviewed the recent floor plan for the co-located office which will be on Clark Street in Detroit. The initial planning is delayed, as we are awaiting legislative approval to break ground on the identified site. The ground breaking is not scheduled until late November or early December, which will in turn delay the move-in date to approximately June 2015. The Core Planning team will push to get the building framed so that work can be done during the winter months. The next meeting is scheduled for the first week in November 2014.
- Discussions are under way to co-locate the Macomb and Eastern Districts and rename them the New Eastern District. The new district will consist of three units; Macomb, Flint and Port Huron.
- Training with staff who will become mobile workers is taking place and planning discussions are in process. Implementation processes are scheduled to be completed by December 2014. We have one counselor now working as a mobile worker in Montcalm County. We recently provided 13 mobile worker prospects with their iPhones and training. The next meeting will combine the site manager with mobile workers to develop steps for identifying community locations, begin discussions on scheduling meetings with partners, customers and staffs in the communities as well as develop calendar, scheduling, time management and safety procedures within the field. Staff will be reminded on an ongoing basis that production expectation will remain with each prospective mobile worker.

c) *Reorganization plans and implementation steps achieved:*

- The MRS reorganization has been approved by DHS executive management.
- Merging of the two district offices (Macomb/Eastern and Northern/Mid-Michigan) is proceeding timely and consistent with reorganization plans. These offices are working productively to coordinate oversight, staffing and operational duties.

d) Plans to integrate Michigan rehabilitation services programs into other services provided by the department:

Director Corrigan wants to continue to focus on bringing the strong curriculum and educational/literacy resources of MCTI out of its bricks and mortar into the community, to reach out to Partnership.Accountability.Training.Hope. (PATH) participants in other parts of the state. Current initiative update is as follows:

- Michigan Career Technical Institute (MCTI) is continuing to make strides in outreach to mutual customers served by DHS and MRS. This is being achieved through initiatives that have been established and are continuing to be implemented to export services to other areas of the state:
 1. In collaboration with Michigan Works! in Benton Harbor, MCTI is continuing to work with Kinexus trainers to schedule a second Certified Nursing Assistance (CNA) class. This is due to the number of PATH participants registered to take the class exceeding the maximum number of participants per class. PATH participants, who may have learning disabilities, and other challenges that may negatively impact their ability to successfully complete and graduate from their CNA Program, will be participating in this specialized program, again sponsored and facilitated by MCTI. Because of the MCTI outreach to Kinexus, in the original program, 13 additional PATH participants who may have dropped out of the CNA class due to significant learning disabilities, graduated from the program in July. MRS also opened cases on these individuals to assist them with job development and placement services upon graduation. This second class will begin in Fiscal Year 2015.
 2. MCTI, and the Business Network Unit (BNU), also part of MRS, in collaboration with Meijer, are working to continue to provide viable candidates for employment at distribution centers in Lansing, Michigan and Middlebury, Indiana. They have referred 64 individuals for jobs at Meijer; 25 have been hired. In addition, they continue to work collaboratively with the Meijer Distribution Center to establish an Employer Resource Coordinator onsite so that the employer can provide access to specific ancillary services the employer may want to provide onsite to employees. These may include representatives from DHS, MRS and other agencies. MRS staff is working closely with Meijer staff to establish procedures and a system that allows Meijer employees to access these services while on the job. MRS has also established one point of contact at each MRS district office making it easy for businesses to contact Business Resource Specialists who can assist local businesses across the state. Additionally, on February 3, 2015, MRS Business Resource Specialists will attend the Governor's Summit on Disability to meet and work to assist businesses from each of the prosperity regions.
 3. MCTI/MRS staff will work with staff from DHS, and Michigan Works! to replicate the CNA training program as a pilot in Wayne County to focus on PATH participants who may have challenges in completing training in this program. Cases will be open by MRS on PATH participants who have a significant disability that poses a barrier to employment.
 4. MCTI will be a participant in the Michigan Supplemental Nutrition Assistance Program (SNAP) Pilot: Opening the doors for economic independence and opportunity for individuals with disabilities while decreasing dependency on public assistance. The intent of this pilot component is to assist adults as well as youth and their families who are receiving Supplemental Security Income (SSI) and SNAP in engaging in training and potential employment opportunities in an effort to increase their economic independence while decreasing their reliance upon public assistance supports. In addition, this intervention will work to increase self-sufficiency skills and provide productive alternatives to a cycle of public assistance for individuals with disabilities and their families. Team Members include staff from DHS, Department of Community Health, Michigan Works!, Workforce Development Agency, and MCTI.

- MRS has begun implementation of the referral process of Adjudicated Youth at the appropriate MRS district office for application processing and service determination. The Adjudicated Youth Program committee is currently seeking to secure departmental Interagency Cash Transfer Agreements for program funding costs. In addition, MRS is continuing to work with community partners from the Centers for Independent Living and Community Rehabilitation Organizations to plan program implementation steps for the Swift and Sure Program.

e) *Quarterly expenditures by major spending category:*

FY 14 – 4rd Quarter Expenditures	
PROGRAM AREA:	DHS - Michigan Rehabilitation Services
LINE ITEM:	81520
Spending Category:	Expenditures:
Employee Costs*	\$14,719,656
CSS&M Costs	\$1,071,783
Facilities Costs	\$9,247
Direct Services to Customers	\$11,264,924
Contract Costs	\$640,429
IT	\$121,073
Travel	\$173,603
Training	\$16,341
Other	\$0
Total	\$28,017,057

* \$13,521,280 of the Employee Costs was for MRS Field Staff