

VR Portion of WIOA State Plan for Michigan Rehabilitation Services FY-2018

Program-Specific Requirements for Vocational Rehabilitation (General)

The Vocational Rehabilitation (VR) Services Portion of the Unified or Combined State Plan* must include the following descriptions and estimates, as required by section 101(a) of the Rehabilitation Act of 1973, as amended by WIOA:

* Sec. 102(b)(D)(iii) of WIOA

a. Input of State Rehabilitation Council

All agencies, except for those that are independent consumer-controlled commissions, must describe the following:

1. input provided by the State Rehabilitation Council, including input and recommendations on the VR services portion of the Unified or Combined State Plan, recommendations from the Council's report, the review and analysis of consumer satisfaction, and other Council reports that may have been developed as part of the Council's functions;

The State Rehabilitation Council in Michigan, known as the Michigan Council for Rehabilitation Services (MCRS) serves as the State Rehabilitation Council (SRC) to both designated state units in Michigan, the Bureau of Services for Blind Persons (BSBP) and the general designated state unit, Michigan Rehabilitation Services. The designated state agency for Michigan Rehabilitation Services is the **Department of Labor and Economic Opportunity** and the designated state agency for Bureau of Services for Blind Persons is the **Department of Labor and Economic Opportunity**.

This attachment is focused on how the Michigan Council for Rehabilitation Services worked to achieve the eight federal mandates with Michigan Rehabilitation Services during Fiscal Year 2015 and our resulting recommendations to Michigan Rehabilitation Services for Fiscal Years 2017 — 2020.

1. Review, analyze, and advise the Grantor regarding its performance in determining eligibility, order of selection, effectiveness, scope and provision of services, and functions of the Grantor that affect, or potentially affect, the ability of persons with disabilities to achieve rehabilitation goals and objectives;

This mandate was achieved through active participation in the following Michigan Rehabilitation Services activities/work teams along with review and analysis of information received related to their service system: (1) Appeals Hearings Redacted Reports (2) Consultations with the Hearings Manager (3) Consultation with the Client Assistance Program (4) Policy Cadre (5) Customer

Input (6) Customer Satisfaction Survey Reports for Fiscal Year 2014, at Plan and Closure (7) Idea Stream Team, including a presentation to a Michigan Rehabilitation Services District Office (8) Follow-up Meeting to Fiscal Year 2014 Comprehensive Statewide Needs Assessment Report (9) Marketing Team and subgroups related Marketing Champions, Online Orientation and the annual Champion Awards event (10) State Plan (11) Focus Groups for Customers of Michigan Rehabilitation Services (12) Michigan Rehabilitation Services Staff and (13) Michigan Rehabilitation Services System Data.

Resulting Impact: The Council offered input from the customer perspective with regard to each of the above activities.

2. In partnership with the Grantor, provide advice in the preparation of statewide goals and priorities.

During the State Plan Fiscal Year 2017 — 2020 process meetings, the Council was involved with the review, redesign and/or update of the Michigan Rehabilitation Services goals and priorities.

Resulting Impact: The goals and priorities were reviewed during the Fiscal Year 2017-2020 Michigan Rehabilitation Services State Plan process and should continue to keep the Designated State Unit focused as they strive for excellence in their service system.

3. In partnership with the Grantor, conduct a review and analysis of the effectiveness and consumer satisfaction with vocational rehabilitation services and employment outcomes, including employment benefits.

Customer satisfaction information was collected by the Michigan Council for Rehabilitation Services through various activities: (1) Consultation with both Client Assistance Program and the Hearings Manager (2) Data review (3) Customers of Michigan Rehabilitation Services Focus Groups (4) Customer Satisfaction Survey Reports at Plan and Closure and (5) Public Comment.

Resulting Impact: The Michigan Council for Rehabilitation Services is pleased to be included in the review and redesign (as needed) of the customer satisfaction survey tools. The membership did raise the issue of wanting to know the themes from the percentage of those customers who responded to the surveys indicating that they were not satisfied with the Michigan Rehabilitation Services experience. We were pleased to see that the Fiscal Year 2014 Reports provided the information, analysis and recommendations regarding the unsatisfied customers at plan and closure. We look forward to future discussion with Michigan Rehabilitation Services about how they intend to utilize these findings. It is important to note that the satisfaction rate reported by Customers of 86.2 percent is the highest rating received in recent Michigan Rehabilitation Services history. As reported by the Hearings Manager, the number of customer complaints have dropped significantly with fewer Hearings scheduled.

At the State Director's suggestion, the Council fully embraced, designed and implemented a Focus Group project during the last half of the fiscal year. The stimulus questions were created to gain input about the customer's experiences with Michigan Rehabilitation Services, involvement with the local Center for Independent Living), and their needs related to gaining and retaining employment. Information obtained was from two local communities. A Council Work team is analyzing the information so that recommendations can be made to Michigan Rehabilitation Services. On a preliminary basis, one of the consistent themes which attendees identified as being the 'best part of their experience with Michigan Rehabilitation Services' was

their relationship with their Counselor. A low response rate occurred with the focus groups scheduled at the end of the fiscal year. The member's commitment to this project is seen as they continue in discussion about the strategies needed for the future planning of gaining customer input through local focus groups and/or other mechanisms.

4. Assist in the preparation of the State Plan, Plan amendments, reports, needs assessments, and evaluation required by the Rehabilitation Act.

With the passage of the Workforce Innovation and Opportunity Act (WIOA), the State Plan process was redesigned quite effectively by the Michigan Rehabilitation Services Staff who manage this effort. The Council was involved in all meetings so that the customer voice was present and involved in discussions and decision making for the new plan. The final draft of the Michigan Rehabilitation Services State Plan was shared with the membership for review, input and support.

The membership was afforded the opportunity to learn about the WIOA through a number of in-person trainings and the expected impact on the Michigan Rehabilitation Services system. The trainings emphasized the significant service changes regarding Transition Aged Youth and Supported Employment that the designated state unit are now required to implement without the addition of financial resources.

The Council was actively involved in the Comprehensive Statewide Needs Assessment meetings which resulted in the Fiscal Year 2014 report. A follow up meeting was scheduled during this fiscal year which provided the opportunity for work team members to determine what worked well and/or what needed improvement as the planning begins in Fiscal Year 2016.

Resulting Impact: The Michigan Council for Rehabilitation Services was actively involved in the Michigan Rehabilitation Services Fiscal Year 2017-2020 State Plan process, offering customer perspective as relevant. The membership's educational opportunities with the WIOA have provided a knowledge base that will enhance future monitoring efforts by the Council.

5. Prepare and submit an annual report to the Governor and the Commissioner of Rehabilitation Services Administration on the status of the general vocational rehabilitation program operated within the State.

Michigan Rehabilitation Services data and other program information were provided to the Michigan Council for Rehabilitation Services so that the Fiscal Year 2014 report was completed and submitted to the governmental and federal authorities as required.

6. Coordinate with other state councils, including but not limited to the Statewide Independent Living Council, the Special Education Advisory Council under Individuals with Disabilities Education Act, the Developmental Disabilities Council, the State Mental Health Planning Council, and the Governor's Talent Investment Board.

Statewide Independent Living Council: Coordinated activities included (1) members appointed to represent the respective councils (2) Michigan Council for Rehabilitation Services reports for Statewide Independent Living Council business meeting packets, Statewide Independent Living Council reports for Michigan Council for Rehabilitation Services business meeting packets (3) Michigan Council for Rehabilitation Services/Statewide Independent Living Council Member representation at the Statewide Independent Living Council quarterly meetings and Michigan

Council for Rehabilitation Services/Statewide Independent Living Council representation at the six Michigan Council for Rehabilitation Services Business Meetings.

The other mandated partnerships which include: Special Education Advisory Committee; the Michigan Developmental Disabilities Council; the State Mental Health Planning Council; and the Governor's Talent Investment Board have been managed through members who represent these organizations and/or at Executive Team direction.

Resulting Impact: The partnerships listed above provided great opportunity for networking with organizations that are working with similar customer populations, while the Michigan Council for Rehabilitation Services role, responsibilities and involvement with Michigan Rehabilitation Services can provide the Vocational Rehabilitation perspective. It is expected that these relationships will continue to develop.

7. Facilitate coordination and working relationships between the Grantor, the Statewide Independent Living Council and centers for independent living throughout the state.

In Michigan, the Center for Independent Living trade association, Disability Network/Michigan and the Statewide Independent Living Council have a long established working partnership with Michigan Rehabilitation Services. The Michigan Council for Rehabilitation Services members continue their focus on working to enhance the partnership by continually advocating on behalf of the independent living needs of customers of Michigan Rehabilitation Services.

The customers of Michigan Rehabilitation Services focus groups utilized a sample of customers from various stages in the Vocational Rehabilitation process, along with joint customers of the local Center for Independent Living and Michigan Rehabilitation Services office. Stimulus questions utilized at the focus groups include some as designed in partnership with the Statewide Independent Living Council about the customer experience with their local center.

Resulting Impact: The Michigan Council for Rehabilitation Services involvement with the Center for Independent Living network in Michigan has continued at the statewide level. The focus groups provided a beginning opportunity to work with some local Centers for Independent Living, with hope for expansion in the future.

8. Perform other functions consistent with the purpose of the Rehabilitation Act. Highlights of other Michigan Council for Rehabilitation Services Functions:

Business Meeting Schedule: During Fiscal Year 2015, the Michigan Council for Rehabilitation Services increased their business meetings to bi-monthly meetings with a newly designed agenda. The one day meeting agendas included: in person work team meetings prior to the start of the Business Meetings, (11:00 — 3:30 p.m.) The business meeting agendas included operational updates, two times for public comment, work team reports, partner reports, and reports from both designated state units and the staff report. The last two hours of each meeting are dedicated to an educational session about emerging topics and/or Comprehensive Statewide Needs Assessment populations identified as underserved or unserved.

Resulting Impact: The six meetings scheduled during Fiscal Year 2015 resulted in great opportunities to uphold the Mission and Strategic Plan of the Michigan Council for Rehabilitation Services as work teams held in person meetings, the business of the Council was effectively managed and the membership was afforded educational opportunities regarding emerging issues, such as the passage of the WIOA. This new system has kept members better

informed and focused on the efforts needed to achieve the mandates of the Michigan Council for Rehabilitation Services.

Advisory Work Teams Functions:

The Advisory Executive Team held twice monthly meetings as well as two day long strategic planning meetings. The agendas focus on the strategic plan goal and activities, emerging issues and other education relevant to the daily business operations of the Council staff.

Advisory Customer Experience and Regulatory Guidance Teams have been successful in achieving their work plans along with absorbing new work assignments throughout the year. Highlights include: the annual report, the design and implementation of focus groups, the review of Michigan Rehabilitation Services data, creating a dashboard to track the various levels of data within each designated state unit, the State Plan, education about the WIOA, and the review of the customer satisfaction survey reports.

Resulting Impact: The work teams benefitted from the monthly meeting schedule as held in person or by teleconference. The work of the Michigan Council for Rehabilitation Services is managed within each work team so that they can then inform the full membership on work efforts taking place, have discussion on relevant topics and/or take action as needed. Work plans were tweaked throughout the year as new assignments emerged so that there was greater impact on the Michigan Council for Rehabilitation Services outcomes. The teams continue to develop a cohesive approach as they work to achieve their responsibilities.

Membership: At the end of this fiscal year (2015), the Michigan Council for Rehabilitation Services had two vacancies: the Governor's Talent Investment Board category and a representative of business, industry and labor. It is expected that these will be managed at the end of the calendar year when the Michigan Council for Rehabilitation Services appointment terms are scheduled to roll over.

Statewide Activities (focused on strengthening partnerships):

The Michigan Council for Rehabilitation Services continued participation in the following statewide activities: (1) Two Americans with Disability Act Anniversary Celebration Events (2) Michigan Rehabilitation Services Champion Awards event (3) The annual re:con convention, a statewide rehabilitation conference held each Fall where the Michigan Council for Rehabilitation Services serves as a primary partner, is on the program committee, facilitates workshops and hosts an exhibit (4) Michigan Association of Rehabilitation Organization's Spring Leadership Training Conference in Traverse City (5) Michigan Rehabilitation Association Membership, with the Michigan Council for Rehabilitation Services Executive Director serving on the Michigan Rehabilitation Association board and (6) Statewide Independent Living Council Business Meetings.

Resulting Impact: The above activities serve to strengthen relationships within the disability and business community. Most importantly it provides a mechanism for the Council to cross paths with designated state unit staff and educate them about our role and responsibility as we work with public Vocational Rehabilitation. As networking takes place across the state (within the public and private sector) we have seen increased awareness of the Council's role with citizens with disabilities and partners.

National Activities: Michigan Council for Rehabilitation Services Staff Members are members of the National Rehabilitation Association.

The Michigan Council for Rehabilitation Services is a founding member of the National Coalition of State Rehabilitation Councils. Participation included teleconferences for nationwide National Coalition of State Rehabilitation Council meetings and monthly National Coalition of State Rehabilitation Councils Board of Directors meetings. The Executive Director served as the president of the National Coalition of State Resource Councils, while the Assistant Director provided expertise and technical support through management of the website, list serves and conference registration as supported by the Michigan Council for Rehabilitation Services.

The Chair and Vice Chair attended the April 2015 National Coalition of State Resource Councils, Council of State Administrators of Vocational Rehabilitation and National Council of State Agencies for the Blind Conferences held in Bethesda, MD. This included partnering with our other designated state unit — the Bureau of Services for Blind Persons staff to conduct Capitol Hill visits to educate some of the Michigan Delegation on the value of the public vocational rehabilitation service system in Michigan and the positive impact it has on the Michigan economy. They also informed officials about the continuing challenge Michigan Rehabilitation Services has in garnering enough state match to be able to access the federal allotment for Michigan general Vocational Rehabilitation Services.

Resulting Impact: The involvement of the Michigan Council for Rehabilitation Services in the various national activities continued to enhance the reputation of this State Rehabilitation Council as being one of the best models across our country. The knowledge gained through this involvement serves to strengthen the work activities of our Council.

MISCELLANEOUS INFORMATION — DAILY BUSINESS OPERATIONS: FISCAL AND OPERATIONAL MANAGEMENT: Fiscal Agent: In an effort to uphold the intent of the Rehabilitation Act, to assure the autonomy and independence of the State Rehabilitation Council operations and staff, Michigan Rehabilitation Services has contracted with the Michigan Association of Rehabilitation Organizations since 2004 (prior to that a contract with another state-wide organization held the contract from 1996 — 2003). The Council agrees that this contract provides the mechanism needed for a fiscal agent to serve as the employer of record for Michigan Council for Rehabilitation Services staff, along with accounting services for payroll and operational expenses. This contract has continued due to the outstanding accounting talents of the Michigan Association of Rehabilitation Organization's staff person that has resulted in ten clean financial reviews and services that were provided in a professional, flexible manner. The Michigan Council for Rehabilitation Services expects that this contract will continue to be supported by Michigan Rehabilitation Services, assuring the stability of the Council's future.

Michigan Council for Rehabilitation Services Budget: The Michigan Council for Rehabilitation Services Resource Plan and Budget for Fiscal Year 2015 was approved by the membership and then negotiated with the designated state unit to ensure financial solvency for the Michigan Council for Rehabilitation Services beginning October 1, 2014. The grant between the Michigan Association of Rehabilitation Organizations and Michigan Rehabilitation Services was signed by Department of Human Services for the entire fiscal year. The Fiscal Year 2016 Resource Plan and Budget was created by the Executive Team and approved by the membership for submission to the designated state unit/designated state agency.

Michigan Council for Rehabilitation Services Staff: The staff of the Council include: the Executive Director and the Assistant Director. The staff role is to assure the membership's achievement of the State Rehabilitation Council federal mandates along with other activities related to Vocational Rehabilitation and employment as determined by the Council.

Resulting Impact: The Michigan Council for Rehabilitation Services staff efforts have assured the success of the Council as they achieved the federal mandates related to Michigan Rehabilitation Services.

In Closing: The Michigan Council for Rehabilitation Services maintains a focus of the 'customer's best interest' throughout all levels of their work. We look forward to our continued work on behalf of people with disabilities, in partnership with Michigan Rehabilitation Services as they strive to be one of the leaders of public vocational rehabilitation in our country.

Michigan Council for Rehabilitation Services (MCRS) acknowledges that the council will be relocated from the Department of Health and Human Services (MDHHS) to the Department of Labor and Economic Opportunity (LEO) as a result of Executive Order 2019-13 effective August 11, 2019.

MCRS shall continue to be the single state rehabilitation council pursuant to 29 USC 721(a)(21)(B) for authorities, powers, duties, functions, and responsibilities transferred to the Department under sections 6(b) and 7(c).

GOVERNOR GRETCHEN WHITMER'S EXECUTIVE ORDER 2019-13

MCRS has an understanding that the executive reorganization will:

- Better align the core partners to serve the dual customer of individuals with disabilities and employers.
- Allow greater networking, coordination and data sharing while being able to work independently within the Michigan Vocational Rehabilitation system.
- Promote higher efficiency and effectiveness regarding the connection to labor.
- Work towards the goal of a strong economy that requires a concentration of talent.
- Foster opportunity to build and enhance relationships while MCRS continues to work autonomously to comply with our federal mandates.

MCRS's expectation is that the executive reorganization will better enable the council to advise BSBP and MRS in the development of State goals and priorities in relationship to serving individuals with disabilities. This includes addressing the governor's goal of 60% of Michigan citizens achieving post-secondary credential attainment by 2030.

Recommendations:

FY 2018 Recommendations are being presented with two sections, the findings of a Performance Report and a review of the MRS State Plan.

Whereas the Workforce Innovation and Opportunity Act (WIOA) which includes the Rehabilitation Act of 1973 as amended, mandates the organizational and functional operations of

the State Rehabilitation Council (SRC) via the WIOA Regulations, the following recommendations are being made by the MCRS membership.

1. We recommend to Michigan Rehabilitation Services that the MCRS is provided on at least a quarterly basis, their service system data that is relevant to status of the eligibility process for customers.

CITE: 361.17 (h) Functions. The Council must, after consulting with the State workforce development board— (1) Review, analyze, and advise the designated State unit regarding the performance of the State unit's responsibilities under this part, particularly responsibilities related to— (i) Eligibility, including order of selection;

2. We recommend to Michigan Rehabilitation Services that the MCRS is provided on at least a quarterly basis, with service system data that is relevant to the status of their determination that the establishment and/or implementation of Order of Selection for services is needed or not.

CITE: 361.17 (h) Functions. The Council must, after consulting with the State workforce development board— (1) Review, analyze, and advise the designated State unit regarding the performance of the State unit's responsibilities under this part, particularly responsibilities related to— (i) Eligibility, including order of selection;

3. We recommend to Michigan Rehabilitation Services that the MCRS is provided on at least a quarterly basis, with service system data that is relevant to the employment outcomes of customers, including employment benefits data.

CITE: 361.17 (ii) The extent, scope, and effectiveness of services provided; and (iii) Functions performed by State agencies that affect or potentially affect the ability of individuals with disabilities in achieving employment outcomes under this part; This should include a training for the MCRS members on the WIOA Performance Indicators.

CITE: 361.17 (iii) The employment outcomes achieved by eligible individuals receiving services under this part, ***including the availability of health and other employment benefits in connection with those employment outcomes;***

4. We recommend to Michigan Rehabilitation Services to consult the MCRS regarding the development of State goals and priorities. Once agreed upon, Michigan Rehabilitation Services should report on the progress toward goal achievement on a quarterly basis.

CITE: 361.17 (2) In partnership with the designated State unit— (i) Develop, agree to, and review State goals and priorities in accordance with §361.29(c); and

5. We recommend that Michigan Rehabilitation Services report to the MCRS on at least a quarterly basis the progress toward our State Plan recommendations that we have made in this document, so that we can advise the designated State unit.

CITE: 361.17 (3) Advise the designated State agency and the designated State unit regarding activities carried out under this part and assist in the preparation of the vocational rehabilitation services portion of the Unified or Combined State Plan and amendments to the plan, applications, reports, needs assessments, and evaluations required by this part;

6. We recommend that Michigan Rehabilitation Services provide the MCRS with reports and/or evaluations as produced by Project Excellence related to their service system.

CITE: 361.17 (3) Advise the designated State agency and the designated State unit regarding activities carried out under this part and assist in the preparation of the vocational rehabilitation services portion of the Unified or Combined State Plan and amendments to the plan, applications, reports, needs assessments, and evaluations required by this part;

7. We recommend that Michigan Rehabilitation Services include the MCRS in the design and review of the Customer Satisfaction Survey, along with the annual report. (4) To the extent feasible, conduct a review and analysis of the effectiveness of, and consumer satisfaction with—

8. We recommend that, in keeping with WIOA, MRS inform the MCRS of the process they will design to track their staff efforts to education and information consumers working in the subminimum wage environments about the choice of competitive integrated employment opportunities.

9. We recommend that, given the various data elements the MCRS should receive from Michigan Rehabilitation Services, a meeting takes place with both DSUs and MCRS representatives to create a template that can be utilized by BSBP and Michigan Rehabilitation Services for reporting their data to the MCRS.

2. the Designated State unit's response to the Council's input and recommendations; and

1. We recommend to Michigan Rehabilitation Services that the MCRS is provided on at least a quarterly basis, their service system data that is relevant to status of the eligibility process for customers.

Response: Michigan Rehabilitation Services agrees to provide applicable eligibility data based on the terms jointly established by way of Recommendation 9.

2. We recommend to Michigan Rehabilitation Services that the MCRS is provided on at least a quarterly basis, with service system data that is relevant to the status of their determination that the establishment and/or implementation of Order of Selection for services is needed or not.

Response: Michigan Rehabilitation Services agrees to provide applicable data based on the terms jointly established by way of Recommendation 9.

3. We recommend to Michigan Rehabilitation Services that the MCRS is provided on at least a quarterly basis, with service system data that is relevant to the employment outcomes of customers, including employment benefits data.

Response: Michigan Rehabilitation Services agrees to provide applicable employment outcome data, including employment benefits data, based on the terms jointly established by way of Recommendation 9.

4. We recommend to Michigan Rehabilitation Services to consult the MCRS regarding the development of State goals and priorities. Once agreed upon, Michigan Rehabilitation Services should report on the progress toward goal achievement on a quarterly basis.

Response: As required in WIOA, Michigan Rehabilitation Services agrees to jointly develop, review annually, and, as necessary, revise the goals and priorities in the vocational rehabilitation portion of the Unified State Plan.

5. We recommend that Michigan Rehabilitation Services report to the MCRS on at least a quarterly basis the progress toward our State Plan recommendations that we have made in this document, so that we can advise the designated State unit.

Response: Michigan Rehabilitation Services agrees to report on progress toward the Unified State Plan recommendations based on the terms jointly established by way of Recommendation 9.

6. We recommend that Michigan Rehabilitation Services provide the MCRS with reports and/or evaluations as produced by Project Excellence related to their service system.

Response: Michigan Rehabilitation Services agrees to provide reports and/or evaluations produced by Project Excellence related to services delivery based on the terms jointly established by way of Recommendation 9.

7. We recommend that Michigan Rehabilitation Services include the MCRS in the design and review of the Customer Satisfaction Survey, along with the annual report.

(4) To the extent feasible, conduct a review and analysis of the effectiveness of, and consumer satisfaction with—

Response: Michigan Rehabilitation Services agrees to jointly evaluate the effectiveness of the vocational rehabilitation program. Michigan Rehabilitation Services encourages and will support the MCRS in conducting its review and analysis of the effectiveness of, and consumer satisfaction with (a) the functions performed and (b) the services provided by Michigan Rehabilitation Services.

8. We recommend that, in keeping with WIOA, MRS inform the MCRS of the process they will design to track their staff efforts to educate and inform consumers working in the subminimum wage environments about the choice of competitive integrated employment opportunities.

Response: MRS is currently attempting to contract with outside vendors to deliver these services. MRS acknowledges MCRS shall be kept informed of steps taken to achieve this mandate.

9. We recommend that, given the various data elements the MCRS should receive from Michigan Rehabilitation Services, a meeting takes place with both DSUs and MCRS representatives to create a template that can be utilized by BSBP and Michigan Rehabilitation Services for reporting their data to the MCRS.

Response: In partnership, Michigan Rehabilitation Services agrees to jointly identify context requirements, methodology and data elements to create a standardize quarterly reporting template for MCRS.

GOVERNOR GRETCHEN WHITMER'S EXECUTIVE ORDER 2019-13

As a result of Executive Order 2019-13 effective August 11, 2019. The MCRS, MRS and BSBP will be relocated to the Department of Labor and Economic Opportunity (LEO). This re-location will allow Vocational Rehabilitation (VR) to be well aligned with Workforce Innovation and Opportunity Act (WIOA) partners and provide the ability to collaborate more effectively and efficiently in sharing information and collaborating to serve individuals with disabilities who are

interested and able to pursue competitive integrated employment. MCRS's relocation to LEO will facilitate a more transparent communication with the department and the DSU's.

MRS/BSBP will continue to work together to provide the best possible services to individuals with disabilities and our business partners as dual customers. MRS/BSBP will be the best example of how to remain separate agencies providing service with excellence that represents us as a team, as well as serving the unique needs of VR consumers.

3. the designated State unit's explanations for rejecting any of the Council's input or recommendations.

N/A

b. Request for Waiver of Statewideness

When requesting a waiver of the statewideness requirement, the designated State unit must identify the types of services to be provided by the program on a non-statewide basis. The waiver request must also include written assurances that:

1. a local public agency will provide the non-Federal share of costs associated with the services to be provided in accordance with the waiver request;

Michigan Rehabilitation Services will continue to develop and maintain specific targeted agreements with local agencies in Fiscal Years 2016-2020 to match federal funds and augment state General Fund/General Purpose funds.

Michigan Rehabilitation Services has developed a policy for the development of activities to be carried out under a waiver of state-wideness, which is applied when the non-federal share of the cost of the services is met from funds provided by an interagency cash transfer agreement or as part of a third party cooperative arrangement. This policy is based on Section 101(a) of the Rehabilitation Act and 34 CFR 361.26 and 361.28 regulations. The Michigan Rehabilitation Services state policy includes the following criteria:

- (1) The non-federal share of the cost of these services is met from funds provided by a local public agency, including funds contributed to a local public agency by a private agency, organization, or individual;
- (2) The goal of the provision of services is to promote the vocational rehabilitation of substantially larger numbers of individuals with disabilities or of individuals with disabilities with particular types of impairments or from particular ethnic populations that have traditionally been underserved by Michigan Rehabilitation Services, and other target populations identified in the Rehabilitation Act (for example, students with disabilities needing transition services);
- (3) Michigan Rehabilitation Services requests a waiver of state-wideness on an annual basis in order to provide services to such target groups as described above.

2. the designated State unit will approve each proposed service before it is put into effect; and

Michigan Rehabilitation Services policy requires each agreement to:

- Describe the services to be provided to individuals;
- Contain written assurances signed by the local public agency that it will make available to Michigan Rehabilitation Services the non-federal share of funds;
- Contain written assurance that Michigan Rehabilitation Services approval will be obtained for each proposed service before it is put into effect; and
- Contain written assurance that the agreement will comply with all State plan requirements for services approved under the waiver, including the state's Order of Selection for Services requirements.

3. All State plan requirements will apply

requirements of the VR services portion of the Unified or Combined State Plan will apply to the services approved under the waiver.

Services under the waiver of state-wideness, used to promote the vocational rehabilitation of substantially larger numbers, may include any of the following services:

- Assessment for determining eligibility, priority for services and vocational rehabilitation needs by qualified personnel, including, if appropriate, an assessment by personnel skilled in rehabilitation technology;
- Vocational rehabilitation counseling and guidance, including information and support services to assist an individual in exercising informed choice;
- Information regarding referral and other services necessary to assist applicants and eligible individuals to secure needed services from other agencies, including other components of the statewide workforce development system and to advise those individuals about the client assistance program;
- Physical and mental restoration services, to the extent that financial support is not readily available from a source other than Michigan Rehabilitation Services (such as through health insurance or a comparable service or benefit);
- Vocational and other training services, including personal and vocational adjustment training; advanced training in, but not limited to, a field of science, technology, engineering, or mathematics (including computer science), medicine, law, or business; books, tools, and other training materials;
- Maintenance;
- Transportation in connection with the provision of any vocational rehabilitation service;
- Vocational rehabilitation services to family members, of an applicant or eligible individual if necessary to enable the applicant or eligible individual to achieve an employment outcome;
- Interpreter services, including sign language and oral interpreter services, for individuals who are deaf or hard of hearing;
- Job-related services, including job search and placement assistance, job retention services, follow-up services, and follow-along services;
- Supported employment services;
- Personal assistance services;
- Post-employment services;
- Occupational licenses, tools, equipment, initial stocks, and supplies;

- Rehabilitation technology including vehicular modification, telecommunications, sensory, and other technological aids and devices;
- Transition services for students and youth with disabilities, that facilitate the transition from school to postsecondary life, such as achievement of an employment outcome in competitive integrated employment, or pre-employment transition services for students.;
- Technical assistance and other consultation services to conduct market analyses, develop business plans, and otherwise provide resources, to the extent those resources are authorized to be provided through the statewide workforce development system, to eligible individuals who are pursuing self-employment or telecommuting or establishing a small business operation as an employment outcome;
- Customized employment;
- Other goods and services determined necessary for the individual with a disability to achieve an employment outcome.

c. Cooperative Agreements with Agencies Not Carrying Out Activities Under the Statewide Workforce Development System.

Describe interagency cooperation with and utilization of the services and facilities of agencies and programs that are not carrying out activities through the statewide workforce development system with respect to:

1. Federal, State, and local agencies and programs;

- Cooperation with Michigan Department of Health and Human Services, and other disability advocacy organizations to carry out the Ticket to Work/Work Incentives Improvement Act.
- Cooperation with Social Security Administration and Michigan Rehabilitation Services regional and local district offices to assist dually eligible customers receiving disability benefits in the use of Social Security work incentives and return to work efforts. Each Michigan Rehabilitation Services office has a dedicated champion for addressing unique needs of Social Security Administration recipients. These include Michigan Rehabilitation Services' internal (online) eLearn system which contains information regarding:
 - o Social Security Administration's Ticket to Work program and work incentives,
 - o Resource and referral available through the Social Security Administration's Work Incentive Planning and Assistance project in serving Michigan communities,
 - o Referral to Beneficiary Access and Support Services as contracted with the Social Security Administration,
 - o Social Security Administration Work Incentive Liaisons available through local Social Security Administration offices, and Michigan Rehabilitation Services fee-for-service vendors.

- Michigan Rehabilitation Services continues involvement in State use (Set Aside) contracting programs to support employment of persons with disabilities. A Michigan Rehabilitation Services representative participates on the state's disability set-aside committee to ensure identified community rehabilitation programs are given priority in certain types of contracts set aside for such organizations under State law.
- Michigan Rehabilitation Services has a Letter of Agreement that establishes the principles, terms, and conditions under which the United States Department of Labor-Employment and Training Administration, Apprenticeship Training, and Employer & Labor Services develop, promote and coordinate strategies that lead to increased career opportunities for individuals with disabilities in the skilled trades. Partnership activities with local American Job Centers and State workforce agency have since followed with intentional focus on underserved workforce populations which includes Individuals with Disabilities. Examples include:
 - o Workforce Development Agency received an extension grant from the Department of Labor which provides funding for coordinator positions and trainings to increase apprenticeship opportunities for underserved populations in Michigan. WDA in partnership with Michigan Works! American Job Centers and Michigan Rehabilitation Services/Bureau of Services for Blind Persons assisted in developing a training module intended for American Job Centers staff, business, and other stakeholders.
 - o Michigan Career Technical Institute offers and conducts Pre-apprenticeship Certification Training targeted for demand-driven skilled trades and other careers.
 - o Michigan Career Technical Institute submitted a grant through the U.S. Department of Agriculture for Food Processing Apprenticeships.
- Michigan Rehabilitation Services maintains two contracts for university-based research and evaluation with Michigan State University. The first addresses the Bureau's need for comprehensive needs assessments and continuous improvement measures (Project Excellence). The second is for the management and continuous improvement to an on-line learning and knowledge system (eLearn) to provide staff with training and development.
- Michigan Rehabilitation Services maintains an agreement with the Michigan Student Financial Aid Association to facilitate maximum use of student financial aid resources for customers who will attend post-secondary education. The Memorandum of Understanding describes the roles and responsibilities of counselors and higher education financial aid officers in coordinating student financial aid to avoid over-awards. In addition, it provides for the use of common forms in communicating financial need and financial aid awards offered to customers by each of the parties; this is consistent with the requirements of the Higher Education Act and the Rehabilitation Act.
- Michigan Rehabilitation Services maintains the Memorandum of Understanding with all public institutions of higher education, coordinating services for students who are eligible for Michigan Rehabilitation Services programs. The Memorandum of Understanding identifies Michigan Rehabilitation Services as responsible for the provision of vocational rehabilitation services under Section 103 (a) of the Rehabilitation Act as amended, and

Institutions of Higher Education are responsible for the determination and provision of reasonable accommodations. The agreement addresses financial responsibilities of the parties and sets forth methods of resolving interagency disputes, consistent with the requirements of Section 101(a)(8) of the Act.

- Michigan Rehabilitation Services has an interagency cash transfer agreement with Michigan State University. It addresses systemic barriers to accessing Michigan Rehabilitation Services and improves employment outcomes for students with disabilities participating in postsecondary education and training. Historically, access to Michigan Rehabilitation Services has occurred in the county in which an applicant resides. This project increases ease of access by stationing a Michigan Rehabilitation Services counselor on Michigan State University campus. The project is in the fourth year and capitalizes on a synergistic team approach to service coordination and delivery. Partners include Michigan Rehabilitation Services, Career Services Network, and the Resource Center for Persons with Disabilities and the Rehabilitation Counseling Program at Michigan State University.
- Michigan Rehabilitation Services continues Memorandum of Understanding with the Veterans Administration to provide coordinated services to returning veterans with disabilities. This agreement clarifies services not be duplicated, but are complimentary in assisting eligible veterans achieve meaningful employment, in accordance with the laws and regulations governing each entity. Bureau liaisons are identified to assist in coordinating cooperative employment plans. Cross training has been provided to ensure understanding of both federal programs.
- Michigan Rehabilitation Services continues the agreement with the Michigan Department of Education to support the seamless transition of students from school to adult life, facilitating the development and completion of their Individualized Education Program under section 614(d) of the Individuals with Disabilities Education Act. The agreement addresses the Individuals with Disabilities Education Act and the Rehabilitation Act, which includes information about: the purpose, authority and scope, foundations of the partnership, roles and responsibilities, confidentiality, student documentation, student eligibility, Michigan Rehabilitation Services attendance at Individualized Education Program team meetings, seamless transition services, coordination of resources, resolution of differences, data reporting, 504 students and termination and changes. Michigan Rehabilitation Services and the Michigan Department of Education updating this agreement to comply with the Workforce Innovation and Opportunity Act.
- Michigan Rehabilitation Services continues a strategic alliance plan with Disability Network of Michigan (representing Centers for Independent Living), the Michigan Council for Rehabilitation Services, and the Michigan Statewide Independent Living Council to transform service delivery systems into a coordinated approach for employment and independence of individuals with disabilities throughout Michigan.
- Michigan Rehabilitation Services continues the Memorandum of Understanding with the Hannahville Indian Community Vocational Rehabilitation Program's Project Vision. The agreement provides rehabilitation services under Section 121 of Title I of the Rehabilitation Act, of 1973 as amended. It represents the cooperation, coordination, and collaboration necessary for an effective service delivery partnership to increase employment. Michigan Rehabilitation Services expects to continue to collaborate with

the Consortia of Administrators for Native American Rehabilitation to promote this Memorandum of Understanding as a best practice.

- Michigan Rehabilitation Services entered into an interagency agreement with the Department of Corrections and the State Court Administrative Offices to provide rehabilitation services to high-risk felony offenders with a history of probation violations or failures. The Swift and Sure Sanctions Probation Program participants are primarily individuals with intellectual disabilities and substance abuse issues. Michigan Rehabilitation Services works closely with the Department of Corrections to develop programming to best serve this population. Judges in Michigan's Swift and Sure Sanctions Probation Program courts have reported a reduction in positive drug tests and failures to appear at scheduled meetings with probation officers among their Swift and Sure Sanctions Probation Program participant population.

2. State programs carried out under section 4 of the Assistive Technology Act of 1998;

Michigan Rehabilitation Services, in partnership with Michigan Integrated Technology Supports and Michigan Disability Rights Coalition, Assistive Technology Act Grant recipient has reassigned oversight of the grant to the agency's business services division. The intent to transfer oversight is predicated on the vacant assistive technology consultant position and overall agency strategy to best serve the grant recipients, Individuals with Disabilities, and Michigan Rehabilitation Services counseling staff. The Michigan Rehabilitation Services Business Network Division employs occupational therapists who provide Assistive Technology evaluations to consumers including transition students entering college and business partners seeking consultation for employees requesting reasonable accommodations. Fiscal Year 2017-2018 demonstrated assistive technology became a top five referral request. Future projections may require the development of an Assistive Technology framework be adopted as a standardized approach for use throughout the vocational rehabilitation process. Next steps for Michigan Rehabilitation Services will include:

- Backfilling the Assistive Technology consultant position as a full-time employee.
- Strategic planning in Fiscal Year 2018 with all grant stakeholders to maximize capacity of the grant and support key partners involved with achieving the established grant goals and requirements inclusive of our business partners and talent pool.
- Develop and adopt a valid model for Assistive Technology Consideration. Platform of the model is yet to be determined.
- Training: Deliver training to promote and teach the Assistive Technology Consideration Framework to Michigan Rehabilitation Services staff. Training is expected to begin Fiscal Year 2019.

Michigan Rehabilitation Services' Occupational Therapist/Manager Consultant sits on the Assistive Technology Advisory Council for Michigan's Assistive Technology Act's program.

3. Programs carried out by the Under Secretary for Rural Development of the United States Department of Agriculture;

N/A

4. Noneducational agencies serving out-of-school youth; and

Pathways to Potential -- This human services program focuses on three critical elements: going into the community to where the individual is located, working one-on-one with families to identify and remove barriers and serve as connectors to a network of services, and engaging community partners and school personnel in efforts to help families find their pathway to success. Michigan Rehabilitation Services partners with Pathways to Potential to connect students with disabilities and their family members with disabilities to vocational rehabilitation services leading to competitive integrated employment.

Michigan Rehabilitation Services will work toward identifying and developing additional cooperative relationships with non-educational agencies that focus on serving out-of-school youth.

5. State use contracting programs.

N/A

d. Coordination with Education Officials

Describe:

1. DSU's plans

The designated State unit's plans, policies, and procedures for coordination with education officials to facilitate the transition of students with disabilities from school to the receipt of VR services, including pre-employment transition services, as well as procedures for the timely development and approval of individualized plans for employment for the students.

To comply with the Workforce Innovation Opportunity Act, Michigan Rehabilitation Services is collaborating with the Michigan Department of Education to update the Memorandum of Understanding. This agreement lays out how Michigan Rehabilitation Services and the Michigan Department of Education partner to provide a coordinated set of activities to facilitate a seamless transition of students with disabilities from school to competitive integrated employment.

The Memorandum of Understanding focuses on mandates for transition services described in the Workforce Innovation Opportunity Act and the Individuals with Disabilities Education Act (2004). This includes how Michigan Rehabilitation Services and the Michigan Department of Education will collaborate to fulfill mandates on behalf of students with disabilities. Key elements of the partnership are stated in the agreement and include: Authority; Purpose; Pre-Employment Transition Services Required Activities; Consultation and Technical Assistance; Transition Planning; Outreach and Identification of Students with Disabilities; Section 511 Subminimum Wage; Assurance; and Provision of Services and Reimbursement.

The Michigan Department of Education and Michigan Rehabilitation Services Memorandum of Understanding is designed to act as a guide for the subsequent development of agreements between local Michigan Rehabilitation Services district offices and local education agencies. Local agreements specify target populations, identify goals and objectives, describe roles and

responsibilities, and state expectations for data sharing in the provision of vocational rehabilitation services to Students with Disabilities.

After the passage of Workforce Innovation Opportunity Act on July 22, 2014, Michigan Rehabilitation Services updated the transition policy to align with the Workforce Innovation Opportunity Act definition and provided guidance for the provision of Pre-Employment Transition Services.

Student with a Disability:

- Age 14-26 at application and
- Enrolled in the K-12 education system including traditional public schools, intermediate school districts, private schools, charter schools (public school academies), alternative schools, schools for individuals with disabilities such as the Michigan School for the Deaf, 504 students, home-schooled students and students in education programs in correctional facilities.

Youth with a Disability:

- Age 14-24 at application

Michigan Rehabilitation Services is a critical partner in the Super (multi-party) Memorandum of Understanding that was developed and signed on 6/21/16. The purpose is to strengthen interagency collaboration so students with disabilities may exit secondary education with competitive integrated employment and/or a connection to postsecondary training leading to employment. The Memorandum of Understanding partners are Michigan Rehabilitation Services, the Bureau of Services for Blind Persons, Michigan Department of Education, Michigan Workforce Development Agency, Michigan Behavioral Health and Developmental Disabilities Administration and the Michigan Developmental Disabilities Council.

Michigan is an Employment First state and Michigan Rehabilitation Services is working closely with multiple stakeholders to improve employment outcomes for customers with disabilities. Several workgroups have formed, one of which focuses on school-to work improvement outcomes for students with disabilities. Technical assistance is being provided by TransCen, Inc. Career and Workforce Development, to implement the seamless transition model.

Interagency Cash Transfer Agreements allocate dedicated funding for Michigan Rehabilitation Service district offices to provide vocational rehabilitation services to students with disabilities in local community. Michigan Rehabilitation Services has over 85 agreements in place. The agreements are with the local intermediate school districts but occasionally are with an individual school district. The agreements define vocational rehabilitation services and objectives for students with disabilities that enhance outcome goals.

Michigan Rehabilitation Services provides Pre-Employment Transition Services to students with disabilities prior to, and after application. Approximately 30 counselors have been hired to provide Pre-Employment Transition Services prior to application. Pre-Employment Transition Services are provided by Michigan Rehabilitation Services counselors for students who are interested in and need the program.

Pre-Employment Transition Services are provided prior to application and during the stages of the vocational rehabilitation process which include: application, eligibility determination, and Individualized Plan for Employment. Transition and general counselors may serve customers meeting the definition of a student with a disability.

Michigan Rehabilitation Services coordinated with educational partners to deliver contracted Pre-Employment Transition Services through Michigan's Centers for Independent Living. In addition, local district offices are coordinating with educational partners to develop Pre-Employment Transition Services programs to be provided by community rehabilitation organizations and other qualified vendors.

Student Individualized Plans for Employment are developed as early as possible to maximize the duration services may be provided. Michigan Rehabilitation Services and educational partners jointly develop plans and ensure they are established prior to exit from secondary education.

Pre-Employment Transition Services allow Michigan Rehabilitation Services to identify students with disabilities prior to the vocational rehabilitation application. Early service delivery better prepares students for the overall vocational rehabilitation process. Students engage in experiences resulting in more meaningful Individualized Plans for Employment prior to exit from secondary education.

Michigan Rehabilitation Services offers several transition programs and projects provided in coordination with educational partners:

- **Department of Natural Resources and Michigan Rehabilitation Services Summer Project** - In the project's fifth year, 289 students with disabilities participated in an eight-week paid work experience during the summer months to gain work skills and experience. These work experiences take place in Michigan county and state parks. Each year the program has expanded to include more sites. Presently there are 44 active sites statewide. This program is available through an interagency cash transfer agreement between the Department of Natural Resources and Michigan Rehabilitation Services, which is mutually beneficial for both partners.
- **Project SEARCH** - Michigan currently has 16 Project Search sites impacting approximately 100 students with disabilities per year. Project SEARCH is a business-led model allowing students with disabilities in their last year of secondary education to participate in three unpaid internships at a business in their community for school credit. The goal of the program is for students to become employed at the host business or another business in the community after completion. Project SEARCH funding was an outcome of the 2013 Mental Health and Wellness Commission report recommending expansion of a minimum of 3 additional Project SEARCH sites per year. Michigan Rehabilitation Services has received dedicated Project SEARCH funds to support the expansion of new sites. The funding is used to provide technical assistance from Project SEARCH to Michigan and to provide vocational rehabilitation services.
- **Post-secondary Education Rehabilitation Transition (PERT) Program** - The PERT program is a one week comprehensive vocational and independent living assessment offered in a semi-structured residential environment at Michigan Career and Technical Institute for students enrolled in secondary education. In summer of 2017, 144 students

with disabilities participated in the program. Students reside in dormitories, giving them the experience of independent living. After completion, students return to their local school districts where information they have learned is documented in their Individualized Education Program.

This past year, the PERT program has been offered in local communities as a pilot. One benefit of making the program portable is more students can participate in the assessment process as they are not required to travel and stay on campus of Michigan Career and Technical Institute to participate.

- **Pathways to Potential** - This human services program focuses on three critical elements: going into the community to where the individual is located, working one-on-one with families to identify and remove barriers and serve as connectors to a network of services, and engaging community partners and school personnel in efforts to help families find their pathway to success. Michigan Rehabilitation Services partners with Pathways to Potential to connect students with disabilities and their family members with disabilities to vocational rehabilitation services leading to competitive integrated employment.
- **Seamless Transition** -The seamless transition model targets students with intellectual and developmental disabilities. A collaborative approach is used to prepare and support students with the outcome of competitive integrated employment prior to exit from secondary education.

Four pilot sites were selected to receive technical assistance in the first year. After completion of the first year, the four pilot sites engaged in a survey and discussion of the model for improvement efforts.

Michigan Rehabilitation Services collaborates with Michigan Department of Education and other stakeholders via a workgroup to implement the seamless transition model. This project is in the second year, and technical assistance is being provided by TransCen, Inc. The second year will see the continuation of the original four sites and the expansion of additional sites.

- **Summer College Experience Program for Students with Autism** - This innovative project takes place at Western Michigan University and is designed to expand Pre-Employment Transition Services for students in secondary education with autism spectrum disorders. Students from all over the state may be considered for this program. The project provides for the following Pre-Employment Transition Services: work-based learning experiences, counseling on opportunities for enrollment in postsecondary education programs at institutions of higher education, workplace readiness training to develop social skills and independent living, and instruction in self-advocacy, which may include peer mentoring.

Project components include instruction and opportunities for active learning to establish skills essential for a successful transition to college or employment. This is achieved through the following on-campus experiences: completing a self-chosen 3 credit Western Michigan University course (5 hours per week), participating in a College Experience

Course (2 hours per week), participating in weekly social skills workshops (1 hour per week), working in a paid on-campus position while acquiring employment skills (10 hours per week), and living in a residence hall for 7.5 weeks (June 30 through August 19). This project is in the third year and participation rates have grown every year.

- **Adjudicated Youth Project** - This project is an evidence-based service delivery model, resulting in lower rates of recidivism, increased education on employment preparation/options, and increased employment outcomes for adjudicated youth returning to the community. The Department of Health and Human Services Bureau of Juvenile Justice contributes a non-federal share to secure federal matching funds through an interagency cash transfer agreement. The resulting funds support the provision of allowable vocational rehabilitation services as elements in a broader program design. The general framework consists of the following phases and activities: in-Reach (6 months pre-release) includes relationship building, vocational assessments, work skill training, and trial work experiences; release (1-month pre/post release) includes community connections, independent living skills I, and employment or education; and outreach (2-12 months post-release) includes maintaining engagement, independent living skills II, assessment of progress/behaviors and home county service information/options.

Michigan Rehabilitation Services provides staff development to Pre-Employment Transition Counselors, transition Counselors and managers to inform them of changes to the Michigan Rehabilitation Services transition policy and practice as a result of WIOA. This training is provided via webinar, in-person presentations in the districts, and a one-day summer transition training providing information and networking opportunities on transition related topics.

Michigan Rehabilitation Services and Project Excellence at Michigan State University are evaluating research-based practices for vocational rehabilitation services for students with disabilities.

2. Information on the formal interagency agreement with the State educational agency with respect to:

A. consultation and technical assistance to assist educational agencies in planning for the transition of students with disabilities from school to post-school activities, including VR services;

Michigan Rehabilitation Services provides consultation and technical assistance to Michigan Department of Education and local educational agencies to assist in planning for the transition of students with disabilities from school to post-school activities, including postsecondary education, employment-related activities, Pre-Employment Transition Services and other vocational rehabilitation. Consultation and technical assistance may include, but is not limited to, the following topics:

- Disability awareness
- Accommodations and assistive technology
- MDHHS Michigan Rehabilitation Services application, eligibility, and services
- Community-based services
- Independent living

- Career Pathways
- Competitive integrated employment

Michigan Rehabilitation Services may provide consultation and technical assistance via:

- Direct one-on-one communication
- Web-based conferencing (e.g. Skype, FaceTime)
- Video conferencing
- Conference or phone calls
- Presentations to groups
- Formal and informal networking
- E-mails

The Special Education Advisory Committee is a mandated advisory council that consists of 25 governor appointed delegates representing 25 organizations and 8 at-large appointments. A Michigan Rehabilitation Services representative participates in this group as an ex-officio member providing regular information, bureau updates, and is available for questions.

B. transition planning by personnel of the designated State agency and educational agency that facilitates the development and implementation of their individualized education programs;

Transition planning occurs between the student/family/guardian, education staff and Michigan Rehabilitation Services staff to enhance the development of Individualized Education Programs. The Michigan Department of Education and Michigan Rehabilitation Services Memorandum of Understanding clarifies Michigan Rehabilitation Services staff will attend student Individualized Education Program meetings when invited. Educational partners are encouraged to provide advance notice, communicate and coordinate IEP meetings to ensure Michigan Rehabilitation Services staff are available to attend.

C. roles and responsibilities, including financial responsibilities, of each agency, including provisions for determining State lead agencies and qualified personnel responsible for transition services;

Training and technical assistance regarding the role, function and requirements of the vocational rehabilitation program in coordinating transition services with schools is an ongoing process. The Michigan Department of Education and Michigan Rehabilitation Services Memorandum of Understanding clarifies how to meet the individual needs of youth dually eligible for special education services and Michigan Rehabilitation Services. It outlines resource sharing and coordination. This aligns local policies, programs, and practices to support a seamless transition system. The Michigan Department of Education and Michigan Rehabilitation Services agree that quality student-centered planning requires shared responsibility and coordination of resources. When Michigan Rehabilitation Services resource sharing options are used, they do not replace services that are the responsibility of the Michigan Department of Education/Office of Special Education as directed by the Individuals with Disabilities Education Act. Personnel and financial resources are shared between Michigan Rehabilitation Services and local education agencies to address the transition employment needs of youth with disabilities under three defined options:

1. Interagency Cash Transfer Agreements (ICTA) - Established using non-federal local dollars as contribution for the purpose of capturing additional federal vocational rehabilitation funds to expand and enhance vocational rehabilitation services to students with disabilities. These agreements must include assurances required by the United States Department of Education, Office of Special Education and Rehabilitation Services and the Rehabilitation Services Administration;

2. Third Party Cooperative Agreements (Certified Expenditures) - Agreements which entail the use of cooperating agency staff provided by the partner as a contribution to Michigan Rehabilitation Services. The partner documents specific expenditures have been incurred, such as wages for cooperating agency staff or supplies and Michigan Rehabilitation Services uses that value for match. The vocational rehabilitation services provided by this arrangement must not be the statutory obligation of the partner; and

3. Donations and Gifts - Contributions received by Michigan Rehabilitation Services from private individuals or organizations. These funds are used by Michigan Rehabilitation Services for cost sharing or matching. Donations and gifts cannot use in-kind contributions as an allowable source of matching funds and carry certain stipulations regarding conditions for use.

Agreements between local education agencies and local Michigan Rehabilitation Services districts may specify target students, goals and objectives, specific vocational rehabilitation services to be provided, and data sharing activities. Significant gains were made last year in improving the quality, consistency and clarity of the agreements and to better articulate the return on investment to educational partners. This continues to be a priority and an ongoing effort. The intermediate school district/local education agencies provide services as required under Individuals with Disabilities Education Act. Michigan Rehabilitation Services provides services to eligible students as specified in their Individualized Plan for Employment.

Local education agencies and Michigan Rehabilitation Services will continue to develop and maintain strong relationships with businesses to support the employment of individuals with disabilities. The Career Preparation system links schools, Michigan Rehabilitation Services, workforce investment agencies, and also routinely includes businesses in the planning and implementation of the program.

Michigan Rehabilitation Services continues to create partnerships, resources and capacity to support the provision of vocational rehabilitation services in postsecondary training when appropriate for students.

The Michigan Rehabilitation Services and Michigan State University Collaborative Careers Project is an innovative model to support joint customers of Michigan Rehabilitation Services and Michigan State University. The provision of postsecondary education and training by Michigan Rehabilitation Services has been decreasing over the past several years. This pilot project, as outlined in the interagency cash transfer agreement, addresses systemic barriers to accessing Michigan Rehabilitation Services and improves employment outcomes for students with disabilities participating in postsecondary education and training. Historically, access to Michigan Rehabilitation Services has occurred in the county in which an applicant resides. This project increases ease of access by stationing a Michigan Rehabilitation Services counselor on Michigan State University campus. The project is in the fourth year and capitalizes on a synergistic team approach to service coordination and delivery between the following:

- Michigan State University Resource Center for Persons with Disabilities
- Michigan State University Career Services Network
- Michigan State University Rehabilitation Counseling Program
- Michigan Rehabilitation Services Counselor
- Michigan Rehabilitation Services Business Network Division

Students with disabilities benefit from the shared expertise and resources available, which would otherwise be more limited and challenging to access. Secondary benefits include access to a large number of potential employers through Michigan State University alumni, a research component involving the Rehabilitation Counseling Program, and diverse work-based learning opportunities on campus. Michigan Rehabilitation Services plans to replicate this model at other institutions of higher education in the state based on this project.

Adjudicated youth have been identified as an underserved population for Michigan Rehabilitation Services. This population is being served through the Adjudicated Youth Project in partnership with Michigan Department of Health and Human Services Bureau of Juvenile Justice. Emphasis is placed on assisting the individual to stay connected to Michigan Rehabilitation Services as they transition to their home community.

D. procedures for outreach to and identification of students with disabilities who need transition services.

Transition counselors are connected to transition coordinators in each intermediate school district in the state. The counselors work in collaboration with transition coordinators, as well as other education staff, to identify students interested in pursuing competitive integrated employment who require vocational rehabilitation services. Students with disabilities are referred to Michigan Rehabilitation Services through this process.

In addition, Section 504 students are provided information about Michigan Rehabilitation Services by education staff, Michigan Rehabilitation Services marketing publications, informational meetings, and one-on-one meetings. If students are determined eligible, Michigan Rehabilitation Services works with the student and the family/guardian as appropriate to move through the rehabilitation process with the goal of competitive integrated employment.

All Michigan Rehabilitation Services district business plans include identification and outreach strategies, community development plans, and capacity building. Michigan Rehabilitation Services monitors and ensures district office plans address outreach to students with disabilities, young adults, and underserved populations such as minorities and at-risk populations. Data and management reports are developed to support the business plans.

Michigan Rehabilitation Services has a partnership with Adult Education to provide guidance and technical assistance to educators working with adults with disabilities.

e. Cooperative Agreements with Private Nonprofit Organizations

(Formerly known as Attachment 4.8(b)(3)). Describe the manner in which the designated State agency establishes cooperative agreements with private non-profit VR service providers.

Cooperative agreements with private non-profit organizations are established based on identified needs and expectations. Agreements may vary from the establishment of information and referral considerations to the structuring of new service initiatives or programming.

In establishing cooperative agreements with private non-profit vocational services providers, the State Unit, consistent with 34 Code of Federal Regulation 361.31, 361.32 and 361.51 requires accessibility of facilities, personnel standards, and the prevention of fraud, waste and abuse.

As an ongoing process, Michigan Rehabilitation Services district staff develop and reinforce relationships with community partners structured to meet customer needs and informed choice. While developing cooperative agreements, Michigan Rehabilitation Services considers factors such as:

- Statewide goals and priorities;
- Scope of services offered by a private, non-profit agency;
- Geographic area the private, non-profit agency serves;
- Vocational and service needs of customers within the geographic area as identified through resources such as:
 - o The Comprehensive Statewide Needs Assessment;
 - o Information from the State Rehabilitation Council; and
 - o Other sources of State and local data to inform decision-making.

Michigan Rehabilitation Services continues to establish and reinforce relationships with private, non-profit organizations to achieve customers' goals in their Individualized Plans for Employment.

f. Arrangements and Cooperative Agreements for the Provision of Supported Employment Services

(Formerly known as Attachment 4.8(b)(4)). Describe the designated State agency's efforts to identify and make arrangements, including entering into cooperative agreements, with other State agencies and other appropriate entities in order to provide supported employment services and extended employment services, as applicable, to individuals with the most significant disabilities, including youth with the most significant disabilities.

Michigan Rehabilitation Services has maintained a long-standing relationship with the Michigan Department of Health and Human Services -- Behavioral Health and Developmental Disabilities Administration for the coordination of services including provision of Supported Employment and Extended Services for individuals with the most significant disabilities.

In 2017, Michigan Rehabilitation Services and Michigan Department of Health and Human Services Behavioral Health and Developmental Disabilities Administration revised and improved a longstanding Memorandum of Understanding between the two agencies. This updated agreement details Michigan Rehabilitation Services' increased focus on both Supported Employment and the provision of Extended Services as detailed within Workforce Innovation and Opportunity Act.

The Memorandum of Understanding focuses on individuals with developmental and/or intellectual disabilities and is delivered locally. Specific local partnership agreements are developed between Community Mental Health service providers, Michigan Rehabilitation Services, and may also include community rehabilitation organizations and local school districts. The local partnership agreements include Community Mental Health funding that allows Michigan Rehabilitation Services to capture federal match funds. These funds are used to provide Supported Employment services throughout Community Mental Health service areas. These local agreements include goals, objectives, responsibilities, and expectations for delivering Supported Employment and Extended Services.

The Rehabilitation Service Administration has noted that State Vocational Rehabilitation Agencies will not be allocated funds for Supported Employment programming for Fiscal Year 2018 forward under the final appropriations bill. The Rehabilitation Services Administration has indicated, if funding is appropriated, the full award will be issued. Michigan Rehabilitation Services continues to serve customers within the Supported Employment program and will utilize Vocational Rehabilitation appropriated funds.

If Supported Employment funding is reinstated, Michigan Rehabilitation Services will follow Workforce Innovation and Opportunity Act guidance by adjusting the service delivery system to allocate 50 percent of the federal Supported Employment allotment for eligible youth with the most significant disabilities. Michigan Rehabilitation Services will also provide non-federal expenditures in an amount not less than 10 percent of the total expenditures made with reserved funds for the provision of Supported Employment and Extended Services to youth with the most significant disabilities.

In addition to the above noted practices, Michigan Rehabilitation Services has updated its policy manual to align with Workforce Innovation and Opportunity Act mandates. This includes guidance for the provision of Extended Services for youth populations with the most significant disabilities. Extended Services may be provided for up to 4 years. In addition, Customized Employment is clarified within the policy as a Vocational Rehabilitation service option.

g. Coordination with Employers

(Formerly known as Attachment 4.8(b)(5)). Describe how the designated State unit will work with employers to identify competitive integrated employment and career exploration opportunities in order to facilitate the provision of:

1. VR services; and

Michigan Rehabilitation Services updated its mission statement to better align with agency values with respect to serving individuals with disabilities and businesses. The mission of the agency now reflects businesses as a customer of the agency, noting “developing workforce solutions for individuals with disabilities and businesses.” Michigan Rehabilitation Services has aligned the divisions through the formation of the Business Network Division, promoting business service delivery.

Business Network Division established 13 statewide consultant positions to serve the business customer. This new infrastructure equalizes the vocational rehabilitation customer and business as “dual-customers”. The Individualized Plan for Employment is improved through an

understanding of local workforce demands, culture, hiring and business practices, and successful career strategies.

Fiscal Year 2017, the first year of implementation, focused on the following pillars to establish a foundation within the agency and enhance service delivery to the business community

4 Pillars:

- **Distribution of Labor Market Information** - career/vocational counseling and facilitating informed choice for Michigan Rehabilitation Services consumers, resulting in well-conceived and meaningful career planning.
- **Windmills** - disability sensitivity training in alignment with Motivational Interviewing techniques.
- **Michigan Works! (American Job Centers) Partnership** - establish a gateway to employment opportunities and increase talent pools. Including access to skilled trades funds and apprenticeships. Build partnerships and offer support to the local American Job Centers business managers.
- **Talent Acquisition Portal (TAP)** - expand the talent-end of the system and recruit Michigan businesses of all sizes to post career opportunities. Districts have assigned goals to upload job candidates resumes, and business consultants are responsible for recruiting businesses to the Talent Acquisition Portal. A major employer obtained in Fiscal Year 2017 was the State of Michigan; all Michigan Civil Service positions are posted on the Talent Acquisition Portal.

In Fiscal Year 2018, the Business Network Division added a fifth pillar focusing on small business ownership for Michigan Rehabilitation Services consumers while establishing goals related to small business outcomes. To support the goals, the agency has a dedicated small business consultant to promote and guide consumers and counselors with business development and expansion opportunities. This is done in partnership with resources such as the local and state economic developers, local private consulting firms, the United States Small Business Administration, Small Business and Technology Development Centers, and the SCORE Association.

In Fiscal Year 2018, Business Network Division and the agency's Staff Development Unit will develop and establish training for the vocational counseling staff and managers. This will be accomplished through case study examples, case presentation, and consultation. Staff will have an understanding of workforce demands that will influence program planning and guide Michigan Rehabilitation Services consumers to successful employment and career opportunities. Additional objectives are the ability to relate and market the scope of services offered by the Business Network Division and agency to the business customer, as well as articulate the role of the counselor in implementing business services under WIOA-Indicator Six.

Michigan Rehabilitation Services is aligned with agency and community partners as part of the Employment First initiative in Michigan. This initiative's purpose is to promote diversity and inclusive employment opportunities for individuals with disabilities. This is achieved by engaging businesses regarding the value employees with disabilities bring to their organizations.

Michigan Rehabilitation Services provides career counseling and information and referral services for individual with disabilities employed at subminimum wages. Individuals with

disabilities are provided information and resources on competitive integrated employment initiatives designed to transition employees from sub minimum to competitive integrated employment.

2. transition services, including pre-employment transition services, for students and youth with disabilities.

Michigan Rehabilitation Services works extensively to provide Pre-Employment Transition Services and transition services for students with disabilities. Every Michigan Rehabilitation Services district has at least two assigned Pre-Employment Transition Services counselors and a Business Relations Consultant. Staff work to identify opportunities of Pre-Employment Transition Services, focusing on work-based-learning experiences, at local businesses.

The Michigan Mental Health and Wellness Commission provided funding to Michigan Rehabilitation Services for the expansion of Project SEARCH. Sixteen Michigan businesses serve as host sites for Project SEARCH. These businesses provide an on-site classroom and three internships per student through the course of the academic school year. The businesses may hire qualified students after the completion the internship experiences. Local Project SEARCH teams identify business prospects to add three to four host sites annually. The Project SEARCH contract provides for technical assistance to maintain and expand the program. Michigan Rehabilitation Services and Project SEARCH provide on-boarding activities to prepare the new business host sites.

A Project SEARCH site was added in the State of Michigan in the fall of 2017, and ten state departments have committed to offering internships for Project SEARCH students. The assigned Business Relations Consultant worked extensively to establish Project SEARCH internship sites. In addition, changes are being made to replace the high school diploma requirement for State of Michigan employment with the successful completion of a Project SEARCH program. This hiring practice change will likely improve outcomes for student applicants with disabilities.

Michigan Rehabilitation Services works extensively with the Department of Natural Resources to implement a summer paid work experience for students with disabilities enrolled in secondary education. Funds are transferred from the Department of Natural Resources allowing the Michigan Rehabilitation Services to draw down matching federal funds. Michigan Rehabilitation Services uses the funds to support work-based-learning experiences.

District offices have many transition and Pre-Employment Transition Services involving local business partners. Programs are created through business engagement efforts of Michigan Rehabilitation Services counselors, managers, the Business Network Division and may include involvement with other community partners. Examples of services provided include individualized job shadowing, on-the-job evaluation, or on-the-job training.

Michigan Rehabilitation Services counselors use the Talent Acquisition Portal to identify competitive integrated employment opportunities for students with disabilities. In addition, Michigan Rehabilitation Services partners with local Michigan Works! Offices.

h. Interagency Cooperation

Describe how the designated State unit will collaborate with the State agency responsible for administering each of the following programs to develop opportunities for competitive integrated employment, to the greatest extent practicable:

1. the State Medicaid plan under title XIX of the Social Security Act;

Michigan Rehabilitation Services established a Memorandum of Understanding with the Behavioral Health and Developmental Disabilities Administration that outlines how vocational rehabilitation services will be provided. This includes the coordination of Medicaid services, ensuring there is no service duplication and comparable benefits are used.

2. the State agency responsible for providing services for individuals with developmental disabilities; and

Michigan Rehabilitation Services established a Memorandum of Understanding with the Behavioral Health and Developmental Disabilities Administration to ensure individuals with developmental disabilities who are dually eligible for both agencies' programs have collaborative supports and services toward competitive integrated employment outcomes. The Memorandum of Understanding outlines the coordination of services, including Extended Services, Supported Employment, and Customized Employment.

In addition, a Michigan Rehabilitation Services designee attends Michigan Developmental Disabilities Council meetings to represent the state Vocational Rehabilitation program. Through this participation, Michigan Rehabilitation Services gains an understanding of current advocacy efforts, self-direction, and self-determination developments to ensure alignment with agency programming and services.

3. the State agency responsible for providing mental health services.

Michigan Rehabilitation Services established a Memorandum of Understanding with the Behavioral Health and Developmental Disabilities Administration to ensure individuals with chronic and persistent mental illness who are dually eligible for both agencies' programs have collaborative supports and services toward competitive integrated employment outcomes. The Memorandum of Understanding outlines the coordination of services, including Extended Services, Supported Employment, and Customized Employment.

Michigan Rehabilitation Services collaborates with Behavioral Health and Developmental Disabilities Administration in the development of the Individual Placement and Supports model. This model promotes early engagement in employment activities for individuals with chronic and persistent mental illness express an interest in competitive integrated employment. There are currently 22 Individual Placement and Support sites providing services statewide.

i. Comprehensive System of Personnel Development; Data System on Personnel and Personnel Development

(Formerly known as Attachment 4.10)). Describe the designated State agency's procedures and activities to establish and maintain a comprehensive system of personnel development designed to ensure an adequate supply of qualified State rehabilitation professional and paraprofessional personnel for the designated State unit, including the following:

1. Data System on Personnel and Personnel Development

A. Qualified Personnel Needs.

Describe the development and maintenance of a system for collecting and analyzing on an annual basis data on qualified personnel needs with respect to:

i. the number of personnel who are employed by the State agency in the provision of VR services in relation to the number of individuals served, broken down by personnel category; Michigan Rehabilitation Services is committed to maintaining Comprehensive System of Personnel Development standards as set forth in Section 101(a) of the Rehabilitation Act and 34 CFR Regulation 361.18(c). Michigan Rehabilitation Services has established procedures and supporting activities to help ensure that the administration of a Comprehensive System of Personnel Development is designed to provide an adequate supply of qualified rehabilitation personnel including professionals and paraprofessionals.

Michigan Rehabilitation Services and the Human Resource Department within our Designated State Agency communicate regularly regarding Michigan Rehabilitation Services' priority hiring needs and the maintenance of civil service policies and procedures for ensuring a Comprehensive System of Personnel Development criteria are met. What follows is a summary of the procedures and activities related to this system.

The academic achievements of candidates are gathered from official transcripts that have been submitted as part of the hiring process. Transcripts are reviewed to determine whether the indicated degree meets Michigan Rehabilitation Services' standard for qualified vocational rehabilitation counselor.

Hiring and filling of vacancies are prioritized through the use of a Resource Allocation Model (RAM), which calculates the number of work-aged individuals with disabilities estimated to be in a given area of the state and recommends a number of staff proportionate to the respective geographic area. Consideration is then given to Bureau specific personnel needs. Michigan Rehabilitation Services periodically reviews caseload sizes and other triggers to target filling vacant counselor positions. (Please note: Michigan Rehabilitation Services prioritizes filling professional counseling positions over other vacancies, whenever possible, and monitors staffing levels as necessary to reassess projections as needed).

Qualified Personnel Needs -

As of January 13, 2018, Michigan Rehabilitation Services has the following full-time equivalent positions to meet the needs of the bureau's customers:

- 296 Rehabilitation Counselors -
 - o 230 actively providing services
 - o 3 on medical leave
 - o 26 in process
 - o 3 Business Network Unit counselors
 - o 7 Michigan Career and Technical Institute counselors

- o 1 Michigan State counselor
 - o 25 Pre-ETS Counselors
 - o 1 Pre-ETS Counselors in process
- 23 Site Managers
 - 62 Rehabilitation Assistants

Michigan Rehabilitation Services is in process of hiring 15 counselors and an estimated 40 counselor positions in Fiscal Year 2018-2020.

The ratio of counselors to customers is 1:90 (this number was achieved by dividing the number of open cases [20,560] in 2016 by the total number of counselors [229]). The staff ratio of 1 counselor to 90 customers is anticipated in Fiscal Years 2018-2020.

ii. the number of personnel currently needed by the State agency to provide VR services, broken down by personnel category; and

The numbers below are based on a Resource Allocation Model (RAM).

Current Need is:

- Rehab Counselor (master's degree) - 8
- Rehab Educators (Voc. Tech Center instructors) - 2
- Site Managers - 1

iii. projections of the number of personnel, broken down by personnel category, who will be needed by the State agency to provide VR services in 5 years based on projections of the number of individuals to be served, including individuals with significant disabilities, the number of personnel expected to retire or leave the field, and other relevant factors.

While it is difficult to predict the turnover rate of staff because of a variety of factors such as potential State of Michigan retirement incentives, hiring freezes and the state's economy, Michigan Rehabilitation Services averages about 20 staff losses a year. The rate of losses has been consistent for several years.

Below are the number of anticipated need for the period of Fiscal years 2017 through 2020.

- Rehab Counselor (master's degree) - 100
- Rehab Educators (Voc. Tech Center instructors) - 10
- Site Managers - 15

B. Personnel Development

Describe the development and maintenance of a system for collecting and analyzing on an annual basis data on personnel development with respect to:

i. a list of the institutions of higher education in the State that are preparing VR professionals, by type of program;

Michigan has a total of two university Rehabilitation Counseling programs. They are Michigan State University and Western Michigan University. These programs prepare students to obtain Master's of Art degrees in Rehabilitation Counseling and both house doctorate programs in Rehabilitation Counselor Education. These programs are accredited by the Council on Rehabilitation Education (CORE).

When Michigan Rehabilitation Services observes that the current pool of candidates from CORE is insufficient to meet the Bureau's need for Rehabilitation Counselors, the following protocols are followed:

- Communication and outreach occurs with CORE programs and closely aligned general university counseling programs regarding the option of Michigan Rehabilitation Services as an internship placement site.
- Engagement in a statewide recruitment program for outreach to students in both general counseling and rehabilitation counseling programs. Recruitment materials include a DVD, information packet and talking points for presenters.
- Promotion of a process to hire candidates with alternative human services degrees (such as Social Work or Special Education) who are lacking one or two classes needed for the rehabilitation counselor designation. Outreach includes information regarding Michigan Rehabilitation Services' commitment to assist in payment for classes to fulfill required qualifications.
- Sharing of recruitment information with our Designated State Agency to include in their respective job candidate recruitment efforts. This leverages Michigan Rehabilitation Services' ability to market the vocational rehabilitation profession far beyond our traditional audience of counselor candidates.

ii. the number of students enrolled at each of those institutions, broken down by type of program; and

The following is the current enrollment at the two CORE-accredited rehabilitation counseling programs in Michigan.

- Michigan State University - 19 students enrolled
- Western Michigan University - 5 students enrolled

iii. the number of students who graduated during the prior year from each of those institutions with certification or licensure, or with the credentials for certification or licensure, broken down by the personnel category for which they have received, or have the credentials to receive, certification or licensure.

Michigan Rehabilitation Services was able to identify 10 students graduated during 2015 from the in-state universities listed below with credentials consistent with academic preparedness to meet national certification requirements.

- Michigan State University - 10
- Western Michigan University - 0

2. Plan for Recruitment, Preparation and Retention of Qualified Personnel

Describe the development and implementation of a plan to address the current and projected needs for qualified personnel including, the coordination and facilitation of efforts between the designated State unit and institutions of higher education and professional associations to recruit, prepare, and retain personnel who are qualified, including personnel from minority backgrounds and personnel who are individuals with disabilities.

Michigan Rehabilitation Services has established strategies for the recruitment, preparation and retention of qualified personnel. These plans reflect ongoing needs assessments and quarterly reviews of strategies and interventions for recruitment. Michigan Rehabilitation Services, in collaboration with Michigan Council for Rehabilitation Services (MCRS), values and cultivates a culture of diversity and inclusion. This is demonstrated in proactive efforts to recruit personnel from various racial and ethnic minority backgrounds and persons who are individuals with disabilities.

Michigan Rehabilitation Services assesses and monitors the enrollment of Rehabilitation Counselor graduate students at the state's institutions of higher education with the goal of promoting Michigan Rehabilitation Services as an organization for future employment consideration. This is accomplished by:

- Convening regular meetings with the Council on Rehabilitation Education (CORE) universities' faculty members for joint planning and recruitment strategies.
- Allowing Michigan Rehabilitation Services personnel to serve on university curricula committees and as adjunct faculty and guest lecturers.
- Continuing to be the most utilized internship and placement site by the institutions of higher education and raising awareness that all employment opportunities with Michigan Rehabilitation Services are posted on the Internet.
- Continuing to use an integrated recruitment packet including PowerPoint presentation and a facilitator's guide. The recruitment packet describes employment opportunities and benefits of working for Michigan Rehabilitation Services and of residing in Michigan. To achieve this goal, we utilize specially trained field office personnel to present pertinent information to potential candidates who may be in a variety of educational programs.
- Continuing to encourage Michigan Rehabilitation Services counselors to explore Rehabilitation Counseling as a viable Individualized Plan for Employment goal for Bureau customers whose capabilities, abilities, interests and strengths are consistent with the role and responsibilities of Vocational Rehabilitation counselors.
- Distributing recruitment brochures to attendees at annual statewide conferences such as the re:con The Convention of New Beginnings, the Michigan Rehabilitation Counseling Educator's Association, the Michigan Association of Multicultural Rehabilitation Concerns and other organizations as appropriate.

Preparation of Qualified Staff

To ensure Bureau personnel have a 21st Century understanding of the labor force and the needs of individuals with disabilities, staff avail themselves to many resources, strategies and tools. One such tool is Open Options©. Open Options© is a computer based program that provides labor market information on many occupations, including earnings and job outlook, training and

education, hiring trends of private and public-sector employers, wages and salary information and career guidance.

In conjunction with this tool, Michigan Rehabilitation Services' Business Network Division, which consists of professionals with expertise in the areas of vocational evaluation, occupational therapy, accommodations, ergonomic evaluations, hard of hearing assessments, assistive technology, job development and building employer relationships, support Michigan Rehabilitation Services counselors in developing the skills necessary to most effectively work with individuals with disabilities in meeting their specific employment needs.

Moreover, the Bureau's 5-yr investment in the Enhancing Employment Outcomes project have prepared staff to maximize employment opportunities for people with disabilities contained in the "hidden job market" by helping counselors mutually meet the needs of both employers and vocational rehabilitation customers. Additionally, the Bureau's internal consultants share expertise and serve as facilitators to field staff in assisting them acquire knowledge necessary to meet the needs of the disability community through innovative projects and processes. Finally, Michigan Rehabilitation Services staff make frequent use of resources such as the Job Accommodations Network (JAN) and the Great Lakes Americans with Disabilities Center to help maximize accommodation strategies for the Bureau's customers.

Because Michigan Rehabilitation Services is committed to ensuring that Bureau personnel have a 21st Century understanding of the needs of individuals with disabilities, the Staff Development Unit along with multiple community agencies and rehabilitation practitioners deliver many annual technical trainings to staff. Michigan Rehabilitation Services utilizes multiple methods for identifying the training needs and priorities of staff. These needs are further considered by the Michigan Rehabilitation Services Training Advisory Group (TAG). The TAG considers staff perceptions, community and employer needs, personnel development data, training evaluations and other information as appropriate and necessary to help ensure the Bureau's professional and paraprofessional staff can avail themselves to many opportunities for professional preparedness, growth and development. All of these resources, tools and strategies help Michigan Rehabilitation Services personnel render significant and effective vocational rehabilitation services to customers.

The information below summarizes some of the specific training areas that are targeted on an ongoing basis:

- The training provided in Fiscal Years will include topics such as Motivational Interviewing, vocational needs assessment, substance abuse, Social Security work incentives, ethics, Transition, case management, vocational counseling and assistive technology in addition to information about specific disabilities and services to specific populations such as ex-offenders, farmers and veterans.
- The Bureau's Staff Developmental Unit subscribes and shares, as appropriate, information, facts, materials, news and reports from resources such as the Institute on Rehabilitation Issues (IRI), the National Center for Rehabilitation Training Materials (NCRTM) and The LEAD which is a collaborative of disability, workforce and economic empowerment organizations dedicated to improving employment and economic advancement outcomes for all people with disabilities. In addition, information is posted

using the Bureau's Knowledge Management System and Online Learning Center known as eLearn.

- New counselors attend trainings conducted by the Staff Development Unit and other subject matter experts on a host of vocational rehabilitation related topics to help them develop a basic and in-depth understanding of federal regulations, bureau policies, practices and processes during their initial training year. These topics include: medical and psycho-social aspects of various disabilities, case management, advocacy to mitigate attitudinal and environmental barriers, assessment of vocational rehabilitation customers' skills and abilities to obtain and maintain employment, rehabilitation technology, developing employer relationships, Americans with Disabilities Act and the WIOA.
- Michigan Rehabilitation Services' on-boarding materials help newly hired counseling staff become better acclimated to the organization's vision, mission, values and culture. Onboarding helps new personnel successfully assimilate into their new position, with a quicker ramp-up to productivity.
- While working collaboratively with one of the two CORE universities in Michigan to better facilitate the transition of Rehabilitation Counselor graduate students into Vocational Rehabilitation internships, Michigan Rehabilitation Services offers short-term seminars and workshops toward the goal of helping interns have a more comprehensive public vocational rehabilitation experience prior to graduation.
- All newly hired counselors who do not meet Comprehensive System of Personnel Development requirements must complete requisite course work in Theories and Techniques of counseling during their 12-month probationary period. Michigan Rehabilitation Services assists with tuition payments, books, and in-state travel to facilitate counselors meeting the Comprehensive System of Personnel Development standards. Staff who have not fulfilled this requirement during their first year risk termination.
- Site Managers are expected to successfully complete clinical supervision training which is offered every 2 years. Newly promoted Vocational Rehabilitation managers participate in training and development activities that focus on helping them transition into their new role. The core curriculum for new managers address topics such as emotional intelligence, communication, coaching, collaboration, team work and goal setting. For experienced managers, the curriculum includes: delegation, engagement/motivation, performance, listening skills, coaching, leadership, strategic thinking, presentation skills and an assortment of trainings offered by the Department of Civil Service.
- Site managers assume primary responsibility for identifying and remediating performance gaps in counselors and support staffs' respective work. They have many options to avail themselves to including the assistance of the Staff Developmental Unit.
- All staff are expected to complete Professional Development Plans (PDPs) that identify vocational rehabilitation training needs. These plans may also specify needs for mentoring, coaching, job shadowing or other activities that will enhance the professionalism of staff. All staff professional development plans are created in coordination with managers' input.

Retention of Qualified Staff

As part of its comprehensive statewide training program, Michigan Rehabilitation Services supports a wide range of learning activities for all classification of employees. Consequently,

staff view professional growth and development activities as an organizational benefit that enhances retention.

The focus continues on retention and engagement of qualified staff through various activities including:

- Encouraging staff involvement in professional and disability advocacy associations and their respective conferences to foster networking, professionalism and leadership development.
- Utilizing the statewide employee engagement survey results to assess the overall culture of the work environment at Michigan Rehabilitation Services. The State of Michigan launched this initiative in 2013 as part of the Governor's reinvention of state government. The survey helps ensure a customer-focused government and a work culture in which employees are highly engaged, respected, and valued; and have the opportunity to express and explore views on issues related to their jobs.
- Articulating Michigan Rehabilitation Services' State Director's efforts to further cultivate professional alignment around the Bureau's new Vision and Values.
- Investing in staff growth and development by providing training opportunities through various teaching modalities.

–Engaging all counseling staff and managers in extensive Motivational Interviewing training which has been shown to improve staff satisfaction as well as customer outcomes in other state vocational rehabilitation programs.

- Offering structured management and leadership development activities to all staff as part of succession planning.
- Ongoing promotion of a work group called the "Idea Stream Team" which encourages all staff to submit ideas to improve processes and procedures to promote efficiency and effectiveness in the delivery of vocational rehabilitation services.
- Continuing to invest in leadership and capacity building through the agency's leadership program known as School for Leadership. School for Leadership engages 20 diverse Michigan Rehabilitation Services staff members from all levels of the organization in a broad range of leadership development activities over a 12 month period.
- Offering a series of training programs for newly promoted managers.
- Encouraging staff to attend statewide conferences related to the rehabilitation profession. When appropriate, staff are supported as subject-matter experts in presenting on a variety of rehabilitation topics. Conferences offered include the annual Michigan Rehabilitation Association sponsored re:con, the Michigan Association of Rehabilitation Organizations Employment and Training Spring Management Conference, Michigan Transition Conference, Michigan Conference of Rehabilitation Educators, Project Search Conference, Council of State Vocational Rehabilitation Administrators and the Michigan Association of Multicultural Rehabilitation Concerns.
- Engaging in succession planning efforts to preserve the integrity and sustain the viability of public vocational rehabilitation. Succession planning is integrated into all staff development, Comprehensive System of Personnel Development and retention strategies to minimize disruptions due to staff departures and reassignments.

- Expanding current succession planning strategies and building a comprehensive approach that ranges from onboarding new staff to assisting experienced staff with developing skills to assume greater responsibility.
- Implementing a peer-to-peer mentoring program.
- Continuing fair and equitable practices in personnel selection.
- Promoting diversity in staff, ideas and approaches.
- Encouraging personal responsibility of all staff to access and participate in developmental opportunities.
- Collecting and analyzing data regarding potential retirements, key positions and skills.
- Using cross-functional bureau teamwork to offer expanded learning opportunities.
- Recruiting statewide work team members to reflect more diverse participation.
- Committing to provide individualized coaching and job shadowing to staff interested in learning about future promotional opportunities.
- Offering Alternative Work Schedules (AWS) to allow for flexible work weeks as they allow staff to specify their preferred work schedules without diminishing services to Michigan Rehabilitation Services customers or adversely affecting operations.

3. Personnel Standards

Describe the State agency's policies and procedures for the establishment and maintenance of personnel standards consistent with section 101(a)(7)(B) and 34 CFR 361.18(c) to ensure that designated State unit professional and paraprofessional personnel are adequately trained and prepared, including:

A. standards that are consistent with any national or State-approved or -recognized certification, licensing, registration, or other comparable requirements that apply to the profession or discipline in which such personnel are providing VR services; and

Civil Service, in collaboration with Michigan Rehabilitation Services, has established the following standards for a qualified rehabilitation counselor or vocational technical teacher:

A qualified rehabilitation counselor is a counselor with a minimum of a master's degree in rehabilitation counseling, counseling, or a counseling related field such as psychology, social work, or special education. Newly employed counselors with a master's degree in counseling or a counseling related field who do not have documented graduate level coursework with a primary focus in theories and techniques of counseling must complete such coursework/training during their 12 month probationary period. The above courses must be provided by an accredited university. The cost is covered by Michigan Rehabilitation Services. Michigan Rehabilitation Services standards remain consistent with national standards for rehabilitation counselors and have been approved by Rehabilitation Services Administration and Michigan Civil Service.

B. the establishment and maintenance of education and experience requirements, in accordance with section 101(a)(7)(B)(ii) of the Rehabilitation Act, to ensure that the personnel have a 21st century understanding of the evolving labor force and the needs of individuals with disabilities.

To assure that qualified staff are hired and current staff attain required qualifications, Michigan Rehabilitation Services has taken the following steps for staff who need additional coursework:

- Monitor a comprehensive system for tracking and funding the required course, Theories and Techniques of Counseling.
- Provide funding for existing staff seeking to take needed coursework to attain the level of “qualified” counselor.
- Provide information to managers when hiring staff who need coursework about Bureau responsibilities related to it.
- Newly employed counselors with a master’s degree in counseling or a counseling related field who do not have documented graduate-level coursework with a primary focus in theories and techniques of counseling must complete such coursework/training during their 12-month probationary period through an accredited university (on-line or classroom training) to remain employed.
- All newly hired managers who are from a different agency and/or who have not worked for Michigan Rehabilitation Services or other State vocational rehabilitation programs within the last 2 years must attend new counselor training, policy training, and complete the following courses in eLearn: Informed Choice, Vocational Counseling and Eligibility and various disability-related units.

A vocational technical teacher or instructor employed by Michigan Rehabilitation Services at Michigan Career and Technical Institute must demonstrate they are qualified in their respective field by having the appropriate educational degree or work experience, teaching methodology course work or seminar as required by Civil Service and the state technical school’s accrediting agencies. Also, such teachers must attend, at least every five years, an in-service training program on disability sensitivity, informed choice and acquisition of needed reasonable accommodations or modifications to meet the disability-related needs of its students.

4. Staff Development.

Describe the State agency's policies, procedures, and activities to ensure that, consistent with section 101(a)(7)(C) of the Rehabilitation Act, all personnel employed by the designated State unit receive appropriate and adequate training in terms of:

A. System of staff development

a system of staff development for professionals and paraprofessionals within the designated State unit, particularly with respect to assessment, vocational counseling, job placement, and rehabilitation technology, including training implemented in coordination with entities carrying out State programs under section 4 of the Assistive Technology Act of 1998; and

Michigan Rehabilitation Services’ Staff Developmental Unit manager and training consultants are rehabilitation professionals qualified to analyze, design, develop, implement and evaluate Title I training activities which meet the needs of the Michigan Rehabilitation Services workforce, Comprehensive System of Personnel Development standards, and Commission on Rehabilitation Counselor Certification standards.

During Fiscal Year 2013-2014, the State Designated Unit obtained certification on 60 training programs.

Michigan Rehabilitation Services provides integrated learning systems to disseminate significant knowledge from research and other sources. This is accomplished through classroom learning, distance education, teleconferencing, printed materials and video conferencing.

Program Enhancement

Michigan Rehabilitation Services is engaged in ongoing training that is expected to improve rehabilitation outcomes, as well as staff satisfaction and retention. The Motivational Interviewing (MI) project was initially launched in 2010 and focuses on facilitating customers' internal motivation for change.

All Michigan Rehabilitation Services staff have undergone initial training in MI. Since 2014, approximately 443 staff have participated in this statewide initiative. In 2016, Michigan Rehabilitation Services has added training for MI Coaches and Coders. This will facilitate the overall sustainability of this project.

Comprehensive Statewide Needs Assessment

Staff Developmental Unit staff continue to explore training opportunities for staff to help work toward cultural competence associated with Hispanic/Latino, Native Americans, Arab Americans and Hmong minority groups. Other populations of focus include:

Michigan Residents with Mental Illness

This population was identified as both underserved and experiencing poor outcomes. According to the data, 25% of Michigan Rehabilitation Services customers reported having mental illness or emotional disabilities. Compared to other disability groups, a higher proportion of customers with mental illness reported having high school diploma or equivalency and being unemployed at application.

Transition Youth

The graduation rate for students with disabilities was 57.1% (excluding certificate of completion) which is significantly lower than the average graduation rate (79.8%). The dropout rate for students with disabilities (13.7%) was higher than the overall rate (9.1%).

Individuals with Autism Spectrum Disorder (ASD)

Individuals with ASD represent an emerging but still underserved population. Data indicate that the number of customers with ASD who receive VR services from Michigan Rehabilitation Services has been consistently increasing. Data show postsecondary education would be an option to consider for this population and the relevant support and services at high school and college or university levels should be provided.

Cultural Minority Residents

Arab populations have been identified as underserved, while Hispanic populations have been identified as somewhat underserved. Unique issues facing cultural minority residents include unwillingness to seek help due to cultural perception on disabilities, lack of correct information on disability and services available, language barriers, and the need for extended services for refugees.

Working with rehabilitation practitioners in the community, Michigan Rehabilitation Services continues to offer a bi-annual one-day seminar featuring experts in various disabilities who provide agency staff with the latest research, treatment protocols and accommodations needs of

individuals with traumatic brain injury, persons with epilepsy, as well as mental illness, substance abuse, kidney disease, and Autism Spectrum disorders.

Assistive Technology

Michigan Rehabilitation Services, in partnership with Michigan Integrated Technology Supports and Michigan Disability Rights Coalition, Assistive Technology Act Grant recipient has reassigned oversight of the grant to the agency's business services division. The intent to transfer oversight is predicated on the vacant assistive technology consultant position and overall agency strategy to best serve the grant recipients, Individuals with Disabilities, and Michigan Rehabilitation Services counseling staff. The Michigan Rehabilitation Services Business Network Division employs occupational therapists who provide Assistive Technology evaluations to consumers including transition students entering college and business partners seeking consultation for employees requesting reasonable accommodations. Fiscal Year 2017-2018 demonstrated assistive technology became a top five referral request. Future projections may require the development of an Assistive Technology framework be adopted as a standardized approach for use throughout the vocational rehabilitation process. Next steps for Michigan Rehabilitation Services will include:

- Backfilling the Assistive Technology consultant position as a full-time employee.
- Strategic planning in Fiscal Year 2018 with all grant stakeholders to maximize capacity of the grant and support key partners involved with achieving the established grant goals and requirements inclusive of our business partners and talent pool.
- Develop and adopt a valid model for Assistive Technology Consideration. Platform of the model is yet to be determined.
- Training: Deliver training to promote and teach the Assistive Technology Consideration Framework to Michigan Rehabilitation Services staff. Training is expected to begin Fiscal Year 2019.

Michigan Rehabilitation Services' Occupational Therapist/Manager Consultant sits on the Assistive Technology Advisory Council for Michigan's Assistive Technology Act's program.

Assessment and Training Opportunities for Persons with Disabilities

Michigan Rehabilitation Services works with the Business Network Division and the Innovation Unit to increase counselor understanding of non-traditional means to acquire job-related skills in addition to college training. Counselors will understand the role of apprenticeships, on-the-job evaluations and on-the-job training opportunities to assist customers in achieving competitive integrated employment.

B. Acquisition and dissemination of significant knowledge

procedures for the acquisition and dissemination of significant knowledge from research and other sources to designated State unit professionals and paraprofessionals.

Michigan Rehabilitation Services is consistently researching and sharing the latest findings on various disability topics, best practices and intervention possibilities. This research is distributed to staff through internal and external training, webinars, eLearn and rehabilitation articles and journals. Disability-related training includes general medical aspects and implications regarding functional capacities and/or ergonomics and assistive technology. Training modules placed into

Michigan Rehabilitation Services eLearn routinely utilize the findings gained from research and other credible sources.

Furthermore and to ensure staff strive for consistency as rehabilitation practitioners, the Staff Developmental Unit and Policy Unit promptly address findings resulting from internal and external reviews and audits conducted by various agencies.

5. Personnel to Address Individual Communication Needs

Describe how the designated State unit has personnel or obtains the services of other individuals who are able to communicate in appropriate modes of communication with or in the native language of applicants or eligible individuals who have limited English speaking ability.

Michigan Rehabilitation Services hires qualified counselors who are bi-lingual in American Sign Language, Spanish and Arabic if the local community has a large population of ethnic groups who require them in order to receive vocational rehabilitation services. Each office has also posted Michigan Rehabilitation Services information in English, Spanish, or Arabic, clarifying which bilingual counselors and program materials are available in the customer's native language. Materials are available in Braille and other accessible formats, as requested by customers. Qualified sign language interpreters are contracted on an as needed basis as are interpreters for speakers of Spanish, Arabic and Kurdish. Interpreters are available for additional languages supported by refugee resettlement programs on a contractual basis.

6. Coordination of Personnel Development Under the Individuals with Disabilities Education Act

As appropriate, describe the procedures and activities to coordinate the designated State unit's comprehensive system of personnel development with personnel development under the Individuals with Disabilities Education Act.

Michigan Rehabilitation Services has a long-standing partnership with the Michigan Department of Education/Office of Special Education including an executed interagency agreement (IA). As the current IA pre-dates WIOA, a new IA has been developed to comply with required content elements. Execution of the updated IA is pending department reviews and approval.

Michigan Rehabilitation Services has operationalized transition services to youth and has continued to work on improving the quality of those services. To support this, the Michigan Rehabilitation Services Consultant assigned to Transition from the Program Innovation Unit and the Staff Development Unit partner to develop and deliver training to Michigan Rehabilitation Services counselors. Some of this training is provided in collaboration with the Michigan Transition Outcomes Project and the Michigan Transition Services Association.

j. Statewide Assessment

(Formerly known as Attachment 4.11(a)).

1. Provide an assessment of the rehabilitation needs of individuals with disabilities residing within the State, particularly the VR services needs of those:

A. with the most significant disabilities, including their need for supported employment services;

Michigan Rehabilitation Services, in collaboration with the Bureau of Services for Blind Persons and Michigan Council for Rehabilitation Services, contracted with the Michigan State University Office of Rehabilitation and Disability Studies, to conduct the 2017 Comprehensive Statewide Needs Assessment. The assessment is mandated to be performed every three years. The 2017 Comprehensive Statewide Needs Assessment report was released in May 2017.

According to the Fiscal Year 2016 RSA-911 data, 89% of customers were determined eligible for services and exited Michigan Rehabilitation Services during Fiscal Year 2016 were significantly or most significantly disabled; 65% were most significantly disabled. Customers with the following characteristics were more likely to be determined to have a most significant disability: racial/ethnic minority, students or youth, attendance or completion in special education certificate program, and Social Security beneficiaries. In addition, a higher proportion of customers with cognitive or psychiatric impairments were determined to be most significantly disabled.

Of customers who exited Michigan Rehabilitation Services in Fiscal Year 2016, 695 specified an employment outcome/vocational goal in a Supported Employment setting in their Individualized Plan for Employment. All customers reported receiving Social Security cash benefits at the time of application. The majority of the customers had either a mental illness (38%) or intellectual disability (25%) as the primary disability reported. An additional 10% of these customers reported having autism as their primary disability. 40% were younger than 26 years old at application. 58% of the customers who had Supported Employment goals in their Individualized Plan for Employment exited Michigan Rehabilitation Services with an employment outcome. Regarding employment rate by type of disability, 64% of the customers with autism, 61% with intellectual disabilities, 57% with mental illness, and 44% with learning disabilities achieved an employment outcome.

Since Fiscal Year 2014, staff of Michigan Rehabilitation Services has specifically reported the Supported Employment service program expenditures for the purchased services in the RSA-911 dataset. According to Fiscal Year 2016 RSA-911 data, 274 (39%) out of 695 customers who had an employment outcome/vocational goal in a Supported Employment setting in their Individualized Plan for Employment reported receiving services using the Supported Employment funds (Title VI). The employment outcome rate of customers who received services using the Title VI funds was 69.7%, which was higher than that of those without the Title VI funds (49.6%). The average Title VI funds spent for the 274 customers was \$2,057 (Standard Deviation = \$1,886).

B. who are minorities;

Minority groups include: Hispanic/Latino residents specifically in the mid- and southwestern section of Michigan; Black/African American, Native Americans in the Upper Peninsula and Northern Michigan; and Asian or Pacific Islanders specifically Arab and Arab Americans and Hmong residents in the southeastern part of the state.

According to the 2015 American Community Survey*, 77% of non-institutionalized Michigan residents with disabilities are White, 17.5% Black/African American, 0.8% Native American, 1.2% Asian, 0.8% other racial group, and 2.7% multiracial. In addition, 3.4% are of Hispanic origin. Furthermore, the 2015 American Community Survey** reports 0.6% of U.S. population and 1.9% of Michigan residents identify their ancestry as Arab. Wayne County of Michigan is

composed of 5.2% Arab residents and the city of Dearborn was 42.4%. According to the Arab American Institute (2014), Detroit is one of the top five metropolitan areas with Arab American populations. Unfortunately, no disability prevalence rate for Arab Americans is available.

When compared to the 2015 American Community Survey, which estimated that 17.5% of Michigan residents with disabilities were African American, this group is not currently considered underserved in Michigan Rehabilitation Services (31.7%). Conversely, the 2015 American Community Services report, estimated that 3.4% of Michigan residents with disabilities were Hispanic/Latino, while Michigan Rehabilitation Services served a lower proportion of customers with Hispanic Origin (2.8% in FY 2015). Thus, the Hispanic/Latino ethnic group appears to be somewhat underserved.

Customers who exited Michigan Rehabilitation Services in Fiscal Year 2016 consisted of White, no-Hispanic origin (62.1%), African American (31.8%), Native American (0.8%), Asian or Pacific Islander (0.8%), Hispanic (2.6%) and multiracial (1.8%). A total of 6,615 (37.9%) racial/ethnic minorities exited Michigan Rehabilitation Services during Fiscal Year 2016. Considering vocational rehabilitation process, a lower proportion of minorities were determined eligible (Eligibility rate: 80.8% vs. 87.7%), received services based on the Individualized Plan for Employment (Plan Rate: 72.4% vs. 79.5%), and achieved an employment outcome (Adjusted Rehabilitation Rate: 52.4% vs. 62.4%), in comparison to White customers. Discrepancies in vocational rehabilitation process rates between minority groups were observed; Asian customers (58.3%) were most likely to achieve an employment outcome while Native Americans (43.8%) were least likely to have a successful employment outcome. The same trend has been observed over the years.

In addition to common needs identified for the general disability group (e.g., transportation, housing), some unique needs and challenges for racial/ethnic minorities included: unwillingness to seek help due to different cultural perception on disabilities, incorrect information on disability and services available, language barriers resulting in low referrals and limited success in finding jobs, lack of qualified interpreters or bilingual staff, and limited services for refugees. Also, it should be noted that racial, ethnic or cultural characteristics are often intertwined with other factors, such as low socio-economic status and low level of education.

Meanwhile, issues for Native Americans with disabilities, especially living on reservations, included higher rates of disability, unemployment, substance abuse, suicide, diabetes, and mental health issues.

*Source: U.S. Census Bureau, 2015 ACS, American FactFinder, Table S1810;
<http://factfinder.census.gov>.

** Source: U.S. Census Bureau, 2015 ACS, American FactFinder, Table B04006;
<http://factfinder.census.gov>.

C. who have been unserved or underserved by the VR program;

In 2017, the Comprehensive Statewide Needs Assessment did not identify any unserved populations by type of disability in Michigan. However, the Comprehensive Statewide Needs Assessment did identify numerous underserved populations.

Autism Spectrum Disorders

Both the 2014 and 2017 Comprehensive Statewide Needs Assessment identified individuals with Autism Spectrum Disorders as the emerging but still underserved population. While some diagnostic issues and inadequate level of staff preparedness to assist this population were addressed in 2014, more specific service needs were raised in 2017.

The RSA-911 data indicate the number of customers with Autism Spectrum Disorder who received vocational rehabilitation services from Michigan Rehabilitation Services has been consistently increasing (416 in 2011; 518 in 2012; 553 in 2013; 567 in 2014; 668 in 2015; 761 in 2016). The special education data also corroborate the fact this population, ages 12 to 17 years, is constantly increasing in all age categories (6,191 [6.8%] in 2011; 6,630 [7.5%] in 2012, 7,159 [8.2%] in 2013; 7,443 [8.7%] in 2014). This indicates adult agencies should be prepared to help those students achieve employment outcomes with seamless transition services through ongoing collaboration with schools. Specifically, these students will require Supported Employment along with more intensive adult services.

It is also known, that individuals with Autism Spectrum Disorder have the capacity to complete postsecondary training or education. For example, 5.7% of individuals younger than 26 years at application and exited Michigan Rehabilitation Services during FY 2016 had an associates degree or higher at closure. When compared to the rate for those with specific learning disabilities (2.9%), it indicates postsecondary education is an option to consider for this population. In addition, relevant support and services at high school and college or university levels should be provided.

The following issues or needs were raised, specifically for secondary students or youth with Autism Spectrum Disorder: lack of breadth and depth of services (e.g., employment, assessment) available in the community, insufficient social and daily living skills of those with Autism Spectrum Disorder, limited family involvement and support, and shortage of staff with autism expertise.

Mental Illness

Michigan residents with mental illness who require mental health and Supported Employment services were identified as both underserved and experiencing poor outcomes. The availability of Community Mental Health services has continued to diminish statewide due the reduction of Community Mental Health funding. Specifically, Community Mental Health does not have the resources necessary to provide mental health and Supported Employment services to individuals with severe and persistent mental illness unless the person presents a risk to self or others.

Of 17,460 customers who exited Michigan Rehabilitation Services in Fiscal Year 2016, 5,910 (33.8%) reported a mental illness as their primary or secondary disability. Most (89%) were not working at application, and over half of the customers (53%) had a high school diploma level of education.

Although the eligibility rate in Fiscal Year 2016 (85.8%) was slightly higher, the average plan rate (67.7%) and the adjusted rehabilitation rate (49.6%) of this disability group were lower, compared to others (84.8%, 81.8%, and 63.9%, respectively).

The needs of this population included: lack of affordable mental health services in the community, limited access to services, especially for Community Mental Health consumers who are not eligible for Medicaid, shortage of community outreach and education, consumer basic

needs unmet, disconnect between policy and service delivery, inadequate interagency collaboration, lack of funding for service delivery, negative attitudes toward individuals with mental illness, and staff with insufficient expertise.

Transition Youth

Consistent with the 2011 and 2014 findings, transition youth with disabilities was also identified as an underserved population in 2017.

The Michigan School District Report*** indicates 2014-2015 graduation rate for students with disabilities was 57.1% (excluding certificate of completion) which is significantly lower than the average graduation rate (79.8%). Conversely, the dropout rate for students with disabilities (13.7%) was higher than the overall rate (9.1%).

During Fiscal Year 2016, student customers, ages 14 to 26 years, who were enrolled in secondary education at the time of application represented 21.3% of Michigan Rehabilitation Services customers. Their employment rate 34.4% was lower than adults (42.4%). A similar trend has been observed in previous years.

The 2017 Comprehensive Statewide Needs Assessment identified students and transition youth with disabilities as an underserved group and elaborated on their needs and issues. The commonly addressed issues were as follows: services not individualized and developmentally appropriate; transition services initiated too late; unequal/limited access to services (e.g., mental health services); limited interagency collaboration between school and adult agencies; staff shortages and lack of transition expertise; and lack of caregiver knowledge about disabilities and services/resources. In addition, uncertainty regarding WIOA implementation was identified as a barrier, especially in designing and providing Pre-Employment Transition Services.

Veterans with Disabilities

According to the 2015 American Community Survey****, there were 260,700 working-age civilian veterans, ages 21 to 64 years, in Michigan. Among this group, 47,500 (18.2%) had a Veterans Administration service-connected disability, and of those, 14,400 (30.3%) had the most severe service-connected disability rating (70 percent or above).

In Fiscal Year 2016, 861 (4.9%) of the 17,460 Michigan Rehabilitation Services customers who exited were identified as veterans. Although the adjusted rehabilitation rate in Fiscal Year 2016 (68.4%) was higher, the average plan rate (74.4%) and the eligibility rate (81.2%) of this disability group were slightly lower, compared to others (59.2%, 77.1%, and 85.3%, respectively).

The 2017 Comprehensive Statewide Needs Assessment identified a high prevalence of post-traumatic stress disorder, which is often undiagnosed or untreated, as an area of concern for veterans with disabilities. Other issues raised for this population were: limited knowledge on services available; lack of access to mental health services, unwillingness to seek treatment, difficulty gaining and sustaining employment, difficulty embracing technology, especially for older veterans, and limited resources for affordable housing for homeless veterans.

Ex-felons/Post Incarceration

According to the Bureau of Justice Statistics****, an estimated 32% of prisoners and 40% of jail inmates reported having at least one disability, and about 2 in 10 prisoners and 3 in 10 jail inmates reported having a cognitive disability, the most common reported disability.

Of the 19,196 customers who applied for Michigan Rehabilitation Services between Fiscal Year 2006 and Fiscal Year 2016 and exited before FY 2017, 330 were adjudicated youth or referred by the Bureau of Juvenile Justice, 1,984 participated in the Michigan Prisoner Re-entry Initiative (MPRI)****, and 16,882 were identified as other ex-felons. The overall employment rate of this group was 24.2%, and by group, 11.8%, 23.7% and 24.5%, respectively. Compared to the overall employment rate of Michigan Rehabilitation Services customers (ranging from 32% to 39%), this group was considered as underserved.

The unsuccessful transition from incarceration to community living and negative public attitudes, specifically employer attitudes, were raised as the primary concern for this population. Additional concerns included: insufficient support for community living (e.g., housing), lack of employment opportunities, limited mental health services and staff knowledge/skills to work with this population, low motivation to work and difficulty following through, and negative employer or public attitudes.

***MI School Data from <https://www.mischooldata.org/>

****Erickson, W., Lee, C., & von Schrader, S. (2017). Disability Statistics from the American Community Survey (ACS). Ithaca, NY: Cornell University Yang-Tan Institute (YTI). Retrieved from Cornell University Disability Statistics website: www.disabilitystatistics.org

*****Source: Bureau of Justice Statistics from <https://www.bjs.gov/index.cfm?ty=pbdetail&iid=5500>

*****Initiated in FY 2006, the MPRI is the program designed to assist incarcerated individuals with disabilities through interagency collaboration among the Department of Corrections, the Department of Community Health, Family Independence Agency and Michigan Rehabilitation Services.

D. who have been served through other components of the statewide workforce development system; and

Other components of the workforce investment system are the employment services funded by the Wagner-Peyser Act and the Workforce Investment Act.

The Workforce Investment Act was renamed to Workforce Innovation and Opportunity Act in 2014. However, the 2014 data were still reported based on the Workforce Investment Act requirements. The Workforce Investment Act created a new comprehensive workforce investment system that was designed to alter the way employment and training services are delivered. The outcome data for these components of the workforce investment system are as follows.

Employment Services Funded by Workforce Investment Act

During Performance Year 2014, 116 adults with disabilities obtained a new employment outcome, resulting in an employment rate of 87.9%. The employment retention rate was 83.2%

while the employment and credential rate was 80.0%. The rate of Earnings Change in Six Months was \$14,442 (=\$1,516,412/105).

A comparison of the 2014 Workforce Investment Act outcome rates by special population groups (i.e., older adults, persons with disabilities, veterans, and public assistance recipients) shows a higher proportion of older adults and veterans benefited from the Michigan Works! employment services by either obtaining or retaining employment.***** Also, more than 80% of consumers with disabilities who received services either entered or retained employment, or received a specific credential.

A comparison of the outcomes for Dislocated Workers with Disabilities, Older and Younger Youth with Disabilities who exited the Workforce Investment Act over a three-year period (Performance Year 2012 - 2014) indicated a lower employment and credential rate for Older Youth with Disabilities (79.0%) compared to Dislocated Workers with Disabilities (89.5%). The skill attainment, diploma, and retention rates for younger youth with disabilities remained fairly stable over the three-year period and were more than 80%.

Employment Services Funded by Wagner-Peyser Act

During Program Year (PY) 2015, 11,432 (3.7% of a total 305,077 job seekers) individuals with disabilities received employment services with funding under the Wagner-Peyser Act.***** Although a notable decline in the number of people served was observed over the five-year period (PY 2011-2015), the proportion of consumers with disabilities remained within a range of 3%.

*****Source: U.S. Department of Labor. Employment and Training Administration. Workforce Investment Act (WIA) State Annual Report. Retrieved from https://www.doleta.gov/performance/results/WIASRD_state_data_archive.cfm

*****Source: U.S. Department of Labor. Employment and Training Administration. Wagner-Peyser Act Employment Services. Retrieved from http://www.doleta.gov/performance/results/wagner-peyser_act.cfm_

E. who are youth with disabilities and students with disabilities, including, as appropriate, their need for pre-employment transition services or other transition services.

In response to the finalized Workforce Innovation and Opportunity Act, Michigan Rehabilitation Services updated the transition policy. This included changing the definition of Youth to align with the Workforce Innovation Opportunity Act definition and providing guidance for the provision of Pre-Employment Transition Services.

Student with a Disability:

- Age 14-26 at application and
- Enrolled in the K-12 education system including traditional public schools, intermediate school districts, private schools, charter schools (public school academies), alternative schools, schools for individuals with disabilities such as the Michigan School for the Deaf, 504 students, home-schooled students and students in education programs in correctional facilities.

Youth with a Disability:

- Age 14-24 at application and
- Not enrolled in the K-12 education system including traditional public schools, intermediate school districts, private schools, charter schools (public school academies), alternative schools, schools for individuals with disabilities such as the Michigan School for the Deaf, 504 students, home-schooled students and students in education programs in correctional facilities.

During Fiscal Year 2016, student customers, ages 14 to 26 years, who were enrolled in secondary school at the time of application represented 21.3% of Michigan Rehabilitation Services customers. Their employment rate 34.4% was lower than that of adults (42.4%). A similar trend has been observed in previous years.

The 2017 Comprehensive Statewide Needs Assessment identified students and transition youth with disabilities as an underserved group and elaborated on their needs and issues. The commonly addressed issues were as follows: services not individualized and developmentally appropriate, transition services initiated too late, unequal/limited access to services (e.g., mental health services), limited interagency collaboration between school and adult agencies, staff shortages and lack of transition expertise, and lack of caregiver knowledge about disabilities and services/resources. In addition, uncertainty regarding Workforce Innovation Opportunity Act implementation was identified as a barrier, especially in designing and providing Pre-Employment Transition Services.

The State Performance Plan includes annual targets, explains progression or regression, and discusses improvement activities for 18 performance indicators identified by the Office of Special Education Programs at the United States Department of Education.

According to the 2014 State Performance Plan, of 38,041 students enrolled in special education, 37.6% were 16 years of age; 33.7% were 17 years of age; 16.2% were 18 years of age; and 5.5% were 19 years of age. The top five diagnostic categories that received special education were: specific learning disabilities (44.6%), cognitive impairment (16.3%), other health impairments (13.4%), and autism (9.8%) and emotional disturbance (8.6%). In addition, 0.4% (n = 135) were reported as having visual impairments. The 2014 State Performance Plan reported the following information about secondary students with disabilities in Michigan.

- 56.1% of youth with an Individualized Education Program graduated from high school with a regular diploma while 7.9% dropped out of high school.
- 76.78% of youth with an Individualized Education Program, ages 16 and older, (a) had appropriate and measurable postsecondary goals that are updated annually and based upon an age appropriate transition assessment; (b) transition services, including courses of study, that will reasonably enable the student to meet those postsecondary goals; and (c) annual Individualized Education Program goals related to the student's transition services needs. It is noted a great deal of reduction (from 98% to 76.8%) was observed in Federal Fiscal Year 2014 because Michigan updated the instrument used to collect Indicator 13 Secondary Transition data during the 2014-2015 school year.
- The 2014 Annual Performance Review estimated that, of the youth who are no longer in secondary school and had Individualized Education Programs in effect at the time they left school, 34.8% were enrolled in higher education within one year of leaving high school and 65.3% were enrolled in higher education or competitively employed within

one year of leaving high school. In sum, it was estimated that 77.1% were either enrolled in higher education or in some other postsecondary education or training program, were competitively employed, or were in some other employment within one year of leaving high school.

2. Identify the need to establish, develop, or improve community rehabilitation programs within the State; and

Fourteen community rehabilitation organization directors participated in the staff survey of the 2017 Comprehensive Statewide Needs Assessment. The majority of responding community rehabilitation organizations reported providing employment-related services such as job placement, transition services for youth with disabilities, on-the-job supports, Supported Employment, and job search assistance services. Over half of community rehabilitation organizations also provide career or vocational counseling and self-employment/small business services.

A couple of issues to be considered in serving Michigan residents with disabilities were addressed by community rehabilitation organization directors. First, lack of funding has been a barrier in providing services to individuals with disabilities (e.g., *“Issue isn't with disability, majority of individuals can be found eligible for services. Issue is with available funding”*). Secondly, in relation to individuals with developmental disabilities, especially if not Medicaid eligible, it was reported the new Medicaid rules resulted in their day programs or vocational skill building programs either discontinued or reduced.

Michigan Career and Technical Institute

MCTI is uniquely qualified as a statewide post-secondary school to serve as a linking organization to build a stronger network of schools, colleges, and the workforce development system. MCTI has a proven workforce development system and well-developed knowledge in the areas of assessment, universal design, assistive technology, accommodations, career development, basic skill and soft skill development, career and technical education, and employer development. MCTI can help strategically align resources to better meet the needs of transition youth and low skilled adults, employers, and the State of Michigan. This is what MCTI has successfully been doing for students with multiple barriers to employment since 1944.

MCTI's student's age average is 19 and most received transition services while in high school. MCTI has students from every county within the state of Michigan. Therefore, we have relationships with most schools across the state and are in discussion with several ISD's to develop collaborative programming in the local communities. MCTI provides evidence-based programs that will increase student's employment and post-secondary success.

MCTI is uniquely qualified to address the following areas specifically identified in the 2017 Michigan Comprehensive Statewide Needs Assessment (CSNA):

Transition Youth: The CSNA identified transition age youth with severe disabilities as a potentially (re)emerging underserved population. Approximately 33% of MRS caseload is transition customers. As illustrated, MCTI serves a high percentage of students aged 18-22 (86%). The small portion of individuals under the age of 18 (2.6%) is due to our summer transition program, Postsecondary Education Rehabilitation Training (PERT).

Age 17 — 2016-17 -- 2.6%
Age 17 — 2015-16 — 3.4%
Age 17 — 2014-15 — 1.7%
Age 17 — 2013-14 — 2%
Age 17 — 2012-13 — 1%
Age 18-22 — 2016-17 — 86%
Age 18-22 — 2015-16 — 85.2%
Age 18-22 — 2014-15 — 85.4%
Age 18-22 — 2013-14 — 81%
Age 18-22 — 2012-13 — 82.9%
Age 23-26 — 2016-17 — 8%
Age 23-26 — 2015-16 — 8.6%
Age 23-26 — 2014-15 — 8.9%
Age 23-26 — 2013-14 — 11%
Age 23-26 — 2012-13 — 10.1%

The Postsecondary Education Rehabilitation Transition Program (PERT) is a school-to-work transition initiative that was piloted through MRS at MCTI. Program services were provided on the MCTI campus where students reside in the dormitory. The evaluation assessed students' vocational strengths and abilities, independent living skills, social and interpersonal skills. In 2016-2017, 144 students participated in this program.

First Session -- 2016-17 -- 72
First Session -- 2015-16 -- 81
First Session -- 2014-15 -- 56
First Session -- 2013-14 -- 51
First Session -- 2012-13 -- 38
Second Session -- 2016-17 -- 72
Second Session -- 2015-16 -- 79
Second Session -- 2014-15 -- 77
Second Session -- 2013-14 -- 62
Second Session -- 2012-13 -- 45
TOTAL -- 2016-17 -- 144
TOTAL -- 2015-16 -- 160

TOTAL -- 2014-15 -- 133

TOTAL -- 2013-14 -- 113

TOTAL -- 2012-13 -- 83

Autism Spectrum Disorder: The CSNA identified individuals with Autism Spectrum Disorders (ASD) as the emerging but still underserved population. MCTI is also seeing an increase in Autism Spectrum Disorder with over 20% of our students for the 14-15 school year. This percent continues to increase. We are highly qualified to work with this population with our residential and supportive services.

Specific Learning Disabilities -- 2016-17 -- 35.8%

Specific Learning Disabilities -- 2015-16 -- 36.5%

Specific Learning Disabilities -- 2014-15 -- 38.8%

Specific Learning Disabilities -- 2013-14 -- 39%

Specific Learning Disabilities -- 2012-13 -- 42.0%

Autism -- 2016-17 -- 21%

Autism -- 2015-16 -- 20.3%

Autism -- 2014-15 -- 20.6%

Autism -- 2013-14 -- 18.7%

Autism -- 2012-13 -- 15%

ADHD -- 2016-17 -- 15.4%

ADHD -- 2015-16 -- 14.6%

ADHD -- 2014-15 -- 13.3%

ADHD -- 2013-14 -- 14.2%

ADHD -- 2012-13 -- 15%

Limited Access to Services or Lack of Services/Resources: MCTI serves customers from across the state and increases accessibility to vocational trade training and employment services. Depending on the vocational goal, students may choose to enroll in one of 13 vocational training programs leading to a post-secondary credential. A hands-on learning approach is used in the school's competency-based curriculum. There are several exit points that allow MCTI to customize training programs to meet the needs of employers and the students. The trade training programs have integrated employability skills, National Skills Standards, and industry certifications into their curriculum.

Enrollment -- 2016-17 -- 542

Enrollment -- 2015-16 -- 521

Enrollment -- 2014-15 -- 522

Enrollment -- 2013-14 -- 536
Enrollment -- 2012-13 -- 532
Retention Rate -- 2016-17 -- 95%
Retention Rate -- 2015-16 -- 95%
Retention Rate -- 2014-15 -- 95%
Retention Rate -- 2013-14 -- 93%
Retention Rate -- 2012-13 -- 92%
Graduates -- 2016-17 -- 309
Graduates -- 2015-16 -- 323
Graduates -- 2014-15 -- 315
Graduates -- 2013-14 -- 342
Graduates -- 2012-13 -- 314
Employed (graduates) -- 2016-17 -- 82%
Employed (graduates) -- 2015-16 -- 84%
Employed (graduates) -- 2014-15 -- 84%
Employed (graduates) -- 2013-14 -- 83%
Employed (graduates) -- 2012-13 -- 84%
Employed in trade -- 2016-17 -- 89%
Employed in trade -- 2015-16 -- 87%
Employed in trade -- 2014-15 -- 84%
Employed in trade -- 2013-14 -- 81%
Employed in trade -- 2012-13 -- 77%
Employed for 90 days -- 2016-17 -- 89%
Employed for 90 days -- 2015-16 -- 87%
Employed for 90 days -- 2014-15 -- 84%
Employed for 90 days -- 2013-14 -- 70%
Employed for 90 days -- 2012-13 -- 82%

Lack of Interagency Collaboration: MCTI has had remarkable success with our Certified Nurses Aid community expansion projects over the last 4 years. These projects proved to be an effective, efficient training that aligns services from multiple agencies, including: Department of Health and Human Services (DHHS), Workforce Development Association, Michigan Works Agency, and Michigan Rehabilitation Services.

Graduates -- 233

MRS Customer -- 221 -- 95%

Passed State Test -- 210 -- 90%

Employed -- 163 -- 70%

Lack of Staff with Expertise and Need for Staff Development: MCTI's highly skilled staff believes in the mission of MCTI, understands the goals and objectives of the organization, and is committed to providing the necessary supports to improve student learning outcomes that lead to employment. Staff is skilled in their prospective areas as demonstrated by the continued accreditation by both the Commission on Accreditation of Rehabilitation Facilities and Council on Occupational Education.

MCTI staff members are experts in delivering content that is relevant, meaningful, accessible and measurable. Staff ensures that the training programs simulate a workplace environment and embed skills and knowledge in workplace scenarios, tasks and activities. Staff have achieved verifiable results working with students who can benefit from intensive, structured programming.

MCTI has a robust professional development program. Staff has been trained in the principles and applications of Universal Design including the use of assistive technology to enhance educational practices. Additional professional development opportunities have focused on best practices for working with adult students with learning disabilities and Autism Spectrum Disorder.

MCTI assists MRS Vocational Rehabilitation Counselors with training related to transition youth programming, including: vocational assessment; Individualized Education Plan to close skills gaps; career exploration and vocational guidance using up-to date labor market information; work readiness; employability skills training, using MCTI's soft-skill evaluation; PERT program; work-based learning; and MCTI short-term occupational training leading to post-secondary credential and employment.

In order for MCTI to continue to provide vocational rehabilitation services to the citizens of Michigan the facility will require infrastructure updates, completion of routine maintenance activities, and will need the ability to maintain state of the art training equipment in our 13 trade training programs. There is a need to modernize the facility to operate efficiently and safely in the 21st century with relevant and evolving programs that train and prepare its students for success in today's world. MCTI's mission is valuable, if not critical, to those individuals that need alternative training and education programs that traditional post-secondary institutions do not provide for special needs adults seeking employable skills in the workplace.

Through independent studies and internal quality improvement reviews, MCTI has identified the following improvements consisting of capital expenditures necessary to maintain existing infrastructure or general equipment acquisitions required for instructional purposes.

Mechanical - HVAC

- Replace HVAC System
- Dust Collection System Modifications

Mechanical - Plumbing

- Replace Domestic Water Supply Piping
- Replace Sanitary Piping
- Replace Water Tower Pressure Booster Pumps
- Replace ADA Restroom Plumbing Fixtures
- Replace Pool/Gym Locker Rooms Plumbing Fixtures
- Replace Other Plumbing Fixtures
- Replace Existing Student Housing Plumbing Fixtures

Electrical

- Replace Service Panels - Existing
- Replace Distribution Wiring - Existing
- Replace LED Lighting
- Replace Sound/PA System
- New ATS's for Existing Back-up Generators

Driveway and Parking Lot Repairs

- West Phase (Maintenance Lot)
- South Phase (Lakeside Loop)
- Southeast Phase (Dorm Loop)
- North Phase (Administration to Dorm Loop)

Facility Maintenance/Improvements

- A/C split unit Canteen area
- A/C split unit Cafeteria area
- A/C split unit class areas
- A/C split unit class areas
- A/C split unit class areas
- Water Softener
- Water Circulation pump replacements
- HVAC Controls
- HVAC Units
- Water Tower Inspection/Maintenance
- Boiler Replacement
- Boiler Replacement
- Replace Chiller Compressor Admin
- Replace Chiller Compressor Dorm
- Replace Ventilators
- Sewer pump Replacement
- Aerial Lift
- Fall Protection
- Replace Classroom Wing Electrical Transformer

Fixed or Movable Equipment

Automotive Department

- Tire Balancer w/ Laser eight assignment feature
- Tire Changer

Cabinetmaking Department

- Edge Bander
- CNC Router
- Spindle Shaper
- Planer
- Fork Truck
- Replacement Laser

Culinary Department

- Serving Counter Hot Food Electric
- Commercial Ovens

Custodial Department

- Host Freestyle Extractor
- Kaivac 1750 500PSI Restroom Equipment
- I-Mop Cleaning System
- SC2000 20" Riding Automatic Scrubber

Electronics Department

- Misc. used Amatrol Equipment/Trainers
- PLC RS Logix 500 Trainer
- Pneumatics/Hydraulics Trainer
- Mechatronics Integrated Learning

Graphic Communications Department

- Digital Press
- Used Flexo Press
- Flexo Graphic Plate Mounter

Grounds Maintenance Department

- Stand on Mower
- 60" Zero Turn Mower
- 72" Zero Turn Mower

Machine Technology Department

- Scottsman 50-ton Ironworker
- Haas CNC Lathe

Pharmacy Department

- Medication Dispensing Unit

Leisure Services

- Weight Room Equipment

Culinary Kitchen

- Milk Cooler
- Convection Steamer
- Walk-in Freezer
- Steam Kettles
- Ovens
- Dorm Bathroom Remodel
- Digital Clocks throughout Facility
- Communication System

</ul

3. Include an assessment of the needs of individuals with disabilities for transition career services and pre-employment transition services, and the extent to which such services are coordinated with transition services provided under the Individuals with Disabilities Education Act .

A section of the consumer survey in the 2017 Comprehensive Statewide Needs Assessment specifically targeted junior high or high school students with disabilities to identify service needs and relevant issues of transition students with disabilities. A total of 113 participants provided responses.

The majority of students with disabilities and their parents participated in the consumer survey indicating they wanted to have a job after high school graduation. Three quarters expressed interest in postsecondary education (e.g., vocational technical school, college/university). In addition, students and parents showed a need for and interest in receiving most Pre-Employment Transition Services (e.g., job exploration counseling, work-based learning experiences, job readiness training). A relatively lower proportion of the respondents indicated a need for assistive technology services.

When comparing responses, students indicated a high interest in learning about financial aid and grant options for college or universities. Parents expressed concerns regarding both self-advocacy skills of their children and issues related to employment.

Since the number of participants was somewhat small, it is recommended to conduct the same type of assessment yearly with larger samples in collaboration with special education administrators.

k. Annual Estimates

Describe:

1. The number of individuals in the State who are eligible for services;

Michigan estimates 24,900 individuals will be eligible for services in Fiscal Year 2019. This figure is calculated using the number of individuals served during the fiscal year and had an Individualized Plan for Employment as reflected on the Rehabilitation Services Administration 113 reports, Lines C1 and C2. Michigan is estimating it to serve 24,900 individuals in Fiscal Year 2019 as outlined in Section 4.11(c)(3).

2. The number of eligible individuals who will receive services under:

A. The VR Program;

The estimated number of eligible individuals who will receive services in Fiscal Year 2019 under Part B of Title I is 24,557.

B. The Supported Employment Program; and

The estimated number of eligible individuals who will receive services in Fiscal Year 2019 under the Supported Employment Program is 343.

C. each priority category, if under an order of selection;

Category 1 -- VR -- Most Significantly Disabled

Category 1 -- Supported Employment -- Most Significantly Disabled

Category 2 -- VR -- Significantly Disabled

Category 3 -- VR -- Not Significantly Disabled

Michigan Rehabilitation Services anticipates sufficient resources to provide the full range of services, as appropriate, to all eligible individuals without implementing an order of selection for services.

3. The number of individuals who are eligible for VR services, but are not receiving such services due to an order of selection; and

All individuals eligible for services will receive services, as Michigan Rehabilitation Services has not closed any categories.

4. The cost of services for the number of individuals estimated to be eligible for services. If under an order of selection, identify the cost of services for each priority category.

The estimated cost in Fiscal Year 2019 to serve all eligible individuals is \$38,628,000. Michigan Rehabilitation Services expects to have available \$38,628,000 to serve approximately 24,900 eligible customers.

The average cost of services per priority category follows:

Priority Category 1, VR, Title I, Most Significantly Disabled: estimated number to be served -- 16,838; Average Cost of Services -- \$1,550

Priority Category 1, VR, Title VI, Most Significantly Disabled: estimated number to be served - 343; average cost of services -- \$1,550*

Priority Category 2, VR, Title I, Significant Disabled: estimated number to be served -- 5,727; average cost of services -- \$1,400

Priority Category 3, VR, Title I, Not Significantly Disabled: estimated number to be served -- 1,992; Average Cost of Services -- \$1,800

Totals -- estimated number to be served 24,900; average cost of services \$1,575

*Because the Supported Employment grant continues to decrease annually, funding for Supported Employment cases is supplemented through other funding sources and is not reflected in this total.

Estimates were obtained by using disability priority categories and "authorized/cost services".

I. State Goals and Priorities

The designated State unit must:

1. Identify if the goals and priorities were jointly developed

Identify if the goals and priorities were jointly developed and agreed to by the State VR agency and the State Rehabilitation Council, if the State has a Council, and jointly agreed to any revisions.

In Federal Fiscal Year 2014, Michigan Rehabilitation Services and the Michigan Council for Rehabilitation Services collaborated to develop a 3-year strategic plan based on the Comprehensive Statewide Needs Assessment and other inputs. This effort resulted in establishing the following goals and priorities. Minor updates have been made to accurately reflect current status.

Michigan Rehabilitation Services and the Michigan Council for Rehabilitation Services are presently engaged in a process to produce a new strategic plan with revised goals and priorities.

When completed, this section will be updated to include all changes as appropriate.

2. Identify the goals and priorities in carrying out the VR and Supported Employment programs.

GOAL 1 - Strong Fortified Partnerships.

GOAL 2 - Motivated Enthusiastic Staff.

GOAL 3 - Excellent Customer Service.

GOAL 4 - High Producing Vocational Rehabilitation, Nationally.

In addition to these goals, Michigan Rehabilitation Services will focus on the following additional priorities;

Priority 1: Actively seek resources to capture full federal award.

Priority 2: Promote and sustain a culture of innovation and continuous improvement.

Priority 3: Demonstrate effectiveness by producing results that align with WIOA, the Unified State Plan, and the Michigan Rehabilitation Services Strategic Plan.

Priority 4: Implementation of the WIOA. (a) Transition/Pre-Employment Transition Services (b) Supported Employment (c) Business Services (d) alignment with the workforce core program and (e) competitive integrated employment.

3. Ensure that the goals and priorities are based on an analysis of the following areas:

A. The most recent comprehensive statewide assessment, including any updates;

Michigan rehabilitation Services ensures that Goals and Priorities are based on an analysis of the Comprehensive Statewide Needs Assessment.

B. the State's performance under the performance accountability measures of section 116 of WIOA; and

Michigan Rehabilitation Services ensures goals and priorities are based on an analysis of the State's performance as defined in section 116 of WIOA. Michigan Rehabilitation Services will use baseline data, technical assistance, and guidance from the Rehabilitation Service Administration refine and improve performance accountability activities.

C. other available information on the operation and effectiveness of the VR program, including any reports received from the State Rehabilitation Council and findings and recommendations from monitoring activities conducted under section 107.

Michigan Rehabilitation Services ensures that Goals and Priorities are based on an analysis of customer satisfaction feedback, assorted state audits, environmental scanning with partners and advocacy groups, program evaluation studies and other state and federal research, including reports received from the State Rehabilitation Council and 107 monitoring findings.

m. Order of Selection

Describe:

1. Whether the designated State unit will implement and order of selection. If so, describe:

A. The order to be followed in selecting eligible individuals to be provided VR services.

Michigan Rehabilitation Services anticipates sufficient resources to provide the full range of services, as appropriate, to all eligible individuals without implementing an order of selection for services.

B. The justification for the order.

Michigan Rehabilitation Services anticipates sufficient resources to provide the full range of services, as appropriate, to all eligible individuals without implementing an order of selection for services.

C. The service and outcome goals.

Michigan Rehabilitation Services anticipates sufficient resources to provide the full range of services, as appropriate, to all eligible individuals without implementing an order of selection for services.

D. The time within which these goals may be achieved for individuals in each priority category within the order.

Michigan Rehabilitation Services anticipates sufficient resources to provide the full range of services, as appropriate, to all eligible individuals without implementing an order of selection for services.

E. How individuals with the most significant disabilities are selected for services before all other individuals with disabilities; and

Michigan Rehabilitation Services anticipates sufficient resources to provide the full range of services, as appropriate, to all eligible individuals without implementing an order of selection for services.

2. If the designated State unit has elected to serve eligible individuals, regardless of any established order of selection, who require specific services or equipment to maintain employment.

Michigan Rehabilitation Services has elected to serve eligible individuals who require specific services or equipment to maintain employment outside an order of selection. Based on this decision and if necessary, Michigan Rehabilitation Services will develop policy that reflects this provision.

n. Goals and Plans for Distribution of title VI Funds.

1. Specify the State's goals and priorities for funds received under section 603 of the Rehabilitation Act for the provision of supported employment services.

The Rehabilitation Service Administration (RSA) has noted that State Vocational Rehabilitation Agencies (Michigan Rehabilitation Services) will not be allocated funds for the Supported Employment program for Fiscal Year 2018 forward under the final appropriations bill. RSA has indicated that if funding is appropriated the full award will

be issued. Michigan Rehabilitation Services has elected to continue to serve customers within the Supported Employment program and will utilize VR appropriated funds to do so.

Michigan Rehabilitation Services will continue to offer Supported Employment services to individuals with the most significant disabilities throughout the state. Agreements with local school districts, community mental health service providers, and Michigan Department of Education and Behavioral Health and Developmental Disabilities Administration outline the Supported Employment program structure.

When the Title VI-B are awarded, they are distributed to Michigan Rehabilitation Services district offices to primarily fund case services delivered by private, non-profit community rehabilitation organizations. These services may include job coaching, employment follow along, and psychosocial counseling. Michigan Rehabilitation Services will continue to designate vocational rehabilitation funds to the district offices within the Supported Employment funding structure.

If Title VI-B funds are awarded, funds are allocated to individual Michigan Rehabilitation Services district offices based on the percentage of work aged individuals with disabilities. Michigan Rehabilitation Services' goal is to achieve equity in resource and program availability statewide.

Michigan Rehabilitation Services collaborates with partners to share resources and develop and improve programs, ensuring equitable access to Supported Employment options statewide. The size of a local Supported Employment program is largely dependent upon consumer demand for the service.

If Title VI-B funds are awarded, Michigan Rehabilitation Services will adjust the service delivery system to allocate 50 percent of the federal Supported Employment allotment for eligible youth with the most significant disabilities. Michigan Rehabilitation Services will also provide non-federal expenditures in an amount not less than 10 percent of the total expenditures made with reserved funds for the provision of Supported Employment and Extended Services to youth with the most significant disabilities.

The state unit goals and priorities regarding the distribution of Title VI Part B funds are:

- Ensuring equitable distribution of the funds;
- Providing technical assistance to districts about the appropriate use of the funds; and
- Monitoring to ensure that the funds are being correctly utilized.

2. Describe the activities to be conducted, with funds reserved pursuant to section 603(d), for youth with the most significant disabilities, including:

A. the provision of extended services for a period not to exceed 4 years; and

Michigan Rehabilitation Services has updated its policy manual to include guidance for the provision of Extended Services for youth populations with the most significant disabilities. Extended Services may be provided for up to 4 years. In addition,

Customized Employment is clarified within the policy as a vocational rehabilitation service option.

B. how the State will leverage other public and private funds to increase resources for extended services and expanded supported employment opportunities for youth with the most significant disabilities.

Michigan Rehabilitation Services is working to leverage other public and private funds by working strategically with Michigan businesses to expand the array of services to business through innovative approaches. Proposed strategies include:

- Assigning staff to specific businesses, providing customized services including Supported Employment.
- Expanding community work experience options for transition youth with significant disabilities to create Supported Employment opportunities.
- Aligning the business community with educational partners to provide additional resources, funding, and innovative programming through cooperative agreements and Memorandums of Understanding.

These strategies will assist Michigan Rehabilitation Services in leveraging resources for Extended Services and expanding Supported Employment.

o. State's Strategies

Describe the required strategies and how the agency will use these strategies to achieve its goals and priorities, support innovation and expansion activities, and overcome any barriers to accessing the VR and the Supported Employment programs (See sections 101(a)(15)(D) and (18)(B) of the Rehabilitation Act and section 427 of the General Education Provisions Act (GEPA)):

1. The methods to be used to expand and improve services to individuals with disabilities.

Many of the Strategies identified below are duplicated in more than one goal, as they represent values shared across all four goals.

GOAL 1 - Strong Fortified Partnerships.

Strategy 1: Engage in strategic partnership with Centers for Independent Living (CILs) and Community Rehabilitation Organizations (CROs) that enhance and/or expand the provision of VR services.

Measure: Develop or expand 3-5 strategic partnerships with CILs or CROs that enhance or expand the provision of VR services.

Strategy 2: Maximize opportunities to align with WIOA core programs and stakeholders to improve workforce development activities and service delivery.

Measure: Develop and execute agreements, including MOUs and IFAs, with core program and mandated partners as defined by WIOA.

Strategy 3: Develop formal or informal communities of practice to promote understanding, cooperation and communication between WIOA core programs and stakeholders.

Measure: Establish standing meetings at regular intervals with WIOA core program partners and stakeholders.

Strategy 4: Support Executive Directive 2014-1 establishing the Employment Opportunities for Individuals with Disabilities initiative. This initiative's goals advance the hiring and retention of individuals with mental illness, intellectual or developmental disabilities and physical disabilities. The directive requires the participation and engagement of all Executive Branch departments and agencies.

Measure: Track and record services to State departments and agencies that align with Executive Directive 2014-1 using Michigan Business Resource System (MiBRS) or other methods.

Strategy 5: As a member of the Building Options for Long-term Decision-making (BOLD) Council, Michigan Rehabilitation Services collaborates with several Long Term Supports and Services (LTSS) Agencies within Michigan Department of Health and Human Services (MDHHS) and Michigan Department of Licensing and Regulatory Affairs (LARA), including Aging and Adult Services Agency, Medical Services Administration, and Field Operations Administration to improve coordination across State agencies to streamline and integrate access to long-term care information/services..

Measure: Measure: Implement measurable process improvements to streamline eligibility and continue data sharing efforts to drive policy development/role clarification.

Strategy 6: Michigan Career and Technical Institute will expand a promising workforce strategy that has proven to be successful in helping individuals with significant barriers to training and employment move into career path employment with state certification as a Certified Nurse Aide (CNA). Students who complete the rigorous 300-hour curriculum, receive a post-secondary credential and state license as Certified Nursing Assistants. The program is a partnership between Workforce Development Association, Michigan Works! Association, Department of Licensing and Regulatory Affairs, Department of Health and Human Services, and Local Education Agencies.

Additionally, facility improvements will allow MCTI to enhance occupational training programs to maximize opportunities for the following populations identified in the 2017 Comprehensive Statewide Needs Assessment.

- Individuals with mental illness
- Students and youth with disabilities (formerly Transition Youth)
- Individuals with Autism Spectrum Disorders
- Cultural minority residents with disabilities
- Individuals with sensory disabilities
- Veterans with disabilities

- Other underserved groups

Measure: To collect and report outcome data including classroom retention rate, graduation rate, length of training, cost of training, licensure pass rate, MRS eligibility rate, employment rate, earnings, employment retention, and customer satisfaction.

Strategy 7: Support Executive Order 2015-15 establishing Employment First in Michigan. It sets forth a mission to establish the expectation and promote opportunities for all working-age individuals with disabilities in Michigan to gain competitive employment within an integrated setting, with or without supports, and to engage businesses and organizations that value the contributions of employees with disabilities. All state departments and agencies that provide services and support to persons with disabilities, and all state departments and agencies that provide employment, economic development, or other related services, shall implement Employment First in Michigan by coordinating efforts and collaborating to ensure that state programs, policies, procedures, and funding support competitive employment within an integrated setting as the first priority and optimal outcome for persons with disabilities.

Measure: Provide VR services, collaborate and support, as appropriate, in all aspect of the Employment First in Michigan: Enhanced Recommendation for Implementation proposal.

Strategy 8: Support the Pathways to Potential initiative through the provision of VR services in partnership with the Department of Health and Human Services (DSA). This initiative is intended to help families overcome barriers to academic success for students with a mental illness, substance use disorder, or developmental disability.

Track and record the provision of VR services and competitive integrated employment outcomes for students with disabilities in schools participating in the Pathways to Potential initiative.

Strategy 9: In partnership with the Michigan Department of Natural Resources (DNR), expand work-based learning experiences for students with disabilities at Parks and Recreation Division sites.

Measure: Expand work-based learning experiences to 3 new DNR Parks and Recreation Division sites.

Strategy 10: Lead the expansion of Project Search in partnership with the Bureau of Services for Blind Persons, Michigan Department of Education, Local Education Agencies, Centers for Independent Living, Community Rehabilitation Organizations and other local agencies. The goal for each student participant is competitive integrated employment. The program provides real-life work experience combined with training in employability and independent living skills to help youths with significant disabilities make successful transitions from school to productive adult life.

Measure: Track and record the number of students with disabilities achieving competitive integrated employment and the expansion of Project SEARCH sites.

Strategy 11: Increase competitive integrated employment opportunities for veteran with disabilities through renewed collaboration with the US Department of Veteran Affairs, Michigan Veterans Affairs Agency and local level community action teams.

Measure: Track and record the number of veterans achieving competitive integrate employment as a result of VR services.

Strategy 12: Collaborate and build cooperative relationships with WIOA core programs to fulfill performance accountability requirements and alignment of Michigan's workforce system as defined in WIOA.

Measure: Develop, execute and maintain MOU's and IFA with WIOA core program partners as required in WIOA.

GOAL 2 - Motivated Enthusiastic Staff.

Strategy 1: Clarify and redefine performance goals to align with WIOA performance indicators.

Measure: Establish performance accountability work team to evaluate, define and draft new performance goal recommendations based on WIOA.

Strategy 2: Maximize opportunities for staff engagement as defined by each division's Employee Engagement Plan.

Measure: Quarterly, review progress toward employee engagement goals and annually review results of Employee Engagement Survey to assess progress.

Strategy 3: Provide professional development opportunities to increase proficiency in Motivational Interviewing.

Measure: Track and record staff participation in Motivational Interviewing training, completion of online modules and submission of recording to assess competency.

GOAL 3 - Excellent Customer Service.

Strategy 1: Assess customer satisfaction rates and adjust VR service delivery based on results.

Measure: Annually, Project Excellence to conduct Customer Satisfaction at Plan Survey and review results with Michigan Rehabilitation Services.

Strategy 2: Increase the Adjusted Rehabilitation Rate

Measure: Quarterly review of RSA 911 data to assess progress.

Strategy 3: Increase competitive integrated employment outcomes for unserved, underserved or emerging populations as identified in the 2017 CSNA.

Measure: Track and record competitive integrated employment outcomes for target groups utilizing available AWARE reports.

New Strategy 4: Expand business services and promote the dual-customer concept. Michigan Rehabilitation Services will implement a proprietary customer relationship

management system to track services aligned with WIOA performance indicator 6, Effectiveness in Serving Employers.

Measure: Business services data will be tracked through the Michigan Business Resource System (MiBRS).

GOAL 4 - High Producing Vocational Rehabilitation, Nationally. -- Outcomes

Strategy 1: Continue fiscal stewardship and resource development to maximize opportunities resulting in federal match.

Measure: Full federal award is allotted.

Strategy 2: Development and implement sufficient internal controls to improve compliance with federal and state laws, regulations and policy.

Measure: Conduct case reviews and evaluate the degree to which new Accessible Web-based Activity Reporting Environment case review report demonstrates improved compliance.

Strategy 3: Implement innovative, evidence based, or promising practices designed to increase competitive integrated employment outcomes and align with WIOA mandates.

Measure: Identify and implement 2-3 innovative, evidence based, or promising practices

PRIORITIES AND UPDATES:

Michigan Rehabilitation Services focused on the following additional priorities necessitated by emerging circumstances.

Priority 1: Actively seek resources to capture full federal award.

Measure: Full federal award is allotted

Priority 2: Promote and sustain a culture of innovation and continuous improvement.

Measure: Identify, plan, executes and evaluate 3-5 initiatives to improve current or create new practices.

Priority 3: Demonstrate effectiveness by producing results aligned with WIOA, the Unified State Plan, and the Michigan Rehabilitation Services Strategic Plan.

Measure: Meeting performance accountability measures, once published, as identified in the WIOA.

Priority 4: Implementation of the WIOA. (a) Transition/Pre-Employment Transition Services (b) Supported Employment (c) Business Services (d) workforce core program (e) and competitive integrated employment.

Measure: Incremental changes in policies and practices.

2. How a broad range of assistive technology services and devices will be provided to individuals with disabilities at each stage of the rehabilitation process and on a statewide basis.

The combined approach of vocational rehabilitation and technology aims to remediate the life-changing social barriers that results from disability, allowing people to return to meaningful social lives including the workforce. Michigan Rehabilitation Services in collaboration with the Michigan Assistive Technology Advisory Committee will work together to bridge the gap of utilization and exposure to technology among individuals with disabilities helping them to gain and maintain employment and independence. Implementing a Technology Framework allowing for an ongoing process to integrate incremental changes to address needs of the dual customer throughout time with goal to make access to services easier. Michigan Rehabilitation Services will continue to research and implement accessible models and approaches, which looks at assistive technology over the course of the vocational rehabilitation process that yield successful outcome and quality to life to our dual customers.

This undertaking is in partnership with Michigan Integrated Technology Supports and Michigan Disability Rights Coalition, Michigan's Assistive Technology Act's program. Key framework components for Michigan Rehabilitation Services will include:

Overall Goal:

Consideration Model: Adopt a valid model for assistive technology consideration to address every stage of the Vocational Process

Step 1. **Establish a Baseline**-Know what the users currently have, want and need, and the impact on the current process.

Step 2. **Accessibility**-Ensure a universal design that meets the functionality of the system to meet users' needs at all stages of the vocational process (Application, eligibility, developing a plan, provision of services, Job search, and placement)

Step 3. **Research**-Identify and study various system options and determine preferred solutions; stay abreast AT trending and research enhancing the lives of individuals with disabilities.

Step 4. **Integration and Evaluation** -Verify the preferred solutions. This step also includes reverification of effectiveness.

Step 5. **Implementation**: Provide ongoing training to staff and consumers to keep current on vocational trends and viable technology used, emerging technology and effective utilization within the vocational process.

Step 6. **Education and Dissemination**- Share research, assessment results, upcoming changes, work systemwide to develop internal controls to minimize potential AT risks.

Rationale for a Framework approach;

- Stakeholders or users want and need to define what the system should do (not how it should do it) and manage these "system requirements."
- It is important to identify and minimize risk. This is very often ignored when implementing technology.
- The components of the technology system must be integrated both from a physical and organizational perspective.

- Systems can be complex, so using a process like this helps you manage the complexity.
- This type of process enhances communication and system understanding among staff members.
- It is important to verify that the system meets users' needs.

Michigan Rehabilitation Services' Assistive Technology Consultant sits on the Assistive Technology Advisory Council for Michigan's Assistive Technology Act's program. *The AT consultant will be responsible for; but not limited to:*

- Establishing a baseline and provide reports to reflect; program accessibility and progress and effectiveness of AT program/project implementation.
- Ensuring accessibility throughout the vocational process that align with ADAAG and assessing the means in which the services are delivered (i.e. -Online orientation, web base outreach, and physical office locations)
- Identify and assist in training curriculums ensuring for consistent practices across the Agency and interactions with partners.
- Develop a network of resources for the state to address:
 - Delivery, education and reinforcement of AT Training for participates.
 - Secure Demonstration Equipment for trial and training use.
 - Provides Businesses with a Subject Matter Expert to assist with AT implementation and Training for newly acquired employees and retention of current employees with disabilities.
 - Develop a web-based inventory and exchange protocol to be utilized by the Agency and participates.

Michigan Rehabilitation Services' Business Network Division provides technical guidance, training and evaluations to Michigan Rehabilitation Services customers, field staff and employers on assistive technology and accommodations. The Business Network Division continues to explore how technology can be used most effectively to enhance employee skills. Business Network Division staff model's technology options for all customers and stakeholders (i.e., Dragon Naturally Speaking, Tablets, etc.).

3. The outreach procedures that will be used to identify and serve individuals with disabilities who are minorities, including those with the most significant disabilities, as well as those who have been unserved or underserved by the VR program.

Following are results from the 2014 Comprehensive Statewide Needs Assessment regarding underserved populations and Michigan Rehabilitation Services strategies to address them:

- Michigan residents with mental illness
- Meetings with the Department of Community Health to develop a statewide memorandum of understanding

- o Interagency cash transfer agreements with community mental health resulting in Supported Employment and other specialized models to achieve employment
- o Implementation of Motivational Interviewing
- o Autism Spectrum Disorders
 - o Specialized training for Michigan Rehabilitation Services Counselors and Managers
 - o Participation on the Michigan Autism Council - Adult Services Work Group resulting in findings and recommendations

4. The methods to be used to improve and expand VR services for students with disabilities, including the coordination of services designed to facilitate the transition of such students from school to postsecondary life (including the receipt of VR services, postsecondary education, employment, and pre-employment transition services).

- o Students with Disabilities
 - o State memorandum of understanding with Michigan Department of Education, and Michigan Rehabilitation Services and local interagency cash transfer agreements
 - o Expansion of work-based learning programs during the school year and in the summer
 - o Adjudicated youth specific program and funding
 - o Project SEARCH training and supports and dedicated funding to expand
 - o Strong partnerships and collaboration at the state level resulting in joint trainings, improved systems of support and more seamless processes for students and families
 - o Summer program at Western Michigan University for student with autism to increase skills to be successful in future postsecondary training
 - o Partnership with Michigan State University Project Excellence to expand vocational rehabilitation services to students with disabilities in postsecondary education

Michigan Rehabilitation Services often implements a new program or model by starting with a pilot site to establish the best practices and work out implementation problems. From there, the bureau expands to program or model to other regions of the state to have a greater impact. This strategy is true with the DNR Summer Work Experience Project, and Project SEARCH to name a few.

Description of methods used to improve and expand vocational rehabilitation services for students with disabilities, including the coordination of services

designed to facilitate the transition of such students from school to postsecondary life (including the receipt of vocational rehabilitation services, postsecondary education, employment, and pre-employment transition services).

Michigan Rehabilitation Services values the achievement of competitive integrated employment so that people with disabilities can be independent. Postsecondary education and job training beyond secondary education is critical to the achievement of independence for many people with disabilities. Through the provision of pre-employment transition services which allows for a continuum of developmental experiences, Michigan Rehabilitation Services will be able to help students (and their guardians) be better informed and prepared to choose careers.

5. If applicable, plans for establishing, developing, or improving community rehabilitation programs within the State.

Michigan Rehabilitation Services has identified strong, fortified partnership meetings as a priority. Plans have been implemented to strengthen and fortify local partnerships. Michigan Rehabilitation Services meets regularly with Centers for Independent Living and community rehabilitation organizations to strengthen local partnerships.

Additionally, facility improvements identified for MCTI will allow MCTI to enhance occupational training programs to maximize opportunities for the following populations identified in the 2017 Comprehensive Statewide Needs Assessment.

- Individuals with mental illness
- Students and youth with disabilities (formerly Transition Youth)
- Individuals with Autism Spectrum Disorders
- Cultural minority residents with disabilities
- Individuals with sensory disabilities
- Veterans with disabilities
- Other underserved groups

6. Strategies to improve the performance of the State with respect to the performance accountability measures under section 116 of WIOA.

As of the writing of this 2017-2020 State Plan, performance accountability measures are still being developed and implemented. This section will be amended after strategies have been determined.

7. Strategies for assisting other components of the statewide workforce development system in assisting individuals with disabilities.

Michigan Rehabilitation Services continues its partnership with the state's One-Stop system, the Workforce Development Agency and the One-Stop partners on strategic planning.

8. How the agency's strategies will be used to:

A. achieve goals and priorities by the State, consistent with the comprehensive needs assessment;

Michigan Rehabilitation Services strategies were designed to utilize the goals: strong, fortified partnerships; motivated, enthusiastic staff; excellent customer service; high producing vocational rehabilitation, nationally leading to enhanced opportunities for individuals toward competitive integrated employment.

B. support innovation and expansion activities; and

Michigan Rehabilitation Services will reserve and use a portion of the funds allotted to the state under Section 110 of the Rehabilitation Act to support the funding of the State Rehabilitation Council, Michigan Council for Rehabilitation Services, through an agreement between Michigan Rehabilitation Services and the Michigan Statewide Independent Living Corporation, which is consistent with the resource plan developed by the Designated State Unit and the Council. The Michigan Council for Rehabilitation Services and Michigan Statewide Independent Living Corporation have an administrative agreement for this arrangement.

Michigan Rehabilitation Services will reserve and use a portion of the funds allotted to the state under Section 110 of the Rehabilitation Act to support the funding of the Statewide Independent Living Council through an agreement between Michigan Rehabilitation Services and the Michigan Statewide Independent Living Corporation, a 501(c)(3) corporation which serves as the fiduciary to the Council, consistent with the resource plan developed by the designated state unit and the Council. The Statewide Independent Living Council and Michigan Statewide Independent Living Corporation have an Operations Agreement for this arrangement.

C. overcome identified barriers relating to equitable access to and participation of individuals with disabilities in the State VR Services Program and the State Supported Employment Services Program.

Michigan Rehabilitation Services will work with the Michigan Council for Rehabilitation Services to review the Bureau's Interagency Cash Transfer Agreements and their outcomes to determine the overall program integrity, and equitable participation, and funding. In conjunction with Michigan State Universities' Project Excellence, Michigan Rehabilitation Services will review access, participation, and outcomes of individuals across: disabilities, geography, minority/ethnicity, gender, age and other characteristics to evaluate and improve program services.

p. Evaluation and Reports of Progress: VR and Supported Employment Goals

Describe:

1. An evaluation of the extent to which the VR program goals described in the approved VR services portion of the Unified or Combined State Plan for the most recently completed program year were achieved. The evaluation must:

A. Identify the strategies that contributed to the achievement of the goals.

The following goals and strategies are included in the 2014-2016 Michigan Rehabilitation Services Long-Term Plan (Strategic Plan). This plan describes Michigan Rehabilitation Services' mission, vision, internal values, principles, goals, strategies, and expected outcomes for fiscal year 2016. Regular discussion of progress and adjustments were completed by Michigan Rehabilitation Services with the Michigan Council for Rehabilitation Services.

This section describes the progress achieved and impediments encountered in achieving these goals.

GOAL 1 - Strong Fortified Partnerships.

Strategy 1: Continue to actively seek to obtain resources to capture the full federal award, including: 1) educate and inform the legislature on funding implications 2) increasing match and private contributions consistent with Rehabilitation Services Administration criteria and guidance.

Progress: The goal was achieved. Michigan Rehabilitation Services has captured the full federal award.

Strategy 2: Effectively manage resources at State and Local levels.

Measures:

Michigan Rehabilitation Services will -

- Meet or exceed bureau goals for Match acquisition
- Provide quarterly reports to Michigan legislature to meet legislative requests and to demonstrate fiscal accountability
- Implement approved cost reduction strategies

Progress: Michigan Rehabilitation Services has -

- Met and exceeded bureau goals for match acquisition by obtaining full federal award.
- Continue to provide annual reports to Michigan legislature to meet legislative requests and to demonstrate fiscal accountability
- Implemented approved cost reduction strategies
- Implemented mobile workers and hearing aid contract as a cost cutting strategy.

GOAL 2 - Motivated Enthusiastic Staff.

Strategy 1: Set consistent expectations for staff performance.

Progress: The Staff Development Unit provided a workbook for managers on how to write more meaningful performance evaluations. In addition, staff are regularly asked to provide feedback on their progress in their current positions and professional goals for the future.

Strategy 2: Regularly evaluate alliances for return on investment - make adjustments when and if appropriate.

Progress: Michigan Rehabilitation Services has established an Office of Monitoring and Internal Controls (OMIC) to evaluate working alliances, return on investment and compliance. Michigan Rehabilitation Services is in the process of developing an evaluation to measure satisfaction of services provided to community business partners.

Strategy 3: Train staff in negotiation tactics, Motivational Interviewing, and mutual gains model. Continued implementation and support for job placement training through the Employment Outcomes Program method. Support use of those skills, through mentoring, and skill building using cross-functional district and division groups.

Progress: All managers are participating in monthly Motivational Interviewing training in addition to online modules.

The Business Network Division has provided multiple opportunities for staff and vendors to participate in Employment Outcomes training. The Business Network Division has also conducted training for staff on the dual customer approach, labor market information and business needs analysis.

All consultants have participated in a series of trainings including:

1. Flawless Consulting
2. Project Management
3. Business Writing
4. Team Building
5. Logic Model
6. Program Development

Strategy 4: Have dialogues with partners that describe in detail the core values, principles and priorities of both partners in the working alliance. Create a mutual understanding of where both entities intersect. Discuss mutual gains and how to braid resources to maximize service delivery to Michigan Rehabilitation Services customers. Continue to strengthen partners such as Centers for Independent Living and Michigan Associations for Rehab Organizations.

Measures:

Michigan Rehabilitation Services will regularly evaluate -

- Alliances for return on investment (performance statistics, demographic information, budget, and satisfaction surveys) for both performance indicators 2.1 and 2.2
- Number of staff successfully completing training such as Motivational Interviewing, EEO, and mutual gains (successfully completed = demonstration of knowledge and application)

- Strength of working alliances between Michigan Rehabilitation Services and partners as it relates to service delivery and customer outcomes

Progress:

- Fiscal Year 2014 MI training continued to be expanded to gain greater proficiencies. Approximately 50 people are currently participating in expanded MI training. MI training has shown to contribute to an increased Adjusted Rehabilitation.
- Michigan Rehabilitation Services continues to strengthen and fortify strategic alliances and partnerships with Centers for Independent Living; the Michigan Association of Rehabilitation Organizations; Michigan Department of Education (Michigan Department of Education); Adult Education; Bureau of Services for Blind Persons; Adult, Youth and Dislocated Worker Services; Wagner-Peyser; the Workforce Development Agency; and Michigan Works! One-Stop Service Centers to name a few.

GOAL 3 - Excellent Customer Service.

Strategy 1: Conduct customer satisfaction surveys.

Progress: Michigan Rehabilitation Services is continuing to conduct customer satisfaction surveys and analyzing the data to ensure staff are aware of the target areas needing improvement. Staff continue to be trained and to use Motivational Interviewing.

Strategy 2: Increase the Adjusted Rehabilitation Rate

Progress: Michigan Rehabilitation Services continues to work toward increasing the Adjusted Rehabilitation Rate while implementing new WIOA performance indicators

Strategy 3: Increase the percentage of employment outcomes for priority customer groups, including minority populations, Social Security Administration Recipients, Transition Youth/Young Adults, Autism Spectrum Disorder, Veterans, Developmental Disability, Intellectual Disabilities, Deaf and Hard of Hearing.

Progress: Michigan Rehabilitation Services continues to work toward increasing employments outcomes for priority customer groups, including minority populations, Social Security Administration Recipients, Transition Youth/Young Adults, Autism Spectrum Disorder, Veterans, Developmental Disability, Intellectual Disabilities, Deaf and Hard of Hearing.

GOAL 4 - High Producing Vocational Rehabilitation, Nationally.

Strategy 1: Develop an accountability process to be in compliance with federal and state laws, regulations and policy.

Progress: Michigan Rehabilitation Services has established an Office of Monitoring and Internal Controls (OMIC) to evaluate working alliances, return on investment and compliance. The Policy Unit continues to update Michigan Rehabilitation Services policies to align with WIOA.

Strategy 2: Develop/ improve practices and process which promote quality services and outcomes.

Measures:

Michigan Rehabilitation Services will -

- Conduct case reviews and evaluate the degree to which Accessible Web-based Activity Reporting Environment (AWARE) reports demonstrate improved compliance
- Improve Bureau performance management through consistent casework review and evaluation of staff proficiencies.

Progress:

- Continue to implement revisions to policies and procedures in response to audit and monitoring findings.
- The case review process has been revised for purposes of continuous improvement.

PRIORITIES AND UPDATES:

Michigan Rehabilitation Services focused on the following additional priorities necessitated by emerging circumstances.

Priority 1: Seek resources to capture the full federal award, including: (1) educate and inform the designated state agency and the Michigan legislature on funding implications (2) increase match and private contributions consistent with Rehabilitation Services Administration criteria and guidance.

Progress: The goal was achieved. Michigan Rehabilitation Services has captured the full federal award.

Priority 2: Effectively manage resources at State and Local levels.

Measure: Cost reduction strategies are approved and implemented.

Progress: Michigan Rehabilitation Services has -

- Met and exceeded bureau goals for match acquisition by obtaining full federal award.
- Continue to provide annual reports to Michigan legislature to meet legislative requests and to demonstrate fiscal accountability
- Implemented approved cost reduction strategies
- Implemented mobile workers and hearing aid contract as a cost cutting strategy.

Priority 3: Continue to promote and maintain a culture of quality innovation to stimulate continuous program improvements.

B. Describe the factors that impeded the achievement of the goals and priorities.

N/A

2. An evaluation of the extent to which the Supported Employment program goals described in the Supported Employment Supplement for the most recent program year were achieved. The evaluation must:

A. Identify the strategies that contributed to the achievement of the goals.

Support and promote competitive and integrated employment of people with disabilities jointly served by Michigan Rehabilitation Services and Behavioral Health and Developmental Disabilities Administration by developing an Annual Implementation Plan that specifies activities, deliverables and long-term issues to be addressed.

Strategies:

- Improve competitive integrated employment outcomes for joint customers
- Increase effectiveness of interagency cash transfer agreements
- Improve interagency collaboration at the state and local level
- Provide guidance regarding data sharing and program evaluation
- Promote and disseminate innovative and emerging practices

B. Describe the factors that impeded the achievement of the goals and priorities.

N/A

3. The VR program's performance on the performance accountability indicators under section 116 of WIOA.

Michigan Rehabilitation Services is currently establishing a baseline to negotiate goals and priorities as directed in Technical Assistance Circulars and by Rehabilitation Services Administration personnel.

4. How the funds reserved for innovation and expansion (I&E) activities were utilized.

Fiscal Year 2017 Innovation and Expansion (I&E) Expenditures consistent with our Comprehensive Statewide Needs Assessment and Long-Term plan were:

- State Independent Living Council -\$199,973
- Michigan Council for Rehabilitation Services --\$202,144
- Project Search - \$1,299,988

Total I & E Expenditures --\$1,702,105

q. Quality, Scope, and Extent of Supported Employment Services.

Include the following:

1. The quality, scope, and extent of supported employment services to be provided to individuals with the most significant disabilities, including youth with the most significant disabilities.

Michigan Rehabilitation Services offers statewide Supported Employment services, including Customized Employment, for individuals and youth with the most significant disabilities reach competitive integrated employment outcomes. Michigan Rehabilitation Services updated its policy manual to align with WIOA mandates.

Michigan Rehabilitation Services established a Memorandum of Understanding with the Behavioral Health and Developmental Disabilities Administration to ensure individuals who are dually eligible for both agencies' programs have collaborative supports and services toward competitive integrated employment outcomes. The Memorandum of Understanding outlines the coordination of services, including Extended Services, Supported Employment, and Customized Employment.

A Super (multi-party) Memorandum of Understanding was established between Michigan Rehabilitation Services, Michigan Department of Education, the Behavioral Health and Developmental Disabilities Administration, the Bureau of Services for Blind Persons, Michigan Workforce Development Agency and the Developmental Disabilities Council. The goal of the Memorandum of Understanding is to increase interagency collaboration, leading to improved competitive integrated employment outcomes prior to exit from secondary education or connection to postsecondary training. This engagement and cooperation serves to strengthen Supported Employment opportunities for students requiring this level of service.

Michigan Rehabilitation Services, Michigan Department of Education, the Behavioral Health and Developmental Disabilities Administration and other stakeholders are participating in Employment First efforts to improve competitive integrated employment outcomes for individuals with the most significant disabilities. These efforts, along with the newly signed Memorandum of Understanding, are designed to improve Supported Employment programming and outcomes.

Michigan Rehabilitation Services builds on the person-centered planning process used by local community mental health providers to develop quality individualized plans for employment. This includes required services and supports, service providers, Supported Employment goal, and may include Extended Service providers. Individualized services provided include, but are not limited to: individual community-based placement; trial work experiences; psychosocial rehabilitation via clubhouse programs; job coaching; job referral; Customized Employment; job development; job placement; and long-term follow along (including natural supports). Supported Employment services are provided in integrated community settings to the maximum extent possible. Michigan Rehabilitation Services provides ongoing support services for adults until the customer has 90 days of stabilized employment. Following job stabilization, Michigan Rehabilitation Services transfers the customer from employment follow-along to extended services provided by community mental health or natural supports.

Michigan Rehabilitation Services has 36 local cash transfer agreements with community mental health providers. These agreements may specify funding must be used for the provision of Supported Employment services in the local community.

When awarded, Michigan Rehabilitation Services allocates fifty percent of the federal Supported Employment funding on Supported Employment services for eligible youth with the most significant disabilities.

Youth with disabilities that require Supported Employment may receive Extended Services provided by Michigan Rehabilitation Services for up to four years until another Extended Service provider can be identified.

Project SEARCH is a specific employment model for students with the most significant disabilities in secondary education. Project SEARCH is funded by Michigan Mental Health Wellness Commission and federal funds. Students receive follow-along services as part of the Project SEARCH model. Michigan Rehabilitation Services works with the Behavioral Health and Developmental Disabilities Administration to ensure extended services are provided for dually eligible students employed in competitive integrated settings.

2. The timing of transition to extended services.

Michigan Rehabilitation Services transfers customers receiving Supported Employment to extended services once stabilization has occurred. The customer is considered to have achieved stabilization when the counselor, with input from the job coach/employment specialist, employer and individual, confirms that: (1) initial intensive services identified on the IPE have resulted in the individual demonstrating acceptable job performance and (2) a reasonable expectation satisfactory job performance will be maintained with the individual based on ongoing support services being provided.

Certifications

Name of designated State agency or designated State unit, as appropriate **Michigan Department of Labor and Economic Opportunity**

Full Name of Authorized Representative: **Jeff Donofrio**

Title of Authorized Representative: **Director**

States must provide written and signed certifications that:

1. The **designated State agency or designated State unit (as appropriate) listed above** is authorized to submit the VR services portion of the Unified or Combined State Plan under title I of the Rehabilitation Act of 1973 (Rehabilitation Act), as amended by WIOA*, and its supplement under title VI of the Rehabilitation Act.** Yes
2. As a condition for the receipt of Federal funds under title I of the Rehabilitation Act for the provision of VR services, the **designated State agency listed above** agrees to operate and administer the State VR Services Program in accordance with the VR services portion of the Unified or Combined State Plan , the Rehabilitation Act, and all applicable regulations , policies, and procedures established by the Secretary of Education. Funds

made available under section 111 of the Rehabilitation Act are used solely for the provision of VR services and the administration of the VR services portion of the Unified or Combined State Plan; Yes

3. As a condition for the receipt of Federal funds under title VI of the Rehabilitation Act for supported employment services, the designated State agency agrees to operate and administer the State Supported Employment Services Program in accordance with the supplement to the VR services portion of the Unified or Combined State Plan* , the Rehabilitation Act, and all applicable regulations , policies, and procedures established by the Secretary of Education. Funds made available under title VI are used solely for the provision of supported employment services and the administration of the supplement to the VR services portion of the Unified or Combined State Plan;** Yes

4. The designated State agency and/or the designated State unit has the authority under State law to perform the functions of the State regarding the VR services portion of the Unified or Combined State Plan and its supplement; Yes

5. The State legally may carry out each provision of the VR services portion of the Unified or Combined State Plan and its supplement. Yes

6. All provisions of the VR services portion of the Unified or Combined State Plan and its supplement are consistent with State law. Yes

7. The **Authorized Representative listed above** has the authority under State law to receive, hold, and disburse Federal funds made available under the VR services portion of the Unified or Combined State Plan and its supplement; Yes

8. The **Authorized Representative listed above** has the authority to submit the VR services portion of the Unified or Combined State Plan and the supplement for Supported Employment services; Yes

9. The agency that submits the VR services portion of the Unified or Combined State Plan and its supplement has adopted or otherwise formally approved the plan and its supplement. Yes

Footnotes

Certification 1 Footnotes

* Public Law 113-128.

** Unless otherwise stated, "Rehabilitation Act" means the Rehabilitation Act of 1973, as amended by WIOA, signed into law on July 22, 2014.

Certification 2 Footnotes

* All references in this plan to "designated State agency" or to "the State agency" relate to the agency identified in this paragraph.

** No funds under title 1 of the Rehabilitation Act may be awarded without an approved VR services portion of the Unified or Combined State Plan in accordance with section 101(a) of the Rehabilitation Act.

*** Applicable regulations, in part, include the Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 76,77,79,81, and 82; 2 CFR part 200 as adopted by 2 CFR part 3485; and the State VR Services Program regulations.

Certification 3 Footnotes

* No funds under title VI of the Rehabilitation Act may be awarded without an approved supplement to the VR services portion of the Unified or Combined State Plan in accordance with section 606(a) of the Rehabilitation Act.

** Applicable regulations, in part, include the citations in *** under Certification 2 footnotes

Additional Comments on the Certifications from the State

Certification Regarding Lobbying — Vocational Rehabilitation

Certification for Contracts, Grants, Loans, and Cooperative Agreements The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Applicant's Organization **Michigan Department of Labor and Economic Opportunity**

Full Name of Authorized Representative: **Jeff Donofrio**

Title of Authorized Representative: **Director**

SF LLL Form – Disclosure of Lobbying Activities (only if applicable) (<http://www2.ed.gov/fund/grant/apply/appforms/appforms.html>). If applicable, please print, sign, and email to MAT_OCTAE@ed.gov

Certification Regarding Lobbying — Supported Employment

Certification for Contracts, Grants, Loans, and Cooperative Agreements The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this

transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Applicant's Organization **Michigan Department of Labor and Economic Opportunity**

Full Name of Authorized Representative: **Jeff Donofrio**

Title of Authorized Representative: **Director**

SF LLL Form – Disclosure of Lobbying Activities (only if applicable)
(<http://www2.ed.gov/fund/grant/apply/appforms/appforms.html>).

Assurances

The designated State agency or designated State unit, as appropriate and identified in the State certifications included with this VR services portion of the Unified or Combined State Plan and its supplement, through signature of the authorized individual, assures the Commissioner of the Rehabilitation Services Administration (RSA), that it will comply with all of the requirements of the VR services portion of the Unified or Combined State Plan and its supplement, as set forth in sections 101(a) and 606 of the Rehabilitation Act. The individual authorized to submit the VR services portion of the Unified or Combined State Plan and its supplement makes the following assurances: **The State Plan must provide assurances that:**

1. Public Comment on Policies and Procedures:

The designated State agency assures it will comply with all statutory and regulatory requirements for public participation in the VR Services Portion of the Unified or Combined State Plan, as required by section 101(a)(16)(A) of the Rehabilitation Act.

2. Submission of the VR services portion of the Unified or Combined State Plan and Its Supplement:

The designated State unit assures it will comply with all requirements pertaining to the submission and revisions of the VR services portion of the Unified or Combined State Plan and its supplement for the State Supported Employment Services program, as

required by sections 101(a)(1), (22), (23), and 606(a) of the Rehabilitation Act; section 102 of WIOA in the case of the submission of a unified plan; section 103 of WIOA in the case of a submission of a Combined State Plan; 34 CFR 76.140.

3. Administration of the VR services portion of the Unified or Combined State Plan:

The designated State agency or designated State unit, as appropriate, assures it will comply with the requirements related to:

a. the establishment of the designated State agency and designated State unit, as required by section 101(a)(2) of the Rehabilitation Act.

b. the establishment of either a State independent commission or State Rehabilitation Council, as required by section 101(a)(21) of the Rehabilitation Act.

The designated State agency or designated State unit, as applicable (B) has established a State Rehabilitation Council

c. consultations regarding the administration of the VR services portion of the Unified or Combined State Plan, in accordance with section 101(a)(16)(B) of the Rehabilitation Act.

d. the financial participation by the State, or if the State so elects, by the State and local agencies, to provide the amount of the non-Federal share of the cost of carrying out the VR program in accordance with section 101(a)(3).

e. the local administration of the VR services portion of the Unified or Combined State Plan, in accordance with section 101(a)(2)(A) of the Rehabilitation Act.

The designated State agency allows for the local administration of VR funds No

f. the shared funding and administration of joint programs, in accordance with section 101(a)(2)(A)(ii) of the Rehabilitation Act.

The designated State agency allows for the shared funding and administration of joint programs: No

g. statewideness and waivers of statewideness requirements, as set forth in section 101(a)(4) of the Rehabilitation Act.

Is the designated State agency requesting or maintaining a waiver of statewideness for one or more services provided under the VR services portion of the Unified or Combined State Plan? See Section 2 of this VR services portion of the Unified or Combined State Plan. Yes

h. the descriptions for cooperation, collaboration, and coordination, as required by sections 101(a)(11) and (24)(B); and 606(b) of the Rehabilitation Act.

i. all required methods of administration, as required by section 101(a)(6) of the Rehabilitation Act .

j. the requirements for the comprehensive system of personnel development, as set forth in section 101(a)(7) of the Rehabilitation Act.

k. the compilation and submission to the Commissioner of statewide assessments, estimates, State goals and priorities, strategies, and progress reports, as appropriate, and as required by sections 101(a)(15), 105(c)(2), and 606(b)(8) of the Rehabilitation Act.

l. the reservation and use of a portion of the funds allotted to the State under section 110 of the Rehabilitation Act for the development and implementation of innovative approaches to expand and improve the provision of VR services to individuals with disabilities, particularly individuals with the most significant disabilities.

m. the submission of reports as required by section 101(a)(10) of the Rehabilitation Act.

4. Administration of the Provision of VR Services:

The designated State agency, or designated State unit, as appropriate, assures that it will:

a. comply with all requirements regarding information and referral services in accordance with sections 101(a)(5)(D) and (20) of the Rehabilitation Act.

b. impose no duration of residence requirement as part of determining an individual's eligibility for VR services or that excludes from services under the plan any individual who is present in the State in accordance with section 101(a)(12) of the Rehabilitation Act .

c. provide the full range of services listed in section 103(a) of the Rehabilitation Act as appropriate, to all eligible individuals with disabilities in the State who apply for services in accordance with section 101(a)(5) of the Rehabilitation Act?

Agency will provide the full range of services described above Yes

d. determine whether comparable services and benefits are available to the individual in accordance with section 101(a)(8) of the Rehabilitation Act.

e. comply with the requirements for the development of an individualized plan for employment in accordance with section 102(b) of the Rehabilitation Act.

f. comply with requirements regarding the provisions of informed choice for all applicants and eligible individuals in accordance with section 102(d) of the Rehabilitation Act.

g. provide vocational rehabilitation services to American Indians who are individuals with disabilities residing in the State, in accordance with section 101(a)(13) of the Rehabilitation Act.

h. comply with the requirements for the conduct of semiannual or annual reviews, as appropriate, for individuals employed either in an extended employment setting in a community rehabilitation program or any other employment under section 14(c) of the Fair Labor Standards Act of 1938, as required by section 101(a)(14) of the Rehabilitation Act.

i. meet the requirements in sections 101(a)(17) and 103(b)(2) of the Rehabilitation Act if the State elects to construct, under special circumstances, facilities for community rehabilitation programs

j. with respect to students with disabilities, the State,

xlix. has developed and will implement,

☞ strategies to address the needs identified in the assessments;
and

☞ strategies to achieve the goals and priorities identified by the State, to improve and expand vocational rehabilitation services for students with disabilities on a statewide basis; and

1. has developed and will implement strategies to provide pre-employment transition services (sections 101(a)(15) and 101(a)(25)).

5. Program Administration for the Supported Employment Title VI Supplement:

a. The designated State unit assures that it will include in the VR services portion of the Unified or Combined State Plan all information required by section 606 of the Rehabilitation Act.

b. The designated State agency assures that it will submit reports in such form and in accordance with such procedures as the Commissioner may require and collects the information required by section 101(a)(10) of the Rehabilitation Act separately for individuals receiving supported employment services under title I and individuals receiving supported employment services under title VI of the Rehabilitation Act.

c. The designated state unit will coordinate activities with any other State agency that is functioning as an employment network under the Ticket to Work and Self-Sufficiency program under Section 1148 of the Social Security Act.

6. Financial Administration of the Supported Employment Program:

a. The designated State agency assures that it will expend no more than 2.5 percent of the State's allotment under title VI for administrative costs of carrying out this program; and, the designated State agency or agencies will provide, directly or indirectly through public or private entities, non-Federal contributions in an amount that is not less than 10 percent of the costs of carrying out supported employment services provided to youth with the most significant disabilities with the funds reserved for such purpose under section 603(d) of the Rehabilitation Act, in accordance with section 606(b)(7)(G) and (H) of the Rehabilitation Act.

b. The designated State agency assures that it will use funds made available under title VI of the Rehabilitation Act only to provide supported employment services to individuals with the most significant disabilities, including extended services to youth with the most significant disabilities, who are eligible to receive such services; and, that such funds are used only to supplement and not supplant the funds

provided under Title I of the Rehabilitation Act, when providing supported employment services specified in the individualized plan for employment, in accordance with section 606(b)(7)(A) and (D), of the Rehabilitation Act.

7. Provision of Supported Employment Services:

a. The designated State agency assures that it will provide supported employment services as defined in section 7(39) of the Rehabilitation Act.

b. The designated State agency assures that:

1.i. the comprehensive assessment of individuals with significant disabilities conducted under section 102(b)(1) of the Rehabilitation Act and funded under title I of the Rehabilitation Act includes consideration of supported employment as an appropriate employment outcome, in accordance with the requirements of section 606(b)(7)(B) of the Rehabilitation Act

1.i.i. an individualized plan for employment that meets the requirements of section 102(b) of the Rehabilitation Act , which is developed and updated with title I funds, in accordance with sections 102(b)(3)(F) and 606(b)(6)(C) and (E) of the Rehabilitation Act.

Additional Comments on the Assurances from the State