

**Nevada Rehabilitation Division  
Summary of Policy Changes for the Nevada State Rehabilitation Council  
September 22, 2020**

Abbreviations:

- IPE: Individualized Plan for Employment
- Pre-ETS: Pre-Employment Transition Services
- RSA: Rehabilitation Services Administration (federal oversight agency for VR programs)
- WINTAC: Workforce Innovation Technical Assistance Center (VR technical assistance center)
- VR: Vocational Rehabilitation

**Note:** Minor changes, clarification or further instruction on current policy, as well as rearranging, re-formatting, or changes in wording that don't change the essence of the policy etc. are not summarized below. Policy changes that affect other sections of the policy may not be summarized in each section; however, it will be noted in the main section. Changes were effective May 15, 2020 or earlier if specified in overview.

**Section 1: Authority, Mission, Equal Rights and Residency**

Topic:	Change:	Explanation:
<b>Advocacy</b>	<p>Added: The Division's interpretation of advocacy and advocate on behalf of individuals with disabilities as described in the CRC Code of Ethics is to provide support, service coordination and empowerment. The Division's interpretation does not obligate the Division to represent individuals with disabilities in their relationships or dealings with third parties, whether the relationship or dealings are legal or otherwise.</p> <p><i>**Note: Other references to advocacy, advocating, and advocate updated throughout the P&amp;P to be in line with the Division's interpretation.</i></p>	Outcome from Mediation
<b>Federal Common Performance Measures</b>	<p>Added the six primary indicators of performance per Section 116 of Workforce Innovation and Opportunity Act (WIOA); including description and RSA TAC-17-01 for guidance on them</p> <ul style="list-style-type: none"> <li>• Employment Rate – 2nd Quarter After Exit</li> <li>• Employment Rate – Fourth Quarter After Exit</li> <li>• Median Earnings – 2nd Quarter After Exit</li> </ul>	Workforce Innovation and Opportunity Act (WIOA)

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<p><b>Mission, Vision, Core Values</b></p>	<ul style="list-style-type: none"> <li>• Credential Attainment</li> <li>• Measurable Skill Gain</li> <li>• Effectiveness in serving employers</li> </ul> <p>Rehabilitation Division updated Mission, Vision and Core Values</p> <ul style="list-style-type: none"> <li>• Mission: Actively engaging with Nevada businesses to understand their employment needs; and creating innovative programs that develop the strengths, priorities, and talents of individuals with disabilities; ensuring that Nevada works for everyone.</li> <li>• Vision: A skilled and inclusive Nevada workforce.</li> <li>• Core Values:             <ul style="list-style-type: none"> <li>○ Integrity            Be fearless to do the right thing.</li> <li>○ Respect            Treat others with dignity.</li> <li>○ Commitment       Show up with intention every day.</li> <li>○ Accountability    Do your best in your actions and decisions.</li> <li>○ Transparency      Be open, ethical and trustworthy.</li> <li>○ Optimism            Believe you can.</li> </ul> </li> </ul>	<p>DETR wide taskforce</p>
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**Section 8: Eligibility Determination for VR**

Topic:	Change:	Explanation:
<p><b>Eligibility Extension</b></p>	<p>Eligibility extensions are 30 days</p> <ul style="list-style-type: none"> <li>• Eligibility extensions are to be completed for no longer than 30 days from the eligibility due date. However, in extenuating circumstances, additional 30-day extensions after the first 30-day extension may be completed with Rehabilitation Supervisor approval.</li> </ul>	<p>Ensure extensions are adequate and valid</p>

**Section 10: Counseling and Guidance,  
Assessment of Vocational Rehabilitation Needs (AVRN) and Individualized Plan for Employment (IPE)**

Topic:	Change:	Explanation:
<p><b>IPE Extensions</b></p>	<p>IPE development extensions are 30 days</p> <ul style="list-style-type: none"> <li>• IPE development extensions are to be completed for no longer than 30 days from the IPE due date. However, in extenuating</li> </ul>	<p>Ensure extensions are adequate and valid</p>

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<b>IPE Services</b>	<ul style="list-style-type: none"> <li>• circumstances, additional 30-day extensions after the first 30-day extension may be completed with Rehabilitation Supervisor approval.</li> <li>• Now processed in AWARE</li> </ul> <p>Job Seeking Sills and Soft Skills references removed or changed to as applicable <b>** Note: Other references to job seeking skills and soft skills updated throughout the P&amp;P as necessary</b></p>	Job Seeking Sills and Soft Skills are no longer mandatory; however, still need to be addressed and provided if needed
<b>References to removed forms</b>	<p>Expand that IPE services are to remove barriers to enable participants to obtain and/or maintain employment</p> <p>Removed the references to forms being removed from policy</p> <ul style="list-style-type: none"> <li>• Finalizing the IPE Goal: Factors to Consider Worksheet</li> <li>• Determining IPE Services: Factors to Consider Worksheet</li> </ul> <p><b>**Note: Other references to the above worksheets updated throughout the P&amp;P as necessary</b></p>	Clarify the why behind services
		Response to participants and counselors thoughts that the forms are unconstructive and burdensome

**Section 12: Scope of Services Overview**

<b>Topic:</b>	<b>Change:</b>	<b>Explanation:</b>
<b>One-time secondary service under \$200</b>	Remove one-time secondary service under \$200 waiver to not be included in the IPE <b>**Note: Other references to the one-time secondary service under \$200 updated throughout the P&amp;P as necessary</b>	VR case management system will not allow this; if a good or service is not in the IPE after plan development an authorization can't be processed

**Subsection 12.7: Vehicle or Home Modifications**

<b>Topic:</b>	<b>Change:</b>	<b>Explanation:</b>
<b>Participant access to modified vehicle</b>	Reword VM checklist to stipulate the participant will have reasonable access to the vehicle for work related activities vs the duration of the IPE	Ensure participant has access to the modified vehicle

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**Subsection 12.8: Maintenance and Services to Family Members**

<b>Topic:</b>	<b>Change:</b>	<b>Explanation:</b>
<b>Security Deposit</b>	Change security deposit to: housing fees that are reasonable and within the law of the relocation area. Remove: "or charges for the initiation of utilities"	Meet the needs of the individual based on the relocation area

**Section 15: Self-Employment**

<b>Topic:</b>	<b>Change:</b>	<b>Explanation:</b>
<b>Business Enterprise Program</b>	Changes to BEN. Added for VR to assist with business licensing fees, sales tax permit, health inspection fees and workman’s compensation insurance fees for the operator, but not to exceed \$2,000. All other expenditures must adhere to procedures found in other sections of this manual, including Section 18.	Decrease the financial burden on operator
<b>Agency/Outside Reviews of Self-Employment Plans</b>	<p>Changes to the review requirements:</p> <ul style="list-style-type: none"> <li>• Change that all self-employment plans will be reviewed by the Self-Employment Panel including those under \$2,000.</li> <li>• Change Panel members to be Chief of Program Services, District Manager of the corresponding District, and Business Development Manager.</li> <li>• If additional expenditures or services are required on the self-employment plan, it needs to be resubmitted to both the Self-Employment Panel and Committee for approval at the appropriate IPE Approval Limits (per section 18)</li> </ul> <p>Updates to the process for review:</p> <ul style="list-style-type: none"> <li>• Documentation submitted 10 days prior to the panel meeting to the Administrative Assistant IV</li> <li>• Panel convenes first Tuesday of the month</li> <li>• RC, and as appropriate, participant and their representative will present the self-employment plan to the panel vs opportunity to participate</li> <li>• The review panel will either approve it or not, if not, the plan will need to be re-submitted for reconsideration at a subsequent meeting</li> <li>• After the Self-Employment Panel review and approval, the counselor will submit the case for Committee approval at the appropriate IPE Approval Limits (per section 18)</li> </ul>	<p>Ensure self-employment ventures viable and plans are through</p> <p>Streamline process, reduce timeframe, and increase participant and their representative participation</p>

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**Section 18: Purchases and Payments of Goods and Services, Authorizations, Cash Pays and Authority Levels**

Topic:	Change:	Explanation:
<p><b>Goods \$4,999.99 or less</b></p> <p><b>Review of IPE’s Prior to IPE Signatures</b></p>	<p>Update: 3 quotes are required for goods \$4,999.99 and less</p> <p>Spending Authority and IPE Approval Limits</p> <ul style="list-style-type: none"> <li>• Process tested and refined</li> </ul> <p><i>**Note: Other references to Spending Authority and IPE Approval Limits updated throughout the P&amp;P as necessary</i></p> <p><i>**See Attached. Final process effective 2/25/20</i></p>	<p>Required by State Administrative Manual (SAM) and Nevada Revised Statutes (NRS)</p> <p>Ensure expenditures and IPE services are appropriate and meet P&amp;P requirements</p> <p>Increase in spending authority levels</p>

**Section 19: Closures**

Topic:	Change:	Explanation:
<p><b>Federal regulations (34 CFR 361.56 and CFR 361.47)</b></p>	<p>Updates for cases closed with an employment outcome</p> <ul style="list-style-type: none"> <li>• Supporting documentation for start date of employment in primary occupation and wage information. This documentation is required at the beginning of employment and at or near case closure. At closure need to verify employment status; still working. Examples are provided.</li> <li>• Updates on communication and requirements by the counselor at or near 90 days prior to closure to ensure meeting federal regulations</li> </ul> <p><i>**Note: Other references to closures updated throughout the P&amp;P as necessary.</i></p> <p><i>**See Attached. Section 19 was implemented 3/5/20</i></p>	<p>Updates in response to RSA corrective action to ensure VR meets federal regulation requirements for cases closed with an employment outcome</p>