DARS/ESO Monthly Update

January 27, 2021

Supporting Virginians' efforts to secure independence and employment

Housekeeping

- Format has been changed to meetings

- Please keep microphone muted

- Please use chat feature for questions/comments.

Agenda

- General Updates

- New Contractor Requirements

- LTESS System Updates

- LTESS/EES Second Quarter Spending Review/Projections

- COVID Emergency Relief Funds

- Questions Submitted

- Virtual Services Best Practices Overview

- Pre-ETS Summer Services

General Updates

- DARS offices continue to be closed to the public. Remote services remains the primary method of seeing clients. We will reassess office reopening status monthly.

- We will re evaluate in the near future and provide an update at the next webinar

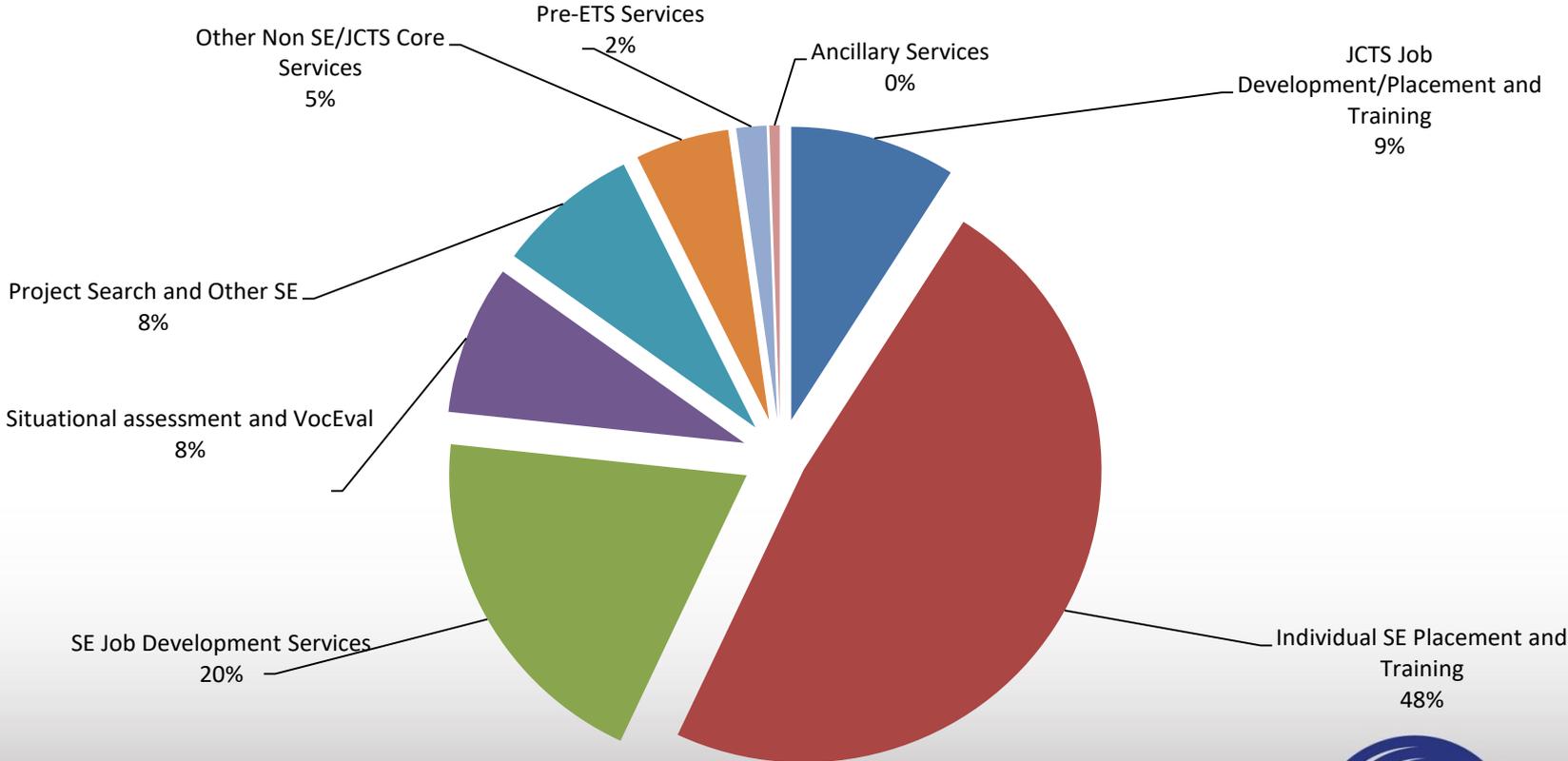- TBAS – Available through June 2021 - for use only for COVID related job loss

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Cases open with ESOs as of 1/8/21

	Trial Work	Eligible	Plan Delay	Receiving Services	Ready for Employment	Employed (not yet stable)	In Employment	Services Interrupted	PES	Total
All ESO's as of 1/8/21	61	12	14	2156	437	397	427	127	60	3691

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Amount spent through ESOs
Total $3,901,589.33

- Other Non SE/JCTS Core Services 5%
- Pre-ETS Services 2%
- Ancillary Services 0%
- JCTS Job Development/Placement and Training 9%
- Project Search and Other SE 8%
- Situational assessment and VocEval 8%
- SE Job Development Services 20%
- Individual SE Placement and Training 48%

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New Code of Virginia Contract Requirements

Beth Prunkl

See form:

checklist-for-contract-workers'-required-to-complete-dhrm-sexual-harassment-training.pdf

New Code of Virginia Contract Requirements

§ 2.2-4201. Required contract provisions.

All contracting agencies shall include in every government contract of over $10,000 the following provisions:

During the performance of this contract, the contractor agrees as follows:

1. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause, including the names of all contracting agencies with which the contractor has contracts of over $10,000.

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Contract Requirements continued

2. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that such contractor is an equal opportunity employer. However, notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this chapter.

3. If the contractor employs more than five employees, the contractor shall (i) provide annual training on the contractor's sexual harassment policy to all supervisors and employees providing services in the Commonwealth, except such supervisors or employees that are required to complete sexual harassment training provided by the Department of Human Resource Management, and (ii) post the contractor's sexual harassment policy in (a) a conspicuous public place in each building located in the Commonwealth that the contractor owns or leases for business purposes and (b) the contractor's employee handbook.

LTESS/EES System updates

- Temporary Process to Request System Access
- COVLC - Security Training
- Vendor Admin Requirements

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LTESS - EES Fiscal Year 2021 Spending Summary

Year to Date Expected vs Actual

First Quarter Ending August 31, 2020

	EES	LTESS	Total
Expected Expenditure	$ 639,548.75	$ 1,521,892.09	$ 2,161,440.84
Actual Expenditure	$ 222,431.83	$ 1,095,809.18	$ 1,318,241.01
Balance as of 8/31/20	$ 417,116.92	$ 426,082.91	$ 843,199.83
COVID Relief			$ 758,661.74
Final 1st Qtr Balance			$ 84,538.09

Second Quarter Ending November 30, 2020

	EES	LTESS	Total
Expected Expenditure	$ 639,548.75	$ 1,521,892.09	$ 2,161,440.84
Actual Expenditure	$ 285,670.44	$ 1,092,789.99	$ 1,378,460.43
2nd QTR Balance	$ 353,878.31	$ 429,102.10	$ 782,980.41

Third Quarter Ending February 28, 2021

	EES	LTESS	Total
Expected Expenditure	$ 639,548.75	$ 1,521,892.09	$ 2,161,440.84
Actual Expenditure			$ -
3rd QTR Balance			$ -

Year to Date Summary

	EES	LTESS	Total
Expected Expenditure	$ 1,279,097.50	$ 3,043,784.17	$ 4,322,881.67
Actual Expenditure	$ 508,102.27	$ 2,188,599.17	$ 2,696,701.44
Balance as of 11/30/20	$ 770,995.23	$ 855,185.00	$ 1,626,180.23
1st Quarter COVID Relief			$ 758,661.74
Total YTD Balance			$ 867,518.49

Projected Balance FY 2021

Quarter Ending	August 31, 2020	November 30, 2020	February 28, 2021	May 31, 2021
LTESS				
Expected YTD Expenditure	$ 1,521,892.09	$ 3,043,784.17		
Actual YTD Expenditure	$ 1,095,809.18	$ 2,188,599.17		
YTD Balance FY 2021 (Exp vs Act)	$ 426,082.91	$ 855,185.00		
Expected Percent	25%	50%		
Actual Percent	18%	36%		
EES				
Expected YTD Expenditure	$ 639,548.75	$ 1,279,097.50		
Actual YTD Expenditure	$ 222,431.83	$ 508,102.27		
YTD Balance FY 2021 (Exp vs Act)	$ 417,116.92	$ 770,995.23		
Expected Percent	25%	50%		
Actual Percent	9%	20%		

Projected Balance FY 2021	Qtr1	Qtr2
EES	$ 1,668,467.68	$ 1,541,990.46
LTESS	$ 1,704,331.62	$ 1,710,370.00
Total	$ 3,372,799.30	$ 3,252,360.46

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Quarterly Projection Review - State Fiscal Year 2021 vs. State Fiscal Year 2020

State Fiscal Year 2021					State Fiscal Year 2020			
LTESS					**LTESS**			
Quarter Ending	August 31, 2020	November 30, 2020	February 28, 2021	May 31, 2021	Quarter Ending	August 31, 2019	November 30, 2019	February 29, 2020
Expected YTD Expenditure	$ 1,521,892.09	$ 3,043,784.17	$ 4,565,676.26	$ 6,087,568.34	Expected YTD Expenditure	$ 1,524,390.08	$ 3,048,780.17	$ 4,573,170.25
Actual YTD Expenditure	$ 1,095,809.18	$ 2,188,599.17	$ -	$ -	Actual YTD Expenditure	$ 1,344,686.88	$ 2,712,575.56	$ 4,102,680.38
YTD Balance FY 2021 (Exp vs Act)	$ 426,082.91	$ 855,185.00	$ -	$ -	YTD Balance FY 2020 (Exp vs Act)	$ 179,703.20	$ 336,204.61	$ 470,489.87
Expected Percent	25%	50%	75%	100%	Expected Percent	25%	50%	75%
Actual Percent	18%	36%	0%	0%	Actual Percent	22%	44%	67%
Projected Balance for FY 2021	$ 1,704,331.62	$ 1,710,370.00	$ -	$ -	Projected Balance for FY 2020	$ 718,812.81	$ 668,160.25	$ 631,502.69

State Fiscal Year 2021					State Fiscal Year 2020			
EES					**EES**			
Quarter Ending	August 31, 2020	November 30, 2020	February 28, 2021	May 31, 2021	Quarter Ending	August 31, 2019	November 30, 2019	February 29, 2020
Expected YTD Expenditure	$ 639,548.75	$ 1,279,097.50	$ 1,918,646.25	$ 2,558,195.00	Expected YTD Expenditure	$ 648,322.46	$ 1,296,644.92	$ 1,944,967.38
Actual YTD Expenditure	$ 222,431.83	$ 508,102.27	$ -	$ -	Actual YTD Expenditure	$ 567,967.04	$ 1,122,176.86	$ 1,629,443.85
YTD Balance FY 2021 (Exp vs Act)	$ 417,116.92	$ 770,995.23	$ -	$ -	YTD Balance FY 2020 (Exp vs Act)	$ 80,355.42	$ 174,468.06	$ 315,523.53
Expected Percent	25%	50%	75%	100%	Expected Percent	25%	50%	75%
Actual Percent	9%	20%	0%	0%	Actual Percent	23%	43%	63%
Projected Balance FY 2021	$ 1,668,467.68	$ 1,541,990.46	$ -	$ -	Projected Balance FY 2020	$ 321,421.68	$ 391,602.58	$ 420,699.00

Total Projected Balance FY 21	$3,372,799.30	$ 3,252,360.46	$ -	$ -	Total Projected Balance FY 20	$1,040,234.49	$ 1,059,762.83	$ 1,052,201.69

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Emergency Relief Funds

- ESOSC met on January 12, 2021

- Recommended to commissioner that full unspent balance from quarter 1 & 2 be offered as relief to ESOs using same formula to distribute as first quarter

- Commissioner Hayfield accepted the recommendations

- Goal is to process funds by the end of February. However, all February requisitions have to be submitted and processed before we can process ERF.

Emergency Relief Funds First Quarter Reports

- Reports were sent out earlier this week to organizations

- Reports are due by February 15, 2021

- Report should detail how the funds were spent. Simply stating funds spent on staff salaries is not sufficient

- Listing of staff that funds were applied to cover salaries. Amount spent on benefits and list of staff it supported.

Questions received

- Can ESOs assist clients obtain COVID Vaccines?
- Is there an alternative to completing in the field situational assessments?
- Virtual options? Any new programs planned?

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Virtual Services Best Practices

Rebecca Farthing

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VIRTUAL SERVICE DELIVERY

Best Practices and Recommendations

for DARS Remote Services through Employment Service Organizations (ESOs)

REMOTE SUPPORTED EMPLOYMENT THROUGH ESOs

- **Communication and Engagement**

  - setting clear expectations

  - collecting information relevant to virtual services

  - communicating this information in the ESO referral

REMOTE SUPPORTED EMPLOYMENT THROUGH ESOs

Addressing Barriers

- limited connectivity

- technical literacy

- distractions, frustrations, and difficulty engaging

REMOTE SUPPORTED EMPLOYMENT THROUGH ESOs

- **Service Delivery Recommendations**

  - Discovery through video-conferencing

  - Assistance from Support Staff, Vocational Evaluators, and Assistive/Rehabilitative Technology Specialists

  - Deaf/Hard of Hearing considerations

  - Team approach for individuals with higher support needs

REMOTE SUPPORTED EMPLOYMENT THROUGH ESOs
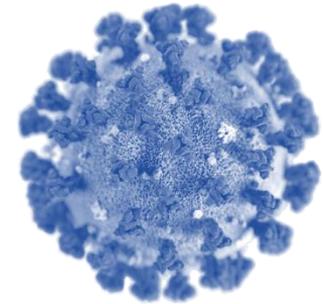
- **COVID-19 Specific Recommendations**
  - more frequent staffings
  - VRCs reminding consumers about importance of personal protective equipment and following guidelines
  - adjust case status/services as needed
  - ideas from ESOs on providing virtual services should be staffed with VRC to ensure it would be a DARS covered service

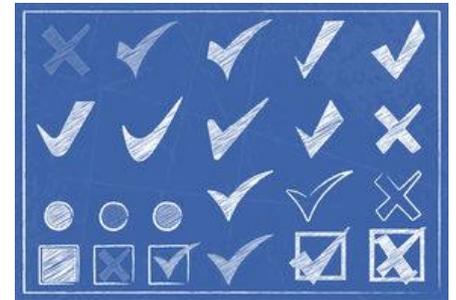# REMOTE PRE-EMPLOYMENT TRANSITION SERVICES (PRE-ETS) THROUGH ESOs

- **General Pre-ETS Curriculum Development**

  - Input and consultation of Pre-ETS curriculum and services

  - Clear goals, objectives, outcome measures, and evaluation efforts

  - Ensure curriculum aligns with students' needs and goals

  - Utilize ESO flyers

REMOTE PRE-EMPLOYMENT TRANSITION SERVICES (PRE-ETS) THROUGH ESOs

- **Specific Curriculum Elements**

  - Check for engagement and understanding

  - Provide regular updates on student progress

  - Customize length of sessions to an individual's or group's ability to remain engaged

  - Create a written timeline of the remote service plan

REMOTE PRE-EMPLOYMENT TRANSITION SERVICES (PRE-ETS) THROUGH ESOs

- **Service Delivery Process**

  - Pre-Referral and Service Identification

  - Referral for Remote Services

  - Preparation for Remote Service Delivery

  - During Remote Service Delivery

  - Remote Service Evaluation

  - Remove Service Documenting

REMOTE PRE-EMPLOYMENT TRANSITION SERVICES (PRE-ETS) THROUGH ESOs

- **Special Remote Pre-ETS Considerations**

  - Computer/Internet Connectivity Issues

  - English as a Second Language/Bi-Lingual Students

  - Preparation for Remote Service Delivery

Questions?

Pre-Employment Transition Services Summer Activities

Martin Kurylowski

SUMMER 2021

- Goal is to provide in-person Work Experiences to students this summer.
  – WEs are high-impact Pre-ETS activities, especially during this year.
  – WE is 3-8 consecutive weeks (paid/unpaid) in a single business
  – Goal is to have authorizations for students by May 1.
    - That means planning starting now.!
  – Health & well-being of staff, students, and businesses still our #1 priority

GROUP WORK EXPERIENCES

- Emphasis and priority is on Group Work Experiences (S11001WEg & S11001WEgH)
  - A group is 2 or more students in a single business
  - Billed as daily or half-day rate
  - Not to exceed 40 days or 8 weeks
- Can include wage reimbursement if vendor is approved (WEwage)

INDIVIDUAL WORK EXPERIENCES

- Individual Work Experiences (S11001WE) limited to 120 hours or 8 weeks billed at hourly rate.

- DARS staff to follow this progression of considerations for individual WEs:

    1. Must first utilize in-house DARS resources (e.g. business development/placement team) to identify employers and arrange work experiences (before connecting students to ESOs for intakes and orientation/oversight supports).

    2. In case DARS doesn't have placements in mind, ESOs are encouraged to leverage and share their current employer connections for potential group/individual WEs with their local DRS offices.

    3. DARS will only authorize hours for vendors to develop WE sites in **rare** instances.

WAGE REIMBURSEMENT FOR WES

- Wage reimbursement (WEwage) is a high need this summer
  - Creates a more authentic & positive work experience for students
  - Drives student interest & participation
  - Students paid at $9.50/hr (new minimum wage May 1, 2021)
  - Only for positions employer does not hire for, and not positions in an ESO that involves contract work for that ESO.

DETERMINING OFFICE NEEDS

- DRS could potentially be adding vendors for Pre-ETS, or modifying current Pre-ETS vendor agreements to include any of these additional services, depending on each office/district's needs:

  – A lack of Pre-ETS vendors who provide those specific services (S11001WE, S11001WEg, S11001WEgH, WEwage) in their area.

  – Vendors in their area who are approved to provide those services lack capacity to serve students.

FINAL NOTE

- Although we are prioritizing work experiences this summer, we are also continuing to plan other services in the 5 required categories of Pre-ETS for the summer. So if you have offered programs in the summer before, or would like to offer new programs/services, let us know.

I'm happy to talk with you more about summer planning – martin.Kurylowski@dars.Virginia.gov

Next Meeting February 24, 2021

Pre Employment Transition Services Planning for Summer Activities

Register for all DARS/ESO Monthly meetings @
https://vadars.zoom.us/meeting/register/tZUtfuisqz0iHtJaXWnuHDEMxyNN2z3dLvvq