

# CRP Quarterly Meeting - Notes

August 24, 2022

IDVR Administrator: CRP Introductions. Various VR staff will be attending the meetings in the future.

**Purpose of the meeting:** Look at systemic and programmatic areas, an opportunity to share projects and initiatives and look at where we are doing some processing.

*\*\*\*This is not a forum to discuss individual agency issues or situations. It's a mechanism to communicate with all at the same time with some clarity and uniformity in dispersing information. It will be essential for collaboration and increase consistency on how to disseminate information. Everyone is encouraged to engage in conversation.*

CRP Manager Ryan Waddell will be the lead for future meetings.

IDVR asked if there were any questions about the purpose and goals of this new structure.

**CRP Question:** Will IDVR will be attending association meetings or if this replaces those meetings.

**IDVR Answer:** The goal is for this quarterly all CRP meeting to replace IDVR's participation in separate association meetings. This process will allow everyone to have a voice.

**NOTICE:** IDVR reminder that there is a link that was sent out and asked that everyone go to the link and provide their current agency point of contact information. The intent is to have one person be the point of contact for IDVR business. If someone leaves the agency, you would be able to go back to the link. IDVR would prefer a single point of contact for VR business; however, two points of contact are acceptable, if necessary.

**CRP Suggestion:** CRP requested that regional managers attend this meeting as well to help the process be successful.

## **New Process for CBWE's, effective September 1<sup>st</sup>**

**Consistency:** There are already CRPs that are paying a customer a wage during a CBWE, the goal is to have all agencies provide wages for the evaluations and create consistency.

Evaluations that began prior to the effective date (or date CRP signs

CBWE contract after September 1<sup>st</sup>) would not be included in wage requirement.

**Workers Compensation Coverage and Paid Wages:** The amount of wage will depend on the wage where the CRP operates. The customer must be an employee of the CRP and will be paid by the CRP at the conclusion of the work evaluation. Additionally, the CRP shall cover the customer under its Workers Compensation liability coverage during the CBWE.

**CBWE Timesheets:** All CRPs required to include CBWE timesheet for the customer. To the extent possible, each CBWE customer should record entries daily on the CBWE timesheet. Additionally, the customer shall initial that they worked each day. If there is a no-show, the evaluator would initial the line and zero out the line. The CBWE site manager/supervisor shall print/sign/date as third-party verification of hours. If the CRP Evaluator is completing the timesheet, it should be noted within the evaluation as to why the customer was unable to independently complete the timesheet.

*\*\*\*If the CRP is using an online payroll service such as ADP, Paychex, Paycom, etc., the CRP may provide a copy of the customer's completed online timesheet if it captures the same information as the IDVR CBWE timesheet.*

### **Requirements:**

- The CRP shall be onsite and directly observing the customer while they are working.
- Conduct no less than five (5) hours per week of CBWE job site development (CBWE-SD) until a CBWE site is secured. 15 hours is the maximum number of hours allowed for CBWE site development.  
*\*\*\*For CBWE-SD, IDVR shall issue a single authorization for 15 hours (maximum allowed).*
- If the CBWE has not started within 45 days from the initial staffing, IDVR requires the CRP participate in a second staffing with the customer and VRC/S before any additional services are authorized.
- The CBWE invoice, individualized CBWE report, and completed customer CBWE timesheet shall be submitted within 14 days from the completion of the customer's last shift completed.
- Notify the VRC/S immediately with any issues with the customer, including customer's family members, guardian, changes in availability, etc.

**CRP Question:** How it should be handled if the guardian is not available to sign the timesheet.

**IDVR Answer:** Based on CRP feedback during the meeting, the CBWE timesheet was revised to remove Guardian signature. There was a consensus that it makes more sense to have the employer verify the actual hours. CBWE Site Manager/Supervisor signature line added.

**CRP Question:** Is an alternative (online payroll service) version of the timesheet be acceptable.

**IDVR Answer:** If agencies have a timecard they prefer to use, send a sample to CRP Manager Ryan Waddell and he will assess whether it is acceptable. *\*If you are using an online payroll service such as ADP, Paychex, Paycom, etc., you may provide a copy of the customer's completed online timesheet if it captures the same information as the IDVR CBWE timesheet.*

**IDVR Clarification:** In addition to the rate of \$51, an additional amount equal to the local minimum wage as specified for the area will be added per hour. For example, if the individual works 14 hours, an additional amount would be paid for those number of hours.

**Purpose of CBWE:** The purpose of a CBWE under a federally funded VR Program:

To gather objective information based on direct observation in a competitive work environment, which has two purposes for VR:

- Eligibility Process
- Scope and type of services needed for VR IPE

**\*A CBWE is not a placement service under federal guidelines\***

**CRP Question:** Could the two forms of ID can be addressed by IDVR prior to the referral to help the process more efficient.

**IDVR Answer:** VR staff will confirm that the 2 forms of ID will be verified prior to the CBWE referral.

**CBWE Contract:** Once the new CBWE contract is signed, the rate will go into effect. If a CRP chooses not to engage in this process, that is their right to withdraw from providing this service.

**Discussion:**

A question was asked as to why the restrictions in the contract were added. IDVR explained that this was put in place to ensure timely services to the VR customer and provide consistency and timeliness for the counselor to make an eligibility determination. VR is obligated to follow federal regulations.

A question was asked if there will be additional contracts for other services. IDVR explained that the agency will continue to evaluate various components of services.

It was asked if in a future meeting the situation where people who are currently employed and would like to seek alternative employment or seek a different type of job.

IDVR explained that vocational objective identified on the IPE and the services provided must be identical. If a customer chooses to pursue a different vocational goal, services should be stopped and readdressed with the VR counselor. Whenever there are questions or issues arise, address those with the counselor.

A question was asked as to whether guidance could be provided as to what should be included in the CBWE report since there have been comments that they do not want the CRP to identify how the individual could benefit from VR services.

IDVR response: The purpose of a CBWE is to gather objective information based on direct observation in a competitive work environment. A CBWE is an evaluation in a generalized environment and is not specific to any future job type/title. When planning services, the VR Counselor uses multiple considerations, including objective information from evaluations. For the CBWE report, the CRP should only provide objective information based on direct observations and exclude subjective information and recommendations for VR services.

It was stated that CRP's provide a beneficial and necessary service to VR customers. A lot of time is spent on educating the employers as to the VR process as well. A suggestion was made for VR to develop a flyer that would explain the CBWE that could be provided to employers.

IDVR clarified that the goal is to work collaboratively to address issues, discuss challenges and topics and open up the conversation to address those situations as well as provide more efficient services to VR customers. IDVR will evaluate creating a CBWE flyer.

**Next Meeting: November 16, 2022**

The Quarterly Meetings will be held on the 2<sup>nd</sup> month of each quarter on the 4<sup>th</sup> Wednesday. The next meeting will be November 16<sup>th</sup> to avoid the holiday.

Submit questions and topics for the next quarterly meeting by November 2, 2022