



CRP Meeting Notes

March 18th, 2026, 2:00pm to 4:00pm

VR Topics

Internal Operations & VR Grant Updates- MiKayla Monaghan

- **Administrator Update**

There has not yet been a successful placement for the Administrator, The State Board of Education Director will conduct a new search in the near future. More information will be provided as it is received.

- **CSNA Partner Survey Update**

The Comprehensive State Needs Assessment (CSNA) is a required federal report submitted every 3 years. Surveys have been sent out to all CRPs. The One Stop partners as well as the Workforce Development Council partner agencies have also received surveys. The CSNA is a key component for the VR section of the State Plan for 2026-2027 as well as Program Year 2028.

Any staff members who directly serve participants are encouraged to complete the survey as well.

- **State Plan Mid-Cycle Update**

The mid-cycle updates will be submitted this week.

- **Legislative Update**

The Governor had asked state agencies for a 2% reduction in their budgets. IDVR equally reduced budget areas within Trustee and Benefits and Personnel. Senate Bill 1331 was passed and included an additional one percent reduction in agency budgets statewide. The cutbacks will affect the rate at which individuals on the waitlist can be served.

- **Financial Update**

The maintenance budget is in review with the Senate. The totality of the budget expenditure for next year would be approximately \$26 million. The appropriation categories were explained. Personnel costs include direct service provision costs in addition to Trustee and Benefits. Detailed budget information was reviewed. 7.7 million dollars is the estimated budget for Trustee and Benefits. If the Senate approves the budget, it will move to the Governor for review.

IDVR anticipates moving expenditures to the Federal Fiscal Year 2026 Grant in the near future.

- **Invoice Corrections Timeliness**

The federal grant requires services to be expended and paid within a Period of Performance for the specific grant. Payments obligated to a prior year cannot be paid for from the current open grant. Invoice corrections must be submitted back to IDVR in a timely manner, which could affect the ability to pay the invoice if the prior year's grant is closed. A complete and final invoice must be received before payment can be paid.

The timeline in which IDVR can pay are listed on the Authorizations, which is specified as 15 days from the end of the prior month.

It was brought to the attention of leadership that the notification for correction is not typically received until the time in which the payment is due to be paid. CRPs were asked to submit any specific concerns about situations where this is happening.

- **Order of Selection RSA Dashboard Update/Review**

The data dashboard was shared that included the January and February data. The disability categories are Most Significant Disabilities (MSD), Significant Disabilities (SD), and Disabilities (D).

- **Waitlist Management**

The ability to serve individuals on the waitlist is evaluated on a weekly basis based on staff and financial capacities for the life of the case. Fiscal forecasting is determined by case expenditure averages, length of the cases as well as the ability to serve participants in the upcoming year based on the availability of state match dollars. When an individual is moved from the waitlist, there is a 90-day timeframe in which to develop an Individualized Plan for Employment (IPE).

Planned services that include CRP services cannot be determined until the completion of the IPE.

- **RSA Corrective Action Plan Update**

IDVR received Corrective Action Plan (CAP) responses from RSA and will be responding to the questions or providing additional information in the April 30th CAP submission update. Once it is finalized, a sunset date will need to be identified, IPEs will have to be updated to reflect any updated services and training will need to be

provided to IDVR team members.

- **Verification of Services Requirement**

RSA requires that IDVR has a policy and procedure requiring the verification of services provided. This is done with all services provided to VR participants.

The job search agreement will include language that requires engagement with the participant throughout the job search. If a participant is not engaged, services should not be ongoing without their involvement as the service cannot be verified.

General Program Update- Darrell Quist

- **Aligning work with Job Search Assistance and Supports Agreement Requirements**
- **Working without Authorization in hand**
- **Issuing new hours from hours on an IPE**

If services are outside of the scope of what is listed within the IPE, case documentation must show that there was a justification and agreement among the participant and counselor. Activities outside of the scope of the agreed-upon services cannot be reimbursed by RSA.

Question: If a CRP is talking with an employer, where there could be more than one individual that would be a good candidate for the position, it would not be efficient to bring several people into that conversation onsite. What does it mean to have the participant involved in the job search? **Answer:** The job search needs to be in alignment of the agreement, which will identify the percentages of how much participant involvement must be documented and verified. The agreement would include the scope of what the participant needs to pre-approve before an employment application can be submitted on their behalf.

Question: Why is it that unused hours from a previous Authorization cannot be issued on future requests for hours? **Answer:** the funds encumbered on the unused hours go back into the budget. If hours from a previous Authorization are re-issued and the vendor wants to bill for the unused hours on the previous Authorization in addition to the Authorization that replaced those hours, that has to be paid out of state non-match dollars, which multiplies the cost of the service by \$3.69 per dollar.

Services provided must fall within the specific vocational goal from the IPE, that is developed based on the comprehensive assessment that is conducted when writing the IPE. This is a federal requirement.

Question: Is it possible to use the discovery process as part of the assessment, where additional collateral information can be obtained to better inform the participant and ensure that appropriate goals are in place? **Answer:** IDVR does not have a current policy for customized employment, due to a failed pilot project in the past. Approved policy and procedures process in addition to an additional pilot project would need to be in place.

Question: Would it be possible to revert back to issuing Authorizations for a longer timeframe than one month? **Answer:** IDVR must be careful not to encumber funds for a longer period of time, because once those funds are committed and if they are not being used due to lack of participation, they cannot be used for any other participants, which would have a big impact on fiscal forecasting which impacts the number of individuals that can be served from the waitlist.

It was explained that the number of hours listed on the IPE is based on what is necessary for obtaining the employment objective. There is no restriction on the number of hours that can be added to an IPE.

Question: It was again asked if unused hours can be added to a future Authorization. **Answer:** No, the hours from the IPE will continue to be issued in the next month, rather than looking at how much was Authorized for payment. If only 5 hours per month is being used, an Authorization for 10 hours would continue in the future in the event they are needed.

It is essential that an Authorization for Payment is in place prior to services being provided.

- **Transitions to Long Term Supports (LTS) under A&D Waiver Differences**

- Molina Process – Heather Haugen

Transition meetings are not held with Molina and the Bureau of Long-Term Care. They work from a supported employment agreement or an IDVR recommended plan. This would entail the counselor getting information, doing a site visit and then completing a form, which is submitted to Molina and the Health and Welfare nurse care reviewer directly. It is a 10-day process for Molina to process the request and an additional 10 days to issue the Authorization to the CRP.

- **Pre-ETS Program Update- Lauren Noble**

As soon as the Pre-ETS CRP Manual and contracts are approved by RSA, there will be opportunities for CRPs to provide Work-Based Learning Experiences and

Workplace Readiness Training as separate stand-alone services. Authorizations for the two services will no longer be issued together as it is not allowable under the federal grant to provide Workplace Readiness Training at the same time the student is participating in a Work-Based Learning Experience. Any student that would benefit from job coaching in order to participate in a Work-Based Learning Experience could only receive that type of service under traditional general services. Students who are 14 – 21, in an education program, and will require long term services are encouraged to apply for VR services so they can get on the waitlist while they are in high school and developing work readiness skills.

- **Future IDVR/CRP Meetings Plan – MiKayla Monaghan**

The four center managers will be co-facilitating the meetings in the upcoming meeting.

Submitted CRP Questions

No questions were submitted within the deadline

Process to Submit CRP Questions for May Meeting

- Submit CRP questions/agenda items two (2) weeks prior to the CRP Meeting
 - CRP questions – Association questions vs. individual CRP
 - Associations: Please identify CRP(s) (as well as regions affected, if applicable)
 - Provide specific information (*not regarding individual cases)
 - Promptly respond to IDVR requests for clarifying information
 - Review CRP submitted questions.

Next CRP Meeting

- Every odd number month - 3rd Wednesday
- May 20th, 2026, 2:00 pm to 4:00 pm
- Submit meeting topics or questions no later than COB Wednesday May 6th, 2026, for consideration