Idaho Division of Vocational Rehabilitation

CRP Meeting Notes - September 16, 2026

Internal Operations & VR Grant Updates – MiKayla Monaghan, IDVR Administrator

IDVR Leadership Update

- Lauren has been hired as the Deputy Administrator for IDVR. She oversees several program areas in her new role:
  - Pre-ETS and Business Services Programs (retained from prior role)
  - Planning and Evaluation Team
  - Training and Development
  - Lauren's prior Bureau Chief for Pre-ETS and Business Services job description is not being refilled.

RSA Corrective Action Plan Update

- CRP Manuals have been approved by Rehabilitation Services Administration (RSA). The manuals provide the required information for providing CRP services.
- There will be separate manuals and contracts for Pre-ETS and Employment Services.
  - Contracts with manual attached will be sent by Division of Purchasing (DOP) who will be managing the contracts on behalf of IDVR.
    - Agencies will need to respond to IDVR's forthcoming email for whoever has authority to sign the contract for each CRP and their contact information.
    - The rollout process of the milestone service delivery model will be complex with the transition from the current processes. The implementation date is estimated to be February 1, 2027. A final implementation date will be known by the time the contracts are sent out for signature.

Financial Updates

- Pre-ETS 15% Update- as of date, 13.79% of the Federal Fiscal Year (FFY25) Grant, and anticipate IDVR meeting its portion of the 15% required amount through staff provided services.
  - This is a joint reporting requirement between IDVR and the Idaho Commission for the Blind and Visually Impaired (ICBVI) as they also have a portion of the State's VR Grant.

- The budget for State Fiscal Year 28 is submitted for review by the Division of Financial Management.
- Strategies for increasing certified non-federal dollars available for match are being evaluated.
    - Currently the lack of state allocated funds requires IDVR to reallot dollars back to the federal grant annually for other states that have match available to access those federal funds so they are not reverted to the treasury and stay within the national VR program.

Employment Services Program Update – District Managers

- Meet and Greets are planned to provide opportunities for networking between VR and the CRPs. Invitations will be sent out.
- CRP Staffing Invoice Clarification – As individuals are released from the waitlist, they are served by offices throughout the state and not according to geographic areas. The published CRP Manual references in-person staffings. If the staffing occurs virtually, it is still considered to be an in-person staffing. Any paperwork that needs to be completed must be done during the meeting in order to be billable to the federal grant.
    - Non billable hours include: communication such as calling and texting, documentation, administrative tasks, general job search that does not include interaction with the participant, reviewing referral information, collecting signatures on paperwork.
- Benefits Planning – IDVR continues to refer participants for benefits planning services. As individuals are coming off of the waitlist, it is more likely that they are social security recipients and would be referred to benefits planning providers to support them to understand the impact of work on their benefits and support them to make informed decisions regarding the employment they are seeking.
- Waitlist Update:
    - 3,121 participants on the waitlist.
        - Disability Category 618
        - Significant Disability Category 1,415
        - Most Significant Disability category 1,088
        - 1,461 participants have been removed from the waitlist with a 47.5% closure rate of the cases after being released from the waitlist.

Question: How many open cases do you currently have?

Answer: 1,256 in service status, 65 in employed status, 325 in eligible service status that are currently working on Plans for Employment.

Question: What is the timeframe for getting an Authorization when someone has accepted a position?

Answer: A CRP can request an expedited issuance of an Authorization. It would not be likely to happen within the same day as the request. Be sure to flag the email with high priority.

Question: Is IDVR going to be providing Community Based Work Evaluations (CBWEs)?

Answer: CBWEs are not billable to the grant in the manner that they were being conducted previously by providing an hourly wage to the participants. There will be assessment services built into the Employment Services CRP Manual and contracts. VR was also using this service too frequently. There are only two approved reasons to use these assessments- to determine ability to benefit (eligiblity) or to determine supports needed to be successful in employment. These assessments can't be used as a trial for employment or for assessing career interests.

- Information from VR – Feedback was received that inconsistent information is provided based on the team member you are communicating with. If you feel that information is confusing or doesn't make sense, please reach out to the supervisors or district managers.

Question: Will IDVR be publishing staff member information on the website for the various areas as they have done in the past.

Answer: This practice was discontinued for safety reasons. MiKayla will evaluate and consult and provide an answer to that question in the future.

Pre-ETS Program Update – Tia Amundson

- Pre-ETS is excited to expand work-based learning services. The approved Pre-ETS CRP Manual will provide opportunities for Workplace Readiness Training (available to both Pre-Case & VR Case students) and Work Based Learning Experiences including job coaching for students (only available to students with VR Cases). Students are being encouraged to apply for VR services while they are receiving pre-case services so that supported workplace experiences can be provided in collaboration with the CRP agencies.
    - Contracts will be coming from Division of Purchasing for Pre-ETS and Employment Services.
        - Agencies will need to respond to IDVR's forthcoming email for whoever has authority to sign the contract for each CRP and their contact information. Please indicate in that email response if you

are interested in providing Pre-ETS services and reviewing the Pre-ETS CRP contract.

Submitted CRP Questions

No questions were submitted within the deadline.

Process to Submit CRP Questions for September Meeting

- Submit CRP questions/agenda items two (2) weeks prior to the CRP Meeting
    - Question submission link
    - 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
- November 18th, 2026, 2pm- 4pm
- Submit meeting topics or questions no later than COB Wednesday November 4th, 2026, for consideration