

AIVRS Program Directors Toolkit, the First 90 Days Overview of State and Federal Sections

February 26, 2019

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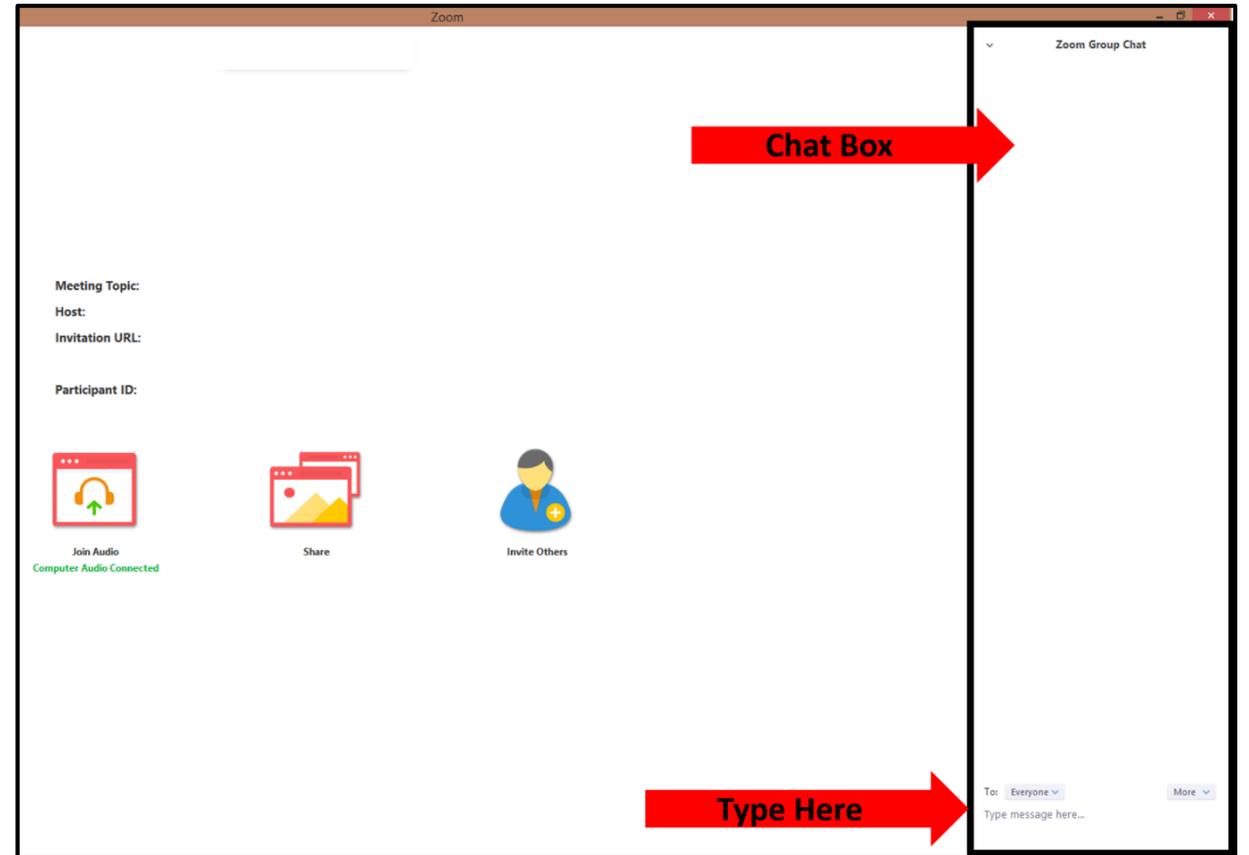
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Instructions

While in Zoom, please use the Chat Box on the bottom right of your screen and enter:

- Your Name and Job Title
- Your Program Name
- Your Tribe's Greeting



General Guidelines for Participating Through Zoom

- When someone is speaking and you want to chime in, enter your comments in the chat box.
- The narrator will respond to the chat box comments and provide you the opportunity to talk.
- Questions, comments, and recommendations are welcome.
- Everyone's experience is valued, please share, and allow time for others to share as well.



Agenda

1. Polling Questions
2. Learning Outcomes
3. Purpose of AIVRS Program Directors Toolkit
4. Accessing the State Section of the Toolkit
5. Accessing the Federal Section of the Toolkit
6. Prepare for the Talking Circle – March 26, 2019
7. End of Event Evaluation

1. Polling Questions

Please answer each question as it pops up on your screen.

1. Did you attend the first webinar?
2. Do you plan on attending the Talking Circle on March 26, 2019?
3. Are you new staff (less than 6 months on the job)?
4. If you are a Director/Program Manager, how often do you communicate with your RSA Project Officer?
5. Have you visited the AIVRTTAC website?



2. Learning Outcomes

Upon completion of the webinar (on your own) you will be able to:

- | | |
|------|--|
| LO-1 | Demonstrate how to navigate the State and Federal Sections of the Toolkit. |
| LO-2 | Describe how to access information in the Federal Toolkit, such as a letter-of-assurance, an ED 524B report-package, and an ED 524B executive summary. |
| LO-3 | Explain the role of RSA as related to AIVRS Programs, and when you should contact your RSA project officer with questions. |
| LO-4 | Apply the information provided in the Toolkit to improve your relationship with the State VR Agency. |
| LO-5 | Explain how you will use the Toolkit to improve or enhance your AIVRS programs. |
| LO-6 | Describe the components required in an AIVRS Six-Month Performance Report. |
| LO-7 | Demonstrate where to find information on the Client Assistance Program. |

3. Purpose of the Federal and State Toolkit

- To provide assistance on understanding the key components for effectively leading your AIVRS Program.
- To serve as reference for Directors and Program Managers.
- To ease the stress of managing an AIVRS Program in remote tribal communities.
- To train new VR Counselors and support staff.

The AIVRS Program Directors Toolkit was developed collaboratively with Veteran Directors of AIVRS Programs and AIVRTTAC Personnel.



Structure of Webinars I - II and the Talking Circle

- The toolkit has four sections being presented to the AIVRS community through two webinars.
 - Webinar I: Program and Tribal Webinar I is archived on the AIVRTTAC website at <https://youtu.be/-mnFY21ghuw>. If you did not attend, please check this out so you are prepared for the Talking Circle.
 - Webinar II: State and Federal, which is this current webinar. Webinar II will be archived on AIVRTTAC's YouTube channel and the aivrttac.org website - link forthcoming.
- The two webinars will be followed by a Talking Circle on March 26, 2019. We hope you will join us!



AIVRS Program Directors Toolkit

Your First 90 Days

[HOME](#)[ABOUT](#)[MODULES](#)[TOOLKITS ▾](#)[RESOURCES + ▾](#)[GALLERY + ▾](#)[CONTACT](#)

Welcome to the new AIVRS Directors Toolkit

Your First 90 Days

The Directors Toolkit contains helpful hints and resources for AIVRS Directors as they begin their journey into the AIVRS Community. Please cursor over and select any of the main topics below to redirect to the corresponding page.

AIVRTTAC will make updates and corrections to the material in order to ensure legal sufficiency, accuracy of information, and accessibility.

[Program](#)[Tribal](#)[State](#)[Federal](#)[Resources](#)

4. Accessing the State Section of the Toolkit

Please follow along in zoom as we go through the following steps.

1. Aivrttac.org goes into your URL address bar in your browser.
 - Click on the Toolkit tab that has a dropdown menu
 - Click on the Toolkit-State tab
2. Under the State Vocational Rehabilitation Agencies topic heading:
 - Find all the links in red, how many are there? Write your answer in the chat box.
3. Are AIVRS Programs guided by e-CFR title 34 Part 361? Write your answer in the chat box.
4. After the State Vocational Rehabilitation Agencies topic heading, what is the next topic heading. Write your answer in the chat box.
5. Why do you think the State Rehabilitation Council (SRC) is included in the State Toolkit? Where did you find the answer?



Highlighting the State and AIVRS Partnership

1. The provision of training and education from State VR agencies to AIVRS Program staff
2. The State VR Agency is mandated to serve all people in their state with disabilities
 - Cultural education provided to State VR agencies from AIVRS Programs
3. To serve tribal communities effectively, the AIVRS directors need to be informed of where to find the federal regulation 361 that serves the State VR Agency and 371 regulations that govern the AIVRS Programs



Highlighting State Agency Collaboration

4. AIVRS Directors need to join the State Rehabilitation Council (SRC) to advocate for American Indian people with disabilities, and to discern what services the State VR agencies are providing to a tribal community
5. A Memorandum of Understanding (MOU) developed between the AIVRS Program and the State VR Agency creates a binding working relationship
6. Client Assistance Program (CAP) can help AIVRS directors/program managers understand consumers' rights and help with advocacy for tribal members with disabilities (Title 34-Education/Part 370-Client Assistance Program)



Solve this problem using information from the State Section of the Toolkit

The AIVRS Director/Program Manager received a complaint from a consumer about his VR Counselor and the service he is not receiving.

Here are the details:

- The consumer wants to fix his vehicle so he can go to work in a neighboring community 25-miles from his home.
- The cost of the repair is \$3,000.
- The value of the vehicle is about \$4,500.
- The VR Counselor denied payment for the entire repair cost.
- The consumer informed the Director/Program Manager that he is seeking outside assistance from the State to resolve the denial of payment for the repair cost of his vehicle from the AIVRS.



Let's resolve the problem..

Let's take a look at the information in the Toolkit to address the vehicle repair problem by answering the following questions:

- What is the State program or agency to which the consumer is referring?
- What is the regulation associated with automobile repair?



5. Accessing the Federal Section of the Toolkit

Please follow along in zoom as we access and go through the Federal Section of the Toolkit.



Federal Toolkit - AIVRS Relationship with RSA

1. RSA mission statement and AIVRS purpose statement provide an understanding of the two VR agencies; designed to establish and maintain a healthy relationship to cooperatively serve tribal members with disabilities
2. There are three major reason an AIVRS Director/Program Manager must communicate with their assigned RSA Project Officers...
 - Amendments to the grant proposal are needed
 - There are changes in key personnel (i.e., Program Director/Manager and VR Counselor)
 - Excessive unspent grant dollars



Federal Toolkit – Communication with RSA

3. RSA conference calls are important for:

- obtaining updated information
- being informed of guidelines
- providing learning opportunities



Federal Toolkit - Required Reporting to RSA

4. Reports to RSA are the responsibility of the AIVRS Director/Program Manager and, as required by the tribe, the signing official
 - Reports must be submitted on time
 - Accurate reports keeps AIVRS Programs in compliance
 - Reports are necessary for obtaining your continuation award



Solve this problem using information from the Federal Section of the Toolkit

As a new Director/Program Manager and a new recipient of an AIVRS Program grant for your Tribal Nation, you have been asked to write an AIVRS Six-Month Performance Report for RSA. What do you do?



Federal Toolkit – Writing a Six-Month Report

Let's take a look at the information in the Toolkit to address the problem by answering the following questions:

- Where is the information on report writing in the toolkit?
- What is the reporting process?
- What are the required sections of the 6- month performance report?



6. Prepare for the Talking Circle on March 26, 2019

The Talking Circle is a time for our community to come together and share stories about the AIVRS Program Directors Toolkit. This is an excellent opportunity for AIVRS personnel to work together with the common purpose of improving the lives of American Indian people with disabilities by working together to solve problems, share knowledge, cultivate promising practices, and foster innovation. Talking Circles are learning forums where members teach and learn from each other.

***Tell me and I'll forget.
Show me, and I may not remember.
Involve me, and I'll understand.
– Tribe Unknown.***



6. Prepare for the Talking Circle on March 26, 2019

Assignment for the Talking Circle

Please visit aivrttac.org, then answer the following questions about the site:

- Is the site easily accessible?
- Were you able to find answers to your questions?
- Did you learn something new?
- Is the Internet in your geographic area accessible or do you need to move to a different office location to join the AIVRTTAC Webinars?



6. Talking Circle – March 26, 2019

Not participating in the Talking Circle after the two webinars is like wearing your underwear outside your jeans...

It just does not make sense

Bring your popcorn and come join us on Tuesday, March 26, 2019...

The AIVRTTAC team wants to hear from you!



Follow-up Questions

(respond in chat box or live)

About You!

1. List a few examples of something new you learned during this webinar.
2. What topics do you recommend we discuss during the Talking Circle?
3. What do you think are the hardest aspects of being an AIVRS Director or staff member?



Archived Webinar Links and Talking Circle Zoom Link

- First webinar on the [Program and Tribal Sections of the toolkit](#) was presented on Tuesday, January 22, 2019 – the archived webinar can be found at <https://youtu.be/-mnFY21ghuw>
- Second webinar on the State and Federal Sections of the toolkit presented, Tuesday, February 26, archive link forthcoming.
- Talking Circle, Tuesday, March 26, 2019 – Register here:
• <https://zoom.us/meeting/register/acdda6877cc8c3cdd746f627e8486654>



Rehabilitation Service Administration

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AIVRTTAC Project Officer:

- Kristen Rhinehart-Fernandez

Acting Director of Training and Service Programs Division

- Mary F. Lovley



7. Next Steps

Please complete the evaluation using the following link –

http://nau.co1.qualtrics.com/jfe/form/SV_6Pao2NG5nqUyufX

NORTHERN ARIZONA UNIVERSITY

I believe my participation in the Grant Management Talking Circle has the potential to benefit individuals who access AIVRS services at my program site.

Strongly agree

Somewhat agree

Neither agree nor disagree

Somewhat disagree

Strongly disagree

My perspectives were acknowledged and respected during the AIVRTTAC Grant Management Talking Circle.

Strongly agree

Somewhat agree

Neither agree nor disagree