

Pre-Employment Transition Services –Tracking Staff Time and Travel Costs ND Division of Vocational Rehabilitation

Staff Time:

In accordance with Section 110 of the Rehabilitation Act, as amended by the Workforce Innovation and Opportunities Act (WIOA), state vocational rehabilitation agencies must reserve 15 percent of their allotted funds for the coordination and provision of Pre-Employment Transition Services (Pre-ETS) to students with disabilities. Recording employee work time in the coordination and provision of these services allows VR agencies to accurately track use of the reserved funds.

Each employee is responsible to track and record time spent providing Pre-ETS to **eligible or potentially eligible** individuals who meet the definition of students with disabilities. The ND Workforce Software System will be utilized to track these activities.

All Pre-ETS are recorded in AWARE ND. This includes potentially eligible individuals and VR open cases.

A student with a disability is:

- Not younger than age 14 and not older than age 21; and in secondary, postsecondary and other recognized education programs.
- Eligible for and receiving Special Education or related services Under Part B of the IDEA; a student with a disability for purposes of section 504; or other students with disabilities including but not limited to physical, sensory, intellectual, mental health, and communication.

Pre-Employment Transition Services (Pre-ETS) are:

A coordinated set of activities for a student with a disability who is *eligible or potentially eligible* for Vocational Rehabilitation services, designed within an outcome-oriented process that promotes movement from high school to post-school activities, including postsecondary education, vocational training, competitive integrated employment (including supported employment), adult education, adult services, independent living, or community participation.

1. Pre-ETS Required Activities

- Job exploration counseling;
- Work-based learning experiences, which may include in-school, after school, or community-based opportunities;
- Counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs at institutions of higher education;
- Workplace readiness training to develop social skills and independent living; and
- Instruction in self-advocacy, including peer mentoring.

Examples of allowable activities:

- Appointments and phone calls (in or out of DVR offices) with students (eligible or potentially eligible) and related case management activities or paperwork necessary to provide Pre-ETS.
- Prepare and present Pre-ETS information to students; e.g. Job Readiness workshops, modules, etc.
- Interest Testing and other assessment activities.
- Travel time to provide Pre-ETS to students.

2. Pre-ETS Coordination Activities

Examples of coordination activities:

- Staff may document the time spent arranging for the provision of Pre-ETS. This may include time spent coordinating with the student, schools, and providers to identify and arrange Pre-ETS.
- Attending individualized education program (IEP) meetings, person-centered planning meetings, team meetings, etc.
- Working with Job Service and employers to develop work-based learning opportunities.

3. Pre-ETS Authorized Activities *

Examples of authorized activities:

Participation in events that occur outside of school time, such as Teen Night Out, transition camps, career fairs, parent-teacher conferences, etc.

- Pre-ETS training provided by VR staff to fellow VR staff members, educators, providers, parents and others supporting students with disabilities;
- Employee's receiving training from Cyber Chats, conferences, and other professional development activities that are directly related to Pre-ETS.
- Develop and improve strategies for individuals with intellectual and significant disabilities to live independently, participate in postsecondary education experiences, and obtain and retain competitive integrated employment.
- Establish or support regional partnerships that involve local educational agencies, providers, businesses, or others, as it directly relates to Pre-ETS.

Questions or inquiries on tracking staff time should be directed to your regional administrator or state transition administrator in absence of your regional administrator.

- * "Authorized" in this document does not mean services are tied to a VR authorization. Per WIOA, states cannot count "Authorized" Pre-ETS activities until they can show a plan is in place to provide the required five Pre-ETS. ND has a plan in place so we are allowed to count "authorized" activities.

Travel Costs:

To assist in meeting the federal requirement of expending at least 15% of our grant on Pre-ETS, VR agencies may use funds to pay for those travel costs incurred as a result of providing Pre-ETS. This will include motor pool costs, personal vehicle mileage (if

approved to use personal vehicle), lodging and meals, when necessary. Pre-ETS Department IDs have been assigned to each region (see below).

The Pre-ETS Department ID will only be used if the entire trip is 100% Pre-ETS related.

These Pre-ETS Department IDs are used in two situations:

- When staff check out a state car, they need to identify the appropriate Department ID.
- When staff complete their travel reimbursement request, they need to utilize the comment box on the form to note which trip(s) should be charged to Pre-ETS and include the Department ID.

Pre-ETS Department IDs:

Region 1	6534
Region 2	7034
Region 3	7534
Region 4	8034
Region 5	8534
Region 6	9034
Region 7	5534
Region 8	6034

Important Note Regarding Staff Time in Workforce:

Unlike the travel costs listed above which must be 100% Pre-ETS, when recording your staff time in Workforce, the actual windshield time can be split. For example, if a trip involves providing service to both students and adults, track the time you traveled to your destination as adult time and the time you traveled back as student time or vice versa.