



**Department for Aging And Rehabilitative Services (DARS)**  
**Division of Rehabilitative Services (DRS)**  
**Employment Service Organization Steering Committee (ESOSC)**

DARS Central Office, Richmond, Virginia  
1<sup>st</sup> Floor Conference Rooms (also see VTC sites below)  
Tuesday January 9, 2017 10:45 AM  
Draft Meeting Minutes

**Members Present:** Michelle Flynn, Gary Cotta, Chris Lavach, Jason Harper, Lauren Goldschmidt for Natalia Yu, David Gusler, Michelle Brownlee, Emily Gebhart, Cheryl Moran, Shawn Smith, Phil Nussbaum, Mike King, Chris Hicks for Stephanie Lau, Rachel Rounds, Dan Reichard, Sharon Bunger, Marshall Henson, Carey Yates

**Members Absent:** Megan Bergen, Robin Metcalf, Greg Ellison

**Guests Attending:** Zanelle Nichols, Anita Mundy, Alan Hargrave, Joann Ellis, Lance Elwood, Heather Norton, Chuck McElroy, Marcus Marks, Karen Tefelski, Kwaku Aggeman

**VTC Sites:** Ashley Thompson, Joanie Harmon, Frank Dowell, Tracey Thomas, Anne Lane, Linda LaMona, Krista Shanafelt, Maurice Hicks,

**DRS Staff Attending:** Kathy Hayfield, Jessica Stehle, Cathy Staggs, Donna Bonessi, Sherrina Sewell, Dale Batten, David Leon

**10:45 am – Full Committee Call to Order**

**Cheryl Moran**

- Introductions
- Review and approval of draft minutes from October 17, 2017 meeting.

**DRS Directors Update**

**Kathy Hayfield**

Kathy Hayfield reported that Jim Rothrock will be leaving DARS at the end of this week. He has been with DARS for 16 years and 4 Governors. He will certainly be missed. There will be additional information about retirement events sent out.

Kathy informed the group that Jessica Stehle is the new Pre-ETS Coordinator. Her role will be ensuring compliance with WIOA and services to students with disabilities. She will be working with Donna on an RFP for Pre-Employment Services with our ESO community. Stay tuned for more information.

All OOS categories remain closed. There are approximately 1500 people on the wait list right now. Wait list is not growing as quickly as we expected because Students with Disabilities are not going on the wait list. They're going on the "Potentially Eligible" case status.

Due to budget restrictions, we have had to reduce spending by about 25% in case service dollars this month. As soon as budget allows, we'll open the faucet and start spending again – hopefully in next few months.

[www.DecisionswithData.com](http://www.DecisionswithData.com) has the most recent ESO Outcome report. Kathy suggested to the group they go in and review their data reports and determine how your organization compares in terms of length of service from referral to placement; successful closures, costs, etc.

**Updates from Annual SELN meeting:**

Heather Norton reported that She, Donna Bonessi, Anita Mundy and Jessica Stehle attended the National SELN meeting in October 2017. They heard from RSA and CMS regarding updates on employment regulatory requirements. A few important things learned were that if DARS/DMAS/DBHDS has an MOU in place we can change how we provide services to recipients of Medicaid Waiver services. The major impact this may have is;

- 1) If Category one is closed individuals who have a Medicaid waiver slot can begin services through Medicaid Waiver immediately without starting services through DARS first.
- 2) If an individual is in delayed status with DARS and begins services through Medicaid waiver they do not need to return to DARS once they are removed from the waiting list. This will eliminate the flip flopping back and forth between funding systems.



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3) If an individual is open with DARS but DARS cannot support the type or level of services for the individual they can transition or braid funding from both funding systems (dual authorizations) to ensure appropriate supports. Donna Bonessi and Heather Norton are working on interim agreement and processes that will be vetted by the appropriate policy personnel prior to any formal MOU being completed.

**EES/LTESS midyear utilization review:**

Cathy Staggs shared information about year to date expenditures in both EES and LTESS and projections for the remainder of FY 2018. As of the end of November 2017 we are projected to have a remaining balance in both EES and LTESS. It is estimated that we will have a balance of approximately \$30,000 in LTESS and \$395,000 in EES. The projected LTESS balance will most likely be used prior to the end of the Fiscal year. The Funding and Public Policy committees have been looking at ways to reduce the balance in EES. They made several recommendations to increase utilization of funds.

**EES spending/trend review follow-up:**

This discussion was a continuation of the previous discussion. There were 5 recommendations from the Funding sub-committees meeting in October;

1. Share information on current year expenditures so that all ESO Managers are aware of their status (underutilized, about right, over spent)
2. Provide training to ESO staff on how EES funds can be used for different activities as their organizations are making the transition to community integrated employment. (or move some of their LTESS people to EES to use up these funds)
3. Identify persons (Board members, Administrators, Staff, Family members) of transitioning programs who would be willing to be a resource to their respective counterparts in organizations who are just beginning (or considering) this process.
4. Establish a process (mirroring LTESS) whereby ESO's could become EES funds recipients. (need to work out how many \$\$ there are for each part of the state)
5. Target the use of the EES funding pool for those persons who need more supports than could be funded by current LTESS guidelines (limit of 10 hrs a month), but won't qualify for Waiver funding. Creating a Workplace Assistance program identical to that used in the Medicaid waiver system.

Additional recommendations offered today by the Public Policy and or the Funding committee include;

6. Allocating EES dollars in the same manner that LTESS is allocated. (Cathy will look at what it would have looked like to allocate FY 18 EES funds as we do LTESS now. This will be completed by January 19th.)
7. Opening the EES fund to LTESS vendors that do not have an EES allocation

The Public Policy committee also looked at the EES 70 hours of work rule and a way to enforce minimum standards to maintain hours worked per month. Beginning with FY 18, DARS will review average hours of work for all organizations providing E1100 and E5107. A Corrective Action plan will be required for organizations not in compliance with the 70 hour rule.

An interim meeting will be held to further discuss this EES spending plan. Recommendations and review of data (what it would look like); discuss mirror idea and define qualifiers - ESOSC agreed to this plan. As much data that can be shared in advance will help streamline the meeting – set date for **Friday, 2/16/18 from 10:00 – 2:00 at DARS Central Office**. Tentative Agenda includes:

- Data review – current spending information for EES, potential allocation plan for EES
- Review and further discussion of current recommendations

**Zoom meetings:**

Donna Bonessi reported that DARS will be changing platforms for meetings. VTC will be replaced with Zoom. This will allow the public to participate from your computer. It makes the ability to share documents easier. We anticipate using this format for the April 2018 meeting.



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Donna Bonessi distributed the Program Eligibility Requirements for EES/LTESS. This document will be with field offices through DM's.

**Nominations Sub-Committee:**

Gary Cotta reported that the committee is reviewing the ESOSC guidelines. They reviewed an updated version and have the following questions/recommendations.

1. Members are required to attend 3 of the four meetings each year. This doesn't include sending a proxy. The group suggested determining what "counts" when someone is unable to attend due to weather, or when someone sends someone as proxy.
2. Why does the Chair have to be a representative from VA-APSE, vaACCSES or the Virginia Goodwill Network committee representatives?
3. Can meeting be pushed until after the 10<sup>th</sup> of the month, which is busier time for ESO billing.

Public Comment: None provided.

Meeting Dates: January 9<sup>th</sup>, April 10<sup>th</sup>, July 10<sup>th</sup>, October 16<sup>th</sup>

Meeting Adjourned: 12:05 p.m.



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Attachment A

## Program Eligibility Requirements

The Department for Aging and Rehabilitative Services (DARS) provides an array of federally funded services that assist persons with disabilities obtain employment. Upon achieving employment stability individuals requiring extended employment supports may transition to long term services.

### EES

EES funds may be utilized to provide employment maintenance services to Most Significantly Disabled (MSD) individuals employed: **onsite**, within **enclaves/work groups**, and **individual competitive placement**.

Individuals working onsite and within enclaves are required to work a minimum of 70 hours monthly. If a consumer is not able to work the mandated hours a waiver must be requested in writing, to exempt the consumer from the requirement. Permission must also be sought for short term waiver exemptions resulting from a consumer's hospitalization or temporary illness, **DARS Vendor Agreement in Appendix C - [Attachment 1](#)**.

### LTESS

LTESS funds may be utilized to provide employment maintenance services to Most Significantly Disabled (MSD) individuals, employed: **onsite**, within **enclaves/work groups**, and **individual competitive placement**.

A Vocational Rehabilitation Counselor in coordination with the ESO Employment Specialist shall identify and approve individuals requiring long term serves. LTESS funds may not be used to supplant public funding sources currently utilized for the consumer.

### Program Eligibility Criteria

	<b>LTESS</b>	<b>EES</b>
Disability Category	MSD	MSD
Supported Employment ( <b>SE</b> ) Client	Required	Required
Counselor Approval	Required	Not Required
Counselor determination of MSD	Required	Required
<b>Service Items:</b> E5129(D) - Individual Community E5107 - Enclave E1100 - Onsite	Allowable Allowable No new applications as of 7/01/2017	Allowable Allowable Allowable
Transportation	Allowable	Allowable**
Waiver	N/A	Medical Documentation Required

**\*\*Transportation services may be provided for EES individuals who meet the minimum work hour criteria, provided that no other source of transportation funding is available.**



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**FY 18 LTESS Projections**

Name	Allocation LTESS	YTD 2018 Expenditures Paid	\$ Bal	Outstanding Expenditures	Monthly Avg	2018 Estimated Obligations	2018 Estimated Allocation Balance at 5/31/18
ALEXANDRIA COMMUNITY SERVICES BOARD	41,098.24	21,244.53	19,853.71	0.00	3,540.76	42,489.06	-1,390.82
ARC INDUSTRIAL SERVICES	55,640.41	31,755.94	23,884.47	0.00	5,292.66	63,511.88	-7,871.47
ARC OF THE VA PENINSULA - PULLER CENTER	29,071.30	9,377.91	19,693.39	0.00	1,562.99	18,755.82	10,315.48
ARC OF THE VA PENINSULA HAMPTON ROADS	113,214.17	58,567.12	54,647.05	0.00	9,761.19	117,134.24	-3,920.07
ASSOC FOR RET CITIZENS/PARC SERVICES	24,534.29	21,328.00	3,206.29	0.00	3,554.67	42,656.00	-18,121.71
BEST BUDDIES VIRGINIA	10,000.00	2,016.00	7,984.00	0.00	336.00	4,032.00	5,968.00
CAREER SUPPORT SYSTEMS - SOUTHWEST VA	168,436.72	87,463.75	80,972.97	0.00	14,577.29	174,927.50	-6,490.78
CAREER SUPPORT SYSTEMS INC	95,179.46	65,487.50	29,691.96	0.00	10,914.58	130,975.00	-35,795.54
CHESTERFIELD COMMUNITY SERVICES BOARD	89,790.05	46,368.60	43,421.45	0.00	7,728.10	92,737.20	-2,947.15
COMMUNITY ALTERNATIVES INC	16,405.86	8,024.56	8,381.30	0.00	1,337.43	16,049.12	356.74
COMMUNITY FUTURES FOUNDATION	10,000.00	2,139.00	7,861.00	0.00	356.50	4,278.00	5,722.00
CROSSROADS SERVICES BOARD	115,867.74	50,229.90	65,637.84	0.00	8,371.65	100,459.80	15,407.94
DANVILLE ARC, HATCHER CENTER	109,720.51	50,594.40	59,126.11	0.00	8,432.40	101,188.80	8,531.71
DEVELOPMENTAL SERVICES INC	72,574.95	33,957.00	38,617.95	0.00	5,659.50	67,914.00	4,660.95
DIDLAKE INC	146,605.36	69,350.00	77,255.36	0.00	11,558.33	138,700.00	7,905.36
DIDLAKE INC ES	29,230.86	20,042.51	9,188.35	0.00	3,340.42	40,085.02	-10,854.16
DIDLAKE INC REMINGTON	115,218.24	51,965.00	63,253.24	0.00	8,660.83	103,930.00	11,288.24
DIDLAKE INC TIDEWATER	105,180.54	70,037.28	35,143.26	0.00	11,672.88	140,074.56	-34,894.02
EGGLESTON SERVICES INC	138,027.40	88,991.83	49,035.57	0.00	14,831.97	177,983.66	-39,956.26
EMMETT L JONES PHD AND ASSOCIATES INC	10,891.83	3,978.86	6,912.97	0.00	663.14	7,957.72	2,934.11
EVERY CITIZEN HAS OPPORTUNITIES INC	126,327.87	62,127.94	64,199.93	0.00	10,354.66	124,255.88	2,071.99
FRIENDSHIP INDUSTRIES, INC	171,074.71	83,569.67	87,505.04	0.00	13,928.28	167,139.34	3,935.37
FRONTIER INDUSTRIES BRISTOL	5,453.67	647.05	4,806.62	0.00	107.84	1,294.10	4,159.57
FRONTIER INDUSTRIES KINGSPORT	6,661.34	843.05	5,818.29	0.00	140.51	1,686.10	4,975.24
GOODWILL INDUSTRIES OF DANVILLE AREA INC	115,561.60	51,693.60	63,868.00	0.00	8,615.60	103,387.20	12,174.40
GOODWILL INDUSTRIES OF HAMPTON RD INC	120,207.56	76,380.66	43,826.90	0.00	12,730.11	152,761.32	-32,553.76
GOODWILL INDUSTRIES OF TENNEVA AREA	21,979.25	10,726.67	11,252.58	0.00	1,787.78	21,453.34	525.91
GOODWILL OF CENTRAL VIRGINIA	73,540.18	43,032.40	30,507.78	0.00	7,172.07	86,064.80	-12,524.62
HANOVER COUNTY COMMUNITY SERVICES	71,481.90	58,187.17	13,294.73	0.00	9,697.86	116,374.34	-44,892.44



VIRGINIA DEPARTMENT FOR AGING  
AND REHABILITATIVE SERVICES

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Name	Allocation LTESS	YTD 2018 Expenditures Paid	\$ Bal	Outstanding Expenditures	Monthly Avg	2018 Estimated Obligations	2018 Estimated Allocation Balance at 5/31/18
HENRICO AREA MENTAL HEALTH & RETARDATION	52,259.61	24,586.43	27,673.18	0.00	4,097.74	49,172.86	3,086.75
HIRED HANDS & ASSOCIATES INC	99,831.88	53,874.00	45,957.88	0.00	8,979.00	107,748.00	-7,916.12
INDEPENDENCE UNLIMITED	84,241.66	40,901.64	43,340.02	0.00	6,816.94	81,803.28	2,438.38
JACKSON RIVER ENTERPRISES INC	76,028.00	29,304.60	46,723.40	0.00	4,884.10	58,609.20	17,418.80
JOB DISCOVERY INC	45,010.31	23,467.77	21,542.54	0.00	3,911.30	46,935.54	-1,925.23
LINDEN RESOURCES	126,427.32	69,614.16	56,813.16	0.00	11,602.36	139,228.32	-12,801.00
LOUDOUN COUNTY COMMUNITY SERVICE BOARD	2,466.05	2,466.05	0.00	2,948.80	902.48	10,829.70	-8,363.65
LYNCHBURG SHELTERED INDUSTRIES INC	78,724.08	40,923.54	37,800.54	0.00	6,820.59	81,847.08	-3,123.00
MARC WORKSHOP INC	54,254.39	25,932.48	28,321.91	0.00	4,322.08	51,864.96	2,389.43
MT ROGERS COMM SERV MH&MR BOARD	208,347.73	127,915.28	80,432.45	0.00	21,319.21	255,830.56	-47,482.83
MVLE INC	56,372.71	34,057.18	22,315.53	0.00	5,676.20	68,114.36	-11,741.65
NW WORKS, INC	145,120.49	86,142.65	58,977.84	0.00	14,357.11	172,285.30	-27,164.81
PLEASANT VIEW INC	22,761.95	5,451.74	17,310.21	0.00	908.62	10,903.48	11,858.47
PRINCE WILLIAM MEN HLT SERVICES	65,268.09	26,570.44	38,697.65	0.00	4,428.41	53,140.88	12,127.21
PRS INC	108,824.17	37,500.69	71,323.48	0.00	6,250.12	75,001.38	33,822.79
RADFORD GOODWILL CENTER	142,263.75	49,639.12	92,624.63	0.00	8,273.19	99,278.24	42,985.51
RAPPAHANNOCK GOODWILL INDUSTRIES	126,062.09	44,382.15	81,679.94	0.00	7,397.03	88,764.30	37,297.79
REGION TEN COMMUNITY SERVICES BOARD	14,795.64	6,704.00	8,091.64	0.00	1,117.33	13,408.00	1,387.64
ROANOKE GOODWILL CENTER	177,540.17	80,149.57	97,390.60	0.00	13,358.26	160,299.14	17,241.03
ROCKBRIDGE AREA OCCUPATIONAL CENTER INC	95,492.00	0.00	95,492.00	0.00	0.00	0.00	95,492.00
ROCKY MOUNT GOODWILL CENTER	109,212.64	66,375.47	42,837.17	0.00	11,062.58	132,750.94	-23,538.30
RSVP INC	128,929.37	75,831.00	53,098.37	0.00	12,638.50	151,662.00	-22,732.63
SERVICSOURCE, INC	102,841.08	66,192.45	36,648.63	0.00	11,032.08	132,384.90	-29,543.82
SHEN PACO INDUSTRIES INC	107,152.33	44,336.18	62,816.15	0.00	7,389.36	88,672.36	18,479.97
ST JOHN'S COMMUNITY SERVICES	21,235.58	9,066.64	12,168.94	0.00	1,511.11	18,133.28	3,102.30
STAND UP	32,801.32	13,441.22	19,360.10	0.00	2,240.20	26,882.44	5,918.88
STAND UP SW	15,379.05	8,789.93	6,589.12	0.00	1,464.99	17,579.86	-2,200.81
STAUNTON GOODWILL CENTER	20,379.05	1,165.80	19,213.25	0.00	194.30	2,331.60	18,047.45
STEPS INC	110,640.89	53,706.23	56,934.66	0.00	8,951.04	107,412.46	3,228.43
SUGAR PLUM INC	7,366.22	3,705.00	3,661.22	0.00	617.50	7,410.00	-43.78
SUPPORTED EMPLOYMENT OF VIRGINIA	86,482.57	36,455.62	50,026.95	0.00	6,075.94	72,911.24	13,571.33
THE CHOICE GROUP INC	369,903.73	214,519.51	155,384.22	0.00	35,753.25	429,039.02	-59,135.29



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THE CHOICE GROUP NORTHERN	10,000.00	10,000.00	0.00	29,190.56	6,531.76	78,381.12	-68,381.12
VCU HEALTH SYSTEM	82,901.61	55,379.21	27,522.40	0.00	9,229.87	110,758.42	-27,856.81
VECTOR INDUSTRIES INC	112,153.38	39,587.60	72,565.78	0.00	6,597.93	79,175.20	32,978.18
VIRGINIA BEACH DEPT OF HUMAN SERVICES	162,940.72	77,502.36	85,438.36	0.00	12,917.06	155,004.72	7,936.00
WORKSOURCE ENTERPRISES	124,314.58	37,169.05	87,145.53	0.00	6,194.84	74,338.10	49,976.48
WRIGHT CHOICES, INC	256,862.71	120,803.90	136,058.81	0.00	20,133.98	241,607.80	15,254.91
	<b>5,852,564.93</b>	<b>2,923,738.56</b>	<b>2,928,826.37</b>	<b>32,139.36</b>	<b>492,646.32</b>	<b>5,911,755.84</b>	<b>-59,190.91</b>
Program	\$ 5,852,564.93						
Administrative	\$ 102,757.66						
Reserve	\$ 89,245.41						
Total Allocation	\$ 6,044,567.99						







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THE CHOICE GROUP NORTHERN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VCU HEALTH SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VECTOR INDUSTRIES INC	66,295.00	48,916.40	17,378.60	0.00	8,152.73	97,832.80	-31,537.80
VIRGINIA BEACH DEPT OF HUMAN SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WRIGHT CHOICES, INC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>2,497,147.00</b>	<b>1,103,098.19</b>	<b>1,394,048.81</b>	<b>5,654.94</b>	<b>184,792.19</b>	<b>2,217,506.26</b>	<b>\$279,640.74</b>
<b>EES</b>							
Program	2,497,147.00						
Administrative	45,189.37						
Reserve	115,861.63						
Total Allocation	2,658,198.00						