

Memorandum

TO: Vocational Rehabilitation Counselors and Job Placement Specialists
CC: Vocational Rehabilitation Specialists, Kris Peterson
FROM: Glenn Morton
DATE: April 10, 2009
SUBJECT: Meeting Announcement & Results of December 12, 2008 Meeting

The next informal meeting between court staff and certified vocational rehabilitation service providers is scheduled for Friday, April 17, 2009, at 2:00 pm. The meeting will be held at the court's administrative offices at 1221 "N" Street, Suite 402, in Lincoln (TierOne Center). Meetings are held on a quarterly basis, with future meetings tentatively scheduled for July 24, 2009 and October 23, 2009.

The following are the results from the December 12, 2008 meeting. If you have questions or concerns about any of the discussions or decisions at this meeting please notify the court's Vocational Rehabilitation Section prior to the next meeting and they will be considered at that time.

- 1. Future Meeting Schedule:** Future quarterly meetings were tentatively set for April 17, 2009, July 24, 2009, and October 23, 2009.
- 2. VR Rule Changes:** There was discussion of proposed changes to Rules 36 and 44 that were subsequently approved at the court's public hearing on December 18, 2008. The change to Rule 44 provided that vocational rehabilitation counselor fees shall be paid within 30 days of receipt of a statement of charges, and it was suggested at the meeting that Rule 45 (Loss of Earning Power Evaluation) should also be changed accordingly. As a result, an additional amendment was proposed to change Rule 45 to make it consistent with the recommended change to Rule 44, and this was approved at the court's public hearing on December 18, 2008.
- 3. ESL Classes:** Regarding the availability of ESL classes, the court has attempted to contact the federal NAFTA program in Hastings as previously suggested, but has been unable to locate any information regarding ESL activities of that program. The court also remains open to exploring opportunities for collaboration with the Department of Education to expand access to ESL classes, but no further discussions have occurred at this time.
- 4. Progress Reports:** At the previous meeting on July 25, 2008 it was decided that the court would require quarterly, rather than monthly, instructor progress reports for ESL, ABE and GED classes. However, after further discussion it was agreed that the instructor's progress report will be required only when there has been testing or an evaluation. See the attached draft of the Instructor's Progress Report. The Monthly Tutor Payment Form has also been revised, as shown in the attached draft, to remove the requirement that a progress report be attached. Progress

reports will also not be required for language labs, although verification of attendance will be needed.

5. Attendance Verification: An attendance sheet will be developed by the court staff for submission along with the mileage form. It will be the employee's obligation to have this sheet signed by the instructor or language lab monitor after each training session. See the attached draft form.

6. Tutor Authorization: It was decided that rather than limiting the number of hours per day and the number of days per week, as is currently done, the court will instead authorize a specified number of hours per week. The tutor authorization section of both the plan document and the supplemental billing request form will be revised accordingly. See the attached draft forms.

7. Next meeting agenda items. At the next meeting on April 17, 2009 we will address the following as time permits:

a. Form Revisions: Discussion/approval of the attached new and revised forms. These are intended to implement decisions made at the December 12, 2008 meeting.

b. General Issues: Continuing discussion of a issues of ongoing concern to the court's specialists regarding plan submission, class schedules, mileage forms, etcetera. As always, any counselor questions or concerns can also be considered.

8. Future meeting agenda items. The following topics will likely be addressed at future meetings. Any suggestions for additional agenda items are welcome.

a. Case Closure Form: Continuing discussion of possible changes to the form, including a number of suggestions made at the meeting on July 25, 2008. As discussed at that meeting, the court staff will prepare a draft of a revised form for consideration at a future meeting.

b. LOE Training & Fact Sheet: It was decided at the September 14, 2007 meeting that the court staff and counselors will partner in LOE evaluation training efforts and in development of a court "fact sheet" on LOE evaluations. The court's staff has worked on a draft fact sheet for consideration at a future meeting, but additional work is needed. Training efforts will be considered after development of the fact sheet.