

Rehabilitation Services Policy Manual

SECTION Pre-Employment Transition Services (Pre-ETS)
PART Miscellaneous Administrative Issues

SECTION NO. 7-15
PUBLISHED 03/21

Section 7 Pre-Employment Transition Services (Pre-ETS)

Part 15 Miscellaneous Administrative Issues

Non-discrimination

All services shall be provided without regard to sex, race, age, creed, color, national origin or type of disability.

Reporting Child Abuse and Neglect

Pre-ETS staff who have reason to suspect that a child has been injured as a result of physical, emotional, or sexual abuse or neglect shall report such situations. Reason to suspect means that there is credible evidence or a discrepant or inconsistent history in explaining a child's injury.

Reporting is a request for an assessment into the condition of a child. The determination of whether abuse or neglect has actually occurred is the responsibility of DCF or appropriate law enforcement agencies. The report may be made orally and followed by a written report if requested by DCF or law enforcement agencies. Reports should include the name and address of the child, the child's parents or other individuals responsible for the child's care; the child's location; the child's condition, including the nature or extent of the injury; whether the alleged perpetrator has access to the child; and any other helpful information.

Reports should be made by calling the Kansas Protection Report Center at 1-800-922-5330. There is also an on-line reporting form and more information available at:

<http://www.dcf.ks.gov/services/PPS/Pages/KIPS/KIPSWebIntake.aspx>

If there is an emergency situation, call your local law enforcement agency or 911.

Synopsis of State of Kansas Workplace Violence Policy

The safety and security of State of Kansas employees and customers are very important. Threats, threatening behavior, acts of violence, or any related conduct which disrupts the organization's ability to execute its mission will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on state-owned or leased property may be removed from the premises pending the outcome of an investigation.

Threats, threatening behavior, or other acts of violence executed off state-owned or leased property but directed at state employees or members of the public while conducting official state business will not be tolerated. Off-site threats include, but are not limited to, threats made via the telephone, fax, electronic or conventional mail, or any other communication medium.

Violations of this policy may lead to barring the individual from state-owned or leased premises, termination of business relationships with that individual, and/or prosecution of the individual.

Rehabilitation Services Policy Manual

SECTION Pre-Employment Transition Services (Pre-ETS)
PART Miscellaneous Administrative Issues

SECTION NO. 7-15
PUBLISHED 03/21

Employees are responsible for notifying the local area management of the Kansas Department for Children and Families (DCF) and Rehabilitation Services (RS) Administration Office of any threats that they have witnessed, received, or have been told that another person has witnessed or received.

Reference: Workplace Violence Policy, Kansas Department of Administration, March 4, 2016

Kansas Workplace Violence Policy Rehabilitation Services (RS) Policy

When a student demonstrates by past or present actions that they pose a threat to Pre-ETS staff, they have forfeited the right to receive Pre-Employment Transition Services (Pre-ETS) with vocational rehabilitation (VR). The Statewide Pre-Employment Transition Services Program Administrator in the RS Administration Office should be consulted in all such cases before taking any actions.

1. If there is an open case, the case should be closed as "Other." The student should be notified in writing of the closure, the reason for the closure (the student's behavior which was identified as violent or threatening), the State's workplace violence policy, and the standard rights to appeal.
2. Requests to open new cases or reopen previously closed cases should be assessed very carefully. The student must provide independent evidence that they have received services or therapy to address the previously identified violent or threatening behavior. It is the student's responsibility to provide such evidence. Independent sources for such evidence and evaluation may be a psychiatrist, psychologist, medical doctor, or other professional whom the counselor deems qualified to assess such situations. Participation in such services or therapy alone does not equate to meet the criteria to participate in Pre-ETS. The student would still have to be determined to meet criteria according to the standard policies and procedures. If a case is not opened or reopened, the student should be notified in writing of the Pre-ETS decision, the reason for the action, the State's workplace violence policy, and the standard rights to appeal.