

Service Description

Appendix D: Education / Training – Rehabilitation Teaching

Kansas Department for Children and Families

Rehabilitation Services (RS) is a state agency which provides vocational rehabilitation (VR) services to help people with disabilities achieve permanent, integrated, competitive employment consistent with their strengths, resources, priorities, concerns, abilities capabilities, interests and informed choice. VR services are customized according to each consumer's needs and goals.

Purpose

The purpose of Rehabilitation Teaching is to provide individualized training and instruction to VR consumers who are blind or visually impaired. Training and instruction shall lead to successful movement toward independent living, employment, skill development, and/or employment stabilization.

Services: The contracted Rehabilitation Teacher works in partnership with the consumer and RS counselor to develop an individualized Rehabilitation Teaching Action Plan defining the specific areas of instruction, methods of training to be provided, expected outcomes and timeframes for completion of training. Instruction emphasizes the development and use of adaptive skills to assist the consumer in coping with the demands of everyday life, specifically skills needed to prepare for, achieve and maintain employment. The following are possible areas of instruction:

- Communication: instruction in adaptive skills and alternative forms of reading, writing, mathematical calculations and listening.
- Upon evaluation and certification of skills by the RS contracted Braille Literacy Consultant, can teach competitive Braille skills under the supervision of the Braille Literacy Consultant.
- Personal management such as personal hygiene, grooming and clothing care.
- Orientation and movement in familiar indoor environments.
- Home management such as general home care, kitchen skills, home repairs, and bookkeeping skills.

In general, a rehabilitation teacher provides instruction and training to persons who are blind or visually impaired designed to maximize the ability of the person to work independently. In working with the VR consumer the contractor may identify support needs of the consumer and assist the consumer to become aware of and connect with natural or community resources that address these needs. The contractor will mentor and promote the consumer's ability to self-advocate and request reasonable accommodations when needed. The contractor is expected to inform the VR counselor of any additional support needs of the consumer that may, or are creating barriers to successful employment.

Rehabilitation Teaching Services will be consistent with the consumer's Individual Employment Plan (IPE). The specific service(s) requested for any individual will be based upon the RS counselor analysis of all available information and data to determine the level and intensity of service needs. The number of hours authorized and paid will be dependent upon the pre-authorization of the RS counselor for any individual.

Contracted Service Process:

The RS Counselor will notify the contractor of a potential referral for services and an authorization for the development of a Teaching Action Plan. It is expected that the contractor will accept or reject the referral for services within one week.

When the contractor accepts and agrees to provide the service, the following occurs:

- A written Rehabilitation Teaching Action Plan, which is developed in conjunction with the consumer and RS Counselor and complements the consumer's IPE, is developed. The development of the Rehabilitation Teaching Action Plan should be completed within two weeks of the contractor accepting the authorization for service and will need final approval of the RS Counselor.
- The details of instruction and training within the Rehabilitation Teaching Action Plan will be developed based on the purpose of service identified by the RS Counselor, as well as information provided by the consumer and RS counselor about specific training areas. The Action Plan should include instruction and training methods, frequency of

instruction, how progress will be measured and the estimated timelines and hours required to complete the training.

- Payment of \$200 to the contractor for the Rehabilitation Teaching Action Plan will be approved based on the RS Counselor's approval of the plan.
- RS Counselor will authorize the number of Rehabilitation Teaching hours based upon the agreed training time estimate within the Rehabilitation Teaching Action Plan.
- When the Rehabilitation Teaching Action Plan is approved the contractor will implement the training and instruction as outlined within the plan to achieve the goals/purpose of the referral for service and be paid at a rate of \$34 an hour.
- Weekly reports will be provided to the RS counselor documenting the progress towards the goals within the Rehabilitation Teaching Action Plan and identifying instruction and training that has occurred.
- Instruction and training are to be provided face-to-face with the consumer.
- Payment for Rehabilitation Teaching hours will be completed by the RS Counselor upon receipt of periodic billing from the contractor based on:
 - o required reports being up-to-date;
 - o the agreed upon action plan is being followed;
 - o documentation clearly supports that the contractor has provided services as described in the consumer's Rehabilitation Teaching Action Plan; and
 - o Progress of training is being demonstrated and/or adjustments to training techniques are utilized.

General Terms

Weekly progress reports are required. Individual authorizations can be withdrawn by either party with a 15-day written notice. Once a 15-day notice is given, activity should cease and additional payments will not be authorized for outcomes reached via alternative methods. Payments will be authorized by the RS counselor as specified above.

In case of disagreement over payment between the RS counselor and contractor, the contractor may appeal to the RS Program Administrator for

the Region. In case of continued dispute, the contractor may appeal to the RS Community Provider Manager.

The contractor must consider all persons who are requesting services. The contractor will notify the RS counselor in one week or less of the intent to accept or reject a referral for Rehabilitation Teaching services. There is no guarantee of the number of authorizations to be provided by RS. Continued use of the services will be dependent upon the contractor's success in assisting the VR consumer to achieve their goals.

PERFORMANCE EVALUATION

The purpose of Accountability Benchmarks is to provide parameters for RS staff and contractors to review progress and outcomes on a regular schedule so that the team can address any potential issues before they become significant problems for the contractor and/or consumer. The guidelines are established to help improve the potential for reaching successful outcomes by developing strategies for improvement rather than imposing negative consequences at the end of a review period. The expectation is that contractors providing Rehabilitation Teaching services will successfully complete the goals of the individual Rehabilitation Teaching Action Plans for 80% of the persons served. Program evaluation data will be reviewed on a quarterly basis so both the contractor and RS staff is aware of the outcomes and will determine what, if any, action will be taken to ensure success for the persons served.

QUALIFICATIONS

Rehabilitation Teachers must meet one of the following qualification standards:

- A. Rehabilitation Teaching certification, such as vision rehabilitation therapist certification offered through the Academy for Certification of Vision Rehabilitation and Education Professions (ACVREP) – <http://www.acvrep.org/>
- B. Degree or certification through an accredited university program; the Association for the Education and Rehabilitation of the Blind and Visually Impaired offers a list of such vision rehabilitation teaching programs at: <http://www.aerbvi.org/modules.php?name=News&file=article&sid=1103>

- C. Degree in special education or related field plus one year of training as a rehabilitation teacher.
- D. Three years minimum of supervised experience in teaching persons who are blind or visually impaired.

The contractor will demonstrate the ability to perform the services of Rehabilitation Teaching and abide by the Rehabilitation Teacher Code of Ethics. The contractor will abide by the standards outlined in the Provider Agreement, including maintaining the capacity to perform the expected duties as well as maintaining qualified staff.

Contractor must include verification of qualifications of staff providing Rehabilitation Teaching within the submission of a fee for service provider agreement. In addition, contractor agrees to provide RS with qualification verification for any change in staff directly providing Rehabilitation Teaching services through this contract service.

Rehabilitation Teacher Code of Ethics

We professionals in the area of Rehabilitation Teaching of persons who are vision impaired, recognize our commitment to provide the highest quality of services to those individuals whom we serve. The purpose of our profession is to instruct individuals with visual impairments in the use of those compensatory skills and aids that will enable them to live safely, productively, and interdependently. Our primary obligation as Rehabilitation Teachers is to consumers, and in all of our professional relationships, we will keep the best interests of consumers as our priority. Rehabilitation Teachers are committed to consumers and their families, to our employers, the community, our profession and other professionals; and to ourselves. We recognize our actions and in-actions affect the lives of those whom we serve, and we accept this responsibility.

Defined by this Code of Ethics, the Rehabilitation Teacher is a professional practicing in the private or public sector who evaluates, instructs, and guides a person with a visual impairment through a consumer-centered individualized plan of rehabilitation instruction designed to achieve stated life skills and goals. These competencies encompass specific, identifiable, evaluation and teaching skills and knowledge to enable a person with visual impairment to develop and/or enhance sensory and kinesthetic capabilities, personal management skills,

communication skills, orientation skills, low vision utilization, assistive technologies, vocational skills, leisure and recreation activities, and home management. The Rehabilitation Teacher also will assist the consumer to understand his/her vision loss and facilitate the development of appropriate coping mechanisms.

PHILOSOPHY

Rehabilitation Teachers are ethically, morally and legally committed to providing quality instructional services to the consumer.

Rehabilitation Teachers will respect the competence and abilities of individuals with visual impairments and their right to actively contribute to and participate in the community. The Rehabilitation Teacher will inform consumers and promote their rights and responsibilities under current legislation to equal access.

<http://www.acvrep.org/downloads/RTCODE%20OF%20ETHICS%20FINAL%202000%20without%20suggestions.pdf>

Rate

Payment of \$200 will be paid based on an agreed upon Teaching Action Plan. Hours of training will be authorized by the counselor based on the approved Teaching Action Plan. Training will be paid at a rate of \$34 an hour.