

## Description of Services to be Performed

Mandatory requirements for all applications, pp. 5 - 9

With current services

### I. Background

- A. Describe current program
- B. How is it similar or different from current program.
- C. Describe relationship to other programs and services for persons with disabilities

Without Current services

- Fully describe
  - current organization
  - plans to provide quality SE
  - Staff to consumer ratios
  - current menu of services for proposed pop.
- Organizational history re:
  - Job dev
  - Job place
  - retention services
  - community employers

### II. Service Provision

Indicate number to be served and rehabed for one year

- A. Describe proposed intensive SE services including:
  - 1 job development
  - 2 situational assessment
  - 3 job placement
  - 4 job coaching
  - 5 plans to stabilize individuals
- B. Describe process for identifying the need for these services
- C. Describe relationship with VESID, CBVH, OMRDD and OMH as appropriate
  - 1 Have appropriate SE participants been sought from the community
  - 2 All SE participants qualified under Federal regs.
- D. Describe whether services are group or individual
- E. Describe planned on-site and off-site interventions
  - 1 type
  - 2 frequency
- F. Describe number of hours necessary to meet goals. (use chart on p.6)
  - 1 Describe why the average is required
  - 2 (p.17 chart) indicate # of on-site and off-site hours
- G. Is the program at capacity?

- H. Are appropriate waivers from VESID being sought for 20 hrs or less
- I How will on-site contacts be scheduled and documented
- J How will this information be maintained?
- K Are plans of service in place for each participant

Extended service provision

- Are all the SE partners identified
- Is the program at capacity
- What underutilized capacity is available
- If over-utilized, what additional capacity is needed?

IV. Quality Assurance

- A In addition to measures listed above (served, rehabed, Dir. Hrs), how will program measure effectiveness?
- B How will employer and participant satisfaction be measured?

## Eval. Criteria & Method of Award pp. 11 - 13

### Application p. 11

- |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                      |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
|    | <p>With current services</p> <p>I. Background = 40 points</p> <p>A Describe current program</p> <p>B Assess outcomes</p><br><p>C Demonstrate knowledge of VR services</p> <p style="padding-left: 20px;">1 Assessment</p> <p style="padding-left: 20px;">2 Training</p> <p style="padding-left: 20px;">3 Employment</p><br><p>D Demonstrate knowledge of::</p> <p style="padding-left: 20px;">1 Eligibility requirements</p> <p style="padding-left: 20px;">2 Operation of VESID:</p> <p style="padding-left: 40px;">a Assessment</p> <p style="padding-left: 40px;">b training</p> <p style="padding-left: 40px;">c supported employment</p> <p style="padding-left: 40px;">d placement services</p><br><p>E Optional</p> <p style="padding-left: 40px;">documentation from other community partners<br/>which describes their role in proposed<br/>program (intensive or extended)<br/>NO LETTERS OF SUPPORT</p>                                                                                    | <p>Without current services</p> <p>Describe other VESID services<br/>or experience with disabled</p> |
| II | <p>Service Provisions      4 pages max per disability group</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                      |
| A  | <p>Goals - Intensive</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                      |
| B  | <p>Goals - Extended</p> <p style="padding-left: 20px;">1 Clear, obtainable and measurable objectives in each of the above areas against<br/>which success and progress can be measured</p> <p style="padding-left: 20px;">2 Activities which will be conducted to ensure that objectives will be met</p> <p style="padding-left: 20px;">3 A plan of management that insures effective and efficient administration</p> <p style="padding-left: 20px;">4 Clear description of how objectives and proposed activities address the<br/>principal programmatic requirements of the project</p> <p style="padding-left: 20px;">5 Plan to use resources and personnel effectively to achieve each objective</p> <p style="padding-left: 20px;">6 Plan to show how linkages with the other agencies will be developed to<br/>coordinate the services</p> <p style="padding-left: 20px;">7 The time each person will commit to the project is identified and is adequate<br/>to complete those activities</p> |                                                                                                      |
| C  | <p>Number of individuals to be served and rehabed by disability grp./ county to borough</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                      |
| D  | <p>Describe capacity in terms of Direct Service Hours by disability grp. (if high - explain)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                      |

- III Quality Assurance 25 points page 12 of instructions
- A Describe how it will measure the actual provision of its program indicators including the proposed number of individuals to be served and rehabed by disability grp.
  - 1 Served
  - 2 Rehabed
  - 3 Hours
- B Describe other measures of effectiveness
  - 1 ? and how measured
  - 2 ? and how measured
  - 3 ? and how measured
- D (yes D) Describe how you will address any needs for improvement identified in your QA process
- E How will you measure employer and consumer satisfaction  
How will you address need for improvement identified in process
- C Assert that you will use NYSIER  
Assure that reporting will be accurate and timely  
State that you understand that the NYSIER data will be subject to verification

## Application Form, pp. 15-20

Application Form, p. 16

With current services

### I. Background

- A Describe current program or experience with disabled
- B Assess outcomes

II Service provision  
Program descriptions for each major disability group

A Intensive: Describe

- 1 Job Development
- 2 Situational assessment
- 3 job placement
- 4 job coaching
- 5 plans to stabilize

B Proposed process for identifying the need for these services # needed

C Describe relationship with VESID, CBVH, OMRDD,

D Method for identifying appropriate SE participants in community and for assuring that they meet federal SE requirements

E Describe if services are individual or group. (groups cannot be larger than 8)

F Describe planned on site and off site interventions and frequency

G If projected number of hours of Direct Service substantially differs from averages, plz. explain

H Separately describe above for each disability group

I How does the projected capacity of proposed program differ from existing (if applicable)

J Describe how ISP's will be developed and maintained

IV Extended Services

A Disability Grp

If partnered with other agency, explain

Identify if current Extended is at full capacity

Identify differences in current capacity and projected capacity

B Describe on-site and off-site Extended interventions

C Describe how ISP's will e developed and maintained

III. Quality Assurance from application p.20 4 pages max

A How will you measure the actual provision the indicators

1 served

2 rehabed

3 Hours

B Describe other measures of effectiveness

1 job types and how measured

2 wages and how measured

3 hours and how measured

4 # placed and how measured

C Describe how you will address any needs for improvement identified in your QA process

How will you measure employer and consumer satisfaction

How will you address need for improvement identified in process

D How will you assure compliance with reporting requirements to VESID, CBVH, R

E How will you measure employer and consumer satisfaction?

Address needs identified from above