



# VRS Community Partners + VRS Staff Forum

**June 4, 2024**

# VRS Community Partners + VRS Staff Forum

Welcome to the VRS Community Partners + VRS Staff Forum!

- **ASL Interpreters** are designated as “co-hosts”, so they appear at the top of your participant list. If you need the ability to “multi-pin” please email [Janeen.Oien@state.mn.us](mailto:Janeen.Oien@state.mn.us).
- **Closed Captioning** is available. A livestream is linked in the chat.
- **Your name:** Please change your Zoom name to display your first and last name and the agency where you work. An easy way to rename is: 1) go to the participant list and find your name, 2) hover over your name, 3) select “more”, 4) select “rename”.
- **Questions and Comments:** Please submit feedback, questions, and comments via Microsoft Form: [Q&A Microsoft Form](#).
- **Technical Issues:** If you have technical issues, please contact [Janeen.Oien@state.mn.us](mailto:Janeen.Oien@state.mn.us).
- **Recording:** This session will be recorded and posted to the VRS website along with the agenda, presentation, and transcript.

# Agenda

- **Welcome:** Lori Thorpe, VRS Director of Contracts & Partnerships
- **Extended Employment Updates:** Meghan Hanson, EE Program Specialist
- **iGreet Training Information:** Bruce Bock, Placement Program Specialist
- **7.1.2024 Contracting Process and Timeline:** Anne Paulson, Community Partnerships Program Specialist
- **Pre-ETS Communities of Practice:** Sara Sundeen, Community Partnerships Program Specialist
- **WF1 Partner Access update:** Jessica Outhwaite, Community Partnerships Program Specialist
- **Contract Services Review Workgroup update:** Janeen Oien, Community Partnerships Program Specialist
- **MS16a-c Purchasing Violations:** Lori Thorpe
- **Q & A and wrap-up:** Lori Thorpe

# Extended Employment Updates

## Meghan Hanson

# Extended Employment

## PY25 Grant Contracts

- Year 5 of Center-Based Employment Phase-out

## Recent communication updates

- EE & Waiver services
- Disability Hub FAQ

Presenting EE101 to VRS teams, BEN's, and community groups

# iGreet Training

## Bruce Bock

ONLINE  
TRAINING



- No-cost training for all Community Partner Staff who participate in Employer Engagement
- Self-paced on-line course
- Created by the Institute For Community Inclusion - University of Massachusetts Boston
- Positive responses from past participants

Next session will begin on July 1, 2024

Registration link will be sent out by Bruce Bock and Marci Jasper

*Questions?*

Contact [bruce.bock@state.mn.us](mailto:bruce.bock@state.mn.us) or [marci.jasper@state.mn.us](mailto:marci.jasper@state.mn.us)



# July 1, 2024 Contracting Process and Timeline

## Anne Paulson

# July 1, 2024 Contracting Process and Timeline

All Community Partner amendments and any LUV applications VRS has received have been submitted to DEED Fiscal for review as of mid-May.

The four VRS Community Partnerships Program Specialists continue to process *new* contracts for LUV partners as they submit documents, but can't guarantee a July 1, 2024 start date for those applications that are just now coming into VRS.



# July 1, 2024 Contracting Process and Timeline

- Following DEED Fiscal signature, all amendments and new contracts are signed by the Community Partner, then VRS Director Dee Torgerson, and they are then sent to the Office of State Procurement (OSP) for final approval, signature, and execution.
- As contracts and amendments are executed by OSP, our Community Partners Program Specialists will notify VR's administrative team so that Exhibit D - Fee for Service Rate Schedules will be posted on SharePoint and made accessible for all VRS staff to create authorizations.

# Pre-Employment Transition Services (Pre-ETS) Communities of Practice

## Sara Sundeen

# Pre-ETS Communities of Practice

The Pre-ETS CoP meetings take place monthly and are planned by VR and Community Partner staff.

*The mission of the Pre-ETS Communities of Practice is to create a seamless system of Pre-ETS services and supports between Community Partners and Vocational Rehabilitation Services.*

## **Goals & Purpose:**

- Gain a better understanding of Pre-ETS
- Share ideas, best practices, strategies and resources
- Build and strengthen relationships and communication
- Improve processes and resources
- Strategically plan and measure success

# Pre-ETS CoP Trainings

## Examples of Pre-ETS topics:

- Pre-ETS report writing, billing and invoices
- Spotlight on specific Pre-ETS service titles
- Business engagement tips
- DB 101
- Follow-up vs Job Coaching



# Spotlight on Partners and VR Teams

- Each month we invite partners to sign up to spotlight their organization
- We spotlight the regional VR teams
- In September, we will have a full month of Partner Spotlights. This is an opportunity for partners to share updates and VR staff to learn about our partners providing Pre-ETS services

# Google Groups

- Each Pre-ETS Community of Practices has a Google Group
- These groups have meeting agendas, the training topic handout/PowerPoint, breakout room notes and folders with information on Pre-ETS partners:
  - North: <https://drive.google.com/drive/folders/1Px Dx ZNj-zrSk9TtOCvw5cs8p2OZxlOqv?usp=drive link>
  - South: <https://drive.google.com/drive/folders/1eB4kQ8b32RbEsnxMaqB T7OtF-RwsXCG?usp=drive link>
  - Metro: <https://drive.google.com/drive/folders/1FI4q-INaoOyn-kYt8bNtKhDoprzDBXvJ?usp=drive link>



# Pre-ETS CoP links

Northern Pre-ETS CoP meets on the 1st Thursday of the month from 8:30-10:00am.

Recurring zoom link:

<https://www.zoomgov.com/j/1604699621?pwd=NE5Kc3JvY2dWazhpZjkwcEhEQ1dRZz09>

Southern Pre-ETS CoP meets on the 3rd Tuesday of the month from 1:00-2:30pm.

Recurring zoom link:

<https://www.zoomgov.com/j/1611558856?pwd=UUhBMDIzci9vb0xRcThLWwo5Z2ZRQT09>

Metro Pre-ETS CoP meets on the 3rd Thursday of the month from 9:00-10:30am.

Recurring zoom link:

<https://www.zoomgov.com/j/1602432048?pwd=UGMvSk5RUmFDK1lvU2J3M0oyMkVjdz09>

# Workforce One Partner Access Update Jess Outhwaite

# WF1 Partner Access



## The Why?

The WF1 Partner Access project is necessary to protect the confidential data of the individuals we serve.

# WF1 Partner Access

## History:

- WF1 Partner Access was piloted in Rochester and then continued to Monticello.
- Began statewide rollout with Cambridge and have now moved to Bemidji and Duluth.

## Future Timeline:

- We are at an exciting time, as we move to new VRS offices, with partners trained and ready!
- Recent invitation to NW MN, including St. Cloud, Fergus Falls, and Crookston.
- Then to Marshall (Mimi), Faribault (Karla), Mankato (Christine), and Rochester (Alisha).
- The final stop will be the Metro teams and partners.

# WF1 Partner Access

The VRS field office is contacted and trained on WF1 partner access. After that meeting the VRS field office indicates the most frequently used partners.

Those partners are sent a welcome email along with information about next steps. This includes setting up their agency in WF1, viewing the tutorial video, completing user access forms and scheduling a Q&A with Jess Outhwaite and Laura Cheney. Once the Q&A session is complete the partner and VRS staff will begin using WF1 for all tasks.

# Contracted Services Review Workgroup

## Janeen Oien

*Quarters 2, 3, and 4, 2024, topics:*

**Performance based agreements**

**Job seeking skills training**

**Job coaching**

- VRS staff will be contacted by their peers on the workgroup with additional feedback opportunities.
- Community Partners will have 3 more Zoom meetings to give feedback on job seeking skills training and job coaching-short term.
- The feedback window will **close** by July 31, 2024, to allow sufficient time for the refining of definitions and resources by end of 2024.

# CSRWG update, cont.

## ***Contracted Services Review Workgroup***

Feedback Sessions for Community Partners on  
job seeking skills training and job coaching:

- Wednesday, June 12, 2024, 8:00 am – 9:00  
am: <https://www.zoomgov.com/j/1603646396?pwd=dHhITGVRN2V1b1FjT3NINVNCZXJVQT09>
- Thursday, June 27, 2024, 3:00 pm – 4:00  
pm: <https://www.zoomgov.com/j/1608099232?pwd=cGNRSDJnUTdod1cyN2J2RIZ0U2tqUT09>
- Friday, July 19, 2024, 12:00 pm – 1:00  
pm: <https://www.zoomgov.com/j/1608099232?pwd=cGNRSDJnUTdod1cyN2J2RIZ0U2tqUT09>



# MS16a-c Purchasing Violations

## Lori Thorpe

# MS16a-c Purchasing Violation

An MS16A-C Purchasing Violation refers to a breach of financial and accounting rules outlined in Minnesota Statutes.

These regulations govern the management of public funds, appropriations, and expenditures.

A purchasing violation occurs when services are performed without a prior authorization in place to encumber the money.

# MS16a-c Purchasing Violations

- Communication between VRS and partners is essential to create a new authorization in advance of any service(s) taking place.
- Providers ensure you have an authorization in hand before initiating any service. If you have access to WF1, verify there is an authorization in place before providing any service. If you do not yet have access to WF1, please verify with the VRS office that there is indeed an authorization in place before providing any service.
- Partners, please help ensure authorizations are in place by allowing VRS enough time to create the necessary authorization prior to the services beginning.

# Discussion – Questions and Answers

Please submit questions and comments using the Microsoft Form linked in the chat and listed below.

[MS Form for Q&A](#)



# Thank You!



*We'd love to hear your feedback on our VRS Community Partner + VRS Staff Forums.*

*Please provide your thoughts in the Microsoft Form below. The forum feedback questions are at the end of the form.*

[MS Form for Q&A and Forum Feedback](#)

## Funding Notice

*The VR program receives 78.7 percent of its funding through a grant from the U.S. Department of Education. For federal fiscal year 2022, the total amount of grant funds is \$44,081,347. The required state match for these funds is \$11,930,529 (21.3 percent). The state of Minnesota has appropriated \$14.3 million to exceed the matching requirement.*