

State Plan Review Instrument #2
Survey of FY 2008 State Plan Materials

Attachment 4.10 - Comprehensive System of Personnel Development

Required annually by all state agencies with the content described in section 101(a)(7) of the Act.

• **Data System on Personnel and Personnel Development**

1. Does the attachment describe the development and maintenance of a *system* for collecting and analyzing on an annual basis data on qualified personnel needs with respect to:
 - (a) The number of personnel who are employed by the state agency in the provision of vocational rehabilitation services in relation to the number of individuals served, broken down by personnel category? Yes No
 - (b) The number of personnel currently needed by the state agency to provide vocational rehabilitation services, broken down by personnel category? Yes No
 - (c) Projections of the number of personnel, broken down by personnel category, who will be needed by the state agency to provide vocational rehabilitation services in the state in 5 years based on projections of the number of individuals to be served, including individuals with significant disabilities, the number of personnel expected to retire or leave the field, and other relevant factors? Yes No

2. Does the attachment describe the development and maintenance of a *system* for collecting and analyzing on an annual basis data on personnel development with respect to:
 - (a) A list of the institutions of higher education in the state that are preparing vocational rehabilitation professionals, by type of program? Yes No
 - (b) The number of students enrolled at each of those institutions, broken down by type of program? Yes No
 - (c) The number of students who graduated during the prior year from each of those institutions with certification or licensure, or with the credentials for certification or licensure, broken down by the personnel category for which they have received, or have the credentials to receive, certification or licensure? Yes No

• **Plan for Recruitment, Preparation and Retention of Qualified Personnel**

Does the attachment describe:

1. Development, updating on an annual basis, and implementation of a plan to address the current and projected needs for qualified personnel? Yes No
2. Coordination and facilitation of efforts between the designated state unit and institutions of higher education and professional associations to recruit, prepare, and retain personnel who are qualified, including personnel from minority backgrounds and personnel who are

individuals with disabilities? Yes No

- **Personnel Standards**

Does the attachment describe the state agency's policies and procedures for the establishment and maintenance of personnel standards to ensure that designated state unit professional and paraprofessional personnel are adequately trained and prepared, including:

1. Standards that are consistent with any national or state-approved or -recognized certification, licensing, registration, or, in the absence of these requirements, other comparable requirements (including state personnel requirements) that apply to the profession or discipline in which such personnel are providing vocational rehabilitation services?
 Yes No
2. To the extent that existing standards are not based on the highest requirements in the state applicable to a particular profession or discipline, the steps the state is currently taking and the steps the State Plans to take in accordance with the written plan to retrain or hire personnel within the designated state unit to meet standards that are based on the highest requirements in the state, including measures to notify designated state unit personnel, institutions of higher education, and other public agencies of these steps and the timelines for taking each step? Yes No
3. Does the plan include the following:
 - (a) Specific strategies for retraining, recruiting, and hiring personnel? Yes No
 - (b) The specific time period by which all state unit personnel will meet the standards?
 Yes No
 - (c) Procedures for evaluating the designated state unit's progress in hiring or retraining personnel to meet applicable personnel standards within the established time period?
 Yes No
 - (d) The identification of initial minimum qualifications that the designated state unit will require of newly hired personnel when the state unit is unable to hire new personnel who meet the established personnel standards? Yes No
 - (e) The identification of a plan for training newly hired personnel who do not meet the established standards to meet the applicable standards within the time period established for all state unit personnel to meet the established personnel standards? Yes No

- **Staff Development**

Does the attachment describe the state agency's policies, procedures, and activities to ensure that all personnel employed by the designated state unit receive appropriate and adequate training in terms of:

1. A system of staff development for professionals and paraprofessionals within the designated state unit, particularly with respect to assessment, vocational counseling, job placement, and rehabilitation technology? Yes No

2. Procedures for the acquisition and dissemination to designated state unit professionals and paraprofessionals significant knowledge from research and other sources?
 Yes No

- **Personnel to Address Individual Communication Needs**

Does the attachment describe how the designated state unit has personnel or obtains the services of other individuals who are able to communicate in the native language of applicants or eligible individuals who have limited English speaking ability or in appropriate modes of communication with applicants or eligible individuals? Yes No

- **Coordination of Personnel Development Under the Individuals with Disabilities Education Improvement Act**

Does the attachment describe the procedures and activities to coordinate the designated state unit's comprehensive system of personnel development with personnel development under the Individuals with Disabilities Education Improvement Act? Yes No