

**State Rehabilitation Council (SRC)
Program Review Committee Meeting Minutes
March 10, 2020**

Members Present

Ana Nunez
Dave Cheesman
Melissa Wojtak
John Gutierrez

Members Absent

Scott Lindbloom

Staff Present

Lindsey Powers

Guests Present

Vanja Pasalic
Brian Mickelson

Call to Order and Introductions

Ana Nunez called the meeting to order at 10:15 am in the RSA Conference Room, Phoenix, AZ. Introductions were made and a quorum was present.

Approval of November 13, 2019 Meeting Minutes

Melissa Wojtak moved to approve the minutes of the November 13, 2019 SRC Program Review meeting. John Gutierrez seconded the motion. The meeting minutes were approved by unanimous voice vote.

Policy Review Discussion

Ana Nunez stated the Program Review Committee was meeting to discuss the next policy to review and she envisioned that committee members would divide up the policies like previous reviews. Ana Nunez inquired whether committee members had any preferences regarding the next policy to review. Brian Mickelson suggested the committee consider the role that Assistive Technology (AT) played in Vocational Rehabilitation (VR), which could be overlooked within Pre-Employment Transition Services (Pre-ETS) and other services. Ana Nunez stated the committee had reviewed the pre-ETS policy previously, although the committee did not review AT within Pre-ETS services specifically. Ms. Nunez stated the committee would typically

review the VR policy and compare that language to the Federal regulations to ensure the policies were aligned. Ana Nunez stated the committee made recommendations to Rehabilitation Services Administration (RSA) regarding some suggested changes to the language. John Gutierrez inquired whether the committee could review Sections 8.18, 8.19 and 8.20, which related to Rehabilitation Technology, Vehicle Modification and Adaptive Driving, and Home Modifications. Ana Nunez agreed that the committee could begin looking at those sections and divide up the policies among the committee members. Brian Mickelson stated the beginning of Chapter 8 included some information regarding AT, although some sections were listed as Reserved. John Gutierrez inquired regarding the Reserved sections. Vanja Pasalic stated those sections had content, and were removed, but the space was reserved in case new material was added. Ana Nunez inquired whether new material would be added to those sections. Vanja Pasalic stated there was no new content for those sections. John Gutierrez inquired whether Sections 8.2-8.5 had content previously. Ana Nunez stated that her understanding was that the content had been removed. John Gutierrez inquired whether the committee could request to review the content that had been removed. Ana Nunez stated the committee could make that request to the RSA Policy Unit. Brian Mickelson stated RSA was required to have a Procedure Manual as well as a record of the changes made. Vanja Pasalic stated RSA tracked all changes to the Policy Manual and posted that information on the RSA SharePoint page. John Gutierrez inquired whether the content that was removed was related to AT. Vanja Pasalic stated the main areas that discussed AT were 8.18, Rehabilitation Technology; 8.19, Vehicle Modification and Adaptive Driving; 8.20, Home Modification, and 8.32, Client Equipment. John Gutierrez stated the sections that covered hearing aids and bioptic telescope lens systems would also AT. Vanja Pasalic stated those items were not considered AT because they required a medical prescription. Ana Nunez stated that procedurally, those items would be considered medical, although according to the law, they could be considered AT. Vanja Pasalic suggested the committee also review the section covering Treatments, which went by the Federal definition. Brian Mickelson suggested the committee invite Sue LeHew, AT Coordinator to attend the next meeting. Ana Nunez agreed and noted the committee would decide what policies to review and would then invite AT and Policy staff to attend the meeting.

Ana Nunez stated the committee had identified several policies to review, and suggested the committee develop a schedule of which policies the committee would review. John Gutierrez stated the committee had identified six policies to review. Brian Mickelson stated that Section 8.7, which covered Treatment Services, could be considered treatment or AT. Ana Nunez stated the committee could review Sections 8.30, 8.33 and 8.7

as a separate grouping. Brian Mickelson stated the committee should also consider how the AT was procured and the procedures for procuring the equipment from the vendors. Ana Nunez inquired whether there were any policies that were currently under review by the Policy Unit and noted the committee would not want to review a policy that would be changed. Vanja Pasalic stated that every section was being worked on, although only the Vehicle Modification and Home Modification sections were under review by the Policy Committee. Ms. Pasalic stated the changes would not include content changes, however. Dave Cheesman stated 8.18 covered the definitions of AT and would give the committee an idea of what Arizona RSA considered AT. Ana Nunez agreed and stated that committee members could divide up one policy or review several policies prior to the next meeting. John Gutierrez inquired whether there were any sections that the committee should not review. Ana Nunez stated the committee could review the sections, because the Policy Unit would not make any content changes to the policies.

The committee members would review the following Sections:

- 8.18, Rehabilitation Technology: Dave Cheesman and Scott Lindbloom
- 8.19, Vehicle Modification and Adaptive Driving: John Gutierrez and Brian Mickelson
- 8.20, Home Modifications: John Gutierrez and Brian Mickelson
- 8.32, Client Equipment: Melissa Wojtak

Ana Nunez agreed to review all sections briefly. Brian Mickelson noted that if RSA was unable to expend the required 15% on Pre-ETS services, that those funds could go towards AT. Ana Nunez agreed and stated that could be a suggestion to RSA. Ana Nunez requested that committee members send any questions to Lindsey Powers regarding the policies to be forwarded to Sue LeHew and Jami Lemmer by March 31st, to allow them time to review prior to the next meeting.

Agenda and Date for Next Meeting

The next meeting of the Program Review Committee will be on April 13, 2020, from 10:00 am to 11:30 pm in the RSA Conference Room, Phoenix, AZ. Agenda items are as follows: Agenda items are as follows:

- AT Policies Review Discussion

Announcements

There were no announcements.

Public Comment

A call to the public was made with no comments forthcoming.

Adjournment of Meeting

The meeting stood adjourned at 11:00 pm.