



# FACILITIES FACETS



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Volume I ; Number 03

SUMMER 1983

## Director's Directions

If there is one thing that we all agree on it is that the Division of Vocational Rehabilitation has an obligation to be fair in administering its program.

This fairness must apply to the many publics that we deal with. One of those publics is the Vocational Rehabilitation Facility Community.

Our principle problem seems to be in the area of what is fair. To many people fair seems to include the idea of "individual consideration." From our own point of view each of us feels that our position is unique and we are probably right. We each feel that we should have "individual consideration" because of this.

We would truly like to be able to administer our program in such a way as to be able to treat each of you individually, but this is not possible.

We are charged with the responsibility, within reason, of providing a comparable basic level of services to all the areas of the state. Because we deal with locally run not-for-profit organizations there are differences evident in our program. These differences are based on local levels of support and the expertise of local management. It makes each program unique within a basic framework.

DVRS's operational definition of fairness is as follows: "We will administer our program by the rules that are laid down. We will in consultation with those who wish to

participate constructively, promulgate rules that are in the best interest of all concerned and then we will abide by those rules playing no favorites, making exceptions to benefit the whole not a select few.

Recognizing that each of you are unique we must regrettably avoid the practice of individual consideration". I have informed my staff that they are responsible for making this policy a reality. Please make their job easier by understanding our position and respecting it.

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## Extended Employment Funding Receives One Million Income

Although faced with the necessity of making many cuts in the budget, Governor Thomas Kean and the Department of Labor Commissioner Roger Bodman supported increasing the Extended Employment Services Program funding from \$4 million to \$5 million. The Governor approved this appropriation July 1.

Commissioner Bodman has displayed a continuing interest in rehabilitation facilities making personal visits to a number of them.

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## DVRS Facilities Management Information System

We at the DVRS are constantly trying to get a handle on what is going on out there. The business

of getting timely, accurate information is often a trying and complex business fraught with pitfalls and compromise. We at DVRS now have a functioning Management Information System (MIS). I would like to give you a bit of background on the scope and the limits of the system.

The first part, and the oldest part, of the system is the facilities quarterly report. This is a report form that is filled out and submitted each quarter by the facility. It is current and includes information that should be readily available.

This information, for reasons you shall see later, is our freshest data. It provides a picture of what is going on now.

The second part of the system comes from the DVRS/EDP tapes. This involves a couple of different processes.

In one the vendor payment tapes for the last three fiscal years are run against the current closed client demographic tape to identify all closed cases in a given fiscal year who received facility services. This gives us an outcome measure. This printout is called F2-2, and identifies only cases at closure.

This can be a problem because closure of the DVRS record is often delayed while long term case services are completed or billing problems are resolved. It also is required that a client be in a job for a minimum of 60 days before a case can be closed as rehabilitated. In some instances the delay can be longer. This report is generated quarterly to correspond with the Facilities Quarterly Report submitted by the facilities. The data is cumulative for the fiscal year as well as broken down by facility.

The second report, also quarterly, is called F4 and involves running the DVRS vendor payment tape against a program which includes all facility vendor identification numbers. It lists

all cumulative payments for evaluation and training services during a given fiscal year. It also gives a listing of vendors other than those in the program, who have been paid by those services (A3, CD, CE on DVR-7 Service Type Column).

The third report, run annually is F5-6. This report identifies all clients who received services in a facility during a given fiscal year regardless of whether they were closed or not. It then tells us the breakdown by disability, race and sex.

If you are observant you might have noted that I did not talk about F-3. It has potential as a valuable program for giving us spending trends earlier in the process. It is designed to give us data on "commitments" or DVR 7's at the time they are authorized.

Unfortunately, the retrieval of information has been limited because of the way data is stored at this point in the system. We are hoping that some new developments in our payment system which Touche-Ross is helping to revamp, may make this report possible at some future date.

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### The Purpose, Goals and Accomplishments of the WATC Project

The Work Activities Training Centers project was started in 1975 to work with developmentally disabled adults. The centers are to work with individuals who, while not functioning at a sheltered employment level, are functioning above the Adult Activities Center level and have the potential of reaching sheltered if not competitive employment.

Because of the functional severity of these individuals, more services than vocational training are needed to prevent many from being institutionalized or re-institutionalized. These other services include instructions in self care, use of leisure time,

transportation training, and daily living skills. With close supervision and individualized plans, it is thought that these individuals will progress to a higher functional level and be able to leave the WATC for sheltered or competitive employment. This progression may take up to several years. For some clients who are making little or no progress as measured by their individual plans and who seem to be "terminal" WATC clients, referral to other programs for lower functioning individuals is appropriate. If no other program is available, should these individuals, as hard as it may be, be dropped from the WATC program to allow others who can benefit from the program to enter the WATC?

At present there are eight WATC's serving approximately 180 clients in only seven counties. It is not that the other fourteen counties have no individuals who can benefit from a WATC, but that funds are not available to fund programs in these counties. In fact, of the eight present facilities, most are not fully funded by public funds. It is the private funding by workshops and/or organizations that supply additional funds needed to fully fund the WATC's. And in the seven counties served by WATC's there are many individuals in need of services who are not being served.

During FY '83 the eight WATC's maintained a client population of approximately 180 clients. There was client turnover of approximately 58 (32.2%) with 20 (11.1%) attaining goal achievements i.e. moving on to sheltered or comparative employment. Another group of clients 38 (21.1%) left the program for other reasons, most notably for not benefiting or being seen as not benefiting from the program. Movement of clients was not evenly distributed among the WATC's. Some shops had no clients reach goal achievement while others had 25% reach goal achievement. There are various local circumstances which account for these differences.

In future articles we will look at some of the problems noted earlier, what affects the goal achievement rate at different shops, the future of the WATC project in DVR, possible funding sources for the projects expansion and the current and future philosophy of the WATC project.

If you have any thoughts on issues raised in this article or the WATC project in general, please send them to: Larry Conti, Labor & Industry Bldg., CN 398, Trenton, New Jersey 08625-0398.

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### Tax Tips

This quarter's "TAX TIP" can save (or cost) every Agency some money, and many Agencies much more, if they have not been aware or taken advantage of it previously.

Under provision of the Internal Revenue Code, non-profit educational organizations (such as Sheltered Workshops) are exempt from payment of federal excise taxes on gasoline and lubricating oil sold to them for their exclusive use.

Refunds on these taxes are obtainable from the Federal government through the dealer, producer, or manufacturer from whom you purchased the fuel and oil.

If your Agency has not taken advantage of this, contact your dealer and advise them to file a claim on your behalf within a period of three years from the date their original tax return was filed.

If the dealer or his accountant needs additional information, please refer him or her to IRS Publication 378.

Note: Your Agency's CPA may have advised you of this and other similar "tax breaks" for non-profit organizations at the time he or she prepared Form 990-T for you.

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## Casino Kitchen Program

The first group of emotionally handicapped persons recently began training in the Casino kitchen program at Bally's Casino in Atlantic City. This project was established in conjunction with the Atlantic Opportunity Center, Egg Harbor, and T.R.I.S. Center, Stratford.

The training being provided takes place in the casino hotel kitchen and consists of food preparation, clean-up, dishwashing, utensil washing and related job duties. The positions established in this program are utilized as transitional slots. If the training is successful, additional positions will be established. The kitchen training project was previously geared to persons with the disability of mental retardation. It is felt that if this group of emotionally handicapped persons is successful, an entirely different population can be served and trained in hotel related job opportunities.

Meanwhile the originally conceived training of retarded persons continues to be highly successful.

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## U.S. Senator Tours Work Opportunity Center

LONG BRANCH, NJ -- United States Senator Jennings Randolph (Dem., West Virginia), well known for his legislation for the handicapped, visited the newly occupied Work Opportunity Center for mentally retarded adults operated by the Association for Retarded Citizens, Monmouth (ARC), on June 2, 1983.

Senator Randolph toured the building, located at 395 Warburton Place, which was recently purchased and renovated by ARC for its vocational training, sheltered workshops and adolescent education programs, and met with clients and staff, as well as officers and members of the Association.

On hand to greet the Senator was James T. Dolan, Jr., Sea Bright, president of New Jersey Natural Gas Company and chairman of the current capital campaign to raise funds for the new building. ARC Chairman Edward M. Rosell, Lincroft, and President Bartholomew Richards, Freehold, were also present, along with Executive Director John J. Donoghue and several members of ARC and its board of directors.

Senator Randolph has worked for the improvement of conditions for the handicapped since his election to the House of Representatives in 1932. His first piece of legislation to assist the handicapped was the Randolph-Shepard Act which provided for newsstands in federal buildings to be manned by the blind.

In 1958, Senator Randolph was elected to the Senate, where he serves today. There he established the Employment of the Handicapped Subcommittee of the Senate Labor and Public Welfare Committee and in 1972 created and was first chairman of the permanent Subcommittee on the Handicapped. Since 1980, he has been ranking minority member of the subcommittee.

Senator Randolph has sponsored or co-sponsored every piece of federal legislation for the handicapped, including the establishment of the Bureau of Education for the Handicapped. With Mrs. Hubert Humphrey, he co-sponsored an amendment which created the highest federal office for the handicapped, the Assistant Secretary for Rehabilitation and Special Education.

Senator Randolph has received a long list of awards, including the Presidential Commendation of Employment of the Handicapped, the Commendation for Employment of the Handicapped from the Governor of West Virginia, the Randolph-Shepard Award, and awards from the Cabell County (West Virginia) Association of Mentally Retarded Children, the Association for Autistic Children, the Association for Children with Learning Disabilities, the West

Virginia Developmental Disabilities Council, and many, many more. He is a member of Professionals in Mental Retardation of the Joseph P. Kennedy Foundation.

ARC recently purchased and renovated the building on Warburton Place for its Work Opportunity Center and Adolescent Education Program which were previously located in two separate rental facilities here. The new building provides 75% more usable space than the former workshop building and is equipped with a cafeteria, ramps and specially equipped restrooms for the physically handicapped, classrooms for the education program, conference and evaluation rooms, sprinklers, air conditioning, loading docks and a large storage area.

The Work Opportunity Center provides vocational training and employment for mentally retarded adults. It acts as a subcontractor for private industry and a creative business with a variety of in-house products, such as hospital admissions kits which are sold to medical facilities throughout the state.

"We know of Senator Randolph's deep interest in helping handicapped people," said ARC Chairman Edward Rosell, "and we are honored to have him visit our new workshop and see the work that is being done by and for mentally retarded people in our community."

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#### Friendship House's Food Service Program

Food-service training has proved to be an outstanding opportunity for clients at Friendship House in Hackensack, the psychiatric rehabilitation center now approaching its twentieth year of service to the chronic mentally ill of northern New Jersey.

The program was initiated late in 1980, and received DVR accreditation in February 1982.

Since then, scores of clients have been placed in restaurants, fast-food outlets and other food-service facilities, after completing a 5-week training course formulated with the help of guidelines provided by the National Restaurant Association, which has a nationwide Partners With Industry program for the handicapped persons. The clients spend one week in each of five training programs: bussing, dishwashing, cashier work, making salads, food preparation and cooking. On any given day, as many as 15 to 20 handicapped persons trained by Friendship House are working in food-service jobs.

According to Executive Director Donald Springer, "The food-service program has been successful beyond any of our expectations. For some time now, we have had more job opportunities than trainable clients."

As a result, Friendship House initiated a program in collaboration with the Fair Lawn School for the Deaf. With the approval of DVR, Friendship House is now accepting for its food-service program persons who are hearing-impaired or who have other neurological impairments.

Friendship House is actively seeking other handicapped persons to enroll in its food-service training program.

The program is directed by Mala Spivack, who combines the skills of professional counseling with virtually a lifetime of experience in the restaurant business. Ms. Spivack, a third-generation restaurateur, is manager and part owner of the Plankboard Inn in Jersey City, a business founded by her grandfather, continued by her parents and now operated by Mala and her brother. Ms. Spivack obtained a master's degree in rehabilitation counseling from NYU in 1980.

Friendship House has developed a placement service with the Marriott Corporation, both in the firm's

hotel in Saddle Brook and in a number of Roy Rogers operations in the immediate area. The fast-food chain is a Marriott subsidiary. At any given time, Friendship House clients are working in the Marriott kitchen and in up to half a dozen Roy Rogers sites in the area.

Friendship House has also placed clients in Hillary's, a restaurant located in Hackensack, in Ms. Spivack's Jersey City restaurant, and with Food Concepts of Hackensack, a leading regional cafeteria operation.

Ms. Spivack says that food-service is an excellent opportunity for physically or mentally handicapped person.

"The restaurant business offers so many opportunities," Ms. Spivack points out. "there are at least 25 different positions in a restaurant, so it is a field in which you can grow. You can start as a dishwasher and be promoted to baker or salad maker. And it's a skill you can use just about anywhere."

Ms. Spivack supervises a group therapy program, which includes one therapy meeting and one rap session each week. "In our meetings, we focus on coping with the pressures that arise in the food-service business. The value of these sessions is reflected by the fact that our clients have been making excellent progress in their full-time and part-time jobs. Some of these placements have resulted in full-time, permanent employment for clients," she says.

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## Small Business Administration Tidbit

Alternative Financing -  
For information concerning  
alternative ways of financing small  
business activities contact:

Office of Chief Counsel for  
Advocacy

S.B.A.  
1441 L. Street N.W.  
Room 1010  
Washington, DC 20416

Taken From:  
Information USA  
by: Matthew Lesko

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## Noteworthy Quotes:

The concern for man and his  
destiny must be the chief interest  
of all technical effort. Never  
forget it among your diagrams and  
equations.

- Albert Einstein

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## DVRS Data/Third Quarter FY'83

The Financial print-out shows  
that 26% of our case service  
expenditures for the first 3  
quarters of the year were for  
facilities services with another  
11% going for ancillary services  
for a total of 37%.

Twenty three point five percent  
(23.5%) of the cases closed as  
rehabilitated during the first  
three quarters of the fiscal year  
received services in a facility.  
This is an unusually high figure  
and will be followed up on in  
subsequent reports.

Of the 919 rehabilitated who  
received facility service, 428 were  
placed competitively, 462 were  
placed in sheltered employment and  
29 were closed as homemakers.

It appears that the facilities  
are in good position to benefit  
from the increased appropriation  
for sheltered employment and a  
recovering economy.

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