

SUBCHAPTER 2. ADOPTION BY REFERENCE

12:51-2.1 Adoption by reference

(a) The standards maintained by the Rehabilitation Accreditation Commission, also known as the Commission on the Accreditation of Rehabilitation Facilities (CARF), and published in the 1996 Standards Manual and Interpretive Guidelines for Employment and Community Support Services and other accrediting bodies such as the Council on Accreditation of Services for Families and Children, the Joint Commission on Accreditation of Health Care Organizations and other State agencies for whom documentation is provided that they meet or exceed CARF standards are adopted and incorporated herein by reference as standards for the operation of vocational rehabilitation programs in New Jersey.

(b) The standards of the American Institute of Certified Public Accountants (AICPA) Audit Guide for audits of voluntary Health and Welfare Organization, as amended and supplemented, are adopted and incorporated herein by reference as standards for rehabilitation organization accounting systems. The requirements of the Single Audit Act, Federal OMB Circular A-133, "Audits of Institutions of Higher Education and Other Non-profit Organizations," as amended and supplemented are adopted and incorporated herein by reference as standards for the conduct of audits for rehabilitation organizations.

(c) The Rehabilitation Act, 29 U.S.C. §§ 701 et seq. as amended, for Titles I and VI Part C and their applicable Federal regulations are adopted and incorporated herein by reference, as amended and supplemented, for the operation of vocational rehabilitation programs in New Jersey funded under those Titles.

12:51-2.2 Availability of standards adopted by reference

(a) A copy of the standards adopted and incorporated herein by reference as standards for the operation of vocational rehabilitation programs in New Jersey may be obtained from the Commission on the Accreditation of Rehabilitation Facilities, 101 N. Wilmont Road, Suite 500, Tucson, Arizona 85711.

(b) A copy of the standards adopted and incorporated herein by reference as standards for rehabilitation organizations accounting systems may be obtained from the American Institute for Certified Public Accountants, 666 Fifth Avenue, New York, New York 10019.

(c) The Single Audit Act, Federal OMB Circular A-133, "Audits of Institutions of Higher Education and Other Non-profit Organizations" may be found in the Federal Register, Vol. 55, No. 52, Friday, March 16, 1990.

(d) All standards adopted and incorporated herein by reference may be reviewed at the Division of Vocational Rehabilitation Services, 135 East State Street, Trenton, New

Jersey 08625, between the hours 8:30 A.M. through 4:30 P.M.

SUBCHAPTER 3. ORGANIZATION AND ADMINISTRATION

12:51-3.1 Organization and by-laws

(a) The rehabilitation organization or its parent organization will be, or will be part of, a legal entity with a charter and by-laws which are in accordance with those legal requirements which affect its status as a business under the Laws of this State.

(b) A not-for-profit organization must hold a letter of exemption under Section 501(c)3 of the Internal Revenue Service Code of 1954.

1. The agency's charter from the State of New Jersey will identify the corporate entity, state the objective of the corporate entity, and describe categories of the qualifications for membership if applicable.

2. The charter, by-laws, or articles of incorporation of non-profit organizations will contain provision for the dissolution of the organization in such a manner as to ensure that no residual assets can accrue to the benefit of any individual or group of individuals.

(c) The charter will clearly state the purposes of the organization and describe these purposes in a form suitable for distribution.

(d) The purpose of the organization will be related to the human needs it serves. The organization will describe how its programs contribute to these purposes and conditions or restrictions on admission or provisions of services.

(e) The by-laws will:

1. Provide for a governing body/board;
2. Describe qualifications for election to the governing body/board and tenure of office;
3. Provide for the election and specification of duties of officers;
4. Establish regular and special meetings of the governing body/board, in no event fewer than four meetings each year;
5. Provide for committees of the governing body/board;
6. Describe the parliamentary procedures which will be followed in the conduct of business meetings;
7. Describe methods of amending the by-laws;

8. Establish a quorum with requirements of at least one-third of the governing body/board; and

9. Require recording of minutes.

(f) The rehabilitation organization will have an Affirmative Action Program and will not discriminate on the basis of race, sex, creed, national origin or disability.

Amended by R.1991 d.604, effective December 16, 1991.
See: 23 N.J.R. 2927(b), 23 N.J.R. 3797(a).

Revised (d)1.

Amended by R.1996 d.564, effective December 16, 1996.
See: 28 N.J.R. 4045(a), 28 N.J.R. 5209(a).

12:51-3.2 Governing body/board

(a) Each rehabilitation organization shall establish a governing body/board which consists of no less than seven people and is broadly representative of the community and reflect the major areas of activities in which the organization is engaged.

1. The governing body/board should reflect such professional and related fields as management, personnel, rehabilitation, manufacturing, public relations, finance or accounting, medicine, law and public welfare.

2. A person with a disability, associations for people with disabilities, and organized labor should be represented on the governing body/board.

3. The governing body/board shall be organized into committees corresponding to the major activities of the organization. The minimum committees include an Executive Committee, Personnel Committee, Finance Committee, and Nominating Committee.

4. Staff members of the organization other than the executive director, and staff members of DVRS, shall not serve as members of this governing body/board.

(b) The articles of incorporation and/or the by-laws shall provide a maximum length of time for a term of office of a governing body/board member to ensure rotation of membership.

(c) The governing body/board shall be responsible for:

1. Formulating basic policies concerned with the achievement of its purposes and conduct of its program;

2. Establishing all broad organizational policies of administration and operation;

3. Formulating a mission statement, approving and evaluating programs, stimulating continuing program planning, and adopting recommendations for program growth;

4. Establishing policy regarding property, funds, personnel operations;

5. Obtaining adequate financial support for its organizations and providing funding for the building and equipment needs for the organization;

6. Establishing and maintaining high standards of operations for its programs and for its continuing development;

7. Approving the initiation, expansion, or modification of its programs based upon the rehabilitation needs of the community and the capability of the organization to affect those needs within its established goals and objectives; and

8. Adopting an annual budget, establishing policies for administration of funds and reviewing the financial status of the organization on a quarterly basis.

(d) The governing body/board, or its executive committee, shall meet at least quarterly and minutes of all meetings will be on file and distributed to all governing body/board members.

Amended by R.1991 d.604, effective December 16, 1991.
See: 23 N.J.R. 2927(b), 23 N.J.R. 3797(a).

Revised (a)-(i); added (j).

Amended by R.1996 d.564, effective December 16, 1996.
See: 28 N.J.R. 4045(a), 28 N.J.R. 5209(a).

Rewrote section.

12:51-3.3 Executive director

(a) The governing body/board will appoint an executive director or equivalent. It will formally state his or her relationship to the governing body or its designated authority and duties, and delegate to him or her in writing such authority and responsibility as is necessary to direct the organization in accordance with its policies.

(b) The executive director will be responsible for:

1. Assisting the governing body/board in the formulation of policy by presenting and interpreting operating reports, including reports reflecting the efficiency and effectiveness of the organization and by presenting and interpreting financial statements, short-term and long-term plans, changing concepts, needs and related information;

2. Assisting the governing body/board as required in such functions as fund-raising, community relations, and related duties;

3. Coordinating and directing activities of the organization in accordance with the policies of the governing body/board;

4. Developing the organizational structure for the program staff;

5. Maintaining personnel policies;

1. Development of a rehabilitation plan with a vocational goal in an integrated competitive setting with, if required, a description of supports that are required for such a placement. The evaluation report must identify the number and types of support that are required;

2. Development of the organization's rehabilitation plan, indicating why an integrated, competitive objective is not recommended at this time, and identifying the services to be provided in the non-integrated setting, with a specific vocational objective; or

3. Determination that a vocational program is not appropriate at this time.

(d) Evaluations utilizing piece rate productivity shall be measured during the last three days prior to the case conference. Clients must be performing at 12 percent of standard production rates at the end of the evaluation process in those programs where production activities, which may include work samples, are part of the evaluation process. If the client produces at nine percent of normal productivity rates, one five-week extension may be considered for facilities with a five-week vocational evaluation program and two five-week extensions may be considered for facilities with a 10-week vocational evaluation process. The client's productivity should be sampled over the last three-day period prior to the preparation of the report. If at the end of the evaluation, the client is not producing at 12 percent of standard productivity, the client will be deemed to have minimal vocational potential and will, therefore, be terminated from DVRS sponsorship and referred for appropriate program services.

Amended by R.1983 d.600, effective January 3, 1984.
See: 15 N.J.R. 1548(a), 16 N.J.R. 51(b).

Clarifies language and removes outdated material related to phone in periods that have already expired.

Repeal and New Rule, R.1991 d.604, effective December 16, 1991.
See: 23 N.J.R. 2927(b), 23 N.J.R. 3797(a).

Section was "Evaluation".

Amended by R.1996 d.564, effective December 16, 1996.
See: 28 N.J.R. 4045(a), 28 N.J.R. 5209(a).

Changed name of section from "Vocational evaluation" and substantially amended section.

12:51-4.2 Procedure

(a) The rehabilitation organization will maintain a current description of the tools, forms, and materials used for the vocational evaluation process, noting when such tools are utilized. DVRS may contract with an organization for a short term evaluation utilizing a valid commercial assessment system. In these instances, the maximum fees and length of time will be those on file with the community rehabilitation program unit.

(b) The evaluation staff conference will be conducted no later than the fourth week for a five-week evaluation and no later than the eighth week for a 10 week evaluation and will include minimally the consumer, the agency case manager, and the DVRS counselor.

(c) The evaluation report will be prepared following the staff conference and should arrive at DVRS office during the fifth week for a five-week evaluation and during the ninth week for a 10 week evaluation and will be processed for further action by DVRS. DVRS will be responsible for providing appropriate documentation of such action to the facility within one week of receipt of the report. The vocational evaluation report will be comprehensive in nature and include information as referenced in the most recently published CARF standards manual concerning the range and scope of comprehensive vocational evaluation services. It shall include evidence that competitive integrated employment has been considered and identify the supports necessary for competitive integrated placement if that is the established vocational objective.

(d) Vocational evaluation, other than simulated job stations, on-floor work observation, and on-the-job evaluation, shall be carried out in a separate room with appropriate space, light, and ventilation. Sound levels shall not exceed 70 decibels.

Repeal and New Rule, R.1991 d.604, effective December 16, 1991.
See: 23 N.J.R. 2927(b), 23 N.J.R. 3797(a).

Section was "Procedure".

Amended by R.1996 d.564, effective December 16, 1996.
See: 28 N.J.R. 4045(a), 28 N.J.R. 5209(a).

Applied existing procedures to five-week evaluation and added procedures for ten-week evaluations; added to contents of evaluation report.

SUBCHAPTER 5. WORK ADJUSTMENT TRAINING (WAT)

12:51-5.1 Work adjustment training

(a) Work adjustment training (WAT) is designed to help the individual with a disability form a work personality that will help increase his or her productivity and handling of the day-to-day demands of competitive employment, by developing one or more of the following: self-confidence, self-control, work tolerance, ability to handle interpersonal relationships and understanding of work. There may also be varying degrees of skill acquisition involved.

(b) In programs where paid work in a non-integrated setting is utilized, persons served who are earning between 20 percent and 40 percent of standard production rates at the end of 18 weeks may be referred for certification as extended (sheltered) employees at that time. Clients who are earning above 40 percent of standard production rates may be considered for up to two nine-week extensions if there is a definable upward trend in their production and the vocational goal is integrated competitive employment. Clients earning between 15 percent and 20 percent of standard production rates may be given one nine-week extension of work adjustment training if patterns of performance indicate that there is reason to believe they can

achieve the extended (sheltered) level of employment. If a client cannot achieve extended (sheltered) level of employment, an attempt should be made to find another appropriate program for the individual.

(c) It is recognized that the acceptable level for extended (sheltered) employees' production vary from shop to shop dependent on several factors such as the level of sophistication of contract work. These figures are meant to serve as minimums and do not preclude a shop's setting higher minimum standards for extended (sheltered) employees so long as those standards are forwarded in writing to DVRS.

(d) During work adjustment training, staff conferences are to be held no less than every six weeks. Written notes of these conferences will be submitted to DVRS during the week following the conference. A comprehensive review of the client's progress will be conducted at the staff conference two weeks prior to the end of the authorization (approximately week 16 for a 90-day authorization and week seven for a 45-day authorization). The same relative schedule for processing will be binding on both parties.

Amended by R.1983 d.600, effective January 3, 1984.
See: 15 N.J.R. 1548(a), 16 N.J.R. 51(b).

Clarifies language and removes outdated material related to phone in periods that have already expired.

Amended by R.1991 d.604, effective December 16, 1991.

See: 23 N.J.R. 2927(b), 23 N.J.R. 3797(a).

Revised (a)-(d).

Amended by R.1996 d.564, effective December 16, 1996.

See: 28 N.J.R. 4045(a), 28 N.J.R. 5209(a).

SUBCHAPTER 6. TIME LIMITED JOB COACHING

12:51-6.1 Time limited job coaching

(a) The limited job coaching is the provision of skills training by a job coach to an individual with a disability in an integrated, competitive job setting. This program is intended for those who require intensive individual training at the work site, but who, once they have learned the job and other routines, will not require long term extended services. This program is an alternative for individuals with disabilities who do not wish to participate in work adjustment programs in nonintegrated settings or who require minimal time limited supports to adjust to work in an integrated setting.

(b) Each consumer is to receive an individual vocational assessment. This can be a review of existing records from other resources compiled by the rehabilitation counselor. The range and scope of the evaluation services are the same as those listed in N.J.A.C. 12:51-4.1(b)1.

(c) The client, a representative of the community program, and the Division's local Vocational Rehabilitation Counselor shall meet to identify those services necessary for the client to become employed, and to formulate an Individualized Written Rehabilitation Plan. At this point, if there is consensus among the parties, an individual placement in competitive employment with the assistance of a job coach can be funded.

(d) Records that must include actual numbers of job coaching hours for each day shall be maintained.

12:51-6.2 Personnel administration and staffing development

(a) Basic qualifications for professional job coaches are that the individual shall have an AA degree from an accredited college in the Human Services field, or three years of related experience. If the job coach is to serve individuals whose primary language is American Sign Language (ASL), the coach shall achieve a rating of Intermediate in the Sign Communication Proficiency Interview (SCPI).

(b) Mentors recruited at the job sites shall be supervised and shall have the qualifications required for their assignments. Any personal risks or liabilities that might be encountered shall be clearly communicated to the mentor, along with information on insurance coverage.

(c) Trainees/interns shall be supervised and have the qualifications required for their assignments. Information regarding any personal risks, liabilities, and insurance coverage shall be clearly communicated to the trainee/intern and, when appropriate, to the affiliating academic or training program.

(d) Job description shall be maintained which address all staff members involved in this service. The descriptions shall set forth the qualifications, the reporting supervisor, the position(s) supervised, and the duties of each position. These are to be dated, regularly reviewed for appropriateness, and provided in written form to the individual involved.

12:51-6.3 Job coach and job coach supervisor training

(a) The organization shall have a policy for orientation of new staff members, staff members moving to new positions, volunteers, and trainees/interns, including orientation to the organization's purpose.

(b) The standards in (a) above will apply as appropriate based on the type of program and activities required.

Amended by R.1983 d.600, effective January 3, 1984.
See: 15 N.J.R. 1548(a), 16 N.J.R. 51(b).

Correct language.
Amended by R.1991 d.604, effective December 16, 1991.
See: 23 N.J.R. 2927(b), 23 N.J.R. 3797(a).

Revised (a)1; 3.-6. and 8.
Amended by R.1996 d.564, effective December 16, 1996.
See: 28 N.J.R. 4045(a), 28 N.J.R. 5209(a).

SUBCHAPTER 14. COMMUNITY RELATIONS

12:51-14.1 Program requirements

(a) It is recommended that the organization cooperate on a continuing basis with all other community agencies, the New Jersey Association of Rehabilitation Facilities, the New Jersey Psychiatric Rehabilitation Association, the Association of Persons in Supported Employment and the appropriate State agencies in defining the needs of individuals with disabilities, providing services to meet those needs, and solving problems they have in common.

(b) The organization will have a well-planned public education program in which all forms of communication are utilized to encourage understanding, cooperation and financial assistance from other agencies, as well as civic, religious, fraternal, business and industrial groups in the community.

(c) Fund-raising practices will comply with the State and local laws, ordinances and regulations.

(d) Every effort should be made to maintain liaison with the local labor unions.

(e) The organization will work closely with the local DVRS office and other referral agencies to establish and maintain a coordinated system of service delivery for all of its community's disabled.

(f) The facility will be responsive to the needs of the community.

(g) In the event of a lay-off of employees, either professional or extended, DVRS must be notified immediately.

Amended by R.1991 d.604, effective December 16, 1991.
See: 23 N.J.R. 2927(b), 23 N.J.R. 3797(a).

Revised (a) and (e)-(f).
Amended by R.1996 d.564, effective December 16, 1996.
See: 28 N.J.R. 4045(a), 28 N.J.R. 5209(a).

SUBCHAPTER 15. PROFESSIONAL ADVISORY COMMITTEE

12:51-15.1 Composition and purpose

(a) The permanent Professional Advisory Committee will consist of the Chief of Rehabilitation Services, the commu-

nity rehabilitation program specialists of the Division of Vocational Rehabilitation Services and the New Jersey Commission for the Blind and Visually Impaired, the President of the New Jersey Association of Rehabilitation Facilities, representatives of the Association, the New Jersey Association of Persons in Supported Employment, the New Jersey Psychiatric Rehabilitation Association and representatives of other organizations that have a vested interest in DVRS community rehabilitation program policy.

(b) A Professional Advisory Committee is permanently established to meet at least twice a year to review the standards of performance and service for vocational rehabilitation programs. Written minutes of these meetings will be distributed. A formal report recommending any changes in the standards will be promulgated no later than six months prior to any readoption.

(c) Other duties of this Professional Advisory Committee will consist of assistance in handling differences of opinion, grievances and/or problems which may arise between directors of rehabilitation facilities and any private or public agencies, including the New Jersey Division of Vocational Rehabilitation Services. Those involved in whatever dispute is being mediated will in all cases be invited to attend the Professional Advisory Committee meeting.

(d) A report of these periodic meetings should be made available to the appropriate members of the New Jersey Association of Rehabilitation Facilities, the New Jersey Association of Persons in Supported Employment, the New Jersey Psychiatric Rehabilitation Association, other organizations with a vested interest and the New Jersey Division of Vocational Rehabilitation Services.

Amended by R.1983 d.600, effective January 3, 1984.
See: 15 N.J.R. 1548(a), 16 N.J.R. 51(b).

Correct codification of paragraph and delete "Duties" as separate section, 12:51-13.2.

Amended by R.1991 d.604, effective December 16, 1991.
See: 23 N.J.R. 2927(b), 23 N.J.R. 3797(a).

Revised (a)-(c).
Amended by R.1996 d.564, effective December 16, 1996.

See: 28 N.J.R. 4045(a), 28 N.J.R. 5209(a).
Section was "Procedure".

SUBCHAPTER 16. GRANTS

12:51-16.1 Availability

(a) The availability of grant monies is often difficult to determine. When specific grant monies are available DVRS will publish this information and inform organizations of the specific details for application.

(b) In the absence of specific information on availability of grant monies, organizations are encouraged to forward their request, via letters of intent, in reasonable detail, along with tentative budgets, to the community rehabilitation pro-

gram specialist for their area. It would be advisable to discuss this material with the local DVRS office prior to submission.

Amended by R.1991 d.604, effective December 16, 1991.
See: 23 N.J.R. 2927(b), 23 N.J.R. 3797(a).
Revised (a).
Amended by R.1996 d.564, effective December 16, 1996.
See: 28 N.J.R. 4045(a), 28 N.J.R. 5209(a).
Section was "Responsibilities".

12:51-16.2 Procedure

(a) The community rehabilitation program specialist will acknowledge receipt of the proposal and forward it to the DVRS Chief of Rehabilitation Services for community rehabilitation programs who will maintain a file of proposals.

(b) The Chief of Rehabilitation Services will, when appropriate, act as facilitator for those grant requests which show particular merit.

Amended by R.1991 d.604, effective December 16, 1991.
See: 23 N.J.R. 2927(b), 23 N.J.R. 3797(a).
Revised text.
Amended by R.1996 d.565, effective December 16, 1996.
See: 28 N.J.R. 4045(a), 28 N.J.R. 5209(a).

SUBCHAPTER 17. PAYMENT AND ATTENDANCE POLICY

12:51-17.1 Procedure

(a) All authorization forms issued for services in rehabilitation programs will be authorized in terms of units of service. A starting date will be stated.

(b) The organization should notify the local office and be paid for only the units the client physically attends the program plus any official commemorative holidays occurring during the authorized period of service up to a maximum of 13 days in a calendar year. In those instances where the unit of service is an hourly rate, such as job coaching, only hours actually delivered will be reimbursed.

(c) DVRS reserves the right to terminate any authorization by submitting in writing, such a notification to the organization, giving it five-days notice.

(d) It is the DVRS counselor's responsibility to maintain an awareness of the client's progress in the program and it is the counselor's responsibility to terminate the program in the event of attendance problems severe enough to negate the value of the program.

(e) DVRS is interested in the evaluation of its client's competitive employment. There are not, within the DVRS context, excused absences. Clients whose attendance does not compare favorably with the industrial norms should not be represented as having good attendance.

Amended by R.1983 d.600, effective January 3, 1984.
See: 15 N.J.R. 1584(a), 16 N.J.R. 51(b).

Clarifies that all exceptions to stated regulations must be agreed upon in writing by specific staff.

Amended by R.1991 d.604, effective December 16, 1991.
See: 23 N.J.R. 2927(b), 23 N.J.R. 3797(a).

Revised (a)-(c) and (e).
Amended by R.1996 d.564, effective December 16, 1996.
See: 28 N.J.R. 4045(a), 28 N.J.R. 5209(a).

SUBCHAPTER 18. ACCREDITATION OF REHABILITATION PROGRAMS

12:51-18.1 New Jersey Division of Vocational Rehabilitation Services

(a) The New Jersey Division of Vocational Rehabilitation Services (DVRS) has developed, maintained, and applied standards for approving vocationally oriented rehabilitation organizations to vend services to DVRS. These standards constitute the basis for this chapter.

(b) The DVRS maintains a firm commitment to ensure that quality, meaningful rehabilitation services will continue to be provided to individuals with disabilities. This commitment mandates DVRS to:

1. Utilize an accreditation process that will enable the agency to meet the ever changing demands of the rehabilitation movement;
2. Utilize the services of a nationally-recognized voluntary agency that has been established specifically for accreditation purposes, and operates independently of the institution it accredits; and
3. Utilize an accrediting body that meets the criteria as an acceptable accreditation authority that has been adopted by the Council of State Administrators of Vocational Rehabilitation (CSAVR).

(c) In order to achieve the above, community rehabilitation programs which are providing vocational evaluation, work adjustment training, extended employment, time limited job coaching and/or supported employment services to clients of DVRS will apply for accreditation in employment services and arrange an on-site survey by the Commission on Accreditation of Rehabilitation Facilities or any other accrediting body which meets or exceeds CARF standards no later than the third year of operation from date of approval by DVRS, or November 8, 1999. Programs are encouraged to submit all core programs for accreditation, but are required to submit comprehensive vocational evaluation services to vend vocational evaluation; employee development services to vend work adjustment training and extended employment; and community employment services to vend supported employment and/or time limited job coaching.

Amended by R.1983 d.600, effective January 3, 1984.

12:51-20.4 Supported employment services and community relationships

(a) Supported employment is employment or employment-related services provided for people with disabilities within an industrial/business community setting and is intended to maintain or result in paid employment in the community. Such services are designed to enable the person served to integrate into the work place.

(b) Supported employment services assist persons with disabilities who require ongoing support, on and/or off the job, in order to choose, obtain, and retain paid employment in integrated settings.

(c) The organization shall establish and document relationships with a variety of community groups impacting upon integrated employment opportunities including local businesses. This is demonstrated through cooperative agreements, contracts, and participation in consortia and advisory groups.

(d) The organization should enhance relationships with community employers through:

1. Providing for close cooperation between the organization and community employers through such mechanisms as business advisory councils, membership in community employer associations, business forums, and/or formal relationships with public and private schools;
2. Providing onsite job analysis, consultation, and recommendations for worksite and job modification, when appropriate;
3. Assisting employers to identify, modify, and/or eliminate architectural, procedural, instructional/communication, and/or attitudinal barriers to the employment and advancement of persons with disabilities; and
4. Educating employers about various disabilities and resulting vocational implications, assistive devices, job accommodations, services provided by the organization, incentives to the employer, and current disability-related legislation affecting the employer.

(e) There shall be clear lines of communication between supported employment services personnel and appropriate individuals in the worksite. All persons should have equal opportunity for reasonable accommodation.

(f) The organization shall adopt a policy with regard to accepting work opportunities from businesses experiencing labor disputes.

(g) The organization shall have a process to actively market supported employment information to consumers, their families, and interested community groups.

12:51-20.5 Consumer involvement and empowerment

(a) The organization shall develop employment opportunities based upon the individual's preferences, interests, abilities, capabilities and needs. The organization shall assist the person served to:

1. Understand and manage the financial and personal impact of supported employment on disability benefits and other benefits; and
2. Become knowledgeable about access to, and rights and responsibilities, under such benefits.

(b) The persons served shall be informed of supported employment service options and policies regarding transfer and reentry to supported employment services.

(c) Based upon an assessment which fully involves the consumer and that identifies the supports the individual shall require in order to participate fully in the program, the organization shall work with the individual with a disability, and the Division of Vocational Rehabilitation's Counselor, to develop an Individualized Written Rehabilitation Plan (IWRP). The organization providing the long term follow along shall be invited to the planning meeting.

(d) Issues that contribute to the development of this plan are choices of the person served, career planning, and opportunity for job advancement and job changes. Other items that may be included are short and long term goals and objectives related to employment, opportunities for integration and independence, utilization of generic integrated community resources to meet non work needs, short and long term supports needed (including such supports as financial resources, natural supports), assistive technology devices and assistive technology services. Finally, issues involved in the development of the plan are consideration of ancillary support services if needed, job satisfaction, and provision for at least semiannual review.

(e) The organization shall have procedures in place in which the consumer's input, abilities and capabilities are the primary factors in the development of an individual supported employment plan, and which can include input from the individual's representative with the consumer's permission.

(f) There shall be a process and written procedure for the ongoing review and modification of the consumer's plan which ensures that the consumer's preferences are considered and the consumer actively participates in the decision making process.

(g) The supported employment organization staff shall demonstrate a significant effort in providing individual integrated employment opportunities that match the consumer's occupational objective.

12:51-20.6 Service design

(a) The organization shall have a mechanism in place for informing consumers of all supported employment service options, their outcomes and timeframes for initiation and completion of service.

(b) Within the organization's target population(s) as defined by funders, the organization shall not exclude individuals based upon actual or perceived severity of disability(ies) or multiple needs. The intake and orientation process should be designed to facilitate the ability of the person served to take maximum advantage of the programs and services offered. The person served shall have the opportunity to clearly understand the purposes of the organization and its programs and services in response to the person's strengths, abilities, needs, and preferences.

(c) There shall be clearly written criteria of entrance/admission to programs. Policies and procedures shall be established for intake that identify the criteria of the order of admission for persons awaiting service, and designate the position(s) responsible for making admission decisions.

(d) If waiting lists are maintained, procedures shall be in place that provide for adequate information to identify the person and his or her needs, a periodic review of the list, the order of selection from the list, and the referral actions taken.

(e) The supported employment services offered by the organization shall be customized in frequency, type and duration to the individual consumer's needs and interests in conjunction with the DVRS counselors, and long term follow along organization personnel involved as outlined in the consumer driven IWRP.

(f) Communication to family and/or significant other is at the discretion of the consumer, except for consumers for whom a guardian has been judicially appointed or who have properly designated an individual representative.

12:51-20.7 Career planning and development

(a) Career planning and development for individuals who are clients of the Division of Vocational Rehabilitation Services requires the active involvement of the Division's Rehabilitation Counselor as the goals established and the objectives required become an integral part of the Individualized Written Rehabilitation Plan.

1. The organization shall utilize an individualized career/vocational process to develop employment opportunities. This process shall comply with N.J.A.C. 12:51-4.1(b)1.

2. The organization shall utilize a situational assessment process such as job sampling, internships, transitional employment, volunteer jobs to determine interest, skills, assistive technology and support needs that the individual requires to meet his or her career goals. The steps required to achieve those goals shall be specifically written and approved by the client, organization representative, and rehabilitation counselor.

3. The career planning and development process is based upon the individual's interests, preferences and stated goals within the context of the person's whole life situation. It shall ensure access to the full range of occupational possibilities.

(b) The supported employment staff member shall consult with the Division of Vocational Rehabilitation Counselor and the client in the development of a vocational goal, short and long term objectives, and issues to be addressed during the coaching of the client on or off the job, and the methods to be used in addressing those issues.

(c) When major changes occur in the person's placement plan, there shall be evidence that such changes were made with full knowledge and agreement of the person served and the rehabilitation counselor.

(d) The person's progress towards the accomplishment of goals is to be analyzed regularly with the active involvement of the person served, with goals and/or services modified as needed, and communicated to personnel from the referral source and the Division of Vocational Rehabilitation Services. The major decisionmaking body shall be a coordinated team that serves the person and includes the person served, the rehabilitation counselor, the long term follow along provider, other significant supporters as identified by the person served, and the job coach.

(e) The supported employment organization shall offer a variety of career exploration activities.

12:51-20.8 Job development and marketing

(a) The organization shall have a marketing strategic plan that has specific objectives related to employment outcomes which contains strategies for implementation, identification of staff responsible for the plan and materials which are respectful and image enhancing.

(b) The organization shall conduct job development by a process of matching an individual's preferences, skills and needs with specific job characteristics including a routine analysis of potential job sites in relation to the possibility of narrowing or combining existing job responsibilities.

(c) The organization shall provide whatever support and training is needed for an individual who chooses to initiate all or any part of their own job development efforts.

(d) The organization shall have a policy stating its adherence to all State, Federal wage and hour, supported employment and Americans with Disabilities Act regulations.

12:51-20.9 Employment phases and support

(a) The organization shall assist the consumer in benefit planning including accessing Social Security work incentives such as the PASS and IRWE.