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FACILITIES FACETS

Volume III ; Number 03

SUMMER 1985

FEDERAL AUDIT OF DVRS SHELTERED WORKSHOP FEES 1976 TO 1979

by George R. Chizmadia, Director
NJDVRS

We have recently been informed that representatives of the U.S. Department of Education have tentatively agreed to the terms of the New Jersey Department of Labor's proposed settlement of their audit of findings and exceptions in connection with their review of DVRS fees paid to sheltered workshops during the years 1976 - 1979.

Initial audit findings by the U.S. Department of Human Services auditors proposed disallowed costs of \$2.5 million dollars in federal funds for "overpayments" of fees paid to sheltered workshops under the Basic Program for this four year period.

The basis for the audit exception was their auditors' determination that these fees were paid for services rendered under a cost-reimbursement contract and that the DVRS state agency failed to recoup funds paid to workshops in excess of their own auditor's cost findings. They further recommended that the state agency immediately seek repayment of these funds from those facilities overpaid.

New Jersey Department of Labor official successfully argued in response that these fees were paid under a standard fixed-price procurement contract and that their cost findings merely established the cost study required under federal regulations to support the reasonableness of the fee schedule they had established.

They also successfully argued and maintained that local community support funds and other donations received by a sheltered workshop are not required to be deducted from their operating costs in determining the actual costs of rehabilitation services for purposes of establishing appropriate fees.

In response to the audit findings, DVRS revised its fee policies several years ago and NJAC Title 12 Chapter 51, New Jersey State Vocational Rehabilitation Facilities Rules and Regulations, effective January 3, 1984 now require the Director to review fees paid to individual facilities in relation to their costs and revise them downward in those cases where such action is indicated appropriate.

New Jersey Department of Labor has agreed to repayment of less than \$100,000 of the original \$2.5 million recommended by federal auditors and we are pleased with this settlement on behalf of our sheltered workshops and clients we serve.

Much thanks and appreciation to the USED-RSA New York Regional Office staff for their assistance, as well as to Michael Larkin of the New Jersey Department of Labor Division of Internal Audit (and former Facilities Auditor), in helping to resolve this matter.

FOR YOUR INFORMATION

Be sure to see the May 1985 issue of New Jersey Business Magazine for an article by Grace C. Applegate,

FOR YOUR INFORMATION (cont'd.)

Assistant Commissioner of Human Resources for the Department of Labor. The article is titled: "Business and Handicapped A Winning Combination." (Reprints of the article are available upon request)

CENTER FOR NON-PROFIT CORPORATIONS

This corporation focus' on timely and relevant information to non-profits in New Jersey. A monthly Grants Guide is provided to members only and the guide summarizes information published in the Federal Register and excerpted by the Federal Grants and Contracts Weekly.

For further information pertaining to this organization contact Betty Wilson, President at 609-695-6422 or write to: Ms. Betty Wilson, President, Center for Non-Profit Corporations, 36 West Lafayette Street, Trenton, New Jersey 08608.

CORNELL'S CORNER

ILR -- Cornell announces the following upcoming programs:

September - November 1985

September 18-20, 1985
"Orientation Simulation"
New Brunswick area

September 19, 1985
"Rehabilitation Engineering: A Diagnostic Tool for Improving Productivity"
Ithaca, New York

October 9-11, 1985
"Work Adjustment: A Method of Training and Treatment"
Ithaca, New York

October 16-18, 1985
"Supervisory Management (Part II)"
Ithaca, New York

October 28-31, 1985
"Forward to Basics: Supervision of Clients"
Ithaca, New York

November 4-6, 1985
"Financial Management"
Ithaca, New York

November 13-15, 1985
"Staff Orientation Simulation"
Albany, New York

For further information contact Mr. Ronald B. House, Program Director, New York State School of Industrial and Labor Relations, Extension Division, Ithaca, New York, 14853; 607-256-7727/607-256-3054.

FOOD FOR THOUGHT

Nothing in the world can take the place of persistence. Talent will not; nothing is more common than unsuccessful men with talent; unrewarded genius is almost a proverb. Education will not; the world is full of educated derelicts. Persistence and determination alone are omnipotent. The slogan "Press On" has solved and always will solve the problems of the human race.

- Calvin Coolidge

NEW AUDITING TECHNIQUES

By David P. Selby, Grants Manager

We have recently learned from facility directors that the New Jersey Wage and Hour Bureau has on occasion taken some "unusual" approaches to auditing sheltered workshops, and more particularly, clients working in facility cafeterias, or other food service areas.

In some instances they have "required" that piece-rated time studies be conducted for dishwashing, serving, food preparation, etc., operations, and that "piece-rates" be developed for those clients working in them.

NEW AUDITING TECHNIQUES (cont'd.)

By David P. Selby, Grants Manager

In another instance, State Wage and Hour investigators allegedly refused to accept time-studies appropriately conducted by workshop staff because the sample was "too small" and subsequently imposed time-study results conducted by themselves on the workshop, and assessed it for underpayment of client wages.

We do not agree with either the appropriateness or the legal necessity of using such methods to compute or audit client productivity rates for purposed of computing client wage payments.

We suggest that the use of a properly executed quarterly federal wage and Hourly Rate Evaluation Form/Certificate is also sufficient and adequate documentation for compliance with State Wage and Hour laws for those jobs in which a piece-rate is not a practical or realistic measure of a client's productivity.

Please feel free to contact the Facilities Staff and/or myself in the event you encounter any problems with these audits.

We have not heard of similar reports on audits conducted by federal Wage and Hour auditors.

TEMPORARY EMPLOYMENT OPPORTUNITIES FOR QUALIFIED DISABLED PERSONS

This program is available to DVRS eligible clients within Middlesex, Monmouth, Union and Somerset Counties.

The program is designed to provide temporary employment opportunities for qualified, disabled persons with marketable clerical skills. (Established as part of the Johnson Rehabilitation Institute's Professional Office Skills Training (POST) Program under a project with Industry Grant awarded to the Vocational Rehabilitation Department in October 1983.)

For further information or to make a referral contact:

Francine Piscitelli
Job Developer
Vocational Rehabilitation
Department
Johnson Rehabilitation Institute
JFK Medical Center
James Street
Edison, New Jersey

or call: 201-321-7069 or 201-321-0185

THE RESEARCH & TRAINING CENTER
STOUT
VOCATIONAL REHABILITATION INSTITUTE
SCHOOL OF EDUCATION AND HUMAN
SERVICES

Announces:

Fundamentals of Job Placement and Employment --

A three day training program for the professional in Job Placement in Atlantic City, New Jersey -- October 14-16, 1985, an intensive program for developing staff skills and competencies.

Training Site:

Resorts Internation Hotel, Boardwalk and North Carolina Avenue, Atlantic City, New Jersey 08404.

Enrollment:

Limited to 25 participants for this training program.

Tuition:

\$225.00, includes a resource manual, publications, refreshments at break, Continuing Education Units for the use toward CWAVE Certificate are available.

Registration:

Pre-registration of \$50.00 is required for this session and must be sent with your completed application (checks made payable to University of Wisconsin-Stout).

No refunds for pre-registration fees after September 27th. Balance (\$175) due upon notice of acceptance to program.

THE RESEARCH & TRAINING CENTER
STOUT
VOCATIONAL REHABILITATION INSTITUTE
SCHOOL OF EDUCATION AND HUMAN
SERVICES (cont'd.)

1986

San Jose, California
DATE: Jan. 16-17, 1986
REGISTRATION FEE: \$35.00
REGISTRATION DEADLINE: Dec. 27

Applications:

Contact:

Training Coordinator
RTC-STOUT Vocational
Rehabilitation Institute
University of Wisconsin-Stout
Menomonie, Wisconsin 54751
Phone: 715-232-1379

Orlando, Florida
DATE: Feb. 19-20, 1986
REGISTRATION FEE: \$35.00
REGISTRATION DEADLINE: Jan. 31

NOTE: Workshop Participants are responsible for their own travel and lodging.

Deadline for applications is September 13, 1985

For further information contact:

Denise Wagner
Vocational Studies Center
964 Educational Science
Building
1025 West Johnson Street
Madison, Wisconsin 53706
608-263-4151

A SERIES OF SIX WORKSHOPS ON
"HELPING HANDICAPPED STUDENTS
BECOME A PART OF THE JOB TRAINING
PARTNERSHIP ACT"

Announced by
The Vocational Studies Center
University of Wisconsin-Madison

SOUTH JERSEY HAPPENINGS
By Jim Agre
Facilities Specialist

Workshop materials and content will be directed at helping participants access, develop, and implement JTPA programs for handicapped youth.

Workshop Sites and Dates:

1985

Madison, Wisconsin
DATE: Sept. 19-20, 1985
REGISTRATION FEE: \$35.00
REGISTRATION DEADLINE: Sept. 6

Las Vegas, Nevada
DATE: Oct. 9, 1985
REGISTRATION FEE: \$50.00
REGISTRATION DEADLINE: Sept. 15

Washington, DC
DATE: Nov. 6-7, 1985
REGISTRATION FEE: \$35.00
REGISTRATION DEADLINE: Oct. 18

Atlanta, Georgia
DATE: Dec. 6, 1985
REGISTRATION FEE: \$35.00
REGISTRATION DEADLINE: Nov. 15

- * Jersey Cape Center has recently been reaccredited by C.A.R.F. for a three year period.
- * We welcome Miss Alice Winczer as the Director of Services at Goodwill Industries of South Jersey. She has a strong background in vocational rehabilitation.
- * Atlantic Opportunity Center has purchased a building in Egg Harbor and will be relocating by the end of July. This is a modern industrial type of building which can be expanded as needed.
- * Mr. Bob Ciervo has begun duties as the Vocational Coordinator of CamCare Center in Camden. Welcome to this organization.
- * OTC of Burlington County plans to break ground for a large addition to its present building. This new section will more than double production space, and will enable OTC to obtain more lucrative contracts requiring large space. Ground breaking is anticipated to take place in August.

SOUTH JERSEY HAPPENINGS (cont'd.)

By Jim Agre
Facilities Specialist

Mr. Jeff Haines has been recently promoted to the position of Associate Director, and Ms. Karen Mehalchick has been appointed Director of Services. She previously was the Adult Activities Program Director.

* Easter Seals of Ocean County in Lakewood plans to break ground for a new building in late summer. This building will be located in an industrial park in Lakewood and will greatly enhance services to clients.

* Best of luck in all of these endeavors.

WHAT'S HAPPENING IN NORTH JERSEY?

by Carroll J. Mrowicki
Facilities Specialist

Bergen County - Ms. Daisy Imbert succeeds Nancy Meola as Executive Director of Associated Craftsmen/Easter Seals, in Hackensack, New Jersey according to Brian Fitzgerald, Sr. Vice President of Easter Seals. Good luck to Nancy, who will be assuming a position with United Way. Renovations continue on the building in Hackensack. Windows will be replaced, the work floor air conditioned and additional offices will be built.

Friendship House displayed its renovated offices, cafeteria and workshop at a recent Open House. Don Springer and his staff deserve kudos for carrying on a topnotch program during the renovation period. Karen Reining, the placement counselor deserves praise for her efforts on behalf of extended employees.

Essex County - Ms. Edda Swart, Director of Archbishop Boland Rehabilitation Center in Newark, is pursuing advanced studies in rehabilitation at the University of

London for the summer. While Edda is away, she has authorized Chuck Kingsland of New Jersey ARF to continue his review of her production department. Chuck has made a notable contribution in plant set up, focusing on equipment needs and helping attract new work.

At OCEC, Mr. Rocco Meola informs us that his facility is now a recycling center for Alcoa Aluminum. The public is paid ten cents per pound for aluminum cans.

Hudson County - At OCHC, Maureen Walliser reports over \$300,000 in renovations have been completed. The Meadowlands work stations grant project is well underway. A business advisory council has been established and has assisted Ms. Quinn, the Grant Coordinator, in establishing three workstations. In Jersey City at Bookbinders plant, in Secaucus at Emerson Electronics and East Rutherford at Giants Stadium. Over thirty clients have been employed in packaging, warehousing, and food service, additional workstations are in the process of being formed. Workstations in the meadowlands have seen the cooperation of Friendship House and Associated Craftsmen who provided some of the client workers.

Passaic County - Joseph Feinman Center has been sold. A new site is being sought to house Bergen Passaic ARC which will encompass clients from August Hoehne Center, Hackensack and Joseph Feinman Center creating a modern plant for rehabilitation services.

Passaic County Job Bank at Barnert Memorial Hospital CMHC Center is approved for Job Seeking Skills fee. Congratulations to Ms. Moffitt and her staff who placed 113 clients in the last year.

Sussex County - Highlands Workshop has been certified for NISH federal contract program and for the State Set Aside Program. A bid has been submitted for a maintenance and stock shelving at Picatinny Army Arsenal. A second

WHAT'S HAPPENING IN NORTH JERSEY?

by Carroll J. Mrowicki
Facilities Specialist
(cont'd.)

bid has been placed with Prison Industries to sew the hems on towels. Decisions are expected in the near future.

PIP ALIVE AND WELL

The PIP program will continue for at least another year so please continue to get those placement reports to your local DVRS office for follow-up. Last year we made 59 payments. This year we have approved 18 payments in the first six weeks.

One of the bigger problems we are running into is poor reporting practices by the facilities. Often we find that after all the verification process has been taken care of, the client shows up as continuing in the Extended Employment program or, worse yet, not a participant in the program. The Policy and Procedure on the program clearly states that the facility is responsible for the monthly reporting of EE client activity. If the client is not carried in the proper status (p) on the Extended Employment file, they will not be processed for payment. You will be notified if the client is listed in some category other than placed.

Please be sure your monthly sheltered employment population update (MSEPU) form, submitted with your Extended Employment (EE) invoice each month, properly reflects the activity of your clients.

RECYCLING CENTER

The New Jersey Developmental Disabilities Council magazine titled "INTERFACE" (Vol. 10 Nos. 3 & 4, Summer 1985) printed the

following article which is being reprinted in its entirety below:

Somerset County officials plan to open a recycling center operated by the Somerset County Unit of the Association for Retarded Citizens/New Jersey (ARC/NJ). Besides providing the site for the center in the Central Jersey industrial Park in Bridgewater, the county will also supply a glass crusher, a trailer and other equipment needed for the program. According to Bruce Logan of the Somerset County Unit, ACR/NJ, the establishment of the recycling program marks a major step in the ARC's efforts "to create long-term solidified employment opportunities" for persons with mental or physical handicaps in the Somerset area. The recycling program could eventually employ 25 to 30 workers, referred by schools and social agencies through a system established by the N.J. Division of Vocational Rehabilitation Services. The state provided the ARC with a \$100,000 grant to open the center and cover initial operating losses.

WORK READINESS

ADAPTIVE EQUIPMENT

by: Larry Conti, WATC Project Director

The Robert Wood Johnson, Jr. Rehabilitation Institute at JFK Medical Center in Edison, started a new program unique to New Jersey, titled "Work Readiness Adaptive Equipment Program" (WRAEP).

The Program's purpose is to work with individuals, whose physical functioning is severely limited, to determine if they need adaptive equipment or other modifications to maximize their functional abilities for vocational evaluation and/or vocational training, placement or job modification. This program should address the needs of clients who may formerly have been

WORK READINESSADAPTIVE EQUIPMENT

by: Larry Conti, WATC Project
Director (cont'd.)

classified as too severe as well as others whose functional level may benefit from adaptive equipment or job modification.

In addition to determining equipment needs, training in the use of such equipment and worksite follow-up can be provided.

There are differences between this program and what a rehabilitation engineer does, and also between a normal Occupational Therapist's (OT) report and the Occupational Therapist's report for this program.

First, let us look at how the WRAEP program differs from what a rehabilitation engineer does, say for instance, the Rehabilitation Engineer Volunteer Network.

The REV Network's clientele has identified problems on the job, at home, or at school. With the intervention of a rehabilitation engineer, the problems of these individuals can be readily resolved through recommendation of specific equipment. If the specific equipment does not exist, the REV Network will devise the needed equipment. The WRAEP population consists of those individuals who require evaluation to determine potential for success in vocational evaluation and training programs. They are clients whose functional needs have not yet been determined, and who, when evaluated, may benefit from adaptive equipment and training in its use. The assessment and training of the clients in the use of adaptive equipment will provide a more realistic understanding of their true vocational potential and whether further DVRS sponsorship is warranted which will render the client employable.

JFK will continue to utilize the REV Network for consultation, and Mr. Jim Tobias has agreed to make appropriate referrals to WRAEP when indicated. For example, while the OT knows the individual and the individual's strengths, the OT does

not always know the engineering component of the equipment needed. So if the OT can not find or devise appropriate equipment, it is then that a referral will be made to a rehabilitation engineer for specific equipment fabrication based on the OT report.

A second question concerns the OT report. Isn't an OT report an OT report? Well, no, not really because an OT evaluation is geared toward answering a specific question for a specific problem. For example, a general OT report is directed more towards independent living and not work oriented, while the WRAEP report is more vocational and geared toward determining what is best suited to make the client optimally functional in vocational evaluation, training and placement.

The cost of service is presently \$75 per day for a maximum of ten days. The needs of the client will determine the number of days needed for the different phases of the program which include evaluation, recommendations, training in the use of equipment, staff conferences and follow-up on the job or training site. Program days will not run consecutively, but will be adapted to the needs of a client as the client enters different phases of his/her vocational program.

If you have any questions regarding the program or would like to make a referral, contact Harriet Findlay at 201-321-7069.

QUARTERLY REPORT INFORMATION

The following two pages of statistics represent figures accumulated for the first three quarters of federal fiscal year 1985 for the Traditional DVRS Programs and third quarter statistics for the Sheltered Programs.

Please refer to the computer generated statistics.

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Facility Quarterly Report YTD 3-85

Traditional

Facility Name	DVRS Refer	Start Eval	Start WAT	Start Skill	Wait List	Drop Eval	Drop WAT	Drop Skill	Comp Place	Shelt Place
Abilities NW	18	7	7	0	0	5	4	0	1	9
Abilities So.	152	120	68	0	0	45	17	0	27	19
Assoc Craft	95	63	23	5	0	28	2	4	21	19
A C O C	55	58	23	0	0	12	5	0	5	50
August Hoehne	49	33	31	0	6	4	6	0	1	19
Boland Rehab	116	86	33	25	0	62	10	14	20	26
Camden OTC	44	27	20	0	0	2	1	0	3	8
Cumberland	94	67	65	0	0	22	16	0	22	49
Edison SW	0	0	0	0	1	0	0	0	0	1
Friendship H	94	108	55	7	0	30	13	0	44	39
Goodwill NJ	295	201	107	32	0	90	16	6	62	5
Goodwill So.	45	46	15	0	0	15	10	0	7	17
Highlands	37	33	23	0	0	13	2	0	7	10
H O T C	80	48	23	18	0	26	12	1	17	2
Jersey Cape	43	32	14	0	5	2	3	0	12	7
JVS	121	75	42	0	8	23	13	0	15	13
Joseph Fineman	See August Hoehne									
Monmouth CVR	96	91	47	2	0	45	12	0	7	9
OC Essex	80	59	40	0	0	13	11	0	17	34
OC Hudson	77	36	23	0	9	10	8	0	2	13
OC Union	58	44	33	0	0	16	2	0	15	21
OTC Handi. CK	37	24	13	5	0	8	2	6	9	9
OTC Burlington	110	86	69	0	0	33	17	0	15	27
OTC Mercer	38	34	24	9	0	3	4	2	5	12
Ocean Co. OC	53	38	34	0	0	16	8	0	6	22
Raritan Valley	86	62	52	0	0	19	22	0	10	39
St. John of God	37	22	20	7	22	3	1	0	3	7
Salem Co. OC	7	20	18	0	0	5	14	0	1	9
Thrift Shop Un	16	10	7	11	1	3	1	2	0	5
VISA	4	0	closed	0	0	0	0	0	0	3
West Essex	156	70	51	0	1	19	12	0	10	28
West Hudson	1	1	2	0	0	0	2	0	0	0
Wrk Opp Ctr	26	26	20	0	0	4	1	0	4	16
State TOTALS	2220	1627	1002	121	53	576	247	35	368	547

Facilities Quarterly Report 3-85

Sheltered	No. of	A D A	wait	Hour	Dirct	Wage	Time	in E.E.	in Years	
	E.E.	E.E.	List	Wage	Plcd	After	one	one-3	Thr-5	Over 5
Abilities AW	43	38	0	\$0.89	0	\$0.00	0	0	0	0
Abilities So	118	118	0	\$0.91	3	\$3.93	2	0	1	0
Assoc Draft	51	38	0	\$1.41	1	\$3.75	0	1	0	0
A C O C	118	118	0	\$1.05	10	\$5.21	10	0	0	0
August Hoehne	92	72	0	\$0.89	0	\$0.00	0	0	0	0
Bolard Rehab	85	13	0	\$0.80	3	\$3.35	0	2	0	1
Camden OTC	60	90	0	\$1.14	2	\$3.75	1	1	0	0
Cumberland	55	54	0	\$0.90	17	\$3.35	10	7	0	0
Edison SW	12	54	0	\$1.80	0	\$0.00	0	0	0	0
Friendship H	66	52	6	\$1.48	7	\$3.35	4	2	1	0
Goodwill NJ	39	31	0	\$1.81	0	\$0.00	0	0	0	0
Goodwill So.	55	50	0	\$2.15	2	\$3.50	1	0	1	0
Highlands	45	39	0	\$0.95	2	\$3.50	0	0	0	0
H O T C	43	40	0	\$2.33	1	\$3.35	0	0	0	1
Jersey Cape	65	60	0	\$1.40	1	\$3.35	1	0	0	0
Jewish Voc S	80	50	0	\$1.88	3	\$3.85	3	0	0	0
Joseph Fineman			See August H. Hoehne Above							
Monmouth DVR	62	56	0	\$1.32	1	\$3.35	1	0	0	0
OC Essex	257	216	0	\$0.95	1	\$5.14	0	0	1	0
OC Hudson	66	57	0	\$1.28	6	\$4.60	3	1	0	2
OC Union	217	180	0	\$1.13	6	\$3.50	0	2	3	1
OTC Handi. CK	107	70	0	\$1.04	2	\$4.00	1	1	0	0
OTC Burlington	92	72	0	\$0.74	3	\$3.35	1	2	0	0
OTC Mercer	96	91	0	\$0.86	2	\$3.75	0	0	1	1
Ocean Co. OC	87	69	0	\$1.11	5	\$3.60	3	1	1	0
Raritan Valley	156	130	0	\$1.00	4	\$3.60	2	0	2	0
St. John of God	50	57	6	\$0.95	0	\$0.00	0	0	0	0
Salem Co. OC	65	56	0	\$1.54	0	\$0.00	0	0	0	0
Thrift Shop Jn	34	30	0	\$1.84	4	\$3.35	0	2	1	1
OTC SOMERSET	30	18	1	\$0.86	1	\$3.50	1	0	0	0
West Essex	100	87	0	\$1.86	2	\$4.00	1	1	0	0
West Hudson	29	19	0	\$1.01	0	\$0.00	0	0	0	0
Wrk Opp Ctr	113	114	0	\$0.83	3	\$3.91	0	3	0	0
TOTALS	2588	2235	13	\$1.13	92	\$3.80	45	26	12	7

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Grace C. Applegate - Assistant Commissioner
 Division of Vocational Rehabilitation Services
George R. Chizmadia - Director
Adrian Marinelli - Assistant Director
John D. Kelliher - Chief, Rehabilitation Facilities Programs
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QUESTIONNAIRE

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FACILITIES FACETS was originally developed to share information, provide insights, and to identify issues of mutual interest. The publication has been in existence for some time, so we want to evaluate whether it is achieving its original intent and if it is helpful to the targeted readers.

We would appreciate your taking a few minutes to assist our evaluation, and to offer recommendations for FACILITIES FACETS' future.

Please check appropriate blanks.

1. _____ I find FACILITIES FACETS to be a useful resource in conducting my work. However, I would like to offer the following recommendations to make it an even more useful tool for me and my staff:

I suggest FACILITIES FACETS be published:

_____ Monthly _____ Every Two Months _____ Quarterly

2. _____ FACILITIES FACETS has not been of any practical use to me. I suggest you discontinue its publication. My objections to the publication are:
