

ORDER OF SELECTION

Description of Order of Selection

The Wisconsin Division of Vocational Rehabilitation implemented an Order of Selection within its VR program effective 12/5/1994. An updated process was approved by the Wisconsin Rehabilitation Council and was approved as part of Wisconsin's FFY 13 State Plan.

Based on a functional assessment in each of the seven areas of life functioning, eligible individuals are assessed according to the significance of their disability, as defined in the Rehabilitation Act, section 7(21)(A):

...the term "individual with a significant disability" means an individual with a disability -

(i) who has a severe physical or mental impairment which seriously limits one or more functional capacities (such as mobility, communication, self-care, self-direction, interpersonal skills, work tolerance, or work skills) in terms of an employment outcome;

(ii) whose vocational rehabilitation can be expected to require multiple services over an extended period of time; and

(iii) who has one or more physical or mental disabilities resulting from [list] ... or another disability ... to cause comparable substantial functional limitations.

DVR Policy on Order of Selection

At any time that DVR resources do not permit all eligible consumers to be served, an order of selection for services shall be implemented. First priority will be given to consumers with the most significant disabilities. Second priority shall be given to consumers with significant disabilities. Third priority will be given to other eligible consumers.

In FFY 13, DVR implemented a simpler, easier Order of Selection that was approved by the Wisconsin Rehabilitation Council.

- **Category 1:** A consumer has a most significant disability if a mental or physical impairment exists that seriously limits four or more functional capacities in terms of an employment outcome and whose vocational rehabilitation requires multiple services over an extended period of time.
- **Category 2:** A consumer has a significant disability if a mental or physical impairment exists that seriously limits one to three functional capacities in terms of an employment outcome and whose vocational rehabilitation requires multiple services over an extended period of time.

- **Category 3:** Other eligible consumers who do not have a disability that seriously limits one or more functional capacities and do not require multiple services over an extended period of time. Also included in this category are all consumers who do not require multiple services over an extended period of time.

Those consumers currently on a waitlist will have the ability to have their current category placement reviewed and if limitations cause them to be categorized into a higher category, DVR will make the adjustment. No current consumer will be moved to a lower category.

Justification of the Order of Selection

Staff and Fiscal Resources:

In October 2004 (FFY05) a decision to assign all new applicants to the OOS wait list and not activate anyone from the list was made due to insufficient funding resources. As a result the number of applicants on the OOS wait list exceeded 13,000 by July, 2005 and significantly more eligible individuals were waitlisted than were being served by DVR.

In FFY06, with a significant increase in state match funds, wait list service invitations were issued and the monthly wait list numbers decreased significantly. By the beginning of FFY07, there was no wait for employment plan services for applicants with the most significant (category 1) and significant (category 2) disabilities and a short wait for applicants with non-significant disabilities.

During subsequent years, DVR has used available fiscal resources to maintain no wait for applicants with the most significant disabilities, a wait of several months for applicants with significant disabilities and an indefinite wait for those with non-significant disabilities. During FFY '10, human resources were limited and both the number of individuals waitlisted and the wait time increased due to staffing shortages. The DVR staffing shortages were mitigated during FFY11.

Since this time, DVR had sufficient staff and fiscal resources to maintain no wait for employment plan services for eligible applicants with the most significant disabilities, a wait period of no longer than 6 months for those with significant disabilities, and an indeterminate wait for services for applicants with non-significant disabilities.

During FFY14 DVR has been able maintain no wait for employment plans for applicants with the most significant disabilities and a wait period of 5 months in October 2013. This was down to 4 months as of April 1, 2014 for applicants with significant disabilities. In December 2013 Act 58 was signed providing DVR its full State Match. With this sufficient funding, and staffing, DVR anticipates the wait for employment plans for applicants with significant disabilities will continue to decrease over the next fiscal year and could possibly be eliminated for these applicants during FFY15.

The DVR Senior Leadership Team (SLT) manages the Order of Selection process using the following method:

- At least once a month the DVR Reports Team completes, and the DVR Senior leadership reviews, a statewide analysis of the fiscal and staff resources available to DVR and determines the number of eligible consumers that can be supported for employment plan (IPE) services.
- As resources make it possible, the Director of the Bureau of Consumer Services sends a list of eligible consumers to be contacted to start IPE development activities.
- This list contains the names of consumers who have been determined eligible for DVR services on or before the date specified on the list.
- Consumer names are listed starting with those with the most significant disabilities (OOS Category 1) and in the order that they applied for DVR services.
- If more consumers can be contacted for IPE development than the number of consumers in OOS Category 1, the IPE development contact list will include OOS Category 2 consumers, by order of application date. The same will be done with OOS Category 3 consumers, if we exhaust the names of OOS Category 2 consumers.
- The list also contains a due date by which staff are to contact and take action on each case.
- This process automatically and seamlessly moves to the next OOS Category on the DVR Waiting List depending on how many eligible applicants can be served with the resources available.

Interaction of Staff and Fiscal Resources

The DVR anticipates having approximately \$58 million available in case service resources for FFY15. The DVR will continue to monitor actual caseload size and service expenditures and make monthly adjustments using the DVR projection table to report actual and calculate projections for the OOS wait list, active caseload, and employment plan expenditures.

The DVR has incrementally increased the plan caseload each month from a baseline of 13,000 in October 2009. In October 2011 plan caseload was up to 15,500 and in October 2014 it was at 16,600. DVR anticipates an average of 16,500 active plans throughout FFY 2015.

The DVR began FFY 14 with 4,171 applicants on the wait list and as of April 1st is down to 2,375. DVR anticipates that with its current activation levels it will continue to have a significant reduction in its wait for applicants with significant disabilities. DVR projects that with continued funding and staffing levels ending FFY15 with no wait for applicants with significant disabilities.

When applicants and individuals developing employment plans are added to the number of individuals with funded employment plans, the average daily caseload is expected to exceed 21,000 DVR participants during FFY15.