

The background of the slide features a complex network of thin, dark lines connecting numerous small, dark circular nodes. These nodes are distributed across the entire frame, creating a web-like or molecular structure. The overall color palette is muted, with dark greys and browns for the network lines and nodes, and a lighter, warm grey for the background.

DIVISION OF REHABILITATION SERVICES

Annual Case File Review ~February 2025

Target Review- May 2025

AREAS OF IMPROVEMENT SINCE LAST ANNUAL REVIEW

- **Verification of Social Security benefits received and documents on intake and special program page.**
- **Presumptive eligibility completed within 14 days (5 working)**
- **Correct completion of 336 form**
- **Responsibility and repossession agreements being completed**
- **Cases being closed out in File Director**

AREAS THAT STAYED THE SAME SINCE LAST ANNUAL REVIEW

- **Sending Eligibility extension letter**
- **The individual and a qualified VR counselor signed the completed, final plan(s) and all IPE signature dates on VRFACES match the signature dates on the IPEs in FileDirector.**
- **Financial Needs was completed correctly if it was needed.**
- **A Plan for Sustaining Employment was offered or completed with a provide for Ticket to Work cases.**

NEW AREAS IDENTIFIED FROM THIS CASE FILE REVIEW

- **Any measurable skill gain recorded has the correct date on VRFACES AND has the necessary supporting documentation in FileDirector.**
- **If the client failed to complete a training program or left employment for which the equipment was obtained before successful case closure, the counselor retrieved the items or completed an AT referral to DakotaLink to pick up any electronic devices.**
- **The start date of employment, wages, and hours are verifiable through supporting documentation, such as a pay stub, provider verification from a monthly report, employment questionnaire, a detailed case note, or VRFACES Employment Report completed by the counselor or provider.**

NEW AREAS FOR PROGRAM CLARIFICATION AND/OR TRAINING

- **Eligibility Extension**
- **Individual and qualified VR Counselor sign and date plans/Dates match document and VR Faces**
- **Measurable skill gain recorded has correct date and necessary supporting documentation.**
- **Financial Needs**
- **Repossession of equipment/Repo Request to Dakotalink**
- **Employment Verification- wage, hours and start date**
- **PSE**

MAY 2025 TARGET REVIEW RESULTS

Based on results from both the February annual review and the May follow-up, the following policy clarifications will be included in the July 2025 VR Newsletter:

- Employment Verification Requirements – acceptable forms of documentation and expectations
- Repossession of AT Equipment – proper procedures and required forms
- Plan for Sustaining Employment (PSE) – when completion is required and documentation expectations

Training Opportunities

- A need for additional training in the area of Financial Needs was identified. Staff are reminded that a recorded training on Financial Needs Determination is available on YesLMS (June 2022).

A live training session was held on June 9, 2025, covering RSA Reporting and staff can rewatch at any time:

- Measurable Skill Gains (MSG)
- Credential Attainment
- How to complete Quarterly Updates and Post Exits

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PERFORMANCE INDICATORS

WIOA PERFORMANCE INDICATORS FOR VR

- Employment Rate- 2nd Quarter After Exit → Negotiated Rate with RSA→61.9%
- Employment Rate- 4th Quarter After Exit → Negotiated Rate with RSA→56.1%
- Median Earnings- 2nd Quarter After Exit → Negotiated Rate with RSA→ \$3,600
- Credential Attainment Rate → Negotiated Rate with RSA→ 34.5%
- Measurable Skill Gains (MSG)→50%
- Effectiveness in Serving Employers→ report with WIOA report, provide data back to DLR.