



EDUCATION and WORKFORCE DEVELOPMENT CABINET  
Department of Workforce Investment

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**SERVICE FEE MEMORANDUM**

TO: Office of Vocational Rehabilitation Staff  
Client Assistance Program Administrator

FROM: Cora McNabb  
Executive Director  
Office of Vocational Rehabilitation

THROUGH: Amanda Friend  
Deaf and Hard of Hearing Services Branch Manager  
Office of Vocational Rehabilitation

Chad Hunt  
Deaf-Blind Coordinator  
Office of Vocational Rehabilitation

Ron O'Hair  
Community Rehabilitation Program Branch Manager  
Office of Vocational Rehabilitation

DATE: Effective August 10, 2020

RE: Process for Providing Personal Futures Planning (PFP) / Planning  
Alternative Tomorrows with Hope Facilitator Services for Consumers in  
Category 1.

This Service Fee Memorandum reflects the guidelines and fee schedule for Personal Futures Planning and Planning Alternative Tomorrows with Hope Services.

## **Assessing and Referring for Personal Futures Planning or Planning Alternative**

### **Tomorrows with Hope:**

- Rehabilitation Counselors for the Deaf and Rehabilitation Counselors for the Blind will identify those individuals who are Deaf-Blind or Deaf at Risk and need extensive services and for whom standard evaluations are not valid. Rehabilitation Counselors for the Deaf will contact the Deaf-Blind Services Coordinator and Deaf and Hard of Hearing Services Branch Manager regarding each Deaf-Blind or Deaf at Risk individual identified. Rehabilitation Counselors for the Blind will contact the Deaf-Blind Services Coordinator to determine the appropriateness of this service.
- Contact the Community Rehabilitation Program Branch Manager for assistance if the consumer is in Supported Employment and requires this service. Or, contact their Branch Manager if the person is in Category 1, requires this service, and is not using Supported Employment.
- All Counselors should complete the Personal Futures Planning / Planning Alternatives for Tomorrows with Hope Facilitator referral form. The Deaf-Blind Services Coordinator, Community Rehabilitation Program Branch Manager, Deaf and Hard of Hearing Services Branch Manager, or field office Branch Manager (whichever is appropriate) will review the form and assess the need for Personal Futures Planning or Planning Alternatives for Tomorrow and approve the process for the Counselor to refer for a Facilitator.
- If Personal Futures Planning or Planning Alternative Tomorrows with Hope is initiated, the counselor must participate in the Personal Futures Planning / Planning Alternative Tomorrows with Hope Team meetings as much as possible.
- If Personal Futures Planning or Planning Alternative Tomorrows with Hope is determined not to be necessary, the Deaf-Blind Services Coordinator, Community Rehabilitation Program Branch Manager, Deaf and Hard of Hearing Services Branch Manager, or the Field Office Branch Manager will provide consultation and technical assistance to the counselor as needed.
- The Facilitator's level of experience and competence will be determined by the Deaf-Blind Services Coordinator or the Community Rehabilitation Program Branch Manager.

If approved, Counselors may pay an independent Personal Futures Planning (PFP) / Planning Alternative Tomorrows with Hope (PATH) Facilitator to facilitate a PFP or PATH team for consumers who are in Category 1, where such services would assist in the achievement of a Positive Employment Outcome. PFP or PATH can be utilized as part of the assessment process.

### **Process for Developing Facilitators and Establishing Skill Level:**

Proficient Level: Upon completion of the Planning Alternative Tomorrows with Hope training through the UK Human Development Institute (HDI), or other Office of Vocational Rehabilitation approved training, the Facilitator will be qualified to facilitate his / her first Planning Alternative Tomorrows with Hope group. An experienced person-centered planning facilitator or team member, as identified by the Deaf-Blind Services Coordinator or the Community Rehabilitation Program Branch Manager, will serve as a mentor for their first planning team. The mentor will complete the Person-Centered Planning Facilitator Evaluation form to establish the Facilitator as being Proficient to be paid to facilitate future teams.

Exemplary Level: Reached when the Facilitator has completed 5 initial Planning Alternative Tomorrows with Hope profiles and / or completes 20 hours of facilitation. Documentation must be provided to the Deaf-Blind Services Coordinator or the Community Rehabilitation Program Branch Manager to verify level of skill. As of the date of this Service Fee Memorandum, there are 3 people who currently meet the Exemplary Level criteria and are on the Personal Futures Planning / Planning Alternative Tomorrows with Hope vendor list.

### **Profile Development:**

The Personal Futures Planning Profile must include the development of the Basic Personal Futures Planning Profile maps, as well as other optional maps, which would enhance the team's understanding of the person's disability and how the disability impacts employment. The Profile would be developed prior to the development of the Individual Plan for Employment (IPE) as the information gathered would be utilized in the development of the IPE. If the IPE is developed prior to the Personal Futures Planning profile, then the information gathered from the process should be utilized as guidance in future IPE amendments.

The initial Planning Alternative Tomorrows with Hope Profile must include the development of the North Star, a Positive Possible Future, Grounding in the Now, Identifying People to Enroll, Getting Stronger, Describing Half-Way There, the Next Month and the First Steps.

The Planning Alternative Tomorrows with Hope Profile would be developed prior to the development of the Individualized Plan for Employment (IPE) as the information gathered would be utilized in the development of the IPE. If the IPE is developed prior to the Planning Alternative Tomorrows with Hope Profile, then the information gathered from the process should be utilized as guidance in future IPE amendments.

A fee, based on the Facilitator’s skill level and experience as determined by the Deaf-Blind Services Coordinator or the Community Rehabilitation Program Branch Manager, would be paid for the completion of a Personal Futures Planning profile and would be coded as 10R (D / DB PFP PATH Facilitator under Assessment). A list of approved vendors is available on the Office of Vocational Rehabilitation website.

The fee schedule is as follows:

Code	Levels	Fee
00061	Proficient Facilitator-Profile Development	\$400.00
00062	Exemplary Facilitator-Profile Development	\$500.00

The Facilitator must provide the Personal Futures Planning Profile Maps or Planning Alternative Tomorrows with Hope to the Counselor prior to payment. If requested, the Deaf-Blind Services Coordinator or Community Rehabilitation Program Branch Manager will be available to review the PFP / PATH profile and validate their quality.

**Planning Meetings**

An hourly fee, based on the Facilitator’s level of experience and competence, will be determined by the Deaf-Blind Services Coordinator or the Community Rehabilitation Program Branch Manager. A list of approved vendors is available on the Office of Vocational Rehabilitation website. Compensation up to \$2,000 per consumer could be made for this service. Any exception to this amount must be pre-approved by the Deaf and Hard of Hearing Services Branch Manager, Community Rehabilitation Program Branch Manager, or field office Branch Manager. Planning meetings would be coded 36K (Personal and Vocational Adjustment Facilitation) under Job Readiness Training for both Personal Futures Planning and Planning Alternative Tomorrows with Hope planning meetings.

The levels are as follows:



Code	Levels	Rate
00064	Proficient Facilitator-Personal and Vocational Adjustment Facilitation	\$35.00 Per Hour
00065	Exemplary Facilitator-Personal and Vocational Adjustment Facilitation	\$50.00 Per Hour

Planning Meetings will be authorized in 4-hour blocks at the hourly rate, to include facilitation of the team meeting and all follow-up activities. Invoices from the Facilitator need to include dates of service, number of hours and / or 15 minute increments (.25, .50, .75), and summary notes from each meeting. If more than 4 hours is required to complete the service, Facilitator needs prior approval from the Office of Vocational Rehabilitation Counselor. If approved, the Office of Vocational Rehabilitation Counselor will amend the authorization. The Office of Vocational Rehabilitation will pay this service based on actual hours worked, to include Portal-to-Portal time. Report and invoice are due no later than 2 weeks from the service date.

Portal-to-portal, time spent by the Facilitator traveling to and from meeting location, will be paid by the hourly rate and / or in 15-minute increments. If multiple assignments are scheduled on the same day in the same area, portal charges will be split between the assignments.

**Special Note:**

If the Individualized Plan for Employment includes Supported Employment, use the Community Rehabilitation Program Budget. Otherwise, use the Consumer Services Budget. Personal Futures Planning / Planning Alternative Tomorrows with Hope can be purchased in addition to (rather than in lieu of) Person-Centered Job Selection services.

For additional information regarding Personal Futures Planning and Planning Alternative Tomorrows with Hope, please review the Policy and Procedures Manual.