

# OKLAHOMA COMMISSION FOR REHABILITATION SERVICES

## EXECUTIVE SUMMARY

### DRS ADMINISTRATIVE RULES CHAPTER 1. ADMINISTRATIVE OPERATIONS CHAPTER 10. VOCATIONAL REHABILITATION AND VISUAL SERVICES CHAPTER 25. BUSINESS ENTERPRISE PROGRAM DRS INTERNAL POLICIES

December 3, 2018

**ISSUE:** Revisions to Chapter 1 consist of updating staff that are directly supervised by the Director, updating staff who report to the Chief of Staff in the Director's absences, added Chief Operations Officer job title and description, updating signature authority language with current job titles, updating DRS records access by removing antiquated sections.

Revisions to Chapter 10 consist of lowering the family income level which a VR client will be required to participate in the cost of services, updating the field staff responsibilities removing antiquated language. New rules implemented for applications for employees or family members of employees, applications for friends or family members (s) of friends, services for employers, annual outreach and review services, subminimum wage for youth with disabilities and pre-employment transition services. Policy titles modified to better describe policy content and removal of antiquated language. Additional revisions include updating rules to reflect WIOA changes.

Revisions to Chapter 25 consist of updating BEF definitions, updating statutory citations to conform with current statute and removing antiquated language.

**BACKGROUND:** Due to changes in procedures and agency names, changes in our policy are now necessary.

#### **STAFF RECOMMENDATION:**

Review and discuss:

#### Administrative Rules

- 612:1-3-2. The Director of Rehabilitation Services [AMENDED]
- 612:1-3-2.1 The Chief of Staff of Rehabilitation Services [AMENDED]
- 612:1-3-8.1 Executive officers [AMENDED]
- 612:1-3-10. Final signature authority [AMENDED]
- 612:1-17-1. Access to DRS records [AMENDED]
- 612:10-3-5. Basic living requirements [AMENDED]
- 612:10-7-2. Field staff responsibilities [AMENDED]
- 612:10-7-2.1 Applications for employees or family member(s) of employees [NEW]

612:10-7-2.2 Applications for friends or family member(s) of friends [NEW]  
612:10-7-2.3 Services for Employers [NEW]  
612:10-7-2.4 Annual Outreach and Review Services [NEW]  
612:10-7-3. Client responsibilities [AMENDED]  
612:10-7-24.1. Basic eligibility requirements for vocational rehabilitation services [AMENDED]  
612:10-7-56. Employment [AMENDED]  
612:10-7-58. Closed Rehabilitated [AMENDED]  
612:10-7-87. Actions requiring supervisor's approval [AMENDED]  
612:10-7-130. Maintenance [AMENDED]  
612:10-7-152. Payment of tuition and fees at colleges and universities [AMENDED]  
612:10-7-240. Overview of transition from school to work services [NEW]  
612:10-7-241. Subminimum Wage for Youth with Disabilities [NEW]  
612:10-7-242. Pre-Employment Transition Services [NEW]  
612:10-7-244. Overview of transition from school to work services [REVOKED]  
612:10-9-38. Vocational rehabilitation [AMENDED]  
612:25-2-5. Definitions [AMENDED]  
612:25-4-14. Training for new or potential licensed managers [AMENDED]  
612:25-4-25. Management of BEP equipment and fixtures [AMENDED]  
612:25-4-27. Initial inventory and supplies [AMENDED]  
612:25-4-53. Assignment and transfer [AMENDED]  
612:25-4-55. Qualifications [AMENDED]  
612:25-4-57. Applicant Selection Committee [AMENDED]  
612:25-4-58. Annual and Performance Evaluations [AMENDED]  
612:25-4-59. Interview, Selection Process and Scoring [AMENDED]  
612:25-4-61. Satellite business enterprise locations [AMENDED]  
612:25-6-1. Licensing requirements for managing a business enterprise [AMENDED]  
612:25-6-2. Standards for licensed managers [AMENDED]  
612:25-6-2.1. Probation [AMENDED]  
612:25-6-3. Grounds for suspension or termination of a license [AMENDED]  
612:25-6-15. Setting aside of funds [AMENDED]  
612:25-6-16. Criteria to establish a business enterprise [AMENDED]  
612:25-6-18. Establishing new licensed managers in business enterprises [AMENDED]  
612:25-6-20. Closing a business enterprise [AMENDED]  
612:25-6-22. Monthly reports [AMENDED]  
612:25-6-33. Organization and operation of the Elected Committee of Licensed Managers [AMENDED]

#### Internal Policies

DRS: 1-13-1. Sexual Harassment/Sexual Assault [AMENDED]  
DRS: 3-3-12. Court or jury leave [AMENDED]  
DRS:3-3-16. Leave when an office is temporarily closed due to unsafe working conditions or services are temporarily reduced due to hazardous weather (paid administrative leave) [AMENDED]

**BUDGET IMPACT:** The proposed policy sections should have no impact on the budget.

**ATTACHMENTS/PACKET SUPPORT DOCUMENTS:**

612:1-3-2, 612:1-3-2.1, 612:1-3-8.1, 612:1-17-1, 612:10-3-5, 612:10-7-2, 612:10-7-2.1, 612:10-7-2.2, 612:10-7-2.3, 612:10-7-2.4, 612:10-7-3, 612:10-7-24.1, 612:10-7-56, 612:10-7-58, 612:10-7-87, 612:10-7-130, 612:10-7-152, 612:10-7-240, 612:10-7-242, 612:10-7-244, 612:10-9-38, 612:25-2-5, 612:25-4-14, 612:25-4-25, 612:25-4-27, 612:25-4-53, 612:25-4-55, 612:25-4-57, 612:25-4-58, 612:25-4-59, 612:25-4-61, 612:25-6-1, 612:25-6-2, 612:25-6-2.1, 612:25-6-3, 612:25-6-15, 612:25-6-16, 612:25-6-18, 612:25-6-20, 612:25-6-22, 612:25-6-33, DRS:1-13-1, DRS:3-3-12, DRS:3-3-16