**OKLAHOMA DEPARTMENT OF REHABILITATION SERVICES**

**EXECUTIVE DIRECTOR’S REPORT**

**February 10, 2020**

**Executive**

Director participated in the Oklahoma Commission on Children and Youth meeting on January 10.

Director and staff participated in the VR/SBVI Performance Team meeting on January 14.

Director participated in the Workforce Advisory Committee meeting on January 15.

Director and staff participated in the ORC Executive Committee meeting on January 16.

Director, Kevin Nelson, and Kevin Statham participated in the Human Services and Early Childhood Initiatives Cabinet and Health Cabinet Legislative meeting on January 17.

Director and Tonya Garman participated in the Transit Plan Strategic Planning session held in Oklahoma City on January 21.

Director and staff participated in the media conference and groundbreaking ceremony for the new OSD Aquatic Center and Area of Refuge at the campus in Sulphur on January 22.

Director and staff participated in the OSD Senior Days Luncheon held on campus in Sulphur on January 27.

Director and Stephanie Roe attended the Oklahoma Works Together Regional Workshop on January 28.

Director and Stephanie Roe participated in the Unified State Plan public comment session on January 31.

Director and staff participated in the Governor’s Council on Workforce and Economic Development meeting on January 31.

Director gave a welcome and organizational structure overview of DRS to new employees at the DRS Academy on February 3.

Director and staff met to begin planning for the 100th year of Vocational Rehabilitation on February 4.

Director and staff participated in the first quarterly call with the new Commissioner of RSA, Mark Schultz on February 5.

**Process Improvement**

**AWARE**

The AWARE team is currently wrapping up the American Job Link Alliance data sharing project, working with the new workforce staff at the Department of Commerce to do some last minute debugging.

This month the team has updated earnings files from the Oklahoma Employment Security Commission to round out the 2nd quarter earnings reporting to RSA. Soon the team will be able to do more advanced analysis of second quarter earnings for the cases that exited in PY 2017 as sufficient time has passed to get make up for lagging OESC wage matches.

Training continues to bring field staff up to speed with credential attainment and skill gain recording. Also working on adding counseling and guidance as a reporting element with an AWARE feature that is relatively new to staff. The new process roll-out is anticipated in the next 3-4 weeks.

**Case Reviews**

Quality Assurance (QA) Companion Guide “links” to federal regulations and DRS policy updated to match the QA Instrument in anticipation for distribution to staff state wide.

Case Review Instrument reviewed and updated per recent Field Coordinator Directives.

**Program Standards, Statistical Research**

The research staff worked with the VR and SBVI Administrators to select the office locations for the Open Case Milestone Survey trial, and the iPads purchased by ORC are being distributed to the offices in Lawton, Ada, Muskogee, Tulsa SBVI, and Edmond VR.

The research team is working with the AWARE team to update the closure letters for the Closed Case portion of the survey trial.

The research team provided Needs Assessment updates to the State Plan.

The research team is working with Jonathon Cook, HRD, on the upcoming VR and SBVI Training Needs Assessment.

***Respectfully submitted by***

***Melinda Fruendt, Executive Director***