

Exhibit 1(a)

Provision 2. Progress Report Relating to the Consent Decree Database

Purpose:

The Consent Decree Data Tracker System has been created to be able to track and report on the services and outcomes of each member of each of the target populations both to satisfy the requirements of the Court and for the State to more actively manage its performance related to the Consent Decree goals and targets.

Team:

The CD Database Team is comprised of both technical and program staff from RIDE, ORS, BHDDH and The Sherlock Center, lead by project coordinator, Kim Paull, Director of Data and Analytics at OHHS, with the Consent Decree Coordinator, Mary Madden as content lead and BHDDH IT as technical leads. The team has met regularly, at least weekly since May, with a target of June 30th for the development of the system and July testing and quality assurance activities.

Design:

The design of the CD Tracker is to longitudinally track each member of each target population member, using a unique identifier. Each of the Target Populations is dynamic in its membership - the Transition Population consists of a rolling census of students ages 14-21 with I/DD identified by RIDE. The Youth Exit Population, tracks students with I/DD who have left school since 2013 as they enter the BHDDH/DD service system. The Sheltered Workshop and Day Populations were identified in 2013, one year prior to the Consent Decree and are static group whose membership changes only by death/exit from the service system.

The CD Tracker is a system that has been developed as a short-term (12-18 months) solution to be replaced by a more modern and comprehensive Case Management System/Electronic Medical Record. Within the scope of work that could be accomplished since May, the CD Database Team identified Phase I core elements that could be achieved in the 3-month timeframe available and has plans to address additional reporting capabilities in Phase II, between July and December, 2016. Those data points targeted for Phase II include – Attendance of BHDDH/ORS staff at IEPS, Date of IPE (ORS), and Benefits Counseling Sessions.

Data Sources:

RI Youth in Transition – RIDE is the source for Phase I, ORS data will be added in Phase II for other students with DD.

RI Youth Exit – RIDE is the primary source, with ORS as secondary

RI Sheltered Workshop and Day – Sherlock Center, BHDDH, and ORS

The Consent Decree Database provides high-level data on all members with the Sherlock Day and Employment Survey addressing data requirements in Section XVI (Data Collection and Reporting) 2a-j and detailed information on a quarterly basis.

Reporting:

The reports that can be produced from the CD Database currently are described below.

Report 1, The CD Total Population, provides an unduplicated count of the individuals in each Target Population as well as the number of individuals who are deceased and the current census. From the current census, those who were already employed at the beginning of the Consent Decree are subtracted to provide an accurate count of those individuals eligible to be counted towards employment targets.

Report 2, The CD Employment Report, provides counts and percentages of those employed. Included is data on Individual, Employer Paid Employment as well as other employment categories captured by the Sherlock Report to provide a complete picture of individuals employed.

Report 3, Report on Career Development Plans and Certified Benefits Plans, provides both the count and percentages, broken down by Target Population of those individuals with a Career Development Plan, a Certified Benefits Plan or both.

Report 4, Report on the Transition Process for Youth Exit to BHDDH Services, provides a timeline from date of application/first contact through start of services for the Youth Exit population.

Report 6, Report of Hours Worked Weekly, provides data from both ORS and Sherlock on hours worked, broken down by target group and type of employment.

Exhibit 1(b)

Provision 2 Data Requirements and Progress Update

For each required data pointing in this section, the State is providing the CD Database line item that corresponds and the source of the data.

For your reference see attached (CD Database File Layout #20).

Date for IEP (RIDE) – line 90

Date of ISP (BHDDH) –line 31

Did BHDDH or ORS attend IEP - currently do not capture this item (phase 2)

Date for IPE (ORS) – in ORS case record currently (phase 2)

Career Development Plan – (RIDE) line 89; (Sherlock) lines 58, 59; BHDDH line 32 (phase 2); ORS line 69 (phase 2)

Benefits Counseling/Plan for those who are working – (Sherlock) lines 60, 61; for ORS and RIDE (phase 2)

The transition process for BHDDH – (Report #4 plus line 34)

- (a) First contact with BHDDH – line 28
- (b) Initial assessment – line 30
- (c) Approval of services – lines 37, 38, 39
- (d) SIS – line 33
- (e) Tier assignment – line 34
- (f) Date of start of service – line 41

Field #	Agency	Field Name	Field Description	Length	Type	Notes
1	Universal	un_id	Unique ID	10	Number	
2	Universal	un_ulastnm	Upper Last Name	20	Character	
3	Universal	un_firstnm	Upper First Name	12	Character	
4	Universal	un_dob	Date of Birth	10	Date	
5	Universal	un_ssn	SSN	11	Character	
6	Universal	un_ddid	BHDDH ID	10	Number	
7	Universal	un_sasid	SASID	10	Number	
8	Universal	un_yth_trans	Target 1: Transition	20	Yes/No	Ages 14 up to and NOT including age 21 and not graduated yet (references Field 94) and are not employed (refereces field 17)
9	Universal	un_yth_ex13_14	Target 2: Youth Exit, '13-'14	20	Yes/No	Students with a birthday with 1/1/92 or later who have exited (references Field 94) or are employed (refereces field 17)
10	Universal	un_yth_ex14_15	Target 2: Youth Exit, '14-'15	20	Yes/No	Students with a birthday with 1/1/92 or later who have exited (references Field 94) or are employed (refereces field 17)
11	Universal	un_yth_ex15_16	Target 2: Youth Exit, '15-'16	20	Yes/No	Students with a birthday with 1/1/92 or later who have exited (references Field 94) or are employed (refereces field 17)
12	Universal	un_school_exit	Target 2: School Exit	20	Yes/No	Students with a birthday with 1/1/92 or later who have exited (references Field 94) or are employed (refereces field 17)
13	Universal	un_shel_2012	Target 3: Sheltered Work Target Group (though 2013)	20	Yes/No	Noted by BHDDH as as Facility Based or Sheltered workshops category, as collected by Sherlock in the 2012 Survey
14	Universal	un_day_2012	Target 4: Day Program Target Population (though 2013)	20	Yes/No	Sherlock 2012 Survey as Facility Based or Sheltered workshops category
15	Universal	un_ttp_2012	Target 5: Training Thru Placement (TTP) (though 2013)	20	Yes/No	Members of the pre-identified TTP population
16	Universal	un_employ_2012	2012 Employment Indicator	3	Yes/No	Indicates if employed at end of 2012
17	Universal	un_employ_tp	Current Employment Type	1	Defined Val	Employment Status at End of the Current Quarter. (if Field 67 = 22,26,32,33 or Field 50 = Individual Employer-Paid) (Values : 0 = Not Employed; 1 = Individual Employer-Paid; 2 = Individual Provider Paid; 3 = Group Provider Paid);
18	Universal	un_1employ_dt	Date of First Employment	10	Date	Date of First Employment for Individual Employer Paid Only - Never to be changed once loaded.
19	Universal	un_deceased	Deceased Flag	3	Yes/No	Indicates if deceased
20	Employment	em_id	Universal ID	10	Number	Equals Field 1. Data coming from Universal table and to be inserted before loading a new Quarter.
21	Employment	em_cyq	Calendar Year Quarter	3	Character	example: 151= Calendar Year 2015 Quarter #1 143= Calendar Year 2014 Quarter #3
22	Employment	em_employ_tp	Employed Indicator	3	Yes/No	Equals Field 17
23	BHDDH	bh_ssn	SSN	11	Character	
24	BHDDH	bh_ddid	BHDDH ID	10	Number	
25	BHDDH	bh_ulastnm	First Name	12	Character	
26	BHDDH	bh_ufirstnm	Last Name	20	Character	
27	BHDDH	bh_dob	DOB	10	Date	
28	BHDDH	bh_app_dt	Application Received (Date)	10	Date	
29	BHDDH	bh_elig_cd	Eligibility Status	40	Defined Val	
30	BHDDH	bh_elig_dt	Eligibility Determination (Date)	10	Date	
31	BHDDH	bh_isp_dt	ISP Received (Date)	10	Date	
32	BHDDH	bh_cdp_dt	Career Development Plan (Date)	10	Date	Not currently collected but we will include in record layout for future use
33	BHDDH	bh_sis_dt	SIS Assessment (date)	10	Date	
34	BHDDH	bh_sis_tier	Tier Level Assignment	1	Defined Val	
35	BHDDH	bh_close_dt	Closed Date	10	Date	
36	BHDDH	bh_close_cd	Closed Reason	40	Defined Val	
37	BHDDH	bh_day	Authorization of Services: Day Programs	3	Yes/No	In Current RI Fiscal Year Quarter will be turned to YES if Field 45 is set to YES
38	BHDDH	bh_transp	Authorization of Services: Transportation	3	Yes/No	In Current RI Fiscal Year Quarter will be turned to YES if Field 46 is set to YES
39	BHDDH	bh_sup_employ	Authorization of Services: Supported Employment	3	Yes/No	In Current RI Fiscal Year Quarter will be turned to YES if Field 47 is set to YES or field 48 is set to YES
40	BHDDH		BHDDH Employed Indicator	3	Yes/No	In Current RI Fiscal Year Quarter will be turned to YES if Field 48 is set to YES
41	BHDDH	bh_1serve_dt	BHDDH First Service Date Begin	10	Date	Date of first authorization for Service (Day program, Transportation, Supported Employment)
42	BHDDH	bd_ssn	SSN	11	Character	
43	BHDDH		BHDDH ID	6	Number	
44	BHDDH	bd_fyq	Fiscal Year Quarter	3	Character	example: 151= Fiscal Year 2015 Quarter #1 143= Fiscal Year 2014 Quarter #3
45	BHDDH	bd_day	Day Program Service	3	Yes/No	Based on HCPC Codes defining 'Day Program' (T2020 , T2021)
46	BHDDH	bd_transp	Transportation Service	3	Yes/No	Based on HCPC Codes defining 'Transportation' (T2003)
47	BHDDH	bd_pre_employ	Supported Pre-Employment Service	3	Yes/No	Based on HCPC Codes defining 'Supported Pre-Employment' : Pre_Vocational Services (T2015) & Job Development Services (T2025)
48	BHDDH	bd_sup_employ	Supported Employment Service	3	Yes/No	Based on HCPC Codes defining 'Supported Employment' : Job Coaching Services (T2019) & Job Retention Services (T2023)
49	Sherlock		BHDDH ID	10	Number	
50	Sherlock	sh_employ_tp	Current Employment Type	40	Defined Val	Employment Status : 0 = Not Employed; 1 = Individual Employer-Paid; 2 = Individual Provider Paid; 3 = Group Provider Paid
51	Sherlock	sh_employ_dt	Date of Employment	10	Date	Date of Employment will be set for beginning of Survey Quarter only for Individual with Employment Type = 1 , Employer Paid.
52	Sherlock	sh_hrs_wrkd	Employment: Average hours worked per week	3	Number	Weekly average based on a 2 week cy/cle of data collection
53	Sherlock	sh_hrs_wage	Employment: Wages earned per hour	7	Currency	Weekly average based on a 2 week cy/cle of data collection (Total earnings/total hours)
54	Sherlock	sh_job_title	Job Title	50	Defined Val	Closed list of titles, list expanded annually
55	Sherlock	sh_cbnw_hrs	Integrated Day Services: Average # of Hours per week	3	Number	Also called Community Based Non Work- CBNW
56	Sherlock	sh_fbw_hrs	FBW: Average hours worked per week	3	Number	Facility Based Work Weekly average based on a 2 week cy/cle of data collection
57	Sherlock	sh_fbw_wage	FBW: Wages earned per hour	7	Currency	Facility Based Work Weekly average based on a 2 week cy/cle of data collection (Total earnings/total hours)
58	Sherlock	sh_fbnw_hrs	FBNW: Average hours per Week	3	Number	Average hours per week involved in a Facility Day Program
59	Sherlock	sh_cdp_cd	Career Development Plan	3	Yes/No	
60	Sherlock	sh_cdp_upd	Career Development Plan - updated in last year?	3	Yes/No	
61	Sherlock	sh_benef_plan	Benefits Plan written by a CWIC	3	Yes/No	

Field #	Agency	Field Name	Field Description	Length	Type	Notes
62	Sherlock	sh_benef_couns	Benefits Information	3	Yes/No	
63	ORS	or_ssn	SSN	11	Character	Client SSN
64	ORS	or_firstnm	First Name	40	Character	Client NM-FIRST
65	ORS	or_lastnm	Last Name	40	Character	Client NM-LAST
66	ORS	or_dob	DOB	10	Date	Client Date of Birth
67	ORS	or_status	ORS Status	2	Defined Val	Client Status History Employment Status : 22, 26, 32, 33
68	ORS	or_app_dt	Application Referral Date	10	Date	Date @ Status 02
69	ORS	or_elig_dt	Eligibility Date	10	Date	Date @ Status 10
70	ORS	or_cdp_dt	Career Development Plan Date	10	Date	Not currently collected but we will include in record layout for future use
71	ORS	or_voc_ass	Vocational Assessment	3	Yes/No	
72	ORS	or_work_exp	Community Based Work Experience	3	Yes/No	Will be manual
73	ORS	or_employ_dt	Date of Employment	10	Date	Date @ Status 22
74	ORS	or_job_title	Job Title	50	Character	VR Case Primary Job Job Title
75	ORS	or_hrs_wrkd	Employment: Average hours worked per week	3	Number	Current VR Case Hours Worked at Closure
76	ORS	or_hrly_wage	Employment: Wages earned per hour	7	Currency	Current VR Case Hourly Wage at Closure
77	ORS	or_employ_tp	Employment Type	40	Character	Always "Individual"
78	ORS	or_employ_name	Employer Name	40	Character	VR Case Primary Employer Employer
79	ORS	or_employ_city	Employer City	40	Character	VR Case Primary Employer City
80	ORS	or_close_dt	Closed Date	10	Date	Date @ Status 8, 26, 28, 30, 33, 38
81	ORS		SSN	11	Character	Table to be collected in Phase 2
82	ORS		Auth Service Code	5	Defined Val	Based on list of Services Codes which define 'Vocational Assessment' and 'Community Based Work Experience'
83	ORS		Auth Service Description	40	Defined Val	(Joe M. needs to provide Pete the list of these services codes)
84	ORS		Auth Service Date	10	Date	
85	RIDE	ri_sasid	SASID	10	Number	
86	RIDE	ri_firstnm	First Name	40	Character	
87	RIDE	ri_lastnm	Last Name	40	Character	
88	RIDE		Middle Initial	1	Character	
89	RIDE	ri_dob	DOB	10	Date	
90	RIDE	ri_cdp_dt	CDP: Date	10	Date	Phase 2
91	RIDE	ri_iep_dt	IEP: Date	10	Date	Phase 2
92	RIDE	ri_dist_cd	School District (Funding LEA)	2	Defined Val	List of Code defining all RI School Districts
93	RIDE	ri_exit_dt	Exit Date	10	Date	
94	RIDE	ri_exit_reason	Exit Status	40	Defined Val	

Exhibit 2

MEMORANDUM

To: Mary Madden
 Marc DeSisto
 Peter Stephens
 Nicole Kovite Zeitler

From: Chas Moseley

Re: Recommended Strategy for Addressing Provision #3 of the Court Order filed on 5/18/2016.

Date: 7/18/16

Provision 3. By July 29, 2016, [the State will] provide the United States and the Court Monitor with access to the database entries from which the United States and the Court Monitor will select files at random for verification. The United States and Court Monitor will each provide a selection of entries to the state on or before August 5, 2016. By August 12, 2016, the State will produce for verification career development plans and benefits plans associated with the files selected by the United States and the Court Monitor.

Recommended Activities:

1. State separates database entries into each of the four Consent Decree target populations.
2. State provides an Excel sheet (or electronic access to equivalent forms) listing the members of each target population along with information on the status of each individual's career development plan and benefits plan and required updates (see below).
3. The Monitor and DOJ select files (individuals) at random from each target population. A total of 284 files (approximately 10%) will be selected from among the 4 target groups as indicated in the table below. The Court Monitor and DOJ will each select equal numbers of files/individuals from the four target populations for verification: 8 each from the Youth Exit Group, 24 each from the Youth Transition Group, 35 each from the Sheltered Workshop population and 75 each from the Day Target group.

Target Population	Total	Select at Random (rounded)	Random Sample*
Youth Exit	151	16	97 (95%+/-6)
Youth Transition	470	48	170
Sheltered Workshop	714	70	194
Day Target	1,508	150	227
Total	2,843	284	688

* Random sample sizes are included for comparison purposes

4. The State will provide the Monitor and DOJ with summary data on all of the files selected at random broken out by target population indicating the number and percentage of files/individuals with career development plans, the number and percentage of files/individuals with benefits plans, and the number and percentage of files/individuals with both.
5. From the data reported in #3 above the Monitor and DOJ will provide a selection of entries to the State on or before August 5th for in-depth review. The State will produce for verification copies of the career development plans and the benefits plans associated with each of the identified files by August 12, 2016. The Court Monitor and DOJ may additionally perform on-site reviews to verify the data.

RI Department of Behavioral Healthcare,
Developmental Disabilities and Hospitals (BHDDH)

BHDDH Bulletin

Featuring a Special Update on the Federal Consent Decree



July 2016

Consent Decree Update

What is the Consent Decree?

The State of Rhode Island entered into a Settlement Agreement and Consent Decree with the United States Department of Justice (DOJ) on June 12, 2013, and April 1, 2014, respectively. The agreements are intended to ensure compliance with the Americans with Disabilities Act, which the State violated by failing to serve individuals with developmental disabilities in the most integrated, appropriate setting, and by placing youth with a developmental disability at serious risk of segregation.

What Does the Consent Decree Require?

The Consent Decree offers Rhode Islanders with intellectual or developmental disabilities opportunities to work in real jobs at competitive wages, and supports for integrated activities for times when people are not at work. Achieving the goals of the Consent Decree is an important part of broader State efforts to provide higher-quality services for Rhode Islanders living with developmental disabilities. The State has pledged a sustained commitment to transform its service system over 10 years, providing integrated employment and day services to approximately 3,250 individuals with intellectual and developmental disabilities.

Who Does the Consent Decree Affect?

Under the terms of the Consent Decree, the State is working to improve services for the following groups:

- **Youth Transition Population** – Individuals with intellectual and developmental disabilities who are ages 14-21, in secondary school (private or public) who are eligible, or likely to be eligible for BHDDH services. These are students who have not entered the adult service system yet.
- **Youth Exit Population** – Individuals with intellectual and/or developmental disabilities identified by the Rhode Island Department of Education (RIDE) who have exited secondary school since 2013 and are eligible for BHDDH services. We are also tracking those students with a developmental disability who have exited school and are now in BHDDH but have not been identified by RIDE.
- **Sheltered Workshop Target Population** - Individuals with intellectual and/or developmental disabilities who received services in a sheltered workshop in 2013, the year before the Consent Decree took effect.
- **Segregated Day Target Population**- Individuals with intellectual and/or developmental disabilities who received services in a segregated day program in 2013, the year before the Consent Decree took effect.

What Are the Goals for These Groups?

The State is working to ensure access to meaningful employment and day services in integrated community settings for these groups. Employment, as defined for the Consent Decree, means:

- **Individual** (not group)
- **Integrated** (not in a segregated setting)
- **Employer Paid** (not paid for by a service provider)

What Actions Has the State Taken Towards These Goals?

- **Strengthened the leadership team** in the Division of Developmental Disabilities, supporting that team with additional resources from the Executive Office of Health and Human Services. (See below for an introduction to some of the new members of our team.)
- **BHDDH has revised its portion of the State's transition timeline.** We have partnered with RIPIN and look forward to working with schools, families, and students this upcoming school year.
- **Developed a Division Career Development Plan**, which will be rolled out September 1st by our Chief of Employment, Tracey Cunningham, and will provide technical assistance and information about person-centered employment goals and the array of options an individual has to ensure s/he has the opportunity to make an informed choice.
- **Developed a communications plan** to improve communication about the Consent Decree with Rhode Islanders living with developmental disabilities, their families, advocates, service providers, employers, and the general public.
- **Partnered with the Sherlock Center** to provide ongoing training and technical assistance to service providers.
- **Developed detailed transition work plans** with each sheltered workshop.
- **Expanded capacity and competency through the creation of communities-of-practice** in the areas of provider conversion, integrated employment and day services.
- **Formed the Employment First Task Force** to help connect state government officials, community agencies, individuals with intellectual and developmental disabilities, and their families.

What Can Individuals and Families Do?

- We strongly encourage transition age students to apply for eligibility well in advance of exiting high school, go to www.bhddh.ri.gov/developmentaldisabilities/application_php
- Use your person-centered plan to identify your own employment goals-what are you interested in and/or good at?
- Participate in self-advocacy and family forums to learn about the many paths to employment and community participation. To learn more, contact Advocates in Action, www.aina-ri.org, or the RI Parent Information Network, www.ripin.org.
- Aim high and learn about the success of others who have achieved employment

Who Can I Contact if I Have Questions?

You can send feedback and questions to Mary Madden, Consent Decree Coordinator, at mary.madden@ohhs.ri.gov.

Director's Corner

Hi folks,



The past few months have been a time of great transition at the Department of Behavioral Healthcare, Developmental Disabilities & Hospitals. Yet one thing that hasn't changed is our commitment to expanding opportunity for the individuals and families we serve, including Rhode Islanders living with developmental disabilities.

Last month, Health and Human Services Secretary Elizabeth Roberts asked me to serve as Acting Director of the Department following former Director Maria Montanaro's departure. Maria began a number of initiatives to support the Department's work to provide higher-quality, safer, more coordinated care and support for those we serve. I look forward to building on the strong foundations already in place to continue this important work.

Having served in this department for more than 12 years as the Director of the Behavioral Health Division, I also spent the last few years serving as the Deputy Director of the Department. As the Deputy, I became familiar with the Developmental Disabilities division and the successes and challenges it has encountered. I am excited to carry this knowledge and experience forward into my new role.

I am grateful to have strong champions for this work in Governor Raimondo and Secretary Roberts, who have made improving services for Rhode Islanders living with developmental disabilities a top priority. The ongoing commitment of the Governor to protect those living a developmental disability has been evident in her increased funding to the DD budget the last two years, which has been unprecedented. The Governor recognizes that RI's economy is stronger when individuals have access to integrated jobs, at competitive wages, in employment and day services, rather than working in a sheltered workshop.

This Special Edition of the BHDDH Bulletin is dedicated to providing information about the Consent Decree process. We will continue to send out regular updates through the Bulletins that Maria started. I encourage you to provide your feedback on how we can improve our communications on this important topic.

If you have any questions or concerns, please do not hesitate to contact me, or any of the staff in our Division of Developmental Disabilities. I can be reached at 401.462.2339.

Sincerely,
Rebecca Boss
Acting Director

Strengthening Our DD Leadership Team



Jane Gallivan will serve as Acting Director of the Division of Developmental Disabilities upon Charles Williams' retirement at the end of July. Jane brings deep knowledge in the developmental disabilities field to this role. She has more than 30 years of experience serving as the Director of DD services in Delaware and Maine. In Maine, she directed the implementation of a federal Consent Decree centered around de-institutionalization of services for individuals with intellectual and developmental disabilities. Jane also has experience helping states implement electronic records systems and supported employment services. She will participate in the search committee to select a new permanent developmental disabilities director. (Photo courtesy of Anne Peters)



The state official ensuring Rhode Island's compliance with the Consent Decree is Mary Madden. She has held the position of Consent Decree Coordinator since January 2016 and is charged with the oversight of the state's compliance. Mary has more than 35 years working in the DD field, as well as a great deal of experience in executive leadership in the non-profit sector. She was a registered lobbyist for 15 years serving DD providers. Prior to her appointment, Mary was a Policy Fellow at the Sherlock Center on Disability at RI College.



Tracey Cunningham has started in the newly created position of Chief Employment Specialist. Tracey has spent 25 years in the field of supported employment for individuals served by multiple state departments including Department of Transitional Assistance, Department of Veterans Affairs, state Vocational agencies and Ticket to Work. She has also served as Director of Employment and Community Based Day Services, successfully assisting organizations in transformation projects and building successful employment teams, in multiple states.

**Behavioral Healthcare, Developmental
Disabilities and Hospitals
(BHDDH)**

**Division of Developmental Disabilities
Read and Sign sheet**

I do hereby attest that I have read "SIS Policy No. 4: Service Tier Policy/Assigning Resource Allocation" (revised 6/29/2016) and understand the context of same.

Workforce Member's Name (Please print) Donna F Stendish
Workforce Member's Signature & Date Donna F Stendish 7/19/16
(Department Official's) Signature & Date [Signature] 7/22/16

**Behavioral Healthcare, Developmental
Disabilities and Hospitals
(BHDDH)
Division of Developmental Disabilities
Read and Sign sheet**

I do hereby attest that I have read "SIS Policy No. 4: Service Tier Policy/Assigning Resource Allocation" (revised 6/29/2016) and understand the context of same.

Workforce Member's Name (Please print) GAIL REYNOLDS

Workforce Member's Signature & Date *Gail Reynolds* 7/21/16

(Department Official's) Signature & Date *Ron Macintosh* 7/21/16

**Behavioral Healthcare, Developmental
Disabilities and Hospitals
(BHDDH)
Division of Developmental Disabilities
Read and Sign sheet**

I do hereby attest that I have read "SIS Policy No. 4: Service Tier Policy/Assigning Resource Allocation" (revised 6/29/2016) and understand the context of same.

Workforce Member's Name (Please print) Theresa Grande

Workforce Member's Signature & Date Theresa Grande 7/20/16

(Department Official's) Signature & Date Thomas Standish 7/20/16

**Behavioral Healthcare, Developmental
Disabilities and Hospitals
(BHDDH)
Division of Developmental Disabilities
Read and Sign sheet**

I do hereby attest that I have read "SIS Policy No. 4: Service Tier Policy/Assigning Resource Allocation" (revised 6/29/2016) and understand the context of same.

Workforce Member's Name (Please print) Danielle Kelly

Workforce Member's Signature & Date Danielle Kelly 7/19/16

(Department Official's) Signature & Date Konrad Stankiewicz 7/19/16

**Behavioral Healthcare, Developmental
Disabilities and Hospitals
(BHDDH)
Division of Developmental Disabilities
Read and Sign sheet**

I do hereby attest that I have read "SIS Policy No. 4: Service Tier Policy/Assigning Resource Allocation" (revised 6/29/2016) and understand the context of same.

Workforce Member's Name (Please print) Wendy Cormier
Workforce Member's Signature & Date  7/19/16
(Department Official's) Signature & Date  7/19/16

**Behavioral Healthcare, Developmental
Disabilities and Hospitals
(BHDDH)
Division of Developmental Disabilities
Read and Sign sheet**

I do hereby attest that I have read "SIS Policy No. 4: Service Tier Policy/Assigning Resource Allocation" (revised 6/29/2016) and understand the context of same.

Workforce Member's Name (Please print) Kristen Miga

Workforce Member's Signature & Date Kristen Miga 7/19/16

(Department Official's) Signature & Date Monica Stankush 7/19/16

Deb Strom
medical
7/14/16 8/26/16
(initials)

**Behavioral Healthcare, Developmental
Disabilities and Hospitals
(BHDDH)**

**Division of Developmental Disabilities
Read and Sign sheet**

I do hereby attest that I have read "SIS Policy No. 4: Service Tier Policy/Assigning Resource Allocation" (revised 6/29/2016) and understand the context of same.

Workforce Member's Name (Please print) _____

Workforce Member's Signature & Date _____

(Department Official's) Signature & Date _____

Exhibit 5(a)



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Behavioral Healthcare, Developmental Disabilities and Hospitals
DIVISION OF DEVELOPMENTAL DISABILITIES

6 Harrington Road
Cranston, RI 02920-3080

TEL: (401) 462-3857

FAX: (401) 462-2558

BHDDH/DD Career Development Plan for Ongoing Training and Supervision

The Division of Developmental Disabilities' Associate Director/Employment Specialist has implemented a calendar of training dates (see below) on the use of the revised Career Development Plan. These trainings will be offered to department's social services staff, providers, families, individuals and stakeholder groups over the next seven weeks. On a quarterly basis additional training sessions will be offered to continue to improve the content of plans, reach newly certified employment professionals and transitioning/exiting youth.

Attached also is the PowerPoint training that will be reviewed during the training sessions. A question and answer time will be included to discuss individual topics and areas of concern.

We will seek additional input from Advocates in Action on ways to make the form and process as user-friendly as possible.

Supervision and Quality Assurance -The Career Development Plans will be submitted along with the ISP and will be reviewed by the DD caseworker to ensure the quality and integrity of the plan. The Associate Director/Employment Specialist will do routine reviews of plans as well to ensure all relevant agency staff, providers, individuals and families are using the plan and to ensure plans are comprehensive and reviewed annually to demonstrate continued career enhancement.

Upcoming Career Development Plan Trainings:

8/3 9:30am DD caseworkers

8/23 2pm DD Supported Employment Council (DD employment staff and supervisors)

8/31 10am RI Parent Information Network - families and participants

9/14 10am Sherlock Center – families and individuals involved in self-directed services



Exhibit 5(b)
State of Rhode Island and Providence Plantations

Department of Human Services
Office of Rehabilitation Services

40 Fountain Street ~ Providence, RI 02903
401-421-7005 ~ 401-222-3574 FAX
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Mary Madden
Consent Decree Coordinator
State of Rhode Island
Executive Office of Health and Human Services

7/21/16

Mary,

Per your request:

RIDE began implementation and training on the use of the Career Development Plan (CDP) to students covered under the Consent Decree in early 2014; ORS staff participated in that rollout as well as subsequent trainings provided by RIDE to LEAs. CDPs are a regular topic at regional Transition Advisory Council meetings which ORS staff attend, providing consultation at those monthly meetings. Our VR Transition Counselors also attend IEP and CDP meetings for students referred to or already receiving ORS services, and provide regular supervision to ensure LEAs are using the plans as contemplated by and required in the Consent Decree.

In May 2015, ORS implemented a requirement that DD Providers complete CDPs for any person whose initial entry into adult services was ORS. ORS had been actively collaborating with BHDDH on the CDP format and training to providers. That training was provided to agencies in April 2015; I have attached the training documents utilized.

ORS staff regularly attend CDP meetings with individuals at their DD provider agencies, and provide supervision to ensure all relevant agency staff are using the plans as contemplated by and required in the Consent Decree. In addition, CDPs are a regular topic at the monthly DD Supported Employment Council (DDSEC) meetings attended by DD Providers. ORS has provided consultation and overview of the implementation of the CDP requirement at those monthly meetings.

BHDDH has submitted their finalized document in July 2016, and ORS is working with the agency to schedule and provide training on the use CDPs August 23, 2016.

If you need any further information, please contact me at 401-462-7854 or at joseph.murphy@ors.ri.gov

Sincerely,

Joseph Murphy, MA, CRC
VR Assistant Administrator SE

Exhibit 5(c)



Ken Wagner
Commissioner

State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

To: Mary Madden
Consent Decree Coordinator

From: J. David Sienko
Director, Office of Student, Community & Academic Supports

Date: July 25, 2016

Re: **RIDE Response to Court Order No. 14-M-PAS filed May 18, 2016:**

b) *By July 1, 2016 finalize a transition timeline, developed and agreed to BHDDH, ORS and RIDE that identifies each agency's responsibility for engagement with individuals transitioning from the youth to adults services systems, including associated timelines for initial engagement, assessment and start of services*

RIDE updated Transition Timeline in November 2015 and presently has no other edits to timeline.

h) By July 29, 2016 BHDDH, ORS and RIDE must implement ongoing training on the use of career development plans and provide regular supervision to ensure all relevant agency staff are using the plans as contemplated by and required in the Consent Decree

During the summer of 2014, RIDE, in collaboration with the Regional Transition Centers, ORS and the Court Monitor, began drafting the Career Development Plan (CDP) format, which was finalized and approved in September of 2014 by the Court Monitor. Statewide training on CDP's began on September 26, 2014 with the introduction and overview of the CDP format. Sixty educators representing 29 school districts as well as the full Teachers of Life Skills Network (TLS) membership were in attendance. Over 40 private and charter school educators attended technical assistance sessions on October 9th and 28th 2014 and again on November 3rd 2014. The sessions introduced the document section by section, defined the language and described its purpose as a process document for students with IDD transitioning from school to employment. The CDP provides the format for documenting the services and supports described in the Consent Decree Sections V (1) and (2) (i.e. soft skill development, career exploration, self-determination, community experiences and integrated work trials, etc.)

Forty educators (40) representing 22 districts and over 30 private and charter school educators participated in "Documenting Community Based Experiences" trainings on November 18th, December 2, and 14, 2014. These trainings were developed to compliment the CDP by training educators in ways to quantify the vocational expectations and development plans for youth covered under the Consent Decree.

Page Two

Memo- M. Madden/RIDE Response to Court Order #14-M-PAS filed 5/18/2016

July 25, 2016

On April 27, 2015 educators received additional training and materials to support the implementation of CDP's. On April 12, 2015, 22 educators representing 16 districts participated in "Exemplary CDPs" training. Additional detailed information regarding ongoing training and technical assistance is described in the Court Monitor's Report (Issued August 17, 2015). The major offerings for the 2015-2016 school year was the "Scope and Sequence of Career Development: From Awareness to Integrated Trial Work Experience". There were two versions of the training that were presented multiple times over the course of the school year. One training focused on high school (16-21 year old students) and one on the middle school students (age 14-16).

Statewide trainings for the high school educators were held on October 2nd and December 11th, 2015 as well as in-district and regional technical assistance sessions. Statewide trainings for the middle school were presented on October 23rd, 2015 and April 23rd, 2016. Additional detailed information regarding the implementation of training on the use of Career Development Plans inclusive of detailed technical assistance for the 2015-2016 school year can be found in the RIDE Quarterly Reports (November 1, 2015 – January 31, 2016) and (February 1, 2016 – April 30, 2016). These reports were submitted to Court Monitor on February 12, 2016 and May 19, 2016. The training needs for teachers in implementing the Career Development Plan have been identified and are currently being scheduled for the 2016-2017 school year.

In addition, RIDE in collaboration with the Regional Transition Centers has implemented the RI Employment First Quality Review Checklist to support the states Quality Improvement Initiative. The RI Employment First Quality Review Checklist is an on-site support visit to assist in identifying barriers, deficiencies, gaps and additional training needs and technical assistance to meet the requirements of the Consent Decree and ultimately improve services for youth with I/DD under the Employment First Policy. To date, all LEA's have participated in the on-site reviews. Each review documents the LEA's barriers/challenges and technical assistance/actions to support the resolution of identified barriers. The on-going technical assistance to each LEA is well detailed in the RIDE Quarterly Reports to the Monitor as well as the statewide trainings to ensure the promotion and implementation of student focused Career Development Plans.

i) By July 29, 2016 RIDE must train all census clerks to accurately report the number of career development plans in place

On August 25, 2015 RIDE provided a detailed instructional memo to Special Education Census Personnel regarding the addition of four new data fields to the eRIDE Special Education Census to comply with the reporting requirements of the Consent Decree. The data collection was on a "go forward" basis and began at the start of the 2015 school year, noting that the objective was to have all records up to date by the close of the Special Education Census in June, 2016. The information about the changes in the Census was also communicated to Special Education Directors on July 23, 2015. Throughout this period, the RIDE Special Education Census Manager has provided individual technical assistance to school district census clerks to ensure the accuracy of reporting. Additional instructions adding the reporting of the Career Development "date" was added to the Special Education Census and Special Education Census personnel have been notified of the additional data field per memo on June 2, 2016. Additionally, Special Education Directors were notified of this census change on June 16, 2016.