



Local School Plan Implementation Guide

This guide was developed as a collaborative effort between Iowa Vocational Rehabilitation Services (IVRS) and the Iowa Department of Education (IDOE) to outline the local school planning process. The guide has been designed as a tool to support collaboration in the development of the local school plan.

If you have any questions or comments regarding this guide, please contact Mary Jackson at mary.jackson@iowa.gov or Kirsten Lane at kirstenlane3107@gmail.com

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Provide Overview to LEA Administrator

The LEA Administrator should be informed and aware of activities surrounding the Local



School Plan within his/her building. While the administrator may choose to delegate duties around the plan to another entity, it is always best to begin with this person.

- Schedule a 15 minute meeting (in person or by zoom) to share a summary of WIOA and the Local School Plan process.
- At scheduled meeting, share and briefly review [this overview](#).
- Share previous year's plan and the [Local School Plan template](#).
- Request a meeting to develop the plan be scheduled
 - Date and time for meeting
 - Location for meeting
 - Members to be in attendance
 - [Agenda](#)

WIOA Overview

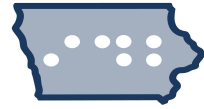
- Signed into law by President Obama, July 2014
- Made major changes to Vocational Rehabilitation laws and programs
- Purpose: "Empower individuals with disabilities to maximize employment,



economic self-sufficiency, independence, inclusion and integration into society.”

- Focus is on collaboration between IVRS, LEAs and other community agencies
- Iowa is an Employment 1st state and WIOA is aligned with this, working toward competitive integrated employment for all
- WIOA allows IVRS to provide Pre-Employment Transition Services (Pre-ETS) to students who are Potentially Eligible (PE), rather than waiting until a student has an open/active file. PE students are:
 - Any student who is currently on an IEP
 - Any student who is covered under the provisions of 504
 - Any student who has an identified disability
- PE documentation and a completed Pre-ETS Agreement are needed prior to the student participating in the first Pre-ETS activity.
- [Pre-ETS Required Activities](#)
 - Job Exploration Counseling
 - Work-based Learning Experiences
 - Counseling on Opportunities
 - Workplace Readiness Training
 - Self-Advocacy Instruction
- Section 511 defines responsibilities of both IVRS and LEAs around subminimum wage options, including the specification that districts may not contract with an agency to provide sub minimum wage employment. If a student or family member expresses an interest in a sub minimum wage position, your IVRS staff member should be involved. (Please see the MoA for additional information.)
- [Memorandum of Agreement \(MoA\)](#) between IVRS and the Department of Education defines the partnership and general responsibilities
- [Memorandum of Agreement \(MoA\)](#) between the Iowa Department for the Blind (IDB) and the Department of Education defines the partnership and general responsibilities

Pre-ETS overlap with school required transition services, as does the goal of employment for our students. The Local School Plan is our opportunity to define which entity will provide which services to ensure that we are working efficiently and covering all of the needs of our students.



Iowa Department
for the Blind



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Local School Plan Meeting

Purpose

The purpose of the local school plan is to outline the responsibilities of the LEA, AEA, IVRS/IDB and other partners involved in providing Pre-ETS and other transition services within the district.

Team Members

The local school team will look different in every district. Suggested team members include IVRS/IDB staff, teachers, school counselors, AEA staff and administrators, school administrators, contracted program staff, Intermediary Network staff (IVRS or Regional), community partners, businesses, parents and students with disabilities.

Process

The local school team should meet every fall and spring to review the Local School Plan and discuss any changes that will be implemented. The agreed upon changes should be included in the new Local School Plan. Team members involved in these discussions should be identified on the plan as well. The finalized Local School Plan should be signed by the LEA Administrator who has the ability to allocate resources, AEA administrator supporting the building and the IVRS Area Office Supervisor. Local School Plans are due by November 1st each school year and should be emailed to Ashley Vasey (ashley.vasey@iowa.gov) and Mary Jackson (mary.jackson@iowa.gov). In addition, copies of the completed plan should be provided to all team members. New Local School Plan templates will be provided to IVRS staff by July 1st each year.

The Local School Plan Survey will be sent to staff and administration involved in the development or implementation of the Local School Plan. During the spring meeting, the results of the survey should be discussed by the team to assess the implementation of the Local School Plan.



Agenda

- Introduction of team members (should be listed on the plan)
- [WIOA Overview](#)
- Review the Local School Plan
- Discussion on what worked and what needs to be changed
- Discussion on the logistics of delivering Pre-ETS within the school
- Complete/update the [Local School Plan](#)
- [Determine how often the local school team will meet to review the plan](#)
- Determine who will meet with the LEA Administrator, AEA Administrator and/or IVRS Supervisor to discuss the plan if he/she is not at the meeting to sign the finalized plan
- During the spring meeting, review the results of the Local School Plan Survey to use in formulating ideas/plans for the next school year
- Discuss/determine if any new members should be added to the team
- Schedule the next fall/spring meeting for the team



Ongoing Updates

The local school team needs to decide how often they will meet to review and monitor their local school plan. There is not a formal process for this monitoring; it should be something that is meaningful and useful to the team. Some examples of how teams across the state are doing this are:

- Monthly meetings to review the plan
- Quarterly meetings to review the plan

Changes to the plan are not required to be submitted, rather they should be recorded within the local plan and implemented as needed to meet student needs. The signed Local School Plan only needs to be submitted once per year (by November 1st).

At any time through the process, if questions or concerns arise regarding this process or service delivery, the LEA Administrator, AEA Administrator and IVRS Area Office Supervisor should meet to discuss these concerns and determine next steps.