



Idaho Division of Vocational Rehabilitation  
650 W. State Street, Room 150  
Boise, ID 83720  
Phone: (208) 334-3390  
Fax: (208) 334-5305

To: Lori Wolff, DHR Administrator  
Alex Adams, DFM Administrator

From: Jane Donnellan, IDVR Administrator

Proposal: to bring stability to IDVR's Qualified Rehabilitation Professional (QRP) positions

IDVR requires Qualified Rehabilitation Professionals (QRPs) to meet its obligations under the State plan for the provision of Vocational Rehabilitation services to Idaho residents.

To qualify as a QRP, an individual must meet IDVR's standard under one of the following scenarios:

1. Certified Rehabilitation Counselor (CRC)
2. Candidate for a master's degree in Rehabilitation Counseling who has completed sufficient credits in a Commission for Accreditation of Counseling and Related Educational Programs (CACREP) accredited master's program to be eligible to sit for the CRC exam (CRC-eligible)
3. Licensed Clinical Social Worker (LCSW)
4. Licensed Clinical Professional Counselor (LCPC)
5. Licensed Professional Counselor (LPC)

The positions of Sr. Vocational Rehabilitation Counselor (Sr. VRC), Assistant Regional Manager (ARM), and Regional Manager (RM) require the individual to be credentialed as a CRC.

A Vocational Rehabilitation Counselor (VRC) position can be filled by an individual credentialed under any of the five scenarios detailed above.

When IDVR cannot fill a VRC position with a QRP, that position is underfilled by a bachelors prepared applicant and the position is retitled to Vocational Rehabilitation Specialist (VRS).

Presently, IDVR recruits to fill openings in our counselor positions by posting the position as VRS/VRC and detailing the credentials required for each level. When an applicant is hired as a VRS, they must engage in a plan under IDVR's Comprehensive System of Personnel Development (CSPD) under which they must complete a degree program in Rehabilitation Counseling within five (5) years of their date of hire to remain employed. IDVR provides tuition reimbursement (as budget permits) and pays for the cost of their CRC exam. Upon attainment of their master's degree, the incumbent is promoted to a VRC position.



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Recently, IDVR has been unable to recruit into the VRC level at all, and we have experienced CSPD non-compliance, as well as terminations due to performance issues amongst our VRS incumbents.

Our incumbent QRP staff at all levels are involved in mentoring, training and assisting the VRS staff in the performance of their duties. VRS staff are not authorized to sign off on customer eligibilities, plans, etc. Their work must be carefully reviewed to ensure compliance with federal and state requirements. When a position is vacant, caseload must be redistributed amongst the QRP staff to ensure continuation of service to customers. This is burdensome to the incumbent staff as well as our customers who must establish a relationship with a different counselor to meet their employment goals.

To bring stability to the IDVR counseling staff, we propose the following:

A. **NEW HIRES** in the positions of VRC, Sr. VRC and ARM.

1. **Sign-on Bonus:**

- a. \$2500 sign-on bonus for each new hire in the following titles: ARM, Sr. VRC, and VRC\*
- b. Recruitment plan: Recruit for all 3 levels at once via outreach to colleges/universities with Rehabilitation Counseling programs to post our openings to their alumni networks. The sign-on bonus is designed to incent QRPs to relocate to fill IDVR openings.
- c. Payment with second paycheck after hire.

\*Hiring rates: VRC = \$24.04 per hour; Sr. VRC = \$26.00 per hour; ARM = \$29.00 per hour

2. **Recruitment Bonus:**

- a. \$2500 upon completion of 1040 hours of service with probationary evaluation rating of APS or higher
- b. Memorandum of Understanding to be executed b/w employee and IDVR with service commitment of one (1) year subject to repayment schedule if terminate within that year (see attached)



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3. **Retention Bonus:**

- a. \$2500 upon completion of 2080 hours of service and no documented disciplinary action
- b. Memorandum of Understanding to be executed b/w employee and IDVR with service commitment of one (1) year subject to repayment schedule if terminate within that year (see attached).

In effect the 1-year service commitment following both the recruitment and retention bonus payments will result in a 2-year service commitment for the new hires.

B. **INCUMBENTS** in the positions of VRC, Sr. VRC, ARM and RM

**Retention Bonus:**

- a. \$5000 retention bonus
- b. Memorandum of Understanding to be executed b/w employee and IDVR with service commitment of two (2) years subject to repayment schedule if terminate within that year (see attached).

Sincerely,

A handwritten signature in black ink, appearing to read 'Jane Donnellan', is written over a large, faint circular watermark.

Jane Donnellan, MA, CRC

Administrator

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