



504 Education Plan – a plan developed to ensure that a student who has a disability identified under the law and is attending an elementary or secondary educational institution receives accommodations that will ensure their academic success and access to the learning environment. An appropriate education for a student with a disability under the Section 504 regulations could consist of education in regular classrooms, education in regular classes with supplementary services, and/or special education and related services.

Acquaintance – a person whom an employee knows and for which the relationship could lead to the appearance of impropriety if the employee took action on his or her case (extended family members, friends).

Adaptive Driver's Training – specialized driver's training for individuals with disabilities prescribed by the driver rehabilitation specialist and provided by a qualified driver rehabilitation specialist pursuant to Ohio Administrative code section 3304-6-02(D)(2)

Addendum Services – services that a provider includes on their Provider Agreement that are not part of any of the VR fee schedules (i.e. VR, Medical, Dental or Psychological).

Administrative Review – an informal meeting or discussion that an applicant, eligible individual or former eligible individual and, if applicable, his/her parent or legal guardian may choose to attend in order to discuss the concerns surrounding a request for a fair hearing and seek an immediate resolution. *Note: For VR appeal*

Agency-Neutral - part of the Employment First Transition Framework in which professionals contribute based on what will assist the youth to achieve outcomes and not based on what their specific agency is able to provide.

Agency Voter Registration Coordinator – designated OOD employee that is responsible for administering all aspects of the agency's Voter Registration Program as prescribed by the Secretary of State (SOS).

Ancillary (Auxiliary) Services - services needed by an applicant or eligible individual to enable their participation in vocational rehabilitation services which may include, but are not limited to: transportation or clothing. These services cannot be stand alone.

Annual Review – discussion between the counselor and the eligible individual and, if appropriate, the eligible individual's authorized representative, to review the progress toward the employment outcome specified in the IPE.

Applicant – an individual who submits an application for vocational rehabilitation services in accordance with 34 CFR 361.41(b)(2) or an individual for independent living services (IL) or independent living older blind (ILOB) in accordance with OOD policies and procedures.

Appropriate Modes of Communication – specialized aids and supports that enable an individual with a disability to comprehend and respond to information that is being communicated. Appropriate modes of communication include, but are not limited to, the use of interpreters, open and closed captioned videos, specialized telecommunications services and audio recording, Brailled and large print materials, materials in electronic formats, augmentative communication devices, graphic presentations, and simple language material.

Assessment – for the purpose of determining eligibility, order of selection (OOS) and VR needs, a review of existing data to determine: 1) if an individual is eligible for VR services; 2) to assign priority for order of selection; and 3) to the extent necessary, the provision of appropriate assessment activities to obtain additional data to make the eligibility determination and order of selection assignment.

Assessment Service – tools performed or purchased to assist in determining eligibility, priority category under order of selection and VR needs.

Assistive Technology Device – any item, piece of equipment or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve the functional capabilities of an individual with a disability.

Assistive Technology Service – any service that directly assists an individual with a disability in the selection, acquisition, or use of an assistive technology device.

Authorization – an AWARE generated documented permission, with a specified time range and dollar amount, to provide specific supplies or services to a specific applicant or eligible individual. (Legal 3/14)

Authorized Representative – includes a family member, guardian, advocate, or any other person authorized, via a signed consent, by the applicant or eligible individual. Refer to “Legal Guardian” for an individual authorized by the courts.

AWARE (Accessible Web-Based Activity and Reporting Environment) - an electronic VR case management system which houses an individual's confidential information and data.

Business Consultant – a professional who has experience working with individuals to develop business plans. Consultants also evaluate business ideas, determine the potential for success and may assist in business start-up ventures. Often these individuals have background and experience in accounting, marketing, business development, or business ownership. Business consultants work for agencies or are self-employed as independent service providers.

Business Ownership – the legal right to possess a for-profit business that is involved in the trade of goods, services, or both to the general public or other business entities.

Career Counseling - a process that will help individuals to know and understand themselves and the world of work in order to make career, educational, and life decisions.

Certificate Holder – Documentation that an individual is eligible to be compensated in accordance with section 214(c) of the Fair Labor Standards Act or who is in extended employment, including those individuals who record of services is closed while the individual is in extended employment on the basis that the individual is unable to achieve an employment outcome consistent with 34 CFR 361.5(c)(15) or the individual made an informed choice to remain in extended employment.

Client Assistance Program (CAP) – a federally mandated program that advocates for and protects the rights of individuals with disabilities who are applying for or receiving rehabilitation services from OOD and/or the Independent Living Centers throughout Ohio. CAP provides individual legal representation and advocacy, services, outreach, education, information and referral.

Career Exploration – a service on OOD's Vocational Rehabilitation fee schedule that is utilized to assist an eligible individual in selecting an appropriate employment outcome amongst several potential options. These services are intended to provide the eligible individual: 1) the opportunity to interact and observe people performing job tasks; 2) the ability to conduct informational interviews with people who perform duties of an identified occupation; 3) the opportunity to job shadow; and/or 4) the opportunity to perform actual job tasks.

Civil Rights Complaint – when an applicant, eligible individual, former eligible individual or if applicable, their parent or legal guardian states that the applicant, eligible individual or former eligible individual has been discriminated against on the basis of race, color, religion, national origin/ancestry, disability, age (40 years or older), sexual orientation, gender or sex, veteran or military status, and/or genetic information or in any manner prohibited by law.

Clear and Convincing Evidence – evidence indicating that an individual is incapable of benefiting from vocational rehabilitation services must be highly probably or reasonably certain.

Community Rehabilitation Program (CRP) - a program that is preliminarily accredited, accredited or certified in accordance with Ohio Administrative Code 3304-1-12 and provides directly or facilitates the provision of vocational rehabilitation services to applicants or eligible individuals to enable them to maximize their opportunities for employment, including career advancement.

Comparable Services and Benefits – services and benefits, including accommodations and auxiliary aids and services, that are provided or paid for, in whole or in part, by other Federal, State, or local public agencies, by health insurance, or by employee benefits. Comparable services and benefits must be available to the individual at the time needed to ensure the progress of the individual toward achieving the employment outcome in the Individualized Plan for Employment and commensurate to the services that the individual would otherwise receive from OOD. Comparable services and benefits do not include awards and scholarships based on merit.

Comprehensive Assessment – the process, documented on OOD’s Comprehensive Assessment Form, used to determine an eligible individual’s unique strengths, resources, priorities, concerns, abilities, capabilities, interest and the need for supported employment in the most integrated setting possible, consistent with the informed choice of the eligible individual.

Competitive Integrated Employment – work that is performed on a full-time or part-time basis, including self-employment, for which the eligible individual is compensated at a rate that: 1) is the higher of either the rate specified by the Fair Labor Standards Act (FLSA) or the state minimum wage; 2) is not less than the customary rate paid by the employer for the same or similar work performed by other employees who are not individuals with disabilities, and who are similarly situated in similar occupations by the same employer and who have similar training experience, and skills; 3) in the case of self-employment, yields an income that is comparable to the income received by other individuals are not individuals with disabilities and who are self-employed in similar occupations or similar tasks and who have similar training experience and skills; and 4) is eligible for the level of benefits provided to other employees. Work must be at a location where the employee interacts with other persons who are not individuals with disabilities (not including supervisory personnel or individuals who are providing services to such employee) to the same extent that individuals who are not individuals with disabilities and who are in comparable positions interact with other persons and that, as appropriate, presents opportunities for advancement that are similar to those for other employees who are not individuals with disabilities and who have similar positions.

As defined in OAC 3304-4-01 “Personal Care Assistance Program” Competitive Employment – full-time or part-time work in the competitive labor market in an integrated setting for which earnings are equivalent to at least twenty hours per week at the minimum wage.

Confidential information – any information received or created about any person who has been referred to OOD, has applied for services, is currently receiving services or has received services. Anyone who has access to information held by OOD shall keep such information confidential.

Confidentiality – the ability to protect the identity of and any information relating to applicants or eligible individuals when collecting, using and releasing personal information.

Contractual Support Staff (CSS) – an individual who works for a VR Contractor who is involved in the processing of authorizations and/or invoices in AWARE as well as other administrative duties as assigned.

Coordinator – an individual who works for a VR contractor and who performs case management activities (not including non-delegable functions that must be performed by OOD staff) pursuant to a contract.

Corrective Action Plan (CAP) – a plan of action, which must address compliance findings including action steps, measureable goals and timelines, utilized to address areas, identified through evaluation activities, (e.g. audits, monitoring reviews, and desk reviews) needing improvement.

Counseling and Guidance – includes information and support services to assist an applicant or eligible individual in exercising informed choice, which includes personal adjustment counseling and vocational counseling, to maintain a counseling relationship throughout the rehabilitation process.

Current Procedures Terminology (CPT) – a five digit numeric code that is used to describe medical, surgical, radiology, laboratory, anesthesiology, and evaluation/management services of physicians, hospitals, and other health care providers. There are approximately 7,800 CPT codes ranging from 00100 through 99499.

Customized Employment - competitive integrated employment, for an individual with a significant disability, that is based on an individualized determination of the strengths, needs, and interests of the individual with a significant disability, is designed to meet the specific abilities of the individual with a significant disability and the business needs of the employer, and is carried out through flexible strategies, which include but may not be limited to: 1) job exploration by the individual; and 2) working with an employer to facilitate placement, including customizing a job description based on current employer needs or on previously unidentified and unmet employer needs; developing a set of job duties, a work schedule and job arrangement, and specifics of supervision (including performance evaluation and review), and determining a job location; representation by a professional chosen by the individual, or self-representation of the individual, in working with an employer to facilitate placement; and providing services and supports at the job location.

Custody - the immediate charge, care and control of a thing or person, but not the final, absolute control of ownership which is generally done by court order, but does not divest the person in custody of his/her legal rights.

Disabled (D) – a category for an eligible individual who has a physical, mental or cognitive disability but is not expected to need multiple vocational rehabilitation services over an extended period of time and/or who does not have functional capacity limitations in terms of an employment outcome. *Note: Sometimes referred to as “Other Eligible Individuals”.*

Declination Statement – a statement prescribed by the Secretary of State (SOS) that must appear on all applications for vocational rehabilitation services which reads “Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.”

Designated Agency – a state office or agency that provides public assistance or state funded programs primarily engaged in providing services to persons with disabilities and therefore is required to implement a Voter Registration Program.

Developmental Course – a preparatory college course, which does not typically count toward a student’s degree, which helps students gain more knowledge and ability in key college-level skills which the student lacks in order to support their transition from high school to college.

Discovery Services- intensive assessment services, commonly associated with customized employment programs that are necessary when the eligible individual’s potential skills and abilities are not readily apparent.

Educational Expenses – post-secondary costs including tuition, books, and fees. It may also include room and board when provided due to disability or training-related needs of the eligible individual or required by the educational program.

Electronic Record – a record created, generated, sent, communicated, received, or stored by electronic means.

Electronic Signature – an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

Eligible Individual – an applicant for: 1) vocational rehabilitation services who meets the eligibility requirements under 34 CFR 361.42(a); 2) IL services who meets the eligibility under 34 CFR 364.40; or 3) ILOB services who meets the eligibility requirements under 34 CFR 367.5.

Employment Outcome – entering into or retaining full-time or, if appropriate, part-time competitive integrated employment; as defined in 34 CFR 361.5(b)(15), (including customized employment, self-employment, telecommuting, or business ownership), or supported employment in the integrated labor market, supported employment, or any other type employment in an integrated setting, that is consistent with an individual’s unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice. *Note:* Volunteer work shall not be considered employment.

Evaluation Team Report (ETR) – a summary of the student’s current performance, strengths and needs and establishes eligibility for special education services in school under one of the special education disability categories.

Expected Family Contribution (EFC) - A measure of an individual or their family’s financial strength and is calculated according to a formula established by law. Taxed and untaxed income, assets, and benefits (such as unemployment or Social Security) are all considered in the formula.

Extended Employment – work in a non-integrated or sheltered setting for a public or private nonprofit agency or organization that provides compensation in accordance with the Fair Labor Standards Act.

Extended Employment Provider – a vocational rehabilitation service provider that provides vocational rehabilitation services to support an individual in a non-integrated or sheltered work setting.

Extended Evaluation – periodic assessments used if an eligible individual cannot take advantage of trial work experiences or if options for trial work experiences have been exhausted before a determination is made including a written plan for providing services necessary to make a determination.

Extended Services – ongoing support services and other appropriate services that are: 1) needed to support and maintain an eligible individual with a most significant disability, including youth with a most significant disability, in supported employment; 2) organized or made available, singly or in combination, in such a way to assist and individual in maintaining supported employment; 3) based on the needs of an individual, as specified in an IPE; 4) provided by VR Staff or VR Contractor, a private nonprofit organization, employer, or any other appropriate resource after an individual has made the transition from support from OOD; and 5) provided to a youth with a MSD not to exceed four years, or at such a time that a youth reaches age 25 and no longer meets the definition of youth with a disability, whichever occurs first.

Fair Hearing – a formal procedure, held pursuant to 34 CFR 361.47, OAC 3304-2-62 and ORC Chapter 119, similar in format to a court hearing, during which all parties have the opportunity to present their views in a legal setting, using witnesses, testimony, documents and legal arguments that each party believes are important for the impartial hearing officer to consider in order to render a decision.

Family Member – for the purposes of receiving vocational rehabilitation (VR) services, an individual who: is either a relative or guardian of the applicant or eligible individual or lives in the same household; has a substantial interest in the well-being of the applicant or eligible individual; and whose receipt of VR services is necessary to enable the applicant or eligible individual to achieve an employment outcome.

Fee Schedule – established rates of payment for various statewide vocational rehabilitation services.

Free Application for Federal Student Aid (FAFSA) - A form that can be prepared annually by current and prospective college students (undergraduate and graduate) in the United States to determine their eligibility for student financial aid.

Homemaker –an un-compensated vocational goal where the primary outcome is for the individual to perform the central functions of home management/maintenance.

Immediate Family Member – an individual who either is a relative or legal guardian of an applicant or eligible individual; or who serves in loco parentis (i.e. stands in place of parents) or who has an established relationship and lives in the same household.

Impartial Hearing Officer – an individual who: is not an employee of a public agency; has not been involved in previous decisions about the applicant or eligible individual, or former eligible individual; has knowledge of the delivery of VR services, the state plan, and the federal and state regulations governing the provision of services; has received training with respect to the performance of official duties; and has no personal, professional or financial interest that would conflict with objectivity in rendering a decision.

Independent Contractor - a person, business, or corporation that contracts to do work for another person according to his or her own processes and methods; the contractor is not subject to another's control except for what is specified in a mutually binding agreement for a specific job.

Independent Living (IL) Staff – any OOD employee who works within the Bureau of Services for the Visually Impaired (BSVI), Independent Living.

Individual (also see definition for applicant and/or eligible individual) – 1) a person who submits an application for vocational rehabilitation services in accordance with 34 CFR 361.41(b)(2).; 2) a person who meets the eligibility requirements for vocational rehabilitation services under 34 CFR 361.42(a); or 3) a person who meets the eligibility requirements for IL services under 34 CFR 364.40; or 4) a person who meets the eligibility requirements for ILOB services under 34 CFR 367.5.

Individualized Education Program (IEP) – a written document required for each child who is eligible to receive special education services. It is provided to a student who has been determined first to have a disability and, second, to need special education services because of that disability. The IEP, the team that develops it, and what it must contain are governed by Part B of the Individuals with Disabilities Education Act (IDEA) and amendments to it. The IEP provides information on children's current levels of performance and directs the special services and supports that are provided to students who have IEPs. It includes provisions for defining annual goals, evaluating progress, and formalizing what is to be a free and appropriate public education (FAPE) for the student with the disability.

Independent Living and Older Blind (ILOB) – a program that provides independent living (IL) services to older individuals (i.e. age 55 and above) who are blind including conducting activities that will improve or expand IL services for these individuals and help improve public understanding of the independent living needs of these individuals.

Individualized Plan for Employment (IPE) – a written plan developed from the comprehensive assessment process that identifies an employment outcome and necessary VR services to obtain the employment outcome. An IPE is developed for an eligible individual to whom OOD is able to provide services based on the order of selection. The IPE must include all of the content required under 34 CFR 361.46.

Informed Choice – providing applicants and eligible individuals and if applicable, their legal guardian, information and support services in order to assist the individual(s) in exercising their choice throughout the vocational rehabilitation process. Eligible individuals have an opportunity to make informed choices about their employment outcome, the services they need to reach their employment outcome, the provider(s) of services needed, and the methods used to obtain services. The eligible individual has the right to choose how to develop the IPE. However, the IPE must be approved by VR staff who will check to be sure that the IPE is consistent with federal and state law, regulation, policies and procedures.

Initial Stocks and Supplies – items necessary to the establishment of a new business enterprise during the initial start-up period, not to exceed 6 months.

Institutional Student Information Report (ISIR) – contains processed student information reported on the Free Application for Federal Student Aid (FAFSA), as well as key processing results and National Student Loan Data System (NSLDS) financial aid history information. ISIRs are sent electronically to schools by the Central Processing System (CPS).

Integrated Setting -

As it relates to the provision of services, is a setting typically found in the community in which individuals interact with non-disabled persons other than non-disabled persons who are providing services to the individuals (e.g. job coach).

As it relates to an employment outcome, is a location where the employee (i.e. individual) interacts, for the purposes of performing the duties of the position, with other employees within the particular work unit and the entire work site and, as appropriate to the work performed, other persons (e.g. customers and vendors) who are not individuals with disabilities (not including supervisory personnel or individuals who are providing services to such employee) to the same extent that individuals who are not individuals with disabilities and who are in comparable positions interact with these persons.

As defined in OAC 3304-4-01 “Personal Care Assistance Program” Integrated Setting - with respect to an employment outcome, is a setting typically found in the community in which applicants and eligible individuals interact with persons who do not have a disability, other than service providers, to the same extent that non-disabled persons in comparable positions interact with other persons.

Interpreter Services – services provided by qualified personnel for applicants and eligible individuals which includes sign language and oral interpreter services for those who are deaf or hard of hearing and tactile interpreting services for those who are deaf and blind.

Inventory Item – an asset purchased by the vocational rehabilitation (VR) program for an eligible individual's self-employment business or for an applicant or eligible individual's personal use (i.e. rehabilitative assistive technology) with the exception of equipment which is customized and therefore would not be conducive for recovery/re-issuance.

Job Coaching – one-on-one instruction to eligible individuals who have been hired by an employer to help the eligible individual learn job tasks, develop natural and peer supports, and to adjust to the work environment.

Job Development – a systematic approach to identifying and contacting potential employers who may or may not have a posted position opening for the purpose of assisting the eligible individual to obtain and successfully maintain permanent employment.

Job Placement – job placement assistance is a referral to a specific job resulting in an interview, whether or not the individual obtained the job.

Job-Related Services – job search and placement assistance, job retention services, follow-up services, and follow-along services.

Job Retention Services – less intensive (then job coaching) support services to an eligible individual who has been placed in employment in order to stabilize the placement and enhance job retention.

Job Seeking Skills Training (JSST) – training designed to provide an eligible individual the skills to successfully search and respond to potential job opportunities.

Job Shadowing- a work experience option where individuals learn about a job by walking through the work day as a shadow to a competent worker. The job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the individual.

Job Stabilization – the time in the case where all significant VR services have concluded or, in the case of job coaching, have been substantially reduced and/or reduced to the level of anticipated extended services for eligible individuals in supported employment.

Labor Market Information – the body of information that deals with the functioning of labor markets and the determination of the demand for and supply of labor. It includes, but is not limited to, such key factors as changes in the level and/or composition of economic activity, the population, employment and unemployment, income and earnings, wage rates, and fringe benefits. (4/30/13) (Legal 3/14)

Legal Guardian – a person lawfully invested (i.e. a parent of a minor or one who is court appointed) with the power, and charged with the duty, of taking care of the person and managing the property and rights of another person because the person is of minor age, or has a defect of understanding or self-control, or is considered incapable of administering his or her own affairs.

Participant Acknowledgement – document that is provided to, and signed by, individuals at application for vocational rehabilitation (VR) services that outlines expectations for participation in vocational rehabilitation services and the methods by which VR staff or VR contractors will communicate with the applicant or eligible individual.

Maintenance (Funds) – monetary support provided to an individual for expenses (e.g. meals, shelter, or clothing) that are in excess of the normal expenses of the applicant or eligible individual and that are necessitated by the applicant or eligible individual's participation in an assessment for determining eligibility and VR needs or the eligible individual's receipt of VR services under an Individualized Plan of Employment.

Major Life Activity – includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, breathing, learning, concentrating, speaking, thinking, communicating, and interacting with others, working, as well as the operation of a major bodily function.

Mitigating Measure – a medical treatment or device that eliminates or reduces the symptoms or impact of an impairment.

Mediation – the act or process of using an independent third party to act as a mediator, intermediary, or conciliator to assist persons or parties in settling differences or disputes prior to pursuing a formal administrative or other legal remedies; which under the VR program must be conducted in accordance with 34 CFR 361.57 (d) by a qualified and impartial mediator as defined in 34 CFR 361.5 (c)(43).

Most Significant Disability (MSD) – a category for an eligible individual who has a physical, mental or cognitive disability that seriously limits three (3) or more functional capacities (e.g. mobility, communication, self-care, self-direction, interpersonal skills, work tolerance, and work skills) in terms of an employment outcome; and who is expected to need multiple VR services over an extended period of time.

Non-citizen National – persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.

Non-partisanship – not to be based on, influenced by, affiliated with, or supporting the interests or policies of one or more political parties.

Notice of Rights/Declination Form – a form or a statement that must be provided to all applicants, notifying them of their voter rights, and allowing them to indicate their desire to or decline to register to vote and to inform them their decision will not have any effect on the amount of assistance they will receive.

Non Delegable – Not capable of being or permitted to be delegated.

Non Delegable Function – a specific requirement or duty that cannot be assigned to a third party for completion.



Occupational Skills Training – refers to post-secondary programs that do not participate in the federal financial aid program (e.g. accepting Pell Grants) and are industry recognized training requirements necessary to acquire entry to a vocational-technical job.

Occupational skills training includes an organized form of instruction and related materials such as books, tools, clothing, and other training materials, that provides the knowledge and skills that are essential for obtaining employment in a vocational-technical area.

Occupational skills training may lead to a required certificates, certification or licensure to meet an industry standard.

OhioMeansJobs.com – a self-service, online resource which offers career development tools, connects businesses with qualified and available individuals and provides access to job openings for individuals seeking employment.

Older Individual who is Blind (OIB) – individual age 55 or older whose severe visual impairment makes competitive employment extremely difficult to obtain but for whom IL goals are feasible.

On-going Support Services – with regard to supported employment, means services that are: (1) needed to support and maintain an eligible individual with a most significant disability in supported employment; (2) identified based on a determination by OOD of the eligible individual's need as specified in an individualized plan for employment; and (3) furnished by OOD from the time of job placement until transition to extended services, unless post-employment services are provided following transition, and thereafter by one or more extended services providers throughout the eligible individual's term of employment in a particular job placement or multiple placements if those placements are being provided under a program of transitional employment.

Order of Selection (OOS) – an established order of services that delineates parameters for selecting the order in which eligible individuals are served and requires that eligible individuals with the most significant disabilities are served first.

Outcome Focused - part of the Employment First Transition Framework which guides multi agency teams to approach which centers on providing activities and services for the youth to achieve the adult life of his/her choosing. (Source: Ohio Employment First Transition Framework FAQ)

Participant Acknowledgement – a document that is provided to, and signed by, an individual at the time of application for VR services that outlines expectations for active participation in VR services and the methods by which VR staff or VR contractors will communicate with the individual.

Paratransit – specialized transportation services (e.g. mini-bus,) for individuals with disabilities who are not able to ride fixed-route public transportation (e.g. bus).

Person-Centered – part of the Employment First Transition Framework which guides multi agency teams to approach planning for each youth or student with a disability in a way that focuses entirely on the preference, interests, needs and strength of the individual youth. (Source: Ohio Employment First Transition Framework FAQ)

Personal Assistance Services (PAS) – a range of services, including, among other things, training in managing, supervising, and directing personal assistance services, provided by one or more persons, designed to assist an eligible individual to perform daily living activities on or off the job that a person would typically perform without assistance if that person did not have a disability. The services must be designed to increase the individual's control in life and ability to perform everyday activities on and off the job. Services must be necessary to the achievement of an employment outcome and may be provided only while the individual is receiving other vocational rehabilitation services. The services may include training in managing, supervising, and directing personal assistance services.

Physical or Mental Impairment – any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; or any mental or psychological disorder such as developmental disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

Physical and Mental Restoration Services – services provided to correct or substantially modify within a reasonable period of time, a physical or mental condition that constitutes a substantial impediment to employment. Restoration services shall be provided only if the condition is stable or slowly progressive; or if the condition is not stable or slowly progressive, only when the restoration is provided under trial work experiences.

Post-employment Services – one or more VR service(s) that is/are provided subsequent to the achievement of an employment outcome and that is/are necessary for eligible individuals to maintain, regain, or advance in employment, consistent with the eligible individual's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

Pre-employment Transition Services – the required activities and authorized activities specified in 361.48 (a) (2) and (3).

Presumptive eligibility – the determination that an applicant is eligible for VR services and that the individual is at least an individual with a significant disability (SD) because the individual has been determined eligible for SSI benefits under Title II or Title XVI of the Social Security Act. (Rev Legal 3/14)

Qualified Personnel – an individual who is licensed by a state agency according to state licensure laws or recognized by a relevant accrediting body.

Qualified Rehabilitation Personnel (QRP) – OOD's VR Staff who meet the Comprehensive System of Personnel Development (CSPD) standards as defined in the VR State Plan and are therefore able to perform VR non-delegable functions

Referral and Other Services – services necessary to assist applicants and eligible individuals in securing needed services from other agencies and to provide information about the client assistance program.

Rehabilitation Teaching - to provide individualized training and instruction to individuals who are blind or visually impaired. Training and instruction shall lead to successful movement towards independent living, skills development, and/or employment stabilization. (Source: Kansas Department of Children and Families)

Rehabilitation Technology – the systematic application of technologies, engineering methodologies, or scientific principles to meet the needs of, and address the barriers confronted by, eligible individuals with disabilities in the areas that include education, rehabilitation, employment, transportation, independent living, and recreation. The term includes rehabilitation engineering, assistive technology devices, and assistive technology services.

Rehabilitation Technologist – an individual responsible for providing rehabilitation engineering, rehabilitation technology, and assistive technology. (1/9/13) (Legal 3/14)

School Psychologist Licensed by the State Board of Psychology – per ORC 4732.01, an individual holding a current, valid license to practice school psychology issued under the ORC, sections 4732.12 or 4732.15.

School Psychologist Licensed by the State Board of Education – per ORC 4732.01, an individual holding a current, valid school psychologist license issued under rules adopted under ORC, section 3319.22.

Secure Location – a locked cabinet in a room; a locked file room; a file cabinet in a locked room.

Self-employment – an employment outcome in which the eligible individual works for profit or fee in his or her own business, farm, shop, or office, including sharecroppers.

Self-employment Review Committee – a group of individuals who shall review an eligible individual's business documentation packet for overall short term and long term viability. The committee shall include a VR Area Manager, a representative from the Division of Fiscal Management, the Business Relations Manager, other OOD staff and if possible, with proper consent from an eligible individual, an outside business entity (e.g. bank manager, member of SBDC, industry professional).

Seriously Limited – when limitations in functional capacity areas result in significant behavioral consequences in relation to achieving an employment outcome.

Service-J Status – a status in the AWARE case management system which indicates the individual is job ready.

Severe Visual Impairment – a diagnosed visual impairment that significantly impacts the activities of daily living.

Significant Disability (SD) – a category for an eligible individual who has a physical, mental or cognitive disability that seriously limits one or two functional capacities (such as mobility, communication, self-care, self-direction, interpersonal skills, work tolerance, and work skills) in terms of an employment outcome; and who is expected to need multiple vocational rehabilitation services over an extended period of time.

Significant Other – a person with whom an employee has a personal relationship and with whom, if discovered, the employee could be perceived to have a self-interest thereby creating the potential for the appearance of impropriety (e.g. life partner, boyfriend, girlfriend).

Standard Occupational Classification – a system used by Federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. All workers are classified into one of 840 detailed occupations according to their occupational definition.

Start-up Costs – the cost of tools, equipment, initial stocks and supplies and any other financial assistance for business related expenses (e.g. rent, utilities, accounting support) required in order to begin a self-employment business.

Student with a disability – an individual with a disability in a secondary, postsecondary, or other recognized education program who; 1) is not younger than the earliest age for the provision of transition services; 2) is not older than 21 years of age; 3) is eligible for, and receiving special education or related services under Part B of the Individuals with Disabilities Education Act; or 4) is a student who is an individual with a disability for purposes of section 504. (Source CFR 361.5 (51))

Substantial Impediment to Employment – a physical or mental impairment (in light of attendant medical, psychological, vocational, educational, communication, and other related factors) hinders and individual from preparing form entering into, engaging in, advancing in, or retaining employment consistent with the individual's abilities and capabilities.

Substantive Change – Changes to the employment outcome (i.e. change in the major group number in the Standard Industry Code (SIC)); changes to vocational rehabilitation services defined in OAC 3304-2-59, including the addition or removal of services; changes to service providers; changes to financial responsibility of OOD or the individual; and changes to the need for supported employment.

Supply – goods or equipment.

Supported Employment (SE) – competitive integrated employment, including customized employment, or employment in an integrated work setting in which an individual with a most significant disability, including youth with a most significant disability, is working on a short-term basis toward competitive integrated employment, that is individualized and customized consistent with the strengths, abilities, interests, and informed choice of the individuals involved, for individuals with the most significant disabilities for whom competitive integrated employment has not historically occurred or for whom competitive integrated employment has been interrupted or intermittent as a result of a significant disability; and who, because of the nature and severity of their disability, need intensive supported employment services and extended services in order to perform the work involved.

Supported Employment Services – ongoing support services, including customized employment, needed to support and maintain an eligible individual with a most significant disability in supported employment, that are: 1) provided singly or in combination and are organized and made available in such a way as to assist an eligible individual to achieve competitive integrated employment; 2) based on a determination of the needs of an eligible individual, as specified in the individualized plan for employment; and 3) provided by the designated State unit for a period of not more than 24 months, except that period may be extended, if necessary, in order to achieve the employment outcome identified in the individualized plan for employment.

Technical assistance – consultation services provided to eligible individuals who are pursuing self-employment, telecommuting or establishing a small business operation as an employment outcome.

Third-party Payments – any insurer or other third-party payer licensed by the Ohio Superintendent of Insurance and any payer under any individual or group contract.

Title II – Social Security Disability Insurance (SSDI)

Title XVI – Supplemental Security Income (SSI)

Title II/XVI Social Security Beneficiary – recipients of benefits under Title II/XVI of the Social Security Act including the following benefit types: Social Security Retirement, Survivors, and Disability Insurance (the law calls it Federal Old-Age, Survivors, and Disability Insurance Benefits); and Aged, Blind, and Disabled benefits (the law calls it Supplemental Security Income for the Aged, Blind and Disabled) whether they are either receiving payments or are in a non-pay status.

Title 110 – the federal grant provided under the State Vocational Rehabilitation program that provides funds to assist in operating statewide comprehensive, coordinated, effective, efficient, and accountable vocational rehabilitation.

Title VI-B – the federal grant provided under the State Vocational Rehabilitation program that provides funds to assist in developing and implementing collaborative programs to provide supported employment services for individuals with the most significant disabilities

Tools and Equipment – items required to perform work tasks in the day-to-day operation of the business, not including those items needed to accommodate the individual to perform the essential business functions

Training – includes, but is not limited to, post-secondary training, vocational training, personal adjustment training, vocational adjustment training, on-the-job training, work experience, mentoring, and training services such as books, tools, job coaching, and other training materials

Transitional Employment – for the purpose of this procedure, a series of temporary job placements in competitive work in integrated settings with ongoing support services for eligible individuals with the most significant disabilities due to mental illness. In transitional employment, the provision of ongoing support services must include continuing sequential job placements until job permanency is achieved.

Transition Services (REVISED per 34 CFR 361.5 (55)) means a coordinated set of activities for a student or youth with a disability; designed within an outcome-oriented process that promotes movement from school to post-school activities, including postsecondary education, vocational training, competitive integrated employment, supported employment, continuing and adult education, adult services, independent living, or community participation; based upon the individual student's or youth's needs, taking into account the student's or youth's preferences and interests; that includes instruction, community experiences, the development of employment and other post-school adult living objectives, and, if appropriate, acquisition of daily living skills and functional vocational evaluation; that promotes or facilitates the achievement of the employment outcome identified in the student's or youth's individualized plan for employment; and that includes outreach to and engagement of the parents, or, as appropriate, the representative of such a student or youth with a disability.

Transportation Services – travel and related expenses (e.g. mileage and lodging) that are necessary to enable an applicant or eligible individual to participate in VR services, including expenses for training in the use of public transportation vehicles and systems.

Trial Work Experience – a position that allows the eligible individual and the employer to determine if a potential job offer would be a successful match. Provider staff are present with the individual as needed to help them learn job tasks and evaluate the need for potential reasonable accommodations. The expectation, though not required, is that at the end of the service the individual will be hired by the employer. Trial work experiences do not require full time coaching support as part of the service. *Note: This definition for developing an IPE job goal (per Legal).*

Trial Work Experience – a position sufficient in variety and over a sufficient period of time for OOD to determine that: there is sufficient evidence to conclude the individual can benefit from the provision of VR services in terms of an employment outcome; or there is clear and convincing evidence that the individual is incapable of benefiting from VR services in terms of an employment outcome due to the severity of the individual's disability. Trial work experience includes supported employment, on-the-job training, and other experiences using realistic work settings. *Note: This definition for case closure determination (per Legal).*

Vehicle Modification – modifications to a vehicle (i.e. passenger car) titled to an eligible individual or an immediate family member which are necessary in order for the eligible individual to reach or maintain his/her employment outcome.

For Vehicle Modification Definitions – refer to OAC 3304-6-01

Vocational Rehabilitation Appeal – a process by which an applicant, eligible individual, a former eligible individual, or if applicable his/her parent or legal guardian may request a review of a determination, by VR Staff or VR Contractor, that affects the provision of VR services. *Note: Once an appeal is filed, the individual filing is known as an “aggrieved party”.* *Note: Was previously “Applicant and Eligible Individual Appeal”.*

Vocational Rehabilitation Contractors (VR Contractors) – entities or individuals that OOD has contracted with to provide specific services to VR applicants or eligible individuals.

Vocational Rehabilitation Contracts Unit (VR Contracts Unit) – OOD work unit responsible for the negotiation and management of Interagency Cash Transfer Agreements (ICTA) and VR case management contracts.

Vocational Rehabilitation Counseling and Guidance – information and support services to assist an individual in exercising informed choice, which includes personal adjustment counseling and vocational counseling to maintain a counseling relationship throughout the rehabilitation process.

Vocational Rehabilitation Provider (VR Provider) – any entity or individual that OOD has approved to provide vocational rehabilitation services through OOD fee schedules. *Note: Was previously defined as “Provider”*

Vocational Rehabilitation Staff (VR Staff) – any OOD employee who works for the Bureau of Vocational Rehabilitation or the Bureau of Services for the Visually Impaired. *Note: see Qualified Rehabilitation Personnel for definition of who can perform non-delegable functions.*

Youth with a Disability – an individual with a disability who is not younger than 14 years of age or older than 24 years of age (Source 34 CFR 361.5 (58)).