

CSG Client Services Guide	Date Issued 12/21/09	Subject On-line, Correspondence, Distance Learning Training	Training
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CHAPTER 16 – TRAINING

1600 ON-LINE, CORRESPONDENCE, DISTANCE LEARNING TRAINING

1600.1 Federal Regulations

[34 CFR 361.48](#) – Scope of Services

State Rules

[5 CSR 90-5.440](#) – Training

[5 CSR 90-5.400](#) – Comparable Services

[5 CSR 60-900.050](#) – Guidelines for Training Programs

1600.2 Best Case Practice

1600.2.1 Purpose

- On-line, correspondence, and distance learning training may be provided when circumstances indicate that it is the most practical way to assist the client in reaching a suitable vocational objective.
- A counselor may provide on-line, correspondence, or other types of distance learning training in the following situations:
 - It is the client’s informed choice and training cannot be arranged by another method;
 - The client needs preliminary training which may be obtained most practically and efficiently by on-line or correspondence prior to entering training by another method;
 - Satisfactory living arrangements cannot be made to secure training by any other method; and/or

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1600.2.1 Purpose (continued)

- The client needs one (1) or two (2) courses for a special purpose;
- A required course for the client's degree/certificate program is only offered on-line.
- On-line, correspondence, and distance learning training must be provided by an accredited college/university or DESE approved proprietary, business, trade or technical school.

1600.2.2 Initial Considerations/Informed Choice

- On-line, correspondence, distance learning training and related secondary services such as books/supplies, may be provided to clients based upon financial need.
- The client and/or parents must complete the VR financial application (unless the client is an SSI/SSDI recipient). The client and/or parents must apply for all applicable federal grants and financial aid.
- Provide informed choice and document the following:
 - The client's capacities, interests, abilities, and informed choice in the selection of the chosen field of work;
 - The client has adequate time to devote to the study of the course.
 - The training will be accepted by employers in this field.
 - There is a demand for the skills developed in either the home community (if this is the only area where the client can be employed), or in another community where the client has chosen to move or commute.

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1600.2.3 Calculating Tuition Costs

- The cost of any on-line, correspondence, or distance learning courses that are required in order to complete the client's degree/certificate will be calculated at the same rate as other required courses, and in accordance with the nearest tax supported college guideline.
- Required fees associated with on-line, correspondence, or distance learning courses may be provided.
- For on-line, correspondence, or distance learning courses offered through a college/university, reference College Training ([CSG 1400](#)) in calculating VR costs.
- For on-line, correspondence, or distance learning courses offered through a proprietary, business, trade or technical school, reference Proprietary Training ([CSG 1500](#)) in calculating VR costs.

1600.2.4 Progress Reports

- The client will provide a copy of their grades at the end of each term/semester/course and/or the school will send the counselor progress/grade reports reflecting the client's satisfactory completion or progress in training.

1600.2.5 Dropped/Failed Courses

- Clients will be held responsible for the cost of the tuition and/or required textbooks when courses have to be retaken due to poor grades, dropping a course and/or withdrawing from a course, unless a credit or refund has been obtained.
- Disability related and/or unforeseen circumstances should be documented, and exceptions may be made with approval of the senior counselor/district supervisor.

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1600.2.6 Books and Supplies

- Books/supplies may be purchased in accordance with either the school's listing sheet in the VR Fee Schedule in MoRIS, or as required in order for the client to successfully participate in the training program.

1600.2.7 Computers

- A computer may be provided if required for this type of training and there are no other resources available. Reference Computer Equipment/Modification [CSG 1920](#) for guidance.

1600.3 Procedure

- Prior to developing an IPE and issuing an authorization for on-line, correspondence or distance learning training, document the following:
 - Does this type of training provide appropriate services for the client's disability related needs? If yes, how?
 - Is the school/training institution approved or accredited?
 - If a computer is required, is the client's current computer and internet access sufficient and compatible with school requirements?
 - If the client has no computer or an inadequate computer, who will furnish the appropriate computer?
 - If the client does not have internet access, who will pay for this service?
 - Is the client's skill level, with regard to computer usage, adequate for the class/course?
 - How will progress in the class/course be assessed?

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1600.3 Procedure (continued)

- Will satisfactory completion of the class/course result in college credit?
- Is the time frame projected for completion reasonable?
- Are comparable benefits available and, if yes, how will they be applied?
- Collect required financial documentation, complete Training Program Comparison Form (if appropriate); and place in the financial section of the case folder.
- Obtain documentation of comparable services (SAR, Financial Aid Award Letter, etc.), and determine educational related costs.
- Complete the Cost Worksheet, if services are based on financial need or if comparable services are available.
- Follow current Ticket-To-Work Procedure, if appropriate.
- Review IPE for training and associated addendums with client, and prepare appropriate authorizations.
- The District Supervisor will review and approve all initial plans prior to service and will approve all plans for services costing \$10,000.00 or more. *Exception: Assistant Supervisor and Counselor IV will be exempt from these plan reviews.*
- Complete the "Counselor Comprehensive Assessment" form in MoRIS, if this is an initial IPE.
- Make Status 12 move, when appropriate no later than five days after initial IPE has been signed and approved.
- Send a copy of the IPE to the client, and a copy of the authorizations to the client and school.
- Make appropriate status move.
- Monitor satisfactory progress, in accordance with the timelines stipulated in the IPE.

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1600.3 Procedure (continued)

- Obtain and review grades to ensure satisfactory progress. Grade reports should be filed in the academic and vocational information section of the VR case file.
- The IPE must be reviewed and developed with the client at least annually.
- If the client has not secured employment upon completion of training, develop a placement plan and move case to Status 20.
- Move to Status 22 when the client has obtained employment.
- A case may be closed Status 26 when the client has been successfully employed for 90 days, and the client has been contacted to verify job satisfaction.
- The case file must reflect substantial services leading to a positive employment outcome before the case can be closed successfully.

1600.4 Authorization and Billing

- Funds for on-line, correspondence, or distance learning training may be issued through a non-diagnostic authorization or an IPE, in accordance with the fee numbers listed in the VR Fee Schedule in MoRIS.
- Authorizations and any necessary related amendments should be prepared in accordance with the following guidance listed in the following CSG authorization/billing subsections:
 - College courses College Training-[CSG 1400](#)
 - Proprietary, business, trade or technical training courses Proprietary/Technical Training-[CSG 1500](#)
 - Computers and/or computer related equipment Computers-[CSG 1920](#)
- VR will not authorize maintenance for on-line, correspondence or distance learning training.