



October 3, 2023

To: YTP Administrators, Business Office Personnel, and Transition Specialists

From: Michelle Markle, Youth Manager, Vocational Rehabilitation

Subject: YTP Contracts Update

Greetings,

We want to thank all of you for your patience in starting this school year with business as usual while known changes are coming to our YTP contracts. Our team in VR has been working diligently with our federal partners and technical assistance team from National Technical Assistance Center on Transition: the Collaborative (NTACT:C). We have been given the green light to move ahead with the following implementation plan, which we hope you will all accept as good news. This plan strives to balance making progress toward our necessary changes while maintaining the financial safety net of our current contract.

Below is the general implementation timeline. VR will provide a more detailed training outline later this Fall. Please expect to participate quarterly in either in-person or virtual training events. We will also schedule regular virtual community of practice meetings and provide on-demand resources.

Implementation Plan

November – December 2023

- Implement Verification and Authorization process for each Pre-ETS for each student, statewide

January – March 2024

- Reporting hours by service category
- Review and adjust rates for fee for service as appropriate
- Initiate contract amendment to begin July 1, 2024. Will include Verify / Authorize and Reporting of hours of service.

March – June 2024

- Connecting the dots: Hours of service linked to invoicing
- Pilot fee for service billing with a few willing districts
- Initiate new contract to begin October 1, 2024. Will include fee-for-service.

July – Sept 2024

Intensive training linking all requirements together:

- **Services verified and authorized** aligns with
- **Hours of service reported by category**, which matches
- **Dollars invoiced for hours of service**

Oct 1, 2024: The very latest date for a new contract including all updated requirements in place statewide.

For our Business Office Partners

Each district's fully executed amendment can be located in Oregon Buys. We will be operating from the budgets approved for 2023-2024 for each site for the remainder of this school year. We will be collecting match for the 2023-2024 school year. Match invoices will be sent out to you this month (October). For quarterly Fiscal Reports, there is an updated 2023-2024 version, attached, and found on our YTP Website.

Background

As a reminder, these are federal requirements of the Rehabilitation Services Administration that resulted from an audit by the Rehabilitation Services Administration. ([See our summary of our corrective action plan.](#)) We remain committed to our partnership, and the shared responsibility of providing services to youth with disabilities across Oregon.

Please don't hesitate to reach out if you have any questions.

Michelle Markle

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