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**NEW DIRECTOR TRAINING/LEADERSHIP VS. MANAGEMENT**

**Day 1, Friday, April 4, 2025**

**1:00 pm Welcome & Introductions**

**1:15 pm Overview of CSAVR**

* Mission and Strategic Priorities
* Staff & duties
* Conferences & Monthly Membership Calls
* Regional representatives
* RehabNet
* Committees and responsibilities
* Professional Networks
* NET and TAP
* Website
* Newsletters
* *Where to go to learn more*

**2:00 pm Making the Job Yours**

* Strategies for creating your vison and support and excitement around it
* Key things to do in first month on the job
* Questions you should ask to acclimate to agency in first 30 days on the job
* Building your personal networks
* Building and maintaining partnerships
* Potential partners and their value
  + SILCs and CILs
  + LEAs
  + SEAs
  + CRPs
  + AT Programs
* Peer Networking tips
* Managing the gray
* Taking reasonable risks
* Pitfalls to be avoided
* *Where to go to learn more*

**3:00 pm Break**

**3:15 pm Advocacy, Education & Building Public Awareness**

* Education vs. lobbying
* Effective strategies and tips for educating fed and state

Legislators

* Congressional District Offices and staff
* Opportunities to build legislative relationships
  + NDEAM
  + Newsletter contributions
  + Providing feedback and suggestions on legislation
  + Inviting staff to shadow a counselor and come to office events
* Key committees and players at federal level
* Tips and strategies for creating public awareness
  + Storytelling
  + Allowable outreach expenses
* Importance of branding and ways to do it
* *Where to go to learn more*

**4:00 pm RSA**

* Structure
  + Commissioner and duties
  + Key staff and duties
  + State liaisons and duties
* Strategies for building good working relations with RSA
* State Plans
  + Development
  + Content
  + Value to agency and customers
* Key reports
  + Content
  + Value to agency
  + Due dates
* Monitoring
  + Section 107
  + Where to find existing reports
  + Key content may wish to find
  + Monitoring process summary
  + MTAG
* *Where to go to learn more*

**5:00 pm Adjourn No Later Than**

**Saturday, April 5, 2025**

**8:00 am Reconvene**

**8:15 am WIOA, Rehabilitation Act, and accompanying Regulations**

* WIOA requirements and summary
  + Required partnerships with core partners and their value
  + State and local workforce boards and VR agency membership
* Rehabilitation Act of 1973 as amended and key sections
  + DSA/DSU- State organizational structures
    - Non delegable duties
    - Tips for building relations with your DSA
    - 90/10 rule
  + State plans
  + VR service delivery process
  + Key requirements
    - Eligibility
    - Plan development
    - Vendors and rate setting
    - Informed choice
    - Plan
    - Appeals
    - Closure
    - Pre-ETS
    - Common Performance Measures
    - Order of Selection
    - Dual customers
    - CIE
    - Key duties that only staff on agency payroll may perform
    - SRC membership and building working relationship
    - Vendors
      * Rate setting
      * Importance
      * Strategies for building working relationships
* Customer service vs. Compliance
* Case Management Systems
* *Where to go to learn more*

**10:15 am Break**

**10:30 am WIOA etc. continued**

**12:00 pm Lunch**

**1:00 pm All Things Fiscal**

* Various funding streams and requirements
  + 2 CFR 200 (Allowable Costs/ EDGAR)
  + Formula grants
  + Match (including third party)
  + Maintenance of Effort (MOE)
  + Period of Performance
  + Carryover
  + Reallotment
  + Program income
  + Supported employment stream
  + Pre-ETS set aside
  + Federal Reporting Requirements (RSA- 17 and SF 425)
* BABBA
* Prior Approval
* Establishment Authority
* Third Party Match
  + From state and local government
  + Business
* Indirect Cost
  + Plan cognizant agency
* Cost Allocation
* Rate Setting Strategies
* Least cost
* Single audit
* Contracting
* *Where to learn more*

**4:30 pm Wrap Up**

* Final thoughts from Two Days
* What do people want to learn more about?

**5:00 pm Adjourn No Later Than**

**DRAFT 2/2025**