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TRC news & views

TEXAS REHABILITATION COMMISSION

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FY '83 Begins on Continuing Resolution

Before they recessed for the November elections last month, members of the U.S. Congress approved a "first" continuing resolution for programs receiving federal funds which had not yet received a regular appropriation for Fiscal Year 1983. For most programs, including vocational rehabilitation, passage of the continuing resolution meant funding for at least the first part of the new fiscal year would remain at the "current operating level". For the nationwide vocational rehabilitation program, that meant that Section 110 (basic support) monies allocated for the first quarter of FY 1983 would be based on the \$863.04 million received in FY 1982.

As the Senate considered the continuing resolution, Senators Lowell Weicker and Harrison Schmitt tried to assure that state vocational rehabilitation programs would receive the full share of the first quarter funding to which they are entitled. Last year, the Office of Management and Budget withheld funds in an effort to keep first quarter grant awards in line with the Reagan Administration's budget proposal. Despite the senators' efforts, however, the states received slightly less

than two-thirds of the amount they were expecting to get when the first quarter grant awards for FY 1983 were released. It was not until a week later that the OMB released the remainder of the funds.

When Congress reconvenes after Thanksgiving, members are expected to resume work on regular appropriations for the vocational rehabilitation program. The full House and the Senate Appropriations

Committee are expected to consider House Resolution 7205 which calls for Section 110 funding at the full authorized level of \$943 million. Even if a regular appropriation is not passed, this bill could "set the mark" for a second continuing resolution (which would likely last the remainder of the fiscal year) if Congress does not approve a regular appropriation in December.



Everything's coming up geraniums in Bryan-College Station where a new Extended Rehabilitation Services sheltered industry opened recently. Geranium Junction is a greenhouse/nursery operation that employs 10 ERS clients. The employees are responsible for nearly all aspects of the business from waiting on customers to potting and watering the plants. State Senator Kent Caperton and Representative Bill Presnal joined ERS Director Charlie Schnabel and a host of others to celebrate the grand opening of the sixteenth ERS project in Texas.

Supervisors Voice Questions, Concerns

"Has thought been given to lowering the eight year service requirement for senior counselor status?"

"Is any consideration being given to a career ladder for supervisors?"

"We recommend upgrading clerical supervisors to 'nines'."

"Expectations--it appears they have lost their original intent and meaning. They are no longer negotiable. The numbers are arbitrary. (They) need to be reappraised and reinforced."

Supervisors representing each of the six TRC regions presented these and other questions and concerns to the Commission's top administrators at the TRC Supervisors Meeting in Kerrville in late September. Panel members solicited questions and issues from the other supervisors in their regions.

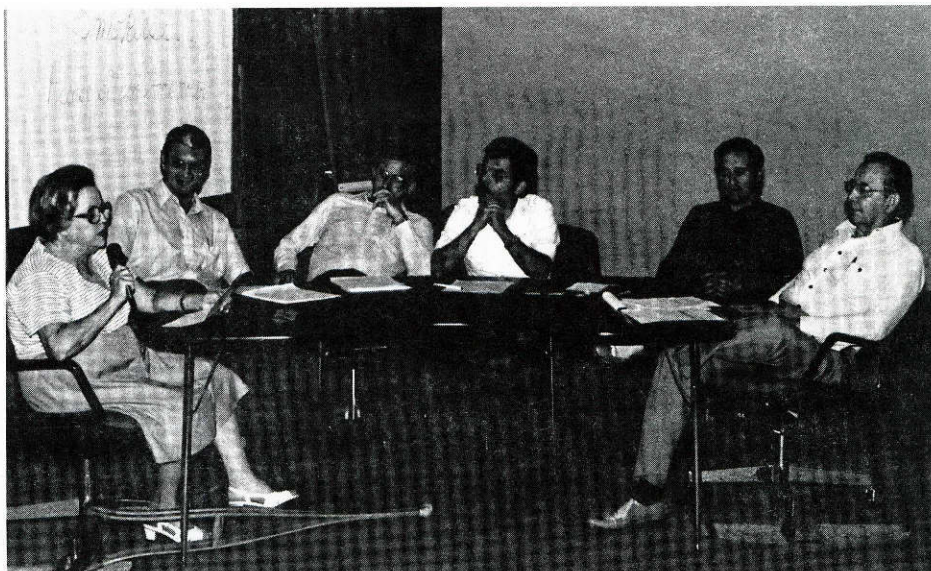
Several issues were raised by most or all of the supervisors on the panel. Among them were recommendations to upgrade supervisor and clerical supervisor positions, adjust counselor expectations to reflect the increased demands placed on counselors in the wake of the reduction in force and to return the responsibility for recruiting new employees to the personnel department.

Retirements

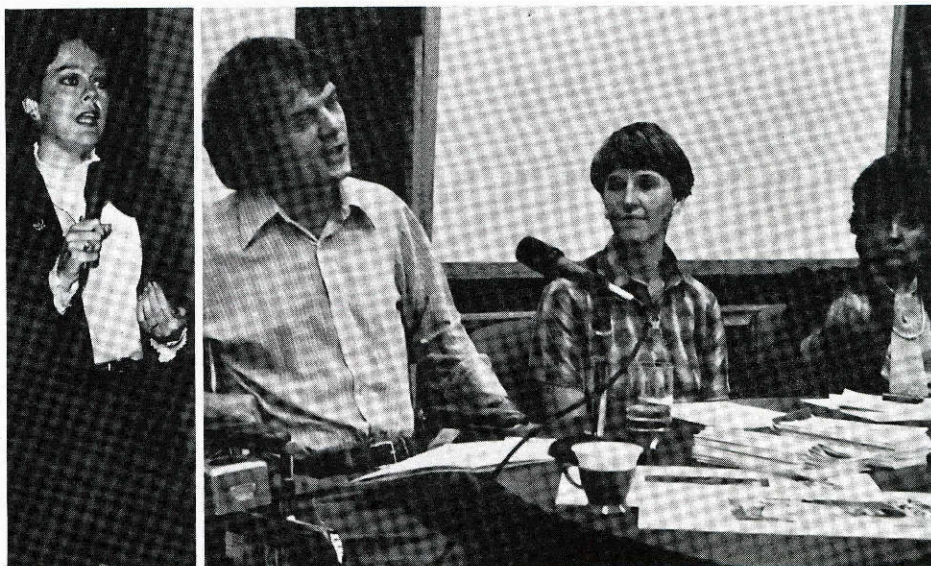
Mary L. Woolfolk, Stenographer III, Wichita Falls Field Office, employed July 17, 1982, retirement effective October 31, 1982.

Commissioner Max Arrell and Deputy Commissioners Doyle Wheeler and James L. Jackson comprised the administrator's panel which listened to the remarks. The administrators took all of the comments under advisement and, upon returning to Austin,

assigned appropriate Central Office personnel to study and make recommendations on each issue raised by the supervisors. The Central Office response and recommendations will be shared with the field staff at a later date.



(Left to right) Supervisors Marjorie Booker, Delbert Fugler, Ty Morris, Arnold Barrerra, Richard Palacios and Jimmy Hinton voiced the concerns and questions raised by supervisors throughout the state during a panel discussion in Kerrville.



Four of Texas' leading advocates for disabled consumers addressed the objectives and goals of the advocacy movement in the state and ways in which TRC and advocacy groups can work together at the recent supervisors meeting in Kerrville. (Left to right) Dayle Bebee, Advocacy, Inc.; Bobby Simpson, representing the Coalition of Texans with Disabilities; Pat Pound, representing the Austin Resource Center for Independent Living; and Carmen Quesada, Texas Association of Retarded Citizens, stressed communication as a key to a successful relationship between the Commission and consumers.

From the Field

Sneaking Up On Crime

Three members from the El Paso Rehab Team participated in the 3rd Annual International Run Against Crime early last month. Gary Katter from the El Paso Montana Place field office and Doug Leslie and Bob Brown from the El Paso Field Office Central took on the 15,000 meter (9.3 miles) course which wound its way through downtown El Paso into Juarez, Mexico, and back to the U. S. Some four to five thousand persons took part in the race. The "Rehabers" not only finished--they did well against the clock, logging 70, 76 and 80 minutes respectively.

Predicting the Future

Region II administrative technicians are ready to face the coming new year, now that they have completed their objectives for their 1983 Management by Objective plans. The "ad techs" met with Administrative Officer Russ Howard in the Ft. Worth Regional Office in mid-October to review Howard's and Regional Director Lon Young's MBO plans.

The "ad techs" were to have completed their own plans by Nov. 1. Some of the objectives likely to be included in their plans are in regards to monitoring purchases and abuse of client tools and equipment, reduction in administrative expenditures in communication and travel, reduction in expenditures in the purchase of equipment and development of a system of reporting the use of similar benefits at the field office level.

Good Show, Gents!

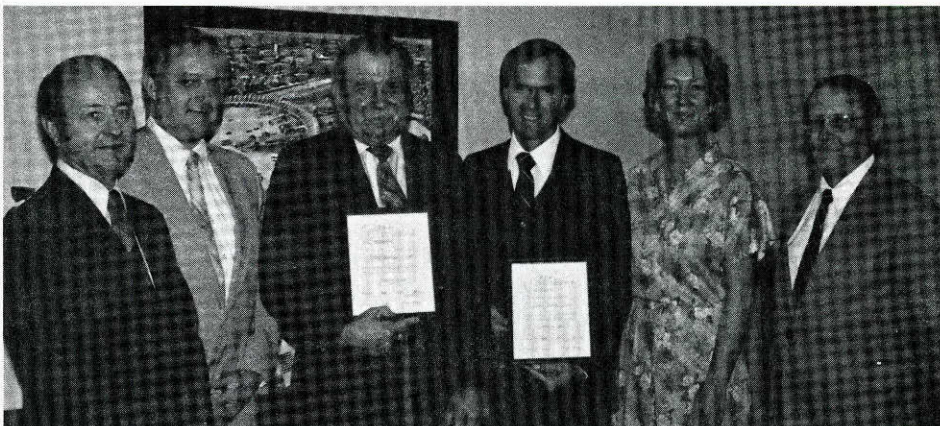
Thanks to the efforts of two Ft. Worth men, several disabled persons are employed or in training at the General Services Administration. Bill Barrier and Eddie Ward, personnel staffing specialists with GSA, received certificates of appreciation from the TRC's Ft. Worth Field Office Southwest last month.

Counselor Linda Boone praised both men saying, "Within the last four months, GSA has hired four severely disabled individuals and placed three in training. As a result

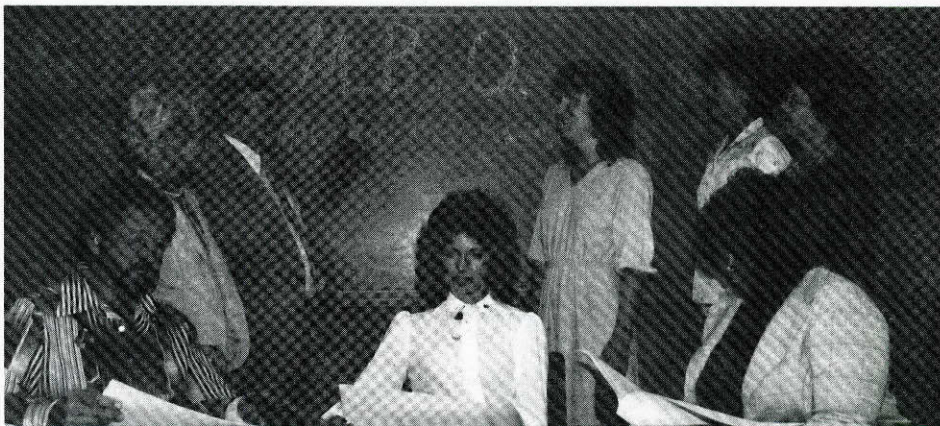
of their efforts, there are four persons no longer relying on Social Security benefits and other public assistance. These people are now productive, taxpaying citizens."

The clients currently involved in training with GSA are benefitting from a program established under the Rehabilitation Act of 1973 which allows federal agencies to provide unpaid work experience for state vocational rehabilitation clients.

(Cont. on p. 6)



Bill Barrier and Eddie Ward (center left and right) recently received certificates of appreciation from TRC for their efforts in employing disabled persons at the General Services Administration. Pictured with them are Don Dunagan, supervisor of the Ft. Worth Field Office Southwest; Larry Hathaway, GSA regional personnel officer; Linda Boone, TRC counselor and J. Fike Godfrey, GSA regional administrator.



Region II Ad Techs: (left to right) Jim Hooks, Waco; Bennye Reid, Ft. Worth Southwest Field Office; Russ Howard, Region II administrative officer; Jan Tittle, Abilene; Peggy Vest, Ft. Worth Regional Office; Freda Braymiller, Ft. Worth North Field Office; Juanita Jacobsen, Wichita Falls; Laura Rettig, Ft. Worth Field Office Southeast.

SPECIAL REPORT

THE PLANNING PROCESS



What is planning?

Planning, in simple terms, is getting ready for the future. Most of us, whether we realize it or not, use planning to direct many aspects of our lives--from deciding what to eat for dinner to more major decisions involving family, friends and career.

Planning for a large agency, such as the Texas Rehabilitation Commission, is not much different. Obviously, plans developed for an agency involve, and affect, more people than our personal planning. But, the process is basically the same.

The planning process involves systematic collection, review, analysis and organization of significant information needed to make decisions about an organization's future. This process takes place on all levels within an organization. The purpose of this special report is to describe the planning process as it applies to TRC and all of its employees.

Why plan?

The world in which we live is always changing. Social, economic and other changes that occur through the years make it necessary for an agency to change with the times, if it is to be effective. In order to do that, though, agency personnel must "look down the road" to the future to determine what actions need to be taken now to be prepared for later on. TRC's success in carrying out its mission in years to come is largely dependent on its success in planning for those years.



Who makes the plans?

Every TRC employee is a planner. Activities that might seem routine--ordering supplies to avoid a shortage, setting priorities for new projects, planning activities to be accomplished by the end of the work day--contribute to the smooth and efficient operation of the commission from day to day. And, the people who carry out these activities use some or all of the elements of the planning process.

More major planning decisions--those which affect major commission policies and practices--are made by the TRC administration, led by Commissioner Max Arrell. Administrators who must make decisions rely on information provided by staff members who have researched a given situation and can make sound recommendations concerning decisions to be made and possible implications of those decisions.

Most of the time, the information for making planning decisions comes from TRC's Planning Section. Basically, it is the planning staff's responsibility to keep abreast of factors which might affect the manner in which the commission carries out its mission. The information comes from a variety of sources and covers a broad range of subjects such as geography, population, inflation, state and federal laws, medical fees, rent and utility costs and funding levels. The planning section also relies on information provided by other commission employees and departments who have knowledge about specific areas of TRC operations. For instance, the Planning Section works closely with the comptroller, Budget Office, Program Services and Information Services.

To get information from the field, the planning staff meets regularly with a relatively new committee known as the Regional Planning Committee. The regional planners, one representative from each regional office, help to ensure that recommendations made to the administration reflect the field staff's point of view.

Fourteen Central Office managers recently participated in "The Planning Process"--the Commission's first training program on planning. The training is designed to give managers a better understanding of planning as management function and its role in shaping TRC's future. Following the training, managers should be able to effectively use planning concepts in the operation of their units. The training program will be presented to all TRC managers in the months to come.

How are plans made?

Step 1 - Review the commission's mission statement to identify what can be accomplished in the time available. TRC's mission statement is, "To provide in a timely, efficient and effective manner vocational rehabilitation services to clients and adjudications of claims for social security disability benefits."

Step 2 - Collect important information about the current organization and the future environment or setting in which it will operate. This information helps the planner see how the organization may have to change in order to function in the future.

Step 3 - Analyze the results of putting the current organization into the future. The future setting includes basic forecasts of such things as population, prices, markets and so forth.

Step 4 - Identify possible alternative courses of action. Then, carefully examine each alternative. Select the most promising alternatives and present them to the commissioner who selects one.

Currently, the planning staff is working on recommendations for fiscal years 1984-85. These recommendations will be presented to administrators in the spring of 1983.

Step 5 - Develop a plan. The plan will identify where, by whom and when the planned activities should be carried out.

In TRC, this plan development is accomplished by Management by Objectives. Each year, TRC managers update their work unit's MBO plans to prepare for the next fiscal year. The MBO plans reflect any new directions the commission will pursue during the fiscal year.

Step 6 - Develop control procedures to assure compliance with the plan. These procedures are also designed to provide feedback on whether the results produced are consistent with the plan. Actual events are compared to planned events. By making such a comparison, managers may have to make changes to bring their activities more in line with the approved plan.

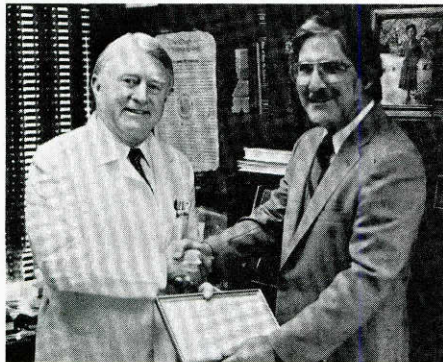


TRC's Planning Section: (left to right) Gloria Lopez, office administrator; Rick Coaxum, planner; Carolyn Parks, planner; Jeff Kaufman, planner; George Hamm, planner; Sybil Montgomery, statistician; and Cole Murphy, director.

Congratulations, Consultants!

Lubbock physician Dr. Royce C. Lewis, Jr., was recently presented a certificate of appreciation from TRC for serving two consecutive terms on the Commission's Medical Consultation Committee. As a member of the Medical Consultation Committee, Dr. Lewis served as an advisor to the Commission in areas such as new medical procedures, equipment and varying economic situations that might affect TRC clients receiving medical treatment.

Meanwhile, in Eagle Pass, Dr. Arturo Batres recently received a special recognition award for his service to disabled persons in Texas. TRC Senior Counselor Joe C. Rodriguez presented the award to Dr. Batres who is a local medical consultant for TRC offices in the Eagle Pass area.



Dr. Royce C. Lewis, Jr. and Lubbock Regional Director Les Lovell.



Dr. Arturo Batres (right) and TRC Senior Counselor Joe C. Rodriguez.

And Briefly.....

San Angelo Supervisor Sara Schwiening has been selected to fill the vacancy in the supervisor's slot created when former supervisor Roger Ward was promoted to program officer in Region II...The Ft. Worth Field Office North recently hosted an open house and tour of their new office space on North Beach Street...The Denison Field Office is now the Sherman Field Office. And, the staff there couldn't be happier. The recent move to Sherman was prompted by unsatisfactory conditions in the Denison office space....The Southwest Wheelchair Athletic Association is sponsoring JOG-RAMA at the University of Houston campus on Dec. 11 from 8 a.m. to noon. If

you are a runner, jogger or walker--or if you want to sponsor one of the participants--contact SWAA at (713) 795-4252 or P. O. Box 20803, Houston, TX 77025. Proceeds will help support wheelchair sports and recreation.



FROM



Disability Determination Division Facts
Fiscal Year 1982

On an average day, DDD processed approximately 600 claims.

Over the entire year, the Division processed a total of 145,966 claims by Texans for Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI) benefits.

Of the total number of claimants, 36,014 were determined eligible to receive SSDI or SSI benefits.

A total of 4,129 applicants for disability benefits were referred to the Vocational Rehabilitation Division for consideration for rehabilitation services to return them to employment.

Fiscal Year	1981	1982	1983	1984
Work Load	148,006	145,966	152,133	153,952
Staff	565.4	677.6	686.8	760.7
Total Staff Increase		112.2	9.2	73.9

Medical Consultation Committee Holds Annual Meeting

TRC's Medical Consultation Committee held its annual meeting in Austin recently. At that meeting, one new committee member and four members reappointed to the committee were recognized.

Dr. Sheridan T. Gibler, an internist-cardiologist from Ft. Worth, was the new member appointed to the committee by Commissioner Max Arrell. Dr. Gibler's appointment fills the vacancy created when Dr. Royce Lewis' term expired. Medical Consultation Committee members reappointed to three year terms included Dr. Lamar Jackson, Houston; Dr. Georgia Legett, Austin;

Dr. Donald Pool, Dallas and Dr. Charles Bruce Sadler, Amarillo. Dr. H. Edward Maddox of Houston was re-elected chairperson of the 16 member committee.

Among other things, consultation committee members considered and made recommendations for appropriate payments for medical services under the Maximum Affordable Payments Schedule (MAPS). The guest speaker for the meeting was Dr. Lysle H. Peterson, director of the Houston Cardiovascular Rehabilitation Center, who discussed cardiac rehabilitation.

New Releases from Instructional Media

Thanks to the efforts of the folks in Instructional Media, the following new audio/visual materials are available to the field:

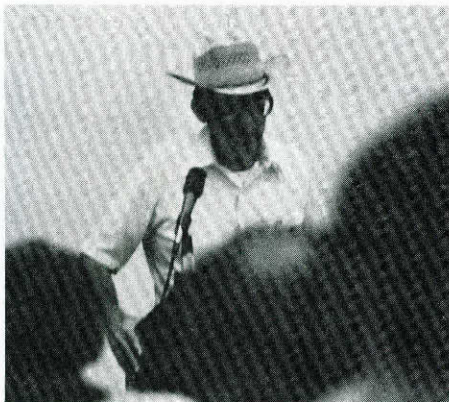
- *a Spanish version of the "TRC Vocational Rehabilitation Division Overview,"
- *a videotape of the "TRC Vocational Rehabilitation Division Overview" with sign language interpretation,
- *the eight civil rights training tape/slide presentations transferred to video tape (two tapes),
- *administrative technician training tapes concerning the care and maintenance of upholstery tools. (Two new administrative technician tapes--Auto Body Repair Tools and Plumbing Tools--will be released later this month.)

Copies of each of the tapes have been sent to each regional office and the resource library in the Central Office. Requests for any of the presentations should be made to the appropriate regional office well in advance of the date it is to be shown.

SALARIES FOR COUNSELORS IN VR AGENCIES (Five-State Federal Region)

STATE	BEGINNING SALARY	TOP SALARY
Louisiana	\$12,084	\$18,192
Arkansas	12,246	21,346
New Mexico	12,324	15,270
Oklahoma	19,834	28,590
Texas	21,420	30,744

A recent survey conducted by the Rehabilitation Services Administration compares the beginning and top salaries paid to vocational rehabilitation counselors in the five state region which includes Texas. According to the survey, Texas counselors are the highest paid at both the beginning and top salary levels. Also, the beginning salary for counselors in Texas is higher than the top salaries for counselors in three other states.



Vernon Newman's discussion of status of litigation at the recent Kerrville Supervisors Meeting had most of the audience wiping tears from their eyes and doubled over in pain. One might think this would be the normal reaction to having to listen to anyone's discussion of such a topic; but, in fact, the audience was having a good time laughing at Newman's hilarious review of an otherwise dry topic. Newman, general counselor in Legal Services, donned the cowboy hat immediately before taking the podium. "That hat," said one observer, "seemed to change his entire personality. I never knew the man was such a comedian!" Without a doubt, Newman's deadpan delivery of clever witticisms was one of the highlights of the two day conference.

Dart's Nomination Confirmed

Justin W. Dart, Jr., was recently selected to serve on the National Council on the Handicapped. On Oct. 1, the U. S. Senate confirmed Dart's nomination by President Reagan.

Dart, 52, chairs the Texas Governor's Committee on Employment of the Handicapped and the Governor's Long-Range Planning Group for Texans with Disabilities.

Calendar of Events

November	Activity	Location
14 - 19	Training for Managers of Managers	Woodcreek
15 - 19	Management Training for Supervisors	Lago Vista
23	Central Office Secretarial Training	C. O., Austin
28 - 12/3	Management Training for Supervisors	Lago Vista
December		
5 - 10	Training for Managers of Managers	Woodcreek
8 - 10	Medical Training - Phase I	Dallas
13 - 17	New Personnel/Specialized Orientation	C. O., Austin

HUMAN ENERGY



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TEXAS REHABILITATION COMMISSION
... a human energy agency.

Two new posters declaring TRC "a human energy agency" are now available through the central warehouse in Austin. The posters, designed by artist Lindy Robinson, pick up on the human energy theme introduced in the TRC public service announcements currently being distributed to television stations around the state. Made available to the field in time for National Employ the Handicapped Week, the posters are intended for general use at health fairs, employment fairs and other appropriate locations throughout the year.

TRC News & Views is printed by the Texas Rehabilitation Commission for distribution to its employees and retirees throughout the state. Inquiries may be addressed to Kaye Beneke, Public Information Office, Texas Rehabilitation Commission, 118 E. Riverside Drive, Austin, TX. 78704; or telephone (512) 445-8745, (Tex-An) 887-8745.