

3700 REHABILITATION TECHNOLOGY

3701 General. Rehabilitation technology services include assistive technology, environmental modifications, vehicle modifications, driver evaluation, driver training (including bioptic low vision driving program), orientation and mobility, computer access, and rehabilitation engineering.

3702 Referral. To request evaluation and/or technical assistance, the Counselor will complete the *Rehabilitation Technology Services Referral* form and submit it to the Rehabilitation Technology Unit in accordance with instructions on the form. Attached will be appropriate documentation about the client's disabling condition(s), functional limitations, impediments to employment and other pertinent information. Individuals referred for driver training services must have a valid West Virginia Learner's Permit, a copy of which will be attached to the referral form. When entering driver training, the client must bring the original permit. Additionally, referrals for driver training must include recent medical reports if the client's condition has changed after the driver evaluation occurred. Information requested by the evaluating Certified Driver Rehabilitation Specialist (CDRS) or qualified person in training under the supervision of a CDRS within West Virginia Division of Rehabilitation Services (WVDRS) also must be attached to the referral form.

3703 Locations for Service Provision

3703.1 Extension Program. Rehabilitation Technology Unit operates an extension program that provides a wide range of minimum necessary services to address the client's impediment to employment and accessibility needs in the home, work site, school, facility, or other location as vocationally necessary.

3703.2 Services Provided. Rehabilitation Technology Unit may provide selected services at the unit's office locations. These services include vehicle modification evaluation, driver evaluation, driver training, bioptic driving services, assistive technology evaluation, assistive technology training in use of adaptive software or equipment, orientation and mobility, braille, basic daily living skills for the blind or visually impaired, and rehabilitation engineering. The client may be referred for one or more services. As a convenience to the client, the Counselor should consider simultaneous referral for all needed services. Commuting clients may receive Rehabilitation Technology Unit services.

3704 Purchase. With the exception of services required for assessment purposes, rehabilitation technology is purchased only for clients receiving services under an approved *Individualized Plan for Employment*. Rehabilitation technology services are purchased in accordance with fiscal procedures established by the Division and prior written approval requests established by the Rehabilitation Services Administration (RSA).

3705 Assistive Technology. The Assistive Technology Unit focuses primarily on computer access evaluation, but also offers a wide range of services and devices to enhance individual function. Encompassed are low, mid, and high technology solutions such as microcomputers and associated hardware/software, devices and aids for individuals with sensory impairment(s), and aids to enhance cognitive function or to overcome barriers imposed by functional limitations. Assistive technology consultation and/or evaluation may be provided to individuals during any phase of the rehabilitation process.

3705.1 Services Provided. The Assistive Technology Unit provides the following services:

A. Evaluation to address areas identified on the *Rehabilitation Technology Services Referral* form and to determine the assistive technology best fitting the individual's needs;

B. Equipment set up;

C. Training in the use of adaptive software and equipment; and,

D. Follow up or technical assistance after the assistive technology is in place.

3705.2 Evaluation and Technical Assistance. After receiving required documentation, an assistive technology specialist will schedule an appointment to provide the evaluation and technical assistance identified on the *Rehabilitation Technology Services Referral* form. The referral source will receive a written report containing background information, assessment results, recommendations (including equipment specifications), and instructions for purchase.

3705.3 Purchase of Assistive Technology for Computers

A. The Counselor will refer the individual to the Assistive Technology Unit to determine if use of alternative access hardware or software

with a computer may alleviate a functional limitation that impedes a client from achieving Individualized Plan for Employment objectives. The unit will conduct an evaluation or provide computer specifications and adaptations needed by the client. The referring Counselor will receive a written report outlining suggested recommendations.

B. The process for purchase of a computer, hardware or software is as follows:

1. The Counselor will submit a copy of the Assistive Technology recommendation to the IT Purchasing Agent.
2. IT Purchasing Agent will provide the Counselor with pricing and vendor information, following current purchasing procedure.
3. The Counselor will generate an *Authorization* or *Case Services Requisition* for purchase and returns the authorization to the IT Purchasing Agent for ordering.
4. All Assistive Technology computer purchases, and related equipment/software must be shipped to the Assistive Technology Unit (Nitro or Morgantown) to the attention of the evaluator who generated the report.
5. The Assistive Technology unit will verify receipt of the item and forward the packing slip to the Counselor for payment.

3706 Environmental Modifications. Following approval of the client's Individualized Plan for Employment, home modifications may be provided when necessary to enable a client to achieve or maintain a vocational goal. Such modifications and alterations must be based upon an evaluation of the individual's impediment to employment and minimum accessibility need to provide improved access to the home. All modifications must meet current local building codes and regulations. Under no circumstances will the Division provide additions or extensions to an existing building or modifications that involve movement or construction of exterior walls.

3706.1 Evaluation and Technical Assistance. When formulating an Individualized Plan for Employment that may require home modifications, the Counselor will request an evaluation using the *Rehabilitation Technology Services Referral* form and attach any required documentation. Prior to submitting the

referral form, the Counselor will make a home visit to discuss with the client their impediment to employment and the minimum necessary accessibility service needs the agency can provide based upon existing policy. If exceptions to policy are necessary to meet the goals of the Individualized Plan for Employment, approval must be obtained from the Assistant Director of Field Services prior to making the referral to the Rehabilitation Technology Unit. The referral form must indicate the specific modifications to be addressed.

A. *Environmental Modification Unit.* The Environmental Modification Unit Rehabilitation Technology Unit will schedule an appointment for the home evaluation. Unless services would be delayed, the Counselor will be present during the home evaluation. If the Counselor cannot be present, the engineer performing the evaluation will discuss their findings and recommendations with the Counselor prior to developing the evaluation report. This is to ensure that communication between the engineer, Counselor, and client is consistent with policy related to what minimally necessary modifications can be authorized per client's impediment to employment. Evaluations will address only accessibility issues identified on the *Rehabilitation Technology Services Referral* form as necessary to enable the client to achieve and maintain employment. To the extent possible, options and cost estimates to increase accessibility will be discussed during the evaluation. If cost or structural feasibility cannot be estimated reasonably during the evaluation, the Environmental Modification Unit staff member will research issues and communicate the results and options to the referring Counselor before completing the report. The referral source will receive a written report containing an evaluation summary, recommended modification(s) with cost estimates, recommended products and cost, and vendor information and drawings with specifications when appropriate. The report also will include guidance on how to proceed if recommendations are approved.

B. *Planning.* During planning and arrangement of a home modification assessment, the Counselor must ensure that the client understands that the Division is responsible for providing the minimum modification(s) required to allow the individual to achieve accessibility in the home. The Division will provide reasonable accommodations to eligible clients who need home modification to achieve a rehabilitation goal. However, the Division reserves the right to consider cost effectiveness in the provision of all modifications while still ensuring accessibility. Requested modifications not included in the Environmental Modification Unit recommendation are the client's responsibility. Environmental Modification Unit staff members may be available to provide home modifications or equipment installation depending upon location, type(s) of modification(s), and

required timeframes. When planning home modifications, the Counselor will discuss the case with the Environmental Modification Unit Supervisor, to ensure recommended services address the minimum necessary accessibility needs per client impediment to employment.

C. Special Considerations. Prior to authorizing home modifications, the Counselor will consider the following:

1. *Home Ownership.*

a. *Private Property.* Modification(s) to a private home may be completed with approval of the client's Individualized Plan for Employment. The Counselor should ensure that the client and/or homeowner understand the scope of the work and any disruption that construction may cause.

b. *Rental Property.* The Counselor must obtain written permission from the landlord to make changes to rental property. The land owner must be informed that lifts or other equipment may be removed if or when the client moves.

2. *Entrance, Driveway, Ramps.* Modification(s) to an entrance or driveway may include:

- a. One accessible entrance only.
- b. Ramp (if feasible) before consideration of a lift.
- c. Ramp with access only to driveway (no extra walkways).
- d. Decks will be minimum size necessary to accommodate a wheelchair for turning. Access stairs to the deck may be built only when appropriate to replace stairs removed during construction or when stairs with special riser/tread depth is necessary for accessibility.
- e. Only loading and unloading areas of a driveway will be considered for concrete or paving.
- f. If public transportation is the client's mode of transportation, the walkway giving access to this transportation may be considered for concrete or paving.

3. *Doorways.* Only doorways requiring client access will be modified. These may include, the front door, client's personal bedroom, bathroom the client uses, client's eating area, kitchen (if client prepares meals), laundry room (if client is responsible for the laundry), and main family area. Only one exterior door may be modified.

4. *Kitchen.* Kitchen modifications will be made only for the client who prepares meals and only if the client has primary responsibility for household meal preparation.

a. *Sink.* Sink modifications may include: remove cabinet doors and wrap pipes for safety; remove kick plate from existing base cabinet if sink needs to be lowered; and/or replace faucets/fixtures with lever/wand types.

b. *Wall Cabinets.* Cabinets will be lowered only to the degree necessary for functional use by the client. This modification will be considered only after all other options are eliminated. Example: Can the client reach all necessary items from the first shelf in the cabinet(s)?

c. *Base Cabinets.* Modify primary work area only if necessary.

d. *Appliances.* When possible, microwave or toaster ovens, electric skillet, and slow cooker will be used instead of replacing major appliances.

5. *Laundry.* The laundry area will be modified only if the client is responsible for personal laundry in a single person household or if the client is responsible for the family's laundry in a multi-person household.

6. *Bathroom.* No change will be made if the bathroom meets the client's minimum accessibility needs. Minimal modifications may be provided if necessary, to make the bathroom accessible for the client and the client's personal care attendant if applicable.

7. *Multi-Level Home.* Each floor must house at least one of the client's major living areas to be considered for modification.

8. *Environmental Controls.* If the client is alone in the dwelling for a majority of the day and cannot access essential lights, thermostats,

door locks, or telephone, the Counselor may consider use of environmental controls after Rehabilitation Technology Unit evaluation.

9. *Lifts*. Lifts may be considered for home entrance accessibility only after ramp construction has been determined to be infeasible. Stair lifts may be considered for accessibility to a multi-level home only if required to improve the client's access within the home. Lifts (chair or platform) require an evaluation and report with recommendations and specifications to the referring Counselor. All lifts must be installed by a qualified vendor. Rehabilitation Technology Unit staff will provide Counselors with the information necessary to obtain bids.

3706.2 Volunteer Labor. To provide home modification services utilizing volunteer labor, the Counselor must:

A. Arrange for a Rehabilitation Technology Unit evaluation by completing the *Rehabilitation Technology Services Referral* form. All home modification evaluations must be performed by Rehabilitation Technology Unit personnel. Following the evaluation, the Counselor will receive a written report including necessary construction details and a cost estimate.

B. Forward the evaluation report, specifications, and drawing(s) to the volunteer(s). If more than one volunteer will participate in the project, a contact person will be designated.

C. Inform the Environmental Modification Unit Supervisor of the intention to utilize volunteer labor. An Environmental Modification Unit technician will be assigned to oversee the construction process. The unit technician will create or review the materials list and assist the volunteer(s) with a timeline and other project details. Project timeline, materials source, and price of materials will be forwarded to the referring Counselor.

3706.3 Purchase of Environmental Modifications. Environmental modifications are purchased in accordance with fiscal procedures established by the Division and prior written approval from Rehabilitation Services Administration.

A. The Counselor will complete the *RSA Prior Approval Form*, providing detailed documentation of the description of goods and/or service to be purchased, justification of how the goods and/or service will address the client's impediment to employment and accessibility needs. The Counselor will sign the form and

submit to the State Office through supervisory channels for submission to Rehabilitation Services Administration (RSA) for approval.

B. Upon approval from RSA the counselor will prepare an *Authorization* or *Case Services Requisition*, as appropriate, to purchase materials and process paperwork for payment.

3707 Vehicle Modifications. Based on the client's impediment to employment, only minimum modifications to a vehicle meeting the client's basic needs may be purchased. The Division reserves the right to consider cost effectiveness in the provision of vehicle modifications while assuring that the client can achieve independence as a driver or passenger. Requests for vehicle modifications not included by the approved evaluator will not be underwritten by the Division. The client may supplement these costs as desired.

3707.1 Evaluation and Technical Assistance. Prior to provision of vehicle modification services, all vehicles must be evaluated by a Certified Driver Rehabilitation Specialist, or qualified person in training under the supervision of a CDRS, within West Virginia Division of Rehabilitation Services (WVDRS). Vendor evaluations will not be accepted. The Counselor will request a vehicle modification evaluation using the *Rehabilitation Technology Services Referral* form, documenting the client's impediment to employment and minimum necessary services to address accessibility needs. After completion of the evaluation, written recommendations will be returned to the referring Counselor. Vehicle modification services are purchased in accordance with fiscal procedures established by the Division.

3707.2 Considerations

A. The client must possess a valid driver's license before purchase of vehicle modifications will be considered for any individual who intends to be the driver of the modified vehicle. Training and behind-the-wheel testing for licensure will be provided using a driver rehabilitation vehicle. If vehicle modifications are approved, further training and follow up may be provided utilizing the client owned vehicle. The client does not require a valid driver's license if the modified vehicle will be used as a transport vehicle that will be driven by an attendant or other transportation provider.

B. Vehicle modifications will be considered only for clients who:

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1. Require the modification to participate in a training program and only if it is not feasible or possible for the client to live on campus; or,

2. Require the modification to retain employment; or,

3. Are unemployed and are involved actively in job seeking efforts toward employment.

C. Vehicle modifications will not be provided if the client owns or has use of another vehicle that would meet the individual's transportation needs.

D. Van modifications will not be provided if it is possible to modify an automobile to meet the client's transportation needs.

E. Modifications to a vehicle for a client to drive will not be provided if results of a comprehensive driver evaluation indicate that the individual is incapable of driving because of the disabling condition(s).

F. Vehicle modifications may be provided only once every seven years.

G. Expenditures on vehicles with more than 75,000 miles will not exceed more than twice the wholesale value of the vehicle based on the *Blue Book* value. Any vehicle not meeting that criterion must be evaluated by a certified mechanic using the *Used Vehicle Inspection Report*.

H. Vehicle modifications such as automatic transmission, power steering, power brakes, power windows, and air conditioning will not be approved for new vehicles purchased by the client at or near the time of request for Division services. If the individual is in the process of purchasing or has recently purchased a new vehicle, these features are considered the client's responsibility.

I. Modifications will not be approved for any vehicle failing to meet the minimum requirements for West Virginia state vehicle inspection.

J. Requests for exceptions will be forwarded for review to the Assistant Director of Rehabilitation Programs and will require final approval of the Assistant Director of Field Services.

3707.3 Documentation of Need. Prior to approval and purchase of vehicle modifications, the Counselor will document in the client's record of services the

client's impediment to employment and the minimum necessary need for vehicle modifications for the individual to achieve the rehabilitation goal.

3707.4 Insurance. Clients who receive vehicle modification services will obtain and pay for insurance on such modifications at their own expense. The Counselor will place in the case record a copy of the client's proof of insurance or verification from the insurance company that the vehicle will be eligible for insurance upon completion of the modification(s). The District Manager may approve exceptions to the client's purchase of insurance coverage after careful review of the individual's financial need. The Division will not correct or replace motor vehicle modifications that have:

- A. Been damaged or destroyed in an accident; or,
- B. Been provided by the Division and not insured by the client; or,
- C. Current warranty coverage. In this instance the Division will require the vendor to repair or replace defective equipment within terms of the warranty agreement.

3707.5 Routine Maintenance. The Division will not be responsible for the maintenance of vehicles for which it has provided modification(s).

3707.6 Purchase of Adaptive Equipment for Vehicle Modification(s). Vehicular modifications are purchased in accordance with fiscal procedures established by the Division and prior written approval from Rehabilitation Services Administration (RSA).

A. The Counselor will complete the *RSA Prior Approval Form*, providing detailed documentation of the description of goods and/or service to be purchased, justification of how the goods and/or service will address the client's impediment to employment and accessibility needs. The Counselor will sign the form and submit to State Office through supervisory channels for submission to RSA for approval.

B. Upon approval from RSA, the Counselor will prepare an *Authorization or Case Services Requisition*, as appropriate, to purchase materials and process paperwork for payment.

C. Modification(s) to Client Owned Vehicle. The Division may provide the minimum adaptive equipment required to make a vehicle accessible to the client as indicated in the vehicle evaluation report. Used vehicles are subject to limitations previously outlined in this manual section. Certain makes of vehicles are easier to modify than others. A Certified Driver Rehabilitation Specialist (CDRS), or qualified person in training under the supervision of a CDRS within WVDRS, should be consulted prior to vehicle purchase. The specialist can offer technical advice concerning the best make, model, and options to meet the client's needs.

D. Used Vehicles Equipped with Adaptations/Modifications. The Division may pay for that portion of pre-installed adaptive equipment that is specified in the vehicle evaluation report. Division participation will be based on the installed value of the equipment less 10% depreciation per year old up to a maximum of 70%. A request to purchase used equipment must be accompanied by documentation from a vehicle modification vendor stating that the equipment is fully operational, and its condition is consistent with age. Used vehicles are subject to limitations previously outlined in this manual section.

E. New Vehicles Equipped with Adaptations/Modifications. The Division may pay for that portion of pre-installed adaptive equipment that is specified in the vehicle evaluation report. The vendor will be asked to categorize the purchase price of the vehicle as follows: cost of base vehicle with standard equipment (*Blue Book* value) and cost of adaptive equipment. The Division will authorize purchase of the adaptive equipment only.

3708 Driver Services. The Division offers driver services including evaluation, training, and bioptic low vision driving program. **The Driver Rehabilitation program and/or the Bioptic Driving program cannot provide an evaluation or driver training for an individual whose license is currently suspended or revoked by the Division of Motor Vehicles (DMV) due to: driving under the influence; non-payment of fines; or other legal issues.** DMV may give exceptions in writing for some individuals whose license has been suspended for medical or other reasons. If the DMV gives a written exception, then an evaluation can be completed.

3708.1 Driver Evaluation. A driver evaluation will determine if the client has the minimum skills to drive safely or can be trained to drive safely. This service is available to potential drivers as well as to licensed drivers who have experienced changes in physical or mental functioning that may affect driving ability. An informal vision test can be performed during the evaluation to determine if the client meets minimum vision requirements of the West Virginia

Division of Motor Vehicles. After receiving required documentation, the driver evaluation will be scheduled. The Certified Driver Rehabilitation Specialist will forward a report containing evaluation results and recommendations to the referring Counselor. All initial driver evaluations must be performed by a Certified Driver Rehabilitation Specialist (CDRS), or qualified person in training under the supervision of a CDRS, within WVDRS. Exceptions will be made by a Certified Driver Evaluation Specialist, in conjunction with a Supervisor in the Assistive Technology Unit, when the client assessment requires equipment that is not available through WVDRS Driver Rehabilitation. If it is determined that it is appropriate for an outside vendor to be utilized for evaluation or training, documentation will be provided to the Counselor. Driver Evaluations completed by WVDRS are best performed at one of the site locations to insure access to appropriate testing equipment, and consistency and safety of predetermined routes. Clients may be asked to come to one of these locations after a review of their specific functional limitations as documented in the case records. Site locations include Summersville, Morgantown, and Nitro.

3708.2 Driver Training. Driver training components are based upon the client's individualized needs and may include classroom instruction, utilization of audiovisual resources, and behind the wheel instruction. Individuals referred for driver training must have a West Virginia Learner's Permit. When entering driver training, the client must bring the original permit. A Certified Driver Rehabilitation Specialist (CDRS), or qualified person in training under the supervision of a CDRS, within WVDRS, will be available to accompany clients who successfully complete the driver training course to test for the individual's West Virginia Driver's License. The client must bring documentation for licensure as currently listed on the West Virginia Division of Motor Vehicles website. Driver retraining may be provided to already licensed clients if an evaluation indicates that changes in the client's physical or mental functioning may affect driving ability. After receiving required documentation, driver training will be scheduled.

3708.3 Bioptic Low Vision Driving Program. This program allows qualified clients with low vision to utilize bioptic telescopic devices to drive in West Virginia. Criteria for eligibility, curriculum requirements and standards for completion of the program have been jointly agreed upon by the West Virginia Division of Rehabilitation Services (WVDRS) and the West Virginia Division of Motor Vehicles (WVDMV). The program is offered to clients at the Nitro location, either on a commuting basis or through the provision of housing in a local hotel/motel as distance necessitates.

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A. *Eligibility.* To be eligible for the program, the client must be:

1. Eligible for services from WVDRS and have an approved *Individualized Plan for Employment*; and,
2. Meet and maintain the following visual and physical criteria:
 - a. Distance visual acuity of between 20/70 and 20/200 inclusive with the best standard spectacle or contact lens correction in the better functioning eye;
 - b. Visual field of at least 120 degrees horizontally and 80 degrees vertically or better in the same eye as used for visual acuity determination;
 - c. Distance visual acuity of 20/40 or better in the better functioning eye using a bioptic telescopic device with no greater than a 4X-power telescope that has been prescribed by a licensed optometrist or ophthalmologist;
 - d. Color vision sufficient to respond correctly to presence or changes in traffic light color, pavement markings, road signs, turn indicators, brake lights, emergency flashers, or the presence of other road users including emergency vehicles;
 - e. No ocular diagnosis or prognosis that is likely to result in significant deterioration of vision below the protocol levels of visual acuity and visual field; and,
 - f. Normal head, neck, and eye movement.

B. *Referral Process.* The Counselor may refer clients by completing and forwarding the *Rehabilitation Technology Services Referral* form to the Rehabilitation Technology Supervisor(s) listed on the referral form. Accompanying the form should be:

1. Results of a complete eye examination performed by a licensed optometrist or ophthalmologist on the *Bioptic Driving Vision Screening Report* form. This must be received within six months prior to the client beginning the program. A certificate indicating that the client meets the visual criteria will be issued by the Program Coordinator and sent to the client's field Counselor. The

client must present the certificate at any designated driver testing center statewide to take the Class G instructional permit test.

2. Evidence of passage of the West Virginia Division of Motor Vehicles Class G instructional permit test. The test must be undertaken and passed within two weeks prior to program enrollment. In addition, the client must:

a. Interview with and successfully complete a functional visual evaluation conducted by the Program Coordinator or Mobility Specialist or other properly trained individual;

b. Successfully complete a steering and braking reaction time screening and on-road driver evaluation;

c. Sign an *Authorization for Release of Information* form; and,

d. Understand that acceptance, admission, and completion of the program does not guarantee acquisition of driving privileges.

C. *Curriculum*

1. *Novice Drivers.* A novice driver is an individual with little or no driving experience. Novice driver applicants are required to participate in a minimum of 30 hours of instruction in each of the following areas:

a. Classroom;

b. Passenger-in-car; and,

c. Behind-the-wheel (daytime only) while accompanied by a Certified Driver Rehabilitation Specialist or Driver Rehabilitation Educator/Certified Driving Instructor.

2. *Experienced Drivers.* Experienced drivers are individuals who have been previously licensed through an official state Division of Motor Vehicles. The portion of classroom instruction related to rules of the road and road signs may be waived if the client has three or more years of driving experience with an unrestricted driver's license. To do so, such applicants will be required to:

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- instructional permit;
- a. Pass the required examination for a Class G
 - b. Pass a 150-question written and/or oral examination testing the applicant's current knowledge of road laws/signs and other classroom competencies with a raw score of at least 70% (105/150);
 - c. Participate in and satisfactorily complete an individualized, competency-based driver training program illustrating functional vision and verbalized driving competencies (with bioptic lens system in place) that indicate adequate carryover or transfer of classroom knowledge to that as an active passenger-in-car; and,
 - d. Demonstrate acceptable levels of physical, mental, and social driving skills under real world driving conditions within a variety of traffic, road, and environmental settings.

D. *Standards for Successful Completion.* To successfully complete the program, the client must:

1. Obtain a passing score of 75% (18/24) on a 40-mile standardized Driver Performance Measurement assessment (DPM); and,
2. Obtain written confirmation and signature from the Program Coordinator that confirms the client has completed the required number of hours of instruction and/or has fulfilled the competencies for satisfactory program completion.

E. *Restricted Out-of-State Driver Applicants.* A restricted out-of-state driver is an individual who has been issued a valid driver's license by another state with a restriction requiring the driver to use a bioptic telescopic device. Restricted out-of-state bioptic drivers who apply to obtain an in-state Class G driver's license will be evaluated by the Program Coordinator to determine if the applicant's successful completion of an out-of-state program is equivalent to that offered by West Virginia. The individual must meet the following criteria:

1. Provide to the West Virginia Division of Motor Vehicles a driver history and crash history covering the last five years;
2. Meet all criteria for program acceptance;

3. Provide written documentation from the director of the out-of-state bioptic driver training program that indicates: the dates and total hours of training the driver received from the out-of-state program, the content and type(s) of training received, and verification of restricted out-of-state driver's satisfactory completion of an equivalent approved driver training program; and,

4. Provide verification that the driver has surrendered the out-of-state driver's license to the West Virginia Division of Motor Vehicles Commissioner.

F. *Out-of-State Programs Determined Not Equivalent.* If the Program Coordinator determines that the out-of-state driver's program is not equivalent to that of the West Virginia program, the client must complete the competency-based program offered by the Division and pass the same comprehensive road skills test prescribed by the West Virginia Division of Motor Vehicles as all applicants for Class G driving privileges.

G. *Less Restrictive Driving Privileges.* Class G drivers who wish to apply for non-restrictive or less restrictive driving privileges will be required to:

1. Meet acceptance criteria for the program and participate in a minimum of one week of driver's training consisting of at least five hours each in classroom, passenger-in-car, and behind-the-wheel instruction covering the areas of restricted driving privileges; and,

2. Obtain written confirmation and signature from the Program Coordinator in a *Certificate of Completion* that the client continues to meet the vision requirements of the Program and has completed the required number of instructional hours and has fulfilled the needed competencies in the area(s) of restricted driving privileges.

3. Participate and successfully pass a standardized on-road test (Road Skills Test) administered by the specially trained examiner of the West Virginia Division of Motor Vehicles under night time driving conditions.

H. *Road Skills Test.* Upon satisfactory program completion, the client will be required to participate in a comprehensive road skills test prescribed by the West Virginia Division of Motor Vehicles, consisting of competencies in the following areas:

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1. Knowledge and correct use of dashboard controls;
2. Knowledge and use of brake, accelerator, steering wheel, gearshift, and car mirrors;
3. Starting and stopping a vehicle;
4. Road laws and road signs;
5. Visual search patterns with bioptic lens system in place;
6. Turning a vehicle;
7. Backing a vehicle;
8. Parking a vehicle;
9. Speed control; and,
10. Directional control.

3709 Rehabilitation Engineering. Evaluation and design services for job site modifications, home modifications, and custom adaptive equipment are provided by Rehabilitation Engineering staff members. Typical cases involve generating plans and specifications for structural work or home modifications, ergonomically correct work station solutions, or the design and fabrication of specialized adaptive equipment. A facility located at Nitro develops and fabricates adaptive equipment or modifies existing equipment. The Counselor may request rehabilitation engineering services by completing the *Rehabilitation Technology Services Referral* form, documenting the client's impediment to employment, minimum accessibility needs, and submitting the form and any required documentation to the Rehabilitation Technology Unit in accordance with instructions on the form.

3710 Orientation and Mobility and Computer Access Services. Orientation and Mobility and Computer Access Services provide compensatory skills training which can enable and empower individuals who are blind or visually impaired to work and to live independently. Services offered include orientation and mobility, access to print and audio communications, braille, and daily living skills. Referrals for Orientation and Mobility and Computer Access Services are completed on the *Rehabilitation Technology Services Referral* form. The Counselor will attach the

latest vision information and any information regarding other disabilities or medical conditions. The Counselor will clearly state the impediment to employment and the minimum necessary accessibility needs and barriers of the client in the objective section. Evaluations requested for the client's home area should also indicate this need in the objective section.

3711 Hotel Usage for Training Services. Participation in training, evaluations, or equipment fabrication that requires client to be at a site location may require the usage of hotels. These may include services from driver rehabilitation, bioptic driving, assistive technology, rehabilitation engineering and/or blind/visually impaired services. The Counselor will complete the *Guardianship and Training Participation Agreement* and send a copy to the Rehabilitation Technology Unit prior to arrangement of hotel reservations.

A. Clients participating in services that require utilization of hotels at agency expense must meet the following criteria:

1. Be age 18 or older, or an emancipated minor (with documentation), or accompanied by a legal guardian/parent.
2. There must be a reasonable expectation that the client will be able to learn all or part of his/her compensatory skills within a reasonable period of time.
3. Must be medically stable and able to manage and self-administer medications.
4. Must be physically and mentally able to tolerate participating in daily classroom/training activities.
5. Must have the ability to perform basic activities of daily living such as dressing, showering, grooming, and eating, with or without an attendant, but not need the assistance of Rehabilitation Technology Staff.
6. Must have the ability to plan and carry out own activities outside of training time, and successfully navigate independently with or without an attendant but not need assistance from Rehabilitation Technology Staff.

B. *Counselor Responsibilities*

1. Inform the client that WVDRS does not pay for internet service, phone service, honor bars or additional services offered by the hotels. Client will be responsible for any such additional fees incurred; the hotel will expect payment from the client at check-out. Hotel services provided by WVDRS are limited to payment of room fees. Some hotels provide complimentary breakfast.

2. Inform the Rehabilitation Technology Unit of any special lodging needs at the time of referral, such as a refrigerator required for medications, an accessible room, or any other necessary room-related accommodation.

3. If required, maintenance checks must be received at least 5 business days prior to the beginning of training OR the Counselor must make other arrangements with the client prior to entry.

4. In either case, the Counselor should discuss with client how they intend to cash checks/obtain money to insure client has access to funds. Site locations cannot provide emergency funds and cannot guarantee check cashing services.

C. Rehabilitation Technology staff will email hotel information to the Counselor once the reservations are completed.

1. Authorization for payment must be received by the hotel within 3-5 business days from the date the reservations are made. Hotels cannot guarantee the room(s) will be held if the authorization is not received within 3-5 business days.

2. In those cases where the reservations are made less than 3-5 business days from the entry date, authorization must be completed and faxed to the hotel within one business day.

3712 Technology Assessment or Consultation Requirements

3712.1 Closure as Too Severe. Rehabilitation technology assessment or consultation is required for any case before it is closed in any status where the applicant is determined to be unable to benefit from vocational rehabilitation services due to the severity of the disability. Counselor will complete a *Rehabilitation Technology Services Referral* for consultation by Rehabilitation Technology staff. Case folder information will be reviewed, and an opinion offered.

3712.2 Trial Work Experience. Rehabilitation technology consultation is required when the applicant or client participates in a trial work experience due to the severity of the disability.