

Effective 3/25/2016

Part 6
Transition Plan for the Utah State Office of Rehabilitation

53A-24-601 Transition plan.

- (1) On or before June 1, 2016, the Department of Workforce Services and the Utah State Office of Rehabilitation shall develop a written transition plan for moving the Utah State Office of Rehabilitation from the State Board of Education to the Department of Workforce Services on October 1, 2016, that describes:
 - (a) the tasks that need to be completed before the move on October 1, 2016, including a description of:
 - (i) which employees, by job title and classification, will transition to the Utah State Office of Rehabilitation under the Department of Workforce Services from the State Board of Education and the expected transition dates;
 - (ii) office space and infrastructure requirements related to the transition;
 - (iii) any work site location changes for transitioning employees;
 - (iv) the transition of service delivery sites;
 - (v) amendments needed to existing contracts;
 - (vi) the provision of directions and information to Utah State Office of Rehabilitation clients regarding where services will be provided and the hours services will be provided;
 - (vii) procedures for the transfer and reconciliation of budgeting and funding of the Utah State Office of Rehabilitation as the office transitions from the State Board of Education to the Department of Workforce Services; and
 - (viii) the transition of technology services to the Utah State Office of Rehabilitation;
 - (b) the tasks that need to be completed during the year after the move on October 1, 2016; and
 - (c) how the transition to the Department of Workforce Services will be funded, including details of:
 - (i) how expenses associated with the transition will be managed;
 - (ii) how funding for services provided by the Utah State Office of Rehabilitation will be managed between the State Board of Education and the Department of Workforce Services to ensure services will be provided by the Utah State Office of Rehabilitation without interruption; and
 - (iii) how federal funds will be used by or transferred between the State Board of Education and the Department of Workforce Services to ensure services will be provided by the Utah State Office of Rehabilitation without interruption.
- (2) The written transition plan shall:
 - (a) contain a timeline for the completion of the tasks described in Subsection (1)(a);
 - (b) be updated at least every two weeks until the transition is complete;
 - (c) describe how information will be provided to Utah Office of Rehabilitation clients regarding any changes to where services will be provided and the hours services will be provided;
 - (d) be provided to the:
 - (i) State Board of Education and the superintendent of public instruction;
 - (ii) Division of Finance;
 - (iii) Utah State Office of Rehabilitation; and
 - (iv) Department of Technology Services; and
 - (e) be made available to transitioning or potentially transitioning employees.
- (3) The Department of Workforce Services and the Utah State Office of Rehabilitation shall publish information on their websites for Utah State Office of Rehabilitation clients and employees that

provides a full overview of the written transition plan and how the move will affect client services offered by the Utah State Office of Rehabilitation, including regularly updated:

- (a) information regarding the location where services are provided and the hours services are provided; and
 - (b) contact information so that clients can contact transitioning employees and obtain information regarding client services.
- (4) The Department of Workforce Services and the State Board of Education may enter into a memorandum of understanding of how costs and responsibilities will be shared to:
- (a) ensure that services provided under agreements with the federal government are fulfilled;
 - (b) ensure that commitments made by the State Board of Education with respect to the Utah State Office of Rehabilitation are met;
 - (c) provide ongoing or shared services as needed, including the provision of payments to the State Board of Education from the Department of Workforce Services; and
 - (d) ensure that money from the Office of Rehabilitation Transition Restricted Account, created in Section 53A-24-602, is used appropriately by the Department of Workforce Services and the State Board of Education.
- (5) The Department of Workforce Services may not expend federal funds received from the United States Rehabilitation Services Administration before October 1, 2016.
- (6) In implementing the written transition plan described in this section, the Department of Workforce Services and the Utah State Office of Rehabilitation shall:
- (a) protect existing services, programs, and access to services provided by the Utah State Office of Rehabilitation; and
 - (b) preserve the existing organizational structure and personnel assignments within the Utah State Office of Rehabilitation.

Enacted by Chapter 271, 2016 General Session

53A-24-602 Office of Rehabilitation Transition Restricted Account.

- (1) There is created a restricted account within the General Fund known as the "Office of Rehabilitation Transition Restricted Account."
- (2) The restricted account shall consist of appropriations made by the Legislature.
- (3) Subject to appropriation, the Utah State Office of Rehabilitation, the Department of Workforce Services, and the State Board of Education may spend money from the restricted account to pay for commitments related to and services provided by the Utah State Office of Rehabilitation, including expenses related to moving the Utah State Office of Rehabilitation from the State Board of Education to the Department of Workforce Services.

Enacted by Chapter 271, 2016 General Session