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**PLANS OF WEST VIRGINIA FOR THE ADMINISTRATION
OF THE FEDERAL ACT PROVIDING FOR THE
REHABILITATION OF PERSONS DISABLED
IN INDUSTRY.**

I. ACCEPTANCE OF THE FEDERAL ACT.

1. **By proclamation of Governor.** The provisions of the act were accepted by a proclamation of the Governor dated August 30, 1920. See Appendix for a copy of the proclamation.

2. **Legislation.** Legislature to be asked to accept the Act. The Legislature which meets in January, 1921, will be asked to accept the Act and to pass suitable supplementary laws. The briefer form suggested by the Federal Board will be followed with changes to suit conditions in the state. No hesitation on the part of the Legislature to act favorably is anticipated.

II. ADMINISTRATION.

1. Personnel.

A. State Director. The State Director of Vocational Education will give part-time to the general direction of rehabilitation including:

- (a) acting as general executive officer, (b) seeing that general policy of Federal and State Boards is carried out, (c) helping in making courses of study, (d) studying different phases of reeducation, (e) keeping records.

He will do some field work on cases so as to understand and appreciate the work of special agents.

The present director of vocational education who will be the director of rehabilitation has made a study of the act and bulletins bearing on its administration; and, has attended two conferences of the Federal Board in which the administration of the act was discussed.

It is believed that this combination of directorships will guarantee a proper coordination of effort in related fields.

B. Special Agents. A special agent on advisement, training, and placement will give his entire time to cases after he has made himself familiar with the conditions of the act and the state plans. Other such agents will be appointed as the development of the work demands.

C. Agent to Cooperate with Compensation Commissioner. An agent familiar with the compensation law and its working and with educational work will be employed by the Compensation Commissioner and State Board jointly. He will have his office in the Compensation Department. It will be his duty to report all compensation cases promptly and to suggest adjustments in compensation so as to encourage reeducation. He

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will be the medium of contact between the two agencies in carrying out the agreement a copy of which is found in the Appendix.

D. Clerical Assistance. Necessary stenographic and clerical help will be employed.

2. **Case records.** A complete record of cases will be kept in a card file showing the application, the affidavit establishing his eligibility, the agreement with the agency conducting the reeducation, the monthly report of progress, any incidental letters or data relating to the case.

3. **Circulars and bulletins.** One or more circulars intended to explain and make popular the reeducation will be prepared and distributed to agencies and individuals that should be interested. Bulletins containing the state plans, courses of study, general policies, special instruction to important groups, and such material as is demanded by conditions that arise will be printed and used. Newspapers are being requested to carry a synopsis of the reeducation program.

III. QUALIFICATIONS OF TEACHERS, SUPERVISORS, DIRECTORS, AND OTHER OFFICERS AND EMPLOYEES.

1. **Director.** The director must be a graduate of an approved four-year college course or possess an equivalent training; and must be experienced in executive work.

2. **Special Agents or Supervisors.** Graduation from a four-year collegiate course or equivalent training will be required as a general rule with a preference for persons specially trained in vocational education.

Persons with standard normal school training plus experience and personality especially suited to the work may be employed.

All special agents and supervisors must have experience in educational work. Preference will be given to persons with experience in vocational education and the rehabilitation work.

3. **Teachers.** It is impossible to state the qualifications in general terms. The State Board will employ only such persons as are qualified by training and vocational experience to give satisfactorily the instruction required in each case. A record of the training and experience of each teacher will be kept in the files of the State Board.

4. **Other Employees.** The other employees will be especially well qualified to perform the secretarial and stenographic work, and other special duties assigned to them.

IV. KINDS OF VOCATIONAL REHABILITATION AND SCHEMES OF PLACEMENT FOR WHICH APPROPRIATIONS WILL BE USED.

Individual treatment of each case will be the general rule. Students will be assigned to existing institutions and agencies during the first year of the administration of this law. If a clear demand for new institutions or new departments in existing institutions for reeducation work arises, the State Board will use its influence to provide them. The State Board will let a contract in each case with the agency responsible for giving the course of instruction.

ROBERT H. HARRIS
 1111 BRYAN
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1. **Training in Institutions.** Any school whether public, endowed, or private offering instruction suited to any case may be used. The School Code of the state provides for the inspection and classification of all such institutions by the same State Board that has charge of rehabilitation work. When there is any doubt about the instruction offered by an institution to be used for rehabilitation work, a special investigation will be made before agreeing upon a course of instruction.

2. **Special Tutors.** If proper instruction in any case cannot be secured through an institution, an attempt will be made to arrange for such instruction by a special tutor.

3. **Training by Placement.** Actual working conditions will often afford the best facilities for learning an occupation. In such cases the State Board will make arrangements with a suitable employer to offer the injured person a definite course of training.

4. **Placement.** No sharp distinction will be made between training and placement. The final test of training will be satisfactory placement. Each case will be followed until the success of the placement is assured even if that means several changes in placement.

The agencies used by the Federal Board in the rehabilitation of disabled soldiers will be used; and a study will be made of the employment opportunities within the state from the point of view of the needs of the handicapped.

Cooperation will be established between the State Board and existing public and semi-public agencies for the purpose of securing proper placement, or of keeping up the morale of the persons reeducated.

V. COURSES OF STUDY.

The State Board will be guided by the following general policies in making courses of study.

A. Courses, for the most part, must be suited to individuals not groups.

B. The work must be almost entirely vocational.

C. Some general training will be provided when it is required for proper vocational training.

D. A course must be found for the person and not the person for a course.

VI. METHODS OF INSTRUCTION.

The instruction must be characterized by personal, sympathetic contact between teacher and learner; by free discussion in the light of the learner's definite needs; by the use of materials; by processes and activities upon a productive basis.

The job for which preparation is being made will be analyzed so that instruction may be based upon the actual vocational needs of the disabled.

VII. COOPERATION WITH OTHER AGENCIES.

A definite agreement (see Appendix) has been entered into between the State Board and the State Compensation Commissioner.

The State Bureau of Labor and the State Bureau of Mines have agreed informally to assist in the location of cases, and in placement service.

Other agencies, such as, the State Board of Children's Guardians' churches, Y. M. C. A.'s, Y. W. C. A.'s, fraternal organizations, hospitals, health officers, and county courts charged with the care of unfortunates will be asked to assist in locating cases, and possibly in some follow-up work after placement.

VIII. PLANS FOR THE TRAINING OF TEACHERS, SUPERVISORS, AND DIRECTORS.

It is not deemed wise to announce a definite policy under this heading until the demand is more fully defined.

1. For the first year or two persons already well-trained must be secured by selection.

2. Short courses in teacher-training institutions will be offered to persons engaged in rehabilitation work or persons planning to enter this field of service.

3. The teaching of persons in the service will be improved through the use of outlines and instructions provided by the State Board; and, by teacher-training conferences.

IX. BUDGET.

The Federal allotment to West Virginia for 1920-21 is \$9,993.75.

This will be matched from

(a) A special appropriation of \$3600.00 made to the State Department of Schools for such purposes.

(b) General appropriations of The State Department of Schools.

(c) A limited amount of Compensation funds may be used for such purpose.

(d) The Legislature (meets Jan. 1921) will be asked to make a special appropriation to meet the needs of the current year, and regular appropriations to match the Federal funds for the next two years.

No money will be spent for the purchase, preservation, erection, or repair of any building or rental of any lands.

Administration:

Director (part-time)	\$ 400.00
Special Agent (8 mo.) salary	2000.00
Special Agent (8 mo.) expenses	500.00
Cooperating agent (estimated)	300.00
Clerical service	300.00
Printing	150.00
Additional special agent to be secured after work is started (estimated for 3 mo.)	600.00
Expenses	150.00
Total Administration (Est.)	\$4400.00

Instruction, supplies, etc. (Est.)	10000.00
Grand total (Est.)	\$14400.00

A part of this budget is contingent upon the special appropriation referred to above.

Adopted by The State Board of Education of West Virginia, November 3, 1920.

M. P. SHAWKEY, Chairman.

J. F. MARSH, Secretary.

APPENDIX A.

PROCLAMATION
BY THE GOVERNOR.

I, John J. Cornwell, Governor of the State of West Virginia, in accordance with the authority vested in me by the Federal Act providing for the promotion of vocational rehabilitation of persons disabled in industry or otherwise and their return to civil employment, which became a law June 2, 1920, do hereby accept all the provisions of the said Federal Act for the State of West Virginia, and do hereby,

1. Empower and direct the State Board of Education which is designated as the State Board of Vocational Education to cooperate in the administration of the Vocational Education Act approved February 23, 1917, to cooperate as provided in the said Federal Act with the Federal Board for Vocational Education in the administration of the provisions of the said Federal Act.

2. In order that the State may take advantage of the Federal funds available from the Federal Act, I hereby direct that a plan for cooperation in carrying out the provisions of the Federal Act be formulated between the State Board aforesaid and the State Compensation Commissioner, the said plan to be effective when approved by me.

3. Insofar as the legal power rests in me, I authorize the said State Board to use State funds or other funds available for vocational rehabilitation in matching Federal funds available to the State of West Virginia.

4. I hereby appoint as custodian for the said Federal appropriations the State Treasurer who shall receive and provide for the proper custody and disbursement of all money paid to the State from the said Federal appropriations.

Given under my hand and the Great Seal of the State at the Capitol this the Thirtieth day of August in the year of our Lord One Thousand Nine Hundred and Twenty and of the State the Fifty-eighth.

Governor:

Signed

HOUSTON G. YOUNG,
Secretary of State.

Signed

JNO. J. CORNWELL,
Governor.

APPENDIX B.

PLAN OF COOPERATION.

Between State Board and State Compensation Commissioner.

The following is the Plan of Cooperation adopted by the State Compensation Commissioner and the State Board of Education. The scheme of cooperation for the year 1920-21 is limited because the Compensation Commissioner does not have at his disposal funds for aiding in rehabilitation work and the State Board's Funds for this purpose will be small until the Legislature makes adequate amounts available.

Article I. The Compensation Commissioner and the State Board agree to cooperate in the work of rehabilitation, and to assist each other as far as the duties of each will permit.

Article II. The Compensation Commissioner agrees to give the rehabilitation agent of the State Board access to the files of his department and to assist him in collecting data on cases of injuries entailing impairment from the case documents. When funds are made available a coordinating agent may be employed jointly by the Compensation Commissioner and the State Board.

Article III. The Compensation Commissioner agrees to consider the effects of awarding compensation in lump sums or in payments, in case of permanent injury, on the reeducation of the person injured. As far as practicable awards will be made with a view to stimulating and aiding the person injured to train himself for profitable employment.

Article IV. The State Board of Education and the Compensation Commissioner mutually agree to request the Legislature to make appropriations to match the Federal allotments for industrial rehabilitation, and to use their best efforts to make the rehabilitation work a success in West Virginia.

Approved:

LEE OTT,

State Compensation Commissioner.

Approved:

M. P. SHAWKEY,

For State Board of Education.

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