

# VNOC

## Virginia Network of Consultants

for professionals working with students  
who are deaf or hard of hearing



# Purpose of VNOC

- To provide consultation/training to personnel working with children and students who are deaf or hard of hearing in local school divisions and state operated programs through specialists
  - Varied skills
  - Large geographic area

# VNOC

- 35 Professionals
  - Teachers, interpreters, speech-language therapists, educational audiologists, ed psychologists, transition counselors
  - Early childhood through high school
  - Across communication methodologies
  - Individual consultation
  - staff development

# How VNOC Members Were Recruited

- Letter and application package to:
  - Special Education Directors of every school division
  - Each of 7 Training and Technical Assistance Centers (T/TACs)
- Recommendation by VDOE specialists
- Presentation at Special Education Council

# The VNOC Member Application Process

- Applicants submitted:
  - samples of report written, presentation delivered, lesson plans, etc.
  - A resume which included their experience with diverse ages, abilities, cultures
  - Understood that on-site consultation may require travel around Virginia
  - Two letters of recommendation

# The VNOC Member Selection Process

- PREP Project Steering Committee members reviewed each application and scored each applicant on evidence of:
  - Strong academic background
  - Work experience with deaf/hard of hearing
  - Experience in providing consult/training on-site management
  - Strong written communication skills
  - Letters of recommendation
- Team made recommendations for which areas the person was most qualified to consult

# How VNOOC Was First Implemented

- The first VNOOC members meeting was April 13, 2004.
  - Training provided for one year on how to provide consultation in school divisions, report writing, the current federal and state regulations
- Letters sent to Sped Directors introducing VNOOC services, policies and procedures

# Ongoing VNOOC Training

VNOOC members meet each Fall/Spring for updates, networking and professional development.



# Steps in a VNOC Consultation

- School division/Agency submits a VNOC Service Request to VNOC Coordinator
  - Coordinator clarifies request, contacts possible consultants and gives name/contact info to Division/Agency
  - Division/Agency contacts consultant, discusses services needed, negotiates fee
    - Division/Agency may check with coordinator on fee scale being within reason

# Steps in a Typical VNOC Consultation (cont'd)

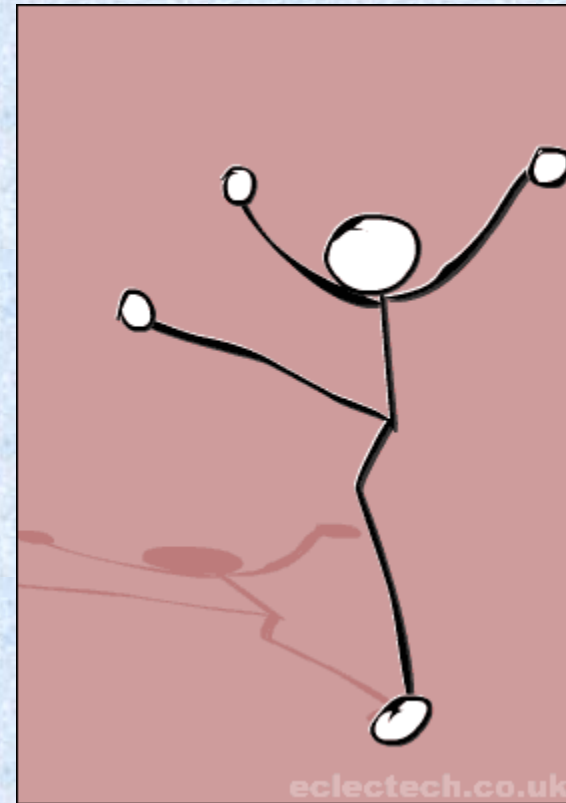
- VNOC Consultant provides service
- Consultant completes DRAFT report to be reviewed by VNOC Coordinator
- DRAFT report is sent to Division/Agency
  - Follow up meeting (discuss content of report
    - Meeting should include the person who initiated the VNOC request; the administrator who authorized the request or designee; the IEP team and parent if possible

# Steps in a Typical VNOC Consultation (cont'd)

- VNOC Consultant submits final report and invoice to Division/Agency and Consultation Contact Report Form to VNOC Coordinator
- Division/Agency:
  - pays consultant
  - Completes an Evaluation of Services; and
  - sends a request for reimbursement to VNOC Coordinator
    - Documentation on letterhead, Fed Tax ID and copy of check

# Steps in a Typical VNOC Consultation (cont'd)

- Division/Agency receives reimbursement!



# Important Points!

- It is the **responsibility of the local school division/Part C system manager** to ensure that the consultant selected has the credentials needed to provide the service. Administrators may request verification of credentials from the consultant directly.
- The **SPECIFIC SERVICE REQUEST/TEAM'S DESIRED OUTCOME** is clearly stated and agreed upon between the consultant and the School Division/Agency

## Important Points! (cont'd)

- The VNOC consultant must speak/meet with the person who authorized the VNOC Service Request or the person designated by the authorizing administrator as the “Primary Contact” before and after the consultation is completed.
  - Verify with the administrator who signed the service request form who they want the consultant to interact with as the primary contact for each consultation.

# Important Points! (cont'd)

- VNOCC Consultants maintain a policy of professional **CONFIDENTIALITY!**



# VNOC Data

- 2004-05: 8 + several staff dev't sessions (PREP Project)
- 2005-06: 8 consultations
- 2006-07: 21 consultations
- 2007-08: 22 consultations

# VNOC 2007 - 2008

- 22 Consultations
  - 10 psycho-educational assessments
  - 7 program/student specific
  - 4 staff development sessions
    - 3 auditory-oral specific
    - 1 Visual Phonics
  - 1 regional training with 6 mo follow up session

# In addition. . .

Numerous technical assistance requests are addressed via

- email
- phone



# How to Contact VNOC

- Ann W. Hughes, M.A.  
Specialist for Deaf and Hard of Hearing Services  
VNOC Coordinator  
Partnership for People with Disabilities  
Virginia Commonwealth University  
P.O. Box 843020  
700 East Franklin Street, 10th flr.  
Richmond, VA 23284-3020  
804-828-1342  
804-828-0042 (fax)  
[awhughes@vcu.edu](mailto:awhughes@vcu.edu)