



Welcome to SWAP!

On behalf of the State SWAP Team, we're excited to welcome you as a new SWAP Coordinator!

Over the next few weeks, you'll receive several emails with important training and materials to help you get started. There's a lot to learn, and this letter will help guide your first steps. It includes key contacts, a simple first-month to-do list, and an overview of your training.

Getting Started: What You Need to Know

- **SWAP is a partnership** between the Colorado Division of Vocational Rehabilitation (DVR) and your District/BOCES. You are accountable to both organizations.
- **You must follow the policies and training requirements** of both DVR and your District/BOCES.
- **Review your SWAP site contract** early on — it outlines your responsibilities.
- This letter covers initial requirements from DVR. Your District/BOCES will guide you on their expectations.

Key Terms

- **SWAP Coordinator:** You — the site supervisor.
- **SWAP Specialist:** Staff who report to you.

Sites vary in size and structure, so additional training and guidance will be customized to your location.

Who's Who

In Your District/BOCES:

- **Your Supervisor** (called the "Designee" in SWAP) – Meet with them early to understand your site's operations, district policies and procedures.
- **Fiscal Manager** This person manages the SWAP contract billing with DVR. Connect with them early — they can help with things like submitting mileage or buying supplies.



State SWAP Team:

- Cheryl Carver –Youth and Transition Services Manager, DVR (cheryl.carver@state.co.us)
- Katie Oliver –Interagency Workforce Specialist, CDE (oliver_k@cde.state.co.us)
- Dani Gibson – Statewide Trainer/Coordinator, DVR (danielle.gibson@state.co.us)
- Megan DeSmidt – SWAP Job Coach (megan@stclair-designs.com)

The State Team provides training, support, and oversight. Watch for emails from them — you'll often need to respond or participate.

DVR Partners

In your first month, identify your local DVR team:

- DVR Counselor
- Pre-Employment Transition Services Technician
- Admin Assistant (CAT)
- DVR Supervisor

Set up a meeting with the DVR Counselor ASAP to review caseloads, plan monthly billing/reporting and a consistent meeting schedule.

Your First Month: To-Do List

- Complete your District/BOCES onboarding.
- Begin the required SWAP training (see below)
- Meet with your Designee/supervisor to understand your schools and education partners.
- Review current participants' files if you inherited a caseload. Read their Individual Progress Reports (IPRs) and introduce yourself to them.
- Meet with DVR partners to review participants and plan communication and billing.
- If applicable, meet with SWAP Specialists at your site. Begin learning about their caseloads and activities.
- Understand the monthly billing process: You'll submit MPRs and IPRs by the 10th of each month. Contact **Megan DeSmidt** for help with this.



COLORADO
Division of Vocational
Rehabilitation
Department of Labor and Employment



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Training Overview

- **Dani Gibson** will email you about signing up for **SWAP Boot Camp** and required online training (on Launchpad).
- You'll attend **monthly virtual training sessions** with Dani and Megan.
- **Coordinator virtual meetings** are held on the 3rd Wednesday of every other month (9–10 AM), with training webinars on alternate months.
- **Megan DeSmidt** will visit in person during your first or second month for hands-on training. Reach out to her at megan@stclair-designs.com.
- We'll also connect you with other SWAP professionals and regional meetings to help you build your network.

We're here to support you. Please don't hesitate to reach out to any of us with questions. Welcome to the team — we're glad to have you!

Sincerely,

A handwritten signature in black ink that reads "Cheryl A. Carver".

Cheryl A. Carver
Youth Services and Transition Unit Manager,
DVR

A handwritten signature in black ink that reads "Katie Oliver".

Katie Oliver
Interagency Workforce Specialist,
CDE