1. **BASIC INFORMATION**

1.1. **CRIS number:** 2003/004-379/01.06
1.2. **Title:** Social and professional mobilisation of disabled persons
1.3. **Sector:** Social policy
1.4. **Location:** Poland

2. **OBJECTIVES**

2.1. **Overall objective**
Improvement of the system of services assessing disability and of the quality of provided services concerning the creation of individual professional and social rehabilitation programs aiming at social inclusion of the disabled.

2.2. **Immediate objectives**
- Preparation of training system for professionals involved in disability assessment process, and in particular for specialists diagnosing the degree and the range of the abilities of disabled persons to participate in professional and social rehabilitation. Training for these specialists shall include standards applied in EU Member States with regard to disability assessment,
- Development of diagnostic facilities placed at the disposal of regional (voivodship) teams for disability assessment to be used by regional (voivodship) and district (powiat) teams for the purpose of disability assessment,
- Establishment of the National Monitoring System of Persons Assessed as Disabled.

2.3. **Accession Partnership and NPAA priority**
The project is in line with the priority of the AP under the “Social policy and employment” title: “Prepare a national strategy, including data collection, with a view to future participation in the European strategy on social inclusion”. There is no direct reference in NPAA priorities.

2.4. **Contribution to National Development Plan:** N/A

2.5. **Cross-border co-operation:** N/A

3. **DESCRIPTION**

3.1. **Background and justification**
The Minister of Labour and Social Policy has defined, in his Social Policy Strategy for the years 2002-2005, new directions of state policy with regard to professional and social rehabilitation which should be implemented as a part of reforming process of the support system for disabled persons. This Strategy envisages, among other measures, a reform of disability assessment system as well as training system for authorised doctors who are in charge of disability assessment. This project will provide additional support for activities devoted to disabled persons, which have been already launched as part of Strategy’s implementation process as well as for activities resulting from a proposal of amendments to the law on professional and social rehabilitation as well as employment of disabled persons, which was adopted by the Polish government in July 2002 and submitted to the Parliament.

The proposal of amendments to the law on professional and social rehabilitation as well as employment of disabled persons envisages, among others, new tasks for district (powiat) teams for disability assessment and an introduction from January 1, 2003 compulsory training for members of the district (powiat) disability assessment teams to be conducted by the members of regional (voivodship) disability assessment teams.

Therefore there is a clear need for enhancement of qualifications of services assessing disabilities and for preparing them to provide services resulting from tasks included in the amendment proposal for the law and in the Social Policy Strategy. Actions to be undertaken within the framework of project implementation shall concern the following areas:
verifying and modifying criteria and procedures presently applied in the Polish disability assessment system in order to adjust them to the standards applied in the UE Member States as well as introducing proposed changes to the disability assessment system

preparing and implementing innovative and model solution for enhancing qualifications of specialists assessing disability through:
- developing resources and ensuring of the optimum quality of educational methods used in training for specialists assessing disability
- developing methodological and educational skills of the selected members of regional (voivodship) teams for assessing disability to conduct training for members of district (powiat) disability assessment teams.

improving diagnostic facilities to be used by doctors and psychologists assessing the abilities and disabilities of examined persons

establishing the National Monitoring System of Persons Assessed as Disabled which will be used as a database on disabled persons with regard to the structure and range of disability as well as their needs to be used for the preparation of regional and local programs for disabled persons aimed at counteracting their social exclusion.

Measures to be applied within the first and the second areas of interest shall be devoted to the increase of efficiency among specialists assessing disabilities. An analysis and evaluation of contemporary criteria, standards and procedures used in the assessment process should become a starting point for the planned modernisation of training curricula for specialists responsible for assessing disabilities.

At present, the training system and certifications for specialists responsible for assessing disabilities is centrally run by the Office of the Government Plenipotentiary for the Disabled. When considering proposed amendments to the law on professional and social rehabilitation as well as employment of disabled persons, which aim at decentralised training activities for specialists assessing disabilities, it is necessary to implement a program preparing regional (voivodship) assessing structures to the envisaged new tasks.

As a result of each assessing process regarding determination of a degree and range of disability an individual rehabilitation program is prepared for each disabled person. In order to determine particular abilities and disabilities of an assessed person, and mainly his/her ability to maintain independent existence and active participation in social and professional life provided the necessary community support, it is necessary to ensure a comprehensive diagnosis of his/her health condition. Therefore there is a pressing need for improvement of diagnostic facilities placed at the disposal of 16 regional (voivodship) teams for disability assessment to be used by regional (voivodship) and district (powiat) teams for the purpose of disability assessment. Such facilities provided with medical equipment necessary for diagnostic procedures and with a set of psychological tests will directly improve quality and reliability of assessments as well as the efficiency of individual rehabilitation program. The activities of these teams will be supervised by the Office of the Plenipotentiary for the Disabled Persons.

In order to fully identify the social and professional situation of persons granted with the status of disabled person during the disability assessment process, it is necessary to maintain a professional monitoring system of assessed persons. The present system for gathering information on persons assessed as disabled is considered to be insufficient and not very effective. Therefore an establishment of the National Monitoring System of Persons Assessed as Disabled is envisaged in the form of national database comprising detailed information on disabled persons, which underwent process of disability assessment (collected data will include in particular data on structure of disability and causes of disability as well as data regarding demographic structure of persons assessed as disabled). Database of this system will be regularly updated with new data received from databases of regional (voivodship) disability assessment teams and district (powiat) disability assessment teams. This system will be designed in a way facilitating the Government Plenipotentiary for the Disabled Persons the on-going analysis of data. Its implementation will also facilitate preparation of annual reports regarding structure of disability, planning and necessary modifications of the system. This system will allow to convey, on the basis of prepared analysis on disability and demographic structure of disabled persons, information to local governments undertaking various tasks for the benefit of disabled persons and preparing action plans aimed at counteracting social exclusion of the disabled.

One of the consequences of the social and economic changes in Poland was a necessity to reform the existing system for assessing invalidity. The new system for assessing disability, which covers persons of age 16 and above, was introduced on September 1, 1997 as part of the reform of this system. The
new system has separated the assessment of disability for social insurance purpose from the assessment of disability for purposes other than social insurance scheme, among others for granting other non-insurance benefits on the basis of limited ability to function in various areas of life. Another changes in the structure and the operating mode of the system were introduced on January 1, 2002 and concerned covering by the disability assessment system persons under 16 years of age.

The system for assessing disability is based on disability assessment teams operating in two-staged structure. Since 1999, when the state administration reform was introduced in Poland, these teams include:

? district (poviat) teams for assessing disability – the first stage
? regional (voivodship) teams for assessing disability – the second stage.

The assessing process is of a collective decision making process. The basis for introducing the collective decision making process in disability assessment was a strong conviction that collective assessment will contribute to more adequate identification of professional and social needs of the assessed persons and in the end will increase his/her chances for active participation in social and professional life as well as it will prevent social exclusion. The following specialists participate in the disability assessment process: doctors, psychologists, educators, social workers and job advisors.

The Secretary of State in the Ministry of Labour and Social Policy – the Government Plenipotentiary for the Disabled Persons is responsible for supervising the operation of teams assessing disabilities.

The reform of the previous disability assessment system created a necessity for educating specialists for the assessing purpose, which are coming from various professional groups. Their education required preparation and introduction of new educational materials and teaching techniques as well as evaluation of applied training programs.

At the present moment and due to:

? a significant number (296) of disability assessment teams operating at district (poviat) and regional (voivodship) levels
? a coverage of persons under the age of 16 by the disability assessment system
? a noticeable increase of the obligatory tasks since January 1, 2002 related to amendments to laws introducing the requirement for obtaining a decision regarding assessed disability or the degree of disability as a condition for: granting permanent benefits to persons resigning from employment or not undertaking any employment due to rearing for handicapped child, for releasing from obligation to observe selected provision of traffic law, for the entitlement to nursing benefits for persons under 16 years of age
? a need for adjusting present disability assessment standards to the standards applied in the EU Member States.

it is necessary:

? to prepare new criteria for determining disability and new standards for disability assessment procedures
? to evaluate training curricula seen as the basic indicator for evaluating a scope of training, its methodology as well as the quality of training process
? to re-define internal functions of training for the disability assessment staff, for which it is necessary to work out certain solutions regarding decentralisation of training institutions after considering organisational and methodological decisions and evaluation of curricula
? to create new educational environment with regard to enhancement of skills of professional staff assessing the degree of disability
? to create at the regional (voivodship) level a diagnostic facilities for the disposal of specialists assessing disability in regional (voivodship) and district (powiat) disability assessment teams
? to monitor structure of disabilities and demographic features of persons assessed as disabled.

3.2. Linked activities

During the implementation of new disability assessment system the Government Plenipotentiary for the Disabled Persons prepared:

? the standards and diagnostic criteria for specific professionals participating in a disability assessment process; these standards and criteria were prepared with the assistance from specialists representing various academic and research institutions
? educational materials for staff assessing disability, which were later disseminated
special purpose programs ATENA and ORZECZNIK for enhancing qualifications of specialists assessing disability; about 3.500 persons responsible for disability assessment (management and specialists from disability assessment teams) were trained
special obligatory system for granting certificates confirming qualifications and entitling to assessing disabilities (as a result of positively completed verification a disability assessing specialist receives a certificate entitling him/her to assess disability and degree of disability).

The activities were financed by the State budget.

3.3. Results

Objective 1
The working group trained on disability assessment standards which are applied in the EU Member States and on implementing principles for new tasks resulting from the proposed amendments to laws and from the Social Policy Strategy
Prepared – on the basis of completed verification and modification – the uniform disability assessment criteria and standards, adjusted to those applied in the EU Member States
Prepared criteria and standards applied to the disability assessment system
Prepared methodology of training and minimum curricula requirements for module training for members of disability assessment teams
Prepared, published and disseminated educational materials for particular professional groups of specialists working within the disability assessment teams
Prepared and published manuals explaining methodology of work and educational aids for disability assessment specialists responsible for training of the staff in the region
Training for specialists – members of regional (voivodship) assessment teams regarding criteria, standards and procedures for assessing disability as well as methodology of training conducted in the region; completion of training for employees of the Office of the Government Plenipotentiary for Disability Assessment Issues, whose tasks include training for disability assessment staff and supervision of tasks implemented by disability assessment teams.

Objective 2
Prepared operating principles for the diagnostic facilities and a list of necessary medical equipment as well as psychological aids for diagnostic facilities placed at the disposal of regional (voivodship) disability assessment teams
Completed and equipped diagnostic facilities placed at the disposal of regional (voivodship) disability assessment teams

Objective 3
Prepared model for data structure and a design for the computer system for the National Monitoring System of Persons Assessed as Disabled
Computer applications for the National Monitoring System of Persons Assessed as Disabled prepared and introduced
Completed training for the employees of the National Monitoring System of Persons Assessed as Disabled and employees of regional (voivodship) disability assessment teams regarding servicing of database of the National Monitoring System of Persons Assessed as Disabled

The National Monitoring System of Persons Assessed as Disabled will allow for:
getting information on the assessed disabled persons
designing and adapting local activities for the disabled with the view to their needs in a given region (taking into account regional infrastructure and institutions dealing with a social and vocational rehabilitation) on the basis of information received from regional (voivodship) and local (powiats) data base.

3.4. Activities

Contract 1 - Technical Assistance
Experts providing technical assistance:
will verify criteria and standards, which are presently applied in disability assessment process
will train a selected working group (20 persons) consisting of employees of the Office of the Government Plenipotentiary for the Disabled and of representatives of academic and research
institutions with regard to disability assessment standards applies by the Member States as well as will provide consulting and advisory services during preparations of new criteria and standards

will verify and modify the scope of training and teaching methods presently used in training of disability assessment staff

will prepare training curricula, educational aids, methodological and pedagogical foundations for the internal training system for specialists assessing disabilities

will conduct training for:

- specialists assessing disability who are responsible for training of staff in a region and for employees of the Office of the Government Plenipotentiary for Disability Assessment Issues, whose tasks include training for disability assessment staff and supervision of tasks implemented by disability assessment teams (90 persons – 1 specialist in disability assessment from every professional group from each region (voivodship) and 10 employees of the Office of the Government Plenipotentiary for Disability Assessment Issues)

- pilot training for members of regional (voivodship) and district (powiat) disability assessment teams and for employees of the Office of the Government Plenipotentiary for Disability Assessment Issues, whose tasks include training for disability assessment staff and supervision of tasks implemented by disability assessment teams (total c.a. 1,770 persons: doctors of medicine, psychologists, educators, social workers, job advisors from each district (powiat) and regional (voivodship) disability assessment team as well as 10 persons from the Office of the Government Plenipotentiary) regarding proper application of disability assessment criteria, which create the basis for determining a degree of disability, together with recognition of abilities of the assessed persons with a view of integrating them in active professional and social life

The selection criterion for participation in the training for specialists assessing disabilities will be the best result in test checking their skills in assessing process; whereas the participants in the pilot training will be selected by the heads of voivodships and powiats teams

will prepare operating principles for the diagnostic facilities and will define a list of necessary medical equipment

will set an operating framework for the National Monitoring System of Persons Assessed as Disabled on the basis of analysis of appropriate systems applied in the UE Member States and will conduct training for employees of the Office of the Government Plenipotentiary for the Disabled as well as for employees of regional (voivodship) disability assessment teams responsible for monitoring with regard to formulating requests and analysing data (total 20 persons – 1 employee of each regional (voivodship) disability assessment team and 4 employees of the Office of the Government Plenipotentiary)

Contract 2 - Investment

- purchase and installation of computers: 10 individual computer stations for the Disability Assessment Supervisory Unit and 296 computer stations for regional (voivodship) and district (powiat) disability assessment teams. Those units are financed by the state budget
- preparation and tests of a software (database management system)
- Purchase of computers for all functioning assessment teams is indispensable to implement database system on the assessed persons as well as to participate in collecting information on the assessed persons. The investment amount has been calculated on the basis of prices obtained under ongoing Phare projects (306 computers stations X 1700 € = 520 200 € + costs of installation and preparation of software)

Contract 3 – Investment

- purchase of medical equipment required for 16 voivodship diagnostic facilities. The following items have been recognised as indispensable for medical diagnosis in the sphere of: ophthalmology (ophthalmoscope, measuring apparatus of a field of vision, Snellen tables), pulmonology (spirometer), cardiology (Doppler’s echocardiograph), muscle and skeleton disorder
- purchase of psychological tools (test and forms in particular) for the diagnosis of: mental disorder, brain damage, speech disturbance, sensoric defects, emotional adaptation

The rough calculation of costs of both medical equipment and psychological tools is 600 000 €. The sum results from a market research.
3.5. **Lessons learned**

On the basis of experience gained by institutions involved in the disability assessment it is necessary to:
- to prepare new criteria for determining disability and new standards for disability assessment procedures,
- to create at the regional (voivodship) level a diagnostic facilities for the disposal of specialists assessing disability in regional (voivodship) and district (powiat) disability assessment teams,
- to monitor structure of disabilities and demographic features of persons assessed as disabled.

4. **Institutional Framework**

The main beneficiaries of activities undertaken within the framework of this project include the Ministry of Labour and Social Policy, regional (voivodship) and district (powiat) disability assessment teams. The Office of the Government Plenipotentiary for the Disabled located within a structure of the Ministry of Labour will be responsible for the implementation of the following tasks:
- preparing law proposals regarding principles and procedures for determination of disability
- preparing and implementing criteria, standards and procedures applied in disability assessment process
- supervising activities of regional (voivodship) and district (powiat) disability assessment teams (Supervisory unit in the structure of the Office)
- evaluating the efficiency of disability assessment staff.

The Office of the Government Plenipotentiary for the Disabled will play a leading role in project implementation.

The Department of Pre-accession and Structural Programs as an organisational unit responsible within the structure of the Ministry of Labour for the implementation of pre-accession programs will assume responsibility of daily management and co-ordination of project activities with other pre-accession programs.

Regional (voivodship) disability assessment teams play a role of a disability assessment organs of the second stage (revocatory) and they are established and supervised by a governor of the region (Voivode). Their tasks include disability assessment process for those appealing from the decision of district teams and direct supervision, on the behalf of Voivode, over activities of district (powiat) disability assessment teams.

District (powiat) disability assessment teams play a role of a disability assessment organs of the first stage and they are established by district authority (starosta). Their tasks include conducting administrative procedures regarding the assessment of disability.

5. **Detailed Budget**

<table>
<thead>
<tr>
<th>Contract 1 – Technical assistance</th>
<th>Investment Support (IN) €</th>
<th>Institution Building (IB) €</th>
<th>Total Phare (IN+IB) €</th>
<th>National co-financing €</th>
<th>TOTAL €</th>
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<tbody>
<tr>
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<td>1 540 000</td>
<td>250 000</td>
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<td>1 790 000</td>
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<td>Contract 2 – Investment</td>
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<td>Contract 3 – Investment</td>
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**TOTAL PROJECT**

900 000 | 1 540 000 | 2 440 000 | 550 000 | 2 990 000

The co-financing funds for the project implementation will be available.

6. **Implementation Arrangements**

6.1. **Implementing Agency**

- **PAO:** Ms. Krystyna Gurbiel, Undersecretary of State at the Office of the Committee for European Integration, Al. Ujazdowskie 9, 00-918 Warszawa, tel.: +4822 455 52 41, fax: +4822 455 52 43.
- **CFCU:** Director of Central Financing and Contracting Unit, Co-operation Fund, ul. Górnoslaska 4a, 00-400 Warszawa, tel +4822 450 99 00, fax +4822 622 75 65. The CFCU is responsible for handling tendering, contracting and payments of contracts on behalf of the Ministry of Labour and Social Policy.
- **MoLSP:** contact person - Mr. Marek Szczepanski, Director in the Department of Pre-accession and Structural Programmes, ul. Zurawia 4A, 00-503 Warszawa, tel: +4822 628 38 88, fax. +4822 628 76 09, e-mail: Marek_Szczepanski@mpips.gov.pl
6.2. **Twinning**: N/A

6.3. **Non standard aspects**
Tender procedures and contracts will be concluded in accordance with the directives listed in the Practical Guide to Phare, Ispa & Sapard.

6.4. **Contracts**
Three contracts envisaged:

- Technical Assistance: 1.790 M€ (joint co-financing)
- Purchase of the computer equipment: 0.600 M€ (joint co-financing)
- Purchase of the medical equipment: 0.600 M€ (joint co-financing)

7. **IMPLEMENTATION SCHEDULE**

- Start of tendering / call for proposals: August 2003
- Start of project activity: March 2004
- Project Completion: December 2005

8. **EQUAL OPPORTUNITY**

The project will ensure equal opportunities between men and woman reflecting the employment structure of the disability assessment teams.

9. **ENVIRONMENT**

N/A

10. **RATES OF RETURN**

N/A

11. **INVESTMENT CRITERIA**

N/A

12. **CONDITIONALITIES AND SEQUENCING**

Appropriate co-ordination and co-operation between the institutions involved
Co-financing from the State budget
Training system elaborated on time
Diagnostic facilities for assessment teams in place
## ANNEX 1 - PROJECT LOGICAL FRAMEWORK MATRIX

### PROJECT TITLE: ADJUSTMENT OF THE DISABILITY ASSESSMENT METHODS TO THE SOCIAL AND PROFESSIONAL MOBILISATION OF DISABLED PERSONS

<table>
<thead>
<tr>
<th>Programme number</th>
<th>Overall objective</th>
<th>Objective and verifiable indicators</th>
<th>Sources of verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Improvement of system of services assessing disability and the quality of provided services concerning the creation of individual professional and social rehabilitation programs for disabled persons with a view to aimed at social inclusion.</td>
<td>Creation of professional and competent cadre for regional and district disability assessment teams, which will determine a degree of disability and prepare individual recommendation for social and professional rehabilitation according to structure and type of invalidity of the assessed person.</td>
<td>Statistical data regarding: numbers of disabled persons which were directed to training and vocational re-training, numbers of disabled persons participating in various forms of social rehabilitation: occupational therapy etc.</td>
<td></td>
</tr>
<tr>
<td>Immediate objectives</td>
<td>Preparation of training system for professionals involved in disability assessment process, and in particular for specialists diagnosing the degree and the range of the abilities of disabled persons to participate in professional and social rehabilitation as well as for employment. Training for these specialists shall include standards applied in MS with regard to disability assessment. Creation of diagnostic facilities placed at the disposal of regional (voivodship) teams for disability assessment to be used by regional (voivodship) and district (powiat) teams for the purpose of disability assessment. Establishment of the National Monitoring System of Persons Assessed as Disabled</td>
<td>Prepared system of training and qualification enhancement scheme for professionals involved in disability assessment process as well as prepared criteria for determination of disability, which are adjusted to standards applied in the EU MS. Already established diagnostic facilities at the disposal of assessment teams allowing for a complex examination of the assessed person in order to determine his/her abilities to participate in professional and social rehabilitation. The National Monitoring System of Persons Assessed as Disabled already established</td>
<td>Information regarding the number of trained specialists and number of granted certificates authorising for disability assessments. Decrease in numbers of appeals and changes of mistaken decisions issued by disability assessment teams as well as lower number of irregularities occurring during the disability assessment process. Reports from the National Monitoring System of Persons Assessed as Disabled</td>
<td></td>
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<tr>
<td>Results</td>
<td>Uniform disability assessment criteria and standards, which are adjusted to models applied in the EU MS prepared on the basis of verification and modification and practically used. Disability assessment specialists trained with regard to criteria and standards for determining disability. Special training system for disability assessment specialists created.</td>
<td>Changes of provisions introducing criteria and standards for disability assessment process. Organised working meetings and instructions implementing modified disability assessment criteria. Decentralised system of training for obtaining certificates authorising disability assessments. Prepared methodology and minimum program requirements. Prepared and published educational materials for particular</td>
<td>The Decree of the Ministry of Labour and Social Policy on Disability Assessment comprising criteria on standards for assessing disability issued Reports from working meetings, Dissemination of training materials and publications. Reports from training conducted by regional specialists. Medical and psychological documentation</td>
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**Date of drafting:** 08.12.2002  
**Planning period:** 2004 - 2005  
**End contracting:** 30/06/2005  
**End disbursement:** 30/06/2006  
**Total budget:** 2 990 000 €  
**Phare budget:** 2 440 000 €
Completed diagnostic facilities allowing for faultless determination of abilities and disabilities of persons being assessed with regard to his/her disability.

Ready database comprising information on persons assessed as disabled.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Measures</th>
<th>Assumptions</th>
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<tbody>
<tr>
<td>Verification of present criteria for disability assessment. Adjustment of disability assessment criteria to models applied in the member states. Verification and modification of present teaching methods and training curricula for specialists assessing disabilities. Preparation of decentralised training system for specialists for obtaining certificates authorising disabilities assessment. Training for regional and district disability assessment staff and for selected regional specialists responsible for training of district staff. Preparation of educational materials for the group responsible training. Preparation of operation principles for diagnostic facilities. Creation of the National Monitoring System of Persons Assessed as Disabled</td>
<td>Technical Assistance (items 1-8)</td>
<td>Proper project management Proper co-ordination of activities Adequate project co-financing</td>
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<tr>
<td>Periodical analysis of data provided by the Monitoring System of Persons Assessed as Disabled</td>
<td>Periodical analysis of data provided by the Monitoring System of Persons Assessed as Disabled</td>
<td>Providing local governments preparing programs for activities devoted disabled persons with materials discussing he needs of disabled persons resulting from the structure and type of disabilities.</td>
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</tbody>
</table>

Initial Conditions
Adequate Co-financing
**ANNEXES 2-3-4: DETAILED IMPLEMENTATION CHART, CONTRACTING AND DISBURSEMENT SCHEDULE OF THE PROJECT**

**PROJECT TITLE: SOCIAL AND PROFESSIONAL MOBILISATION OF DISABLED PERSONS**

<table>
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<td>Planning period</td>
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### PLANNED IMPLEMENTATION SCHEDULE PER QUARTERS

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**Legend:**
- D = design of sub-projects;
- C = tendering and contracting;
- I = contract implementation and payment.