

<b>AGENCY NAME:</b>	<b>COMMISSION FOR THE BLIND</b>		
<b>AGENCY CODE:</b>	<b>L240</b>	<b>SECTION:</b>	<b>039</b>

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## Fiscal Year 2020–2021 Accountability Report

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### SUBMISSION FORM

I have reviewed and approved the data submitted by the agency in the following online forms:

- Reorganization and Compliance
- Strategic Plan Results
- Strategic Plan Development
- Legal
- Services
- Partnerships
- Report or Review

I have reviewed and approved the financial report summarizing the agency’s budget and actual expenditures, as entered by the agency into the South Carolina Enterprise Information System.

The information submitted is complete and accurate to the extent of my knowledge.

<b>AGENCY DIRECTOR</b> <b>(SIGN AND DATE):</b>	Signature on file.
<b>(TYPE/PRINT NAME):</b>	Darline Graham, Commissioner

<b>BOARD/CMSN CHAIR</b> <b>(SIGN AND DATE):</b>	Signature on file.
<b>(TYPE/PRINT NAME):</b>	Dr. Judy Johnson, Board Chairperson

FY 2020-2021 Agency Accountability Report  
**Reorganization and Compliance Responses:**

These responses were submitted for the FY 2020-2021 Accountability Report by the

**COMMISSION FOR THE BLIND**

**Primary Contact:**

First Name	Last Name	Role/Title	Phone	Email Address
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**Secondary Contact**

First Name	Last Name	Role/Title	Phone	Email Address
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**Agency Mission**

Our mission is to provide quality individualized vocational rehabilitation services, independent living services and prevention-of-blindness services to consumers who are blind and visually impaired leading to competitive employment and social and economic independence.

**Adopted in:** 2010

**Agency Vision**

Our goal is to become a national model vocational rehabilitation agency for people who are blind and visually impaired, demonstrating quality services, accountability, innovation, effectiveness and efficiency.

**Adopted in:** 2015

**Recommendations for reorganization requiring legislative change.**

No

**Please list significant events related to the agency that occurred in FY 2020-2021.**

Month Started	Month Ended	Description of Event	Agency Measures Impacted	Other Impacts

**Does the agency intend to make any other major reorganization to divisions, departments, or programs to allow the agency to operate more effectively and efficiently in FY 2021-22?**

**Note: It is not recommended that agencies plan major reorganization projects every year. This section should remain blank unless there is a need for reorganization.**

Yes

The agency has been developing a restructuring plan to help improve accountability, modernize operations, create a separation of roles, reduce confusion for staff and consumers, and provide better customer service.

**Is the agency in compliance with S.C. Code Ann. § 2-1-220, which requires submission of certain reports to the Legislative Services Agency for publication online and the State Library? See also S.C. Code Ann. § 60-2-20.**

Yes

**If not, please explain why.**

**Is the agency in compliance with various requirements to transfer its records, including electronic ones, to the Department of Archives and History? See the Public Records Act (S.C. Code Ann. § 20-1-10 through 20-1-180) and the South Carolina Uniform Electronic Transactions Act (S.C. Code Ann. § 26-6-10 through 26-10-210).**

Yes

**Does the law allow the agency to promulgate regulations?**

No

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## **AGENCY'S DISCUSSION AND ANALYSIS**

South Carolina Commission for the Blind (SCCB) provides a variety of services to the citizens of South Carolina who are blind or have a significant visual impairment. We serve youth and adults who wish to obtain, maintain, or regain employment, but need assistance due to severe vision loss.

SCCB services are individualized to address a consumer's specific needs. Through the primary program, Vocational Rehabilitation Services, assessments are completed to determine an applicant's skills, abilities, and interests in order to design an individualized plan for services and select an appropriate employment goal. Orientation and mobility training can provide the skills necessary for them to navigate their neighborhood, workplace, and access transportation on their own. To be fully independent and able to work, a consumer must have the ability to perform basic tasks such as cleaning, cooking, shopping, and financial management. Our highly qualified staff provides technology training on software that can magnify text, change text and background colors to meet reduced visual acuity needs, or read text. SCCB also provides technology devices to meet accommodation needs and remove barriers to employment. Our technology experts work with employers to ensure that consumers have appropriate accommodations to help them be successful on the job. Consumers may receive job retention services that help them maximize their skills and abilities so that they can maintain their employment. Through the agency's BRIDGE (Building Readiness for Individualized Development of Gainful Employment) pre-apprenticeship training program, consumers are provided a career path into employer-based apprenticeships or direct placement. On-the-job opportunities are available that allow consumers to determine which career path they are best suited for. Post-secondary and vocational education support and resources are available to assist consumers in gaining the knowledge and skills they need to achieve their career goals.

In the Business Enterprise Program (BEP), individuals who are blind may receive training on how to operate a vending route, snack bar, cafeteria, micro market, and military dining facility. After completing the required training and/or health and safety certification, a consumer may be licensed to operate a facility. The consumer is responsible for all aspects of the business including ordering, paying invoices, hiring assistants, budgeting, and providing customer service. BEP facilities are found in several SC state buildings, all public rest areas on SC interstate highways, prisons, and Federal buildings throughout the state. South Carolina has the third largest BEP in the United States.

The Prevention of Blindness program educates SC citizens on common causes of blindness and how to prevent vision loss when possible, especially for persons with cataracts, retinal detachment, or any other potentially correctable visual condition. This program also provides vital medical treatments for those who have no insurance and, without medical procedures, would lose their vision and independence. In some instances, the program may provide eye exams and eyeglasses for those who cannot afford them.

South Carolina has a large population aged 55 and older. SCCB's Older Blind Program provides in-home devices and technology training to help seniors live independently. Items such as bump dots for appliances, talking glucometers, voice-activated watches, portable magnifying devices, and orientation

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and mobility instruction can dramatically improve quality of life. Training on computer systems with screen readers or magnifiers can enable consumers to remain in virtual contact with family and friends and enjoy activities such as the SC Talking Book service or the National Federation of the Blind Newslines.

Several times each month SCCB offers Low Vision Clinics. We partner with Low Vision Consultants to provide screenings to eligible consumers of all ages. Many visual conditions, such as glaucoma, diabetic retinopathy, or retinitis pigmentosa, may never progress to total blindness, but still interfere with a person’s ability to see clearly. Low vision aids can address these issues and enable a consumer to read mail, books, textbooks, invoices, or prescription bottles.

According to the Centers for Disease Control (CDC), visual impairments are now one of the top 10 disabilities in the United States.\* During the next three decades the number of adults with vision impairments and age-related eye diseases is estimated to double because of the rapidly aging U.S. population. In addition, the diabetes epidemic, and other chronic diseases, will contribute to an increasing population of people who experience vision loss. SCCB expects the number of applications to increase each year to meet the needs of this growing population.

\* <https://www.cdc.gov/visionhealth/risk/burden.htm#Disabilities>

### Current Estimate and Projections of Prevalent Populations with Vision Problems

	Current Estimates	Projections		
	2010	2014	2032	2050
<b>Cataract</b>	24,409,978	25,666,427	38,477,608	45,620,606
<b>Diabetic Retinopathy</b>	7,685,237	8,084,767	10,938,504	13,190,538
<b>Impaired</b>	2,907,691	3,058,852	5,073,572	7,301,814
<b>Glaucoma</b>	2,719,379	2,858,572	4,275,758	5,526,347
<b>Age-related Macular Degeneration</b>	2,069,403	2,176,985	3,387,560	4,425,989
<b>Blind</b>	1,288,275	1,355,248	2,161,164	3,088,249

Source: <https://www.cdc.gov/visionhealth/risk/burden.htm#Population>

Based on most recent census data available.

To be eligible for services from SCCB an applicant must meet requirements based on section 361.42(a) of the Code of Federal Regulation and section 43-25-20 of the SC Code of Laws. For most programs, an applicant’s visual acuity must meet the definition of legal blindness or document a progressive visual condition that may lead to blindness within 24 months. Legal blindness means a person has a visual acuity of 20/200 in the better eye, with corrective lenses, or a visual field of 20 degrees or less.

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Support services within SCCB include Operations, Human Resources, and Quality Assurance. Operations oversees fiscal management to ensure the best use of federal and state funds, as well as facilities and fleet management, contract monitoring, procurement, and information technology. Human Resources handles employee relations, staff safety, staff training, recruiting, hiring, payroll, and benefits. Quality Assurance provides oversight to program directors to ensure compliance with all federal and state requirements. As the agency Ombudsman, the QA Director also works diligently to address and resolve consumer concerns.

### **CHALLENGES AND OPPORTUNITIES**

The Covid-19 pandemic challenged the South Carolina Commission for the Blind to explore alternative methods of providing services. SCCB staff was required to work from home until the spring of 2021. The Training Center residential facility was closed, and services were delivered virtually to protect the health of consumers and staff. Teams worked together to create virtual workshops and technology training was provided through online classes. Staff also used this time as an opportunity to further align their programs to consumers’ needs. Under the Commissioner’s leadership, programs were restructured to provide greater continuity of service to consumers. As staff returned to the office, in-person services were gradually reintroduced. The Training Center Director revised the curriculum and streamlined processes to reduce wait times for consumers. The residential facility was professionally cleaned, repairs made, and new equipment and furniture ordered. When the center opened in the summer to a limited number of consumers, the feedback was positive. Overall, the new training curriculum focuses on job preparedness and will allow consumers to complete their training and enter the workforce at a faster pace. We are also exploring opportunities to incorporate employer-based customized training into the program. Changes in this program will increase consumer success as every aspect of training is related to an employment skill.

In the fall, the agency met three times per week, at least two hours per day, with the Rehabilitation Services Administration (RSA) for a detailed Monitoring and Technical Assistance Review, the first in more than ten years. This was accomplished virtually between the SCCB Senior Management Team and the RSA monitoring team. Throughout the review, SCCB received technical assistance to help strengthen procedures and processes. The final Monitoring Report, completed in the spring, will guide the agency moving forward and was used to develop a Corrective Action Plan, make programmatic improvements, and improve the agency’s Strategic Plan. Many issues identified in the Monitoring Report were ones the agency had already discovered and started to address. The SCCB and RSA teams have remained in close contact and RSA guidance and technical assistance will continue for several months as SCCB implements the Corrective Action Plan.

In the spring, the agency implemented an intranet, providing staff with training, policy information, success stories, files, templates, and other material to help them effectively perform their duties.

SCCB’s Board of Commissioners are vital to the operation of the agency. Over the past year, considerable progress has been made in filling board openings. The Commissioner worked with the Governor’s office to fill two vacancies and to reconfirm two existing members. The Commissioner continues to work closely with the Governor’s office to fill the two remaining vacancies.

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## **VOCATIONAL REHABILITATION CONSUMER SERVICES PROGRAM**

The Vocational Rehabilitation Consumer Services program is undergoing a major restructuring to align services and create stronger teams to provide comprehensive services to consumers. The VR team viewed the challenges brought by the pandemic as an opportunity to strengthen their ability to provide virtual services and engage consumers in creative activities. A robust series of trainings and desk reference materials were provided for our Vocational Rehabilitation Counselors (VRC). All VRC trainings and support materials are also available on the new SCCB Intranet. VRCs, regional directors, and program directors now receive quarterly reports about compliance metrics for case documentation from the Quality Assurance division. To further strengthen training and compliance systems, a VR team met weekly to revise and update all VR Consumer Services policies and procedures. The revised policy manual will be reviewed by RSA and the SCCB Board of Commissioners for approval. A series of counselor trainings will then be delivered to staff and posted on the Intranet to become an onboarding tool for new counselors.

A major challenge in VR was vacancies. One region was impacted by two vacancies out of four VRC positions, with a third VRC out on extended leave. This resulted in the regional director covering caseloads. There was also a vacancy in one of the three Transition caseloads, and two assistant vacancies.

To ensure the safety of staff and consumers, in-person services and the Training Center residential facility were put on hold for much of the past year. Obtaining medical records and scheduling appointments with providers for restoration services were impacted as medical offices limited many services. Hospitals suspended elective surgeries for months, which often included cataract removal or corneal cross-linking treatment for keratoconus, both frequently provided to SCCB consumers. This resulted in delays affecting eligibility determination and development of Individualized Plans for Employment. The move to virtual schooling also affected service provision to youth in high schools and post-secondary schools. VR staff is now diligently revisiting those partnerships and visiting public schools across the state.

Although the pandemic impacted the state and SCCB in many ways, SCCB adapted to the challenges. Developing and implementing of a telework plan ensured continuity of operations and continued service delivery. This involved creating telework procedures, safety guidelines, employee performance activity logs, and the distribution of laptops and cell phones. Zoom accounts were established for Senior Managers for easy and accessible communication, staff meetings, and service delivery. Staff developed new and creative ways to provide virtual consumer services/training. As staff returned to the workplace and in-person services resumed, a continuously updated Safe Return Plan was implemented to ensure both staff and consumer safety. This included a team concept incorporating rotating schedules to facilitate social distancing, office coverage and service delivery, and protocols for safe service delivery.

In the fall, the SCCB was featured in a special National Showcase of Vocational Rehabilitation programs hosted by RSA and the US Department of Education. The agency was recognized for, and shared information and best practices about, its Building Readiness for Individualized Development of Gainful Employment (BRIDGE) pre-apprenticeship training program, summer teen program, and other virtual service events provided to consumers. During this time, the agency also hosted its first Virtual Open House, which was attended by more than 100 individuals from around the state, including many from partner agencies such as the Department of Employment and Workforce and SC Works Centers.

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Between March and May, the Florence District Office and Conway District Office moved to new locations that were more convenient and central, so services could be easily and effectively offered to more consumers. The new locations were larger and fully accessible for individuals with all types of disabilities.

Twenty-three teen consumers from fifteen counties participated in the five-week Summer Teen 2021 program. In partnership with the National Federation of the Blind’s Successful Transitions, this program was provided virtually and in-person, with most time spent in-person. Work readiness workshops included How to Talk About and Disclose Your Disability, What is Work Ethic?, Attitudes in the Workplace, and consumers participated in mock interviews. Other workshops included Self Advocacy, Self-Defense, assistive technology demonstrations, How to Uber, Safe Kitchen Skills, and Financial Literacy and Budgeting. Eight consumers participated in Work Based Learning internships at SC Talking Books, EdVenture Children’s Museum, Carolina Wildlife Center, First Baptist Church of Gilbert, and the Columbia YMCA. Consumers also participated in fun evening activities such as game night, movie night, and a visit to Frankie’s Fun Park. The final week was spent at the Rocky Bottom Camp for the Blind, where consumers enjoyed the camp’s facilities and had the opportunity to kayak, which helped them learn skills and teambuilding. Summer Teen 2021 ended with a graduation day that included lunch and a ceremony in which many consumers shared what they learned during the program and reflected on the value of peer support and friendships.

Improved training leads to more employment opportunities, and VR ended program year 2021 with 108 successful employment outcomes. This was a 30 percent increase compared to last year. The average hourly wage received was \$14.81. This amount represents consumers employed in a wide range of careers, including a Chemical Engineer at \$32.69 per hour, an Automotive Materials Handler at \$20.38 per hour, a Massage Therapist at \$20.00 per hour, a Business Operations Specialist at \$36.06 per hour, and a Computer and Information Systems Manager at \$29.28 per hour.

### **TRAINING CENTER**

The Training Center (TC) focuses on working with employers and consumers across the state to create training and employment opportunities. SCCB staff provides employers with training on working with individuals who are Blind or visually impaired and assist employers in providing necessary accommodations to help a person with visual impairments better work in an integrated setting.

A significant challenge many persons with visually impairments face is lack of transportation, especially in rural areas. As many businesses switched to having their employees work from home due to the pandemic, this resulted in new opportunities for SCCB consumers. The TC team helped consumers obtain full-time employment that has continued even as businesses begin returning to the workplace.

The TC team also developed pre-apprenticeship and customized training utilizing Zoom Meeting Software. Consumers safely received training in their homes that prepared them to move into apprenticeship opportunities as businesses reopened. With state agencies operating primarily through remote options, SCCB increased collaboration with Community Rehabilitation Providers to help ensure consumers received needed services.

During the summer, eight college consumers or recent graduates participated in the Student Internship Program (SIP), an eight-week, 120-hour internship. SIP, which began in 2008, is a competitive program for consumers that are either a recent college graduate or enrolled in a two- or four-year program. The

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consumer must have a declared major, have a 2.5 GPA, and have a strong idea of their career path. The internships provide consumers in-depth, hands on practical work experience in their area of study. This year, internships were provided by ABC Academy, The Courage Center for Recovery, Freeway Music, Orangeburg Department of Disabilities and Special Needs, Richland County Public Defender’s Office, and SCCB’s Assistive Technology division. Students earned a stipend for their work. The student who interned with the Public Defender’s office shared how he helped research investigations and commented that this experience helped him make future career decisions.

### **OLDER BLIND PROGRAM**

During this past year, the Older Blind program continued to focus on restoring and enhancing the independence of seniors with severe vision loss. Counselors maintained quality service standards while providing adjustment skills training, collaborating with community service partners, and coordinating assistance with other service professionals to provide services to help individuals reach their independent living goals. The agency has worked with more than 400 consumers in this program.

While community outreach continued in all areas of the state, it was challenging to conduct training for consumers virtually and/or by phone. However, staff were creative in their strategy and coordinated with family members and other service professionals to ensure that consumers received appropriate services.

Senior camps and workshops for families were provided to offer support, resources, and encourage consumers to remain engaged with others. These were held in collaboration with the National Federation of the Blind’s Senior Division and proved informative and supportive for participants.

Two vaccine clinics designed to meet the needs of people who are blind and visually impaired were held in partnership with the SC Department on Aging, DHEC, National Federation of the Blind of SC, Trident Area Agency on Aging, and Association for the Blind and Visually Impaired SC.

Active caseloads routinely average about 75 or more consumers per counselor, with a growing number of referrals. There have been periods of time when some counselors worked with caseloads of more than 100 individuals. As South Carolina’s older population continues to increase, there will be a greater need for the services offered by this program.

### **CHILDREN’S SERVICES**

This year, Children’s Services worked with more than 100 consumers ages 3 to 12. Staff works with Teachers of Students with Visual Impairments (TVI) and other service partners to reach children with severe vision loss and assist them with achieving their academic and adjustment to vision loss goals.

Throughout the year, SCCB staff coordinated with the National Federation of the Blind’s (NFB) Successful Transitions program to provide monthly workshops for children and parents. Each session offered an opportunity to network, exchange ideas, and participate in games and special activities.

The program continues to promote learning through reading and consumers consistently participated with SC Talking Book Services. In addition, through a partnership with the National Braille Press, the program provided fun and interesting books each month to consumers who read Braille.



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Counselors ensured consumers were aware of Summer Camp opportunities that are a source of fun and learning and assist in improving independent living skills. Some of the camps attended by consumers included Camp Leo at Hilton Head, Camp Lions Den in the Upstate, and Camp Rocky Bottom. Hosted by the NFB’s Successful Transitions Team, Camp Rocky Bottom was a highlight for some of the consumers. The camp featured technology demonstrations, bowling, swimming, games, and other activities. Canoeing at Table Rock was offered in partnership with Canoeing for Kids from Lexington. For some children, these camps are the first opportunity they have to spend time on their own around others who have the same or similar visual impairments. This helps them improve their social skills and realize there are many others experiencing the same things.

Children’s Services may assist some consumers over ten years. Currently, there are two counselors covering the entire state to address the needs of children with severe vision loss. This is logistically challenging and makes it difficult to spend sufficient time in schools and other locations to reach individuals who may benefit from services. It also makes it tough to provide each consumer with the time and attention needed to ensure they receive appropriate, individualized services. Additionally, adjustment to vision loss equipment needs have steadily increased as have the costs of products provided to consumers.

### **LOW VISION CLINICS**

Although Low Vision Clinic screenings were placed on hold for several months due to the pandemic, staff continued collaborating with Low Vision Specialists in the community to ensure consumers received screenings and to follow-up on recommendations. The Low Vision Clinic resumed offering in-person screenings in January at our Columbia location and will resume screenings in Greenville and Charleston locations starting in September. More than 300 consumers received assistance this past year.

During the spring, the Lead Low Vision Consultant provided eye anatomy training for staff and our Clinic Coordinator offered a virtual workshop and other presentations for staff and service partners to learn more about eye diseases and the low vision aids and devices that can assist consumers in utilizing their remaining functional vision. Clinic staff also presented information to a healthcare service partner and referral source, providing insight on our programs, and sharing the key resources we provide for consumers. The session generated constructive dialogue and referrals for the agency.

### **PREVENTION OF BLINDNESS**

Even with a vacancy for part of the fiscal year, the Prevention of Blindness Program served nearly forty consumers through sponsoring sight restoring procedures and/or prescription eyeglasses. This equates to more than 130 separate appointments. The Prevention Coordinator has established a rapport with stakeholders and business partners across the state. They made certain our agency’s service information was available at community events and on site at many other agencies, medical professionals, and service providers in an effort to reach potential referrals.

The main challenges facing this program are that costs of services to restore vision and/or prevent vision loss have significantly increased and we currently have only one staff member to cover the entire state, which has resulted in a backlog of consumers with a correctable visual impairment needing assistance.

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## **BUSINESS ENTERPRISE PROGRAM**

The Business Enterprise Program was significantly impacted by the pandemic. Vending locations for this program are in county, state, and federal buildings. As these locations shifted to remote operations or limited in-person interaction, several Blind Licensed Vendors (BLVs) lost a majority of their source of income. Individual cafeterias, snack bars, micro markets, and vending routes were closed or severely impacted. This created a significant hardship for the BLVs and their staff at these locations. SCCB was able to provide some assistance to vendors through the unassigned vending income fund. The RSA also provided nominal funds that were distributed to vendors in an attempt to offset some losses.

The BLVs operate in locations that were closed during the pandemic. As county, state, and federal buildings reopen, this program has faced numerous repair and maintenance issues from facilities that were closed and unattended for a year or more. SCCB staff is working diligently to assist vendors in replenishing inventory, completing necessary maintenance, hiring new employees, and safely reopening their businesses.

To ensure consumers receive effective training, the BEP program has been moved to the Training division. For efficiency, case documentation for this program is being incorporated into the case management system (AWARE), which will streamline tracking and reporting functions for the program.

## **QUALITY ASSURANCE**

The Quality Assurance (QA) division has developed internal controls and provides valuable oversight of agency programs and service delivery. It assists with ensuring data accuracy and integrity. Quarterly reports were developed to inform leadership and counseling staff of performance and/or compliance issues. As a result, trends have been identified that led to essential training for staff. These reports help ensure consumers receive appropriate, quality services in a timely manner. QA also proactively identifies compliance and service issues that can be corrected ahead of potential audit findings.

The Quality Assurance division was restructured to create a separation of duties and a dedicated director. Consumer cases were reviewed, audited for compliance, and required federal reporting was completed. With the new staff member, the QA team is able to conduct quarterly meetings with program staff to review audit results and increase consistent compliance across all programs.

## **HUMAN RESOURCES**

The Human Resource team worked diligently with the safety team to ensure the safety of our staff and consumers during the pandemic and gradual return to the workplace. They assisted with implementing check-in procedures for all staff and a secure reporting process for any staff exposed to or testing positive for COVID-19. During this challenging time, they found opportunities to improve HR services.

There is an increased focus on recruiting new talent and retaining existing talent. Our interim HR Director has worked to streamline our onboarding process and fill vacancies with highly qualified candidates in a timely manner. Vacancies are posted on resources such as LinkedIn (reaches potential candidates nationwide), Handshake (reaches more than 100 college and university websites nationwide), NeoGov (which also lists on Careers.SC.gov, Facebook, Indeed, Monster, and other employment websites), Midlands Technical College, University of South Carolina, and other school websites. We are also sharing

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all job postings with the National Federation of the Blind of SC and have reached out to Blind agencies in other states to share our postings and gather information on how they recruit. In addition, we are posting our vacancies on the National Industries for the Blind website.

As noted by the Council of State Administrators of Vocational Rehabilitation (CSAVR), there are recruitment challenges across the nation. We are working to create new memorandums of understanding (MOUs) with post-secondary schools for more internship opportunities and partnering with Veterans Affairs and Veteran Readiness and Employment (VR&E) services to expand our recruitment efforts.

## OPERATIONS

The Operations Department is arranged into teams that provide Fiscal Management, Facilities and Fleet Management, and Information Technology support.

The **Fiscal Management** team completed restructuring and significant training over the past year. Retirements and departures from the previous year left the agency in the difficult position of relying on outsourced services to assist with our accounting, financial and procurement processes. Restructuring and hiring new staff provided the opportunity to address efficiency issues and update internal processes. Major concerns were discovered with the length of time that service authorizations remained open, thus encumbering funds that could be utilized elsewhere if the original service was canceled or the actual cost was less than authorized. The new team created a process that reduced the number of open authorizations on a regular basis throughout the year, allowing for greater accuracy in monthly expenditure reports and available budget amounts for service provision. They also created an electronic process for invoice submissions; vendors can now email or fax invoices to a district office, and they will be electronically submitted to accounting, resulting in shorter payment processing time.

There are still challenges this team plans to address over the next year. The remainder of their policies and procedures will be updated, reference guides created, and staff trained on all revisions. The team is evaluating how to streamline and speed the processing of invoices within 30 days of receipt for both staff and vendors. The Operations Director is exploring options for automating some of the accounting systems as the current manual process creates a lag between the state SCIES system and the case management system (AWARE). The fiscal team is also strengthening the procurement process by hiring a manager and revising procedures to better track contracts and equipment inventory.

The **Facilities/Fleet Management** team spent much of the year cleaning up the main Columbia campus. This included pressure-washing the buildings and walkways to preserve the structures and make the campus safer to navigate for our visually impaired consumers and staff and cutting back overgrown trees and shrubbery. Upgrades were made to the plumbing in our residential facility, and several capital improvement projects were started to repair buildings and replace emergency generators and non-functional outdoor lighting. Two district offices were relocated to buildings that provided a safer, more professional environment, and allow us to raise the level of service to our consumers.

Challenges this team will face include replacing the HVAC system at the main campus in Columbia. This \$5.1 million-dollar project will require relocation of staff in large areas of the campus as work is completed. In addition, we will begin upgrading interior and exterior portions of the campus to make it safer and more conducive to our mission as an agency serving those who are blind or visually impaired. Two more district offices will need to relocate because of expiring lease agreements and growing staff in

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vital service areas of the state. We will also begin evaluating the stands our Blind Licensed Vendors operate, many of which have not been updated significantly since they were established.

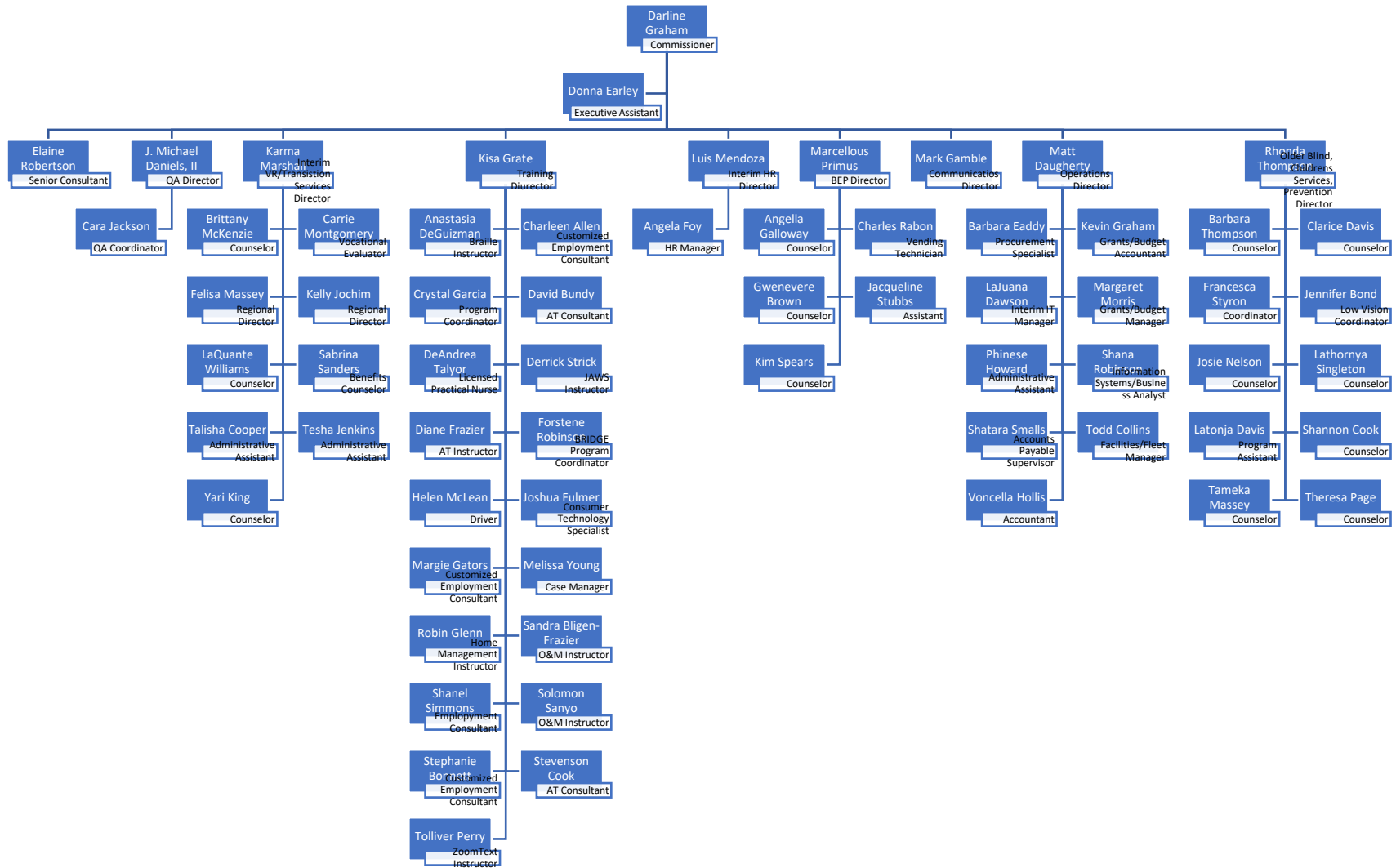
**Information Technology** staff was challenged with ensuring that all staff had the necessary equipment for remote work and the ability to communicate with consumers safely and securely while still protecting confidential consumer information. This included upgrading our phone and fax systems to make them fully digital and accessible from any location. This department has four full-time positions, which has been challenging as they worked to separate the various networks on the Columbia campus. Residential consumers require access to the internet that is secure to allow for program participation and use of their personal devices, visitors may require internet access, and SCCB staff needs full, secure access to perform the duties of their position. Separating the various networks is vital to maintain confidentiality and prevent intrusions into SCCB systems. The IT team also worked with all programs to streamline the data processes in the various data management systems. They created a single Help Desk ticket system for all staff that has brought greater efficiency in responding to technical issues by directing the request to the appropriate staff.

The team experienced turnover and identified challenges to be addressed over the next year. One such challenge is the inventory tracking system for items such as cell phones, portable printers, etc. The current team is reviewing the inventory and creating an improved system to track all equipment, including the staff it was issued to, date issued, item serial number, and the type of equipment. The team will also be working to create a five-year replacement schedule to ensure staff has the necessary, updated technical devices to perform the essential functions of their position effectively and efficiently.

### **RISK ASSESSMENT AND MITIGATION STRATEGIES**

As the agency emerges from the pandemic closures, it is expected that applications and requests for services will increase. The statewide staff shortage affects SCCB significantly as we have a high percentage of key front-line positions that are necessary to provide consistent, comprehensive consumer services. This is especially true in rural areas of the state, where limited staff attempt to provide outreach and services to citizens of all ages with visual impairments who live in isolated areas. Filling key vacant positions is a priority for the SCCB Human Resource department.

SCCB works to mitigate this impact by reaching out to community partners statewide, such as the SC Vocational Rehabilitation Department, SC Department of Disabilities and Special Needs, the Veteran’s Administration, and SC Department of Mental Health. This helps ensure that our consumers have increased options and resources available to meet their individual needs. SCCB is also strengthening relationships with the National Federation of the Blind across the state. Training Center staff is working with several state workforce boards and the Council of State Administrators of Vocational Rehabilitation’s National Employment Team to create additional employment and training opportunities for consumers.



FY 2020-2021 Agency Accountability Report  
**FY2020-21 Strategic Plan:**

These responses were submitted for the FY 2020-2021 Accountability Report by the  
**COMMISSION FOR THE BLIND**

**Goal** Increase Agency effectiveness and efficiency in providing consumer services.

**Strategy** 1.1  
 Develop solutions to address reasons for delays in service provision

**Statewide Enterprise Objective**  
 Government and Citizens

Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Program Number Responsible	Notes
1.1.1	Create policies and procedures that provide specific guidelines on length of time for referring and scheduling consumers for internal and external services in all programs. Provision tracking done through AWARE case reviews.	0%	100%	60%	Percent Complete	Complete	State Fiscal Year (July 1 - June 30).	Percent complete as determined by the agency.	AWARE documentation	VR program documentation & T & E documentation	Rehabilitation Services Administration and South Carolina taxpayers	Ensure compliance with state and federal regulations for all programs	0505.100000.000	
1.1.2	Develop and implement financial policies and procedures to ensure timely issuance of purchase orders and payments to vendors.	0%	100%	100%	Percent Complete	Complete	State Fiscal Year (July 1 - June 30).	Percent complete as determined by the agency.	Create reports from AWARE and SCEIS monthly, showing outstanding authorizations that have not been paid within 30 days of the receipt of invoice	QA and Finance reporting and documentation	SCCB consumers and state vendors	Maintain positive relationships with vendors	0100.000000.000	

<b>Goal</b> Increase Agency effectiveness and efficiency in providing consumer services.	<b>Statewide Enterprise Objective</b>
<b>Strategy</b> 1.2	Government and Citizens
Create and utilize an assessment process to assist consumers in identifying viable goals and ensuring needs are individualized.	

Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Program Number Responsible	Notes
1.2.1	Train all program counselors on a variety of assessment methods to be utilized when developing a plan for services to ensure consumer needs and goals are achieved.	0%	100%	25%	Percent Complete	Complete	State Fiscal Year (July 1 - June 30).	Percent complete as determined by the agency.	Utilizing targeted case reviews in AWARE	AWARE Case documentation	Rehabilitation Services Administration and South Carolina taxpayers	Ensure compliance with state and federal regulations for all programs	0100.000000.000	
1.2.2	Provide comprehensive services to consumers that result in the attainment of industry recognized credentials required for competitive, integrated employment.	0	20	19	Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Data taken from AWARE case management system where credentials are recorded.	Quarterly AWARE reports showing number of credentials attained	AWARE Case documentation	SCCB consumers	Consumers obtain necessary credentials for employment	0505.100000.000	

These responses were submitted for the FY 2020-2021 Accountability Report by the  
**COMMISSION FOR THE BLIND**

Goal Strengthen services within the Older Blind Program, Children's Services, Prevention, and Low Vision Clinic														
Strategy 2.1											Statewide Enterprise Objective			
Create additional opportunities for consumers and families to assist through the adjustment process.											Government and Citizens			
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Program Number Responsible	Notes
2.1.1	In addition to regular Older Blind Services, staff will create additional opportunities for consumers and their families to educate, provide resources, and create support systems to assist with adjustment to vision loss and overcome the challenges to remain independent.	0	8	19	Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Number of opportunities provided	Number of opportunities provided will be reported at the Monthly Senior Management Meeting.	Documentation maintained in Older Blind Program	SCCB consumers age 55 and older and their families.	Enable SC citizens age 55 and older with severe visual impairment to remain independent.	1200.010000.000	
2.1.2	In addition to regular Children's Services, staff will create opportunities to assist families in supporting their child, advocating to ensure their child's needs are met, and to educate families on the importance of encouraging independence.	0	12	12	Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Number of opportunities provided	Number of opportunities provided will be reported at the Monthly Senior Management Meeting	Documentation maintained in Children's Program	SCCB consumers age 3 to 12 and their families	Enable children with visual impairments, age 3 to 12, to have necessary supports that lead to self-sufficiency	1505.000000.000	
2.1.3	Develop a plan to increase technical adaptive software training for senior consumers, as measured by number of trainings delivered.	0	15	9	Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Number of seniors in training	Number of seniors in training will be reported monthly at the Senior Management Meeting.	Documentation maintained in Older Blind Program	SCCB consumers age 55 and older	Provide consumers 55 and older with technology skills	1200.010000.000	



<b>Goal</b>	Strengthen services within the Older Blind Program, Children's Services, Prevention, and Low Vision Clinic										
<b>Strategy</b>	2.2										<b>Statewide Enterprise Objective</b>
Increase Community Inclusion and collaborations to expand the Prevention Program and Low Vision Clinic											Government and Citizens

Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Program Number Responsible	Notes
2.2.1	Participate in statewide and/or community events to educate citizens on common causes of vision loss and ways to prevent potential vision loss. Utilize these opportunities to stress the importance of vision exams.	0	6	6	Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Number of events	Number of events staffed by Prevention employees, reported at monthly Senior Management Meeting	Prevention Program documentation	All SC citizens	Assist SC citizens in preventing Blindness and other visual conditions	1001.030000.000	
2.2.2	Include Low Vision technology demonstrations when attending statewide and/or community events and assisted living homes to educate citizens on the availability of resources to assist in maintaining independence if a person's sight diminishes significantly.	0	6	3	Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Number of demonstrations	Number of demonstrations conducted reported monthly at Senior Management meeting	Low Vision Clinic Documentation	All SC citizens with Low Vision	Inform SC citizens with visual impairments about technology to assist them in remaining independent.	1200.010000.000	

**Goal** Improve workplace culture making SCCB a preferred place of employment.

**Strategy** 3.1 **Statewide Enterprise Objective**

Create talent acquisition processes which increases agency awareness. Government and Citizens

Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Program Number Responsible	Notes
3.1.1	Use revised "Brand" items to assist in attracting qualified talent.	0%	30%	50%	Percent	equal to or greater than	State Fiscal Year (July 1 - June 30).	percentage of applications received from utilizing new branded items.	Availability Calculations, social Media "Hits", Submitted applications, number of job fairs attended through NeoGov, EEO Documents, SCCB Communications Department, job fairs	HR Manager	All agency programs	To hire highly qualified, skilled staff for SCCB.	0100.000000.000	
3.1.2	Ensure qualified individuals are hired for the right positions	0%	40%	60%	Percent	equal to or greater than	State Fiscal Year (July 1 - June 30).	Percentage of updated job descriptions	Utilize rating and polling system for interview panel. Updated accurate position descriptions, and application.	HR Manager	All agency programs	to hire highly qualified, skilled staff for SCCB.	0100.000000.000	

Goal: Improve workplace culture making SCCB a preferred place of employment.														
Strategy: 3.2											Statewide Enterprise Objective			
Retain exceptional talent											Government and Citizens			
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Budget Program Number Responsible	Notes
3.2.1	Develop/revise employee surveys to gauge satisfaction and commitment	0%	60%	70%	Percent Complete	equal to or greater than	State Fiscal Year (July 1 - June 30).	Percentage of surveys returned at each step.	Survey Monkey, 30-60-90 Day Review, Stay and Exit Interviews	HR Manager	All agency programs	Address staff morale and increase retention	0100.000000.000	
3.2.2	Decrease turnover rate by Improving morale and show appreciation of exceptional performance through increased recognition programs and other available opportunities	0%	10%	20%	Percent	equal to or less than	State Fiscal Year (July 1 - June 30).	Percent Decrease in turnover rate	HR Diversity Reports, Program Directors, SCCB Foundation Awards, retention rate, turnover rate, absenteeism rate	HR Manager	All agency programs	Reduce turnover and increase retention	0100.000000.000	
3.2.3	Encourage a diverse workforce, including individuals with disabilities, to ensure a variety of perspectives.	0%	70%	80%	Percent	equal to or less than	State Fiscal Year (July 1 - June 30).	Percentage of diversity within the agency.	Availability report: EEOC Report, HR Reports, NeoGov	HR Manager	All agency programs	Ensure a diverse staff population within the agency.	0100.000000.000	

<b>Goal</b> Improve workplace culture making SCCB a preferred place of employment.	<b>Statewide Enterprise Objective</b>
<b>Strategy</b> 3.3	Government and Citizens
Ensure employees have the training and skills necessary to effectively perform their duties.	

Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Budget Program Number Responsible	Notes
3.3.1	Identify gaps in knowledge, skills, and abilities (KSA) relative to each position in order to determine where training initiatives could improve job performance	0	0.2	0.2	Percent	equal to or less than	State Fiscal Year (July 1 - June 30).	Percentage of positions where KSA's have been identified.	Supervisors use EPMS, Planning document and skills assessment to determine gaps in KSAs and document a decrease in knowledge gaps.	HR Manager	SCCB staff	Ensure that all staff is well trained in the essential functions of their position.	0100.000000.000	
3.3.2	Develop and deliver training focusing on gaps in KSAs.	0%	100%	0.8	Percent Complete	Complete	State Fiscal Year (July 1 - June 30).	Supervisors will use list of completed courses, grades, certificates, and other completed assignments from SCIES and HR training. Consumer Satisfaction Survey, Audit Reports, EPMS to demonstrate completion of required courses by all staff.	SCIES training modules and HR training modules	HR Manager	SCCB staff and consumers	Ensure that all staff is well trained in the essential functions of their position.	0100.000000.000	

These responses were submitted for the FY 2020-2021 Accountability Report by the  
**COMMISSION FOR THE BLIND**

Goal: Improve internal processes and procedures to ensure security of information, timely reporting, financial accuracy, and maintenance/repairs of facility, fleet, and I.T. software/hardware.														
Strategy: 4.1										Statewide Enterprise Objective				
Update/revise policies and procedures for each program to reflect current Federal and State regulations.										Government and Citizens				
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Budget Program Number Responsible	Notes
4.1.1	Utilize a team approach within each program to update, write, and revise policy and procedure to align with current regulations and best practices.	0%	50%	30%	Percent Complete	equal to or less than	State Fiscal Year (July 1 - June 30).	Percentage of programs with completed, updated policies and procedures.	Senior Consultant documentation	Shared drive	SCCB staff and consumers	Consistent internal processes will provide better consumer services and set expectations for staff.	0100.000000.000	

These responses were submitted for the FY 2020-2021 Accountability Report by the  
**COMMISSION FOR THE BLIND**

Goal: Improve internal processes and procedures to ensure security of information, timely reporting, financial accuracy, and maintenance/repairs of facility, fleet, and I.T. software/hardware.														
Strategy: 4.2										Statewide Enterprise Objective				
Update/modify internal software programs to streamline reporting processes and improve security for sensitive information. Also develop/promote paperless process tools and document management systems.										Government and Citizens				
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Budget Program Number Responsible	Notes
4.2.1	Develop an I.T. tracking system to ensure timely repairs/replacement of in house technology across all offices. (i.e.: printers, postal meters, laptops, etc.)	0%	100%	80%	Percent Complete	Complete	State Fiscal Year (July 1 - June 30).	Number of repairs/replacements completed within the timeframe set as timely listed as a percentage of 100%.	I.T. Documentation	I.T. manager	SCCB staff	Fewer interruptions to workflow and increased productivity for staff.	0100.000000.000	
4.2.2	Update BEP software to improve timeliness and accuracy of reporting and tracking of sales and expenses.	0%	100%	80%	Percent Complete	Complete	State Fiscal Year (July 1 - June 30).	Number would be percentage of on time reports.	BEP reports	BEP case management system	BEP vendors	Greater accuracy for BEP vendors in how their individual vending facility is performing.	0504.150000.000	

These responses were submitted for the FY 2020-2021 Accountability Report by the  
**COMMISSION FOR THE BLIND**

<b>Goal</b>	Foster and grow relationships with community partners, businesses, and other state agencies												
<b>Strategy</b>	5.1										<b>Statewide Enterprise Objective</b>		
Educate community partners/businesses on SCCB programs and how we can strengthen services to SC citizens through partnerships and resource sharing.										Government and Citizens			

Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Budget Program Number Responsible	Notes
5.1.1	Provide "lunch and learn" style events on a variety of topics such as consumer technology, job related issues, new developments in VR, Older Blind, Children's Services, Prevention, and Low Vision.	0	4	7	Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Number of events held reported monthly at Leadership Meeting	Senior Managers documentation	Older Blind director maintains records	SC citizens with visual impairments	Creation of more opportunities for citizens with visual impairments and increase referrals to all programs.	1200.010000.000	
5.1.2	Tour other organizations and request staff training to strengthen partnerships.	0	4	8	Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Total tours and/or trainings provided. Reported monthly at Leadership Meeting	VR documentation	T & E Director maintains records	VR consumers and SC businesses	Increase training and job opportunities for consumers	0504.300000.000	

<b>Goal</b>	Foster and grow relationships with community partners, businesses, and other state agencies												
<b>Strategy</b>	5.2										<b>Statewide Enterprise Objective</b>		
Build training opportunities with business partners that focus on specific skill sets for employment.										Government and Citizens			

Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Budget Program Number Responsible	Notes
5.2.1	Attend/Conduct quarterly focus groups in different areas of the state to identify skill sets that employers are seeking.	0	4	6	Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Number of focus groups attended/conducted reported monthly at SMT meeting.	T & E documentation	T & E Director maintains records	VR consumers and SC businesses	Increase training and job opportunities for consumers	0504.300000.000	
5.2.2	Utilizing information from focus groups, form partnerships with businesses and develop training programs to provide the necessary skills. This can be done through partnerships, OJT's, or internships.	0	8	17	Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Total new partnerships where training programs were developed. Reported monthly at SMT meeting.	T & E documentation	t & E Director maintains records	VR consumers and SC businesses	Increase training and job opportunities for consumers	0504.300000.000	



**Goal** Foster and grow relationships with community partners, businesses, and other state agencies

**Strategy** 5.3 **Statewide Enterprise Objective**

Increase referrals to programs through increased partnership interactions and communication. Government and Citizens

Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Budget Program Number Responsible	Notes
5.3.1	Children's Services staff will increase communication with service providers and educators to identify children across the state with significant visual impairments who could benefit from SCCB services.	0	48	27	Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Number of new referrals reported monthly at SMT meeting	Children's services documentation on new referrals	AWARE Case management system	SC children ages 3 to 12 with severe visual impairments	Increase referrals to Children's services across the state	1505.000000.000	
5.3.2	Incorporate the BEP referral process into VR policy and procedure to ensure that BEP is introduced to consumers as a possible choice when setting an employment goal.	0	12	0	Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Number of new referrals reported monthly at SMT meeting	BEP Trainer maintains records on new referrals	AWARE Case management system	Blind individuals wanting to be self-employed	Increase opportunities for Blind individuals to become self-employed.	0504.150000.000	
5.3.3	Promote the Prevention program at all events attended by or hosted by any SCCB staff. Extend distribution of marketing materials to include businesses, medical centers, schools, and all community partners who have space for promotional flyers.	0	40	16	Count	equal to or greater than	State Fiscal Year (July 1 - June 30).	Number of new referrals reported monthly at SMT meeting	Prevention counselor maintains number of referrals.	AWARE Case management system	SC citizens with visual impairments	Assist SC citizens in preventing Blindness and other visual conditions	1001.030000.000	

FY 2020-2021 Agency Accountability Report  
 FY2021-22 Strategic Plan:

These responses were submitted for the FY 2020-2021 Accountability Report by the  
 COMMISSION FOR THE BLIND

Goal Increase Agency effectiveness and efficiency in providing consumer services.

Strategy 1.1 Statewide Enterprise Objective

Develop solutions to address reasons for delays in service provision. Government and Citizens

Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Program Number Responsible	Notes
1.1.1	Create policies and procedures that provide specific guidelines on length of time for referring and scheduling consumers for internal and external services in all programs. Provision tracking done through AWARE case reviews.	60%	100%		Percent Complete	Complete	State Fiscal Year (July 1- June 30)	Percent complete as determined by the agency.	AWARE documentation	VR program documentation and T & E documentation	Rehabilitation Services Administration and South Carolina taxpayers.	Ensure compliance with state and federal regulations for all programs.	0505.100000.000	
1.1.2	Create productivity standards for finance staff and reduce turnaround time for payment to 30 days or less.	0%	100%		Percent Complete	Complete	State Fiscal Year (July 1- June 30)	Finance department documentation. Quarterly reports on progress provided to Senior Consultant.	QA and Finance reporting and documentation	SCEIS and AWARE	All vendors utilized by SCCB	Vendors are paid promptly	0100.000000.000	

Goal Increase Agency effectiveness and efficiency in providing consumer services.														
Strategy 1.2										Statewide Enterprise Objective				
Create and utilize an assessment process to assist consumers in identifying viable goals and ensuring needs are individualized.										Government and Citizens				
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Program Number Responsible	Notes
1.2.1	Train all program counselors on a variety of assessment methods to be utilized when developing a plan for services to ensure consumer needs and goals are achieved.	25%	100%		Percent Complete	Complete	State Fiscal Year (July 1- June 30)	Percent complete as determined by the agency.	Utilizing targeted case reviews in AWARE	AWARE Case documentation	Rehabilitation Services Administration and South Carolina taxpayers	Ensure compliance with state and federal regulations for all programs	0100.000000.000	
1.2.2	Provide comprehensive services to consumers that result in the attainment of industry recognized credentials required for competitive, integrated employment.	0	20		Count	equal to or greater than	State Fiscal Year (July 1- June 30)	Data taken from AWARE case management system where credentials are recorded.	Quarterly AWARE reports showing number of credentials attained	AWARE Case documentation	SCCB consumers	Consumers obtain necessary credentials for employment	0505.100000.000	

These responses were submitted for the FY 2020-2021 Accountability Report by the  
**COMMISSION FOR THE BLIND**

Goal Strengthen services within the Older Blind Program, Children's Services, Prevention, and Low Vision Clinic.														
Strategy 2.1											Statewide Enterprise Objective			
Create additional opportunities for consumers and families to assist through the adjustment process.											Government and Citizens			
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Program Number Responsible	Notes
2.1.1	In addition to regular Older Blind Services, staff will create additional opportunities for consumers and their families to educate, provide resources, and create support systems to assist with adjustment to vision loss and overcome the challenges to remain independent.	19	12		Count	Complete	State Fiscal Year (July 1- June 30)	Number of opportunities provided	Number of opportunities provided will be reported to Senior Consultant quarterly.	Documentation maintained in Older Blind Program	Consumers age 55 and older and their families.	Provision of information to enable SC citizens with severe visual impairment age 55 and older to remain independent.	1200.010000.000	
2.1.2	Children's Services and Transition Counselors will be combined and work together to create additional opportunities for consumers and their families to educate, provide resources, and create consistent support systems to assist with adjustment to vision loss and build skills for independence from childhood.	0	12		Count	equal to or greater than	State Fiscal Year (July 1- June 30)	Number of opportunities provided will be reported to Senior Consultant quarterly.	Children's/Transition Program Manager	Program Manager maintains documentation	Children and youth with severe visual impairments and their family	Services are provided to children and youth with severe visual impairments in SC. Support is provided to families.	1505.000000.000 and 0503.250000.000	
2.1.3	Develop a plan to increase technical adaptive software training for senior consumers.	9	15		Count	equal to or greater than	State Fiscal Year (July 1- June 30)	Number of seniors in training	Number of opportunities provided will be reported to Senior Consultant quarterly.	Documentation maintained in Older Blind Program	Consumers age 55 and older	Provide consumers 55 and older with technology skills	1200.010000.000	

Goal Strengthen services within the Older Blind Program, Children's Services, Prevention, and Low Vision Clinic.														
Strategy 2.2											Statewide Enterprise Objective			
Increase Community Inclusion and collaborations to expand the Prevention Program and Low Vision Clinic.											Government and Citizens			
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Program Number Responsible	Notes
2.2.1	Expand marketing techniques for Prevention to include new pamphlets, listing of community events on the SCCB website, and adding vision screenings to services provided.	20	6		Count	equal to or greater than	State Fiscal Year (July 1- June 30)	Number of events staffed by Prevention employees will be reported quarterly to Senior Consultant.	Communication Director and Prevention Program Manager maintains documentation	Communications Director reports and Prevention Program Director reports	Citizens of SC with correctable visual conditions who have no insurance and low income	Citizens of SC learn to prevent blindness and those with correctable conditions have their vision restored	1001.030000.000	
2.2.2	Include Low Vision technology demonstrations when attending statewide and/or community events and assisted living homes to educate citizens on the availability of resources to assist in maintaining independence if a person's sight diminishes significantly. Update marketing materials to be distributed at these events.	3	6		Count	equal to or greater than	State Fiscal Year (July 1- June 30)	Number of demonstrations	Number of opportunities provided will be reported to Senior Consultant quarterly.	Low Vision Clinic Documentation	All SC citizens with Low Vision	Inform SC citizens with visual impairments about technology to assist them in remaining independent.	1200.010000.000	

Goal Improve workplace culture making SCCB a preferred place of employment.														
Strategy 3.1										Statewide Enterprise Objective				
Create talent acquisition processes which increases agency awareness.										Government and Citizens				
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Program Number Responsible	Notes
3.1.1	Use revised "Brand" items to assist in attracting qualified talent. Update position descriptions to reflect essential position functions.	50%	50%		Percent	equal to or greater than	State Fiscal Year (July 1- June 30)	Percentage of applications received from utilizing new branded items.	Availability Calculations, social Media "Hits", Submitted applications, number of job fairs attended.	HR Manager	All agency programs	To hire highly qualified, skilled staff for SCCB.	0100.000000.000	
3.1.2	Ensure qualified individuals are hired for the right positions. Expand Internship partnerships with SC Universities for a diverse variety of positions within the agency.	60%	40%		Percent	equal to or greater than	State Fiscal Year (July 1- June 30)	Percentage of updated job descriptions	Utilize rating and polling system for interview panel. Updated accurate position descriptions, and application.	HR Manager	All agency programs	To hire highly qualified, skilled staff for SCCB.	0100.000000.000	

These responses were submitted for the FY 2020-2021 Accountability Report by the  
**COMMISSION FOR THE BLIND**

Goal: Improve workplace culture making SCCB a preferred place of employment.														
Strategy: 3.2										Statewide Enterprise Objective				
Retain exceptional talent.										Government and Citizens				
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Budget Program Number Responsible	Notes
3.2.1	Develop/revise employee surveys to gauge satisfaction and commitment. Conduct 30, 60, and 90 day interviews with new hires. Ensure exit interviews are completed for employees leaving SCCB.	70%	60%		Percent Complete	Complete	State Fiscal Year (July 1-June 30)	Categorize and evaluate answers and then prioritize needed actions. Report Quarterly to Commissioner.	Survey Monkey, 30-60-90 Day Reviews, Stay and Exit Interviews	HR Director maintains files	SCCB staff	Internal communication to raise morale and address concerns	0100.000000.000	
3.2.2	Decrease turnover rate by improving morale and show appreciation of exceptional performance through increased recognition programs and other available opportunities.	20%	10%		Percent	equal to or greater than	State Fiscal Year (July 1-June 30)	Percent Decrease in turnover rate	HR Diversity Reports, Program Directors, SCCB Foundation Awards, retention rate, turnover rate, absenteeism rate	HR Manager	All agency programs	Reduce turnover and increase retention.	0100.000000.000	
3.2.3	Encourage a diverse workforce, including individuals with disabilities, to ensure a variety of perspectives. Recruit new staff through partnerships with organizations serving minorities and individuals with disabilities. Build on inclusion with assistance from the Diversity Inclusion Team within SCCB.	80%	70%		Percent	equal to or greater than	State Fiscal Year (July 1-June 30)	Percentage of diversity within the agency.	Availability report	HR Manager	All agency programs	Ensure a diverse staff population within the agency.	0100.000000.000	

Goal Improve workplace culture making SCCB a preferred place of employment.														
Strategy 3.3											Statewide Enterprise Objective			
To ensure employees have the training and skills necessary to effectively perform their duties.											Government and Citizens			
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Budget Program Number Responsible	Notes
3.3.1	Identify gaps in knowledge, skills, and abilities (KSA) relative to each position in order to determine where training initiatives could improve job performance. Align training to updated position descriptions to ensure knowledge of all essential functions.	30%	20%		Percent	equal to or greater than	State Fiscal Year (July 1- June 30)	Percentage of positions where KSA's have been identified.	Supervisors use EPMS, Planning document and skills assessment to determine gaps in KSAs and document a decrease in knowledge gaps.	HR Manager	SCCB staff	Ensure that all staff is well trained in the essential functions of their position.	0100.000000.000	
3.3.2	Create a series of internal onboarding trainings for each position to address essential functions and make available on the SCCB Intranet. Provide supervisors with a checklist to ensure all trainings are completed in a timely manner.	0%	100%		Percent Complete	Complete	State Fiscal Year (July 1- June 30)	Supervisors will use list of completed courses, certificates, and other completed assignments from trainings, Consumer Satisfaction Survey, Audit Reports, EPMS to demonstrate completion of required courses by all staff. HR will maintain record of trainings completed to submit to RSA with quarterly reports.	Training modules created by HR and Counselor Trainer	HR maintains training files	SCCB staff	SCCB staff receive consistent, up to date training for the essential functions of their position	0100.000000.000	



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**COMMISSION FOR THE BLIND**

Goal Improve internal processes and procedures to ensure security of information, timely reporting, financial accuracy, and maintenance/repairs of facility, fleet, and I.T. software/hardware.														
Strategy 4.1										Statewide Enterprise Objective				
Update/revise policies and procedures for each program to reflect current Federal and State regulations.										Government and Citizens				
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Budget Program Number Responsible	Notes
4.1.1	Utilize a team approach within each program to update, write, and revise policy and procedure to align with current regulations and best practices.	30%	50%		Percent Complete	equal to or less than	State Fiscal Year (July 1- June 30)	Percentage of programs with completed, updated policies and procedures.	Senior Consultant documentation	Shared drive	SCCB staff and consumers	Consistency internally with processes will provide better consumer services and set expectations for staff.	0100.000000.000	

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**COMMISSION FOR THE BLIND**

Goal: Improve internal processes and procedures to ensure security of information, timely reporting, financial accuracy, and maintenance/repairs of facility, fleet, and I.T. software/hardware.														
Strategy: 4.2										Statewide Enterprise Objective				
Update/modify internal software programs to streamline reporting processes and improve security for sensitive information. Also to develop/promote paperless process tools and document management systems.										Government and Citizens				
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Budget Program Number Responsible	Notes
4.2.1	Automate current I.T. tracking system to create help desk tickets and a timely response. Create inventory of all high-risk items (i.e., laptops, cell phones, printers, etc.) and a 5-year replacement plan.	80%	100%		Percent Complete	Complete	State Fiscal Year (July 1- June 30)	Number of repairs/replacements completed within the timeframe set as timely, listed as a percentage of 100%.	Reports generated from tracking system	I.T. maintains all reports	SCCB staff	Staff receives assistance quickly for technical issues. Agency maintains accurate records of high-risk items	0100.000000.000	
4.2.2	Update BEP software to improve timeliness and accuracy of reporting and tracking of sales and expenses. Train staff and automate collection of data from vending facilities.	80%	100%		Percent Complete	Complete	State Fiscal Year (July 1- June 30)	Number of on time reports, listed as a percentage of 100%.	AWARE case management reports	BEP department maintains all reports	BEP vendors	BEP vendors receive accurate information concerning earnings and sales	0504.150000.000	
4.2.3	Substantiate the accuracy of RSA-911 data as well as establish and maintain internal control processes related to the collecting and reporting of data.	0%	100%		Percent Complete	Complete	State Fiscal Year (July 1- June 30)	Conduct quarterly data validation reviews. Review will include validation of status dates against source documentation for all cases that were opened or closed during the quarter.	QA data validation reviews	QA maintains all reports	Rehabilitation Services Administration	RSA receives accurate data.	0100.000000.000	
4.2.4	Maintain data validation and internal control procedures that substantiate accuracy and reliability of data reported, ensuring compliance with 34 CFR 361.40.	0%	100%		Percent Complete	Complete	State Fiscal Year (July 1- June 30)	Review RSA-911 data with management staff to cover trends, data anomalies and reasonableness. System adaptations will be made based on management feedback regarding policy and procedures.	Staff and management reporting/AWARE case management reports	QA maintains all reports	SCCB staff	Staff can efficiently enter data into case management system to improve accuracy and productivity	0100.000000.000	

Goal Foster and grow relationships with community partners, businesses, and other state agencies.														
Strategy 5.1										Statewide Enterprise Objective				
Educate community partners/businesses on SCCB programs and how we can strengthen services to SC citizens through partnerships and resource sharing.										Government and Citizens				
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Budget Program Number Responsible	Notes
5.1.1	Provide "lunch and learn" style events on a variety of topics such as consumer technology, job related issues, new developments in VR, Older Blind, Children's Services, Prevention, and Low Vision.	8	10		Count	equal to or greater than	State Fiscal Year (July 1- June 30)	Number of events held. Reported quarterly to Senior Consultant.	Senior Managers documentation	Older Blind director maintains records	SC citizens with visual impairments	Creation of more opportunities for citizens with visual impairments and increase referrals to all programs.	1200.010000.000	
5.1.2	Tour other organizations and request staff training and/or offer training about SCCB programs to strengthen partnerships.	8	10		Count	equal to or greater than	State Fiscal Year (July 1- June 30)	Total tours and/or trainings provided. Reported quarterly to Senior Consultant.	VR documentation	VR documentation	VR consumers and SC businesses	Increase training and job opportunities for consumers	1200.010000.000	

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**COMMISSION FOR THE BLIND**

Goal Foster and grow relationships with community partners, businesses, and other state agencies.														
Strategy 5.2										Statewide Enterprise Objective				
Build training opportunities with business partners that focus on specific skill sets for employment.										Government and Citizens				
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Budget Program Number Responsible	Notes
5.2.1	Attend/Conduct quarterly focus groups in different areas of the state to identify skill sets that employers are seeking.	6	10		Count	equal to or greater than	State Fiscal Year (July 1- June 30)	Number of focus groups attended/conducted. Reported quarterly to Senior Consultant.	T & E documentation	T & E Director maintains records	VR consumers and SC businesses	Increase training and job opportunities for consumers	0504.300000.000	
5.2.2	Utilizing information from focus groups, form partnerships with businesses and develop training programs to provide the necessary skills. This can be done through partnerships, OJT's, or internships. Participate in trainings and projects with the Vocational Rehabilitation Technical Assistance Center to expand business services.	17	10		Count	equal to or greater than	State Fiscal Year (July 1- June 30)	Total new partnerships where training programs were developed. Reported quarterly to Senior Consultant.	T & E documentation	T & E Director maintains records	VR consumers and SC businesses	Increase training and job opportunities for consumers	0504.300000.000	

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Goal Foster and grow relationships with community partners, businesses, and other state agencies.														
Strategy 5.3										Statewide Enterprise Objective				
Increase referrals to programs through increased partnership interactions and communication.										Government and Citizens				
Measure Number	Description	Base	Target	Actual	Value Type	Desired Outcome	Time Applicable	Calculation Method	Data Source	Data Location	Primary Stakeholder	Stakeholder Need Satisfied	State Funded Budget Program Number Responsible	Notes
5.3.1	Children's/Transition Services staff will increase communication with service providers and educators to identify children across the state with significant visual impairments who could benefit from SCCB services.	30	80		Count	equal to or greater than	State Fiscal Year (July 1- June 30)	Number of new referrals. Reported quarterly to Senior Consultant.	AWARE case management reports	Children's/Transition Director maintains reports	SC children and youth with visual impairments	Children and youth with visual impairments receive all available services across the state	1505.000000.000 and 0503.250000.000	
5.3.2	Incorporate the BEP referral process into VR policy and procedure to ensure that BEP is introduced to consumers as a possible choice when setting an employment goal.	0	12		Count	equal to or greater than	State Fiscal Year (July 1- June 30)	Number of new referrals. Reported quarterly to Senior Consultant.	BEP Trainer maintains records on new referrals	AWARE Case management system	Blind individuals wanting to be selfemployed	Increase opportunities for Blind individuals to become self-employed.	0504.150000.000	
5.3.3	Promote the Prevention program at all events attended by or hosted by any SCCB staff. Extend distribution of marketing materials to include businesses, medical centers, schools, and all community partners who have space for promotional flyers. Expand promotional materials to include items such as signature guides, bump dots, and 20/20 pens.	0	40		Count	equal to or greater than	State Fiscal Year (July 1- June 30)	Number of new referrals. Reported quarterly to Senior Consultant.	Prevention counselor maintains number of referrals	AWARE Case management system	SC citizens with visual impairments	Assist SC citizens in preventing Blindness and other visual conditions	1001.030000.000	

FY 2020-2021 Agency Accountability Report

**Budget Responses:**

These responses were submitted for the FY 2020-2021 Accountability Report by the

**COMMISSION FOR THE BLIND**

			FY 2020-21 Expenditures (Actual)				FY 2021-22 Expenditures (Projected)			
State Funded Program Number	State Funded Program Title	Description of State Funded Program	General	Other	Federal	TOTAL	General	Other	Federal	TOTAL
0100.000000.000	Administration	Mission focused leadership and sound fiscal stewardship ensure that the agency meets its legal purpose.	\$1,781,973.00		\$41,813.00	<b>\$1,823,786.00</b>	\$1,245,200.00	\$10,000.00	\$9,851.00	<b>\$1,265,051.00</b>
0503.250000.000	Transition Services	Provides quality, individualized services to enable visually impaired youth and students to obtain and/or maintain employment.					\$203,000.00		\$2,559,218.00	<b>\$2,762,218.00</b>
0504.150000.000	Business Enterprise Program	Supports Blind vendors in self-employment through operation of vending facilities across the state.					\$174,103.00	\$327,680.00	\$730,033.00	<b>\$1,231,816.00</b>
0504.200000.000	EBM Rehabilitation Center	Provides quality, individualized services to enable visually impaired citizens to obtain and/or maintain employment.					\$265,902.00		\$1,119,832.00	<b>\$1,385,734.00</b>
0504.300000.000	Training and Employment	Provides quality, individualized services to enable visually impaired citizens to obtain and/or maintain employment.					\$171,692.00		\$665,767.00	<b>\$837,459.00</b>
0505.100000.000	Vocational Rehabilitation	Provides quality, individualized services to enable visually impaired citizens to obtain and/or maintain employment.					\$1,027,131.00		\$3,071,768.00	<b>\$4,098,899.00</b>
0508.000000.000	Rehabilitation Services	Provides quality, individualized services to enable visually impaired citizens to obtain and/or maintain employment.	\$1,158,867.00	\$219,844.00	\$8,017,687.00	<b>\$9,396,398.00</b>				
1001.030000.000	Prevention Of Blindness	Provides educational and medical services to uninsured, low income SC citizens of all ages to restore or maintain sight.	\$289,599.00		\$285,797.00	<b>\$575,396.00</b>	\$282,800.00			<b>\$282,800.00</b>
1200.010000.000	Older Blind Services	Provides quality, individualized services to enable visually impaired citizens age 55 and older to maintain independence and self-sufficiency.					\$168,500.00	\$50,000.00	\$419,746.00	<b>\$638,246.00</b>
1505.000000.000	Children's Services	Provides services to SC children ages 3 to 12 who are visually impaired to ensure a path to future self-sufficiency.	\$190,823.00		\$1,844.00	<b>\$192,667.00</b>	\$181,832.00			<b>\$181,832.00</b>
9500.050000.000	State Employer Contributions	SCCB contribution to state retirement fund	\$579,803.00	\$363.00	\$1,137,696.00	<b>\$1,717,862.00</b>	\$817,880.00	\$15,320.00	\$988,603.00	<b>\$1,821,803.00</b>

**Legal Responses:**

**These responses were submitted for the FY 2020-2021 Accountability Report by the  
COMMISSION FOR THE BLIND**

Description	Purpose	Law Number	Jurisdiction	Type	Notes
The Randolph Sheppard Act establishes that the Commission provide training and support to individuals who are Blind in operating vending facilities in federal buildings within the state.	Requires a service	20 USC 107	Federal	Statute	Training, support, and provision of initial inventory and equipment to operate a vending facility.
Under the State Vocational Rehabilitation Services Program, the Secretary provides grants to assist States in operating statewide comprehensive, coordinated, effective, efficient, and accountable vocational rehabilitation programs.	Requires a service	34 CFR 361	Federal	Regulation	All services necessary to assist a consumer in obtaining, maintaining, or regaining employment.
Under the State Supported Employment Services program, the Secretary provides grants to assist States in developing and implementing collaborative programs with appropriate entities to provide programs of supported employment services for individuals with the most significant disabilities, including youth with the most significant disabilities, to enable them to achieve an employment outcome of supported employment in competitive integrated employment.	Requires a service	34 CFR 363	Federal	Regulation	All services necessary to provide employment services to consumers with the most significant disabilities to obtain and maintain competitive, integrated employment.
Establishes that the Older Blind program supports projects that (a) Provide any of the independent living (IL) services to older individuals who are blind or severely visually impaired; (b) Conduct activities that will improve or expand services for these individuals; and (c) Conduct activities to help improve public understanding of the challenges of these individuals.	Requires a service	34 CFR 367	Federal	Regulation	All services necessary to assist a consumer, age 55 and older, in remaining independent in their homes.
Establishes creation of the Commission for the Blind; membership; qualifications and terms of members; meetings; officers; compensation.	Not related to agency deliverable	43-25-10	State	Statute	
Establishes the transfer of certain powers and duties of Division for the Blind to Commission.	Not related to agency deliverable	43-25-100	State	Statute	
Establishes "Blindness" and "severe visual disability" as criteria for acceptance for services for persons who qualify.	Not related to agency deliverable	43-25-20	State	Statute	
Establishes the powers and duties of the Commission.	Not related to agency deliverable	43-25-30	State	Statute	
Establishes application procedure; register of ophthalmologists; Commission shall pay examination costs.	Requires a service	43-25-40	State	Statute	Vision exams
Establishes that authorized procedures such as eye examinations and medical and surgical treatment for visually handicapped persons may be secured and that reports of results must be submitted to the Commission.	Requires a service	43-25-50	State	Statute	Eye surgery/medical procedures/treatment
Establishes that the Commission may employ qualified itinerant counselors to assist teachers in public or private schools who are responsible for the teaching of visually handicapped students and that the Department of Education and principals or heads of private schools shall report to the Commission the names of visually handicapped students in attendance.	Requires a service	43-25-60	State	Statute	Vocational Rehabilitation Counseling services in a school setting.

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Description	Purpose	Law Number	Jurisdiction	Type	Notes
Establishes that the Commission is empowered to operate concession stands in any State, county or municipal building and in any State park and shall negotiate with the proper agency or governing body regarding the establishment of a concession on such property.	Requires a manner of delivery	43-25-70	State	Statute	
Establishes that any sums appropriated by the General Assembly for treatment and training of the visually handicapped shall be kept by the State Treasurer in a fund for the treatment and training of the visually handicapped and shall be used to carry out the particular purpose assigned to it.	Requires a service	43-25-80	State	Statute	Treatment of visual conditions and/or training to assist consumers in reaching self-sufficiency.
Establishes that a person aggrieved by an action of the Commission must be granted, upon request, a hearing before a hearing officer assigned by the commission.	Not related to agency deliverable	43-25-90	State	Statute	
The Randolph Sheppard Act establishes that the Commission provide training and support to individuals who are Blind in operating vending facilities in local, county, and state buildings within the state.	Requires a service	Chapter 18, Title 1	State	Regulation	Training, support, and provision of initial inventory and equipment to operate a vending facility.
The Workforce Innovation and Opportunity Act strengthens and improves the nation's public workforce system to help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers. It specifies common measures that all WIOA core partners are required to utilize.	Requires a service	PL 113-128	Federal	Statute	WIOA establishes that vocational rehabilitation is a key component of the workforce development system, and that serving individuals with barriers to employment (not just individuals with a disability) is a requirement for all partners.
The Rehabilitation Act of 1973 revised and expanded vocational rehabilitation services, with special emphasis on services to those with the most severe disabilities, including employment opportunities, independent living, and consumer assistance; and various training and service-discretionary grants administered by the Rehabilitation Administration. It also prohibited discrimination on the basis of disability (sections 501 and 503); created and extended civil rights to people with disabilities, including provisions for reasonable accommodation (section 504); and established requirements for accessible information technology (section 508).	Requires a service	PL 93-112	Federal	Statute	Establishes and authorizes the state vocational rehabilitation program, independent living and older blind services, prevention services, and others.



FY 2020-2021 Agency Accountability Report  
**Services Responses:**

These responses were submitted for the FY 2020-2021 Accountability Report by the  
**COMMISSION FOR THE BLIND**

Description of Service	Description of Direct Customer	Customer Name	Others Impacted By the Service	Agency unit providing the service	Description of agency unit	Primary negative impact if service not provided
Assistance in overcoming barriers due to visual disability to achieve success in employment and/or education/training.	Any citizen of South Carolina with a visual impairment that meets eligibility requirements.	Blind consumer		Vocational Rehabilitation	Provides quality, individualized vocational rehabilitation services based on individual needs that will assist persons who are Blind and visually impaired in obtaining, maintaining, or regaining competitive employment.	Greater number of persons with visual impairments would need to rely on state support and social service programs instead of becoming taxpayers.
Provision of skills training, technology, and low vision devices for independence.	Any citizen of South Carolina, age 55 and older, with a severe visual impairment that meets eligibility requirements.	Older Blind consumer		Older Blind Program	Provides quality, individualized services to enable persons with visual impairments aged 55 and older, with no goal of employment, to remain as self-sufficient and independent as possible.	More seniors with visual impairments would require assisted living or in home care, creating a larger burden on taxpayer funded healthcare programs.
Service coordination with other agencies and provision of services related to visual impairment to ensure success from an early age.	Any child who resides in South Carolina, age 3 to 12, with a severe visual impairment that meets eligibility requirements.	Blind child		Children's Services	Provides services and coordination with other agencies to assist children with visual impairments ages 3 to 12 to achieve their full potential.	Children with visual impairments would not learn the skills necessary for self-sufficiency from an early age, leading to adults dependent on social services and taxpayer dollars.
Eye exams, surgeries, eyeglasses, and other treatments to prevent vision loss.	Any citizen in South Carolina with an eye condition that may be corrected and vision loss prevented, but they have no other means of obtaining the treatment.	Prevention consumer		Prevention of Blindness	Provides prevention services to help South Carolina residents maintain their vision and provides educational material on eye health across the state.	SC citizens would become severely visually impaired or Blind and require assistance from taxpayer funded programs instead of maintaining independence and self-sufficiency
Training and financial assistance to become an independent operator under the Randolph Sheppard Act.	Any citizen of South Carolina who is 18 years or older, legally blind, and meets eligibility requirements.	BEP consumer		Business Enterprise Program	Provides necessary training, guidance, and financial support for a person who is legally blind to become a licensed vendor and independently operate a vending facility in a local, state, or federal government facility.	Individuals who are Blind would be dependent on public funds to support them instead of maintaining self-employment and being productive taxpayers.

**Agency Partnerships Responses:**

These responses were submitted for the FY 2020-2021 Accountability Report by the

**COMMISSION FOR THE BLIND**

Name of Partner Entity	Type of Partner Entity	Description of Partnership
SC Vocational Rehabilitation Department	State Government	A partner in the Unified State Plan and in the RSA common performance measures tracking. Coordinate services for consumers.
SC Department of Employment and Workforce	State Government	A partner in the Unified State Plan and in the RSA common performance measures tracking. Coordinate services for consumers.
SC Department of Education	State Government	A partner in the Unified State Plan and in the RSA common performance measures tracking. Coordinate services for consumers.
National Federation of the Blind	Non-Governmental Organization	Promotes SCCB to their members. Provides training assistance
SC School for the Deaf & Blind	State Government	Provides office space for 1 VR counselor and promotes SCCB to their consumers and partners. Participates in SCCB activities with consumers.
Goodwill Industries	Non-Governmental Organization	Provides training assistance
Association for Education and Rehabilitation of the Blind and Visually Impaired (AERBVI) of SC	Non-Governmental Organization	Provides updates on assistive technology for visually impaired
SC State University Orientation & Mobility Program	Higher Education Institute	Provides updates on assistive technology for visually impaired
Medical University of SC, Storm Eye Clinic	Higher Education Institute	Provides updates on assistive technology for visually impaired
SC Governor's Committee	State Government	Job placement assistance
Department of Archives & History, Disability Coordinator	State Government	Includes SCCB information at job fairs.
Able SC	Non-Governmental Organization	Provides training assistance
Office of Federal Contract Compliance Programs	Federal Government	Provides information and contacts for federal job placement opportunities
SC Industry Liaison Group	Non-Governmental Organization	Job placement assistance
Social Security Administration	Federal Government	Ticket to Work reimbursements, work incentives
Blue Cross Blue Shield	Private Business Organization	Provides job placement and sensitivity training
Verizon Wireless	Private Business Organization	Provides job placement and sensitivity training
SC Department on Aging	State Government	Provides referrals and resources for Older Blind
Statewide Senior Assisted Living and Senior Daycare Facilities	Private Business Organization	Provides referrals and resources for Older Blind
Lions Club	Non-Governmental Organization	Provides resources for consumers and staff
Helen Keller National Center	Private Business Organization	Provides free consultations
BabyNet	Non-Governmental Organization	Coordinates with SCCB to provide free services to children with visual impairments
PRO-Parents of SC	Non-Governmental Organization	Coordinates with SCCB to provide free services to children with visual impairments
National Employment Team-Southeast Region	Federal Government	Job placement assistance
SC State Museum	State Government	Provides internships
Columbia College	Higher Education Institute	Provides sensitivity training
McKissick Museum/Library	State Government	Provides soft skills training, job placement assistance
SC Assistive Technology Program (SCATP)-University of SC School of Medicine	Higher Education Institute	Provides internships
University of SC Thomas Cooper Library	State Government	Provides soft skills training, job placement assistance
Anderson Mayor's Committee on Employment of People with Disabilities	Local Government	Job placement assistance
Columbia Mayor's Committee on Employment of People with Disabilities	Local Government	Job placement assistance
Spartanburg Mayors Committee for People with Disabilities	Local Government	Job placement assistance
Summerville Mayor's Committee on Employment of People with Disabilities	Local Government	Job placement assistance
American Red Cross	Non-Governmental Organization	Provides internships
United Way 211	Non-Governmental Organization	Provides internships
Wm. Jennings Bryan Dorn Department of Veterans Affairs Medical Center / Veterans Health Administration	Federal Government	Job placement assistance
Harvest Hope Food Bank	Non-Governmental Organization	Provides internships
Richland County Library	Local Government	Provides soft skills training
SC State Library - Talking Book Services	State Government	Provides internships
Greater Charleston Call Center Alliance	Non-Governmental Organization	Job placement assistance

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COMMISSION FOR THE BLIND

Name of Partner Entity	Type of Partner Entity	Description of Partnership
Hadley School for the Blind	Private Business Organization	Staff participates in free online courses
Freedom Scientific	Private Business Organization	Free online JAWS training
SC Division of Technology Operations	State Government	In process of migrating; DTO will manage the I.T. Infrastructure for SCCB
Microsoft	Private Business Organization	Training for I.T. Staff on their website.
SC State Ethics Commission	State Government	Provides ethical guidance through yearly activity reporting
Department of Homeland Security	Federal Government	Provides verification of eligibility and identity of hired individuals
SC Human Affairs Commission	State Government	Provides consultative services on HR matters
SC Department of Administration	State Government	Provides consultative services and serves as a collecting house for workforce utilization data
SC Insurance Reserve Fund	State Government	Provides staff training at no cost
SC Department of Labor, Licensing and Regulation	State Government	Provides staff training at no cost
Foundation for the Commission for the Blind	Non-Governmental Organization	Assists with a variety of services. Presents recognition awards to SCCB staff.
SC Division of State Human Resources	State Government	Provides support to SCCB Human Resource Department
South Carolina Law Enforcement Division (SLED)	State Government	Provides background reports
Midlands Technical College	Higher Education Institute	Provides training assistance
SC Department of Social Services	State Government	Provides background reports
Waccamaw Regional Council of Governments	Local Government	Job placement assistance
Midlands Workforce Development Board	Non-Governmental Organization	Workforce partners work together to share resources and build partnerships with businesses
Apple Store-Charleston	Private Business Organization	Provides internships
Apple Store-Greenville	Private Business Organization	Provides internships
Apprenticeship Carolina, a division of the SC Technical College System	State Government	Provides internships
US Department of Labor Office of Apprenticeship-Columbia SC	Federal Government	Provides internships
The Vision Institute of SC	Private Business Organization	Provides Low Vision assistance
Focus First	Non-Governmental Organization	Provides vision care to children in need
University of SC	Higher Education Institute	Provides internships
University of SC Medical School	Higher Education Institute	Provides Low Vision interns to assist with Low Vision Clinics across the state.
SC Commission for Minority Affairs	State Government	Assists the agency Diversity Team and HR department in staff diversity issues.
Coastal Carolina University	Higher Education Institute	Internship opportunities
South Carolina Bar	State Government	Employment and Internship opportunities
Richland County Public Defender's Office	Local Government	Internship opportunities
The Courage Center	Private Business Organization	Internship opportunities
ABC Academy	Private Business Organization	Internship opportunities
The Manning Times	Private Business Organization	Internship opportunities
BlueCross BlueShield	Private Business Organization	Employment opportunities
Call 4 Health	Private Business Organization	Employment opportunities, on the job training
Catalyte	Private Business Organization	Skills training assistance
Conduent	Private Business Organization	Employment opportunities
Founders Bank	Private Business Organization	Training and employment opportunities
Industries For the Blind and Visually Impaired, Inc. (IBVI)	Private Business Organization	Employment opportunities
LCI Industries	Private Business Organization	Employment opportunities
Pearl Interactive	Private Business Organization	Employment opportunities
Publix (Store #483)	Private Business Organization	Employment opportunities
Sysco	Private Business Organization	Employment opportunities
United Healthcare	Private Business Organization	Employment opportunities
AccessAbility	Private Business Organization	Internship and employment opportunities
Charleston Chamber of Commerce	Local Government	Workforce partners work together to share resources and build partnerships with businesses
Columbia Suit Project (Tom James Clothiers)	Private Business Organization	Training and clothing options for consumers entering the workplace
Columbia Chamber of Commerce	Local Government	Workforce partners work together to share resources and build partnerships with businesses
Consign Charleston	Private Business Organization	Clothing for employees entering the workforce and employment opportunities

These responses were submitted for the FY 2020-2021 Accountability Report by the

COMMISSION FOR THE BLIND

Name of Partner Entity	Type of Partner Entity	Description of Partnership
CP Johnson Enterprises	Private Business Organization	Provides training assistance
Diamond Coaching Institute	Private Business Organization	Provides training assistance
Greenville Chamber of Commerce	Local Government	Workforce partners work together to share resources and build partnerships with businesses
Midlands Workforce Development Board	State Government	Workforce partners work together to share resources and build partnerships with businesses
National Federation for the Blind- Federation Center Columbia	Non-Governmental Organization	Provides training assistance
National Retail Federation	Non-Governmental Organization	Provides training assistance
Office of the State Treasurer - Palmetto Able Savings Program	State Government	Training and financial planning
SC Assistive Technology Advisory Council	Higher Education Institute	Provides updates on assistive technology for visually impaired
SC Works	State Government	Workforce partners work together to share resources and build partnerships with businesses
US Department of Labor Office of Apprenticeship - Columbia Office	Federal Government	Provides training assistance
Waccamaw Quarterly Business Services Partners	Non-Governmental Organization	Workforce partners work together to share resources and build partnerships with businesses

**FY 2020-2021 Agency Accountability Report  
Reports Responses:**

**These responses were submitted for the FY 2020-2021 Accountability Report by the  
COMMISSION FOR THE BLIND**

Report Name	Law Number (If required)	Summary of Information Requested in the Report	Most Recent Submission Date	Reporting Frequency	Type of Entity	Method to Access the Report	Direct access hyperlink or agency contact
Agency Accountability Report	Section 1-1-810, SC Code of Laws	Contains the agency's mission, objectives to accomplish the mission, and performance measures that show the degree to which objectives are being met. Identifies key program area descriptions and expenditures and links these to key financial and performance results measures.	9/14/2021	Annually	Governor or Lt. Governor AND Legislative entity or entities	Provided to LSA for posting online	
Report to the General Assembly	Section 1-13-110, SC Code of Laws	Demographic information regarding employees for use in maintaining a diverse workgroup.	10/30/2020	Annually	South Carolina state agency or agencies	Available on another website	<a href="https://schac.sc.gov/about-us/divisions-departments/technical-services-and-training-department">https://schac.sc.gov/about-us/divisions-departments/technical-services-and-training-department</a>
RSA-15 Report of Vending Facility Program (Randolph Sheppard)	Randolph Sheppard Act, 20 USC 107a(a)	Detailed information on the Business Enterprise Program income and expenditures as well as vendor locations in each state.	12/31/2020	Annually	Entity within federal government	Available on another website	<a href="https://rsa.ed.gov/data/view-submission-rsa-15">https://rsa.ed.gov/data/view-submission-rsa-15</a>
RSA-722 Resolution of Applicant/Client Appeals Report	Section 102(c) of the Rehabilitation Act of 1973, as amended.	Adverse actions against SCCB.	10/31/2020	Annually	Entity within federal government	Available on another website	<a href="https://rsa.ed.gov/data/view-submission-rsa-722">https://rsa.ed.gov/data/view-submission-rsa-722</a>
RSA-7-OB Independent Living Services for Older Individuals who are Blind	Title VII Chapter 2, of the Rehabilitation Act, as amended. Section 752(l)(2)(A) of the Rehabilitation Act, as amended.	Detailed information on expenditures for the Older Blind Program.	10/31/2020	Annually	Entity within federal government	Available on another website	<a href="https://rsa.ed.gov/data/view-submission-rsa-7ob">https://rsa.ed.gov/data/view-submission-rsa-7ob</a>

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RSA-911 Case Services Report	Section 116(b) in title I of WIOA and Sections 101(a)(10) and 607 of the Rehabilitation Act, as amended.	Data on the RSA core performance measures.	8/15/2021	Quarterly	Entity within federal government	Available on another website	must email RSAData@ed.gov for data collected through the RSA-911
SF-425 Federal Financial Report for the State Supported Employment Services program	Federal financial Assistance Management Act of 1999 (P.L. 106-107)	Detailed information on expenditures for the Vocational Rehabilitation Program and ensure compliance.	9/30/2021	Twice a year	Entity within federal government	Available on another website	<a href="https://rsa.ed.gov/data/view-submission-sf-425">https://rsa.ed.gov/data/view-submission-sf-425</a>
RSA-17 Vocational Rehabilitation Financial Report	Federal financial Assistance Management Act of 1999 (P.L. 106-107)	Data on VR program activities for agencies funded under the Rehabilitation Act of 1973 (Rehabilitation Act), as amended by title IV of the Workforce Innovation and Opportunity Act (WIOA). RSA uses the data to evaluate and monitor the financial and programmatic performance of VR agencies.	7/31/2021	Quarterly	Entity within federal government	Available on another website	<a href="https://rsa.ed.gov/data/view-submission-rsa-17">https://rsa.ed.gov/data/view-submission-rsa-17</a>
RSA-692 Federal Reallotment Report		To request or relinquish federal reallotment dollars.	8/13/2021	Annually	Entity within federal government	Available on another website	<a href="https://rsa.ed.gov/data/view-submission-rsa-692">https://rsa.ed.gov/data/view-submission-rsa-692</a>
SF-425 Federal Financial Report for the Independent Living For Older Individuals who are Blind program	Federal financial Assistance Management Act of 1999 (P.L. 106-107)	Detailed information on grant expenditures to ensure compliance.	9/30/2021	Twice a year	Entity within federal government	Available on another website	<a href="https://rsa.ed.gov/data/view-submission-sf-425?webform_submission_value=3">https://rsa.ed.gov/data/view-submission-sf-425?webform_submission_value=3</a>
SF-425 Federal Financial Report for the Supported Employment program	Federal financial Assistance Management Act of 1999 (P.L. 106-107)	Detailed information on expenditures and ensure compliance.	9/30/2021	Twice a year	Entity within federal government	Available on another website	<a href="https://rsa.ed.gov/data/view-submission-sf-425?webform_submission_value=4">https://rsa.ed.gov/data/view-submission-sf-425?webform_submission_value=4</a>

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Report Name	Law Number (If required)	Summary of Information Requested in the Report	Most Recent Submission Date	Reporting Frequency	Type of Entity	Method to Access the Report	Direct access hyperlink or agency contact
SF-425 Federal Financial Report for the Randolph-Sheppard Financial Relief and Restoration Payment program	Federal financial Assistance Management Act of 1999 (P.L. 106-107)	Detailed information on grant expenditures to ensure compliance.	9/30/2021	Twice a year	Entity within federal government	Available on another website	<a href="https://rsa.ed.gov/data/view-submission-sf-425">https://rsa.ed.gov/data/view-submission-sf-425</a>
RSA-9169 WIOA annual performance report	Section 116(b)(3)(A)(iv) of the Workforce Innovation and Opportunity Act (WIOA)	Detailed information on compliance with WIOA performance measures.	9/30/2021	Annually	Entity within federal government	Available on another website	<a href="https://rsa.ed.gov/wioa-resources/wioa-annual-reports">https://rsa.ed.gov/wioa-resources/wioa-annual-reports</a>
Master Reporting Package Checklist	State Reporting Policies and Procedures	Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual	7/9/2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	
Cash and Investments Reporting Forms	State Reporting Policies and Procedures	Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual	7/23/2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	
Loan Receivables Reporting Forms	State Reporting Policies and Procedures	Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual	7/23/2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	
Litigation Reporting Forms	State Reporting Policies and Procedures	Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual	7/23/2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	
Disallowances and Penalties Reporting Forms	State Reporting Policies and Procedures	Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual	7/23/2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	
Claims Reporting Forms	State Reporting Policies and Procedures	Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual	8/6/2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	

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Report Name	Law Number (If required)	Summary of Information Requested in the Report	Most Recent Submission Date	Reporting Frequency	Type of Entity	Method to Access the Report	Direct access hyperlink or agency contact
Tax Revenues Reporting Forms	State Reporting Policies and Procedures	Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual	8/13/2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	
Other Receivables	State Reporting Policies and Procedures	Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual	8/13/2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	
Inventory Reporting Forms	State Reporting Policies and Procedures	Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual	8/13/2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	
Miscellaneous Loss Liabilities, Loss Contingencies, and Commitments Reporting Forms	State Reporting Policies and Procedures	Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual	8/13/2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	
Interfund Payables Reporting Forms	State Reporting Policies and Procedures	Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual	8/20/2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	
Fund Classification Reporting Forms	State Reporting Policies and Procedures	Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual	8/20/2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	
Unearned Revenue	State Reporting Policies and Procedures	Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual	8/20/2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	
Prepaid Expense Reporting Forms	State Reporting Policies and Procedures	Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual	8/20/2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	
Operating Leases Reporting Forms	State Reporting Policies and Procedures	Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual	8/20/2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	
Capital Assets Reporting Forms	State Reporting Policies and Procedures	Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual	9/10/2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	



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Report Name	Law Number (If required)	Summary of Information Requested in the Report	Most Recent Submission Date	Reporting Frequency	Type of Entity	Method to Access the Report	Direct access hyperlink or agency contact
Grant/Contribution Revenues Reporting Forms	State Reporting Policies and Procedures	Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual	9/10/2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	
Accounts Payable Reporting Forms	State Reporting Policies and Procedures	Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual	9/10/2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	
Subsequent Events Package	State Reporting Policies and Procedures	Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual	10/22/2020	Annually	South Carolina state agency or agencies	Electronic copy available upon request	
IT Data Collection & Planning Report	State Reporting Policies and Procedures	Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual	7/31/2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	
Schedule of Expenditures of Federal Awards	State Reporting Policies and Procedures	Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual	8/15/2020	Annually	South Carolina state agency or agencies	Electronic copy available upon request	
Medical Practitioner's Survey	State Reporting Policies and Procedures	Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual	8/17/2020	Annually	South Carolina state agency or agencies	Electronic copy available upon request	
Information Security and Privacy Survey	State Reporting Policies and Procedures	Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual	8/27/2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	
Travel Report	State Reporting Policies and Procedures	Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual	6/30/2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	
Other Funds Survey	State Reporting Policies and Procedures	Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual	11/6/2020	Annually	South Carolina state agency or agencies	Electronic copy available upon request	
Federal Projects Review	State Reporting Policies and Procedures	Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual	2/15/2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	

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Report Name	Law Number (If required)	Summary of Information Requested in the Report	Most Recent Submission Date	Reporting Frequency	Type of Entity	Method to Access the Report	Direct access hyperlink or agency contact
Debt Collection	State Reporting Policies and Procedures	Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual	2/26/2021	Annually	South Carolina state agency or agencies	Electronic copy available upon request	
SSA Cost Formulas	Ticket to Work Incentives Improvement Act of 1999 (P.L. 106-170)	To ensure accurate administrative costs for ticket to work reimbursements.	4/30/2020	Annually	Other	Electronic copy available upon request	