

# **State Plan for the State Vocational Rehabilitation Services Program and State Plan Supplement for the State Supported Employment Services Program South Carolina Commission for the Blind State Plan for Fiscal Year 2014 (submitted FY 2013)**

## **Preprint - Section 1: State Certifications**

1.1 The **South Carolina Commission for the Blind** is authorized to submit this State Plan under Title I of the Rehabilitation Act of 1973, as amended [1] and its supplement under Title VI, Part B, of the Rehabilitation Act [2].

1.2 As a condition for the receipt of federal funds under Title I, Part B, of the Rehabilitation Act for the provision of vocational rehabilitation services, the **South Carolina Commission for the Blind** [3] agrees to operate and administer the State Vocational Rehabilitation Services Program in accordance with the provisions of this State Plan [4], the Rehabilitation Act, and all applicable regulations [5], policies and procedures established by the secretary. Funds made available under Section 111 of the Rehabilitation Act are used solely for the provision of vocational rehabilitation services under Title I of the Rehabilitation Act and the administration of the State Plan for the vocational rehabilitation services program.

1.3 As a condition for the receipt of federal funds under Title VI, Part B, of the Rehabilitation Act for supported employment services, the designated state agency agrees to operate and administer the State Supported Employment Services Program in accordance with the provisions of the supplement to this State Plan [6], the Rehabilitation Act and all applicable regulations [7], policies and procedures established by the secretary. Funds made available under Title VI, Part B, are used solely for the provision of supported employment services and the administration of the supplement to the Title I State Plan. Yes

1.4 The designated state agency and/or the designated state unit has the authority under state law to perform the functions of the state regarding this State Plan and its supplement. Yes

1.5 The state legally may carry out each provision of the State Plan and its supplement. Yes

1.6 All provisions of the State Plan and its supplement are consistent with state law. Yes

1.7 The (enter title of state officer below) Yes

SCCB Commissioner

... has the authority under state law to receive, hold and disburse federal funds made available under this State Plan and its supplement.

1.8 The (enter title of state officer below)...Yes

SCCB Commissioner

... has the authority to submit this State Plan for vocational rehabilitation services and the State Plan supplement for supported employment services.

1.9 The agency that submits this State Plan and its supplement has adopted or otherwise formally approved the plan and its supplement. Yes

State Plan Certified By

As the authorized signatory identified above, I hereby certify that I will sign, date and retain in the files of the designated state agency/designated state unit Section 1 of the Preprint, and separate Certification of Lobbying forms (Form ED-80-0013; available at <http://www.ed.gov/fund/grant/apply/appforms/ed80-013.pdf>) for both the vocational rehabilitation and supported employment programs.

Signed?Yes

Name of SignatoryJames Kirby

Title of SignatorySCCB Commissioner

Date Signed (mm/dd/yyyy)07/01/2013

Assurances Certified By

At the request of RSA, the designated state agency and/or the designated state unit provide the following assurance(s), in addition to those contained within Section 2 through 8 below, in connection with the approval of the State Plan for FY 2014No

Comments:

Signed?

Name of Signatory

Title of Signatory

Date Signed (mm/dd/yyyy)

\* The signatory of the assurance with the authority to execute and submit the State Plan will maintain a signed copy of the assurance(s) with the signed State Plan.

#### Section 1 Footnotes

[1] Public Law 93 112, as amended by Public Laws 93 516, 95 602, 98 221, 99 506, 100-630, 102-569, 103-073, and 105-220.

[2] Unless otherwise stated, "Rehabilitation Act" means the Rehabilitation Act of 1973, as amended.

[3] All references in this plan to "designated state agency" or to "the state agency" relate to the agency identified in this paragraph.

[4] No funds under Title I of the Rehabilitation Act may be awarded without an approved State Plan in accordance with Section 101(a) of the Rehabilitation Act and 34 CFR part 361.

[5] Applicable regulations include the Education Department General Administrative Regulations (EDGAR) in 34 CFR Parts 74, 76, 77, 79, 80, 81, 82, 85 and 86 and the State Vocational Rehabilitation Services Program regulations in 34 CFR Part 361.

[6] No funds under Title VI, Part B, of the Rehabilitation Act may be awarded without an approved supplement to the Title I State Plan in accordance with Section 625(a) of the Rehabilitation Act.

[7] Applicable regulations include the EDGAR citations in footnote 5, 34 CFR Part 361, and 34 CFR Part 363.

## **Preprint - Section 2: Public Comment on State Plan Policies and Procedures**

### **2.1 Public participation requirements. (Section 101(a)(16)(A) of the Rehabilitation Act; 34 CFR 361.10(d), .20(a), (b), (d); and 363.11(g)(9))**

#### **(a) Conduct of public meetings.**

The designated state agency, prior to the adoption of any substantive policies or procedures governing the provision of vocational rehabilitation services under the State Plan and supported employment services under the supplement to the State Plan, including making any substantive amendments to the policies and procedures, conducts public meetings throughout the state to provide the public, including individuals with disabilities, an opportunity to comment on the policies or procedures.

#### **(b) Notice requirements.**

The designated state agency, prior to conducting the public meetings, provides appropriate and sufficient notice throughout the state of the meetings in accordance with state law governing public meetings or, in the absence of state law governing public meetings, procedures developed by the state agency in consultation with the State Rehabilitation Council, if the agency has a council.

#### **(c) Special consultation requirements.**

The state agency actively consults with the director of the Client Assistance Program, the State Rehabilitation Council, if the agency has a council and, as appropriate, Indian tribes, tribal organizations and native Hawaiian organizations on its policies and procedures governing the provision of vocational rehabilitation services under the State Plan and supported employment services under the supplement to the State Plan.

# **Preprint - Section 3: Submission of the State Plan and its Supplement**

**3.1 Submission and revisions of the State Plan and its supplement. (Sections 101(a)(1), (23) and 625(a)(1) of the Rehabilitation Act; Section 501 of the Workforce Investment Act; 34 CFR 76.140; 361.10(e), (f), and (g); and 363.10)**

**(a) The state submits to the commissioner of the Rehabilitation Services Administration the State Plan and its supplement on the same date that the state submits either a State Plan under Section 112 of the Workforce Investment Act of 1998 or a state unified plan under Section 501 of that Rehabilitation Act.**

**(b) The state submits only those policies, procedures or descriptions required under this State Plan and its supplement that have not been previously submitted to and approved by the commissioner.**

**(c) The state submits to the commissioner, at such time and in such manner as the commissioner determines to be appropriate, reports containing annual updates of the information relating to the:**

1. comprehensive system of personnel development;
2. assessments, estimates, goals and priorities, and reports of progress;
3. innovation and expansion activities; and
4. other updates of information required under Title I, Part B, or Title VI, Part B, of the Rehabilitation Act that are requested by the commissioner.

**(d) The State Plan and its supplement are in effect subject to the submission of modifications the state determines to be necessary or the commissioner requires based on a change in state policy, a change in federal law, including regulations, an interpretation of the Rehabilitation Act by a federal court or the highest court of the state, or a finding by the commissioner of state noncompliance with the requirements of the Rehabilitation Act, 34 CFR 361 or 34 CFR 363.**

**3.2 Supported Employment State Plan supplement. (Sections 101(a)(22) and 625(a) of the Rehabilitation Act; 34 CFR 361.34 and 363.10)**

**(a) The state has an acceptable plan for carrying out Part B, of Title VI of the Rehabilitation Act that provides for the use of funds under that part to supplement funds made available under Part B, of Title I of the Rehabilitation Act for the cost of services leading to supported employment.**

**(b) The Supported Employment State Plan, including any needed annual revisions, is submitted as a supplement to the State Plan.**

# **Preprint - Section 4: Administration of the State Plan**

## **4.1 Designated state agency and designated state unit. (Section 101(a)(2) of the Rehabilitation Act; 34 CFR 361.13(a) and (b))**

### **(a) Designated state agency.**

1. There is a state agency designated as the sole state agency to administer the State Plan or to supervise its administration in a political subdivision of the state by a sole local agency.
2. The designated state agency is a state agency that is primarily concerned with vocational rehabilitation or vocational and other rehabilitation of individuals with disabilities. (Option B was not selected/Option A was selected)
3. In American Samoa, the designated state agency is the governor.

### **(b) Designated state unit.**

1. If the designated state agency is not primarily concerned with vocational rehabilitation or vocational and other rehabilitation of individuals with disabilities, in accordance with subparagraph 4.1(a)(2)(B) of this section, the state agency includes a vocational rehabilitation bureau, division or unit that:
  - A. is primarily concerned with vocational rehabilitation or vocational and other rehabilitation of individuals with disabilities and is responsible for the administration of the designated state agency's vocational rehabilitation program under the State Plan;
  - B. has a full-time director;
  - C. has a staff, at least 90 percent of whom are employed full-time on the rehabilitation work of the organizational unit; and
  - D. is located at an organizational level and has an organizational status within the designated state agency comparable to that of other major organizational units of the designated state agency.
2. The name of the designated state vocational rehabilitation unit is

## **4.2 State independent commission or State Rehabilitation Council. (Sections 101(a)(21) and 105 of the Rehabilitation Act; 34 CFR 361.16 and .17)**

The State Plan must contain one of the following assurances.

### **(a) The designated state agency is an independent state commission that:**

1. is responsible under state law for operating or overseeing the operation of the vocational rehabilitation program in the state and is primarily concerned with the vocational

rehabilitation or vocational and other rehabilitation of individuals with disabilities in accordance with subparagraph 4.1(a)(2)(A) of this section.

2. is consumer controlled by persons who:
  - A. are individuals with physical or mental impairments that substantially limit major life activities; and
  - B. represent individuals with a broad range of disabilities, unless the designated state unit under the direction of the commission is the state agency for individuals who are blind;
3. includes family members, advocates or other representatives of individuals with mental impairments; and
4. undertakes the functions set forth in Section 105(c)(4) of the Rehabilitation Act and 34 CFR 361.17(h)(4).

**(b) The state has established a State Rehabilitation Council that meets the criteria set forth in Section 105 of the Rehabilitation Act, 34 CFR 361.17 (Option B was not selected/Option A was selected)**

#### **4.3 Consultations regarding the administration of the State Plan. (Section 101(a)(16)(B) of the Rehabilitation Act; 34 CFR 361.21)**

The designated state agency takes into account, in connection with matters of general policy arising in the administration of the plan and its supplement, the views of:

- (a) individuals and groups of individuals who are recipients of vocational rehabilitation services or, as appropriate, the individuals' representatives;**
- (b) personnel working in programs that provide vocational rehabilitation services to individuals with disabilities;**
- (c) providers of vocational rehabilitation services to individuals with disabilities;**
- (d) the director of the Client Assistance Program; and**
- (e) the State Rehabilitation Council, if the state has a council.**

#### **4.4 Nonfederal share. (Sections 7(14) and 101(a)(3) of the Rehabilitation Act; 34 CFR 80.24 and 361.60)**

The nonfederal share of the cost of carrying out this State Plan is 21.3 percent and is provided through the financial participation by the state or, if the state elects, by the state and local agencies.

#### **4.5 Local administration. (Sections 7(24) and 101(a)(2)(A) of the Rehabilitation Act; 34 CFR 361.5(b)(47) and .15)**

The State Plan provides for the administration of the plan by a local agency. No

If "Yes", the designated state agency:

**(a) ensures that each local agency is under the supervision of the designated state unit with the sole local agency, as that term is defined in Section 7(24) of the Rehabilitation Act and 34 CFR 361.5(b)(47), responsible for the administration of the vocational rehabilitation program within the political subdivision that it serves; and**

**(b) develops methods that each local agency will use to administer the vocational rehabilitation program in accordance with the State Plan.**

#### **4.6 Shared funding and administration of joint programs. (Section 101(a)(2)(A)(ii) of the Rehabilitation Act; 34 CFR 361.27)**

The State Plan provides for the state agency to share funding and administrative responsibility with another state agency or local public agency to carry out a joint program to provide services to individuals with disabilities. No

If "Yes", the designated state agency submits to the commissioner for approval a plan that describes its shared funding and administrative arrangement. The plan must include:

**(a) a description of the nature and scope of the joint program;**

**(b) the services to be provided under the joint program;**

**(c) the respective roles of each participating agency in the administration and provision of services; and**

**(d) the share of the costs to be assumed by each agency.**

#### **4.7 Statewideness and waivers of statewideness. (Section 101(a)(4) of the Rehabilitation Act; 34 CFR 361.25, .26, and .60(b)(3)(i) and (ii))**

This agency is **not** requesting a waiver of statewideness.

**(a) Services provided under the State Plan are available in all political subdivisions of the state.**

**(b) The state unit may provide services in one or more political subdivisions of the state that increase services or expand the scope of services that are available statewide under this State Plan if the:**

1. nonfederal share of the cost of these services is met from funds provided by a local public agency, including funds contributed to a local public agency by a private agency, organization or individual;
2. services are likely to promote the vocational rehabilitation of substantially larger numbers of individuals with disabilities or of individuals with disabilities with particular types of impairments; and

3. state, for purposes other than the establishment of a community rehabilitation program or the construction of a particular facility for community rehabilitation program purposes, requests in Attachment 4.7(b)(3) a waiver of the statewideness requirement in accordance with the following requirements:
  - A. identification of the types of services to be provided;
  - B. written assurance from the local public agency that it will make available to the state unit the nonfederal share of funds;
  - C. written assurance that state unit approval will be obtained for each proposed service before it is put into effect; and
  - D. written assurance that all other State Plan requirements, including a state's order of selection, will apply to all services approved under the waiver.

**(c) Contributions, consistent with the requirements of 34 CFR 361.60(b)(3)(ii), by private entities of earmarked funds for particular geographic areas within the state may be used as part of the nonfederal share without the state requesting a waiver of the statewideness requirement provided that the state notifies the commissioner that it cannot provide the full nonfederal share without using the earmarked funds.**

**4.8 Cooperation, collaboration and coordination. (Sections 101(a)(11), (24)(B), and 625(b)(4) and (5) of the Rehabilitation Act; 34 CFR 361.22, .23, .24, and .31, and 363.11(e))**

**(a) Cooperative agreements with other components of statewide work force investment system.**

The designated state agency or the designated state unit has cooperative agreements with other entities that are components of the statewide work force investment system and replicates those agreements at the local level between individual offices of the designated state unit and local entities carrying out the One-Stop service delivery system or other activities through the statewide work force investment system.

**(b) Cooperation and coordination with other agencies and entities.**

Attachment 4.8(b) (1)-(4) describes the designated state agency's:

1. cooperation with and use of the services and facilities of the federal, state, and local agencies and programs, including programs carried out by the undersecretary for Rural Development of the United States Department of Agriculture and state use contracting programs, to the extent that those agencies and programs are not carrying out activities through the statewide work force investment system;
2. coordination, in accordance with the requirements of paragraph 4.8(c) of this section, with education officials to facilitate the transition of students with disabilities from school to the receipt of vocational rehabilitation services;

3. establishment of cooperative agreements with private nonprofit vocational rehabilitation service providers, in accordance with the requirements of paragraph 5.10(b) of the State Plan; and,
4. efforts to identify and make arrangements, including entering into cooperative agreements, with other state agencies and entities with respect to the provision of supported employment and extended services for individuals with the most significant disabilities, in accordance with the requirements of subsection 6.5 of the supplement to this State Plan.

**(c) Coordination with education officials.**

1. Attachment 4.8(b)(2) describes the plans, policies and procedures for coordination between the designated state agency and education officials responsible for the public education of students with disabilities that are designed to facilitate the transition of the students who are individuals with disabilities from the receipt of educational services in school to the receipt of vocational rehabilitation services under the responsibility of the designated state agency.
2. The State Plan description must:
  - A. provide for the development and approval of an individualized plan for employment in accordance with 34 CFR 361.45 as early as possible during the transition planning process but, at the latest, before each student determined to be eligible for vocational rehabilitation services leaves the school setting or if the designated state unit is operating on an order of selection before each eligible student able to be served under the order leaves the school setting; and
  - B. include information on a formal interagency agreement with the state educational agency that, at a minimum, provides for:
    - i. consultation and technical assistance to assist educational agencies in planning for the transition of students with disabilities from school to postschool activities, including vocational rehabilitation services;
    - ii. transition planning by personnel of the designated state agency and the educational agency for students with disabilities that facilitates the development and completion of their individualized education programs under Section 614(d) of the Individuals with Disabilities Education Act;
    - iii. roles and responsibilities, including financial responsibilities, of each agency, including provisions for determining state lead agencies and qualified personnel responsible for transition services; and

- iv. procedures for outreach to students with disabilities as early as possible during the transition planning process and identification of students with disabilities who need transition services.

**(d) Coordination with statewide independent living council and independent living centers.**

The designated state unit, the Statewide Independent Living Council established under Section 705 of the Rehabilitation Act and 34 CFR 364, and the independent living centers described in Part C of Title VII of the Rehabilitation Act and 34 CFR 366 have developed working relationships and coordinate their activities.

**(e) Cooperative agreement with recipients of grants for services to American Indians.**

1. There is in the state a recipient(s) of a grant under Part C of Title I of the Rehabilitation Act for the provision of vocational rehabilitation services for American Indians who are individuals with disabilities residing on or near federal and state reservations. **No**
2. If "Yes", the designated state agency has entered into a formal cooperative agreement that meets the following requirements with each grant recipient in the state that receives funds under Part C of Title I of the Rehabilitation Act:
  - A. strategies for interagency referral and information sharing that will assist in eligibility determinations and the development of individualized plans for employment;
  - B. procedures for ensuring that American Indians who are individuals with disabilities and are living near a reservation or tribal service area are provided vocational rehabilitation services; and
  - C. provisions for sharing resources in cooperative studies and assessments, joint training activities, and other collaborative activities designed to improve the provision of services to American Indians who are individuals with disabilities.

**4.9 Methods of administration. (Section 101(a)(6) of the Rehabilitation Act; 34 CFR 361.12, .19 and .51(a) and (b))**

**(a) In general.**

The state agency employs methods of administration, including procedures to ensure accurate data collection and financial accountability, found by the commissioner to be necessary for the proper and efficient administration of the plan and for carrying out all the functions for which the state is responsible under the plan and 34 CFR 361.

**(b) Employment of individuals with disabilities.**

The designated state agency and entities carrying out community rehabilitation programs in the state, who are in receipt of assistance under Part B, of Title I of the Rehabilitation Act and this State Plan, take affirmative action to employ and advance in employment qualified individuals

with disabilities covered under and on the same terms and conditions as set forth in Section 503 of the Rehabilitation Act.

**(c) Facilities.**

Any facility used in connection with the delivery of services assisted under this State Plan meets program accessibility requirements consistent with the provisions, as applicable, of the Architectural Barriers Rehabilitation Act of 1968, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act of 1990 and the regulations implementing these laws.

**4.10 Comprehensive system of personnel development. (Section 101(a)(7) of the Rehabilitation Act; 34 CFR 361.18)**

Attachment 4.10 describes the designated state agency's procedures and activities to establish and maintain a comprehensive system of personnel development designed to ensure an adequate supply of qualified state rehabilitation professional and paraprofessional personnel for the designated state unit. The description includes the following:

**(a) Data system on personnel and personnel development.**

Development and maintenance of a system for collecting and analyzing on an annual basis data on qualified personnel needs and personnel development with respect to:

1. Qualified personnel needs.
  - A. The number of personnel who are employed by the state agency in the provision of vocational rehabilitation services in relation to the number of individuals served, broken down by personnel category;
  - B. The number of personnel currently needed by the state agency to provide vocational rehabilitation services, broken down by personnel category; and
  - C. Projections of the number of personnel, broken down by personnel category, who will be needed by the state agency to provide vocational rehabilitation services in the state in five years based on projections of the number of individuals to be served, including individuals with significant disabilities, the number of personnel expected to retire or leave the field, and other relevant factors.
2. Personnel development.
  - A. A list of the institutions of higher education in the state that are preparing vocational rehabilitation professionals, by type of program;
  - B. The number of students enrolled at each of those institutions, broken down by type of program; and

- C. The number of students who graduated during the prior year from each of those institutions with certification or licensure, or with the credentials for certification or licensure, broken down by the personnel category for which they have received, or have the credentials to receive, certification or licensure.

**(b) Plan for recruitment, preparation and retention of qualified personnel.**

Development, updating on an annual basis, and implementation of a plan to address the current and projected needs for qualified personnel based on the data collection and analysis system described in paragraph (a) of this subsection and that provides for the coordination and facilitation of efforts between the designated state unit and institutions of higher education and professional associations to recruit, prepare and retain personnel who are qualified in accordance with paragraph (c) of this subsection, including personnel from minority backgrounds and personnel who are individuals with disabilities.

**(c) Personnel standards.**

Policies and procedures for the establishment and maintenance of personnel standards to ensure that designated state unit professional and paraprofessional personnel are appropriately and adequately prepared and trained, including:

1. standards that are consistent with any national- or state-approved or recognized certification, licensing, registration, or, in the absence of these requirements, other comparable requirements (including state personnel requirements) that apply to the profession or discipline in which such personnel are providing vocational rehabilitation services.
2. To the extent that existing standards are not based on the highest requirements in the state applicable to a particular profession or discipline, the steps the state is currently taking and the steps the state plans to take in accordance with the written plan to retrain or hire personnel within the designated state unit to meet standards that are based on the highest requirements in the state, including measures to notify designated state unit personnel, the institutions of higher education identified in subparagraph (a)(2), and other public agencies of these steps and the time lines for taking each step.
3. The written plan required by subparagraph (c)(2) describes the following:
  - A. specific strategies for retraining, recruiting and hiring personnel;
  - B. the specific time period by which all state unit personnel will meet the standards required by subparagraph (c)(1);
  - C. procedures for evaluating the designated state unit's progress in hiring or retraining personnel to meet applicable personnel standards within the established time period; and
  - D. the identification of initial minimum qualifications that the designated state unit will require of newly hired personnel when the state unit is unable to hire new personnel who

meet the established personnel standards and the identification of a plan for training such individuals to meet the applicable standards within the time period established for all state unit personnel to meet the established personnel standards.

**(d) Staff development.**

Policies, procedures and activities to ensure that all personnel employed by the designated state unit receive appropriate and adequate training. The narrative describes the following:

1. A system of staff development for professionals and paraprofessionals within the designated state unit, particularly with respect to assessment, vocational counseling, job placement and rehabilitation technology.
2. Procedures for the acquisition and dissemination to designated state unit professionals and paraprofessionals significant knowledge from research and other sources.

**(e) Personnel to address individual communication needs.**

Availability of personnel within the designated state unit or obtaining the services of other individuals who are able to communicate in the native language of applicants or eligible individuals who have limited English speaking ability or in appropriate modes of communication with applicants or eligible individuals.

**(f) Coordination of personnel development under the Individuals with Disabilities Education Act.**

Procedures and activities to coordinate the designated state unit's comprehensive system of personnel development with personnel development under the Individuals with Disabilities Education Act.

**4.11. Statewide assessment; annual estimates; annual state goals and priorities; strategies; and progress reports.**

(Sections 101(a)(15), 105(c)(2) and 625(b)(2) of the Rehabilitation Act; 34 CFR 361.17(h)(2), .29, and 363.11(b))

**(a) Comprehensive statewide assessment.**

1. Attachment 4.11(a) documents the results of a comprehensive, statewide assessment, jointly conducted every three years by the designated state unit and the State Rehabilitation Council (if the state has such a council). The assessment describes:
  - A. the rehabilitation needs of individuals with disabilities residing within the state, particularly the vocational rehabilitation services needs of:
    - i. individuals with the most significant disabilities, including their need for supported employment services;

- ii. individuals with disabilities who are minorities and individuals with disabilities who have been unserved or underserved by the vocational rehabilitation program carried out under this State Plan; and
  - iii. individuals with disabilities served through other components of the statewide work force investment system.
- B. The need to establish, develop or improve community rehabilitation programs within the state.
2. For any year in which the state updates the assessments, the designated state unit submits to the commissioner a report containing information regarding updates to the assessments.

**(b) Annual estimates.**

Attachment 4.11(b) identifies on an annual basis state estimates of the:

1. number of individuals in the state who are eligible for services under the plan;
2. number of eligible individuals who will receive services provided with funds provided under Part B of Title I of the Rehabilitation Act and under Part B of Title VI of the Rehabilitation Act, including, if the designated state agency uses an order of selection in accordance with subparagraph 5.3(b)(2) of this State Plan, estimates of the number of individuals to be served under each priority category within the order; and
3. costs of the services described in subparagraph (b)(1), including, if the designated state agency uses an order of selection, the service costs for each priority category within the order.

**(c) Goals and priorities.**

1. Attachment 4.11(c)(1) identifies the goals and priorities of the state that are jointly developed or revised, as applicable, with and agreed to by the State Rehabilitation Council, if the agency has a council, in carrying out the vocational rehabilitation and supported employment programs.
2. The designated state agency submits to the commissioner a report containing information regarding any revisions in the goals and priorities for any year the state revises the goals and priorities.
3. Order of selection.  
If the state agency implements an order of selection, consistent with subparagraph 5.3(b)(2) of the State Plan, Attachment 4.11(c)(3):
  - A. shows the order to be followed in selecting eligible individuals to be provided vocational rehabilitation services;

- B. provides a justification for the order; and
  - C. identifies the service and outcome goals, and the time within which these goals may be achieved for individuals in each priority category within the order.
4. Goals and plans for distribution of Title VI, Part B, funds.  
Attachment 4.11(c)(4) specifies, consistent with subsection 6.4 of the State Plan supplement, the state's goals and priorities with respect to the distribution of funds received under Section 622 of the Rehabilitation Act for the provision of supported employment services.

**(d) Strategies.**

- 1. Attachment 4.11(d) describes the strategies, including:
  - A. the methods to be used to expand and improve services to individuals with disabilities, including how a broad range of assistive technology services and assistive technology devices will be provided to those individuals at each stage of the rehabilitation process and how those services and devices will be provided to individuals with disabilities on a statewide basis;
  - B. outreach procedures to identify and serve individuals with disabilities who are minorities, including those with the most significant disabilities in accordance with subsection 6.6 of the State Plan supplement, and individuals with disabilities who have been unserved or underserved by the vocational rehabilitation program;
  - C. as applicable, the plan of the state for establishing, developing or improving community rehabilitation programs;
  - D. strategies to improve the performance of the state with respect to the evaluation standards and performance indicators established pursuant to Section 106 of the Rehabilitation Act; and
  - E. strategies for assisting other components of the statewide work force investment system in assisting individuals with disabilities.
- 2. Attachment 4.11 (d) describes how the designated state agency uses these strategies to:
  - A. address the needs identified in the assessment conducted under paragraph 4.11(a) and achieve the goals and priorities identified in the State Plan attachments under paragraph 4.11(c);
  - B. support the innovation and expansion activities identified in subparagraph 4.12(a)(1) and (2) of the plan; and

- C. overcome identified barriers relating to equitable access to and participation of individuals with disabilities in the State Vocational Rehabilitation Services Program and State Supported Employment Services Program.

**(e) Evaluation and reports of progress.**

1. The designated state unit and the State Rehabilitation Council, if the state unit has a council, jointly submits to the commissioner an annual report on the results of an evaluation of the effectiveness of the vocational rehabilitation program and the progress made in improving the effectiveness of the program from the previous year.
2. Attachment 4.11(e)(2):
  - A. provides an evaluation of the extent to which the goals identified in Attachment 4.11(c)(1) and, if applicable, Attachment 4.11(c)(3) were achieved;
  - B. identifies the strategies that contributed to the achievement of the goals and priorities;
  - C. describes the factors that impeded their achievement, to the extent they were not achieved;
  - D. assesses the performance of the state on the standards and indicators established pursuant to Section 106 of the Rehabilitation Act; and
  - E. provides a report consistent with paragraph 4.12(c) of the plan on how the funds reserved for innovation and expansion activities were utilized in the preceding year.

**4.12 Innovation and expansion. (Section 101(a)(18) of the Rehabilitation Act; 34 CFR 361.35)**

**(a) The designated state agency reserves and uses a portion of the funds allotted to the state under Section 110 of the Rehabilitation Act for the:**

1. development and implementation of innovative approaches to expand and improve the provision of vocational rehabilitation services to individuals with disabilities under this State Plan, particularly individuals with the most significant disabilities, consistent with the findings of the statewide assessment identified in Attachment 4.11(a) and goals and priorities of the state identified in Attachments 4.11(c)(1) and, if applicable, Attachment 4.11(c)(3); and
2. support of the funding for the State Rehabilitation Council, if the state has such a council, consistent with the resource plan prepared under Section 105(d)(1) of the Rehabilitation Act and 34 CFR 361.17(i), and the funding of the Statewide Independent Living Council, consistent with the resource plan prepared under Section 705(e)(1) of the Rehabilitation Act and 34 CFR 364.21(i).

**(b) Attachment 4.11 (d) describes how the reserved funds identified in subparagraph 4.12(a)(1) and (2) will be utilized.**

**(c) Attachment 4.11(e)(2) describes how the reserved funds were utilized in the preceding year.**

**4.13 Reports. (Section 101(a)(10) of the Rehabilitation Act; 34 CFR 361.40)**

**(a) The designated state unit submits reports in the form and level of detail and at the time required by the commissioner regarding applicants for and eligible individuals receiving services under the State Plan.**

**(b) Information submitted in the reports provides a complete count, unless sampling techniques are used, of the applicants and eligible individuals in a manner that permits the greatest possible cross-classification of data and protects the confidentiality of the identity of each individual.**

# **Preprint - Section 5: Administration of the Provision of Vocational Rehabilitation Services**

## **5.1 Information and referral services. (Sections 101(a)(5)(D) and (20) of the Rehabilitation Act; 34 CFR 361.37)**

The designated state agency has implemented an information and referral system that is adequate to ensure that individuals with disabilities, including individuals who do not meet the agency's order of selection criteria for receiving vocational rehabilitation services if the agency is operating on an order of selection, are provided accurate vocational rehabilitation information and guidance, including counseling and referral for job placement, using appropriate modes of communication, to assist such individuals in preparing for, securing, retaining or regaining employment, and are referred to other appropriate federal and state programs, including other components of the statewide work force investment system in the state.

## **5.2 Residency. (Section 101(a)(12) of the Rehabilitation Act; 34 CFR 361.42(c)(1))**

The designated state unit imposes no duration of residence requirement as part of determining an individual's eligibility for vocational rehabilitation services or that excludes from services under the plan any individual who is present in the state.

## **5.3 Ability to serve all eligible individuals; order of selection for services. (Sections 12(d) and 101(a)(5) of the Rehabilitation Act; 34 CFR 361.36)**

**(a) The designated state unit is able to provide the full range of services listed in Section 103(a) of the Rehabilitation Act and 34 CFR 361.48, as appropriate, to all eligible individuals with disabilities in the state who apply for services. Yes**

**(b) If No:**

1. Individuals with the most significant disabilities, in accordance with criteria established by the state, are selected first for vocational rehabilitation services before other individuals with disabilities.
2. Attachment 4.11(c)(3):
  - A. shows the order to be followed in selecting eligible individuals to be provided vocational rehabilitation services;
  - B. provides a justification for the order of selection; and
  - C. identifies the state's service and outcome goals and the time within which these goals may be achieved for individuals in each priority category within the order.
3. Eligible individuals who do not meet the order of selection criteria have access to the services provided through the designated state unit's information and referral system

established under Section 101(a)(20) of the Rehabilitation Act, 34 CFR 361.37, and subsection 5.1 of this State Plan.

#### **5.4 Availability of comparable services and benefits. (Sections 101(a)(8) and 103(a) of the Rehabilitation Act; 34 CFR 361.53)**

**(a) Prior to providing any vocational rehabilitation services, except those services identified in paragraph (b), to an eligible individual or to members of the individual's family, the state unit determines whether comparable services and benefits exist under any other program and whether those services and benefits are available to the individual.**

**(b) The following services are exempt from a determination of the availability of comparable services and benefits:**

1. assessment for determining eligibility and vocational rehabilitation needs by qualified personnel, including, if appropriate, an assessment by personnel skilled in rehabilitation technology;
2. counseling and guidance, including information and support services to assist an individual in exercising informed choice consistent with the provisions of Section 102(d) of the Rehabilitation Act;
3. referral and other services to secure needed services from other agencies, including other components of the statewide work force investment system, through agreements developed under Section 101(a)(11) of the Rehabilitation Act, if such services are not available under this State Plan;
4. job-related services, including job search and placement assistance, job retention services, follow-up services, and follow-along services;
5. rehabilitation technology, including telecommunications, sensory and other technological aids and devices; and
6. post-employment services consisting of the services listed under subparagraphs (1) through (5) of this paragraph.

**(c) The requirements of paragraph (a) of this section do not apply if the determination of the availability of comparable services and benefits under any other program would interrupt or delay:**

1. progress of the individual toward achieving the employment outcome identified in the individualized plan for employment;
2. an immediate job placement; or
3. provision of vocational rehabilitation services to any individual who is determined to be at extreme medical risk, based on medical evidence provided by an appropriate qualified medical professional.

(d) The governor in consultation with the designated state vocational rehabilitation agency and other appropriate agencies ensures that an interagency agreement or other mechanism for interagency coordination that meets the requirements of Section 101(a)(8)(B)(i)-(iv) of the Rehabilitation Act takes effect between the designated state unit and any appropriate public entity, including the state Medicaid program, a public institution of higher education, and a component of the statewide work force investment system to ensure the provision of the vocational rehabilitation services identified in Section 103(a) of the Rehabilitation Act and 34 CFR 361.48, other than the services identified in paragraph (b) of this section, that are included in the individualized plan for employment of an eligible individual, including the provision of those vocational rehabilitation services during the pendency of any dispute that may arise in the implementation of the interagency agreement or other mechanism for interagency coordination.

#### **5.5 Individualized plan for employment. (Section 101(a)(9) of the Rehabilitation Act; 34 CFR 361.45 and .46)**

(a) An individualized plan for employment meeting the requirements of Section 102(b) of the Rehabilitation Act and 34 CFR 361.45 and .46 is developed and implemented in a timely manner for each individual determined to be eligible for vocational rehabilitation services, except if the state has implemented an order of selection, and is developed and implemented for each individual to whom the designated state unit is able to provide vocational rehabilitation services.

(b) Services to an eligible individual are provided in accordance with the provisions of the individualized plan for employment.

#### **5.6 Opportunity to make informed choices regarding the selection of services and providers. (Sections 101(a)(19) and 102(d) of the Rehabilitation Act; 34 CFR 361.52)**

Applicants and eligible individuals or, as appropriate, their representatives are provided information and support services to assist in exercising informed choice throughout the rehabilitation process, consistent with the provisions of Section 102(d) of the Rehabilitation Act and 34 CFR 361.52.

#### **5.7 Services to American Indians. (Section 101(a)(13) of the Rehabilitation Act; 34 CFR 361.30)**

The designated state unit provides vocational rehabilitation services to American Indians who are individuals with disabilities residing in the state to the same extent as the designated state agency provides such services to other significant populations of individuals with disabilities residing in the state.

#### **5.8 Annual review of individuals in extended employment or other employment under special certificate provisions of the fair labor standards act of 1938. (Section 101(a)(14) of the Rehabilitation Act; 34 CFR 361.55)**

(a) The designated state unit conducts an annual review and reevaluation of the status of each individual with a disability served under this State Plan:

1. who has achieved an employment outcome in which the individual is compensated in accordance with Section 14(c) of the Fair Labor Standards Act (29 U.S.C. 214(c)); or

2. whose record of services is closed while the individual is in extended employment on the basis that the individual is unable to achieve an employment outcome in an integrated setting or that the individual made an informed choice to remain in extended employment.

**(b) The designated state unit carries out the annual review and reevaluation for two years after the individual's record of services is closed (and thereafter if requested by the individual or, if appropriate, the individual's representative) to determine the interests, priorities and needs of the individual with respect to competitive employment or training for competitive employment.**

**(c) The designated state unit makes maximum efforts, including the identification and provision of vocational rehabilitation services, reasonable accommodations and other necessary support services, to assist the individuals described in paragraph (a) in engaging in competitive employment.**

**(d) The individual with a disability or, if appropriate, the individual's representative has input into the review and reevaluation and, through signed acknowledgement, attests that the review and reevaluation have been conducted.**

### **5.9 Use of Title I funds for construction of facilities. (Sections 101(a)(17) and 103(b)(2)(A) of the Rehabilitation Act; 34 CFR 361.49(a)(1), .61 and .62(b))**

If the state elects to construct, under special circumstances, facilities for community rehabilitation programs, the following requirements are met:

**(a) The federal share of the cost of construction for facilities for a fiscal year does not exceed an amount equal to 10 percent of the state's allotment under Section 110 of the Rehabilitation Act for that fiscal year.**

**(b) The provisions of Section 306 of the Rehabilitation Act that were in effect prior to the enactment of the Rehabilitation Act Amendments of 1998 apply to such construction.**

**(c) There is compliance with the requirements in 34 CFR 361.62(b) that ensure the use of the construction authority will not reduce the efforts of the designated state agency in providing other vocational rehabilitation services other than the establishment of facilities for community rehabilitation programs.**

### **5.10 Contracts and cooperative agreements. (Section 101(a)(24) of the Rehabilitation Act; 34 CFR 361.31 and .32)**

#### **(a) Contracts with for-profit organizations.**

The designated state agency has the authority to enter into contracts with for-profit organizations for the purpose of providing, as vocational rehabilitation services, on-the-job training and related programs for individuals with disabilities under Part A of Title VI of the Rehabilitation Act, upon the determination by the designated state agency that for-profit organizations are better qualified to provide vocational rehabilitation services than nonprofit agencies and organizations.

#### **(b) Cooperative agreements with private nonprofit organizations.**

Attachment 4.8(b)(3) describes the manner in which the designated state agency establishes cooperative agreements with private nonprofit vocational rehabilitation service providers.

# **Preprint - Section 6: Program Administration**

## **Section 6: Program Administration**

### **6.1 Designated state agency. (Section 625(b)(1) of the Rehabilitation Act; 34 CFR 363.11(a))**

The designated state agency for vocational rehabilitation services identified in paragraph 1.2 of the Title I State Plan is the state agency designated to administer the State Supported Employment Services Program authorized under Title VI, Part B, of the Rehabilitation Act.

### **6.2 Statewide assessment of supported employment services needs. (Section 625(b)(2) of the Rehabilitation Act; 34 CFR 363.11(b))**

Attachment 4.11(a) describes the results of the comprehensive, statewide needs assessment conducted under Section 101(a)(15)(a)(1) of the Rehabilitation Act and subparagraph 4.11(a)(1) of the Title I State Plan with respect to the rehabilitation needs of individuals with most significant disabilities and their need for supported employment services, including needs related to coordination.

### **6.3 Quality, scope and extent of supported employment services. (Section 625(b)(3) of the Rehabilitation Act; 34 CFR 363.11(c) and .50(b)(2))**

Attachment 6.3 describes the quality, scope and extent of supported employment services to be provided to individuals with the most significant disabilities who are eligible to receive supported employment services. The description also addresses the timing of the transition to extended services to be provided by relevant state agencies, private nonprofit organizations or other sources following the cessation of supported employment service provided by the designated state agency.

### **6.4 Goals and plans for distribution of Title VI, Part B, funds. (Section 625(b)(3) of the Rehabilitation Act; 34 CFR 363.11(d) and .20)**

Attachment 4.11(c)(4) identifies the state's goals and plans with respect to the distribution of funds received under Section 622 of the Rehabilitation Act.

### **6.5 Evidence of collaboration with respect to supported employment services and extended services. (Sections 625(b)(4) and (5) of the Rehabilitation Act; 34 CFR 363.11(e))**

Attachment 4.8(b)(4) describes the efforts of the designated state agency to identify and make arrangements, including entering into cooperative agreements, with other state agencies and other appropriate entities to assist in the provision of supported employment services and other public or nonprofit agencies or organizations within the state, employers, natural supports, and other entities with respect to the provision of extended services.

### **6.6 Minority outreach. (34 CFR 363.11(f))**

Attachment 4.11(d) includes a description of the designated state agency's outreach procedures for identifying and serving individuals with the most significant disabilities who are minorities.

**6.7 Reports. (Sections 625(b)(8) and 626 of the Rehabilitation Act; 34 CFR 363.11(h) and .52)**

The designated state agency submits reports in such form and in accordance with such procedures as the commissioner may require and collects the information required by Section 101(a)(10) of the Rehabilitation Act separately for individuals receiving supported employment services under Part B, of Title VI and individuals receiving supported employment services under Title I of the Rehabilitation Act.

## **Preprint - Section 7: Financial Administration**

### **7.1 Five percent limitation on administrative costs. (Section 625(b)(7) of the Rehabilitation Act; 34 CFR 363.11(g)(8))**

The designated state agency expends no more than five percent of the state's allotment under Section 622 of the Rehabilitation Act for administrative costs in carrying out the State Supported Employment Services Program.

### **7.2 Use of funds in providing services. (Sections 623 and 625(b)(6)(A) and (D) of the Rehabilitation Act; 34 CFR 363.6(c)(2)(iv), .11(g)(1) and (4))**

**(a) Funds made available under Title VI, Part B, of the Rehabilitation Act are used by the designated state agency only to provide supported employment services to individuals with the most significant disabilities who are eligible to receive such services.**

**(b) Funds provided under Title VI, Part B, are used only to supplement and not supplant the funds provided under Title I, Part B, of the Rehabilitation Act, in providing supported employment services specified in the individualized plan for employment.**

**(c) Funds provided under Part B of Title VI or Title I of the Rehabilitation Act are not used to provide extended services to individuals who are eligible under Part B of Title VI or Title I of the Rehabilitation Act.**

# **Preprint - Section 8: Provision of Supported Employment Services**

## **8.1 Scope of supported employment services. (Sections 7(36) and 625(b)(6)(F) and (G) of the Rehabilitation Act; 34 CFR 361.5(b)(54), 363.11(g)(6) and (7))**

**(a) Supported employment services are those services as defined in Section 7(36) of the Rehabilitation Act and 34 CFR 361.5(b)(54).**

**(b) To the extent job skills training is provided, the training is provided on-site.**

**(c) Supported employment services include placement in an integrated setting for the maximum number of hours possible based on the unique strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice of individuals with the most significant disabilities.**

## **8.2 Comprehensive assessments of individuals with significant disabilities. (Sections 7(2)(B) and 625(b)(6)(B); 34 CFR 361.5(b)(6)(ii) and 363.11(g)(2))**

The comprehensive assessment of individuals with significant disabilities conducted under Section 102(b)(1) of the Rehabilitation Act and funded under Title I of the Rehabilitation Act includes consideration of supported employment as an appropriate employment outcome.

## **8.3 Individualized plan for employment. (Sections 102(b)(3)(F) and 625(b)(6)(C) and (E) of the Rehabilitation Act; 34 CFR 361.46(b) and 363.11(g)(3) and (5))**

**(a) An individualized plan for employment that meets the requirements of Section 102(b) of the Rehabilitation Act and 34 CFR 361.45 and .46 is developed and updated using funds under Title I.**

**(b) The individualized plan for employment:**

1. specifies the supported employment services to be provided;
2. describes the expected extended services needed; and
3. identifies the source of extended services, including natural supports, or, to the extent that it is not possible to identify the source of extended services at the time the individualized plan for employment plan is developed, a statement describing the basis for concluding that there is a reasonable expectation that sources will become available.

**(c) Services provided under an individualized plan for employment are coordinated with services provided under other individualized plans established under other federal or state programs.**

## **Attachment 4.2(c) Input of State Rehabilitation Council**

Required annually by all agencies except those agencies that are independent consumer-controlled commissions.

Identify the Input provided by the state rehabilitation council, including recommendations from the council's annual report, the review and analysis of consumer satisfaction, and other council reports. Be sure to also include:

- the Designated state unit's response to the input and recommendations; and
- explanations for the designated state unit's rejection of any input or recommendation of the council.

This agency is an independent commission.

This screen has never been updated.

## **Attachment 4.7(b)(3) Request for Waiver of Statewideness**

Identify the types of services to be provided by the program for which the waiver of statewideness is requested.

The waiver request should also include:

- a written assurance from the local public agency that it will make available to the designated state unit the non-federal share of funds;
- a written assurance that designated state unit approval will be obtained for each proposed service before it is put into effect;
- a written assurance that all state plan requirements will apply to all services approved under the waiver.

This agency **has not** requested a waiver of statewideness.

N/A

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## **Attachment 4.8(b)(1) Cooperative Agreements with Agencies Not Carrying Out Activities Under the Statewide Workforce Investment System**

Describe interagency cooperation with and utilization of the services and facilities of agencies and programs that are not carrying out activities through the statewide workforce investment system with respect to

- Federal, state, and local agencies and programs;
- if applicable, Programs carried out by the Under Secretary for Rural Development of the United States Department of Agriculture; and
- if applicable, state use contracting programs.

The South Carolina Commission for the Blind (SCCB) has developed cooperative agreements with the National Federation of the Blind (NFB) of South Carolina, Columbia South Carolina, the Association for the Blind and Visually Impaired (ABVI), Charleston South Carolina, and Goodwill Industries in Florence and Greenville South Carolina respectively. The purpose of the collaboration with each of these service entities is to provide outreach services such as job readiness and computer skills training. SCCB currently has a Memorandum of Understanding (MOU) with colleges and universities statewide. The purpose of each MOU is to ensure the continuity of VR services while consumers are attending college. SCCB coordinates with the Office of Disabled Student Services of each respective college to which consumers are attending in order to facilitate service delivery.

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## **Attachment 4.8(b)(2) Coordination with Education Officials**

- Describe the designated state unit's plans, policies, and procedures for coordination with education officials to facilitate the transition of students with disabilities from school to the receipt of vocational rehabilitation services, including provisions for the development and approval of an individualized plan for employment before each student determined to be eligible for vocational rehabilitation services leaves the school setting or, if the designated state unit is operating on an order of selection, before each eligible student able to be served under the order leaves the school setting.
- Provide information on the formal interagency agreement with the state educational agency with respect to
  - consultation and technical assistance to assist educational agencies in planning for the transition of students with disabilities from school to post-school activities, including VR services;
  - transition planning by personnel of the designated state agency and educational agency that facilitates the development and completion of their individualized education programs;
  - roles and responsibilities, including financial responsibilities, of each agency, including provisions for determining state lead agencies and qualified personnel responsible for transition services;
  - procedures for outreach to and identification of students with disabilities who need transition services.

Coordination with Education officials is accomplished on 2 distinct levels of the SCCB service delivery process. Although separate, the ultimate goal of each level is to reduce the risk of academic failure and to assist in the transition of students from school to employment or advanced educational training. Coordination on the first level is accomplished through the SCCB Children's Services Program. This program serves children between the ages of 3 and 14 years of age. The Children's Services Counselors coordinate care with educational entities such as the local school districts and the SC School for the Deaf and Blind (SCSDB). Service delivery includes evaluations for low vision aids and assistive technology, consultation and advocacy and information and referral services. The second level of Coordination with Education Officials is accomplished through VR Transition services. SCCB currently has two (2) Transition Counselors. The Transition Counselors primarily collaborate with education officials such as the South Carolina Department of Education (local school districts), the South Carolina School for the Deaf and Blind (SCSDB) and the South Carolina Department of Disabilities and Special Needs (SCDDSN). The Transition Counselors develop the initial Individualized Plan of Employment (IPE) while the consumer is attending high school. The IPE includes services pertaining to the adjustment, prevention or stabilization of vision. In an effort to avoid the duplication of services, low vision and assistive technology needs are coordinated with local school districts in accordance with the student's Individualized Education Plan (IEP) and IPE. In such instances, the alternative service providers and funding sources are identified on the IPE and coordinated accordingly. Beginning in FY 2014, SCCB will conduct semiannual meetings with the statewide vision teachers in an effort to facilitate the coordination of services to the most significantly disabled students and their need for supported employment services. Discussions will include, but not be limited to, collaboration with SCDDSN, SCDOE and the SCSDB to

coordinate transition services. The main source of referrals to the Transition Counselors is the school district. Procedures for outreach to and identification of blind and visually impaired students include – but are not limited to – the utilization of SCCB program data, statistical data from the Data Analysis System of the US Department of Education (Office of Special Education) and the American Community Survey data. An annual analysis of the data from these sources identifies the location of transition aged unserved and underserved individuals. In an effort to address the assistive technology needs of college bound transition consumers, SCCB sponsors an annual Technology Day. The need for this initiative arose due to an increase in the number of blind and visually impaired students who were failing college courses due to an inability to take notes and complete assignments. During technology day, consumers are assessed and trained on the latest assistive technology software and equipment. Assistive technology recommendations for each student are contingent upon the level of blindness, skill level and school requirements. Technology Day is conducted by the SCCB Training and Employment Department.

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## **Attachment 4.8(b)(3) Cooperative Agreements with Private Nonprofit Organizations**

Describe the manner in which the designated state agency establishes cooperative agreements with private non-profit vocational rehabilitation service providers.

In accordance with the results of the comprehensive statewide needs assessment that was conducted in FY 2010, the need to decentralize training services and develop and/or expand Community Rehabilitation Programs was identified. Establishing cooperative agreements with consumer groups such as the National Federation for the Blind (NFB), the Association for the Blind (AFTB) and Goodwill Industries is the action strategy that has been identified to address both needs. SCCB will expand its partnership with these consumer groups in order to provide local vocational evaluation, comprehensive needs assessments and adjustment to blindness services. The adjustment to blindness services will include orientation and mobility training, home management and independent living skills training, job readiness skills training and Braille instruction. The SCCB will develop additional cooperative agreements with private non-profit organizations as needed in order to meet the needs that were identified in the Comprehensive Statewide Needs Assessment.

This screen has never been updated.

## **Attachment 4.8(b)(4) Arrangements and Cooperative Agreements for the Provision of Supported Employment Services**

Describe the efforts of the designated state agency to identify and make arrangements, including entering into cooperative agreements, with other state agencies and other appropriate entities in order to provide the following services to individuals with the most significant disabilities:

- supported employment services; and
- extended services.

A cooperative agreement with the Helen Keller National Center (HKNC) will be updated in FY 2014 in order to expand training opportunities for dual sensory impaired consumers. Dual sensory impaired consumers – typically classified as Deaf/Blind - often require additional training beyond the training services that are currently provided by the SCCB residential training facility (Ellen Beach Mack Rehabilitation Center). The SCCB Deafblind Consultant assists with the coordination of the cooperative agreement with HKNC and serves as the official state affiliate for HKNC. The provision of certified/qualified interpreters for deaf-blind consumers is also included in the cooperative agreement. The services that are provided by the HKNC to SCCB consumers are purchased with supported employment funds. The coordination of the provision of extended services for the most significantly disabled included, but were not limited to: Targeted outreach in underserved counties; Contracting with community resources to conduct comprehensive assessments; Ongoing contact and sensitivity awareness training with employers; Ongoing support at the job site in order to stabilize supported employment job placements. As the scope and quality of supported employment services expands, additional cooperative agreements for the provision of supported employment services will be sought as needed.

This screen was last updated on Jul 1 2013 2:30PM by Marcus Bradley

# Attachment 4.10 Comprehensive System of Personnel Development

## Data System on Personnel and Personnel Development

1. Describe the development and maintenance of a system for collecting and analyzing on an annual basis data on qualified personnel needs with respect to:

- the number of personnel who are employed by the state agency in the provision of vocational rehabilitation services in relation to the number of individuals served, broken down by personnel category;
- the number of personnel currently needed by the state agency to provide vocational rehabilitation services, broken down by personnel category; and
- projections of the number of personnel, broken down by personnel category, who will be needed by the state agency to provide vocational rehabilitation services in the state in 5 years based on projections of the number of individuals to be served, including individuals with significant disabilities, the number of personnel expected to retire or leave the field, and other relevant factors.

In an effort to assess current staffing and hiring needs, SCCB Senior Management analyzes the following data on an annual basis: 1. Rate of consumer referrals to the VR Program 2. Ratio of VR Counselors to consumers certified eligible for VR services 3. Ratio of VR Counselors to consumers served 4. State demographics (Incidence of visual disability, Occupational data trends, Population estimates) 5. Employment/Unemployment data trends 6. Current and projected monetary resources In FY 12, the SCCB VR Program received 581 referrals and served a total of 1,123 consumers. This represented a consumer to VR Counselor ratio of 66 to 1. Based on the incidence of visual disability data, the ratio of VR Counselors to the number of individuals in South Carolina with a visual impairment is 3,829 to 1. Current staffing patterns are sufficient to accommodate a 10% increase in the number of consumers served. Staffing patterns will continue to be evaluated by Senior Management staff in an effort to make projections for future capacity to provide vocational rehabilitation services.

Row	Job Title	Total positions	Current vacancies	Projected vacancies over the next 5 years

1	VR Counselors	15	1	3
2	Transitions Counselors	2	0	1
3	VR Counselor's Assistants	10	0	3
4	Rehabilitation Instructors	24	1	5
5	Nurse	1	0	1
6	Other Staff (Support Staff, Van Drivers and BEP)	30	0	5
7	Job Placement Specialist	4	1	2
8	Quality Assurance Reviewer	1	0	0
9		0	0	0

10		0	0	0
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2. Describe the development and maintenance of a system for collecting and analyzing on an annual basis data on personnel development with respect to:

- a list of the institutions of higher education in the state that are preparing vocational rehabilitation professionals, by type of program;
- the number of students enrolled at each of those institutions, broken down by type of program; and
- the number of students who graduated during the prior year from each of those institutions with certification or licensure, or with the credentials for certification or licensure, broken down by the personnel category for which they have received, or have the credentials to receive, certification or licensure.

South Carolina currently has two institutions of higher education which provides training at the Master's level in Rehabilitation Counseling; the University of South Carolina (USC) and South Carolina State University (SCSU). SCCB offers internships to graduate students and actively recruits graduates for these programs in employment. SCSU is a historically black college. SCCB provided internships for 6 graduate students from the University of South Carolina and the SC State University. The majority of those internships were provided to minorities.

Row	Institutions	Students enrolled	Employees sponsored by agency and/or RSA	Graduates sponsored by agency and/or RSA	Graduates from the previous year
1	University of South Carolina	48	3	9	10
2	South Carolina State University	56	10	18	33

3		0	0	0	0
4		0	0	0	0
5		0	0	0	0

### **Plan for Recruitment, Preparation and Retention of Qualified Personnel**

Describe the development (updated on an annual basis) and implementation of a plan to address the current and projected needs for qualified personnel including, the Coordination and facilitation of efforts between the designated state unit and institutions of higher education and professional associations to recruit, prepare, and retain personnel who are qualified, including personnel from minority backgrounds and personnel who are individuals with disabilities.

Equal Employment Opportunity statistics are analyzed annually by Senior Management staff. The percentage of underutilized categories as it relates to the achievement of Equal Employment Opportunity goals are a primary focus. Barriers to the achievement of a fully integrated and representative workforce are identified. A persistent barrier to recruitment has been identified as recruiting qualified Vocational Rehabilitation Counselors or Rehabilitation Instructors who have already met the educational requirements of the Comprehensive System of Personnel Development (CSPD) component as stipulated in the Code of Federal Regulations. Action plans to offset any identified barriers to the achievement of a fully integrated and representative workforce include the following: 1. Expansion of the current bank of recruiting sources 2. Participation in community Job Fairs and outreach services in the community 3. Utilization of the Rehab Net for advertising applicable vacancies 4. Identification of additional contacts for recruiting on university/college campuses Assessment of staffing needs is primarily based on the goals, objectives and action plans of the strategic planning process. Factors utilized to evaluate the effectiveness of the agency's workforce are ratio among referral rates, caseload size, state demographic and economic conditions, and the availability of financial resources. Redistribution of territories to accommodate the needs of consumers will be evaluated on an annual basis. A recruitment plan is in place to recruit graduates from all schools which have counseling and rehabilitation counseling degree programs. In instances wherein a counselor does not meet the CSPD educational requirements, the counselor will be placed in a plan which will allow up to 30 months to complete the current state educational requirements. Internships are offered to students who are in CSPD qualifying programs. These efforts are designed to recruit qualified personnel, including graduates with disabilities as well as minority graduates. The placement of interns is

coordinated by the Director of Consumer Services and the Director of Human Resources. New staff are required to participate in a New Employee Orientation Training. The training includes: 1. A review of the Vision, Mission and Values of the SCCB 2. Organizational Structure 3. Blindness and Sensitivity Awareness Training 4. Human Resource Policies and Procedures SCCB uses the Employee Performance Management System (EPMS) to communicate job duties, evaluate performance and encourage improvement for staff. The goals and objectives are identified and discussed at the beginning of an employee's rating period. At the conclusion of the rating period, each employee is rated on each job duty in relation to performance objectives. Successful achievements of job duties are acknowledged and comments and recommendations for performance improvement are provided when applicable. Staff are afforded the opportunity to provide feedback regarding the best practices which lead to the successful achievement of job functions as well as barriers which lead to the inability to achieve job functions. Supervisors are afforded the opportunity to clarify best practices on how an employee can meet performance standards.

## **Personnel Standards**

Describe the state agency's policies and procedures for the establishment and maintenance of personnel standards to ensure that designated state unit professional and paraprofessional personnel are adequately trained and prepared, including:

1. standards that are consistent with any national or state-approved or -recognized certification, licensing, registration, or, in the absence of these requirements, other comparable requirements (including state personnel requirements) that apply to the profession or discipline in which such personnel are providing vocational rehabilitation services; and
2. to the extent that existing standards are not based on the highest requirements in the state applicable to a particular profession or discipline, the steps the state is currently taking and the steps the State Plans to take in accordance with the written plan to retrain or hire personnel within the designated state unit to meet standards that are based on the highest requirements in the state, including measures to notify designated state unit personnel, institutions of higher education, and other public agencies of these steps and the timelines for taking each step.

Be sure to include the following:

- specific strategies for retraining, recruiting, and hiring personnel;
- the specific time period by which all state unit personnel will meet the standards;
- procedures for evaluating the designated state unit's progress in hiring or retraining personnel to meet applicable personnel standards within the established time period;
- the identification of initial minimum qualifications that the designated state unit will require of newly hired personnel when the state unit is unable to hire new personnel who meet the established personnel standards;

- the identification of a plan for training newly hired personnel who do not meet the established standards to meet the applicable standards within the time period established for all state unit personnel to meet the established personnel standards.

SCCB has selected the option to utilize state standards to administer the Comprehensive System of Personnel Development (CSPD) as it relates to hiring practices. According to state law, VR Counselors must have a Master's degree in Rehabilitation Counseling, or a Master's degree in the field of counseling with a graduate course in Theories and Techniques of Counseling, or a Master's degree in any discipline and at least 18 credit hours of coursework at the Master's level or above within thirty months of the date of hire. The 18 credit hours of coursework must include the following: One graduate course with a primary focus on the Theories and Techniques of Counseling three graduate courses, each with a primary focus on one of the following areas: Occupational Information, Job Development and Placement, Medical Aspects of Disabilities, Foundations of Rehabilitation, Psychological Aspects of Disabilities, and Personal and Vocational Adjustment Two graduate courses, each with a primary focus on one of the following areas: Assessment, Research Methodology, Vocational and Career Development, Community Resources, Case Management, and Delivery of Rehabilitation Services; or a current Certified Rehabilitation Counselor (CRC) certification, regardless of degree. SCCB currently has 1 vacant VR Counselor position. Of the 16 counselors currently employed by SCCB, 6 have met the state's CSPD requirements of having a Master's Degrees in rehabilitation counseling or counseling; 3 have Master's Degrees in other disciplines and have completed 18 hours of additional coursework; 2 counselors have Master's Degrees in other disciplines and are currently under a plan to complete the 18 hours of additional coursework; 3 counselors have a Bachelor's Degree and are currently under a plan to complete the coursework to obtain a Master's Degree in Rehabilitation Counseling. SCCB also has 2 VR Transition Counselors, both of whom have obtained their Master's Degree in Rehabilitation Counseling. SCCB has (2) VR Counselors that have obtained their CRC Credentials. The SCCB Office of Human Resources monitors each counselor's progress to ensure timely compliance with CSPD requirements. SCCB uses an In-Service Training Grant as the primary source of funding to assist counselors in meeting the CSPD requirements.

## **Staff Development**

Describe the state agency's policies, procedures, and activities to ensure that all personnel employed by the designated state unit receive appropriate and adequate training in terms of:

1. a system of staff development for professionals and paraprofessionals within the designated state unit, particularly with respect to assessment, vocational counseling, job placement, and rehabilitation technology; and
2. procedures for the acquisition and dissemination to designated state unit professionals and paraprofessionals significant knowledge from research and other sources.

SCCB has developed a comprehensive staff development training program designed to expand and strengthen the knowledge and skill level of service delivery staff. The four objectives

outlined in the training program are based on the need to increase staff competency so that the quality and quantity of competitive employment placements can be improved. SCCB has partnered with the University of South Carolina, the Southeast Region IV Technical Assistance & Continuing Education Center (TACE) and private and public consultants specializing in the field of vocational rehabilitation and/or blindness in order to provide quality staff development training. The most critical training needs of SCCB staff were determined from the results of a Staff Development Training Needs Assessment, comments from Training Evaluations, and the VR Staff Survey results from Comprehensive Statewide Needs Assessment. Staff development training needs have been identified in the areas of Leadership Skills, Administrative Skills and Technical Skills. Four (4) training objectives were identified as follows: Objective 1 (Leadership Training Objective) Organization assessment, problem solving skills, basic supervisory skills and best personnel practices are the primary focus areas of Objective 1. To accomplish the leadership training objective, SCCB will utilize the South Carolina Budget and Control as a training resource. Agency managers and supervisors will participate in a variety of selected leadership and supervisory courses over the next five years to improve their leadership skills. Managers and supervisors will participate in updates on human resource methods, policies and procedures essential to sound supervisory and management practices. SCCB recognizes that staff development needs may change. In an effort to accommodate any necessary changes, Region IV TACE will be utilized for consultation and development of additional training activities that will take place through distance learning means such as webinars and teleconferences. The agency will utilize other local, state, and regional resources should the need arise. Objective 2 (Technical Skills Training) The development of technical skills to achieve the SCCB mission and vision is the primary focus of Objective 2. Region IV TACE will be utilized as a primary resource for accomplishing this objective. Region IV TACE has the expertise in serving vocational rehabilitation agencies and the ability to reach a large number of SCCB staff using webinars and other distance learning means. Private contractors who specialize in the field of blindness and vocational rehabilitation will also be utilized to accomplish Objective 2. In an effort to meet individualized staff training needs, staff will enroll in specialized training to update skills as positions change and to meet CSPD compliance. SCCB has partnered with the University of South Carolina to provide the required curriculum for staff who must meet CSPD standards. Staff will attend conferences, workshops and participate in webinars that may be available throughout the community, state, region and nation. Technical colleges throughout the state will also be utilized to provide training. Objective 3 (Communication of Policies and Procedures) Orienting staff to the SCCB organizational structure and service delivery policies and procedures is the primary focus of Objective 3. In order to accomplish this, new staff will attend a two-day New Employee Orientation. This orientation will cover the SCCB organizational structure as well as critical policies and procedures that will include staff evaluations and expectations. Following the New Employee Orientation, staff will receive updates and supplemental training on the organizational structure and service delivery programs via webinars as the need arises. Objective 4 (Specialty Training) Specialty training (i.e. Ticket to Work, Supported Employment and the Randolph Sheppard Act) will be provided through workshops ranging from one to four days in duration. Staff will be updated on new rules, regulations and laws affecting their field of specialty. SCCB will utilize Region IV TACE, outside consultants and agency staff to conduct this training. Accessible interactive audio, video and computer technologies will also be utilized to accomplish Objective 4. In an effort to provide equal access to staff development training for all staff, accessible formats (i.e. Braille, large print, electronic format, etc.) will be provided to

those who require alternative formats. The SCCB training curriculum for FY 2014 includes each of the following: : Eye and Medical Terminology, Medical Aspects of Disability, Working with the Challenged Consumer, VR Regulations, Department Policies and Procedures, Conflict Resolution, Presentation Skills and Assistive Technology in the Workplace.

### **Personnel to Address Individual Communication Needs**

Describe how the designated state unit has personnel or obtains the services of other individuals who are able to communicate in the native language of applicants or eligible individuals who have limited English speaking ability or in appropriate modes of communication with applicants or eligible individuals.

SCCB has qualified staff proficient in Braille production, in communication with the Deaf/Blind and a bilingual counselor to communicate with the rapidly growing Hispanic population. Braille services are provided to SCCB staff and upon request to other public and/or private entities statewide. The SCCB has a Deaf/Blind Consultant who is proficient in the use of sign language for the deaf, hard of hearing and dual sensory impaired. In FY 2014, the SCCB will sponsor sign language training for the VR Counseling staff to facilitate communication with the dual sensory impaired consumers. SCCB contracts interpreter services as needed in order to serve all other individuals who have limited English speaking ability or limited modes of communication.

### **Coordination of Personnel Development Under the Individuals with Disabilities Education Improvement Act**

Describe the procedures and activities to coordinate the designated state unit's comprehensive system of personnel development with personnel development under the Individuals with Disabilities Education Improvement Act.

SCCB collaborates with the South Carolina Department of Education (SCDOE) to coordinate procedures and activities for developing the CSPD under the Individuals with Disabilities Education Act (IDEA). The focus of the collaboration will be the development of strategies for improving service delivery systems for blind and visually impaired individuals who are receiving services from the SCCB Children's Services program and VR Transition Counselors. In FY 2014, SCCB will sponsor in-service training on the availability and use of assistive technology and low vision devices for school staff (i.e. vision teachers), staff of the South Carolina Department of Education and the South Carolina Department of Disability and Special Needs. Additionally, SCCB will collaborate with the South Carolina Vocational Rehabilitation Department to facilitate interagency training initiatives and maximize human resources.

This screen was last updated on Jul 1 2013 2:30PM by Marcus Bradley

## Attachment 4.11(a) Statewide Assessment

Provide an assessment of the rehabilitation needs of individuals with disabilities residing within the state, particularly the vocational rehabilitation services needs of:

- individuals with most significant disabilities, including their need for supported employment services;
- individuals with disabilities who are minorities;
- individuals with disabilities who have been unserved or underserved by the vocational rehabilitation program; and
- individuals with disabilities served through other components of the statewide workforce investment system.

Identify the need to establish, develop, or improve community rehabilitation programs within the state.

During FY 2013 the South Carolina Commission for The Blind (SCCB) conducted its tri-annual Comprehensive Statewide Needs Assessment (CSNA), as required by The Rehabilitation Act of 1973, as amended (The Act). The following narrative describes the rehabilitation needs of individuals with disabilities residing within the South Carolina,, particularly the vocational rehabilitation services needs of: individuals with the most significant disabilities, including their need for supported employment services; individuals with disabilities who are minorities and individuals with disabilities who have been unserved or underserved by the vocational rehabilitation program carried out under this State Plan; and individuals with disabilities served through other components of the statewide work force investment system. Also, the assessment examined. The need to establish, develop or improve community rehabilitation programs within the South Carolina. This assessment was conducted using protocol developed by The Rehabilitation Services Administration. (RSA). To gather information, SCCB utilized a combination of statistical data about South Carolina, characteristic of blind and visually impaired residents of the state, and data drawn from the SCCB caseload. Additionally, VR consumers were surveyed, as well as SCCB staff and persons in the state with knowledge of the SCCB program. A series of six public meetings were held in South Carolina to obtain further input for the assessment. **A. Needs of Significantly Disabled** The information obtained from the CSNA suggests the following respective to significantly disabled consumers of SCCB VR: The data shows that South Carolinians of working age (18-64) who are blind/visually impaired, when compared with non-disabled residents of the state are more likely to be living at or below the FPL, less educated, more unemployed, and less likely to have health insurance. RSA data and information from the SCCB AWARE system shows that since October 1, 2011, fewer consumers are exiting the program with an employment outcome. Also, the number of those exiting with a competitive employment outcome has decreased, and is lower than the national average of VR agencies that serve only blind/visually impaired consumers. At the same time, the number and percentage of consumers closed as homemakers is rising. This type of closure pays no wages. Data shows that hourly earnings for consumers with employment outcomes are significantly lower than the national average for similar VR agencies. Further, expenditures for services such as assessment, post-secondary and other training, and rehabilitation technology are decreasing. Such services can contribute greatly to a consumer's potential to obtain well-paying

jobs. SCCB currently has 15 VR Counselors with caseloads (two VR Counselors are responsible for working with transition age consumers). Each of these Counselors is required to produce a given number of cases that result in an employment outcome; and there is a performance expectation that 80% of all employment outcomes be in competitive employment. There is also an expectation that no more than 10% of employment outcomes be homemakers. ACS data from 2011 estimates that there are 65,100 visually impaired South Carolinians between the ages of 18 and 64. Of these, 21,200 are reported to be employed. The ACS further estimates that there are 4,700 visually impaired persons who are not working, but have actively sought employment in the last 12 months. As of March, 2013, there were 320 persons in the SCCB caseload who had made application for SCCB VR services. While not all of the 43,900 working age visually impaired South Carolinians would be eligible for, or willing to participate in the SCCB VR program, it is logical to assume that there may be significant numbers of persons who could benefit from the program. **CONCLUSION:**Based on data from the SCCB caseload, and survey and interview responses, there is clearly a need for SCCB to take actions to increase both the quantity and quality of competitive outcomes for consumers that exit the VR program. **B. Needs of Most Severely Disabled Including the Need for Supported Employment** At this time SCCB data shows that of the 847 VR cases where a determination of eligibility for VR services has been made, 809 are persons with a significant disability, and 38, or 4.7% are persons with a most significant disability. While the Rehabilitation Act specifically defines the term “individual with a significant disability,” it allows state VR agencies the flexibility to define the term “individual with a most significant disability.” SCCB defines an individual with a most significant disability as an individual: · Who has a severe physical or mental impairment that seriously limits two or more functional capacities (such as mobility, communication, self-care, self-direction, interpersonal skills, work tolerance, or work skills) in terms of an employment outcome; Whose vocational rehabilitation can be expected to require multiple vocational rehabilitation services over an extended period of time; and Who has one or more physical or mental disabilities resulting from amputation, arthritis, autism, blindness, burn injury, cancer, cerebral palsy, cystic fibrosis, deafness, head injury, heart disease, hemiplegia, hemophilia, respiratory or pulmonary dysfunction, mental retardation, mental illness, multiple sclerosis, muscular dystrophy, musculo-skeletal disorders, neurological disorders (including stroke and epilepsy), spinal cord conditions (including paraplegia and quadriplegia), sickle cell anemia, specific learning disability, end -stage renal disease, or another disability or combination of disabilities determined on the basis of an assessment for determining eligibility and vocational rehabilitation needs to cause comparable substantial functional limitation. Information gathered from surveys and interviews shows that while SCCB staff feel confident to address issues around visual impairments, they feel less able to deal with severe secondary or multiple disabling conditions. This may be a cause of the low percentage of individuals with the most significant disabilities presently in the caseload. SCCB does not provide supported employment services. None of the Title VI (supported employment) funds have been expended since FY 2011. SCCB VR Counselors have been provided training on the legal requirements for supported employment, but there is no formal process in place for the extended and long term support services that consumers need to be successful in supported employment. **CONCLUSION:** Based on data from the SCCB caseload, and survey and interview responses, there is clearly a need for SCCB to expand services to most severely disabled consumers. This includes the need to develop and implement a supported employment program. **B. SERVICES TO MINORITIES** The following chart displays the ethnic composition of the SCCB caseload as

of 6/7/13. It is clear from this information that African-Americans are well-represented in the SCCB caseload. However, Hispanics, given that data presented earlier shows there are 1,900 working aged, visually impaired Hispanics reported to be in South Carolina, are not. Further, while there is one federally-recognized Native American Nation in South Carolina (Catawba Indian Nation) and seven state-recognized tribes, these groups are not represented in the caseload. **CONCLUSION:** Available statistical and caseload data referenced in this report supports the need for SCCB to develop strategies to reach out to the Hispanic and Native American populations in South Carolina to make these groups aware of the services offered by SCCB VR.

**C. Unserved/Underserved Populations** Almost all respondents to surveys and interviews said they believe there are blind/visually impaired persons in South Carolina that are not currently being served by the program. Most respondents did not offer specific evidence in support of their belief. In addition to identifying Hispanics and Native Americans as examples of unserved or underserved populations, most respondents stated that the highly rural areas of South Carolina were where unserved and underserved groups could be found. The 2010 SCCB CSNA identified five counties in the state where no consumers were being served. SCCB initiated steps to increase outreach to these areas, and now reports that there are at least two consumers from each county. There are still a number of counties where there are reported to be five consumers or less. These are (but may not be limited to): Abbeville, Allendale, Bamberg, Barnwell, Calhoun, Chester, Edgefield, Fairfield, Hampton, Laurens, Lee, Marion, Marlboro, McCormick, Oconee, Saluda, and Williamsburg. **CONCLUSION:** Data indicates that there is clearly a need for SCCB to continue its efforts to ensure that all potentially eligible blind/visually impaired in South Carolina have knowledge of the program, and can access its services, with emphasis on rural areas of the State, and counties where services are provided to a small number of consumers.

**D. Services to those Served by Other Components of the Statewide Workforce Investment System** This area received very little commentary from surveys, interviews and public meetings. Those who did respond appeared to interpret the question to relate to how blind/visually impaired persons were served by the South Carolina Works (formerly the One-Stop Centers). There are presently 12 SC Works Centers in South Carolina. Each VR Counselor is required to visit the sites in their location on a regular basis. VR Counselors generally meet with the SC Works Director and are available to interview clients of other agencies who have expressed interest in SCCB services. Intake information is obtained, and in cases where the individual is not an appropriate candidate for SCCB, referrals to other resources are offered. Training about SCCB VR programs, SCCB sponsored vision screenings, and disability awareness training are some of the activities VR Counselors may conduct or participate in at the SC Works Centers. Brochures regarding SCCB VR are readily available at SC Works Centers. **CONCLUSION:** SCCB maintains a regular presence with other components of the statewide workforce system. Steps should be taken to ensure that legal responsibilities (e.g., make sure Memorandums of Understanding) are up to date.

**E. NEED TO EXPAND AND IMPROVE COMMUNITY REHABILITATION FACILITIES** Respondents to surveys and interviews overwhelmingly affirmed the need to expand vocational rehabilitation services to areas of the state outside of Columbia through the use of CRPs. As stated earlier in this report, the EBMRC is the only comprehensive adjustment to blindness and training program for blind/visually impaired persons in South Carolina. Smaller programs in Greenville, Charleston and Florence offer some training in the use of assistive technology, and two of these are prepared to conduct vocational assessments on a limited basis. VR Counselors, especially, reiterated that the lack of localized programs that can offer the services blind/visually impaired consumers

need, especially orientation & mobility, Braille and home management skills are a major deterrent to assisting consumers become work ready. If consumers in need of comprehensive adjustment services cannot, or will not agree to participate in the EBMRC, the only option currently available is through the three mobile Outreach programs that must cover the entire state. Other than the responses offered in surveys and interviews, there is no data-based evidence to show that there is truly an available pool of consumers who would avail themselves of localized vocational rehabilitation services if available at CRPs in other areas of the State. However, the number of respondents that identified this as a need is compelling. **CONCLUSION:** Data from the SCCB caseload and survey and interview responses indicate that SCCB should closely examine the need to expand VR services and offer these services through local community rehabilitation programs in South Carolina. VR Counselors, while not able to provide actual numbers, said that there are consumers in their caseloads that are either waiting for admission to the EBMRC, or unable/unwilling to travel to Columbia to receive EBMRC services, no matter how great their need is. Consumers that need adjustment to blindness services, particularly orientation and mobility, home management and braille can only obtain these services at the EBMRC or through the SCCB mobile outreach program. This program has only three teams that must cover the entire state of South Carolina. EBMRC is the only residential program in the state that can provide intensive adjustment to blindness services. Further, there are no programs that provide specialized skills training and exposure to work experiences to better prepare consumers to enter competitive employment.

This screen was last updated on Jul 1 2013 2:30PM by Marcus Bradley

## Attachment 4.11(b) Annual Estimates

- Identify the number of individuals in the state who are eligible for services.
- Identify the number of eligible individuals who will receive services provided with funds under:
  - Part B of Title I;
  - Part B of Title VI;
  - each priority category, if under an order of selection.
- Identify the cost of services for the number of individuals estimated to be eligible for services. If under an order of selection, identify the cost of services for each priority category.

In FY 12, the number of individuals in the state who were eligible for VR services was 467. This represented a consumer to counselor ratio of 31 to 1. Budgetary and staffing needs were analyzed and indicated that there was adequate funding and qualified staff to serve all eligible VR consumers. In order to rehabilitate at least two hundred and fifty-eight (258) consumers in FY 2013, 75% of which are to be placed in jobs making at least the minimum wage, the current number of VR Counselors (15) excluding the VR Transition Counselors - are adequate to serve the VR Program. Once the strategies to increase the referrals to the VR program are implemented, it is anticipated that there will be a minimum of a 5% increase in referrals and a 5% increase in total served in FY 2014. Federal funding and the current number of VR Counselors are sufficient to accommodate both levels of increase. Comparable benefits (i.e. SSA benefits, Medicaid, Medicare, scholarships, grants, etc.), will also be utilized at all levels of service delivery to maximize resources. Additionally, staff development training will be utilized to improve efficiency in case management, counselor skill level and use of agency resources.

Category	Title I or Title VI	Estimated Funds	Estimated Number to be Served	Average Cost of Services
Title I, Part B	Title I	\$2,500,000	1,200	\$2,083
Title VI	Title VI	\$580	2	\$290

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Totals		\$2,500,580	1,202	\$2,080

This screen was last updated on Jul 1 2013 2:30PM by Marcus Bradley

## **Attachment 4.11(c)(1) State Goals and Priorities**

The goals and priorities are based on the comprehensive statewide assessment, on requirements related to the performance standards and indicators, and on other information about the state agency. (See section 101(a)(15)(C) of the Act.) This attachment should be updated when there are material changes in the information that require the description to be amended.

- Identify if the goals and priorities were jointly developed and agreed to by the state VR agency and the State Rehabilitation Council, if the state has a council.
- Identify if the state VR agency and the State Rehabilitation Council, if the state has such a council, jointly reviewed the goals and priorities and jointly agreed to any revisions.
- Identify the goals and priorities in carrying out the vocational rehabilitation and supported employment programs.
- Ensure that the goals and priorities are based on an analysis of the following areas:
  - the most recent comprehensive statewide assessment, including any updates;
  - the performance of the state on standards and indicators; and
  - other available information on the operation and effectiveness of the VR program, including any reports received from the State Rehabilitation Council and findings and recommendations from monitoring activities conducted under section 107.

During FY 2013, SCCB conducted its tri-annual Comprehensive Statewide Needs Assessment, as required by The Rehabilitation Act of 1973, as amended. The following shows the goals and priorities that have been developed in response to the findings of the CSNA.

**GOAL 1** SCCB will increase the quantity and quality of employment outcomes. Employment outcomes will increase by (3%) per year, and the rate of competitive employment outcomes will represent 80% of all employment outcomes.

Strategy 1 Each year, VR Counselors will be required to close a specified number of successful employment outcomes, and a specified percentage of competitive employment outcomes in support of the agency goal.

Strategy 2 Quality Assurance (QA) reviews of each VR Counselors work will examine key aspects of the VR process (application, eligibility, assessment, IPE, provision of significant services, and case closure) to ensure that accurate decisions are being made at least (90%) of the time.

Strategy 3 Regional VR Directors and Data Coordinator will monitor case flow data on a monthly basis to assess progress and productivity with (90%) accuracy.

Strategy 4 SCCB will develop resources to assist VR Counselors to attain the stated agency goal. These will include: capacity for more work evaluations, options for transportation, cooperative agreements with SCVRD, and increased availability of community based services.

Strategy 5 SCCB will develop and carry out a training plan to assist VR Counselors improve their skills. Effectiveness of training will be measured by pre and post testing.

Strategy 6 SCCB will place greater emphasis on employment outcomes with earnings by reducing the percentage of Homemaker closures by (5%) per year.

Strategy 7 SCCB will emphasize competitive employment outcomes by requiring that average hourly earnings for consumers increase by (5%) each year.

Strategy 8 SCCB will meet at least 5 of the 6 performance indicators for performance standard 1.

**GOAL 2** SCCB will develop the capacity to provide Supported Employment services for consumers with the most significant disabilities.

Strategy 1 Develop job description and hire either contractually, or as a FTE, a Supported Employment Coordinator by 6/30/14. This is contingent upon availability of a full time position, and/or funding.

Strategy 2 Supported Employment Coordinator will develop a supported employment caseload of 15 within 6 months of hire date.

Strategy 3 Supported Employment Coordinator will develop contracts with appropriate service providers within 6 months of hire date.

Strategy 4 Supported Employment Coordinator will contract with at least 3 job coaches for supported employment purposes within 6 months of hire date.

Strategy 5 Supported Employment Coordinator, along with agency's Employment Consultants, will make at least 4 monthly employer contacts relevant to consumer needs.

Strategy 6 Supported Employment Coordinator will place at least 4 consumers the first year, 5 consumers the second year, and 6 consumers the third year.

**GOAL 3** SCCB will develop the capacity to identify and provide VR services to minority groups that are presently underrepresented on the caseload.

Strategy 1 VR Counselors will contact the Commission on Minority Affairs to obtain contact information on the various Native American, Hispanic and other underrepresented minorities for informational and referral purposes. VR will increase the referral base of these groups by 2% per year.

**GOAL 4** SCCB will identify and provide VR services for visually impaired persons that reside in counties where there are presently ten or fewer consumers.

Strategy 1 Target eye care professionals in unserved and underserved counties. SCCB has identified 13 counties with unserved and underserved populations. VR Counselors, along with the agency's PR Coordinator, will target eye care professionals, other state agencies, and private non-profit groups in these 13 counties.

Strategy 2 Collaborate with Goodwill and the Association for the Blind and Visually Impaired (ABVI) to expand Community Rehabilitation Training Programs statewide.

Strategy 3 Conduct public awareness campaigns/presentations in unserved and underserved counties SCCB continues to conduct public awareness campaigns, presentations, and has developed a vision screening process in these unserved and underserved counties.

Strategy 4 Place brochure displays in Public Libraries and Churches in an effort to raise awareness of SCCB services SCCB continues to place brochures and displays in eye care professionals' offices, public libraries, and churches in an effort to raise awareness of SCCB services in these unserved and underserved counties. The impact of this activity is difficult to measure, but we consider its continuance to be a valuable community service.

**GOAL 5** SCCB will expand the availability of community rehabilitation services in two areas, Spartanburg and Charleston, South Carolina.

Strategy 1 Develop a contract with the SC School for the Deaf and Blind (Spartanburg), by 3/31/14 in order to establish a comprehensive assessment and vocational evaluation process with emphasis on work experience and job readiness training. This is contingent upon availability of funding.

Strategy 2 Develop a contract with the Association for the Blind and Visually Impaired (Charleston), by 3/31/15 in order to establish a comprehensive assessment and vocational evaluation process with emphasis on work experience and job readiness training. This is contingent upon availability of funding.

This screen was last updated on Jul 1 2013 2:30PM by Marcus Bradley

## **Attachment 4.11(c)(3) Order of Selection**

- Identify the order to be followed in selecting eligible individuals to be provided vocational rehabilitation services.
- Identify the justification for the order.
- Identify the service and outcome goals.
- Identify the time within which these goals may be achieved for individuals in each priority category within the order.
- Describe how individuals with the most significant disabilities are selected for services before all other individuals with disabilities.

This agency is not implementing an Order of Selection.

This screen was last updated on Sep 1 2009 2:56PM by Donald Bradley

## **Attachment 4.11(c)(4) Goals and Plans for Distribution of Title VI, Part B Funds**

Specify the state's goals and priorities with respect to the distribution of funds received under section 622 of the Act for the provision of supported employment services.

SCCB remains committed to the development and implementation of a supported employment program that will enable us to provide VR services to consumers with the most significant disabilities. Budget constraints and the lack of infrastructure in the state to provide intensive support and extended services have impeded our efforts to accomplish this goal.

The need for a supported employment program was clearly articulated during our recent Comprehensive Statewide Needs Assessment (CSNA). We have determined that supported employment will be one of our major goals for the next three years.

During FY 2014, we intend to expend our allotment of funds authorized under section 622 of The Act to recruit and hire an individual with the qualifications to assist us in developing a statewide program to provide supported employment services. The recruitment and hiring of this position is contingent on the availability of a full time position and funding. This individual will need to have a sound understanding of both the VR process and the legal requirements of the supported employment program. Also, we will be seeking the skills to contact and work with other state or local organizations to enter into the cooperative agreements that will be needed to furnish the types of services we cannot offer in house.

Our VR staff has been provided with training so that they understand the basics of supported employment. However, without the availability of community supports it is difficult for them to offer all of the services required for a consumer that is most significantly disabled to succeed.

We feel that the first step in building a successful supported employment program at SCCB will be to hire a statewide coordinator who can take these necessary actions described above to allow us to move forward.

This screen was last updated on Jul 1 2013 2:30PM by Marcus Bradley

## **Attachment 4.11(d) State's Strategies**

This attachment should include required strategies and how the agency will use these strategies to achieve its goals and priorities, support innovation and expansion activities, and overcome any barriers to accessing the vocational rehabilitation and the supported employment programs. (See sections 101(a)(15)(D) and (18)(B) of the Act and Section 427 of the General Education Provisions Act (GEPA)).

Describe the methods to be used to expand and improve services to individuals with disabilities.

1. A. Methods for expanding services: The SCCB 2013 Comprehensive Statewide Needs Assessment (CSNA) showed that there is a need to expand our services. There are potentially 4,700 visually impaired, working age residents of South Carolina who have actively sought employment in the past year. We also know that there are a number of rural counties in the state where fewer than 10 consumers are participating in our program. We have established a goal to increase both the quantity and quality of our VR outcomes. This goal includes strategies for increasing the numbers of successful employment outcomes, placing more responsibilities on SCCB managers to monitor case flow, and quality assurance reviews that will examine the accuracy of work at key points in the VR process. Additionally, we are requiring that 80% of all employment outcomes be in competitive employment, and that our consumers go into jobs that pay increased hourly wages. We will provide our staff with relevant training, adequate policy guidance, and the development of enhanced VR service options to support them in their efforts.

SCCB is committed to ensuring that all eligible consumers have the assistive technology devices they need to succeed in employment. We routinely furnish the equipment and the training so that these devices can be properly used. We will continue these efforts, and we also plan to expand technology training programs in the state.

1. B. Outreach to most significantly disabled, unserved and underserved, and minorities: The CSNA showed that SCCB serves only a small number of consumers with the most significant disabilities (38). Also, there are a number of counties in South Carolina with ten or fewer consumers, and both Native American and Hispanics are underrepresented in the caseload.

By developing a supported employment program, SCCB plans to have additional options for the most significantly disabled consumers. Also, SCCB plans to increase the capacity to conduct job evaluations, develop cooperative agreements with the South Carolina Division of Vocational Rehabilitation, and work to improve transportation services. These steps will facilitate more services that are accessible for the most significantly disabled.

SCCB will take steps to increase outreach efforts to attract minorities and both unserved and underserved groups of consumers. Actions will include outreach to the SC Office of Minority Affairs to identify and make underrepresented minority groups aware of SCCB services, contacts with eye care professionals in 13 underserved counties will be initiated, and SCCB information will be placed in churches, libraries and other public buildings to better advise potential consumers of SCCB services.

1. C. Expansion of community rehabilitation services: Many respondents to the CSNA expressed a need for expansion of community rehabilitation programs outside of the residential program in Columbia. In response, SCCB plans to add programs in two other areas of the state. These will offer some adjustment to blindness services, and will focus on the development of work skills and job experience.

1. D. Improving Progress Towards Meeting Performance Standards: SCCB has met four of the six performance indicators for Performance Standard I in the past two rating periods, and has consistently exceeded the established level or Performance Standard II. We are committed to improving our performance respective to Standard I, and feel that the goals and priorities we established for the next three years will assist us to meet at least five of the six indicators for Standard I.

We will be placing increased emphasis on improvements to both the quantity and quality of employment outcomes at SCCB. Each VR Counselor will be required to produce a specified number of employment outcomes based on caseload size and their level of experience. Also, the percentage of competitive employment outcomes that each VR Counselor will produce will be established. There is the expectation that consumers will be placed in employment that pays a higher average hourly wage than currently exists. Careful monitoring of caseload flow and quality assurance reviews will be used by SCCB management to quickly identify trends and address problem areas as they are detected. Additionally, SCCB will develop and implement resources such as the capacity to provide more work evaluations, cooperative agreements with other agencies to assist in assessment of the needs of consumers with secondary or multiple disabilities, improved transportation options for consumers, and more availability of localized services.

We believe that these steps will enable us to better meet and exceed indicators 1.1.-1.5 of Performance Standard 1. SCCB has consistently experienced difficulty in meeting indicator 1.6, but we feel that the actions stated above will assist us to make progress in this area as well.

1. E. Other components of the statewide workforce investment system: SCCB has established working relationships with each of the 12 South Carolina Works Centers. VR Counselors are required to call on each center on at least a monthly basis to respond to issues of concern, and to interview potential SCCB applicants that have been identified by the South Carolina Works Center.

SCCB will continue the current process, and will work to develop and implement additional strategies to ensure that all potential consumers are identified and made aware of SCCB services. We have begun to offer vision screenings at the center in Columbia, and hope to expand this program. We will continue to interact with center staff, and provide in-service training so that all center staff understand the SCCB VR program.

2. B. How these methods support identified goals: Each of the methods stated above will support the five major goals we have identified in attachment 4.11(c)(1). We plan to improve the quantity and quality of our employment outcomes through careful monitoring of the VR caseload. Our QA reviews will monitor the accuracy of VR casework at critical points during

the VR process (e.g. eligibility, assessment, IPE development, provision of significant VR services, and case closure). Deficiencies that are noted by SCCB management will be addressed through case staffing, mentoring and training.

We address our goal of expanding services to the most significantly disabled consumers by developing cooperative agreements with other state and local service providers that have the experience and service capacity to meet the needs of consumers with severe or multiple disabilities. We also will study the transportation difficulties of our consumers and develop strategies to meet them so that necessary services can be accessed. The expansion of our mobile outreach program; and the development of additional local services will also enable better access to VR services.

The hiring of a statewide coordinator for supported employment will assist us to begin the process of developing a program that can meet the VR needs of our most significantly disabled consumers. The development of a statewide infrastructure for ongoing support and extended services will greatly enhance our ability to reach the most significantly disabled.

We recognize that there are unserved minority groups in South Carolina, particularly Native Americans and Hispanics. Our strategy to initiate contact with agencies that serve these groups will help us identify, and learn more about these groups so that we can make our VR program known to them. Greater outreach within counties of the state that have ten or fewer consumers through contacts with eye care professionals, public services announcements and strategic placement of publicity about SCCB will assist us to identify both unserved and underserved prospective consumers.

Our plans to expand the availability of CRP services outside the Columbia area will support all of our goals. While it will not be feasible to replicate the residential services offered at the Ellen Beach Mack Rehabilitation Center, we plan to make mobility and orientation, homemaking, Braille, training for use of computer technology, work evaluations, and job experience exposure available in at least two other areas of the state. We believe that once consumers become aware that leaving home to obtain needed services is not necessary, more will avail themselves of SCCB services.

2. B. Support of innovation and expansion: Our intent to expand community-based services to two other parts of South Carolina will utilize the Innovation and Expansion (I & E) authority in The Act. Our first step in this process is to develop a contract with The South Carolina School for the Deaf and Blind. The school currently has four fully operational work simulation modules in the fields of customer services, food services, carpentry and retail. We plan to offer work exposure and experience to our consumers at this site. Additionally, we will offer orientation and mobility, Braille, computer technology and home management, as needed. Consumers will also participate in classes on benefits planning, interview skills, resume writing and job search. We anticipate that I&E will represent a portion of the funds needed to launch this program

C.1. Overcoming barriers: The need to localize services and improve transportation options for SCCB consumers were the two primary barriers expressed in the CSNA. As stated above, we

plan to localize our services by developing programs in two areas of the state. We anticipate that if services can be made more available closer to home, some of the transportation barriers will decrease.

Overall, the lack of transportation options, particularly in a largely rural state such as South Carolina is a serious challenge to finding and retaining employment. Our VR Policy Manual clarified that while SCCB can assist with transportation needs during the VR process, it is the responsibility of the consumer to solve the problem long-term. SCCB will continue to work on an individual basis with each consumer to address transportation barriers, and will also work externally with other state and local entities to develop more accessible and affordable transportation solutions.

Identify how a broad range of assistive technology services and assistive technology devices will be provided to individuals with disabilities at each stage of the rehabilitation process; and describe how assistive technology services and devices will be provided to individuals with disabilities on a statewide basis.

Assistive Technology services are provided by the SCCB Training and Employment Program (T&E). VR Counselors make referrals to the T&E Program for assistance in preparing for professional level job placement. Consumers are assessed with a variety of assistive technology devices and software in order to determine the skills and interests that will enable the consumer to make informed choices about the use of assistive technology as it relates to his/her employment goal. Examples of the assistive technology devices and software recommended and supported by T&E are as follows: Screen reading software (JAWS - Job Access With Speech); Screen Enlargement Software (Zoomtext and Mag-IC (Magnification in Color); Text to Speech Software (Text Cloner Pro, Open Book); Stand-Alone Reading Machines (SARA); Video Magnifiers; and Global Positioning Systems (GPS).

SCCB has implemented an assistive technology virtual training outreach program for those consumers who are unable or unwilling to travel to the main complex to receive training. Through the virtual training program, consumers are trained via the Internet using assistive technology equipment and software provided by SCCB. Participation in the Virtual Training Program is currently being offered to other states on a fee for service basis. SCCB has also developed and implemented cooperative agreements for the provision of assistive technology outreach services through the National Federation of the Blind (NFB), the Association for the Blind (AFTB) and Goodwill.

Assistive technology services are also available to consumers who are participating in the adjustment to blindness program at the SCCB Ellen Beach Mack Rehabilitation Center (EBMRC). Use of the EBMRC resource room provides consumers with the opportunity to practice their computer skills in the evenings. The T&E Department maintains the EBMRC

resource room by ensuring that the assistive technology software and equipment is fully operational and equipped with the latest versions of computer technology.

The vocational rehabilitation needs of the most significantly disabled and minorities will be assessed by the VR Counselors in order to determine a comprehensive approach to the rehabilitation process for each individual. SCCB will continually utilize cooperative agreements with other state agencies as well as private, non-profit organizations in order to provide the best possible VR services to this population.

Identify what outreach procedures will be used to identify and serve individuals with disabilities who are minorities, including those with the most significant disabilities; and what outreach procedures will be used to identify and serve individuals with disabilities who have been unserved or underserved by the VR program.

Outreach procedures that will be used to identify and serve individuals with minorities, the most significantly disabled, unserved and underserved were identified in Goal 3 of the Methods to be used to expand and improve services to individuals with disabilities. Further analysis of the statistical data obtained during the comprehensive statewide needs assessment indicated that the deaf-blind population has been identified as most significantly disabled, a minority, underserved and unserved. Services for this population will be coordinated by the SCCB Deaf-Blind Consultant and the VR Counselors. These professionals will work together to identify and meet the specialized needs of deaf-blind individuals, particularly those individuals who have been diagnosed with Ushers I or Ushers II Syndrome. Coordination of service delivery needs will also include collaboration with the South Carolina Dept of Disabilities and Special Needs (SCDDSN), the South Carolina Vocational Rehabilitation Dept (SCCB), the South Carolina Dept of Mental Health (SCDMH) and the Helen Keller National Center (HKNC).

If applicable, identify plans for establishing, developing, or improving community rehabilitation programs within the state.

SCCB will expand the availability of community rehabilitation services in two areas, Spartanburg and Charleston, South Carolina, by June 30, 2014. We plan to develop contracts with the SC School for the Deaf and Blind (Spartanburg) and the Association for the Blind and Visually Impaired (Charleston) in order to establish two additional programs for comprehensive assessment and vocational evaluation with emphasis on work experience and job readiness training for consumers.

Describe strategies to improve the performance of the state with respect to the evaluation standards and performance indicators.

In FY 2014, SCCB will pass indicator 1.1 by implementing the strategies identified to meet the goal of increasing the quantity and quality of employment outcomes. Employment outcomes will increase by (3%) per year, and the rate of competitive employment outcomes will represent 80% of all employment outcomes. Also, we intend to pass indicator 1.6 by increasing percentage of individuals achieving competitive employment by 10%.

Describe strategies for assisting other components of the statewide workforce investment system in assisting individuals with disabilities.

SCCB's VR Counselors will continue to make at least monthly contacts at their local SC Works (statewide workforce investment system in South Carolina) in order to facilitate competitive employment outcomes for job ready consumers. VR Counselors will participate in SC Works employment coordination with consumers and employers.

Describe how the agency's strategies will be used to:

- achieve goals and priorities identified in Attachment 4.11(c)(1);
- support innovation and expansion activities; and
- overcome identified barriers relating to equitable access to and participation of individuals with disabilities in the state Vocational Rehabilitation Services Program and the state Supported Employment Services Program.

SCCB goals and priorities were based on the findings of the comprehensive statewide needs assessment. In order to improve the service delivery process and increase the number of competitive employment placements, 5 major goals were identified as priorities. Strategies and action plans to meet the needs of each goal have been identified and will be incorporated into the goals and objectives of the annual SCCB Strategic Management Plan.

SCCB will continue the strategies already in place regarding technology training statewide at Goodwill Industries in both Florence and Greenville, National Federation of the Blind in Columbia and the Association for the Blind and Visually Impaired in Charleston. Also, we intend to develop two training venues in Spartanburg and Charleston to expand our comprehensive assessment and vocational evaluation process with emphasis on work experience and job readiness for consumers.

SCCB will develop the capacity to provide Supported Employment services for consumers with the most significant disabilities within VR law and policy.

This screen was last updated on Jul 1 2013 2:30PM by Marcus Bradley

# **Attachment 4.11(e)(2) Evaluation and Reports of Progress**

## **Vocational Rehabilitation (VR) and Supported Employment (SE) Goals**

1. Clearly identify all VR program goals consistent with the goals described in the FY 2012 Attachment 4.11(c)(1), including an evaluation of the extent to which the VR program goals were achieved.

- Identify the strategies that contributed to the achievement of the goals.
- Provide a description of the factors that impeded the achievement of the goals and priorities.

### **Goal 1: Improve the quantity and quality of VR competitive employment placements**

Over the last three years, SCCB VR has experienced decreases in the number of employment outcomes.

From this standpoint, SCCB VR has failed to increase the overall quantity of employment outcomes.

### **Goal 2 – Develop and Expand Community Rehabilitation Programs**

Over the last three years SCCB VR has met parts of this goal. Continuing contracts were develop each year to ensure that assistive technology training and vocational evaluations were provided to eligible consumers.

*Strategy 1 - Expand assistive technology contractual services with Goodwill and the Association for the Blind (AFTB) in multiple counties.*

*Strategy 2 - Decentralize adjustment to blindness training by partnering with the National Federation of the Blind (NFB) and the Association for the Blind (AFTB) to provide local vocational evaluation, comprehensive needs assessments and adjustment to blindness outreach services in unserved and underserved counties.*

Specifically, Strategies 1 and 2 contributed to the provision of assistive technology training and vocational evaluation needs assessments. The adjustment to blindness component could not be accomplished due to lack of staff.

*Strategy 3 - Purchase additional space from the AFTB and Goodwill to expand adjustment to blindness outreach services.*

We were unable to adequately staff positions for this purpose and were unable to evaluate consumer interest properly. Also, we could not overcome transportation challenges.

*Strategy 4 – Improve the service delivery process for the SCCB Ellen Beach Mack Rehabilitation Center (EBMRC) by automating the referral process, expanding access to*

*consumer data and conducting quarterly interdepartmental staff meetings to improve communications and reduce silos.*

Regional Directors reviewed all applications to the Ellen Beach Mack Rehabilitation Center, thus improving accuracy and communication between VR Counselors and EBMRC Staff.

### **Goal 3 – Expand referral sources in unserved and underserved counties**

Over the last three years, SCCB VR, has met this goal.

#### ***Strategy 1 - Target eye care professionals in unserved and underserved counties***

Strategy 1 contributed to meeting the goal by identifying thirteen rural counties with ten or fewer referrals per year. SCCB VR staff, along with the agency's PR Coordinator, targeted eye care professionals, other state agencies, and private nonprofit groups relative to informing them about SCCB VR Programs and other resources for the purpose of locating possible referrals.

#### ***Strategy 2 - Collaborate with Goodwill and the AFTB to expand Community Rehabilitation Training Programs statewide***

Strategy 2 contributing to accomplishing this goal as we expanded community rehabilitation training programs at Goodwill Industries, National Federation for the Blind, and the Association for the Blind. This allowed us to expand services to rural areas.

#### ***Strategy 3 - Conduct public awareness campaigns/presentations in unserved and underserved counties***

Strategy 3 contributed to meeting this goal by continually conducting public awareness campaigns, presentations, and most of all, developed a vision screening process in the unserved and underserved counties.

#### ***Strategy 4 - Place brochure displays in Public Libraries and Churches in an effort to raise awareness of SCCB services***

Strategy 4 contributed to meeting this goal. SCCB placing brochure displays in eye professional offices, public libraries and churches in an effort to raise awareness of SCCB VR services.

### **Goal 4 – Improve the SCCB transportation infrastructure**

SCCB VR met this goal. The VR Policy and Procedure Manual was updated to require VR Consumers to be involved in developing their own transportation strategies and have been this listed in each IPE as a consumer responsibility. We did explore the possibility of utilizing

Goodwill, National Federation of the Blind and Association of the Blind vans. However, we were unable to develop this as each entity uses their van for their purposes only.

***Strategy 3 - Explore transportation alternatives (i.e. family members, contract with local taxi services, collaboration with the Governor's Task Force on Home and Community Access).***

Strategy 3 contributed to meeting this goal as consumers must develop their own transportation strategies as part of their respective IPE's. We do now use taxi services when practical. However, consumers generally do not have financial resources to cover costs after the VR department pays for initial and limited taxi fare. During this three year period we had two VR Staff persons involved with the Governor's Task Force on Home and Community Access; however, this program is now disbanded.

**Goal 5 – Improve the quantity and quality of services to the most significantly disabled, including their need for supported employments services**

This goal was not met.

Even though we met the majority of the strategies regarding this goal, we were unable to establish a comprehensive supported employment program.

By not being able to accomplish Strategy 3, SCCB VR was unable to centralize a supported employment component under a supported employment coordinator due to budgetary constraints.

SCCB VR continues to be committed to developing a comprehensive supported employment program in order to assist the most significantly disabled.

**Goal 6 – Improve Public Awareness of SCCB services**

SCCB VR has met this goal.

Strategy 1 contributed to the accomplishing this goal as we conducted services on blindness and visual impairments and the VR process throughout the last 3 year period.

***Strategy 2 - Partner with Palmetto Health Community Services to conduct semi-annual health fairs***

We were able to partner with Palmetto Health Community Services regarding conducting semi-annual health fairs for potential consumers which has improved our public awareness of SCCB VR Services through active participation.

***Strategy 3 - Disseminate quarterly SCCB Newsletters to Stakeholders***

We disseminated our newsletter to stakeholders.

***Strategy 4 - Include the SCCB Newsletter on the SCCB Website***

We included our SCCB Newsletter on the SCCB website.

**Goal 7 – Improve communication among all SCCB Programs (reduce silos)**

The goal is partially met.

***Strategy 1 - Expand the nature of the consumer contacts***

Strategy 1 contributed to partially meeting this goal. SCCB VR expanded the documentation of consumer contacts by developing and implementing a 90 day contact instrument that has to be signed by the consumer.

***Strategy 2 - Conduct quarterly VR meetings and include staff from other departments***

Strategy 2 contributed to partially meeting this goal. SCCB VR has conducted quarterly meetings over this 3 year period and has included staff from other departments.

***Strategy 3 - Conduct bi-monthly meetings with mid-level supervisors***

We were unable to accomplish Strategy 3. Only periodic informal meetings were scheduled only informed individuals of the agency process. This impeded fully meeting our goal.

***Strategy 4 - Conduct monthly meetings with internal departments (Program Managers)***

Strategy 4 contributed to meeting this goal as the Commissioner schedules monthly meetings regarding departmental reports and suggestions regarding how the agency might improve respective programs, service delivery to consumers, and promote fiscal and budgetary responsibility.

***Strategy 5- SCCB VR conducts quarterly meetings with Quality Assurance to evaluate performance measures and state demographic data trends.***

Strategy 5 contributed to the progress of meeting this goal for the first two years, but, the Quality Assurance Coordinator was unable to conduct these meetings for the last year due to her involvement with our new management information system, AWARE.

**Goal 8 – Strengthen external partnerships with Stakeholders**

This goal was not met.

***Strategy 1 - Conduct quarterly meetings with Stakeholders (one Stakeholder per quarter)***

We were unable to conduct formal quarterly meetings with respective stakeholders.

***Strategy 2 – Disseminate the quarterly SCCB Newsletters to Stakeholders***

We did not distribute the quarterly SCCB Newsletter to all the respective stakeholders.

***Strategy 3 – Extend invitation to Stakeholders to attend SCCB sponsored informational seminars***

We did not extend invitations to all stakeholder regarding SCCB sponsored services.

**Goal 9 – Expand staff development training opportunities**

We met this goal. Over this 3 year period, all 11 listed training opportunities were offered to VR professional staff and others within the agency.

**Supported Employment:**

**Goal 1: To Increase the referral rate of supported employment cases**

This goal was not met. A review of our Supported Employment cases by a VR consultant, revealed that we were not in compliance with VR law and policy. Therefore, our Supported Employment cases actually decreased.

**Goal 2: To develop staff training on conducting and interpreting comprehensive needs assessments.**

This goal was met. VR staff training regarding conducting and interpreting comprehensive needs assessments was provided on numerous occasions.

**Goal 3: To expand the types of services that are provided and purchased with supported employment funds through independent contractors.**

This goal was not met. We were unable to secure a supported employment coordinator position and centralized all supported services within this position. Therefore, we were unable to locate and contract with independent contractors regarding the provision of supported employment services to our most significantly. We wanted to secure a Supported Employment Coordinator's position and centralize all supported employment services within this position, but was unable to do so.

**Goal 4: To Contract job coach services; and ongoing support services after employment is obtained.**

This goal was not met. Since we did not secure a Supported Employment Coordinator, contracts were not developed with job coaches.

**Goal 5: To centralize supported employment services.**

This goal was not met. Due to initial budgetary restraints, we were unable to secure a Supported Employment Coordinator's position and always had difficulty locating someone with experience.

2. Identify all supported employment program goals consistent with the goals described in Attachment 4.11(c)(4), including an evaluation of the extent to which the supported employment program goals were achieved.

- Identify the strategies that contributed to the achievement of the goals.

- Provide a description of the factors that impeded the achievement of the goals and priorities.

Supported Employment Goals were not met. After a thorough review by professional consultants, it was determined that SCCB, was not in compliance with standards regarding supported employment. We did implement numerous supported employment trainings; however, we did not develop a centralized supported employment program, staffed by a Supported Employment Coordinator. We intend to secure this position by 6/30/2014 and give this individual total responsibility for implementing an appropriate a well developed and policy driven supported employment program. This is contingent on having a full time position available and adequate funding.

3. Provide an Assessment of the performance of the VR program on the standards and indicators for FY 2012.

SCCB passed 4 of the performance indicators in Standard 1 and three primary indicators. Performance indicator 2.1 was also passed. **Performance Indicator 1.1:** SCCB did not meet this performance indicator. In 2012 SCCB had a total of 257 employment outcomes. There was a decrease in employment outcomes by 8 from FY 2011. **Performance Indicator 1.2:** SCCB met the performance level for this indicator. The required performance level is 68.9%. SCCB's level was 73.73% for FY 2012. **Performance Indicator 1.3:** SCCB met this performance indicator. The required performance level is 35.4% or greater. SCCB's performance level was 76.4

4. Provide a report on how the funds reserved for innovation and expansion (I&E) activities were utilized in FY 2012.

Funds reserved for innovation and expansion activities were utilized to expand VR services to consumers. The projects that were developed or enhanced are as follows: The SCCB expanded its services to consumers at the American Foundation for the Blind in Charleston, SC and the National Federation for the Blind in Columbia, SC to include adjustment to blindness services, such as orientation and mobility training, home management instruction, and Braille instruction. The availability of these services or in addition already established computer training components in these areas as well as Goodwill in Florence, SC and Greenville, SC. SCCB has expanded its student internship program for a college juniors and seniors by increasing the number of participants by 10 to 12. SCCB upgraded its assistive technology virtual training outreach program by securing advance hardware and software for this initiative.

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## **Attachment 6.3 Quality, Scope, and Extent of Supported Employment Services**

- Describe quality, scope, and extent of supported employment services to be provided to individuals with the most significant disabilities
- Describe the timing of the transition to extended services

In FY 12, it was determined by a case review of our supported employment program that we were not in compliance with supported employment policy and procedure. It was determined that only (2) cases met the supported employment definition. This review was conducted by consultants employed to assist us in providing quality VR services. Title VI, Part B funds in the amount of \$580 were expended for supported employment services after an IPE had been developed. The results of the statewide comprehensive needs assessment revealed that the supported employment component of the SCCB service delivery system needed to be expanded and improved in its entirety. Expansion of the supported employment service delivery includes the following: Increasing the referral rate; Staff development training on conducting and interpreting comprehensive needs assessments to substantiate the benefit of vocational rehabilitation services; Expansion of the types of services that are provided and purchased with supported employment funds through independent contractors; Contracted job coach services; and ongoing support services after employment is obtained. Pending resolution of budgetary restraints and the reallocation of federal stimulus funds, SCCB has identified the need to centralize supported employment services. Beginning in FY 2014, SCCB will implement the following strategies to expand the quality and scope of supported employment services: Strategy 1 – Provide staff development training for VR Counselors and Job Placement Specialists on conducting comprehensive assessments on the most significantly disabled. Strategy 2 – Seek technical assistance from RSA and TACE on the best practices for administering the supported employment program. Strategy 3 – Centralize all supported employment cases under a Supported Employment Coordinator. Strategy 4 – Conduct public awareness campaigns in unserved and underserved counties to increase the referrals of the most significantly disability. Strategy 5 – Collaborate with SCVRD for the use of their training facilities and job coaches to facilitate competitive employment placements. Strategy 6 – Participate on the Interagency Transition and Supported Employment Training Committee in order to expand the knowledge base of supported employment services and improve collaborations with other interagency participants. Service delivery will include - but not be limited to – specialized comprehensive assessments, specialized assistive technology equipment and software, the availability of out-of-state training when applicable, job coaches and recommended long-range follow up services beyond the 150 days for employment success.

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# **System Information**

System information

The following information is captured by the MIS.

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