

**IDAHO COMMISSION FOR THE BLIND AND
VISUALLY IMPAIRED**

FFY 2009

**State Plan for the
Vocational Rehabilitation Services Program
and
State Plan Supplement for the
State Supported Employment Services Program**

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Introduction

The Idaho Commission for the Blind and Visually Impaired (ICBVI) is required to submit a State Plan to the Rehabilitation Services Administration (RSA) in Washington, D.C. to receive federal funding for Vocational Rehabilitation services. This is a requirement under Title I, Part B and State Plan Supplement for the State Supported Employment Services Program under Title VI, Part B of the Rehabilitation Act of 1973, as amended.

ICBVI solicits public input from around the state through an open public comment week as part of the process to develop a final version of the State Plan. This time was intended to allow review and comment regarding issues relating to the vocational rehabilitation of individuals with disabilities. No comments were received during the public review period.

During FFY2008, ICBVI was required to complete a triennial Comprehensive Needs Assessment, which is reflected in the current State Plan spanning FFY 2009-2011.

**STATE PLAN FOR THE STATE VOCATIONAL REHABILITATION SERVICES
PROGRAM
AND
STATE PLAN SUPPLEMENT FOR THE STATE SUPPORTED EMPLOYMENT
SERVICES PROGRAM**

STATE: Idaho

AGENCY: Idaho Commission for the Blind and Visually Impaired

AGENCY TYPE: GENERAL _____ BLIND XX

SECTION 1: STATE CERTIFICATIONS

- 1.1** The **Idaho Commission for the Blind and Visually Impaired** is authorized to submit this State Plan under Title I of the Rehabilitation Act of 1973, as amended¹ and its supplement under Title VI, Part B, of the Rehabilitation Act².
- 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 Idaho Commission for the Blind and Visually Impaired³ agrees to operate and administer the State Vocational Rehabilitation Services Program in accordance with the provisions of this State Plan⁴, the Rehabilitation Act, and all applicable regulations⁵, 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 Plan⁶, the Rehabilitation Act and all applicable regulations⁷, 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.
- 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.
- 1.5** The state legally may carry out each provision of the State Plan and its supplement.
- 1.6** All provisions of the State Plan and its supplement are consistent with state law.
- 1.7** The **Administrator** 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 **Administrator** 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.

	Angela Jones
Signature)	(Typed Name of Signatory)
6/24/08	Administrator
(Date)	(Title)

- 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.

4.8 COOPERATIVE AGREEMENTS WITH OTHER COMPONENTS OF STATEWIDE WORKFORCE INVESTMENT SYSTEM

ICBVI is one of the required partners under WIA and is part of the joint cooperative agreement under the Department of Commerce and Labor with all the other required and voluntary partners.

The statewide agreement encompasses all the partner agencies. The Governor collapsed the regional boards into one state entity so we no longer have regional agreements. The agreement has just been updated this past year. ICBVI is an active partner on the Workforce Development Council Staffing Committee.

4.8 (b) COOPERATION AND COORDINATION WITH OTHER AGENCIES AND ENTITIES

Idaho Rural Development does not have any employment programs in the State.

- (1) The following cooperative agreement is a non workforce system agreement. ICBVI has a cooperative agreement with the State Department of Education and IDVR that outlines the coordination between the two VR agencies and the school system to provide transition services from school to work or higher education. Included in the agreement are provisions for consultations and technical assistance, transition planning, coordinating the IEP and the IPE for students roles and responsibilities, and financial responsibilities and procedures for outreach.

ICBVI VR Counselors and Central Office staff often coordinates with education officials to work with blind and visually impaired students transitioning from the K-12 school system. VR counselors regularly meet with the Special Education teachers, teachers of the visually impaired, school counselors, school nurses and other personnel involved in school work transition.

- (2) ICBVI does not have cooperative agreements with private non profit service providers as we pay fee for service. Idaho procurement rules do not require purchasing certain goods/services from disability-related organizations and ICBVI does not participate in a group providing oversight to such a rule.
- (3) ICBVI coordinates with Health and Welfare and the IDVR state fund program to provide long term support for clients with the most significant disabilities who require supported employment and extended services. The Medicaid program in the Department of Health and Welfare has the Home and Community Based Services Waiver which provides long term support for Community Supported Employment and IDVR administers the state fund for long term CSE support for those who do not qualify for Medicaid Waiver. ICBVI collaborates extensively with IDVR on CSE cases as usually those clients requiring CSE have multiple disabilities including developmental disabilities, TBI or mental illness which qualifies them for the long term support programs.

4.10 COMPREHENSIVE SYSTEM OF PERSONNEL DEVELOPMENT (361.18)

(a) Data System on Personnel and Personnel Development

The collection and analysis of data on all personnel includes the following:

- ICBVI maintains a system of job descriptions and incumbent staff in all positions.
- An annual needs assessment is conducted to identify and analyze the training and development needs of all ICBVI rehabilitation personnel.
- The analysis of current and future staffing needs is ongoing.

(1)(A) Our current ratio of VR counselors to clients served per fiscal year is 1: 74.

(1)(B) ICBVI currently employs a total of 44 staff. The breakdown of personnel is as follows:

Professional staff:

- 1 Administrator
- 1 Rehabilitation Services Chief
- 5 Program Managers (ATC, BEP, IL, Fiscal and HR)
- 5 Senior VR Counselors for the Blind
- 2 VR Counselors for the Blind
- 14 Senior Instructors for the Blind

Administrative staff:

- 1 IT Technology Senior
- 1 Volunteer Reading Services Coordinator
- 1 Fiscal Technician
- 1 Administrative Assistant
- 5 Vocational Rehabilitation Assistants
- 1 BEP specialist
- 1 Client Services Aide
- 1 Reader-driver
- 1 Storekeeper
- 1 Receptionist
- 2 Office Specialists (ICBVI received funding for SFY 2009 to increase to 2 positions).

(1)(C) Current positions needed to meet the needs of the agency are: 2 assistive technology specialists position, increase 1 VRA position from a $\frac{3}{4}$ full time position to a full time position, increase Rehabilitation Teacher positions from $\frac{3}{4}$ time to full time, and increase a $\frac{1}{2}$ time VRA position to a full time position. In addition, over the next 5 years, we anticipate that ICBVI will need 4 to 6 additional Senior Vocational Rehabilitation Counselors for the Blind due to attrition and retirement.

Based on projected population growth, age and age related visual impairment Disability issues; ICBVI anticipates the need for an additional 2 to 3 Senior Instructors for the Blind positions, as well as 2 assistive Technology specialists' positions to meet the demand for ICBVI services.

(2)(A) Idaho only has one institution of higher education, the University of Idaho (U of I), that

prepares VR counselors; however the VR counseling degree is part of a more generic Masters in counseling which covers school counseling as well as professional counseling. The major emphasis is not on VR counseling. We have no preparatory facilities for Rehabilitation Instructors in the state; however, we do provide internships.

(2)(B) The number of students enrolled in the Master's counseling program including VR counselors at the U of I is 18. Most of these students were already employed or intended to pursue professional or school counseling as a career rather than VR.

(2)(C) The number of students who graduated from the Master's program for VR counselors at the U of I during the prior year with the credentials for certification was also 18. However several of those students were also already employed by the general VR agency or intended to pursue school counseling as a career.

(b) Plan for Recruitment, Preparation, and Retention of Qualified Personnel

ICBVI will continue to recruit qualified staff from the U of I and also at other regional and national institutions of higher education. We maintain periodic contact with Western Washington University, Utah State University, Portland State University, Western Oregon University, University of Wisconsin-Stout, University of Northern Colorado and Montana State University, all of which have Master's programs in Rehabilitation Counseling in the Pacific Northwest.

ICBVI also uses the following for recruitment of Senior VR Counselors and Senior Instructors for the Blind:

- Rehabilitation Recruitment Center
- The AER Website
- The Internet as utilized by the Idaho Division of Human Resources
- Word of mouth between the universities in the Western United States
- Internships in which individuals complete it with ICBVI
- Personal contact with instructors in university programs
- NFB Website

Due to the relatively low turnover rate and small number of positions within ICBVI for Senior VR and VR Counselor positions, as well as Instructor for the Blind positions, the agency has effectively utilized the strategies outlined above as an informal plan for recruitment and hiring. Recruitment issues are handled by the hiring manager responsible for the position.

ICBVI is committed to recruiting and hiring qualified personnel who are individuals with disabilities and/or from minority backgrounds. The agency has a long history of recruiting, hiring and retaining such individuals. Presently, we employ 22 individuals with a disability, 8 of which are blind or visually impaired and two individuals from a minority background. With a total staff of 44, this amounts to 53% of ICBVI's staff.

We have upgraded the knowledge, skills, and abilities of Senior VR Counselor for the Blind to

reflect that the position requires a Master's Degree and CRC credentials or the capacity to sit for CRC exam immediately following hire. We only utilize the VR Counselor for the Blind position as an under fill when we are unable to recruit a Senior VR Counselor for the Blind. This occurs in the more rural regions of the state. As an under fill position, the VR Counselor for the Blind is directly mentored and given client case file oversight by a Senior VR Counselor or Rehab Services Chief especially in the areas of eligibility determination and plan approval as required by law and regulation.

Currently 75% of our vocational rehabilitation staff has obtained the Certified Rehabilitation Counselor Credential, including the Rehab Services Chief.

We have 14 Senior Instructors for the Blind and 4 of them have Master's degrees and/or AER Certification in Rehab Teaching or O&M. We continue to encourage and financially support further formal education.

Retention of qualified staff has been accomplished by our Administrator paying for performance and increasing staff salary within legislative mandates. ICBVI salaries compare favorably with the surrounding states in the Pacific Northwest. We also encourage and support, financially and time-wise, staff training, formal education and certification.

As a classified agency within the State of Idaho system ICBVI is required to follow specific hiring procedures. Idaho has set up position/job descriptions with specific minimum qualifications for each classified position category. When ICBVI recruits for new employees an announcement is created on the State of Idaho Division of Human Resources web site. The announcement not only contains information about the position for which ICBVI is recruiting and the corresponding minimum qualifications, but a test is also part of the application process whereby applicants have to specifically address how the minimum qualifications are being met. Once the applicant has submitted an application the test is graded and a score is assigned. Any applicant scoring above 70 is placed on a hiring list. ICBVI has to use this hiring list to interview and select the appropriate candidate.

Prior to announcing a position or when there are no qualifying applicants, ICBVI has the flexibility to hire a potential employee as a temporary employee to provide training in order to meet minimum qualifications of the classified position. The training needed to meet minimum qualifications is determined by the hiring manager for that position. This is outlined directly with the employee in terms of training needs and timeframes to meet that need. An employee is required to obtain a score of 70 or higher on the application process before he can be considered for a permanent position at ICBVI.

ICBVI's minimum standards are the State of Idaho's minimum standards for each position.

(c) Personnel Standards

- (1) ICBVI's minimum standards for Senior VR Counselor for the Blind are consistent with the national standard of CRC.
- (2) ICBVI places great importance on recruiting, hiring and retraining staff that are appropriately and adequately trained to provide services to our blind and visually impaired clients. We currently have 7 staff with CRC certification.

The agency has 14 Senior Instructors for the Blind of which 4 have Master's degrees and/or AER Certification in Rehab Teaching or O&M. In order for ICBVI to hire any person into a permanent position from a temporary position they have to meet the minimum standards for that position as determined by the State of Idaho's Department of Human Resources for that classified position.

- (3)(A) ICBVI continues to encourage further formal education and ICBVI financially supports this. We also provide ongoing In-Service training through funds from the In-service Training Grant and 110 grant monies. Training is also received from different training conferences put on by national groups such as AER, Helen Keller National Center, RSA and other entities.
- (3)(B) Our goal is to have all newly hired Senior VR Counselors for the Blind either meet the highest standard at the time of hire or to complete the Master's Degree and CRC certification as soon as possible not to exceed 6 years from date of hire. All other staff would have to meet the minimum standards for the position within 2 years from date of hire.
- (3)(C) Assessment of ICBVI's progress in hiring and retraining personnel is monitored by the Rehab Services Chief and Human Resources on an ongoing basis through annual performance evaluations and employee development plans. Identification of minimum standards is described in Attachment 4.10(b)
- (3)(D) When we are unable to hire Senior VR Counselors for the Blind with the initial minimum qualifications, we will under fill the position until the formal education and CRC certification has been obtained or else classifies them as a VR counselor for the Blind which is the paraprofessional classification with oversight by a CRC for eligibility determination and plan approval. A plan will be developed by the Rehab Services Chief outlining the timeframes and steps needed in order for a VR counselor to achieve the Senior VR counselor level within the 6-year time frame. A plan will be developed by the hiring manager outlining the timeframes and steps needed for any staff position to meet the minimum standards for that position within the 2-year time frame. Plan for recruiting, hiring, and retaining are described in Attachment 4.10 (a).

(d) Staff Development

- (1) ICBVI tracks and monitors each employee's individual training and development.

Special emphasis is placed on training required to maintain CRC or AER certification. This includes training on disability topics, vocational counseling, assessment, job placement strategies and especially assistive technology for the blind and visually impaired.

- (2) ICBVI will conduct an annual training needs survey of all staff to provide appropriate In-Service and other training opportunities. The needs identified are then addressed through individual training plans, specialized group training or the annual all staff In-Service.

Specific areas of training that are emphasized are training on the Rehab Act and its regulations, Social Security Work incentives and employment. IDEA for transition age students with blindness and visual impairment, the Workforce Investment Act and vision related disabilities. This is accomplished through our monthly Client Services Conference calls, group training and annual In-Service. All these activities help with staff retention.

We have provided specific training for our Vocational Rehabilitation Assistants to increase their skills in dealing with the blind and visually impaired clients.

Succession planning and leadership development are discussed and emphasized to assist staff to enhance current skills or to build their skills for future opportunities for advancement within the agency. ICBVI has a policy to promote from within, which gives opportunities for current employees to advance and remain with the agency.

All agency personnel have an annual evaluation of his or her performance, goals and plans. It is during this process that ICBVI assesses how training has impacted an employee's ability to perform the essential functions of his or her position.

(e) Personnel to Address Individual Communication Needs

Because of the agency's small size, ICBVI has chosen to purchase sign language interpreting services for individuals who are deaf. In cases where the client is deaf and blind; ICBVI will often work collaboratively with the general VR agency and the Helen Keller's national and regional centers. to provide services. If we have a client who is monolingual Spanish speaking we will request assistance from IDVR's bilingual counselors around the state or hire interpreters.

(f) Coordination with Personnel Development under IDEA

ICBVI continues to look for opportunities to collaborate on training and staff development with the Dept. of Education and the schools. ICBVI will coordinate our CSPD activities with those provided under IDEA. We currently participate in:

- The Interagency Task Force on Transition from School to Work
- Transition and Assistive Technology School to Work Conference: Tools for Life. ICBVI was involved in the planning the Tools for Life Conference and also gave

- Independent Living Conference
- Training Conferences provided by the Association for the Education (AER) and Rehabilitation for the Blind and Visually Impaired.
- Collaborative Training with the Idaho School for the Deaf and Blind
- Statewide mini-training sessions with Special Education and ICBVI staff in local school districts.

Our most important collaboration under IDEA was a joint agency conference held among ICBVI, IDVR and senior educators who function as coaches and mentors around the state. This was a first step in greater collaboration and better understanding of all the programs amongst the participants. This conference is planned yearly to every other year.

4.11 ASSESSMENTS; ANNUAL ESTIMATES; GOALS AND PRIORITIES; STRATEGIES; AND REPORTS OF PROGRESS

4.11(a) Results of Comprehensive Statewide Assessment of Rehabilitation Needs of Individuals with Disabilities and Need to Establish, Develop or Improve Community Rehabilitation Programs

(1)(A)ICBVI completed a Comprehensive Needs Assessment in the spring 2008 in accordance with the requirements of Section 101.15 of the Rehabilitation Act as amended. Three separate surveys were developed to thoroughly assess the needs of Idahoans with Blindness and Visual Impairments. The survey participants included a random sample of closed and open VR and IL clients, transition students, State and Federal Government Agencies, Consumer Groups, Secondary and Post Secondary Education Institutions, non-profit and profit organizations providing services and or advocacy, staff, Client Assistant Program, Independent Living Centers, Lions Club, WIA partners, Humphrey's Diabetes Center, Tribal Representatives and 121 Programs, and the Idaho Commission on Hispanic Affairs and Community Rehabilitation Programs. The Statewide Comprehensive Needs Assessment will be conducted every three years.

Overall, the Comprehensive Needs Assessment results indicate that Idahoans with Blindness and Visual Impairments' rehabilitation needs are being met. Over 40% of the comments received from clients were related to satisfaction of services. The following are the four major areas that were identified from the Comprehensive Needs Assessment as areas of opportunity for ICBVI to increase its effectiveness in meeting the rehabilitation needs of Idahoans with Blindness and Visual Impairments.

Awareness of Services/Communication

The comprehensive needs survey indicated that there was a need for ICBVI to more thoroughly communicate the programs available and client service delivery process. Communicate more effectively ICBVI's areas of specialization for blind and visually impaired individuals.

Employment/Employer Awareness

Increase employment outcome opportunities for clients in the rehabilitation process. Increase employers' awareness of abilities of blind and visually impaired individuals, and increase employer's awareness of ICBVI's availability to provide technical assistance on accommodation needs of an individual.

Training for Clients

Training for clients was identified as a broad category that touched on many areas, to increase the availability and types of training in different areas of the State, which included but not limited to alternative skills to blindness, computer training, job readiness and job skills training.

Training for Staff

A variety of responses were related to the provision of services by the ICBVI staff, these areas could be addressed through trainings for staff to increase their knowledge of process, availability of services, and coordination with other entities as well as counseling techniques.

Service Needs of Individuals with the Most Significant Disabilities Including Supported Employment Services

School work transition students, who are blind, visually impaired or deaf blind are usually classified as significantly or most significantly disabled, as they often have had very little or no work experience in addition to the other barriers that they face in transitioning either into higher education or the world of work. As part of the Comprehensive Needs Assessment this group was identified as part of the most significantly disabled being served at ICBVI. In addition to the rehabilitation needs identified in the overall comprehensive needs assessment, school work transition students also identified a rehabilitation need to focus on transition related services. The small number of comments received in this area did not allow us to identify more specifically the respondents' definitions of "transition". Another section of the population classified as significantly or most significantly are clients with multiple disabilities such as developmental disabilities, traumatic brain injury and mental health.

The Comprehensive Needs Assessment indicated that overall supported employment needs are being met, but increased funding for supported employment was identified. ICBVI receives only 1% or \$3,000 of the \$300,000 allotted to the state of Idaho for Community Supported Employment (CSE). Consequently when the need for CSE arises for a client it is usually because of multiple disabilities and not just blindness or visual impairment. Given these circumstances, ICBVI counselors collaborate with their peers in the general agency to insure that the client receives the appropriate services. The long term support required for CSE is provided under the Medicaid HCBS waiver or the state grant administered by IDVR.

Service Needs for Minorities, Unserved and Underserved Populations

ICBVI will continue its outreach to the Native American Indian tribes located in the state. There are currently three tribal VR programs in Idaho, Coeur d'Alene and Nez Perce. The Shoshone-Bannock tribe has applied for a new grant. We are also doing outreach to the Duck Valley Indian Reservation on the Idaho-Nevada border. The percentage of the Native American Indian population in Idaho is 1.4%.

Our largest minority population is Hispanic, and many of these individuals are served through the general IDVR program. We collaborate on clients with vision loss and other disabilities. The percentage of the Hispanic population in Idaho is 7.9%.

The results of the Comprehensive Need Assessment indicated that there is a need for ICBVI to provide outreach activities specifically to the Native American Indian Tribes and the Hispanic population. ICBVI will focus on developing specific outreach activities to better provide effective communication with these minority groups to inform, educate and collaborate.

Service Needs for Individuals Served Through Other Components of the Workforce Investment System

The State of Idaho has recently changed from having just six regional One-Stop Centers to making all their Job Service offices part of the One-Stop system. However not all of the rural centers are programmatically accessible to people who are blind or visually impaired, even though there are “disability” computers with screen readers and screen enlargement programs in the six larger regional ones. In our rural communities, a major barrier is transportation to get to the One-Stop center. An additional need is computer literacy and assistance available so that clients are able to utilize the One-Stop Center computers. Many of ICBVI’s clients only visit the One-Stops at the insistence of their VR counselors, though more clients are starting to use the online Idaho Works system, with encouragement from their VR Counselors, if they are able to access a computer with the required assistive technology. They can register for work online and also can learn which employers are hiring and what kind of jobs are available and in demand. The number of ICBVI clients served through the One-Stop is far less than 1% of their total clientele and approximately 5% of ICBVI’s total clientele. ICBVI has provided technical guidance this past year to the one stop centers on computer accessibility for the computer system used by the public to access one- stop programs. This should increase the overall accessibility for the blind and visually impaired.

Status of Community Rehabilitation Programs (CRPs)

There are currently forty (34) Community Rehabilitation Programs in ICBVI’s six regions in Idaho serving both the metropolitan and rural areas of the state. To help the CRPs address the evaluation special needs of individuals who are blind or visually impaired, ICBVI has supported the use of the Comprehensive Vocational Evaluation System (CVES) and it is now available in three regions of the state.

Approximately 11% of ICBVI’s clientele utilize services provided by CRPs. This includes evaluation, job coaching, placement and follow-along, job retention skills and community supported employment. We also encourage our VR counselors to develop working relationships with CRP staff, so they can learn more about blindness and visual impairments. This knowledge of blindness and blindness issues is a definite need for CRP staff to make them better able to serve ICBVI’s clients.

The Comprehensive Needs Assessment completed in 2008 identified a need for Community Rehabilitation Programs to have training in Blind and Visual Impairment issues to better serve clients of ICBVI. Due to the relatively small number of ICBVI clients served by CRPs compared with the general agency number of clients served by CRPs, CRP staff often have less interaction overall with Blind and Visually Impaired Individuals. ICBVI will develop and collaborate with CRPs around the state to implement training opportunities for CRPs to help increase their effectiveness in assisting Blind and Visually Impaired individuals.

4.11(B) Annual Estimates Of Individuals to Be Served and Cost of Services

- (1) The estimated number of all individuals who are eligible for services under this plan is

2900.

- (2) The estimated number of eligible clients who will receive ICBVI services in FFY 2009 under:
 - Title I, Part B is 450
 - Title VI Part B is 25
- (3) The estimated cost for services in FFY 2009:
 - Title I Part B \$490,000
 - Title VI Part B \$3000
- (4) ICBVI is not under an order of selection.

4.11(C) (1) State Goals and Priorities

The following goals are based on the analysis of the Statewide Comprehensive Needs Assessment completed in 2008; the agency's performance on standards and indicators; input from consumers, advocates, providers and other stakeholders. The following identifies our three major goals which are:

- (1) Increase public and client awareness of the mission, purpose, goals, function and services of the agency.

ICBVI will implement the following strategies:

- Improve outreach methods to reach more consumers, advocates, providers, employers and other stakeholders
- Implement recurring outreach activities to help minimize the effects turnover in staff of organizations has on the organizational knowledge of ICBVI services.
- Emphasize the specialized programs and services that ICBVI offers to the Blind and Visually Impaired
- Work closely with State Transition Council and School Districts to increase early transition awareness.

- (2) Increase Independence and Employment Outcomes through quality rehabilitation services.

ICBVI will implement the following strategies:

- Emphasize stronger upfront counseling and guidance
- Emphasize the role functional skills has on employment outcomes
- Work with Transition youth at the start of high school to foster the development of ongoing transition planning and services
- ICBVI will meet or exceed the required federal indicators.
- Develop and Implement Enhancements to ICBVI's computerized case management system to more effectively manage and evaluate data for the agency's ability to meet

and exceed the standards and indicators.

- Emphasize the use of work incentives from Social Security Administration that promotes the transition of dependence on benefits to the independence of part or full time employment.
- Provide ongoing staff training to insure qualified professional staff knowledgeable in blindness ,visual impairments as well as secondary disabilities; counseling techniques, vocational rehabilitation, community and secondary transition.

(3) Increase training availability, effectiveness and access for clients.

ICBVI will implement the following strategies:

- Implement a traveling Assessment and Training Center (ATC).
- Add flexible time frames to ATC schedule to better accommodate clients rehabilitation needs.
- Develop additional materials to better communicate to clients about the purposes for and preparation needs to participate in ICBVI trainings.
- Work with Consumer Groups, Clients and Secondary Transition Partners to increase the effectiveness of the “School Work Experience Program”SWEP and “College Days” Programs offered at ICBVI.

4.11(C) (3) Order Of Selection

ICBVI is not in an Order of Selection.

4.11(C) (4) Goals And Plans For Distribution Of The Title VI, Part B Funds

ICBVI receives only 1% or \$3,000 of the \$300,000 allotted to the state of Idaho for Community Supported Employment (CSE). This funding amount may cover the upfront training costs for one to three individuals. In Idaho there are not any long-term support funds for clients with visual impairments only, so given these circumstances and the fact that most people requiring CSE are individuals with multiple disabilities, ICBVI counselors collaborate with their peers in the general agency to insure that clients receive the appropriate services.

4.11(D) Strategies to Achieve Goals and Priorities and Support Innovation and Expansion Activities

(1)(A) Strategies to Expand and Improve Services to Clients Including Provision of Assistive Technology

- Provide information to the State and private Human Resource Groups in the Treasure Valley to educate them about ICBVI services for their current employees as well as potential employees that receive services from ICBVI.
- Require all new clients at the Assessment and Training Center (ATC) to participate in a 4 week assessment of their adaptive blind skills.
- Conduct an assessment of blindness skills on all VR clients to determine their level of competence with the alternative skills of blindness.
- Develop an adaptive technology assessment that can be used statewide to determine client need for AT and for a thorough assessment of the application the adaptive technology is expected to perform and the client's ability to use it.
- Develop training curricula and timelines for clients to learn how to best utilize their Assistive Technology devices.
- Set up a loaner system and increase the number of models of adaptive technology for clients to try out before we purchase items.
- Utilize our newly remodeled Boise location for easier customer access to the Low Vision Clinic, VR Counselors and Rehab Teachers. Also for training in the ATC where clients can use our onsite dorm rooms. We anticipate bringing in paying ATC students from other states.
- Install computer stations in the residence for clients to practice on and complete homework assignments while attending the ATC.
- Complete upgrade to ICBVI's computer system for better data collection and reporting capability.
- Continue membership in the Chamber of Commerce to provide ongoing access to the business community and gain their participation in ICBVI's job club as well as keep business informed about ICBVI services.

(1)(B) Strategies to Conduct Outreach to Identify and Serve Minorities and Unserved or Underserved Populations

ICBVI will work collaboratively with the Native American Indian Tribes that reside within the State to identify methods to better communicate the mission, goals, purpose and programs of ICBVI. Identify processes to better facilitate referrals into ICBVI programs as well as implementation and completion of programs for employment outcomes.

ICBVI will work collaboratively with Department of Labor and the Idaho Commission on Hispanic Affairs to identify methods to better communicate the mission, goals, purpose and programs of ICBVI. Identify processes to better facilitate referrals into ICBVI programs as well as implementation and completion of programs for employment outcomes.

ICBVI will continue to collaborate with Department of Education to insure that transition age

students are made aware of ICBVI services and how to access them. This is occurring at a State level with ICBVI's involvement in the Interagency Transition Council as well as regional level where the VR counselors are in direct communication with individual school staff.

(1)(C)Strategies to Improve Community Rehabilitation Programs

ICBVI will collaborate with the community rehabilitation programs from around the state to develop a series of trainings designed specifically for CRPs to increase their staff's knowledge and skills in blindness and visual impairments to better serve ICBVI clients in achieving quality employment outcomes.

(1)(D)Strategies to Improve Performance on the Standards and Indicators

- Increase outreach to all eligible Idahoans.
- Start working with high school transition students earlier to train and promote employment goals as they transition from school to the adult world of work.
- Emphasize jobs with higher wages.
- Emphasize upfront counseling and guidance.
- Emphasize functional evaluations.
- Upgrade computerized case management system to provide more effective data for evaluation of progress and outcomes.
- Upgrade External Web Pages to better communicate with the public about ICBVI's mission, purpose and programs. Additionally it can be used effectively as a tool to update the public, clients, and stakeholders about current events, information and contact information.

(1)(E)Strategies for Assisting Individuals Served Through Other Components of the Statewide Workforce Investment System

Continue to work with Department of Labor and the One-Stop System in checking accessibility for Blind and Visually Impaired. Continue to encourage ICBVI's clients to visit the One-Stops or use the online Idaho Works System

Continue to coordinate and collaborate with the Disability Navigator Positions at the Department of Labor to assist ICBVI in securing employment opportunities for our clients being served in our Summer Work Experience Program as well as providing job readiness training.

4.11(E) (2) Evaluation and Reports of Progress

(2)(A)(B)The following define the progress ICBVI has achieved over the past fiscal year in meeting our goals and priorities as described in our previous State Plan, and in using I&E funds towards these goals. The Commission's strategic goals are listed below, as well as progress on each:

Goal #1 - To provide high quality rehabilitation services in a timely manner

- Successfully passed the federal Performance Standards and Indicators for FFY 2007.
- Achieved 91 successful employment outcomes for FFY 2007 statewide while decreasing our percentage of homemaker closures.
- Received an additional VR Counselor position for the Idaho Falls region and the position started July 1, 2007.
- Received an additional ½ time Vocational Rehabilitation Assistant position available July 1, 2008.
- Updated ICBVI policies.
- Created a “College Days” Program at our Assessment and Training Center.
- Shifted the focus of our SWEP program to independence and employment skills training.

Goal #2 - Revenue control and enhancements, reporting and information management

- ICBVI implemented a web based version of its old case management system and will upgrade the system to increase its information management effectiveness. There was not sufficient funding last year to develop and implement the upgrades to the case management system
- ICBVI implemented a new Aids and Appliances System.
- ICBVI implemented a new BEP computerized system.

Goal #3 - To increase public awareness of the purpose, goals, function and services of the agency.

- Participated in the Idaho Interagency Council on Secondary Transition with membership from Dept. of Education, Special Education, IDVR, Co-Ad, Idaho Parents Unlimited, representatives from the Institutes of Higher Education, Dept. of Commerce & Labor, Dept. of Juvenile Corrections, Dept. of Health & Welfare, Developmental Disability programs, Idaho Assistive Technology Project, Idaho School for the Deaf and Blind, State Independent Living Council, Community Rehabilitation Programs, Council on Developmental Disabilities and the Youth Leadership Forum.
- Participated in “Tools for Life” A statewide transition conference.
- Participated in Chamber of Commerce meetings in various locations around the State.
- Participated in Workforce Investment Council Meetings.
- Developed new and separate Employer and Client Service Brochures.
- Have collaborated with personnel from the Idaho School for the Deaf and the Blind and consumer organizations.
- Hired a new Administrative Assistant with extensive skills in web management.
- The Administrator has met regularly with individual legislators throughout the year.

(2)(D)Assessment of Performance on the Standards and Indicators

- Performance Indicator 1.1
ICBVI increased our rehabilitations by 32 and passed this indicator. We have increased our number of integrated, competitive employment outcomes and reduced the number of homemaker closures.
- Performance Indicator 1.2
ICBVI did not pass this indicator with 68%.
- Performance Indicator 1.3
ICBVI passed this indicator with 82.94%.
- Performance Indicator 1.4
ICBVI passed this indicator at 97.16%. This reflects the number of clients who overcame significant disabilities and barriers with the assistance of ICBVI to reach successful employment outcomes.
- Performance Indicator 1.5
ICBVI passed this indicator with a ratio of .62. Many of our clients become successfully employed at wages higher than the state average hourly earnings.
- Performance Indicator 1.6
ICBVI passed this indicator with a score of 37.59%. Factors that influence this indicator with regard to the clients of ICBVI are that many of our clients are employed when they come to the Commission for assistance, and we help them to maintain their employment with the provision of services required because vision loss or legal blindness. Also, we have many clients who choose to supplement their SSDI with part-time employment as they do not want to lose their monetary benefit.
- Performance Indicator 2.1
ICBVI passed this indicator with a service rate of .88; however because of the low number of individuals of minority background who were served and exited the program, we are required to provide policies or steps to insure that people with disabilities from minority backgrounds have equal access to VR services. This has been addressed in Section 4.11(d).

Innovation and Expansion

- Requested from the legislature and got the position approved to start 7/1/08 a Vocational Rehabilitation Assistant to serve the Idaho Falls region and Southeast Idaho.
- Increased two Rehabilitation Teacher Positions from ¾ time to full time positions. This will increase their availability to work with VR clients in learning alternative skills of blindness.
- Increased the number of computer labs available to clients in the ATC from one to two when the renovations of the building were completed this last year.

6.3 QUALITY, SCOPE, AND EXTENT OF SUPPORTED EMPLOYMENT SERVICES

Supported employment services are provided to our blind or visually impaired clients who have multiple disabilities who have the most significant disabilities who are consequently are eligible to receive community supported employment services. These multiple disabilities include developmental disabilities, traumatic brain injuries, and mental illness or combination of these disabilities. CSE services are provided by the community rehabilitation programs which are certified by CARF or RSAS. Services include assessment, job site development, job coaching, and communication with the employers. ICBVI and IDVR provide the upfront training until the clients are stabilized on their jobs and at that point they are transferred to the long term support services through Health and Welfare HCBS waiver or IDVR state fund program.

CERTIFICATION REGARDING LOBBYING

Applicants must review the requirements for certification regarding lobbying included in the regulations cited below before completing this form. Applicants must sign this form to comply with the certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying." This certification is a material representation of fact upon which the Department of Education relies when it makes a grant or enters into a cooperative agreement.

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a Federal contract, grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including sub grants and contracts under grants and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification.

NAME OF APPLICANT OR PROJECT NAME Idaho Commission for the Blind & Visually Impaired	PR/AWARD NUMBER AND / Basic Support 84.126A
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE Angela Jones, Administrator	
SIGNATURE	DATE 6/24/08

ED 80-0013

06/04

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As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification.

<p>NAME OF APPLICANT OR PROJECT NAME Idaho Commission for the Blind & Visually Impaired</p>	<p>PR/AWARD NUMBER AND / Community Supported Employment 84.187A</p>
<p>PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE Angela Jones, Administrator</p>	
<p>SIGNATURE</p>	<p>DATE 6/24/08</p>