

State: UTAH

**STATE PLAN FOR
INDEPENDENT LIVING
(SPIIL)**

**Chapter 1, Title VII of the Rehabilitation Act of 1973,
as Amended**

**STATE INDEPENDENT LIVING SERVICES (SILS) PROGRAM
PART B**

**CENTERS FOR INDEPENDENT LIVING (CIL) PROGRAM
PART C**

FISCAL YEARS 2014-2016

TABLE OF CONTENTS

Part I: Assurances

Section 1: Legal Basis and Certifications	3
Section 2: SPIL Development	3
Section 3: Independent Living Services	5
Section 4: Eligibility	5
Section 5: Staffing Requirements	5
Section 6: Fiscal Control and Fund Accounting	6
Section 7: Recordkeeping, Access and Reporting	6
Section 8: Protection, Use and Release of Personal Information	7
Section 9: Signatures.....	7

Part II: Narrative

Section 1: Goals, Objectives and Activities.....	8
Section 2: Scope, Extent, and Arrangements of Services	12
Section 3: Design for the Statewide Network of Centers	14
Section 4: Designated State Unit (DSU)	14
Section 5: Statewide Independent Living Council (SILC)	15
Section 6: Service Provider Requirements	16
Section 7: Evaluation	17
Section 8: State-Imposed Requirements	17

PART I: Assurances

State of: Utah

Section 1: Legal Basis and Certifications

- 1.1 The designated State unit (DSU) eligible to submit the State Plan for Independent Living (SPIL or the plan) and authorized under State law to perform the functions of the State under the State Independent Living Services (SILS) and Centers for Independent Living (CIL) programs is Utah State Office of Rehabilitation (USOR). *34 CFR 76.104(a)(1) and (2); 34 CFR 364.22(a)*
- 1.2 The separate State agency eligible to submit the plan and authorized under State law to provide vocational rehabilitation (VR) services to individuals who are blind is **NA**. Indicate N/A if not applicable. *34 CFR 76.104(a)(1) and (2); 34 CFR 364.20(d) and 364.22(c)*
- 1.3 The Statewide Independent Living Council (SILC) that meets the requirements of section 705 of the Act and is authorized to perform the functions outlined in section 705(c) of the Act in the State is Utah Statewide Independent Living Council. *34 CFR 364.21(a)*
- 1.4 The Utah State Office of Rehabilitation is authorized and the Utah Statewide Independent Living Council is authorized is to jointly develop, sign and submit this SPIL on behalf of the State, and have adopted or otherwise formally approved the SPIL. *34 CFR 76.104(a)(7); 34 CFR 364.20(c) and (d)*
- 1.5 The USOR may legally carry out each provision of the plan and will comply with all applicable Federal statutes and regulations in effect with respect to the three-year period it receives funding under the SPIL. *34 CFR 76.104; 34 CFR 80.11(c)*
- 1.6 The SPIL is the basis for State operation and administration of the program. All provisions of the SPIL are consistent with State law. *34 CFR 76.104(a)(4) and (8)*
- 1.7 The representative, who has the authority under State law to receive, hold, and disburse Federal funds made available under the SPIL and to submit the SPIL jointly with the SILC chairperson is Don Uchida. *34 CFR 76.104(a)(5) and (6)*

Section 2: SPIL Development

- 2.1 The plan shall be reviewed and revised not less than once every three years, to ensure the existence of appropriate planning, financial support and coordination, and other assistance to appropriately address, on a statewide and comprehensive basis, the needs in the State for:
 - The provision of State independent living services;
 - The development and support of a statewide network of centers for independent living; and
 - Working relationships between programs providing independent living services and independent living centers, the vocational rehabilitation program established under title

I, and other programs providing services for individuals with disabilities. *34 CFR 364.20(f)*

- 2.2 The USOR and USILC conduct public meetings to provide all segments of the public, including interested groups, organizations and individuals, an opportunity to comment on the State plan prior to its submission to the Commissioner and on any revisions to the approved State plan. *34 CFR 364.20(g)(1)*
- 2.3 The USOR and USILC establish and maintain a written description of procedures for conducting public meetings in accordance with the following requirements. The DSU and SILC shall provide:
 - appropriate and sufficient notice of the public meetings (that is, at least 30 days prior to the public meeting through various media available to the general public, such as newspapers and public service announcements, and through specific contacts with appropriate constituency groups and organizations identified by the DSU and SILC);
 - reasonable accommodation to individuals with disabilities who rely on alternative modes of communication in the conduct of the public meetings, including providing sign language interpreters and audio-loops; and
 - public meeting notices, written material provided prior to or at the public meetings, and the approved State plan in accessible formats for individuals who rely on alternative modes of communication. *34 CFR 364.20(g)(2)*
- 2.4 At the public meetings to develop the State plan, the USOR and USILC identify those provisions in the SPIL that are State-imposed requirements beyond what would be required to comply with the regulations in 34 CFR parts 364, 365, 366, and 367. *34 CFR 364.20(h)*
- 2.5 The USOR will seek to incorporate into, and describe in, the State plan any new methods or approaches for the provision of IL services to older individuals who are blind that are developed under a project funded under chapter 2 of title VII of the Act and that the DSU determines to be effective. *34 CFR 364.28*
- 2.6 The USOR and USILC actively consult, as appropriate, in the development of the State plan with the director of the Client Assistance Program (CAP) authorized under section 112 of the Act. *34 CFR 364.20(e)*

Section 3: Independent Living Services

- 3.1 The State, directly or through grants or contracts, will provide IL services with Federal, State, or other funds. *34 CFR 364.43(b)*
- 3.2 Independent living services shall be provided to individuals with significant disabilities in accordance with an independent living plan mutually agreed upon by an appropriate staff member of the service provider and the individual, unless the individual signs a waiver stating that such a plan is unnecessary. *34 CFR 364.43(c)*
- 3.3 All service providers will use formats that are accessible to notify individuals seeking or receiving IL services under chapter 1 of title VII about:
 - the availability of the CAP authorized by section 112 of the Act;
 - the purposes of the services provided under the CAP; and
 - how to contact the CAP. *34 CFR 364.30*
- 3.4 Participating service providers meet all applicable State licensure or certification requirements. *34 CFR 365.31(c)*

Section 4: Eligibility

- 4.1 Any individual with a significant disability, as defined in 34 CFR 364.4(b), is eligible for IL services under the SILS and CIL programs authorized under chapter 1 of title VII of the Act. Any individual may seek information about IL services under these programs and request referral to other services and programs for individuals with significant disabilities, as appropriate. The determination of an individual's eligibility for IL services under the SILS and CIL programs meets the requirements of 34 CFR 364.51. *34 CFR 364.40(a), (b) and (c)*
- 4.2 Service providers apply eligibility requirements without regard to age, color, creed, gender, national origin, race, religion or type of significant disability of the individual applying for IL services. *34 CFR 364.41(a)*
- 4.3 Service providers do not impose any State or local residence requirement that excludes any individual who is present in the State and who is otherwise eligible for IL services from receiving IL services. *34 CFR 364.41(b)*

Section 5: Staffing Requirements

- 5.1 Service provider staff includes personnel who are specialists in the development and provision of IL services and in the development and support of centers. *34 CFR 364.23(a)*
- 5.2 To the maximum extent feasible, a service provider makes available personnel able to communicate:
 - with individuals with significant disabilities who rely on alternative modes of communication, such as manual communication, nonverbal communication devices,

Braille or audio tapes, and who apply for or receive IL services under title VII of the Act; and

- in the native languages of individuals with significant disabilities whose English proficiency is limited and who apply for or receive IL services under title VII of the Act. *34 CFR 364.23(b)*

5.3 Service providers establish and maintain a program of staff development for all classes of positions involved in providing IL services and, if appropriate, in administering the CIL program. The staff development programs emphasize improving the skills of staff directly responsible for the provision of IL services, including knowledge of and practice in the IL philosophy. *34 CFR 364.24*

5.4 All recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will take affirmative action to employ and advance in employment qualified individuals with significant disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities under section 503 of the Act. *34 CFR 364.31*

Section 6: Fiscal Control and Fund Accounting

6.1 All recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will comply with applicable EDGAR fiscal and accounting requirements and will adopt those fiscal control and fund accounting procedures as may be necessary to ensure the proper disbursement of and accounting for those funds. *34 CFR 364.34*

Section 7: Recordkeeping, Access and Reporting

7.1 In addition to complying with applicable EDGAR recordkeeping requirements, all recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will maintain records that fully disclose and document:

- the amount and disposition by the recipient of that financial assistance;
- The total cost of the project or undertaking in connection with which the financial assistance is given or used;
- the amount of that portion of the cost of the project or undertaking supplied by other sources;
- compliance with the requirements of chapter 1 of title VII of the Act and Part 364 of the regulations; and
- other information that the Commissioner determines to be appropriate to facilitate an effective audit. *34 CFR 364.35(a) and (b)*

7.2 With respect to the records that are required by *34 CFR 364.35*, all recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will submit reports that the Commissioner determines to be appropriate. *34 CFR 364.36*

7.3 All recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will provide access to the Commissioner and the Comptroller General, or any of their duly

authorized representatives, to the records listed in 34 CFR 364.37 for the purpose of conducting audits, examinations, and compliance reviews. 34 CFR 364.37

Section 8: Protection, Use, and Release of Personal Information

8.1 Each service provider will adopt and implement policies and procedures to safeguard the confidentiality of all personal information, including photographs and lists of names in accordance with the requirements of 34 CFR 364.56(a)(1-6). 34 CFR 364.56(a)

Section 9: Signatures

After having carefully reviewed all of the assurances in sections 1 - 8 of this SPIL, the undersigned hereby affirm that the State of Utah is in compliance and will remain in compliance with the aforementioned assurances during October 1, 2013 – September 30, 2016. The effective date of this SPIL is October 1, 2013

SIGNATURE OF SILC CHAIRPERSON

DATE

Donna McCormick

NAME OF SILC CHAIRPERSON

SIGNATURE OF DSU DIRECTOR

DATE

Don Uchida, Utah State Office of Rehabilitation Executive Director

NAME AND TITLE OF DSU DIRECTOR

N/A

SIGNATURE OF DIRECTOR OF THE SEPARATE
STATE AGENCY FOR INDIVIDUALS WHO ARE BLIND

DATE

N/A

NAME AND TITLE OF THE DIRECTOR OF THE
SEPARATE STATE AGENCY FOR INDIVIDUALS WHO ARE BLIND

Part II: Narrative

Section 1: Goals, Objectives and Activities

1.1 Goals and Mission – 34 CFR 364.42(b)(1)

Describe the overall goals and mission of the State's IL programs and services. The SPIL must address the goals and mission of both the SILS and the CIL programs, including those of the State agency for individuals who are blind as they relate to the parts of the SPIL administered by that agency.

UTAH 'S INDEPENDENT LIVING NETWORK MISSION

People with disabilities have equal opportunity to participate in their community according to their individual choice, abilities and circumstances.

Narrative: The Utah Independent Living Program is operated under a partnership between:

- (1) The Six individual non-profit Centers for Independent Living that offer Independent Living services on a statewide basis to people with disabilities.
- (2) The Federally Designated State Unit, the Utah State Office of Rehabilitation, who monitors the program and assures compliance with federal and state regulations.
- (3) The Utah Statewide Independent Living Council which is a citizen composed council that assists in the development and implementation of the State Plan for Independent Living.

Together this Independent Living Network works towards assuring individuals with disabilities living in Utah have opportunities to access services and supports which enhance their equal participation in their community according to their individual choice, abilities and circumstances.

Utah's IL network believes that for people with disabilities in Utah to participate fully in their communities there needs to be at a minimum (1) a statewide network of IL services available to address the supports some individuals need to achieve independence, and (2) have those services be at a level of quality that efficiently assists those using them to achieve their individual IL goals.

Goal 1: People with disabilities in Utah receive effective and quality IL services from Utah's CIL's

Narrative: The front line of IL service provision is the CILs. The Utah IL network has established six CILs in Utah with each serving a specific region of the state. Because of this network it is our belief that no area of the state is unserved, in terms of availability of IL services. This does not mean that Utah's IL Network has an adequate level of resources to meet the IL needs of all people with disabilities. Indeed, it is estimated that our IL network is only

reaching approximately one percent of people with disabilities in Utah. It simply means that there are CIL services available in each of the six regions of the state.

Goal 2: People in Utah are aware of the issues disability presents to the individual and the community; and the value of full participation in society.

Narrative: To achieve a society where people with disabilities are able to participate to the full extent of their ability and choice, it is necessary to ensure the community is aware of disability and the issues it presents to our society.

Goal 3: Youth with disabilities are participating in their communities according to their choice, abilities and circumstances.

Narrative: Utah's IL Network believes that in order for youth to successfully transition into adult life they need opportunities to learn, experience, and practice the skills the community will expect of them as adults. In order to facilitate opportunities for learning these skills it is necessary for youth with disabilities to 1) explore and determine what they feel are the relevant skills and opportunities, and 2) help ensure that such opportunities are or become available to them.

Goal 4: Utah Public Policy is reflective of the supports necessary for people with disabilities to participate independently in their communities.

Narrative: To achieve the goals, objectives and overall mission of Utah's SPIL it will be necessary to establish a community: 1) who are aware of the supports needed by some of its citizens with disabilities and 2) believe in the importance of making sure public policy is responsive to them. The Utah SPIL addresses this by a plan that assists people in knowing the techniques of effective advocacy.

1.2 Objectives – 34 CFR 364.42(a)(1) and (d); 34 CFR 364.32; 34 CFR 364.33

1.2A Specify the objectives to be achieved and the time frame for achieving them.

Objective 1.1: Each year of the SPIL, Utah's six CIL's will provide statewide IL services to a minimum of 20 percent new individuals compared to the statewide CSR count reported on the Federal 704 report, as demonstrated by the number of new CSRs compared to the total CSR number.

Activities:

Utah's network of six CILs will continue to promote the provision of IL services in their individual regions based on community and individual needs and available resources. In addressing the continuation of individual IL services, a minimum of 20 percent will be new individuals receiving services, Utah's Centers will maintain their activities of outreach, intake, planning, setting of individual goals and desired outcomes, providing services to achieve goal(s), coordination of necessary supports, documenting demographics, and providing follow up services as needed. The provision of these IL services includes the four core services and an

array of others that may be needed by individuals working towards living independently in their communities.

The 704 report, compiled by the DSU each year, will document the outcome measure that at least 20 percent of individuals served on a statewide basis will be new consumers. The measure will be determined by comparing the number of Consumer Service Records that are opened for new individuals to the total number of Consumer Service Records recorded on the RSA 704 Report.

Objective 1.2 *The CILs will continue to provide individualized IL services for people with significant disabilities that facilitate achievement of their individual independent living goals.*

Activities:

The six CILs will provide, at a minimum, the four basic core services required by law. Utah CILs will provide services in a manner consistent with the local community needs. Services to achieve individual independent living goals are:

Information and referral: All six CILs have well established programs to provide information and referral to individuals requesting such for disability issues and services. These services include local, statewide, and national information.

Peer Support: All of Utah's CILs have programs where staff, volunteers, or others with disabilities serve as role models to consumers on a one to one basis.

Skills Training: Each CIL has programs to provide the training needed for individual consumers to achieve or increase their level of independence.

Advocacy: In addition to community and state level advocacy, all CILs provide individual advocacy programs to meet their consumer's needs.

Additional Services:

Nursing Home Diversion and Transition: The Utah CILs are participating in a state funded program to prevent people with disabilities from inappropriate institutionalization and to enhance community based living. Each CIL operates a local community Nursing Home Diversion and Transition program with the goal of keeping people who do not need to be in nursing homes out of them. Each of the six programs combined these specific services with center services to achieve this extremely important individual and community goal.

Assistive Technology: Each Center provides assistive technology services that include evaluation, acquiring or loaning equipment, and training and follow up services. Level and scope of AT services provided in each Center depends upon availability of community based services and state funding.

These services will be measured through outcomes identified in the contract between the DSU and the CILs and as documented in the 704 on an annual basis.

Objective 2.1 People in Utah will have the opportunity to gain or increase their awareness of disability and disability issues

Activities:

The IL Network will continue to provide information on disability issues to a variety of community organizations and agencies, as well as increasing the use of social media. This will be measured yearly by each organization in the IL network documenting the number of committees we have representation on, or attend, and the number of presentations made to community organizations.

Objective 2.2 People with disabilities have opportunities to participate in community activities.

Activities:

The Utah IL Program will provide specific services as dictated by consumer needs. Direct services to consumers are provided by CILs only in Utah. Each Center has a program that assists consumers to actively participate in their communities, through the Community Integration Program and other services available through the CILs. Consumers will set their own goals for increased participation that will be monitored and reported in the annual 704 report.

Objective 2.3 The USILC Website is a site where current information on disability services, activities, and issues are available

Activities:

The USILC website will continue to be developed to more fully meet the information needs of the Utah IL Network. The site will provide information to include but not be limited to:

- Comprehensive information to assist advocates in understanding the issues
- Legislative action alerts
- Basic IL services
- Summary of local and statewide advocacy efforts and activities.
- Information on Utah IL Network
- Links to disability organizations, services, information, and resources.

The site will be continuously evaluated by USILC and appropriate modifications will be made to enhance the system as needed. A questionnaire will be developed to solicit input from other members of the IL Network.

Objective 2.4 Identify and participate in current housing and transportation planning activities to develop strategies to enhance accessible and affordable housing and transportation options

Activities:

Participants from the IL Network will work to maximize services that are available and needed by IL consumers through participating with disability related organizations, councils and groups in an effort to ensure that independent living philosophy and services are taken into account when programs are being developed or reviewed in the areas of housing and transportation

options. These activities will be documented on the 704 annually in the community activities section.

Objective 3.1 *The IL Network will demonstrate continuous improvement in their service delivery, as evidenced by serving a larger number of youth than the previous year.*

Activities: The Utah IL Network believes that youth with disabilities are an underserved group. The USILC will support the CILs with technical assistance and guidance (as requested) on developing youth activities that are designed to meet local needs to increase participation of youth in center services and activities. The USILC will encourage CILs in reaching out to existing groups of young adults with disabilities (such as transition classes in local school districts) with regular opportunities to learn about the history of Independent Living, the philosophy of IL, and the services offered by CILs that can support the transition to adulthood and independent living. The USILC will also: 1) support the involvement of youth in regular CIL activities and services, and 2) encourage youth to become involved in the planning of additional activities/services that will better meet their collective and individual needs.

Objective 3.2 *USILC will develop a Youth Advisory Council to provide input to the IL network to better meet the needs of youth with disabilities.*

Activities:

In order to more effectively accomplish the activities listed in Objective 3.1, USILC will develop and support a Youth Committee that may consist of members of USILC, members from the IL Network, and interested Youth. A Youth will also be recruited to sit on USILC. The Youth Committee will review ways to support greater inclusion of youth with disabilities in IL services and activities across the State as funding allows. Youth Committee minutes will be recorded and available for review. Recruitment of a youth member for USILC will occur during the first year of the SPIL and be appointed in the second year.

Objective 3.3 *USILC will support the creation and maintenance of an IL focused Youth Leadership training initiative across the state.*

Activities:

Reviewing the results of the first statewide IL Youth Leadership training, being held in June 2013, USILC's Youth Committee will encourage the IL Network to increase the number of youth with disabilities who receive formal advocacy and leadership training through CILs and related organizations. As funding permits, the youth committee will work towards offering annual youth leadership training.

Objective 4.1 *People will speak for themselves, their family and community to Utah policy makers.*

Activities:

The USILC will actively partner with the Utah Legislative Coalition for People with Disabilities, the Utah Developmental Disabilities Council, the Grassroots Advocacy Program and others to strengthen the network of regional disability coalitions in their ability to educate public policy makers concerning the issues and needs of people with disabilities. USILC will collaborate with

local disability advocacy group(s) in providing information exchange, strategy development, and other things the local groups determine as important in their efforts to advocate on behalf of individuals with disabilities in their communities. These efforts will always be coordinated with the local CILs. Records of activities will be documented.

Objective 4.2 *The IL Network will provide state policy makers and Legislators with information to ensure they are aware of the needs and issues of people with disabilities and the solutions to address those needs.*

Activities:

The IL Network, with appropriate funding sources, will participate in the coordination of legislative advocacy and awareness events with statewide disability groups, be present and available to provide information at state legislative meetings, and be present and available to provide information at state disability agencies and other organizations, public hearings and advisory meetings. Record of ongoing activities will be documented by the IL Network. Issues and recommendations will also be documented and available on the USILC website.

1.2B Describe the steps planned regarding outreach to populations in the State that are unserved or underserved by programs under title VII, including minority groups and urban and rural populations. This section of the SPIL must:

- Identify the populations to be designated for targeted outreach efforts;
- Identify the geographic areas (i.e., communities) in which the targeted populations reside; and
- Describe how the needs of individuals with significant disabilities from minority group backgrounds will be addressed.

Although each of Utah's six CILs have established programs to outreach underserved populations, all report that there is still a significant number of underserved individuals with disabilities in their service regions. This is primarily due to the lack of resources, including transportation, funding, and staff time. Over the course of this three year plan, the IL network will continue to identify and serve underserved populations.

Eighty percent of Utah's population is located along the Wasatch Front which comprises 14% of the geographic area. This area is served by three Centers individually located in Ogden, Salt Lake City and Provo. The remaining geographic area (86%) is served by the three rural Centers located in Logan, Price and St. George. The targeted populations reside in all areas of the state. Since there are available IL services in each of Utah's six IL regional areas, which cover the entire state, we consider no area un-served. This does not mean we have the resources to serve all those in need of IL services. In fact, we estimate that we are only serving as little as one percent of individuals with disabilities residing in Utah.

The Utah IL Network, in conjunction with the Association for Independent Living of Utah (AILU), has identified, and continues to address, outreach to underserved populations, which includes minority groups, urban and rural populations, people living in nursing homes, youth, seniors, and other groups identified by a specific Center. The IL Network will review existing Utah census and disability information concerning disability types, gender, age, ethnicity and

race. The information collected will be reviewed. The IL Network will prioritize and advocate for the resources necessary to implement these outreach strategies.

The Centers will demonstrate continued services to minority and underserved populations as evidenced on the 704 report.

1.3 Financial Plan – 34 CFR 364.42(a)(2) and (3); 34 CFR 364.29

Describe in sections 1.3A and 1.3B, below, the financial plan for the use of Federal and non-Federal funds to meet the SPIL objectives.

As required under Title VII, Section 364.4(b)(i) of the Rehabilitation Act, the USILC and the USOR have developed and approved for inclusion in the Utah SPIL a resource plan for the provision of resources, including staff and personnel necessary to carry out the functions of the SILC.

The method or process by which this plan was developed includes community input from six focus groups, consultation with the six directors of Utah’s CIL's, negotiations between the USILC and the USOR, review and approval by the USILC and the fiscal sub-committee, and review and approval by the Utah State Board of Education, for the administration of the Vocational Rehabilitation and Independent Living programs.

1.3A Financial Plan Tables

Complete the financial plan tables covering years 1, 2 and 3 of this SPIL. For each funding source, provide estimated dollar amounts anticipated for the applicable uses. The financial plan table should include only those funding sources and amounts that are intended to support one or more of the objectives identified in section 1.2 of the SPIL. To the extent possible, the tables and narratives must reflect the applicable financial information from centers for independent living. Refer to the SPIL Instructions for additional information about completing the financial tables and narratives.

- Insert additional rows for the specific funding sources and amounts expected within the categories of Other Federal Funds and Non-Federal Funds.

Year 1 - Approximate Funding Amounts and Uses

Sources	SILC Resource Plan	IL Services	General CIL Operations	Other SPIL Activities
Title VII Funds - Chapter 1, Part B		\$311,766		
Title VII Funds - Chapter 1, Part C			\$812,532	

Sources	SILC Resource Plan	IL Services	General CIL Operations	Other SPIL Activities
Title VII Funds - Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)				
Other Federal Funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)	\$82,655			
Other Federal Funds - Other				
Non-Federal Funds -State Funds		\$2,885,703		\$67,918
Non-Federal Funds - Other				

Year 2 - Approximate Funding Amounts and Uses

Sources	SILC Resource Plan	IL Services	General CIL Operations	Other SPIL Activities
Title VII Funds - Chapter 1, Part B		\$311,766		
Title VII Funds - Chapter 1, Part C			\$812,532	
Title VII Funds - Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)				
Other Federal Funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)	\$82,655			

Sources	SILC Resource Plan	IL Services	General CIL Operations	Other SPIL Activities
Other Federal Funds - Other				
Non-Federal Funds -State Funds		\$2,885,703		\$67,918
Non-Federal Funds - Other				

Year 3 - Approximate Funding Amounts and Uses

Sources	SILC Resource Plan	IL Services	General CIL Operations	Other SPIL Activities
Title VII Funds - Chapter 1, Part B		\$311,766		
Title VII Funds - Chapter 1, Part C			\$812,532	
Title VII Funds - Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)				
Other Federal Funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)	\$82,655			
Other Federal Funds - Other				
Non-Federal Funds -State Funds		\$2,885,703		\$67,918
Non-Federal Funds - Other				

1.3B Financial Plan Narratives

1.3B (1) Specify how the part B, part C and chapter 2 (Older Blind) funds, if applicable, will further the SPIL objectives.

Utah has developed a coordinated plan to meet the needs of IL consumers and comply with Federal requirements. All of federal Part B funds in the amount of \$311,766 plus any available rollover is divided between the six CIL's via an agreed upon formula and is used to provide IL service through contracts with USOR. Innovation and Expansion (Sec. 110 I&E) funds are contracted to the USILC for resources that are necessary to fulfill its statutory duties, and \$67,918 in state funds is contracted to the USILC for other SPIL activities. State funds of \$2,885,703 primarily go to the six centers, with an additional \$67,918 going to the USILC. Part C funds of \$813,532.00 are used by the six CIL's for general CIL operations. All funding is used for the general CIL's operations in providing IL services to consumers and in providing the resources to meet the objectives outlined in the SPIL.

1.3B(2) Describe efforts to coordinate Federal and State funding for centers and IL services, including the amounts, sources and purposes of the funding to be coordinated.

Federal funding used to provide IL services and support CIL operations consists of \$311,766 of Part B funding including any available rollover, and \$812,532.00 of Part C. Part B funding is used to provide IL services to consumers of the CIL's and Part C funding is used by the centers to support general operations. The IL program, including all aspects of the SPIL, CIL, and USILC support, are under the USOR Specialized Services Program. The USOR Specialized Services Program Coordinator provides support and direction as required. Fiscal services and support are provided by the Utah State Office of Education fiscal unit.

1.3B(3) Describe any in-kind resources including plant, equipment or services to be provided in support of the SILC resource plan, IL services, general CIL operations and/or other SPIL objectives.

NA

1.3B(4) Provide any additional information about the financial plan, as appropriate.

1.4 Compatibility with Chapter 1 of Title VII and the CIL Work Plans – 34 CFR 364.42(c) and (e)

1.4A Describe how the SPIL objectives are consistent with and further the purpose of chapter 1 of title VII of the Act as stated in section 701 of the Act and 34 CFR 364.2.

This SPIL was developed based on the IL philosophy as reflected in these citations. Careful consideration was given to the development and submission of this SPIL to ensure consistency with the IL Philosophy, Title VII of the Act, and 34 CFR 364.2.

The objectives of this SPIL are developed based on the IL philosophy and purposes as reflected in these citations and are consistent with Chapter I Title VII of the Act, 34 CFR 362.2 and CIL

Work plans. The SPIL specifically outlines objectives to assist individuals with significant disabilities in becoming more independent and being integrated in the communities in which they live by the provision of the four IL core services, nursing home diversion and transition, and the use of assistive technology. The objectives also provide a plan to expand these services by providing a twenty percent increase in new Consumer Service Records (CSR's), while partnering with other disability organizations to enhance the use of resources and avoid duplication of services. The SPIL objectives also address outreach efforts, IL network expansion, youth programs, and involvement with training CIL's in systems advocacy efforts. The purpose of the SPIL goals and objectives is to ensure people with disabilities are living independently according to their individually selected IL plan and to have communities where people with disabilities can participate to the fullest extent possible according to their individual ability and choice.

1.4B Describe how, in developing the SPIL objectives, the DSU and the SILC considered and incorporated, where appropriate, the priorities and objectives established by centers for independent living under section 725(c)(4) of the Act.

The DSU and the SILC were careful to consider the priorities and objectives of the CIL's. These priorities were incorporated in the SPIL by conducting separate public focus groups with consumers and CIL staff, the Association for Independent Living in Utah (AILU), USOR administration and staff and the SILC members. These focus groups were facilitated by the SILC and Center Directors. A written compilation which reflected the priorities of consumers, SILC members, USOR and CIL's was produced. These priorities and CIL objectives were incorporated into this SPIL with full agreement by USOR, USILC and all six CIL Executive Directors.

1.5 Cooperation, Coordination, and Working Relationships Among Various Entities – 34 CFR 364.26

Describe the steps that will be taken to maximize the cooperation, coordination and working relationships among the SILS program, the SILC, and centers; the DSU, other State agencies represented on the SILC and other councils that address the needs of specific disability populations and issues; and other public and private entities determined to be appropriate by the SILC.

- The description must identify the entities with which the DSU and the SILC will cooperate and coordinate.

Services within the SILS program are provided only by CIL's in Utah through contract with USOR. The six CIL Executive Directors work together as members of the Association of Independent Living in Utah (AILU). The USOR and the USILC regularly attend the AILU meetings. USOR and USILC also meet with CIL Executive Directors individually. USOR attends the USILC meetings regularly and works closely with USILC. A designated USILC member regularly attends State Rehabilitation Council meetings. All of these steps are taken to increase cooperation and coordination of services. Each entity demonstrates the importance of positive working relationships on the overall success of the SPIL and provision of services to IL consumers.

In the same manner of cooperation and coordination reflected above, USOR, USILC and Center Directors and staff frequently attend and or serve on disability related organizations and agencies councils and Boards. These include but are not limited to; the Division of Services to the Deaf and Hard of Hearing, the Division of Services to the Blind and Visually Impaired, the Developmental Disabilities Council, the Utah Assistive Technology Program, the Utah Assistive Technology Foundation, the Legislative Coalition for People with Disabilities, the Coordinating Council for People with Disabilities, and other relevant organizations. The purpose of attending and/or serving on these organizations is to ensure that independent living philosophy and services are taken into account when these organizations develop activities, services and policy.

The Director of USOR is a member of the Coordinating Council for People with Disabilities (CCPD). This legislatively mandated Council consists of the directors of Utah's major disability agencies and organizations and has the ability to implement policy change. The CCPD identifies policies and services of individual agencies and organizations that impact the lives of people with disabilities. The CCPD strives to avoid duplication of services and maximize the effectiveness of services with disabilities. The USOR Director and his designees regularly meet with the Center Directors and the Council to hear IL issues and needs, including coordination with other entities. In this manner the USOR Director represents the Utah Independent Living Program on the CCPD.

1.6 Coordination of Services – 34 CFR 364.27

Describe how IL services funded under chapter 1 of title VII of the Act will be coordinated with and complement other services to avoid unnecessary duplication with other Federal, State, and local programs, including the OIB program authorized by chapter 2 of title VII of the Act, that provide IL- or VR-related services.

The Utah IL Program will provide the specific services outlined in the Act as well as Nursing Home Diversion and Transition services, Assistive Technology services and a variety of IL services and programs designed to meet local needs. As stated in 1.5 Cooperation, Coordination and Working Relationships among Various Entities, the Utah IL Program staff, council, and consumers will continue to serve on a wide range of boards and councils and is represented on the CCPD which consists of representatives from special education, vocational education, developmental disabilities services, public health, mental health,. In addition CIL's staffs are members of numerous regional and local committees and boards with the goal of representing IL and ensuring that resources are not wasted on duplication of services.

1.7 Independent Living Services for Individuals who are Older Blind – 34 CFR 364.28

Describe how the DSU seeks to incorporate into, and describe in, the State plan any new methods or approaches for the provision of IL services to older individuals who are blind that are developed under the Older Individuals who are Blind program and that the DSU determines to be effective.

The Division of Services for the Blind and Visually Impaired (DSBVI) under the Utah State Office of Rehabilitation (USOR) contracts with the three Independent Living Centers in the rural communities in Utah. The centers include: Active Re-Entry Center for Independent Living in Eastern Utah, OPTIONS for Independence in Northern Utah and Red Rock Center for Independence in Southern Utah.

The program will attempt to contact additional older blind and visually impaired individuals living in these communities. Older Blind Specialists will involve these clients in support groups, full-time training programs for the blind at DSBVI in Salt Lake City, other training services and low vision evaluation programs. Orientation and training programs in these rural areas will be conducted by the Older Blind Specialists and DSBVI Staff. The duration of these training sessions will be from 2-3 days. Attempts will be made to involve the eligible individuals in the services listed above. These activities address outreach activities of this program as outlined in objectives associated with SPIL goals one and two.

Section 2: Scope, Extent, and Arrangements of Services

2.1 Scope and Extent – 34 CFR 364.42(b)(2)(3); 34 CFR 364.43(b); 34 CFR 364.59(b)

2.1A Check the appropriate boxes in the SPIL Instrument table indicating the types of IL services to be provided to meet the objectives identified in section 1.2 of this SPIL, and whether the services will be provided by the CILs or by the DSU (directly and/or through contract or grant).

Table 2.1A: Independent living services

	Provided by the DSU (directly)	Provided by the DSU (through contract and/or grant)	Provided by the CILs (Not through DSU contracts/ grants)
Table 2.1A: Independent living services			
Core IL Services - Information and referral		X	X
Core IL Services - IL skills training		X	X
Core IL Services - Peer counseling		X	X
Core IL Services - Individual and systems advocacy		X	X
Counseling services, including psychological, psychotherapeutic, and related services			

	Provided by the DSU (directly)	Provided by the DSU (through contract and/or grant)	Provided by the CILs (Not through DSU contracts/ grants)
Table 2.1A: Independent living services			
Services related to securing housing or shelter, including services related to community group living, and supportive of the purposes of this Act and of the titles of this Act, and adaptive housing services (including appropriate accommodations to and modifications of any space used to serve, or occupied by, individuals with significant disabilities)	X	X	X
Rehabilitation technology	X	X	X
Mobility training	X	X	X
Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services	X	X	X
Personal assistance services, including attendant care and the training of personnel providing such services			
Surveys, directories and other activities to identify appropriate housing, recreation, accessible transportation and other support services		X	X
Consumer information programs on rehabilitation and IL services available under this Act, especially for minorities and other individuals with disabilities who have traditionally been unserved or underserved by programs under this Act		X	X
Education and training necessary for living in the community and participating in community activities		X	X
Supported living		X	X
Transportation, including referral and assistance for such transportation			X
Physical rehabilitation			
Therapeutic treatment			
Provision of needed prostheses and other appliances and devices	X	X	X
Individual and group social and recreational services		X	X
Training to develop skills specifically designed for youths who are individuals with significant disabilities to promote self-awareness and esteem, develop advocacy and self-empowerment skills, and explore career options		X	X

	Provided by the DSU (directly)	Provided by the DSU (through contract and/or grant)	Provided by the CILs (Not through DSU contracts/ grants)
Table 2.1A: Independent living services			
Services for children with significant disabilities		X	X
Services under other Federal, State, or local programs designed to provide resources, training, counseling, or other assistance of substantial benefit in enhancing the independence, productivity, and quality of life of individuals with significant disabilities		X	X
Appropriate preventive services to decrease the need of individuals with significant disabilities for similar services in the future		X	X
Community awareness programs to enhance the understanding and integration into society of individuals with disabilities		X	X
Other necessary services not inconsistent with the Act		X	X

2.1B Describe any service provision priorities, including types of services or populations, established for meeting the SPIL objectives identified in section 1.2.

NA

2.1C If the State allows service providers to charge consumers for the cost of services or to consider the ability of individual consumers to pay for the cost of IL services, specify the types of IL services for which costs may be charged and for which a financial need test may be applied, and describe how the State will ensure that:

- Any consideration of financial need is applied uniformly so that all individuals who are eligible for IL services are treated equally; and
- Written policies and consumer documentation required by 34 CFR 364.59(d) will be kept by the service provider.

Indicate N/A if not applicable.

NA

2.2 Arrangements for State-Provided Services – 34 CFR 364.43(d) and (e)

2.2A If the DSU will provide any of the IL services identified in section 2.1A through grants or contractual arrangements with third parties, describe such arrangements.

As described above, USOR contracts all (see 1.3A Financial Plan Tables) of Federal Part B funds to the six CIL's for the provision of direct services. Contracts are developed and monitored by standards required by the Utah Division of Purchasing, Utah State Office of

Education, and the “Standards and Assurances” outlined in the Act

2.2B If the State contracts with or awards a grant to a center for the general operation of the center, describe how the State will ensure that the determination of an individual's eligibility for services from that center shall be delegated to the center.

The state contracts with the Centers were developed in the 1980's and is amended yearly as needed to meet State and Federal requirements. Eligibility determination by the Centers has been delegated since the beginning of USOR contracts in the 1980's. Eligibility training is conducted periodically and CSR's are reviewed in the monitoring process.

Section 3: Design for the Statewide Network of Centers

3.1 Existing Network – 34 CFR 364.25

Provide an overview of the existing network of centers, including non-Part C-funded centers that comply with the standards and assurances in section 725 (b) and (c) of the Act, and the geographic areas and populations currently served by the centers.

The State has developed a design and established a statewide network of CIL's that comply with the standards and assurances set forth in section 725 (b) and (c) of the Act. The following shows the geographic areas by county and the population currently served by each of the six centers.

Physical location of CIL's statewide and the population served by each Center according to the latest estimates of the U.S. Census Bureau:

Options for Independence located in Logan, Cache County, Utah

Serving Cache, Rich and Box Elder counties.

(Branch office located in Brigham City, Box Elder County, Utah)

Total population for these counties = 163,836.

Funding: Federal Part C, B and Chapter II (older blind), and State.

Populations primarily served: The majority of consumers served are adults with a significant number over age 60, with physical/mobility impairments, and low vision impairments, primarily white and living in rural areas. An effort is currently being made for outreach to a greater extent directed toward the minority populations, especially Hispanic in ethnicity.

Roads to Independence located in Ogden, Weber County, Utah

Serving Weber, Morgan and Davis counties.

Total population for these counties = 531,488.

Funding: Federal Part B, C and State.

Populations primarily served: The majority of consumers served are adults with many being over age 60. Race demographics show the vast majority to be white, but a significant number of consumers of Hispanic ethnicity are also being served.

Most consumers live in urban areas and have physical disabilities.

Utah Independent Living Center located in Salt Lake City, Salt Lake County, Utah

Serving Summit, Salt Lake and Tooele counties.

(Branch office located in Tooele, Tooele County, Utah)

Total population for these counties = 1,115,692.

Funding: Federal Part C, B, and State.

Populations primarily served: The majority of consumers served are adults working age, with a significant amount of youth, children, and seniors being served. Race demographics show most consumers are white. Most live in urban areas, but the branch office is serving some of the rural population in the center's area. A majority of the consumers experience physical disabilities with a significant number of consumers with cognitive disabilities also being served.

Ability First Utah located in Provo, Utah County, Utah

Serving Wasatch, Utah, Sanpete and Juab counties.

(Branch office located in Manti, Sanpete County, Utah)

Total population for these counties = 587,406.

Funding: Federal Part C, B and State.

Populations primarily served: The majority of consumers being served are adults working age and seniors, with many youth and children also being served. Race demographics show the majority to be white with a significant number of Hispanic ethnicity also being served. Most live in urban areas but there are many in the rural areas being served by the branch office in Manti. Most have physical disabilities.

Active Re-Entry Center for Independent Living located in Price, Carbon County, Utah

Serving Carbon, Daggett, Uintah, Duchesne, Emery, Grand, and San Juan counties.

(Branch offices located in Moab, Grand County, Utah and Vernal, Uintah County, Utah)

Funding: Federal Part C and B, and Chapter II (older blind), along with State funding.

Total population for these counties = 102,387.

Populations primarily served: The majority of consumers being served are seniors, with a significant number of working age consumers along with some youth and children. The majority are white in race, with a significant number of American Indians and Hispanics also being served. Most consumers live in rural areas, and are experiencing mostly physical disabilities and vision disabilities. Many have multiple disabilities. This center is making a concerted effort to serve the Navajo Native American population through its branch office in Moab.

Red Rock Center for Independence located in St. George, Washington County, Utah

Serving Washington, Iron, Kane, Garfield, Wayne, Piute, Beaver, Millard and Sevier counties.

(Branch offices located in Minersville and Cedar City, Iron County, Utah and Richfield, Sevier County, Utah)

Total population for these counties = 235,615.

Funding: Federal Part C and B, Chapter II (older blind), and State.

Populations primarily served: The majority of consumers are white with physical and/or low vision disabilities. The consumer population is being served in both urban and rural

areas. The majority age group consists of seniors, with significant numbers of working age and youth also being served.

3.2 Expansion of Network – 34 CFR 364.25

Describe the design for the further expansion of the network, including identification of the unserved and underserved areas in the State and the order of priority for serving these areas as additional funding becomes available (beyond the required cost-of-living increase).

The existing IL Network includes six CIL's with eight branch offices, the DSU, AILU and the Council. The six Centers divide the entire state into six regional areas. Through this design all counties of the State are covered by IL services. This of course does not mean that all individuals needing IL services receive them. The Network does not have sufficient resources to meet the extensive needs. The Utah IL Network has been relatively successful in obtaining federal and state funding to establish the six centers that currently serve the state. Since 1998 the expansion of Utah's Centers for Independent Living (CIL) has been based on an established formula which fairly distributes any increases and or decreases in funding. The funding formula is as follows.

Utah IL Funding Distribution Formula: Distribution of the increase and or decrease of funding and or resources to Utah's CIL's shall occur in the following manner, unless otherwise agreed on by the Utah Statewide Independent Living Council and the Utah State Office of Rehabilitation. Fifty percent of the total funds are divided evenly between Utah's six existing CIL's. Thirty percent of remaining funds are distributed according to the percent of the state population in each CIL service area (based on the most recent U.S. census data). Twenty percent of the remaining amount is distributed according to the percent of geographic area of each CIL service area in relationship to the total square miles of the state.

It has been the policy of the IL Network to advocate for funding to increase the capacity of the Centers to provide outreach to the underserved populations in their regions (see goal 1, objective 1.3). This expansion of capacity to deliver services to underserved IL consumers is the IL Program's strategy for expansion of the Network.

3.3 Section 723 States Only – 34 CFR 364.39

3.3A If the State follows an order of priorities for allocating funds among centers within a State that is different from what is outlined in 34 CFR 366.22, describe the alternate order of priority that the DSU director and the SILC chair have agreed upon. Indicate N/A if not applicable.

NA

3.3B Describe how the State policies, practices and procedures governing the awarding of grants to centers and the oversight of these centers are consistent with 34 CFR 366.37 and 366.38.

NA

Section 4: Designated State Unit (DSU)

4.1 Administrative Support Services – 34 CFR 364.4; 34 CFR 364.22(b)

4.1A Describe the administrative support services to be provided by the DSU for the SILS (Part B) program and, if the State is a Section 723 State, for the CIL (Part C) program.

- Refer to the SPIL Instructions for additional information about administrative support services.

The USOR is the Designated State Unit (DSU) for the purposes of this SPIL. The mission of the USOR is to assist individuals with disabilities to obtain employment and increase their independence. To be successful with this mission, the independent living needs of people with disabilities must also be supported. USOR's responsibilities under the SPIL shall include the following:

- (1) USOR will act in partnership with the USILC and CIL's to promote IL philosophy and support advocacy activities to develop, enhance and support a successful network of CIL's.
- (2) USOR will provide guidance to CIL's for training to all staff on independent living philosophy and services.
- (3) USOR will provide access to technical support in areas identified in the SPIL.
- (4) USOR will contract funding for the operations of the State Independent Living Council.
- (5) USOR will administer and monitor fiscal and program compliance of CIL grants awarded with Federal and State IL funds.

4.1B Describe other DSU arrangements for the administration of the IL program, if any.

Under the direction of the USOR, the Division of Services for the Blind and Visually Impaired (DSBVI) administers the Older Blind program for individuals 55 and over. Three of the CIL's serve substantial rural areas and have Older Blind Specialists that work with the DSBVI in providing services for individuals who are blind or visually impaired.

Section 5: Statewide Independent Living Council (SILC)

5.1 Resource plan – 34 CFR 364.21(i)

5.1A Describe the resource plan prepared by the SILC in conjunction with the DSU for the provision of resources, including staff and personnel, made available under parts B and C of chapter 1 of title VII, section 101(a)(18) of the Act, and from other public and private sources that may be necessary to carry out the functions of the SILC identified in section 705(c). The description must address the three years of this SPIL.

- Refer to the SPIL Instructions for more information about completing this section.

Utah has developed a coordinated plan to meet the needs of IL consumers and comply with Federal requirements. All of Federal Part B funds are divided between the six CIL's to provide IL service through contracts with USOR. Innovation and Expansion funds of \$82,655 and \$67,918 in state funds are contracted to USILC for resources required to meet SPIL requirements. A significant amount of state funds go to the six Centers. These funds are for the general CIL operations in providing IL services to consumers.

USOR employs one staff member on a full-time basis and one staff member who is 75% FTE to support the IL program. These positions include an IL Coordinator, and an Executive Secretary. The IL Program, including all aspects of the SPIL, CILs, and USILC support, is under the USOR Specialized Services Program. The USOR Specialized Services Program Coordinator provides support and direction, as required. Fiscal services and support are provided by the Utah State Office of Education fiscal unit.

5.1B Describe how the following SILC resource plan requirements will be addressed:

- The SILC's responsibility for the proper expenditure of funds and use of resources that it receives under the resource plan.
- Non-inclusion of conditions or requirements in the SILC resource plan that may compromise the independence of the SILC.
- Reliance, to the maximum extent possible, on the use of resources in existence during the period of implementation of the State plan.

5.2 Establishment and Placement – 34 CFR 364.21(a)

Describe how the establishment and placement of the SILC ensures its independence with respect to the DSU and all other State agencies.

- Refer to the SPIL Instructions for more information about completing this section.

The USILC has been established as a 501(c)(3) for the last five State Plan cycles. The placement of the SILC is not within the State's organizational structure and is located outside the State's structure as a non-profit organization.

5.3 Appointment and Composition – 34 CFR 364.21(b) – (f)

Describe the process used by the State to appoint members to the SILC who meet the composition requirements in section 705(b).

- Refer to the SPIL Instructions for more information about completing this section.

The USILC ensures appropriate appointment and composition of the Council by strictly adhering to its approved Bylaws. The Bylaws are reflective of 705(b) requirements.

The process of appointing an individual to serve as a voting member to the USILC is as follows: The Council's Nomination/Membership Committee screens potential candidates and presents their recommendations for appointment to the Council for nomination consideration. The voting membership of the Council votes to approve or disapprove the candidates. Approved candidates are then submitted to the Utah State Board of Education for consideration for appointment. Those approved by the Board are appointed as members to the USILC.

The Chair of the Nomination/Membership Committee is responsible to ensure that the nomination process and membership requirements as stated in the Bylaws and Federal regulations are adhered to. This includes making certain that the membership consists of at least 51% individuals with disabilities and are not employed by a State agency or CIL; and that a majority of the voting membership are individuals with disabilities and not employed by any State agency or Center.

5.4 Staffing – 34 CFR 364.21(j)

Describe how the following SILC staffing requirements will be met:

- SILC supervision and evaluation, consistent with State law, of its staff and other personnel as may be necessary to carry out its functions.
- Non-assignment of duties to SILC staff and other personnel made available by the DSU, or any other State agency or office that would create a conflict of interest while assisting the SILC in carrying out its duties.

In order to carry out the goals and objectives of the Council identified in the SPIL over each of the next three years, resources have been identified to fund the following positions.

- (a) Public Policy Specialist/Administrator: 1 FTE: This position reports to the Council Chair and is responsible for carrying out the coordination of training and technical assistance in coalition building for the six IL regional centers. This position is also responsible for the supervision of the USILC Coordinator and oversees the activities identified in the SPIL. This position is primarily state funded.
- (b) USILC Coordinator: ¾ FTE: This position reports to the Public Policy Specialist/Administrator. The Coordinator is also responsible for overseeing all contracts and fiscal activities of the Council. The Coordinator is responsible for the effective day to day operation of the Council, office and all programs and activities, and is responsible for the day to day clerical and fiscal responsibilities of the office. In addition, the position is responsible for the functional operation of the Council including scheduling meetings, meeting preparations, and documentation.

Section 6: Service Provider Requirements

Describe how the following service provider requirements will be met:

6.1 Staffing – 34 CFR 364.23; 34 CFR 364.24; 34 CFR 364.31

- Inclusion of personnel who are specialists in the development and provision of IL services and in the development and support of centers.
- Availability, to the maximum extent feasible, of personnel able to communicate (1) with individuals with significant disabilities who rely on alternative modes of communication, such as manual communication, nonverbal communication devices, Braille, or audio tapes and (2) in the native languages of individuals with significant disabilities whose English proficiency is limited and who apply for or receive IL services under title VII of the Act.
- Establishment and maintenance of a program of staff development for all classes of positions involved in providing IL services and, where appropriate, in administering the CIL program, improving the skills of staff directly responsible for the provision of IL services, including knowledge of and practice in the IL philosophy.
- Affirmative action to employ and advance in employment qualified individuals with significant disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities under section 503 of the Act.

USOR contracts require CILs, when providing services to individuals covered under this contract ensure that the majority of the staff and individuals in decision making positions are individuals with disabilities. This is a reflection of the IL Philosophy tenet and the Act that the IL program and services be consumer driven. Hiring criteria, including minimum qualifications, are developed to require the aptitudes and skills required for specific positions.

Availability, to the maximum extent feasible, of personnel able to communicate (1) with individuals with significant disabilities who rely on alternative modes of communication, such as manual communication, nonverbal communication devices, Braille, or audio tapes and (2) in the native languages of individuals with significant disabilities whose English proficiency is limited and who apply for or receive IL services under title VII of the Act.

USOR's contract with CIL's requires that services will be provided by staff members who are able to communicate in the native languages of applicants. If this is not possible, arrangements will be made as necessary and appropriate. The CIL's will ensure that appropriate modes of communication for all applicants and eligible individuals are used.

Establishment and maintenance of a program of staff development for all classes of positions involved in providing IL services and, where appropriate, in administering the CIL program, improving the skills of staff directly responsible for the provision of IL services, including knowledge of and practice in the IL philosophy.

Individual performance plans are written annually that identify each staff member's training needs. Training may include conferences, classes, supervisory, and co-work/peer training.

Based on the employee's job requirements, training topics may range from IL skills and philosophy training, to administrative tasks, fiscal management, training, and increasing knowledge of community/disability services and support services.

Affirmative action to employ and advance in employment qualified individuals with significant disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities under section 503 of the Act.

USOR contracts require CIL's to use sound organizational and personnel practices, including affirmative action, to employ and advance in employment qualified individuals with significant disabilities. Each CIL has developed affirmative action policies and practices.

6.2 Fiscal Control and Fund Accounting – 34 CFR 364.34

- Adoption of those fiscal control and fund accounting procedures as may be necessary to ensure the proper disbursement of and accounting for funds made available through parts B and C of chapter 1 of title VII of the Act, in addition to complying with applicable EDGAR fiscal and accounting requirements.

Adoption of those fiscal control and fund accounting procedures as may be necessary to ensure the proper disbursement of and accounting for funds made available through parts B and C of chapter 1 of title VII of the Act, in addition to complying with applicable EDGAR fiscal and accounting requirements.

USOR contracts require that CIL's practice sound fiscal management. USOR expects CIL's to comply with EDGAR fiscal and accounting requirements. Annual audits must be completed according to audit requirements established in OMB Circular A-133 issued under the authority of the Budget and Accounting Act of 1921 as amended; Budget and Accounting Procedures Act of 1950, as amended; Reorganization Plan No. 2 of 1980; and Executive Order No. 11541, and provide that report to USOR. The annual financial report must include, at a minimum, a statement of revenues and expenditures and a copy of any applicable audit reports. CIL's must provide, or allow inspection of, financial source documentation including journal entries and other relevant financial documentation to, or by, USOR designated staff. The annual financial audit must be conducted according to audit requirements established in the Statement on Auditing Standards (SAS) No. 99, Management Antifraud Programs and Controls. CIL's must implement all USOR audit recommendations.

6.3 Recordkeeping, Access and Reporting – 34 CFR 364.35; 34 CFR 364.36; 34 CFR 364.37

- Maintenance of records that fully disclose and document the information listed in 34 CFR 364.35.
- Submission of annual performance and financial reports, and any other reports that the Secretary determines to be appropriate
- Access to the Commissioner and the Comptroller General, or any of their duly authorized representatives, for the purpose of conducting audits, examinations, and compliance reviews, to the information listed in 34 CFR 364.37.

The USOR acting as the DSU has a contract with each individual CIL and the SILC. As part of the contract, the CIL's and the SILC are obligated to comply with applicable EDGAR fiscal and accounting requirements and records that fully disclose and document the requirements outlined in 34 CFR 364.35. In addition, the CIL's and the SILC are required to submit all reports the Secretary determines to be appropriate. All records outlined in 34 CFR 364.37 are also required to be made accessible to the Secretary and Comptroller General or their duly authorized representatives for review. The Utah State Office of Rehabilitation monitors these contracts to assure compliance with these regulations through annual and semi-annual reports, audits and reviews.

As described in 6.2 above, a fiscal audit is completed annually with each CIL. Any recommendations regarding improvements in record-keeping are implemented. In addition, USOR contracted with an independent auditor for thorough audits of each CIL. A number of record-keeping improvements were implemented on the basis of recommendations from that audit. A follow-up audit was completed in 2006 by the Utah State Board of Education Internal Auditor. No audit exceptions were identified. Record-keeping, access and reporting were consistent with all related regulations.

Submission of annual performance and financial reports, and any other reports that the Secretary determines to be appropriate

USOR contracts require annual mid-year progress reports from each CIL. The 704 report is submitted to USOR for review. As reported in 6.1 and 6.2 above, financial reports are submitted annually.

Access to the Commissioner and the Comptroller General, or any of their duly authorized representatives, for the purpose of conducting audits, examinations, and compliance reviews, to the information listed in 34 CFR 364.37.

Each CIL is accessible to all authorized Federal and State officials for audits, examinations and compliance reviews

6.4 Eligibility – 34 CFR 364.40; 34 CFR 364.41

- Eligibility of any individual with a significant disability, as defined in 34 CFR 364.4(b), for IL services under the SILS and CIL programs.
- Ability of any individual to seek information about IL services under these programs and to request referral to other services and programs for individuals with significant disabilities.
- Determination of an individual's eligibility for IL services under the SILS and CIL programs in a manner that meets the requirements of 34 CFR 364.51.
- Application of eligibility requirements without regard to age, color, creed, gender, national origin, race, religion, or type of significant disability of the individual applying for IL services.
- Non-exclusion from receiving IL services of any individual who is present in the State and who is otherwise eligible for IL services, based on the imposition of any State or local residence requirement.

Eligibility of any individual with a significant disability, as defined in 34 CFR 364.4(b), for IL services under the SILS and CIL programs.

USOR contracts with the CIL's require that the contractor provide services to individuals with a range of significant disabilities. The CIL's operate under policies and procedures that outline eligibility requirements for services that meet the definition defined in 34 CFR 364.4(b). USOR conducts periodic trainings on these policies and procedures including eligibility requirements. USOR also periodically conducts CSR reviews to ensure compliance with the established policies and procedures including eligibility requirements.

Ability of any individual to seek information about IL services under these programs and to request referral to other services and programs for individuals with significant disabilities.

Each CIL is under contract with the USOR to provide access to any individual seeking information about IL services and provide appropriate response to requests for referral to other services and programs for individuals with significant disabilities. Training is conducted to ensure appropriate staff members have the skills required to make appropriate referrals and to disseminate information regarding other services and programs for individuals with significant disabilities to any individual. The USOR monitors the provision of these services through mid-year reports and the year end 704 report.

Determination of an individual's eligibility for IL services under the SILS and CIL programs in a manner that meets the requirements of 34 CFR 364.51.

CSR's are periodically reviewed by CIL Executive Directors and USOR to establish the CIL's compliance with USOR contracts, and the established policies and procedures that require the CIL's to certify an individual's eligibility by date and signature of qualified staff, and justify this determination with a case note. USOR in cooperation with the CIL's have developed a document that fulfills this requirement. Training is conducted on the proper use of this document and 34 CFR 364.51.

Application of eligibility requirements without regard to age, color, creed, gender, national origin, race, religion, or type of significant disability of the individual applying for IL services.

Clear policies and procedures are established by the CIL's and monitored and periodically reviewed by the USOR to ensure that eligibility consideration is given to all individuals with significant disabilities in compliance with 34 CFR 364.41(a) and to apply eligibility requirements without regard to age, color, creed, gender, national origin, race, religion, or type of disability. Training is periodically conducted to enhance the abilities and skills of appropriate CIL staff on all aspects of eligibility requirements outlined in the regulations.

Non-exclusion from receiving IL services of any individual who is present in the State and who is otherwise eligible for IL services, based on the imposition of any State or local residence requirement.

Clear policies and procedures are established by the CIL's and monitored with periodic reviews by the USOR to ensure that residency requirements for all individuals with significant disabilities are in compliance with 34 CFR 364.41(b) and include the assurance that IL services must be made available to any eligible individual who is present in the state, without the imposition of any state or local residency requirement. Training is periodically conducted to enhance the abilities and skills of appropriate CIL staff on all aspects of eligibility requirements outlined in the regulations.

6.5 Independent Living Plans – 34 CFR 364.43(c)

- Provision of IL services in accordance with an IL plan complying with Sec. 364.52 and mutually agreed upon by the individuals with significant disabilities and the appropriate service provider staff unless the individual signs a waiver stating that an IL plan is unnecessary.
- Provision of IL services in accordance with an IL plan complying with Sec. 364.52 and mutually agreed upon by the individuals with significant disabilities and the appropriate service provider staff unless the individual signs a waiver stating that an IL plan is unnecessary.

Unless the consumer signs such a waiver, IL plans are developed with all consumers in compliance with CFR 364.52. Training is conducted on IL plan development and plans are reviewed by Center supervisory staff and randomly reviewed by USOR.

6.6 Client Assistance Program (CAP) Information – 34 CFR 364.30

- Use of accessible formats to notify individuals seeking or receiving IL services under chapter 1 of title VII about the availability of the CAP program, the purposes of the services provided under the CAP, and how to contact the CAP.

Consumers are notified about the availability of the CAP program, the purposes of the services provided under the CAP, and how to contact the CAP. Accessible formats to inform consumers about the CAP are provided to those consumers who need them.

6.7 Protection, Use and Release of Personal Information – 34 CFR 364.56(a)

- Adoption and implementation of policies and procedures meeting the requirements of 34 CFR 364.56(a), to safeguard the confidentiality of all personal information, including photographs and lists of names.

All Utah CIL's have adopted and implemented policies and procedures to safeguard the confidentiality of all personal information according to CFR requirements. These include photographs and lists of names.

Section 7: Evaluation

Describe the method that will be used to periodically evaluate the effectiveness of the plan in meeting the objectives established in Section 1. The description must include the State's evaluation of satisfaction by individuals with significant disabilities who have participated in the program. 34 CFR 364.38

The Utah IL Network views evaluation of the network as having outcome date in two separate categories. One category is the evaluation of the implementation of the SPIL, with the Council being the responsive party. USILC staff will coordinate with USILC Committee Chairs on an annual basis to assess the process of meeting the goals and objectives of the SPIL and report back to the Council. In year one, a training will be given to USILC regarding their role within the IL Network as well as the goals, objectives and activities within the SPIL. Year two, a report will be developed by USILC staff to measure the accomplishments and whether the activities need to be rewritten to more accurately reflect current activities. Year three, the report will be finalized and the results will be utilized to develop the next three year SPIL.

The second category is the evaluation of the scope and effectiveness of the services provided by the network. The second category is primarily that of the six CILs and the DSU. Evaluation is seen as a critical component of an effective IL system. In addition, as is outlined in contracts, CILs shall meet with USOR at least once during the year for the purpose of conducting a review and evaluating program outcomes according to the objectives and activities outlined in the contract attachments. This review will provide an opportunity to determine the need for any revisions to the objectives and/or contract. The contractor will provide reports and documents required by USOR for evaluation of the contractor's compliance to this contract.

Satisfaction surveys will be conducted at least annually by the CILs. There is a standard set of questions that all of the CILs include in their surveys.

Section 8: State-Imposed Requirements

Identify any State-imposed requirements contained in the provisions of this SPIL. Indicate N/A if not applicable. 34 CFR 364.20(h)