

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 2017-2019**

Effective Date: October 1, 2016\_\_\_\_\_

OMB NUMBER: 1820-0527

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## 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 (insert name of DSU). *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 N/A (insert name of separate State agency). 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 - USILC (insert name of SILC). *34 CFR 364.21(a)*
- 1.4 The DSU and, if applicable, the separate State agency authorized to provide VR services to individuals who are blind, and the SILC are authorized 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 DSU, and, if applicable, the separate State agency authorized to provide VR services to individuals who are blind, 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 of the DSU and, if applicable, of the separate State agency authorized to provide VR services to individuals who are blind, 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 Darin Brush, Executive Director (Name, title of DSU director) and N/A (Name, title of separate State agency director, if applicable). *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 DSU and SILC 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 DSU and SILC 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 DSU and SILC 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 DSU 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 DSU and SILC 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 2017-2019 (specify the three-year period covered by this SPIL).

The effective date of this SPIL is October 1, 2016 (year)

\_\_\_\_\_  
SIGNATURE OF SILC CHAIRPERSON

\_\_\_\_\_  
DATE

Robert G Ferris

\_\_\_\_\_  
NAME OF SILC CHAIRPERSON

\_\_\_\_\_  
SIGNATURE OF DSU DIRECTOR

\_\_\_\_\_  
DATE

Darin Brush, Executive Director

\_\_\_\_\_  
NAME AND TITLE OF DSU DIRECTOR

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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
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**

**Mission:** People with disabilities have full access to community life, according to their individual choice, abilities and circumstances.

**Narrative:** The Utah Independent Living Program is operated under a partnership with the Independent Living Network including:

- (1) Six individual non-profit Centers for Independent Living that provide Independent Living services on a statewide basis to people with disabilities.
- (2) The Federally Designated State Entity, the Utah State Office of Rehabilitation, responsible for monitoring and compliance in regards to federal and state regulations.
- (3) The Utah Statewide Independent Living Council, a citizen composed council that assists in the development and implementation of the State Plan for Independent Living.

The Independent Living Network provides opportunities to individuals with disabilities to access services and supports, enhancing their participation in their community according to their individual choice, abilities and circumstances.

**Goal Name:** Goal 1: People with disabilities receive effective and quality IL services leading to greater independence.

**Narrative:** Utah's six CILs are responsible for serving a specific region of the state, leaving no area of the State unserved.

**Goal Name:** Goal 2: People in Utah are aware of the issues disability presents and the value of full participation in society.

**Narrative:** To promote the participation of people with disabilities and increase public awareness of the needs of people with disabilities, the IL Network provides education and outreach to the public.

**Goal Name:** Goal 3: Youth with disabilities are participating in their communities

Narrative: Utah’s IL Network provides services that youth need to transition into adult life, including opportunities to practice the skills needed to participate in society.

Goal Name: Goal 4: Utah public policy reflects supports needed for people with disabilities to participate in their homes and communities.

Narrative: Through individual and systems advocacy, the IL Network will promote integration and inclusion of people with disabilities.

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.

| Goal(s) from Section 1.1  | Objective to be achieved  | Time frame start date | Time frame end date |
|---|---|-----------------------|---------------------|
| <p>UTAH'S INDEPENDENT LIVING NETWORK MISSION</p> <p>Goal 1: People with disabilities receive effective and quality IL services leading to greater independence.</p> | <p>Objective 1.1: Statewide, Utah’s six CILs will provide IL services to a minimum of 20 percent new individuals.</p> <p>Activities:</p> <p>The CILs will provide outreach and IL services in their individual regions based on community and individual needs and available resources.</p> <p>The CIL’s 704 reports, compiled by the DSE/USILC each year, will be used to measure at least 20 percent of individuals served on a statewide basis are new consumers. This 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 704 Report.</p> | 10/01/2016            | 09/30/2019          |
| <p>UTAH'S INDEPENDENT LIVING NETWORK MISSION</p> <p>Goal 1: People with disabilities receive effective and quality IL services leading to greater independence.</p> | <p>Objective 1.2 The CILs will provide IL services for people with significant disabilities that facilitate achievement of their independent living goals.</p> <p>Activities:</p> <p>The six CILs will provide, at a minimum, the five basic core services required by law. Utah CILs will provide services in a manner consistent with the local community needs.</p>  | 10/01/2016            | 09/30/2019          |

|         |  |            |            |
|---------|--|------------|------------|
|         | <p>Services to achieve individual independent living goals are:</p> <p>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.</p> <p>Peer Support: CILs have programs where staff, volunteers, or others with disabilities serve as role models to consumers based on their individual needs.</p> <p>Independent Living Skills Training: Each CIL has programs to provide the training needed for individual consumers to achieve or increase their level of independence.</p> <p>Individual and Systems Advocacy: In addition to community and state level advocacy, all CILs provide individual advocacy programs to meet their consumer's needs (as defined in 34 CFR 364.4).</p> <p>Transition: CILs provide services that facilitate transition from nursing homes and other institutions to the community, provide assistance to those at risk of entering institutions, and facilitate transition of youth to postsecondary life.</p> <p>Additional Services:</p> <p>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.</p> <p>These services will be measured through outcomes identified in the contract between the DSE and the CILs and as documented in the 704 on an annual basis.</p> |            |            |
| UTAH 'S | Objective 2.1 Through outreach provided by   | 10/01/2016 | 09/30/2019 |

|   |  |            |            |
|---|--|------------|------------|
| <p>INDEPENDENT LIVING NETWORK MISSION</p> <p>Goal 2: People in Utah are aware of the issues disability presents and the value of full participation in society.</p>         | <p>the IL Network, people in Utah will increase their awareness of disability and disability issues.</p> <p>Activities:</p> <p>The IL Network will provide information on disability issues to individuals, a variety of community organizations and agencies, and through increased use of social media.</p>  |            |            |
| <p>UTAH 'S INDEPENDENT LIVING NETWORK MISSION</p> <p>Goal 2: People in Utah are aware of the issues disability presents and the value of full participation in society.</p> | <p>Objective 2.2 People with disabilities have opportunities to participate in community activities.</p> <p>Activities:</p> <p>The CILs will provide specific services and activities as directed by consumer needs. USILC will support the IL Network and community activities promoting the participation of people with disabilities.</p>   | 10/01/2016 | 09/30/2019 |
| <p>UTAH 'S INDEPENDENT LIVING NETWORK MISSION</p> <p>Goal 2: People in Utah are aware of the issues disability presents and the value of full participation in society.</p> | <p>Objective 2.3 Develop strategies to enhance accessible and affordable housing and transportation options.</p> <p>Activities:</p> <p>Identify and participate in current housing and transportation planning activities, to increase awareness and provide education regarding the needs of individuals with disabilities.</p>   | 10/01/2016 | 09/30/2019 |
| <p>UTAH 'S INDEPENDENT LIVING NETWORK MISSION</p> <p>Goal 3: Youth with disabilities are participating in their communities</p>   | <p>Objective 3.1 The IL Network will serve children, youth and young adults with disabilities to develop skills to transition into adult life.</p> <p>Activities:</p> <p>USILC will support the CILs with technical assistance (as requested) on developing youth activities that are designed to meet local needs to increase participation of youth. CILs will continue reaching out to existing groups of young adults with disabilities providing IL services based on</p> | 10/01/2016 | 09/30/2019 |

|  |  |            |            |
|--|--|------------|------------|
|  | local and individual needs.  |            |            |
| <p>UTAH 'S INDEPENDENT LIVING NETWORK MISSION</p> <p>Goal 3: Youth with disabilities are participating in their communities</p>                          | <p>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.</p> <p>Activities:</p> <p>USILC will develop and support a Youth Advisory Council (YAC) consisting of youth members of the IL Network. A member of the YAC will serve on USILC as a liaison. USILC will encourage youth to become involved in the planning of additional activities/services.</p>   | 10/01/2016 | 09/30/2019 |
| <p>UTAH 'S INDEPENDENT LIVING NETWORK MISSION</p> <p>Goal 3: Youth with disabilities are participating in their communities</p>                          | <p>Objective 3.3 USILC in cooperation with the IL Network, will support the growth of Youth Leadership training initiatives across the state.</p> <p>Activities:</p> <p>USILC with the support of the IL Network will support an increase to the number of youth with disabilities, who receive formal advocacy and leadership training including:</p> <ul style="list-style-type: none"> <li>• semi-annual youth leadership training</li> <li>• annual youth leadership conference</li> <li>• on-going alumni support</li> </ul> <p>Explore additional funding resources to expand the youth leadership conference into a youth leadership forum following the Association of Youth Leadership Forums (AYLF) model.</p> | 10/01/2016 | 09/30/2019 |
| <p>UTAH 'S INDEPENDENT LIVING NETWORK MISSION</p> <p>Goal 4: Utah Public Policy reflects supports needed for people with disabilities to participate</p> | <p>Objective 4.1 The IL Network will assist individuals in learning effective advocacy.</p> <p>Activities:</p> <p>The IL Network will offer training for people with disabilities to learn advocacy skills to be more comfortable in speaking for themselves on individual and systems</p>   | 10/01/2016 | 09/30/2019 |

|  |   |            |            |
|--|---|------------|------------|
| in their homes and communities.  | advocacy topics.  |            |            |
| <p>UTAH 'S INDEPENDENT LIVING NETWORK MISSION</p> <p>Goal 4: Utah Public Policy reflects supports needed for people with disabilities to participate in their homes and communities.</p> | <p>Objective 4.2 The IL Network will coordinate legislative, local and systems advocacy efforts.</p> <p>Activities:</p> <p>The IL Network will educate State policy makers and Legislators to ensure they are aware of the needs and issues of people with disabilities. To encourage inclusive public policies, members of the IL Network will collaborate with statewide disability organizations to provide information, reflective of the supports needed by individuals with disabilities.</p> | 10/01/2016 | 09/30/2019 |
| <p>UTAH 'S INDEPENDENT LIVING NETWORK MISSION</p> <p>Goal 4: Utah Public Policy reflects supports needed for people with disabilities to participate in their homes and communities.</p> | <p>Objective 4.3: Preserve and improve access to IL services.</p> <p>Activities:</p> <p>The IL Network will review Federal and State laws that impact IL service delivery and educate policymakers as appropriate.</p>  | 10/01/2016 | 09/30/2019 |

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;

The IL Network has identified and continues to address outreach to underserved populations. These include; minority groups, urban and rural populations, people living in nursing homes, youth, seniors, and other groups identified by specific Center. Each of Utah’s six CILs has established programs to outreach to underserved populations and areas. The six CILs are responsible for serving specific areas of the State leaving no area of the State unserved. CILs report that in their area there is still a significant number of individuals with disabilities who are underserved. This is primarily due to the lack of resources, including transportation, funding and staff time. The IL Network will continue to identify underserved populations. In fact, census data estimates show that CILs are only serving as little as two percent of individuals with significant disabilities residing in Utah.

- Identify the geographic areas (i.e., communities) in which the targeted populations reside; and

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, located in Ogden, Salt Lake City and Provo. The remaining geographic area (86%) is served by three rural Centers located in Logan, Price and St. George. The Utah IL Network will review census data for each service area and will prioritize and advocate for the resources necessary to implement outreach strategies to better serve identified populations and areas. Centers will prioritize local outreach efforts.

- Describe how the needs of individuals with significant disabilities from minority group backgrounds will be addressed.

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.

**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 – 2017 Approximate Funding Amounts and Uses**

| Sources                             | SILC Resource Plan | IL Services | General CIL Operations | Other SPIL Activities |
|-------------------------------------|--------------------|-------------|------------------------|-----------------------|
| Title VII Funds - Chapter 1, Part B |                    | 305350      |                        |                       |
| Title VII Funds - Chapter 1, Part C |                    |             | 835794                 |                       |

| 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)                           | 102470             |             |                        |                       |
| Other Federal Funds - Other   |                    |             |                        |                       |
| Non-Federal Funds -State Funds  |                    | 3092722     |                        | 72096                 |
| Non-Federal Funds - Other   |                    |             |                        |                       |

**Year 2 – 2018 Approximate Funding Amounts and Uses**

| Sources   | SILC Resource Plan | IL Services | General CIL Operations | Other SPIL Activities |
|---|--------------------|-------------|------------------------|-----------------------|
| Title VII Funds - Chapter 1, Part B   |                    | 305350      |                        |                       |
| Title VII Funds - Chapter 1, Part C   |                    |             | 835794                 |                       |
| 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)                           | 102470             |             |                        |                       |

| Sources                        | SILC Resource Plan | IL Services | General CIL Operations | Other SPIL Activities |
|--------------------------------|--------------------|-------------|------------------------|-----------------------|
| Other Federal Funds - Other    |                    |             |                        |                       |
| Non-Federal Funds -State Funds |                    | 3092722     |                        | 72096                 |
| Non-Federal Funds - Other      |                    |             |                        |                       |

**Year 3 – 2019 Approximate Funding Amounts and Uses**

| Sources   | SILC Resource Plan | IL Services | General CIL Operations | Other SPIL Activities |
|---|--------------------|-------------|------------------------|-----------------------|
| Title VII Funds - Chapter 1, Part B   |                    | 305350      |                        |                       |
| Title VII Funds - Chapter 1, Part C   |                    |             | 835794                 |                       |
| 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)                           | 102470             |             |                        |                       |
| Other Federal Funds - Other   |                    |             |                        |                       |
| Non-Federal Funds -State Funds  |                    | 3092722     |                        | 72096                 |
| 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 \$ 305,350 is divided among the six CIL's using an agreed upon formula to provide IL services through contracts with USOR. Innovation and Expansion (Sec. 110 I&E) funds of \$102,470, and state funds of \$72,096 are contracted to USILC to fulfill its statutory duties and SPIL activities. State funds of \$3,092,722 go to the six centers. Part C funds of \$835,794 are used by the six CIL's for general CIL operations.

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 \$305,350 of Part B funding, contracted through USOR as pass-through. Part C funding consists of \$835,794 contracted through ACL, directly to the Centers to support general operations and services. Innovation and Expansion (Sec. 110 I&E) funds of \$102,470 are contracted as pass-through to USILC. Contracts with USOR are monitored by 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 Rehabilitation and/or Department of Workforce Services 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.

USOR will provide access to technical support in areas identified in the SPIL.

USOR will administer and monitor fiscal and program compliance of CIL grants awarded with Federal and State IL funds.

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

As required under Title VII, Section 364.4(b)(i) of the Rehabilitation Act, USILC, CILs and 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, negotiations between USILC, CILs and USOR, review and approval by USILC and the fiscal sub-committee, review and approval by the Utah State Board of Education, and the Department of Workforce Services for the administration of the Vocational Rehabilitation and Independent Living programs.

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.

The IL Network is authorized by chapter 1 of title VII of the Act to promote a philosophy of independent living (IL) including a philosophy of consumer control, peer support, self-help, self-determination, equal access, and individual and system advocacy, to maximize the leadership, empowerment, independence, and productivity of individuals with significant disabilities, and to promote and maximize the integration

and full inclusion of individuals with significant disabilities into society.

The objectives of this SPIL are based on the IL philosophy and CIL work plans to further the delivery of services to enhance the independence of people with disabilities. The SPIL specifically outlines objectives to assist individuals with significant disabilities to become more independent and integrated into their communities by providing: peer support, independent living skills training, information and referral, advocacy, and transition in three parts including; nursing home transition, nursing home diversion and youth transition. The IL Network will continue to collaborate with and educate local and state organizations to encourage inclusive public policy. Members of the IL Network will work with organizations to provide information, reflective of the supports needed by individuals with disabilities.

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.

Priorities were identified for the SPIL by conducting public focus groups with consumers, members of the IL Network and community at large at each of the Independent Living Centers. These focus groups were facilitated by the SILC. A summary of identified priorities was compiled. These priorities are incorporated in the SPIL objectives.

#### 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 to IL consumers within the IL Network 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). Representatives from USOR and USILC regularly attend the AILU meetings. USILC's Chair is an appointed member of the State Rehabilitation Council; a joint meeting of the two councils is generally held once a year.

Members of the IL Network frequently attend and/or serve on disability related councils and Boards. Some examples are: Division of Services for the Deaf and Hard of Hearing, Division of Services for the Blind and Visually Impaired, Utah Developmental Disabilities Council, Utah Assistive Technology Program, Legislative Coalition for People with Disabilities, Utah Housing Coalition, local Transportation Coordinating Councils and other relevant organizations. Collaboration promotes expansion of relationships and connections to decision-makers who can eliminate barriers to independent living, leverages funding and decreases the possibility of duplicated services.

The USOR Director or designee serves as 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.

#### 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 IL Network will provide the specific services outlined in the Act as well as Assistive Technology services and a variety of IL services and programs designed to meet local needs. In addition, CIL 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.

Under the direction of 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 CILs serve substantial rural areas and have Older Blind Specialists that work with DSBVI in providing services for individuals who are blind or visually impaired.

### **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

| 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) |
|--|--------------------------------|---|---|
| Core IL Services - Information and referral  | No                             | Yes   | Yes   |
| Core IL Services - IL skills training  | No                             | Yes   | Yes   |
| Core IL Services - Peer counseling   | No                             | Yes   | Yes   |
| Core IL Services - Individual and systems advocacy   | No                             | Yes   | Yes   |
| Counseling services, including psychological, psychotherapeutic, and related services  | No                             | No  | Yes   |
| 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) | Yes                            | Yes   | Yes   |
| Rehabilitation technology  | Yes                            | Yes   | Yes   |
| Mobility training  | Yes                            | Yes   | Yes   |
| Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services   | Yes                            | Yes   | Yes   |
| Personal assistance services, including attendant care and the training of personnel providing such services   | No                             | No  | No  |
| Surveys, directories and other activities to identify appropriate housing, recreation, accessible transportation and other support services  | Yes                            | Yes   | Yes   |
| 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   | Yes                            | Yes   | Yes   |
| Education and training necessary for living in the community and participating in community activities   | Yes                            | Yes   | Yes   |
| Supported living   | No                             | Yes   | Yes   |
| Transportation, including referral and assistance for such transportation  | No                             | No  | Yes   |
| Physical rehabilitation  | No                             | No  | No  |
| Therapeutic treatment  | No                             | No  | No  |
| Provision of needed prostheses and other appliances and devices  | Yes                            | Yes   | Yes   |

| 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) |
|--|--------------------------------|---|---|
| Individual and group social and recreational services  | No                             | Yes   | Yes   |
| 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   | Yes                            | Yes   | Yes   |
| Services for children with significant disabilities  | No                             | Yes   | Yes   |
| 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 | No                             | Yes   | Yes   |
| Appropriate preventive services to decrease the need of individuals with significant disabilities for similar services in the future   | No                             | Yes   | Yes   |
| Community awareness programs to enhance the understanding and integration into society of individuals with disabilities  | No                             | Yes   | Yes   |
| Other necessary services not inconsistent with the Act   | No                             | Yes   | Yes   |

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

The six CILs will provide, at a minimum, the five 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:** CILs have programs where staff, volunteers, or others with disabilities serve as role models to consumers based on their individual needs.

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

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

Transition: CILs provide services that facilitate transition from nursing homes and other institutions to the community, provide assistance to those at risk of entering institutions, and facilitate transition of youth to postsecondary life.

Additional Services:

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 DSE and the CILs and as documented in the 704 on an annual basis.

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.

N/A

## 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 CILs for the provision of direct services. Contracts are developed and monitored by standards required by the Utah Division of Purchasing, Utah Department of Workforce Services 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 each of the Centers. Contracts are amended annually to meet State and Federal requirements. Eligibility is determined by the Centers. Contracts 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 statewide network of CIL's 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:

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 =172,154\*

Roads to Independence located in Ogden, Weber County, Utah

Serving Weber, Morgan and Davis counties.

Total population for these counties = 580,767\*

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 = 1,192,445 \*

Ability [1<sup>st</sup>](#) Utah located in Provo, Utah County, Utah

Serving Wasatch, Utah, Sanpete and Juab counties.

(Branch office located in [Ephraim](#), Sanpete County, Utah)

Total population for these counties = 627,651 \*

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)

Total population for these counties = 114,335\*

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 Cedar City (serving Iron and Garfield Counties), Fillmore (serving Beaver and Millard Counties), and Richfield (serving Sevier, Piute, and Wayne Counties).

Total population for these counties = 255,542\*

\*population served by each Center according to estimates from 2014 U.S. Census Bureau\*

### 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 six Centers divide the entire state into six regional areas. The plan for further expansion of the network, is to build on the existing CILs through branch office or satellite creation versus development of a new CIL. All of the state's 29 counties are included in the service area of the six CILs. This does not mean that all individuals needing IL services receive them. The Network does not have sufficient resources to meet the extensive needs.

The IL Network continues to address outreach to underserved populations. These include; minority groups, urban and rural populations, people living in nursing homes, youth, seniors, and other groups identified by specific Center. Each of CILs has established programs to outreach to underserved populations and areas.

The policy of the IL Network is to work to increase the capacity of the Centers to provide outreach to the underserved populations in their regions. Any increases and or decreases in funding is based on an established formula (adopted 1998). The funding formula is as follows.

Funding Formula: 50% evenly distributed + 30% State population + 20% geographic area, unless otherwise agreed upon by the IL Network.

This SPIL does not designate specific geographic regions of the state as underserved but rather focuses on underserved populations.

### 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.

N/A

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.

N/A

## **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.

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.

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

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

Under the direction of 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 CILs serve substantial rural areas and have Older Blind Specialists that work with 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.

USILC is funded by Federal Innovation and Expansion funds of \$82,655 and \$67,918 in state funds contracted through USOR to meet SPIL requirements. Federal Part B funds are divided between the six CIL's to provide IL service through contracts with USOR.

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.

Policies and procedures are in place for expenditure of funds and use of resources. Fiscal oversight and compliance reviews are conducted annually by DSE. Financial Statements with Independent Accountant's Compilation Report and Additional Information is conducted annually by an external auditor.

- Non-inclusion of conditions or requirements in the SILC resource plan that may compromise the independence of the SILC.

There are no conditions or requirements included in the resource plan or the DSE contract with SILC that compromise the independence of the SILC. The SILC is a 501(c)(3) non-profit organization that is operated by the Council and not the DSE.

- Reliance, to the maximum extent possible, on the use of resources in existence during the period of implementation of the State plan.

Under contract with DSE, existing resources are identified to be used in the implementation and monitoring of the State Plan. The budget is approved and monitored by the Council.

## 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.

USILC is a 501(c)(3) nonprofit. The placement of the SILC is not within the State's organizational structure and is located outside of State government.

## 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).

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.

Members of the Council shall be appointed by the Governor or, in the case of a State that, under State law, vests authority for the administration of the activities carried out under this Act in an entity other than the Governor (such as one or more houses of the State legislature or an independent board), the chief officer of that entity. The appointing authority shall select members after soliciting recommendations from representatives of organizations representing a broad range of individuals with disabilities and organizations interested in individuals with disabilities.

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.

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 Administrator: 1 FTE: This position is hired and evaluated annually by the Executive Committee and reports to the Council Chair. This position supervises the USILC Coordinator and oversees the activities identified in the SPIL. This position is responsible for overseeing all contracts and fiscal activities of the Council.

(b) USILC Coordinator: 1 FTE: This position reports to the Public Policy Administrator. The Coordinator is responsible for all programs, activities 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.

- 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.

None

### **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.

USOR contracts with each CIL in Utah for the provision of core and other independent living services. The majority of staff and individuals in decision-making positions are individuals with disabilities. This follows the Independent Living philosophy of consumer control wherein people with all types of disabilities directly govern and staff the organization. Hiring criteria is developed to outline skills and minimum qualifications required for specific positions.

CILs are governed by a board of directors consisting of a majority of people with disabilities. The Board members receive training and are knowledgeable about fiscal oversight, fundraising and development of the CIL.

- 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.

Staff within the CILs are qualified to provide IL services to people with significant disabilities who rely on various modes of communication such as sign language. Materials are available in alternate formats such as Braille, large-print and electronic modes based up the needs of the individual. Whenever possible, staff are hired that speak prominent languages other than English. If this is not feasible or individuals have other language needs an interpreter will be used to meet those needs.

- 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, administrative tasks, fiscal management, assistive technology, time management 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 CILs 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.

USOR contracts require that CILs practice sound fiscal management and that they comply with EDGAR fiscal and accounting requirements. CILs must maintain for the purposes of this contract an accounting system of procedures and practices that conforms to Generally Accepted Accounting Principles (GAAP), as interpreted by USOR, and to any other accounting requirements USOR may require.

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. CILs 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. CILs 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 DSE has a contract with each individual CIL and the SILC. As part of the contract, the CILs 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 CILs 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. 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.

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.

USOR contracts with the CILs require that the contractor provide services to individuals with a range of significant disabilities. The CILs 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 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. 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.

CSRs are periodically reviewed by CIL Executive Directors and USOR to establish the CILs compliance with USOR contracts and the established policies and procedures.

- Application 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 CILs and monitored and periodically reviewed by USOR to make sure 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 CILs and monitored with periodic reviews by USOR to ensure 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.

Unless the consumer signs 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 Client Assistant Program (CAP), 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 or request 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.

CILs have adopted and implemented policies and procedures to safeguard the confidentiality of all personal information according to CFR requirements. Staff and board members are expected to maintain complete confidentiality concerning the identification of consumers, information about consumers and consumer's business with the CILs in all situations. Lists of consumer names and their photographs are also protected.

## **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

**Evaluation:** The IL Network is comprised of the primary stockholders who will all have a role in evaluating the objectives of the SPIL. The CIL's will track CIL's services in their 704 reports which are given to DSE and USILC. The DSE requires submission of a midyear report by all CIL's and USILC. USILC will have a State Plan Subcommittee comprised of stakeholders that will meet at least annually to assess progress on meeting SPIL objectives and if any amendments needs to be made. An annual monitoring review of Centers and SILC is conducted by DSE.

Annual 704 and mid-year reports will be used to evaluate CIL's progress in meeting the following SPIL objectives, covering a one-year time frame.

Satisfaction surveys will be conducted annually by CIL's. A standard set of questions that all CIL's include in their surveys will be developed during the first year and used thereafter.

**Objective 1.1:** Statewide, Utah's six CILs will provide IL services to a minimum of 20 percent new individuals.

**Objective 1.2:** The CIL's will provide IL services for people with significant disabilities that facilitate achievement of their independent living goals.

**Objective 2.1:** Through outreach provided by the IL Network, people in Utah will increase their awareness of disability and disability issues.

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

**Objective 2.3:** Develop strategies to enhance accessible and affordable housing and transportation.

**Objective 3.1:** The IL Network will serve children, youth and young adults with disabilities to develop skills to transition into adult life.

**Objective 4.1:** The IL Network will assist individuals in learning effective advocacy.

**Objective 4.2:** The IL Network will coordinate legislative, local and systems advocacy efforts.

**Objective 4.3:** The IL Network will review Federal and State laws that impact IL service delivery and, educate policymakers as appropriate.

Additional evaluation will be conducted through the collection of data by USILC through meeting minutes of the State Plan Subcommittee.

- SILC and CIL's will update their websites to keep current. Web sites and other social media sites used by CIL's and SILC's will be monitored and usage reported \_\_\_\_\_.
- Collaborative and cooperative efforts with housing and transportation groups to improve services to people with disabilities documented by CIL's and USILC.
- CIL's provide skill development and opportunities for youth, children and young adults based on community needs. All CIL's will provide transition training to youth in their Centers. Technical assistance provided by USILC at CIL request will be documented. Documentation will be used to track increases in youth service provision.
- "Policy" outcomes achieved, as well as local and state funding request outcomes, through community organizing will be documented in USILC meeting minutes.
- USILC members and staff and CIL staff will attend national meetings like NCIL when funding is available, to promote continuation of IL services and attendance documented USILC minutes.

**Evaluation:** The following objectives will be evaluated by USILC in the following manners:

- A roster of advisory council members (conference attendees) will be maintained
- Copies of meeting minutes or conference agendas and presentation materials will be archived
- A detailed plan for youth involvement by the Youth Councils will be documented and reviewed on a regular basis by both the Youth Council and SILC.

- A youth leadership conference will be held each year of the plan through a partnership of the IL Network.
- Youth leadership conference participants will complete a pre and post evaluation form that covers their basic knowledge and skills related to the conference objectives and their overall satisfaction with the conference including what they learned the most about and what they would suggest for improvements in the future.

**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.

**Objective 3.3:** USILC will support the growth of Youth Leadership training initiatives across the state.

### **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)

N/A

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