

REPORTING INSTRUMENT

OMB Control Number: 1820-0606
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UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES
REHABILITATION SERVICES ADMINISTRATION

ANNUAL PERFORMANCE REPORT
for
STATE INDEPENDENT LIVING PROGRAMS

PART I

State Independent Living Services and
The Centers for Independent Living Programs
Chapter 1, Title VII of the Rehabilitation Act, as Amended

Fiscal Year 2003-2004

With Citations

STATE: FLORIDA GRANT # _____

COUNTIES SERVED: ALL

DBS- VOLUSIA, FLAGLER, PUTNAM, & BREVARD

SUBPART IA – ADMINISTRATIVE DATA

Subpart IAI – Sources and Amounts of Funds and Resources

(A) Federal Funds		DVR / DBS
(1) Ch. 1, Part B, Title VII		\$780,303 / 131,831
(2) Ch. 1, Part C, Title VII		\$ _____
(3) Ch. 2, Title VII		\$ _____
(4) Other Federal Funds		\$3,500,000 (SSA) /93,180
(B) Other Government Funds		
(5) State Government Funds*		\$240,100 /212,169
(6) Local Government Funds*		\$ _____ /8549
(C) Private Resources		
(7) Foundations, Corporations, or Trust Grants		\$ _____ /53,530
(8) Donations from Individuals		\$ _____ /22,054
(9) Membership Fees		\$ _____
(10) Investment Income/Endowment		\$ _____
(11) Fees for Service (program income, etc.)		\$ _____
(12) Other resources (in-kind, fund raising, etc.)		\$ _____ /55,530
(D) Total Resources (sum of lines 1-12)		\$4,520,403/580,324
(E) Amount of total resources that “pass through” to Consumers, e.g., personal assistance services funds		\$ -0- _____
(F) Net Operating Resources		
(D) - <minus> (E) = (F)		\$4,520,403/580,324

* Include “pass through” funds.

Subpart IAI – Allocation of Part B, Chapter 1 Funds

(SPIL developed under Sections 704 and 713 of the Act: 34 CFR 365.20)

What Services were Provided with Part B Funds	Expenditures of Part B Funds for Services	Services Rendered By DSU Staff		Services Rendered By Grant or Contract	
(A) Funds the resource plan for the SILC	\$40,000	Yes	<u>No</u>	<u>Yes</u>	No
(B) Provide IL services directly through grant or contract	\$ 131,831	Yes	<u>No</u>	<u>Yes</u>	No
(C) Demonstrate ways to expand IL services	\$	Yes	No	Yes	No
(D) Support of the general operation of CILs	\$827,037	Yes	<u>No</u>	<u>Yes</u>	No
(E) Support activities to increase capacity to develop approaches or systems for providing IL services	\$	Yes	No	Yes	No
(F) Conduct studies and analysis, gather information, develop model policies, and present information in order to enhance IL services	\$	Yes	No	Yes	No
(G) Training regarding IL philosophy	\$	Yes	No	Yes	No
(H) Provide outreach to unserved or underserved populations, including minority groups and urban and rural populations	\$	Yes	No	Yes	No

Subpart IAIH – Provision of Services

(704(e) of the Act; 34 CFR 365.20 and 365.21)

(A) Does the DSU provide community IL services using part B funds directly or through grant or contract to a service provider **other than a CIL reporting in 704 Part II**?

 Yes DBS/DVR No

(B) Does the DSU directly provide IL services to individuals with significant disabilities; directly determine eligibility for such individuals; and the CSRs for those individuals are maintained outside a CIL reporting in 704 Part II?

DBS Yes DVR No

Subpart IAIV – Grants, Contracts, or Other Arrangements for Use of Part B Funds

(704(f) and 713 of the Act; 34 CFR 365.23)

(A) Enter requested information in the chart below:

Grant or Contractor	Use of Funds (Table IAH)	Part B Ch. 1 Funds	Other Federal Funds	Non Federal Sources
CIL OF NORTHWEST FL	D,G,H	\$45,000	\$115,676	\$33,537
CIL OF NORTH FL	D,G,H	\$31,500	\$52,975	\$3,500
CIL IN CENTRAL FLORIDA	D,G,H	76,500	405,031	8,500
CIL OF NORTH CENTRAL FL	D,G,H	\$67,500	\$251,947	\$12,403
CIL OF NORTHEAST FL	D,G,H	72,000	\$185,392	\$8,000
CARING AND SHARING CIL	D,G,H	\$45,000	\$318,413	\$29,810
DISABILITY RESOURCE CENTER, INC.	D,G,H			22,500

Grant or Contractor	Use of Funds (Table IAI)	Part B Ch. 1 Funds	Other Federal Funds	Non Federal Sources
SELF-RELIANCE INC.	D,G,H	45,000	\$237,427	\$5,000
SUNCOAST CIL	D,G,H	\$45,000	\$80,850	\$14,910
CIL OF SOUTHWEST FL	D,G,H	\$49,500	\$193,392	\$9,913
COALITION FOR INDEPENDENT LIVING OPTIONS	D,G,H	\$67,500	\$435,833	\$27,709
CIL OF BROWARD	D,G,H	\$67,500	\$511,453	\$27,131
CIL OF SOUTH FL	D,G,H	\$99,000	\$555,818	\$11,000
CIL OF THE FLORIDA KEYS	D,G,H	27,000	\$64,305	\$5,385
Total Amount of Grants and Contracts	*****	\$765,000*	\$ 3,500,000	\$240,100

(B) If the purpose of any grant or contract is to provide IL services to individuals:

(1) List each grant and/or contract and indicate where eligibility for services is determined

Name of Grant or Contract	Who Determines Eligibility for Services?
Center for Visually Impaired	Both DSU and Contractor.

(2) List each grant and/or contract and indicate where CSRs are maintained and note if the location is different from (a) where eligibility is determined; and (b) main location of grant and/or contract

Name of Grant and/or Contract	Where are CSRs maintained?	Are CSRs maintained at a location different from where eligibility is determined?	Is location housing CSRs different from the main location of the grant and/or contract?
Center for Visually Impaired	CVI	No	No

(C) For grants or contracts for purposes other than services, please provide a brief narrative description of the objectives for each agreement, what activities were conducted during the year, and what results were achieved.

Subpart IAV - Staffing

Enter requested staff information in the chart below:

SILS CILs Program	Total Number of FTEs	Total Number of Persons with Disabilities	Total Number of Persons Who are Minorities
Decision Making Staff	3	0	0
Other Staff	9	2	0

SUBPART IB – NUMBERS AND TYPES OF INDIVIDUALS WITH SIGNIFICANT DISABILITIES RECEIVING SERVICES EITHER DIRECTLY FROM THE DSU OR THROUGH GRANTS OR CONTRACTS

(Section 13, 704(M)(B) and (D); 34 CFR 364.53)

Subpart IBI – Consumers Served During the Reporting Year

(A) CSRs carried from previous year	<u>65</u>
(B) CSRs started since October 1 of the reporting year	<u>245</u>
(C) Total consumers served: (A) + (B) = (C)	<u>310</u>

Subpart IBII – Consumer CSRs Closed by September 30 of the Reporting Year

(A) Moved	<u>11</u>
(B) Withdrew	<u>19</u>
(C) Died	<u>0</u>
(D) Completed all goals set	<u>204</u>
(E) Other	<u>5</u>
(F) Total Closed CSRs: (A) + (B) + (C) + (D) + (E) = (F)	<u>234</u>

Subpart IBIII – Consumer CSRs Active on September 30 of the Reporting Year

Subpart IBI (C) - <minus> Subpart IBII (F) = Subpart IBIII	<u>153</u>
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Subpart IBIV – Consumer Plans and Waivers

(A) Number of individuals who signed a waiver	<u>0</u>
(B) Number of individuals with whom an ILP was developed	<u>234</u>

Subpart IBV – Age

(A) Under 6	<u>0</u>
(B) 6 – 17	<u>8</u>
(C) 18 – 22	<u>18</u>
(D) 23 – 64	<u>22</u>
(E) 65 & Over	<u>212</u>
(F) Unknown	<u>0</u>

Subpart IBVI – Gender

(A) Female	<u>169</u>
(B) Male	<u>91</u>

Subpart IBVII – Ethnicity (Select one)

(A) Hispanic or Latino	<u>36</u>
(B) Not Hispanic or Latino	<u>224</u>

Subpart IBVIII – Race

(Choose one or more)

(A) American Indian or Alaska Native	<u>0</u>
(B) Asian	<u>2</u>
(C) Black or African American	<u>23</u>
(D) Hispanic or Latino	<u>36</u>
(E) Native Hawaiian or Other Pacific Islander	<u>0</u>
(F) White	<u>199</u>

Subpart IBIX - Disability

(A) Cognitive	<u>19</u>
(B) Mental/Emotional	<u>153</u>
(C) Physical	<u>122</u>
(D) Hearing	<u>42</u>
(E) Vision	<u>260</u>
(F) Multiple Disability	<u>165</u>
(G) Other	<u> </u>

SUBPART IC – INDIVIDUAL AND COMMUNITY ACHIEVEMENTS AND SERVICES

Subpart ICI – Individual Consumer Achievements

	Goals Set	Goals Met
(A) Self-Advocacy/Self-Empowerment	<u>232</u>	<u>225</u>
(B) Communication	<u>233</u>	<u>228</u>
(C) Mobility/Transportation	<u>145</u>	<u>140</u>
(D) Community Services	<u>220</u>	<u>211</u>
(E) Educational	<u> </u>	<u> </u>
(F) Vocational	<u>38</u>	<u>8</u>
(G) Self-Care	<u>186</u>	<u>149</u>
(H) Information Access/Technology	<u>48</u>	<u>44</u>
(I) Personal Resource Management	<u>122</u>	<u>119</u>
(J) Other	<u> </u>	<u> </u>

Subpart ICII – Individual Services

(A) Advocacy/Legal Services	<u>79</u>
(B) Assistive Devices/Equipment Services	<u>174</u>
(C) Children’s Services	<u>0</u>
(D) Communication Services	<u>200</u>
(E) Counseling and Related Services	<u>38</u>
(F) Family Services	<u>39</u>
(G) Housing, Home Modifications, and Shelter Services	<u>34</u>
(H) IL Skills Training and Life Skills Training Services	<u>210</u>
(I) Information and Referral Services	<u>199</u>
(J) Mental Restoration Services	<u>0</u>
(K) Mobility Training Services	<u>145</u>
(L) Peer Counseling Services	<u>96</u>
(M) Personal Assistance Services	<u>0</u>
(N) Physical Restoration Services	<u>0</u>
(O) Preventive Services	<u>0</u>
(P) Prostheses and Other Appliances	<u>0</u>
(Q) Recreational Services	<u>245</u>
(R) Rehabilitation Technology Services	<u>57</u>
(S) Therapeutic Treatment	<u>0</u>
(T) Transportation Services	<u>206</u>
(U) Youth Services	<u>7</u>
(V) Vocational Services	<u>23</u>
(W) Other Services	<u>0</u>

Subpart ICIII – Individual Consumers in Community Based-Living

(A) How many individuals were successfully relocated from nursing homes or other institutions to community-based living arrangements? 14

(B) **See Instructions** - How many individuals for whom IL services prevented the necessity of entering nursing homes or other institutions and therefore continued living in community-based living arrangement? 63

Subpart ICIV – Community Change Achievements

	Goals Set	Goals Met
(A) Community Integration	<u>240</u>	<u>231</u>
(B) Collaboration	<u>18</u>	<u>15</u>
(C) Educational	<u>21</u>	<u>15</u>
(D) Housing Opportunities/Home Modifications	<u>79</u>	<u>59</u>
(E) Information Access/Technology	<u>46</u>	<u>41</u>
(F) Mobility/Transportation	<u>129</u>	<u>127</u>
(G) Personal Assistant Services	<u>0</u>	<u>0</u>

(H) Physical/Attitudinal Barrier Removal	<u>243</u>	<u>219</u>
(I) Vocational	<u>38</u>	<u>8</u>
(J) Other	<u>0</u>	<u>0</u>

Subpart ICV – Community Services

(A) Community and Systems Advocacy	<u>384</u>
(B) Outreach Efforts	<u>95</u>
(C) Publications	<u>132</u>
(D) Community Education/Integration Services	<u>47</u>
(E) Maintaining Registries/Libraries/Databases	<u>96</u>
(F) Collaboration/Networking	<u>156</u>
(G) Other Services	<u>72</u>
(H) Grand Total Hours [Add (A) through (G)]	<u>982</u>

SUBPART ID – STATEWIDE INDEPENDENT LIVING COUNCIL (SILC) REPORT

(705(C)(5) of the Act; 34 CFR 364.21(g))

Subpart IDI – SILC’s General Activities

In the space provided below, provide a summary of SILC’s activities during the reporting year (*refer to Subpart IDI instructions page 24*). Additional space and/or pages may be added as needed.

Please see attached report

Subpart IDII – SILC’s Design for Network of Centers

In the space below, discuss the SILC’s plan for development and implementation of a statewide network of CILs (*refer to Subpart IDII instructions page 25*). Additional space and/or pages may be added as needed.

Please see attached report.

Subpart IDIII – Monitoring and Evaluation Implementation of the SPIL by the SILC

Provide a summary of SPIL evaluation findings (*refer to Subpart IDIII instructions page 25*). Additional space and/or pages may be added as needed.

Please see attached report.

Subpart IDIV – Consumer Satisfaction

Provide a summary of consumer satisfaction findings (*refer to Subpart IDIV instructions page 26*). Additional space and/or pages may be added as needed.

Please see attached report.

Subpart IDV – SILC Composition

Complete the following chart:

SILC Composition	
Questions:	Reply:
(A) What is the total number of persons on the SILC?	16
(B) How many SILC members have disabilities, as defined in 34 CFR 364.4(b), and are not employed by a State agency or a CIL?	8
(C) Is a representative of the DSU an ex-Officio member of the SILC?	Yes
(D) How many voting members are on the SILC?	14
(E) State the number of different disability groups (physical, mental, cognitive, hearing, vision, or multiple) represented by members of the SILC.	3
(F) Is a CIL director chosen by CIL directors within the State appointed to the SILC?	Yes
(G) Does the SILC include representatives from other State agencies that provide services for individuals with disabilities?	Yes
(H) Does the SILC have a voting membership that is knowledgeable about CILs and IL services?	Yes
(I) Do SILC members provide statewide representation?	Yes
(J) Is the SILC Chairperson elected from among the voting members of the SILC pursuant to section 705(b)(5) of the Act?	Yes
(K) Are there one or more section 121 projects in the State?	No

(L) If (K) above is answered “yes”, does the SILC include at least one representative from the directors of the section 121 projects?	
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Subpart IDVI – Legal Status and Placement of SILC

In the space below provide a brief description of the legal status and placement of the SILC (*refer to Subpart IDVI instructions page 26*). Additional space and/or pages may be added as need.

The SILC became a not-for-profit 501(c)3 corporation on July 28, 1999. It continues to operate under this status.

Subpart IDVII – Training and Technical Assistance Needs for Next Fiscal Year

Training and Technical Assistance Needs	Choose up to 10 Priority Needs --- Rate items 1-10 with 1 being most important
Advocacy/Leadership Development	
General Overview	
Community/Grassroots Organizing	
Individual Empowerment	
Systems Advocacy	3
Legislative Process	
Applicable Laws	
General overview and promulgation of various disability laws	1
Americans with Disabilities Act	
Air-Carrier’s Access Act	
Fair Housing Act	
Individuals with Disabilities Education Act	
Medicaid/Medicare/PAS/waivers/long-term care	2
Rehabilitation Act of 1973, as amended	
Social Security Act	
Workforce Investment Act of 1998	
Ticket to Work and Work Incentives Improvement Act of 1999	
Assistive Technologies	
General Overview	

Data Collecting and Reporting	
General Overview	
704 Reports	
Dual Reporting Requirements	
Case Documentation	
Disability Awareness and Information	
Specific Issues	
Evaluation	
General Overview	
CIL Standards and Indicators	5
Community Needs Assessment	
Consumer Satisfaction Surveys	4
Focus Groups	
Government Performance Results Act and Title VII	
Outcome Measures	
Financial: Grant Management	
General Overview	
Federal Regulations	
Budgeting	
Fund Accounting	
Financial: Resource Development	
General Overview	
Diversification of Funding Base	6
Fee-for-Service Approaches	
For Profit Subsidiaries	
Fund-Raising Events of Statewide Campaigns	
Grant Writing	
Independent Living Philosophy	
General Overview	
Innovative Programs	
Best Practices	7
Specific Examples	
Management Information Systems	
Computer Skills	
Software	
Marketing and Public Relations	
General Overview	
Presentation/Workshop Skills	
Community Awareness	
Networking Strategies	
General Overview	
Electronic	
Among CILs & SILCs	8
Community Partners	

Program Planning	
General Overview of Program Management and Staff Development	
CIL Executive Directorship Skills Building	
Conflict Management and Alternative Dispute Resolution	
First-Line CIL Supervisor Skills Building	
IL Skills Modules	
Peer Mentoring	
Program Design	
Time Management	
Team Building	10
Outreach to Unserved/Underserved Populations	
General Overview	
Disability	
Minority	
“Potential” Consumers Who are Institutionalized	9
Rural	
Urban	
SILC Roles/Relationship to CILs	
General Overview	
Development of State Plan for Independent Living	
Implementation (monitor & review) of SPIL	
Public Meetings	
Role and Responsibilities of Executive Board	
Role and Responsibilities of General Members	
Collaborations with In-State Stakeholders	
Volunteer Programs	
General Overview	
Optional Areas and/or Comments (write-in)	

SUBPART IE – DSU(S) ACTIVITIES

(704(M)(4)(D) of the Act; 34 CFR 364.22; 364.38)

Subpart IEI – Collaborative Efforts

In the space below, discuss DSU collaborative efforts (*refer to Subpart IEI instructions page 27*). Additional space and/or pages may be added as needed.

The DSU continued to be represented at Council meetings and continued to collaborate with the Council (FILC) and the Florida Association of Centers for Independent Living (FACIL). Some activities included revising the funding formula, gaining consistency in data collecting and reporting, and continuing the development of minimum standards for a Center to be considered fully functioning. The DSU participated in training on the standards and indicators as well as other activities during the year.

Another important collaborative effort is the partnership approach used for monitoring and technical assistance. Approximately every other year, a site visit is conducted with representation from the Council, FACIL, and the DSU. This collaborative approach provides an opportunity to assess the center's operations. The peers add the dimension of being able to provide operational input while gaining knowledge that can be used in the peer's center.

Subpart IEII – Evaluations Conducted by DSU(s)

In the space below, provide a summary of evaluations conducted by the DSU(s) (*refer to Subpart IEII instructions page 27*). Additional space and/or pages may be added as needed.

The DSU worked with the Council, the Centers, and the State Financial Officer to develop a contracting process that is focused on outcomes and performance. By working through definitions and expectations, each center gained a knowledge of what the DSU expected and then negotiated a contract that identifies projected performances related to the four core federally-mandated goals. The contract reinforces the importance of the core goals and requires the centers to submit an invoice monthly identifying where they are in relation to achieving their goals. This methodology has improved standardization of data collection and reporting both qualitatively and quantitatively.

Subpart IEIII - Monitoring

In the space below, provide a summary of monitoring activities conducted by the DSU(s) (*refer to Subpart IEIII instructions page 27*). Additional space and/or pages may be added as needed.

For the 2004 federal year, the following sites were monitored for both contract and programmatic monitoring:

- Center for Independent Living of the Keys
- Center for Independent Living of South Florida
- Self Reliance, Inc.
- Suncoast Center for Independent Living, Inc.

The following sites received a programmatic monitoring visit, but the contract monitoring was delayed due to the four hurricanes that impacted Florida in the Fall of 2004. The reviews have been scheduled for early 2005.

- Abilities First (CIL of North Central Florida)
- Center of Independent Living of Broward
- Disability Resource Center, Inc.

The following sites were scheduled for visits, but were are being rescheduled due to the four hurricanes that impacted Florida in the Fall of 2004.

- CIL of Central Florida
- Space Coast CIL

SUBPART IF – NARRATIVE COMPARING DSU AND SILC ACTIVITIES FOR THE REPORTING YEAR WITH PRIOR YEAR ACTIVITIES

(704(m)(4)(D), 705(c)(5) of the Act; 34 CFR 366.50(I)(7)

Subpart IFI – Comparative Narrative

Denote in a comparative narrative this reporting year’s program proposed objectives and achieved goals with the immediate preceding year.

Please see attached report.

Subpart IFII – Significant Activities

In the space below describe significant activities (*refer to Subpart IFII instruction page 28*). Additional space and/or pages may be added as needed.

Please see attached report.

Subpart IFIII – Substantial Problems

In the space below, describe problems encountered and attempted resolutions (*refer to Subpart IFIII instructions page 28*). Additional space and/or pages may be added as needed.

Please see attached report.

Subpart IFIV – Additional Information

In the space below, list any additional information, comments, or explanations of the reporting year activities and data compared to the previous year.

Please see attached report.

SIGNATURES, PRINTED NAME, TITLE, PHONE NUMBERS

Please sign and print your name, title and your phone number

SIGNATURE OF STATE AGENCY OFFICIAL DATE

NAME AND TITLE OF STATE AGENCY OFFICIAL PHONE NUMBER

SIGNATURE OF STATE AGENCY OFFICIAL DATE

NAME AND TITLE OF STATE AGENCY OFFICIAL PHONE NUMBER

SIGNATURE OF SILC REPRESENTATIVE DATE

NAME OF SILC REPRESENTATIVE PHONE NUMBER

SUBPART ID – STATEWIDE INDEPENDENT LIVING COUNCIL (SILC) REPORT

(705(C)(5) of the Act; 34 CFR 364.21(g))

Subpart IDI – SILC’s General Activities

In the space provided below, provide a summary of SILC’s activities during the reporting year (*refer to Subpart IDI instructions page 24*). Additional space and/or pages may be added as needed.

Activities of the Florida Independent Living Council, Inc. for fiscal year 2003-2004 include completion of the Consumer Satisfaction Survey/Needs Assessment tool, development of an Image Plan to increase awareness of the Council and the planning and coordination of the Florida Grassroots Forum 2004.

The Evaluation Committee in coordination with the Planning Committee worked on the development of the Consumer Satisfaction Survey/Needs Assessment tool. The rest of the process, such as how the survey will be disseminated, where the survey will be returned to and who will analyze the results, is still being developed.

The Outreach Committee is working on an Image Plan for the Council. The plan has been approved by the Full Council and will be worked on over the upcoming three years. The first parts of the plan will be rolled out at the beginning of fiscal year 2003-2004.

Each of the committees is now working on projects. The Development Committee is just starting to work on raising other funds to support the Council’s activities. The Advocacy Committee took the lead in coordinating the Independent Living Legislative Day. The committee organized Council members and staff to visit each of the Senators and Representatives with information about the Council and the Centers. The Nominating Committee has been working with the Governor’s Appointments Office to assure that the membership of the Council consists of people knowledgeable about independent living.

The Evaluation Committee has also been working on standards and definitions for the Centers for Independent Living as well as providing technical assistance to the Centers through reviews. The Planning Committee gets input from all Council members for upcoming trainings and completed work on the 2004-2007 State Plan for Independent Living, which was approved in September 2004. The Finance Committee developed the budget for fiscal year 2003-2004. The Outreach Committee is developing an Outreach Manual by pulling information from various sources.

The Executive Committee continues to develop policies as needed or delegates the development of policies to the appropriate committees and task forces. The leadership of the Council continues to provide the tools to the full Board to assure priorities are met.

The Council and DSUs have continued to work on their relationships but with the withdrawal of three centers from the Association of Centers for Independent Living this has continued to be a challenge. The communication between the three entities continues to improve through a concerted effort to assure all parties are kept informed.

Training was provided to all the centers on the CIL standards and definitions developed by several center directors. The only CIL unable to participate, due to lack of funds, was the Coalition for Independent Living Options in West Palm Beach. This training will also be scheduled for all SILC members per their request.

Subpart IDII – SILC’s Design for Network of Centers

In the space below, discuss the SILC’s plan for development and implementation of a statewide network of CILs (*refer to Subpart IDII instructions page 25*). Additional space and/or pages may be added as needed.

The DSUs, the Council and the Florida Association of Centers for Independent Living (FACIL) work closely in developing the network of centers within the state. Two centers are in the process of becoming stand alone centers during the three year period of the State Plan. These include the center serving Volusia and Flagler Counties and the one serving Polk County.

The quarterly meetings for the SILC and the FACIL are held the same week and at the same location. This allows center directors to meet face to face with other center directors from other parts of the state. In addition, the center directors are able to communicate with council members about the activities that are taking place in their particular centers and help put best practices in the spotlight.

The SILC, CILs and DSUs worked together in the development of the Network of Centers during the writing of the draft State Plan for Independent Living. The SILC uses the 704 Reports as well as information provided by the Center Directors for data to determine the unserved and underserved areas of the State. After the recent addition of three new Centers in the past two to three years, the already established Centers will be used to expand services throughout the state using the available resources. Any new revenue will be distributed to the existing centers to continue and/or expand services.

Subpart IDIII – Monitoring and Evaluation Implementation of the SPIL by the SILC

Provide a summary of SPIL evaluation findings (*refer to Subpart IDIII instructions page 25*). Additional space and/or pages may be added as needed.

(A) The SILC's monitoring and evaluation activities related to implementation of the State Plan for independent living.

At the beginning of fiscal year 2003-2004 each committee responsible for specific goals and objectives in the State Plan provided reports of its activities to the Evaluation Committee.

The Evaluation Committee evaluates the goals and objectives by using the tool created to record progress or lack thereof.

(B) The SILC's findings and recommendations related to any problems in the implementation of the State Plan.

Over the past year some of the goals and objectives in the State Plan were not worked on as much as they should have been. At times other issues took priority which left less time for committees to complete their work.

(C) SILC participation in any on-site compliance reviews of CILs or DSU(s).

The SILC participated in technical assistance site reviews of the Disability Resource Center, Ability 1st, Self-Reliance, Inc., Suncoast CIL, CIL of Broward, CIL of South Florida and the CIL of the Florida Keys. Visits to the Space Coast CIL and the CIL in Central Florida had to be postponed due to the hurricanes that hit those areas.

(D) The SILC's involvement in the development of corrective action plans addressing deficiencies of CILs, DSU(s), deriving from on-site or other reviews, etc.

Any SILC member that participated in the review was responsible for reporting their findings. The findings are then developed into a report that is shared with the Center. The report also highlights areas where the Center excels.

(E) Activities and results related to evaluation of the effectiveness of the State plan in meeting objectives established in the Plan.

PLEASE SEE ATTACHED REPORT (Attachment 1, Subpart IDIII(E)).

Subpart IDIII – Monitoring and Evaluation Implementation of the SPIL by the SILC

2003-04 STATE PLAN FOR INDEPENDENT LIVING EVALUATION PLAN

In 2003-2004, the Evaluation Committee evaluated the implementation of the State Plan for Independent Living (SPIL) through a review of the attachments to the SPIL and evaluated the assurances made in the preprint. The preprint assurances and the attachments are presented below in plain type, the numbered questions in bold and italics and answers in italics.

Section 1: Purpose of the State Plan for Independent Living (SPIL), under Chapter 1 of Title VII

1.1 Philosophy of the Programs (Sec. 701 of the Act; 34 CFR 364.2)

The State assures that in the implementation of this plan the State will:

- (a) 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 the mainstream of American society by providing financial assistance to States;

(1) Does the State promote the IL philosophy?

By providing Program Staff for the Independent Living Program through both the Division of Blind Services and the Division of Vocational Rehabilitation, the state promotes the IL philosophy.

- (b) Provide financial assistance for providing, expanding, or improving the provision of IL services;

(2) Does the State provide financial assistance to:

Provide IL services to all persons with disabilities in the State? *No, with 67 counties to cover in the state, Florida is unable to provide IL services to all persons with disabilities.*

Expand IL services? *Through the creation of one additional Part C funded Center and another in the process of becoming a stand-alone center, the state has assisted in the expansion of IL services.*

Improve IL services? *It is a continual process to find ways to improve IL services with the financial assistance provided by the state. The IL Program Manager has provided technical assistance, conducted board and council training and worked with the representatives from the Centers and the Council to develop consistent standards and definitions for use by all the Centers.*

- (c) Provide assistance to develop and support a Statewide network of centers for independent living (CILs), operated by consumer-controlled, community-based, cross-disability, nonresidential private nonprofit agencies that are operated within local communities by individuals with disabilities and that provide an array of IL services;

(3) *Has a statewide network of centers been developed?*

Through a collaborative effort with the representatives of the DSUs, the CIL Directors and members of the Florida Independent Living Council, Inc., a network of Centers was discussed and unanimously approved in the 2004-2007 State Plan for Independent Living.

- (d) Advocate for improving working relationships among the various entities providing services to and for people with significant disabilities.

(4) *Have there been activities to further formalize the referenced working relationships?*

The Grassroots Forum, held every two years, continues to generate a working relationship between the various entities providing services to and for people with disabilities. The Division of Blind Services (DBS) and the Division of Vocational Rehabilitation (DVR), the Florida Rehabilitation Council (FRC), the Florida Alliance for Assistive Services and Technology (FAAST), Department of Education (DOE), Americans with Disabilities Act Working Group (ADAWG) and Volunteer Florida continued their support with additional sponsors being the Developmental Disabilities Program and Lighthouse Credit. Efforts are now being made to get the veterans associations involved in this event.

Section 2: Legal Basis and State Certifications (Sec. 704 of the Act)

- (e) The SPIL being submitted has been adopted or otherwise formally approved by the DSU and SILC.

(5) *Was the SPIL developed, adopted and approved by the DSU and the SILC?*

Yes, as well as including the involvement of all the Centers for Independent Living to assure their participation in the Plan.

- (f) The SPIL is the basis for State operation and administration of the Chapter 1 programs, as appropriate,¹ and is available for public inspection.

(6) *Is the SPIL available for public inspection?*

The current State Plan for Independent Living is available at the Council office during business hours. It is available in alternative formats such as on disk, large print and braille. The amendments to the Plan are posted on the Council's website at www.flailc.org. The 2004-2007 State Plan has been posted on the website as well.

Section 3: Plan Submittal

3.1 Frequency of Submittal (Sec. 704(a)(3) of the Act; 34 CFR 364.11, 364.20(b))

- (b) Plan amendments are submitted whenever the Secretary determines an amendment to the SPIL is essential during the effective period of the plan; or when there is a significant and relevant change that materially affects the information or the assurances in the plan, the administration or operation of the plan, or the organization, policies, or operations of the DSU or SILC.

(7) Are amendments submitted when there is significant change that affects the SPIL?

Yes

3.3 Public Hearings (Sections 17, 704(m)(6) of the Act; 34 CFR 364.20(g), (h))

- (a) The State conducts public hearings to provide all segments of the public, including interested groups, organizations, and individuals, an opportunity to comment on the SPIL prior to its submission to RSA, and on any substantive review or revision of the approved SPIL. The DSU and SILC may meet the public participation requirement by holding the public hearings before a preliminary draft State plan is prepared or by providing a preliminary draft State plan for comment at the public hearings.

(8) Were public forums held prior to submission of the SPIL?

Five public forums were held prior to the writing of the SPIL and four hearings were held after completion of the SPIL in order to get input on what goals the consumers wanted included in the State Plan and then to assure that the wishes of the consumers were reflected in the goals and objectives written in the Plan. The results of the Grassroots Forum 2002 were also used to amend the goals and objectives of the Plan.

(9) Does the State maintain a written description of procedures for conducting public hearings?

The State and Council has written procedures describing the procedures for conducting public hearings.

- (i) ***Was sufficient and appropriate notice given?*** *Yes, the requirement for timely notice was met.*
- (ii) ***Were reasonable accommodations made?*** *All reasonable accommodations were provided so all consumers could participate.*
- (iii) ***Were accessible formats provided?*** *Accessible formats included the SPIL being provided in large print, on disk and in braille.*

3.4 Opportunity for Review and Comment Under State Review Process (34 CFR 76.141-142)

If the SPIL or an amendment to the plan is subject to the State review process, such materials are reviewed, and commented on, in accordance with the provisions of Executive Order 12372. Comments provided through the State review process will be transmitted to RSA.

(10) *Was the SPIL or amendments to the SPIL reviewed through the State review process?*

The Apalachee Regional Planning Council reviewed the State Plan for Independent Living and provided a letter of support that is consistent with the regional plan. This letter was forwarded to the Rehabilitation Services Administration upon receipt at the SILC office.

4.3 Plan for Provision of Resources to the SILC (SILC Budget) Sec. 705(e) of the Act; 34 CFR 364.21(i))

- (a) In conjunction with the DSU, the SILC will prepare a Resource Plan Attachment 2 (SILC Budget) for the provision of resources, cash or in-kind, including staff and personnel, rent, supplies, telephone expenses, travel, and other expenses (e.g., child care, personal assistance services, and compensation to a member of the SILC, if the member is not employed or must forfeit wages from other employment, for each day the member is engaged in performing SILC duties) that will be necessary to carry out the functions of the SILC during the term of the SPIL.

(11) *Do the DSU and the SILC jointly prepare the SILC's Resource Plan?*

The DSU representatives along with the Executive Director, the President and Treasurer of the Council jointly prepare the SILC's Resource Plan. The Resource Plan is then approved by the full Council.

- (b) The SILC will be responsible for the proper expenditure of funds and the use of resources it receives under the SILC Budget.

(12) *Is the SILC responsible for the proper expenditures and use of resources received?*

The funding for the Council is a combination of Innovation and Expansion funds, Part B funds from the Division of Vocational Rehabilitation and Part B funds from the Division of Blind Services equaling 17% of their allotment. The funds are used to allow the Council to meet its mission of advocating for persons with disabilities throughout the State of Florida.

- (c) No conditions or requirements are included in the SILC Budget that will compromise the independence of the SILC.

(13) *Are there any conditions in the SILC Budget that would compromise the SILC's independence?*

There are no conditions in the SILC budget that would compromise the independence of the SILC.

- (d) While assisting the SILC in carrying out its duties under the SPIL, staff and other personnel assigned to the SILC under the SILC Budget will not be assigned duties by the DSU or other agency or office of the State that would create a conflict of interest.

(14) Are SILC staff assigned duties by the DSU that would create a conflict of interest?

The Florida SILC is a private, not-for-profit corporation so hires, fires and disciplines its own staff.

(15) Is the SILC seeking other sources of revenue?

The Development Committee continues to work on developing other sources of revenue. Several ideas have been discussed and will be worked on over the next year.

5.2 DSU Responsibilities under the SPIL (Sec. 704 (c) of the Act; 34 CFR 364.22)

The DSU:

- (a) Receives, accounts for, and disburses funds received by the State under Chapter 1 in accordance with the SPIL;
- (b) Provides administrative support services for the part B State IL services (SILS) program and the part C, Chapter. 1, CIL program in a case in which the program is administered by the State under section 723 of the Act;
- (c) Keeps such records and affords such access to such records as the Secretary finds to be necessary with respect to the programs; and
- (d) Submits the SPIL and such additional information or provides such assurances as the Secretary may require with respect to the programs.

(16) Does the DSU receive and disburse funds in accordance with the SPIL?

Funds are received monthly upon the submission of a monthly report on the Council's activities and an invoice to the Department of Education.

(17) Provide support services for part B and part C funds?

Yes.

(18) Keep records and allow access?

Yes.

Section 6: Staff and Staff Development

6.3 Affirmative Action (Sec. 704(m)(2) of the Act; 34 CFR 364.31)

All recipients of financial assistance under Chapter 1 take affirmative action to employ and advance in employment qualified individuals with disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities under section 503 of the Act.

(19) Does the SILC take affirmative action to employ persons with disabilities?

Yes.

6.4 Nondiscrimination (34 CFR 76.500)

No individual will, on the basis of race, color, national origin, gender, age, or disability be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under this SPIL.

(20) Does the SILC discriminate in any way under the SPIL?

No.

Section 7: Financial Administration

7.3 Financial Record Keeping (Sec. 704(m)(4)(A) and (B) of the Act; 34 CFR 364.35)

All recipients of financial assistance under Chapter 1 will:

(a) Maintain records that fully disclose--

- (1) the amount and disposition by each recipient of the proceeds of such financial assistance,
- (2) the total cost of the project or undertaking in connection with which such financial assistance is given or used, and
- (3) the amount of that portion of the cost of the project or undertaking supplied by other sources; and
- (4) compliance with the requirements of Chapter 1 and 34 CFR Parts 364, 365, 366, and 367.

(b) Maintain such other records as the Secretary determines to be appropriate to facilitate an effective audit.

(21) Does the SILC have proper fiscal control and accounting procedures in place?

Yes, the Executive Director is responsible for day to day accounting and the accounting firm of Thomas Howell Ferguson has been retained to conduct the Council's audit.

7.4 Access to Financial Records (Sec. 704(m)(4 & 5) of the Act; 34 CFR 364.37)

(22) Does the SILC provide access to its financial records?

Yes, during regular business hours. They can also be provided in alternative formats as requested.

Section 13: Statewide Network of Centers for Independent Living (CILs)

13.2 Unserved and Underserved Areas and Priorities (Sec. 704(g) of the Act; 34 CFR 364.25(b))

(a) The network design:

- (i) identifies unserved and underserved geographic areas of the State; and
- (ii) includes an order of priority for the establishment of CILs in those areas.

(23) Does the network design identify unserved and underserved geographic areas?

Through a cooperative process with the DSUs, FILC and the Center Directors, the unserved and underserved areas of the state were identified and prioritized in the State Plan for Independent Living.

(24) Does the SPIL include an order of priority for establishing CILs in those areas?

Through discussions with the Center Directors, it was determined that no new centers would be started during this three year State Plan. Any new revenue will be divided between the existing centers to expand services in unserved and underserved areas.

Section 14: Communication, Cooperation, and Coordination (Sections 704(I-k) of the Act; 34 CFR 364.26 and .27)

(a) The State takes steps that maximize the communication, cooperation, coordination, and working relationships among --

- (1) the SILS program, the SILC and CILs; and
- (2) the DSU, other State agencies represented on the SILC, other councils that address the needs of specific disability populations and issues, and other public and private entities, including Indian Tribal Councils, determined to be appropriate by the SILC.

(25) Is there development of working relationships between the SILC, DSU and CILs?

The SILC, DSUs and the CIL Directors hold their quarterly meetings jointly with committee meetings held for the SILC and the Network of Centers. If certain trainings are determined necessary the topics are suggested to the Planning Committee through a formalized process. The Planning Committee then determines the priority of the suggestions in order to provide training in the areas most needed by the Council, the DSU representatives and the Center Directors.

(26) Is there a working relationship with other state agencies, councils and other public and private entities?

Yes. The Council works closely with the Department of Education, the Florida Rehabilitation Council and the Florida Rehabilitation Council for the Blind as well as being a member of the Florida Supportive Housing Coalition and a member of the Florida Housing Coalition. Another board member was the Council's representative for the deaf-blind population of Florida until he resigned and another has taken on the transportation issue.

- (b) The State ensures that services funded under Chapter 1 will complement and be coordinated with other services to avoid unnecessary duplication with other Federal, State, and local programs, including the IL program for older individuals who are blind funded under Chapter 2 of Title VII.

(27) Is there an effort to avoid unnecessary duplication of services?

The Council tries to keep abreast of all the different activities of other councils and agencies throughout the state in order to assure there is not a duplication of services.

Section 15: Evaluation Plan (Sec. 704(n) of the Act; 34 CFR 364.38)

- (a) The State establishes a method for the periodic evaluation of the effectiveness of the SPIL:
 - (1) In meeting the State's objectives and timelines for meeting those objectives;
 - (2) In the satisfaction of individuals with disabilities; and
 - (3) In meeting the objectives established in Attachment 1 of the SPIL.

(28) Is there a method for periodic review of the effectiveness of the SPIL?

The Evaluation Committee has taken over the responsibility for completion of the goals and objectives of the SPIL. The committee then assists the other committees if there are any problems in meeting their responsibilities or adjustments need to be made to the goals or objectives.

- (b) The State agrees to annually submit the results of DSU and SILC evaluation activities, including the most recent evaluation of Title VII consumer satisfaction, with the annual performance report to RSA.

(29) Is an annual report provided to RSA regarding the results of DSU and SILC evaluation activities?

The 704 Report is provided annually to RSA with an Evaluation Tool created to evaluate all the goals and objectives of the Plan. The SILC is developing a consumer satisfaction survey tool and is in the process of working on how to finance this activity.

ATTACHMENT 1: Goals, Missions and Objectives

GOAL I

To increase accessible, affordable housing in order to promote the transition for people with disabilities to community based living in the State of Florida.

- A. In collaboration with other agencies to increase the number of people, statewide, that transition out of nursing homes by 5% over established baseline.

Responsibility:	CILs/FILC, Inc. Planning Committee
Timeline:	September 2004
Evaluation:	Progress Report at Quarterly Meeting
Cost:	\$20,000 over three years
Funding:	Resource Plan

(1) Was a baseline established using the 2001-2002 CIL 704 Reports?

A baseline was established by using data from the 2001-2002 CIL 704 Reports. The Council is unsure, however, how accurate this data is as each Center used different criteria to report the numbers. This baseline was used to compare to the 2002-2003 CIL 704 Report and will be compared with the 2003-2004 704 Report data when it is available.

(2) Has there been collaboration with other organizations to provide for successful transitions?

The Centers have been working with other organizations such as the Brain and Spinal Cord Injury Program and the Florida Supportive Housing Coalition to develop partnerships in transitioning persons with disabilities out of nursing homes.

(3) Were other committees utilized to work on this objective?

At this time no other committees have been needed to work on this objective.

(4) Was the timeline met?

The SILC does not have the final numbers from the 2003-2004 CIL 704 Reports to know if the 5% over baseline was met over the three year span of the State Plan. The reported data is still questionable due to all CILs counting differently on transitioning or keeping people out of nursing homes.

(5) Was a progress report made at each quarterly meeting of 2002-2003?

Yes. The Planning Committee reported to the full Council at each quarterly meeting on its progress in meeting the goals and objectives of the State Plan.

(6) Does the estimated cost need to be adjusted?

The \$20,000 cost over the three year period was adequate to work on this goal.

B. Ensure that each CIL develop a minimum of one written cooperative agreement with housing authorities and other agencies providing housing in the State of Florida.

Responsibility:	CILs/FILC, Inc. Planning Committee
Timeline:	July 2003
Evaluation:	Progress Report at Quarterly Meeting
Cost:	\$500
Funding:	Resource Plan

(1) Has the Planning Committee gathered information on the CILs developing cooperative agreements with housing authorities according to the timeline?

The timeline was moved to July 2003 due to the development of a formal request to the CILs for this information. Several centers responded to the formal request but the SILC was not able to gather information from all the centers as to whether cooperative agreements had been developed.

(2) Has a best practices manual been developed and distributed to the CILs?

This is still being worked on due to the need to get the information from all the CILs.

(3) Were other committees utilized to work on this objective?

This has not been necessary at this time.

(4) Was the timeline met?

The timeline was extended to July 2003 in the amendments to the SPIL. The SILC is still waiting for more information so the timeline for this was not met.

(5) Was a progress report made at each quarterly meeting of 2002-2003?

The Planning Committee reported progress at each quarterly meeting.

(6) Does the estimated cost need to be adjusted?

The cost was adjusted to \$500 due to printing costs to provide this information to the Centers.

C. Participate in the Florida Real Choice Partnership and the Consumer Task Force to collaborate with state agencies, organizations serving persons with disabilities, other councils and housing representatives to apply for available grants to implement Olmstead.

Responsibility:	CILs/FILC, Inc. Planning Committee
Timeline:	September 2004
Evaluation:	Progress Report at Quarterly Meeting

Cost: \$5,000
Funding: Resource Plan

(1) Did the Real Choice Partnership receive grant funding on the applications to implement Olmstead?

The Real Choice Partnership received the grant funding to implement Olmstead and is in the process of developing pilot projects in different areas of the state.

(2) Did the SILC maintain representation on the Real Choice Partnership and the Consumer Task Force?

The Executive Director sits on the Real Choice Partnership Coalition and the President of the Council is an appointed member of the Consumer Task Force that provides consumer input to the Coalition. The Coalition and Consumer Task Force had difficulty meeting but the Executive Program Administrator of the ADA Working Group made a presentation to the SILC regarding the progress being made to implement Olmstead through a pilot program.

(3) Has there been collaboration with state agencies, organizations, councils and housing representatives to apply for grants?

The Coalition to implement the Olmstead decision includes representatives from state agencies, organizations, councils and housing representatives who work together to transition persons with disabilities out of nursing homes. A grant for funding the pilot program was applied for and received.

(4) Has a holistic approach been developed to assure a smooth and successful transition from nursing homes to the community?

The pilot projects have not been up and running for long but hopefully through this process there will be development of a best practices manual that will assist everyone in a successful transition.

(5) Were other committees utilized to work on this objective?

No other committees have been needed to this point.

(6) Was the timeline met?

The timeline was extended to September 2004 in the amendments to the SPIL. The implementation of the Olmstead decision will continue as a goal in the 2004-2007 State Plan.

(7) Was a progress report made at each quarterly meeting of 2002-2003?

The Planning Committee provided a progress report at each quarterly meeting.

(8) Does the estimated cost need to be adjusted?

The estimated cost was adjusted in the 2004-2007 State Plan.

Mandatory Area 2: Cooperation, Coordination and Working Relationships Among Various Entities

GOAL II

Promote and encourage collaboration with other councils, agencies and organizations on a statewide basis to increase awareness of barriers adversely impacting the lives of people with disabilities in the State of Florida.

- A. Each CIL will provide information on local Transportation Disadvantaged Boards to the Council regarding policies and procedures, consumer input and names of commissioners serving at the local level. FILC, Inc. will collect, compile, analyze and distribute the information along with recommendations for improvement in services to the state Transportation Disadvantaged Commission and local boards. Consumers will be encouraged and supported to attend their counties' Transportation Coordinators' meetings.

Responsibility:	CILs/FILC, Inc. Advocacy Committee/Network of Centers
Timeline:	Data collection July 2003/Booklet September 2004
Evaluation:	Completion of booklet for use by Centers
Cost:	\$2,000
Funding:	Resource Plan

(1) Did each CIL provide information on their local Transportation Disadvantaged Board?

The Advocacy Committee developed a request to the Centers to get this information but not all CILs have responded.

(2) Did FILC, Inc. collect, compile, analyze and distribute this information by completing the booklet?

No, as the information has not been gathered yet.

(3) Did FILC, Inc. make recommendations to the state Transportation Disadvantaged Commission and local boards?

Not at this time.

(4) Were consumers encouraged to attend Transportation Coordinator's meetings?

Yes.

(5) Were state legislators educated regarding the transportation concerns of people with disabilities?

The SILC and CIL Directors held an Independent Living Legislative Day at the Capitol during the 2004 legislative session. Consumers, Council members, SILC staff and CIL Directors educated state legislators on the importance of transportation to people with disabilities.

(6) Did the Council support legislation to increase funding for the Transportation Disadvantaged program?

The Council supported legislation to increase the Transportation Disadvantaged program funding by \$9 million. Through the efforts of many people the program received this increase during the 2002 legislative session. Efforts continue to ensure this funding continues.

(7) Did the Council and consumers participate in the annual Transportation Disadvantaged Legislative Day?

The Council did not participate in the Transportation Disadvantaged Legislative Day due to wanting to have an event that dealt specifically with independent living. Talk sheets were provided in order to assist people in speaking with their legislators regarding issues having to do with persons with disabilities, including transportation.

(8) Were other committees utilized to work on this objective?

The entire Council participated in order to meet this goal.

(9) Was the timeline met?

The data collection and completion of the booklet have not been completed so the timeline was changed to completion of the booklet by September 2004. This goal was not met.

(10) Was a progress report made at each quarterly meeting of 2003-2004?

The Advocacy Committee made a progress report at each quarterly meeting.

(11) Does the estimated cost need to be adjusted?

Not at this time.

- B. Each CIL will promote awareness of and participation in the Ticket-to-Work and Work Incentives Improvement Act (TWWIIA) by people seeking employment or returning to work.

Responsibility:	CILs/FILC, Inc. Advocacy Committee
Timeline:	September 2003
Evaluation:	Quarterly Progress Report
Cost:	\$2,000
Funding:	Resource Plan

(1) Did the CILs distribute information regarding the Ticket-To-Work and Work Incentives Improvement Act (TWWIIA)?

All information provided to the CILs regarding this program was made available to the consumers on the local level.

(2) Were training workshops conducted by the CILs?

Due to a lack of specific information it was difficult for the CILs to provide training workshops for their consumers.

- (3) **Did the Council support legislation for Florida to adopt the Medicaid Buy-In?**
The Council supported the Medicaid Buy-In legislation but the bill did not pass during the 2004 legislative session. The bill will possibly be re-introduced for the 2005 legislative session.
- (4) **Did the Council assist CILs in becoming Employment Network participants and providers of benefits counseling?**
Several CILs have become Employment Network participants but due to the lack of information provided by the federal government and Maximus it was difficult to recruit more CILs to participate.
- (5) **Were other committees utilized to work on this objective?**
No other committees have been needed at this time.
- (6) **Was the timeline met?**
The timeline deadline was September 2003. This will be a continual goal.
- (7) **Was a progress report made at each quarterly meeting of 2003-2004?**
The Advocacy Committee made a progress report at each quarterly meeting.
- (8) **Does the estimated cost need to be adjusted?**
The cost does not need to be adjusted at this time.

C. In collaboration with other Councils and organizations, the Council will coordinate and plan the “Grassroots Forum 2002: For People with Disabilities.”

Responsible:	CILs/FILC, Inc. Outreach Committee
Time Line:	August 2002
Evaluation:	Quarterly Progress Report on Event
Cost:	\$5,000
Funding Source:	Resource Plan

- (1) **Did the Council collaborate with other councils and organizations to coordinate and plan the “Grassroots Forum 2004?”**
Many other organizations and councils were involved in the planning and coordination of the Grassroots Forum 2004. This included Volunteer Florida, the ADA Working Group, Department of Children and Families, Florida Rehabilitation Council, Orange County Government and Disability Advisory Board, Department of Education, Division of Vocational Rehabilitation, Able Trust, University of Florida Transition Center and the Developmental Disabilities Program..
- (2) **Did the Outreach Committee contact and work with other organizations to get other consumers involved?**
The Outreach Committee attempted to get other groups involved by contacting the ARC of Florida, Easter Seals and mental health facilities. Several delegates that attended the 2004 Grassroots Forum have volunteered to assist in planning the 2006 Forum.

(3) Did the Outreach Committee make presentations to specific disability groups and ethnic populations?

The Council continues to have difficulty reaching ethnic groups and will be working to improve attendance by these groups. Specific disability groups were presented with information in written form but the Committee was unable to make presentations to these groups. There was, however, an increase in attendance by minority groups at the 2004 Forum.

(4) Did the Council implement its own Independent Living Legislative Day?

Yes. The Council and CIL Directors planned the Independent Living Legislative Day for the 2004 legislative session. Consumers came from several CILs and met with legislators to educate them about disability issues.

(5) Did the Council implement a statewide disability awareness promotion during the month of October?

Due to a lack of time to plan this event and staff illness this part of the goal was not met.

(6) Did the Council facilitate a statewide “ADA Compliance and Disability Friendly” campaign?

Again, due to staff illness and the time needed to put together this event it was not possible to facilitate this type of activity.

(7) Did FILC, Inc. and FACIL continue to meet together for quarterly meetings and training?

Council members and FACIL continue to meet together for quarterly meetings and for training purposes if determined to be necessary. The CIL Directors sit on the standing committees of the SILC and attend these meeting regularly. The Center Directors sit at the same table during quarterly meetings as the Council members, to assist in building better relationships between the two groups.

(8) Was the Council’s website maintained?

The website is maintained regularly by a webmaster that has been hired on an as needed basis to update the information on the website. He has been very prompt in making sure all changes are made in a timely manner.

(9) Was a Council newsletter developed?

At this time the Council has not had time to begin development of a newsletter. Another disability related council is beginning a magazine and has offered space for articles about Independent Living. Until we are able to develop our own newsletter, the Council will use this publication to educate the disability community and their caretakers about disability issues. Other opportunities will be pursued through the FILC Image Plan.

(10) Were other committees utilized to work on this objective?

All the committees worked on the coordination and planning of the Grassroots Forum.

(11) Was the timeline met?

The Forum was held in June 2002 instead of August due to scheduling conflicts with the hotel. The 2004 Forum was held in July of 2004.

(12) Was a progress report made at each quarterly meeting of 2002-2003?

The Outreach Committee and the Executive Director reports on the progress of the Forum at each quarterly meeting.

(13) Does the estimated cost need to be adjusted?

The amount used by the Council in planning and coordinating the Forum was adequate, although other money was donated by the Council to provide for other activities of the event such as teleconferences and face-to-face planning meetings. The funds needed for this event were also solicited from the above listed entities.

Mandatory Area 3: Outreach to Unserved or Underserved Populations and Minority Groups

GOAL III

Support and develop outreach strategies to minorities, homeless, rural populations and youth with disabilities through collaborative efforts.

- A. Conduct a Grassroots Forum on a statewide basis in 2002 in order to establish a baseline for use in determining increased future participation at the Forum by minorities, homeless, rural populations and youth with disabilities.

Responsible:	CILs/FILC, Inc. Outreach Committee
Timeline:	October 2002
Evaluation:	Baseline established for next forum
Cost:	\$15,000
Funding Source:	Resource Plan

(1) Was a baseline established regarding participation by minorities, homeless, rural populations and youth with disabilities?

The registration form for the Forum contained questions regarding age, ethnic background, rural or urban and current living situation. Filling out this information was voluntary but the vast majority of those registering filled out this information in order to establish the baseline.

(2) Were specific strategies developed to reach these specific populations?

Specific strategies will be developed by the Outreach Committee before the next Forum to be held in 2006.

- (3) **Was leadership developed from each of these specific populations?**
Leadership was developed from the Forum but not from each of these specific populations. This will be the goal for the next Forum in 2006.
- (4) **Did each CIL provide information on their unserved and underserved populations?**
The Outreach Committee will be requesting this information in the next year. The information provided on the 704 Reports from the CILs will also be utilized.
- (5) **Was a statewide media campaign developed to increase knowledge on issues such as education, transportation, employment and the IL philosophy?**
The Outreach Committee will continue to work on this throughout the upcoming three year period of the 2004-2007 State Plan.
- (6) **Did any of these strategies result in increased participation by these populations?**
There was an increase in the number of African Americans and Hispanics who attended the 2004 Forum.
- (7) **Were other committees utilized to work on this objective?**
All committees were involved in some aspect of planning and coordinating the Grassroots Forum.
- (8) **Was the timeline met?**
The baseline was completed in September of 2004.
- (9) **Was a progress report made at each quarterly meeting of 2002-2003?**
The Outreach Committee and the Executive Director made a progress report at each quarterly meeting.
- (10) **Does the estimated cost need to be adjusted?**
The cost of the Forum exceeded the \$35,000 from the Council and will need to be adjusted for the next Forum. Other entities donated funds and provided in-kind services to assist in the cost of this event.

**FLORIDA DIVISION OF BLIND SERVICES STATE PLAN FOR INDEPENDENT
LIVING
INDEPENDENT LIVING & ADULT PROGRAM
FY 2004**

I: Goals, Missions, and Objectives

- A. Provide independent living services by contracting with Community Rehabilitation Programs for services to individuals who are blind or have a substantial visual impediment.

Expected Benefits

A 5% increase in the number of blind individuals that will successfully achieve objectives of a FDBS plan of service.

(1) Did DBS contract with Community Rehabilitation Programs?

Yes.

(2) Was there a 5% increase of persons who are blind achieving objectives under a DBS plan of service?

The Division had anticipated serving 5 percent more customers that it had previously. However, it served slightly less than that during the previous fiscal year. Outreach and community awareness were completed by both DBS and CRPs. Florida normally has a large group of individuals that flock to Florida in the winter and return to the north in the winter months. This year all of the contract service providers (17) reported an increase of 14% in the number of individuals being served this reporting period. The community rehabilitation program funded with Part B funds has reported a 6% decrease in numbers served. This CRP has experienced extensive service interruptions due to an unusual hurricane season that had 3 storms strike the area. It is only recently that they have returned to normal function.

- B. Conduct activities that will increase services to individuals who are blind and underserved or who are members of groups that have been traditionally under-represented including members of racial or ethnic minority groups.

Expected Benefits

Increase by 5% the number of eligible individuals who are underserved members of groups that have been traditionally under-represented, including members of racial or ethnic minority groups.

(1) Did DBS conduct activities to increase services to underserved or members of racial or ethnic minority groups?

(2) Was there a 5% increase in eligible underserved and members of racial or ethnic minority groups?

The contract provider with DBS assistance has opened a satellite facility in Brevard county. Traditionally this area has been underserved and with the establishment of this new facility and with the support of itinerant instructional staff, it is expected to increase the number of individuals served. This area encompasses a rural area that has a significant minority population.

- C. Conduct activities to help improve public understanding of the problems of older individuals who are blind and visually impaired.

Expected Benefits

Each of FDBS 12 districts will conduct community education activities that will increase public understanding of problems faced by blind/visually impaired individuals.

(1) Did DBS conduct activities to improve public understanding?

Yes – District staff continues to conduct these activities on a regular basis.

(2) Did each of DBS 12 districts conduct community education activities?

Yes – Each specialist assigned to the program is responsible for conducting these types of activities in their district.

(3) Were flat fee contracts used with 18 Community Rehabilitation Programs?

Yes – 17 contracts

(4) Did DBS State office provide support to the Program Specialists?

Yes – Program Specialist provides technical support and this FY there were 2 staff development sessions focused on services delivery provided.

(5) If CRP's only provide center-based training did DBS provide home-based instruction?

Yes – IL specialist in district provide basic instruction on the core services.

(6) Were different venues used to reach out to underserved populations?

Yes – CRPs continue to utilize satellite facilities both permanent and temporary.

(7) What community awareness activities were provided to the general public for educational purposes?

Radio interviews, Web Sites, Newsletter and newspaper articles, Participating in health fairs, "White Cane Day" activities, Joining Chamber of Commerce to expand speaking engagements, targeting local corporations for presentations and releases.

(8) Did DBS and providers attend meetings, offer in-service training and provide information and referral regarding their services?

Yes – DBS staff and contract staff providers engaged in numerous opportunities for providing in-services and publication.

Contracting Community Rehabilitation Programs (CRPs) ensure that outreach activities focus on new retirement communities as well as areas outside the metropolitan area.

Counties that have benefited from these outreach activities include Brevard, Pinellas, Palm Beach, Martin, St. Lucie, Indian River, Okeechobee, Collier and Hillsborough Counties.

Many of these activities are rather status quo including outreach to congregate meal sites, civic groups, local minority soup kitchens, low vision awareness activities, demonstrations of technology that assists individuals who are blind. However, there were some unique outreach activities. For example, one CRP targeted retirement communities instating Field Trip day traveling into the community hosting several events. Continue to utilize satellite programs in isolated or transportation disadvantaged areas. This opened the door for more

individuals learning what was available to help with vision loss as well as inform a target population of an available resource if the need for rehabilitation was needed in the future.

Many facilities continue to utilize bi-lingual staff and outreach efforts were targeting specific minority groups. For example, Tampa Lighthouse targeted outreach activities in Hispanic communities. Elder Care in Alachua County continues to provide in-services to organizations like the Black Nurses Association. Several CRPS targeted groups like Aging for People with Developmental Disabilities, and Retired Senior Volunteers.

One CRP sent mailings to African American Churches, area retirement homes and Senior Centers in the area with the intention of establishing new satellite programs in previously unserved areas.

ATTACHMENT 2: Plan for the Provision of Resources to the SILC (SILC Budget)
(34 CFR 364.21(i) and (j))

(1) Did the DSU and FILC, Inc. jointly develop the SILC Resource Plan?

Yes.

(2) Did DBS provide 17% of their Part B appropriation for support of the Council?

Yes.

(3) Did the Council negotiate with the DSU for increased funding during this fiscal year?

The Council negotiated with the DSU for increased funding for fiscal year 2004-2005. The request for increased funding for the upcoming fiscal year was denied.

(4) Were resources used for proper expenditures?

Yes. All resources were used to support the Council, its staff and advocacy efforts.

(5) Did FILC, Inc. hire, fire, supervise and evaluate its staff and other personnel?

Yes. The Executive Committee acting as the Personnel Committee, according to the Council's bylaws, evaluated the Executive Director. The Executive Director evaluated, supervised and hired other staff.

ATTACHMENT 3 – Evaluation Plan (34 CFR 364.21(g) and 364.38)

Describes the methods used for these evaluations including projected DSU evaluation activities, SILC monitoring, review, and evaluation activities and plans for the evaluation of consumer satisfaction.

- (1) Has FILC, Inc. established an Evaluation Committee to monitor progress on goals and objectives?**

The Evaluation Committee approved this evaluation tool for the 704 Report. The committee, in conjunction with the Planning Committee developed a Customer Satisfaction Survey/Needs Assessment and the committees are now in the process of determining the best way to proceed with this project.

- (2) Has the Evaluation Committee monitored timelines of the SPIL and DSU Cooperative Agreements?**

The Cooperative Agreements have been signed and were included in the 2004-2007 State Plan and will be monitored by the committee. The Evaluation Committee is responsible for monitoring the timelines of the SPIL also.

- (3) Have the Committees responsible for objectives in Attachment 1 reported quarterly?**

Each committee responsible for objectives in Attachment 1 have reported quarterly. The Evaluation Committee is updated on progress being made toward reaching the goals and objectives.

- (4) Has the Evaluation Committee used this information to monitor the SPIL's goals and objectives?**

The Evaluation Committee has taken over this responsibility from the Planning Committee.

- (5) Has a tool been developed to monitor progress?**

This is the tool to be used to evaluate the SPIL. The Evaluation Committee will review it on a quarterly basis.

- (6) Has the Evaluation Committee developed questions, evaluative criteria and procedures for evaluating SPIL implementation based on timelines and evaluation guidelines in Attachment 1?**

This will continue throughout the three-year implementation of the State Plan. The committee continues to work on this at their monthly meetings.

- (7) Has the Evaluation Committee conducted monitoring and evaluation activities as planned?**

The Evaluation Committee has been part of several reviews of Centers for Independent Living. The CILs reviewed include the Disability Resource Center, Ability 1st, the CIL of the Florida Keys, the CIL of South Florida, Self-Reliance and the CIL of Broward. Reviews were also scheduled for the CIL in Central Florida and Space Coast CIL but these had to be cancelled due to the several hurricanes that hit Florida.

(8) Has the Evaluation Committee analyzed the information to present a report to the full Council?

The Evaluation Committee will review the Evaluation Tool which will then be presented to the full Council for approval. The 704 Reports from the Centers will be reviewed by this committee as well in order to present a report to the Council.

(9) Has the Evaluation Committee analyzed Parts I and II of the 704 Reports to present an analysis to FILC, Inc.?

The Executive Director of the Council developed spreadsheets to make it easier for the committee to review the information provided on Part II of the 704 Reports.

(10) Has the Council facilitated the collection and analysis of consumer satisfaction data?

A Consumer Satisfaction Survey/Needs Assessment tool has been developed and the Evaluation Committee is now in the process of developing the specifics of distribution.

(11) Has consumer satisfaction data been gathered from the CILs on an annual basis?

The CILs gather consumer satisfaction on a continual basis. This information will be requested following completion of the 704 Report.

(12) Was a survey distributed at the Grassroots Forum 2004 for consumer satisfaction purposes?

Due to the timing of the Forum a consumer satisfaction survey was not distributed at the Forum in 2004. An evaluation form was included to get input from consumers regarding the Forum in order to improve the event for 2006.

(13) Did the Evaluation Committee review and make recommendations as appropriate to the DSU sections of the 704 Report?

The Evaluation Committee reviewed the DSU sections of the 704 Report as noted in this tool as well as the information provided for the narrative portions of the 704 Report.

(14) Did the Evaluation Committee receive any recommendations from the DSUs to revise the SILC sections of the 704 Report?

The DSU did not have any recommendations to revise the SILC sections of the report.

(15) Was the above information utilized by the Evaluation Committee to develop and submit the Council's portion of the 704 Report?

This is not applicable as the DSU did not make any recommendations to the SILC for revisions to the 704 Report.

(16) Was the information used to develop the agendas of the standing committees of the Council?

The information will be used for this purpose following completion and review of the 704 Report.

(17) Do the DSU IL Program Manager and a FILC member conduct a technical assistance visit to each Center at least every two years?

The DSU IL Program Manager or Program Coordinator and a FILC member visited the Disability Resource Center in Panama City, Ability 1st, CIL of Broward, CIL of the Florida Keys, CIL of South Florida and Self-Reliance. Space Coast CIL and the CIL in Central Florida were scheduled but had to be postponed due to the several hurricanes that hit the state.

(18) Did the FILC, Inc. representative report to the Evaluation Committee and the Full Council in order to improve independent living services in the State?

Reports from the visits will be provided to all FILC and FACIL members in order to begin developing best practices among the Centers in Florida.

FLORIDA DIVISION OF BLIND SERVICES STATE PLAN FOR INDEPENDENT LIVING INDEPENDENT LIVING & ADULT PROGRAM EVALUATION PLAN

(1) Did DBS perform formal on-site reviews of all service providers on a biennial basis?

Yes.

(2) Did DBS track provider progress in meeting goals and to negotiate contracts annually?

Yes.

(3) Did DBS balance Federal requirements of streamlining with State requirements for promoting provider accountability at the individual consumer level?

Yes.

(4) Was the Council kept apprised of developments regarding this?

The DBS IL Program Manager has kept the Council up to date on DBS activities.

Subpart IDIV – Consumer Satisfaction

The SILC has developed a combination Consumer Satisfaction Survey/Needs Assessment form that will be sent to consumers of all the Centers for Independent Living in the state. The Council is still in the process of determining how this should be disseminated, returned to and analyzed. There is also a question of whether the funds are available to finance this activity. The Council will continue to work on this during the upcoming three year plan.

Each of the centers has their own Consumer Satisfaction Survey which they use to assist in providing the necessary services to their consumers. This information may be used by the Council or the Council may elect to try to use parts of our survey in conjunction with the centers to get more information.

SUBPART IF – NARRATIVE COMPARING DSU AND SILC ACTIVITIES FOR THE REPORTING YEAR WITH PRIOR YEAR ACTIVITIES

(704(m)(4)(D), 705(c)(5) of the Act; 34 CFR 366.50(I)(7))

Subpart IFI – Comparative Narrative

Denote in a comparative narrative this reporting year's program proposed objectives and achieved goals with the immediate preceding year.

There was an increase in the ability of DVR to provide technical assistance to the Centers for Independent Living. The Independent Living Program Coordinator and Program Manager, with members of the Evaluation Committee and SILC staff, visited the Disability Resource Center, Ability1st, Self-Reliance CIL, Suncoast CIL, CIL of South Florida, CIL of Broward and the CIL of the Florida Keys. Technical assistance site reviews were also scheduled for the CIL in Central Florida and the Space Coast CIL but these were cancelled due to the hurricanes that hit those two areas.

The DSUs assisted the SILC in writing the 2004-2007 State Plan for Independent Living. The Independent Living Program staff from DVR and DBS attended all the meetings of the Planning Committee and the meetings also included representatives of the CILs. The DSUs, Council member representatives and the CIL Directors worked together to develop the network of Centers for the State of Florida.

The DSUs, representatives from the Council members and the CILs through the Standards Task Force worked to develop a funding formula that can be justified to the State legislature for increased funding and be equitable to all the Centers. The Council approved the funding formula in February 2004. The Council was asked to revisit the formula and upheld the formula approved in February. Following this decision the CIL of Broward, CIL of South Florida and the Coalition for Independent Living Options withdrew from the Florida Association of Centers for Independent Living. Each of these centers lost money under the current funding formula. The DSUs, SILC and the other Center Directors are working together with these three centers to assure a united front is presented on funding issues.

The Council has been included in many DVR activities over the past year. The Council has been invited to sit at the table for planning meetings for the VR State Plan. Board members have been invited to attend the public forums held to discuss the DVR State Plan. DVR and DBS are included in Council activities through attendance at all quarterly meetings and Executive Committee meetings and other committee meetings as needed. Through all of these activities the Council and DSU are working much more closely together and are also working to develop a better relationship with the CILs.

The Council, DSUs and CIL Directors worked together to develop the goals and objectives for the 2004-2007 State Plan. Approval was received by RSA in September 2004.

DVR agreed to waive CARF accreditation for the CILs due to the reviews they receive from DVR and the SILC, RSA and other grant funders. A comparison was done using the reviews

from other entities and comparing this to CARF and it was found that all the areas required by CARF are already reviewed by other entities.

Subpart IFII – Significant Activities

In the space below describe significant activities (*refer to Subpart IFII instruction page 29*). Additional space and/or pages may be added as needed.

A concerted effort was made during this year to increase the visibility of the Council and the Centers for Independent Living. Through attendance at conferences and being available as a vendor, the Council was able to provide information to people with disabilities, other disability organizations and the general public. The Outreach Committee has also been working on an Image Plan that will be worked on over the course of the 2004-2007 State Plan.

Through various collaborations such as participation in the Real Choice Partnership Coalition and being invited to speak to organizations serving persons with disabilities, the Council is becoming better known throughout the State.

The SILC sponsored, planned and coordinated the 4th Florida Grassroots Forum in July 2004. The event continues to draw around 300 persons with disabilities and again followed the format of developing solutions to the ongoing problems in transportation, housing, employment and education. Due to lack of follow through from previous forums, the facilitators were asked to assure that someone was listed as being responsible for the solutions developed. There was an increase in minority participation and other underserved groups at this forum.

The Council continues to have representation from the Network of Centers on its standing committees and SILC members are encouraged to attend the committee meetings of the Association.

The SILC is in the process of developing a Consumer Satisfaction Survey that will be sent to CIL consumers and returned to the FILC office for analysis. This is still in the planning phase, and depending on funding, will be worked on over the next year.

Training on the Standards and Definitions developed by the Network of Centers was provided to all the CILs in the state. The only center not able to participate, due to funding, was the Coalition for Independent Living Options. The SILC board has requested that this training be provided to them as well so this will be scheduled for one of the quarterly meetings of the Council.

The Council continues to monitor legislation and worked with other organizations on the Help America Vote Act to assure that voters with disabilities are able to vote independently. Florida should be in full compliance, as required, by the 2006 elections. Transportation and the Medicaid Buy-In were also areas monitored by the SILC.

The Board President and Executive Director were part of the workgroup to help plan the RSA Regional Training held in May of 2004. They assisted RSA in planning the program for the SILC staff and board members who attended.

Subpart IFIII – Substantial Problems

In the space below, describe problems encountered and attempted resolutions (*refer to Subpart IFIII instructions page 29*). Additional space and/or pages may be added as needed.

There have been improvements in working with DVR in terms of communication and a better understanding by the Division of what independent living should be in the State. In the past several months the Director of the Division of Vocational Rehabilitation resigned as well as the IL Program Coordinator. An interim Director has been named until a permanent replacement is hired. Several staff at DVR are working in the IL program which has resulted in some confusion of who is responsible for what. The Council will need to educate the new director and IL Program Coordinator on the independent living program once these positions are hired.

An improvement in the relationship between the Council and the Centers has moved at a somewhat slower pace. Communication is inconsistent at times but did improve during the development of the State Plan. The difficulty seems to be in reaching consensus such as during the development of the funding formula and the Network of Centers. After the funding formula was upheld, three Centers resigned from the Association which has made it more difficult to assure consistent communication. This will continue to be worked on over the coming months.

During the past year there has been some improvement in Council members' participation in forwarding the mission of independent living in the State. Two new members have been appointed but need to be brought up to speed on what the Council has been doing. It has been difficult to get certain members to respond and participate in committee meetings and to get them involved on their local level. Several members continue to be very active and have worked at getting other members involved but the bulk of the work still falls on these members with a small increase of participation by others.

The difficulties in getting our contract signed through DVR and the Department of Education were avoided this year due to negotiations taking place in a timelier manner. The contract was signed by the October 1 deadline and payments have been received without any delays.

The Board is still awaiting action from the Governor's Appointments Office on its recommendations for members seeking reappointment and to fill three vacancies. Once notification has been received the board will be operating at full capacity again which should assist in assuring the committees have enough members to fulfill their responsibilities through the State Plan.

Subpart IFIV – Additional Information

In the space below, list any additional information, comments, or explanations of the reporting year activities and data compared to the previous year.

With the resignation of the DVR Director and the IL Program Coordinator, this will be another time of transition. It is hoped that with the new hires, the IL program will continue to grow and the initiatives of the Council will move forward.

Leadership from other Board members is of the utmost importance. Members who have been on the board longer seem to be getting more involved but need to mentor other members to assure a continuation of the Board's mission.