

# REPORTING INSTRUMENT

OMB Control Number: 1820-0606  
Expiration Date: May 31, 2008

UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES  
REHABILITATION SERVICES ADMINISTRATION

**SECTION 704**  
**ANNUAL PERFORMANCE REPORT**  
For  
**CENTERS FOR INDEPENDENT LIVING PROGRAM**  
(Title VII, Chapter 1, Part C of the Rehabilitation Act of 1973, as amended)

## **Part II**

### **INSTRUMENT**

(To be completed by Centers for Independent Living)

**Fiscal Year:** 2006

**Grant #:** H132A940028-06

**Name of Center:** Suncoast Center for Independent Living, Inc.

**Acronym for Center (if applicable):** SCIL

**State:** Florida

**Counties Served:** Sarasota, Manatee

## SUBPART I – ADMINISTRATIVE DATA

### Section A – Sources and Amounts of Funds and Resources

Section 725(c)(8)(D) of the Act; 34 CFR 366.50(i)(4)

Indicate the amount received by the CIL as per each funding source. Enter “0” for none.

#### Item 1 - All Federal Funds Received

(A) Title VII, Ch. 1, Part B	\$25,417
(B) Title VII, Ch. 1, Part C	\$194,033
(C) Title VII, Ch. 2	\$0
(D) Other Federal Funds Social Security—Vocational Rehabilitation	\$133,451

#### Item 2 - Other Government Funds

(E) State Government Funds	\$10,080
(F) Local Government Funds	\$70,339

#### Item 3 - Private Resources

(G) Foundations, Corporations, or Trust Grants	\$16,000
(H) Donations from Individuals	\$0
(I) Membership Fees	\$0
(J) Investment Income/Endowment	\$0
(K) Fees for Service (program income, etc.)	\$0
(L) Other resources (in-kind, fundraising, etc.)	\$22,568

#### Item 4 - Total Income

Total income = (A)+(B)+(C)+(D)+(E)+(F)+(G)+(H)+(I)+(J)+(K)+(L)	\$471,888
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**Item 5 - Pass Through Funds**

Amount of other government funds received as pass through funds to consumers (include funds, received on behalf of consumers, that are subsequently passed on to consumers, e.g., personal assistance services, representative payee funds, or Medicaid funds)	\$0
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**Item 6 - Net Operating Resources**

Total Income (Section 4) <minus> amount paid out to Consumers (Section 5) = Net Operating Resources	\$471,888
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## SUBPART II – NUMBER AND TYPES OF INDIVIDUALS WITH SIGNIFICANT DISABILITIES RECEIVING SERVICES

Section 725(c)(8)(B) of the Act; 34 CFR 366.50(i)(2)

### Section A – Number of Consumers Served During the Reporting Year

Include Consumer Service Records (CSRs) for all consumers served during the year.

	# of CSRs
(1) Enter the number of <u>active</u> CSRs carried over from September 30 of the preceding reporting year	2800
(2) Enter the number of CSRs started since October 1 of the reporting year	345
(3) Add lines (1) and (2) to get the <i>total number of consumers served</i>	3145

### Section B – Number of CSRs Closed by September 30 of the Reporting Year

Include the number of consumer records closed out of the active CSR files during the reporting year because the individual has:

	# of CSRs
(1) Moved	17
(2) Withdrawn	1
(3) Died	13
(4) Completed all goals set	173
(5) Other	0
(6) Add lines (1)+(2)+(3)+(4)+(5) to get <i>total CSRs closed</i>	204

### Section C – Number of CSRs Active on September 30 of the Reporting Year

Indicate the number of CSRs active on September 30 of the reporting year.

	# of CSRs
Section A(3) <minus> Section (B)(6) = Section C	2941

### Section D – IL Plans and Waivers

Indicate the number of consumers in each category below.

	# of Consumers
(1) Number of consumers who signed a waiver	0
(2) Number of consumers with whom an ILP was developed	345
(3) <b>Total number of consumers</b> served during the reporting year	345

### Section E – Age

Indicate the number of consumers in each category below.

	# of Consumers
(1) Under 5 years old	0
(2) Ages 5 – 19	
(3) Ages 20 – 24	10
(4) Ages 25 – 59	155
(5) Age 60 and Older	180
(6) Age unavailable	0

### Section F – Sex

Indicate the number of consumers in each category below.

	# of Consumers
(1) Number of Females served	210
(2) Number of Males served	135

## Section G – Ethnicity

Indicate the number of consumers served in each category below. *Individuals MUST select only one category.*

	# of Consumers
(1) Hispanic or Latino	23
(2) Not Hispanic or Latino	322

## Section H - Race

Indicate the number of consumers served in each category below. *Individuals may select more than one category.*

	# of Consumers
(1) American Indian or Alaska Native	0
(2) Asian	
(3) Black or African American	48
(4) Native Hawaiian or Other Pacific Islander	0
(5) White	274

## Section I – Disability

Indicate the number of consumers in each category below.

	# of Consumers
(1) Cognitive	105
(2) Mental/Emotional	222
(3) Physical	8
(4) Hearing	10
(5) Vision	0
(6) Multiple Disabilities	0
(7) Other	105

**Section J – Individuals Served by County During the Reporting Year**

Section 704(m)(4)(D) of the Act

List each county within the CIL’s service area, as indicated in the CIL’s application for Part C funds and the approved SPIL. Add additional rows as necessary. For each county, indicate how many individuals residing in that county were served by the CIL during the reporting year.

<b>County Name</b>	<b>Number of County Residents Served</b>
Sarasota	200
Manatee	145

## **SUBPART III – INDIVIDUAL SERVICES AND ACHIEVEMENTS**

Sections 13 and 725(c)(8)(C) of the Act; 34 CFR 366.50(i)(3); Government Performance Results Act (GPRA) Performance Measures

**Subpart III contains new data requests. Please refer to the Instructions before completing.**

### **Section A – Individual Services**

For the reporting year, indicate in the table below how many consumers requested and received each of the following IL services.

<b>Services</b>	<b>Consumers Requesting Services</b>	<b>Consumers Receiving Services</b>
(A) Advocacy/Legal Services	399	399
(B) Assistive Technology	589	589
(C) Children’s Services	0	0
(D) Communication Services	3	3
(E) Counseling and Related Services	493	493
(F) Family Services	5	5
(G) Housing, Home Modifications, and Shelter Services	166	166
(H) IL Skills Training and Life Skills Training	427	427
(I) Information and Referral Services	925	925
(J) Mental Restoration Services	1	1
(K) Mobility Training	6	6
(L) Peer Counseling Services	17	17
(M) Personal Assistance Services	33	33
(N) Physical Restoration Services	3	3
(O) Preventive Services	0	0
(P) Prostheses, Orthotics, and Other Appliances	0	0
(Q) Recreational Services	0	0
(R) Rehabilitation Technology Services	0	0

<b>Services</b>	<b>Consumers Requesting Services</b>	<b>Consumers Receiving Services</b>
(S) Therapeutic Treatment	1	1
(T) Transportation Services	19	19
(U) Youth/Transition Services	0	0
(V) Vocational Services	18	18
(W) Other Services	0	0

## **Section B – Increased Independence and Community Integration**

### **Item 1 – Goals Related to Increased Independence in a Significant Life Area**

Indicate the number of consumers who set goals related to the following significant life areas, the number whose goals are still in progress, and the number who achieved their goals as a result of the provision of IL services.

<b>Significant Life Area</b>	<b>Goals Set</b>	<b>Goals Achieved</b>	<b>In Progress</b>
(A) Self-Advocacy/Self-Empowerment	478	472	6
(B) Communication	4	3	1
(C) Mobility/Transportation	245	234	11
(D) Community-Based Living	60	50	10
(E) Educational	136	133	3
(F) Vocational	14	11	3
(G) Self-care	346	346	0
(H) Information Access/Technology	153	152	1
(I) Personal Resource Management	45	42	3
(J) Relocation from a Nursing Home or Institution to Community-Based Living	2	2	0
(K) Community/Social Participation	19	19	0
(L) Other	0	0	0

**Item 2 – Improved Access To Transportation, Health Care Services, and Assistive Technology**

**(A) Table**

In column one, indicate the number of consumers who required access to previously unavailable transportation, health care services, or assistive technology during the reporting year. Of the consumers listed in column one, indicate in column two, the number of consumers who, as a result of the provision of IL services (including the four core services), achieved access to previously unavailable transportation, health care services, or assistive technology during the reporting year. In column three, list the number of consumers whose access to transportation, health care services or assistive technology is still in progress at the end of the reporting year.

<b>Areas</b>	<b># of Consumers Requiring Access</b>	<b># of Consumers Achieving Access</b>	<b># of Consumers Whose Access is in Progress</b>
(A) Transportation			
(B) Health Care Services			
(C) Assistive Technology			

Note: For most IL services, a consumer’s access to previously unavailable transportation, health care and assistive technology is documented through his or her CSR. In some instances, consumers may achieve an outcome solely through information and referral (I&R) services. To document these instances as successful outcomes, providers are not required to create CSRs for these consumers, but must be able to report that follow-up contacts with these consumers showed access to previously unavailable transportation, health care and assistive technology.

**(B) I&R Information**

To inform RSA how many service providers engage in I&R follow-up contacts regarding access to transportation, health care services or assistive technology, please indicate the following:

The service provider did \_\_\_ / did not X engage in follow-up contacts with I & R recipients to document access gained to previously unavailable transportation, health care or assistive technology.

**Section C – Additional Information Concerning Individual Services or Achievements**

Please provide any additional description or explanation concerning individual services or achievements reported in subpart III, including outstanding success stories and/or major obstacles encountered.

Individual Achievements:

Partnering for over 6 months with a 34-year old woman with major mental illness, to identify and enroll in appropriate treatment which has given her the ability to live independently again.

Several Consumers were able to have wheel chair lifts put on a vehicle through applications to the Community Foundation for funding. These lifts enabled consumers to be less isolated and, in some cases, to work.

Successfully assisted one consumer transition from an ALF to independent living.

Helped several consumers obtain affordable housing.

Obstacles:

Lack of affordable housing in both counties we serve.

Long waiting lists for all subsidized housing programs.

Long waiting lists in our communities for providers of mental health services.

A decrease in available mental health services for low income people.

Lack of access to dental care.

Staff turnover and reduction in our agency.

Increased need—especially as we are located in a more visible location.

Lack of more options and homeless shelters.

## **SUBPART IV – Extent of CIL Compliance with the Six Evaluation Standards**

Section 725(b) and section 725(c)(8)(A) of the Act; 34 CFR 366.63

### **Section A – Compliance Indicator 1: Philosophy**

#### **Item 1 - Consumer Control**

34 CFR 366.63(a)(1); 34 CFR 366.50(i)(5) and (6)

#### **(A) Board Member Composition**

Enter requested governing board information in the table below:

<b>Total Number of Board Members</b>	<b>Number of Board Members with Significant Disabilities</b>
11	6

**(B) Staff Composition**

Enter requested staff information in the table below:

	<b>Total Number of FTEs</b>	<b>FTEs Filled by Individuals with Disabilities</b>	<b>FTEs Filled by Individuals From Minority Populations</b>
<b>Decision-Making Staff</b>	2.0	1.0	0.0
<b>Other Staff</b>	4.5	2.5	1.0

**Item 2 - Self-Help and Self-Advocacy**

34 CFR 366.63(a)(2)

Briefly describe how the CIL has promoted self-help and self-advocacy among individuals with significant disabilities during the reporting year.

SCIL’s philosophy is to encourage consumers to advocate for themselves. We do this in many ways including: providing referrals for consumers to other helping agencies, making available internet connected computers, copiers, and telephones for consumers to use. Encouraging consumers to serve on the Consumer Advisory Council (CAC) and to bring advocacy concerns to the CAC, and actively recruit consumers to volunteer at our agency. A staff member (usually the consumer advocate) is available to assist any consumer who is unable to obtain the results they desire through self-advocacy.

**Item 3 - Peer Relationships and Peer Role Models**

34 CFR 366.63(a)(3)

Briefly describe how, during the reporting year, the CIL has promoted the development of peer relationships and peer role models among individuals with significant disabilities.

One of our major goals is to strengthen this area of our work in the year ahead. During the reporting year, a consumer began a monthly “emotions anonymous” group where peers could meet and discuss problems. SCIL’s Consumer Advisory Council is also frequently a place where peer counseling takes place. SCIL’s volunteer coordinator has created a plan for beginning an individual peer counseling program next year. Several consumers are involved in developing the individual peer counseling program and preparing training materials. Our weekly independent living skills class provides opportunities for consumers to share in peer counseling collectively and individually.

#### **Item 4 - Equal Access**

34 CFR 366.63(a)(4)

(A) Briefly describe how, during the reporting year, the CIL has ensured equal access of individuals with significant disabilities, including communication and physical access, to the center's services, programs, activities, resources, and facilities, whether publicly or privately funded. Equal access, for the purposes of this indicator, means that the same access is provided to any individual with a significant disability regardless of the individual's type of significant disability.

Our new facility welcomes, and easily accommodates, a person with any type of disability. We also make available computers, phones, a fax machine, and exercise equipment to all consumers. Consumers are given an open invitation to serve on our Consumer Advisory Council regardless of disability. All programs and services are available to all. When appropriate, we have used large print to help people visually impaired to read our materials. We offer several documents in Spanish. We are located on a major bus route and have a covered entrance for those disembarking from a vehicle in a wheel chair. Our computer loan program, which is available to all consumers, is another way we are expanding the access to our services. Consumers with a computer can access our website and e-mail staff with questions about services. Also, staff is available to go to a consumer's home if traveling to the Center is not possible.

(B) Briefly describe how, during the reporting year, the CIL has advocated for and conducted activities that promote the equal access to all services, programs, activities, resources, and facilities in society, whether public or private, and regardless of funding source, for individuals with significant disabilities. Equal access, for the purposes of this indicator, means that the same access provided to individuals without disabilities is provided in the center's service area to individuals with significant disabilities.

One primary method is individual advocacy where we can partner with a consumer to remove road blocks to equal access. The most frequent areas of advocacy are housing, access to benefits, and access to proper health care. A fair amount of time is also spent advocating with consumers on issues related to Medicare and Medicaid and other government benefits. The Consumer Advisory Council is also a vital part of our battle to create equal access. Through the CAC, areas of access concern are identified and addressed. Staff, in contact with media, stress the need for equal access. We also network with community, faith-based, and government programs to advocate for equal access for people with disabilities. Some forms of this type of advocacy include: attending meetings, letter writing, phone calls, e-mailing and partnering with other programs in advocacy initiatives. Staff and consumers frequently make presentations to the community to raise the awareness of unequal access and to support the effort of others in this work.

#### **Item 5 – Alternative Formats**

34 CFR 366.63(a)(4)

Briefly describe how, during the reporting year, the CIL has ensured the availability in alternative formats of all of its written policies and materials and IL services, as appropriate.

Because Florida is predominately a bi-lingual state, SCIL's services and programs are made available in Spanish. Other formats are made available including Braille and large type. All consumers are informed that whatever format they need will be made available by SCIL. No customer is ever denied access to services or information due to an unavailable format. Telecommunications Device for the Deaf is available by calling 1-800-299-0297, and SCIL provides on-site services to persons with deafness. Computers are made available through the computer loan program with access to JAWS program for persons with visual impairments. Also the availability of staff at intake to read and discuss materials with consumer

## **Section B – Compliance Indicator 2: Provision of Services on a Cross-Disability Basis**

Section 725(b)(2) of the Act; 34 CFR 366.63(b)

Briefly describe how, during the reporting year, the CIL has ensured that IL services are provided to eligible individuals with a diversity of significant disabilities and individuals who are members of populations that are unserved or underserved, without restrictions based on the particular type or types of significant disability and in a manner that is neither targeted nor limited to a particular type of significant disability.

SCIL provides its services to any person who is eligible regardless of their disability. The SCIL serves individuals with mental retardation, mental illness, visually impaired/blind, spinal cord injury, head injury, deafness, cerebral palsy, who are un-served or underserved. The SCIL staff have considerable experience working with people with all types of disabilities.

This year SCIL made a major effort to reach out to homeless people with disabilities by developing relationships with homeless service providers including a close collaborative relationship with the local Salvation Army. We have also frequently partnered with local domestic violence prevention providers to address issues of domestic violence in the lives of people with disabilities. We work with the local community aids clinic to partner with them in providing services to people with HIV/AIDs. An overall feature of accessibility is charging no fees for our services. Nor do we require someone to have a permanent address so people who are homeless are immediately eligible for our services. Our Consumer Advisory Council is represented by people with various disabilities. And we do not structure our program, or treat our consumers, based on a particular disability. We are open to all.

## **Section C – Compliance Indicator 3: Independent Living Goals**

Section 725(b)(3) of the Act; 34 CFR 366.63 (c)

### **Item 1 – Consumer Information**

Briefly describe how, during the reporting year, the CIL has ensured that consumers have the opportunity to develop and achieve their goals (either with or without an ILP) and that the

consumer has the opportunity to express satisfaction with the center and such consumer satisfaction results are evaluated by the center.

The consumer has an opportunity to meet with a staff member individually so that the consumer can create an ILP. Once the plan is created, the staff supports the consumer in their effort to make positive life changes. This can take the form of weekly or monthly meetings. Or it may involve only phone or e-mail contact. Consumers are encouraged to stay in contact with staff regularly so they can share their progress and be assisted where needed. Each consumer is asked to fill out a survey which records whether or not they have been satisfied with our services.

**Item 2 – Consumer Service Record Requirements**

Briefly describe how, during the reporting year, the CIL ensured that each consumer’s CSR contains all of the required information.

To be in compliance with 34 CFR 366.63 (c), SCIL uses the Consumer File Checklist that lists every item that is required and/or is necessary for each consumer file. This checklist identifies those items that are required within the consumer service record. The Information and Referral Specialist ensures that all items are contained in each CSR. Each CSR contains, at a minimum, the I&R Request for Service, Independent Living plan or signed waiver, consumer action plan, eligibility verification, consumer satisfaction questionnaire, consumer contact form, profile at intake and exit, and acknowledgement of information about the Client Assistance Program. Planned internal monitoring will ensure that all CSRs are up to date.

**Section D – Compliance Indicator 4: Community Options and Community Capacity**

Section 725(b)(4) and (6) of the Act; 34 CFR 366.63(d)

**This section contains new data requests. Please refer to the Instructions before completing.**

**Item 1 – Community Activities Table**

In the table below, summarize the community activities involving the CIL’s staff and board members during the reporting year. For each activity, identify the primary disability issue(s) addressed as well as the type of activity conducted. Describe the primary objective(s) and outcome(s) for each activity. Add more rows as necessary.

<b>Issue Area</b>	<b>Activity Type</b>	<b>Hours Spent</b>	<b>Objective(s)</b>	<b>Outcomes(s)</b>
accessibility	ADA consultation	200	Provide ADA info to consumers. Information to individuals regarding accessibility and surveys of architectural accessibilities for social	Over 400 consumers received ADA information.

			service agencies and businesses.	
Access to information via the internet	Computer loan program	800	To provide consumers with access to the internet in class settings and at home.	Consumers in SCIL's computer program received the training they needed.
Affordable Housing	Collaboration/ Networking	40	To meet with affordable housing providers to establish referral relationships and extend awareness of our program services	New referral relationships were established with several affordable housing programs in Manatee and Sarasota counties. These included: Volunteers of America, Salvation Army, Orchard Place, Beneva Oaks, and Beneva Park
Transportation	Collaboration/ Networking	6	To meet with North Port Social Services to identify strategies for serving south county residents who due to lack of accessible transportation are unable to come to our office.	Agreed in the year ahead to work towards having a SCIL staff member on-site at the North Port social service office on a monthly or quarterly basis to meet with consumers.
Health Care	Collaboration/ Networking	20	To establish a partnerships with health care providers.	Established referral procedure with Sarasota Memorial Hospital. Also established relationships with North County Health Clinic and Coastal Behavioral Health Care.
Staff Training	Collaboration/ Networking	10	To gain certification as a Community Support Coordinator for the Brain and Spinal Cord injury waiver program.	Staff participating were certified.

Housing Health Care Transportation Access	Community/ Systems Advocacy	100	For the Consumer Advisory Committee to meet monthly to identify and address issues of housing, health care, transportation, and access to technology.	Began to develop a plan for quarterly advocacy programs including one with the media.
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**Item 2 – Description of Community Activities**

For the community activities mentioned above, provide additional details such as the role of the CIL staff board members and/or consumers, names of any partner organizations and further descriptions of the specific activities, services and benefits.

SCIL utilizes its board, staff, and consumers (particularly through the Consumer Advisory Council) to create an active presence in the community. When working to establish a new partnership with an agency staff takes the lead. When appearing in community settings where education and advocacy are central, consumers take the lead. Board members are available to fill in where needed. We do not have one or two partner organizations we work with. SCIL makes as many connections in the community as possible so that we can be a vital member of the social service community in Sarasota and a consistent voice for the needs and concerns of people with disabilities. The services listed above include a variety of venues including: social service fairs where many providers are present, individual meetings with other agencies, and small group presentations. Some were opportunities by invitation and others were opportunities we created by our own initiative. At least two significant benefits come from this work. First, we are able to expand our base of agency referrals for consumers. Second, we were able to help people and agencies know about our new location and the wide range of programs we offer which may be useful to participants in other agencies.

**Section E – Compliance Indicator 5: IL Core Services and Other IL Services**  
Section 725(b)(5) of the Act; 34 CFR 366.63(e)

In addition to the data provided in Subpart III, describe how information and referral services and the other IL core and other IL services are provided to those who request such services in formats accessible to the individual requesting the services. Describe any innovative practices (not mentioned elsewhere in this report) to enhance the availability and effectiveness of IL services.

SCIL’s approach to working with consumers is very individualized. So that we have a wide range of options available to us. Depending on the consumer’s situation, we can provide assistance to overcome any disability which potentially could be a barrier to understanding and utilizing our services. We do this by providing alternative formats for information about our program including: verbal, large print, Spanish, and web-based.

**Section F – Compliance Indicator 6: IL Resource Development Activities**

Section 725(b)(7); 34 CFR 366.63(f)

Briefly describe the CIL's resource development activities conducted during the reporting year to expand funding from sources other than chapter 1 of title VII of the Act.

SCIL maintains contracts with Sarasota County Government, Manatee County Government, the United Way of Sarasota County and Manatee County, the State of Florida, Division of Vocational Rehabilitation, Able Trust, the Sarasota Division of Elections,. Staff and the board of directors of SCIL pursue ongoing efforts to raise funds to expand and improve services to persons with disabilities. These fundraising efforts netted over \$55,000 in the prior fiscal year.

## **SUBPART V – ANNUAL PROGRAM AND FINANCIAL PLANNING OBJECTIVES**

Section 725(c)(4) of the Act

### **Section A – Work Plan for the Reporting Year**

#### **Item 1 – Achievements**

Discuss the work plan's proposed goals and objectives and the progress made in achieving them during the reporting year.

**Advocacy**-Our Consumer Advisory Council continued to be a strong advocate in the community on disability issues. However, due to staff transition, no ADA business surveys were completed.

**Outreach Efforts**-We created a SCIL brochure in Spanish and began work on a strategy for outreach to both the Hispanic and African American communities in Sarasota. We met the objective of 15 in-service presentations to other community organizations and at least 300 people became aware of our services through these presentations. SCIL, represented by staff, Board members, and consumers, participates in at least 10 community group meetings generally on a monthly basis.

**Community and Individual IL Services**-Due to staff changes, SCIL was unable to create any new initiatives to serve the deaf and the blind. SCIL did expand computer training and computer distribution with 213 people receiving computers - 50 connected to the internet. SCIL provided 25 consumers with daily living skills through a class which meets three times a week in our facility. Although due to staff changes SCIL was unable to implement the peer counseling program as anticipated, we have developed an implementation strategy for next year including identifying key consumer volunteers who will participate. Staff, although not technically peer counselors, did provide support to more than 50 people helping those consumers to learn more about living with their disability. SCIL participated in numerous letter and phone call campaigns to advocate for individuals with disabilities whose rights had been violated. SCIL continues to be a vital information and referral resource for the community fielding 925 requests this year. SCIL provided adaptive equipment to 250 consumers this year. SCIL provided wheel chair ramps to 20 consumers and grab bars to at least 80.

## **Item 2 – Challenges**

Describe any substantial challenges or problems encountered by the CIL, and the resolutions/attempted resolutions.

Our major challenges this past year were internal. We had significant staff turnover which hampered our ability to meet all of the objectives set for the year. We also continued to adjust to being in a new location and all the disruption that involves. However, given these obstacles we feel very good about our progress. The external challenges include lack of affordable housing in our area and an increased demand for all of our services especially because our new location gives us more visibility to the community.

## **Item 3 – Comparison with Prior Reporting Year**

34 CFR 366.50(i)(7)

As appropriate, compare the CIL's activities in the reporting year with its activities in prior years, e.g., recent trends.

## **Section B – Work Plan for the Year Following the Reporting Year**

### **Item 1 – Annual Work Plan**

List the CIL's annual work plan goals, objectives and action steps planned for the year following the reporting year.

To continue to develop our volunteer basis and the policies and procedures of our volunteer program. This includes the creation of a volunteer committee made up of consumers and non-consumer volunteers in our program.

### **Item 2 – SPIL Consistency**

Explain how these work plan goals, objectives and action steps are consistent with the approved SPIL.

Consumer advocacy and peer counseling are critical areas of need within the SPIL.

## SUBPART VI - TRAINING AND TECHNICAL ASSISTANCE NEEDS

Section 721(b)(3) of the Act.

<b>Training And Technical Assistance Needs</b>	<b>Choose up to 10 Priority Needs --- Rate items 1-10 with 1 being most important</b>
<b>Advocacy/Leadership Development</b>	
General Overview	
Community/Grassroots Organizing	
Individual Empowerment	4
Systems Advocacy	9
Legislative Process	
<b>Applicable Laws</b>	
General overview and promulgation of various disability laws	
Americans with Disabilities Act	
Air-Carrier's Access Act	
Fair Housing Act	
Individuals with Disabilities Education Improvement Act	
Medicaid/Medicare/PAS/waivers/long-term care	6
Rehabilitation Act of 1973, as amended	
Social Security Act	
Workforce Investment Act of 1998	
Ticket to Work and Work Incentives Improvement Act of 1999	
Government Performance Results Act of 1993	
<b>Assistive Technologies</b>	
General Overview	
<b>Data Collecting and Reporting</b>	
General Overview	
704 Reports	
Performance Measures contained in 704 Report	8
Dual Reporting Requirements	
Case Service Record Documentation	
<b>Disability Awareness and Information</b>	
Specific Issues	10
<b>Evaluation</b>	
General Overview	
CIL Standards and Indicators	
Community Needs Assessment	
Consumer Satisfaction Surveys	
Focus Groups	
Outcome Measures	9

<b>Financial: Grant Management</b>	
General Overview	
Federal Regulations	
Budgeting	
Fund Accounting	
<b>Financial: Resource Development</b>	
General Overview	
Diversification of Funding Base	
Fee-for-Service Approaches	
For Profit Subsidiaries	
Fund-Raising Events of Statewide Campaigns	
Grant Writing	
<b>Independent Living Philosophy</b>	
General Overview	
<b>Innovative Programs</b>	
Best Practices	
Specific Examples	
<b>Management Information Systems</b>	
Computer Skills	
Software	
<b>Marketing and Public Relations</b>	
General Overview	
Presentation/Workshop Skills	
Community Awareness	
<b>Networking Strategies</b>	
General Overview	
Electronic	
Among CILs & SILCs	
Community Partners	
<b>Program Planning</b>	
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	7
Peer Mentoring	1
Program Design	
Time Management	
Team Building	
<b>Outreach to Unserved/Underserved Populations</b>	
General Overview	
Disability	
Minority	3
Institutionalized Potential Consumers	
Rural	

Urban	
<b>SILC Roles/Relationship to CILs</b>	
General Overview	
Development of State Plan for Independent Living	
Implementation (monitor & review) of SPIL	
Public Meetings	
Role and Responsibilities of Executive Board	5
Role and Responsibilities of General Members	
Collaborations with In-State Stakeholders	
<b>CIL Board of Directors</b>	
General Overview	
Roles and Responsibilities	2
Policy Development	
Recruiting/Increasing Involvement	
<b>Volunteer Programs</b>	
General Overview	
<b>Optional Areas and/or Comments (write-in)</b>	

## **SUBPART VII – ADDITIONAL INFORMATION**

Section 704(m)(4)(D) of the Act

### **Section A – Other Accomplishments, Activities and Challenges**

Describe any additional significant accomplishments, activities and/or challenges not included elsewhere in the report, e.g., brief summaries of innovative practices, improved service delivery to consumers, etc.

Rationale:

- To utilize our community center space.
- To provide people with disabilities with a “one stop” resource center.
- To raise the visibility of SCIL
- To increase collaboration with other agencies and programs

Proposal:

To host 4 Advocacy and Educational programs around the following themes:

#### **Housing Fair:**

Invite realtors, subsidized housing programs, city officials, salvation army, and other housing programs to join us for a housing fair where consumers can learn more about individual programs and apply as they wish.

#### **Employment Fair:**

Invite employees, vocational rehabilitation, Jobs, Etc. (they could bring their van), PWI, and other employment agencies to meet consumers interested in employment.

#### **Disability Roundtable:**

Invite consumers, staff, and board members to meet with invited media to a roundtable discussion about disability issues in Sarasota and Manatee. Perhaps we could even invite a local radio station to broadcast the event.

#### **Disability Help Fair:**

Invite a wide range of helping agencies – First Step, SPARCC, Jewish Family and Children Services, Goodwill, Habitat for Humanity – to meet with consumers interested in learning more about what is available.

### **Section B – Additional Information**

Provide additional information, comments, explanations or suggestions not included elsewhere in the report.

## SUBPART VIII - SIGNATURES

Please sign and print the names, titles and telephone numbers of the CIL director and board chair.

**Keith Kitchens, Executive Director**

941-351-9545

NAME AND TITLE OF CENTER DIRECTOR

PHONE NUMBER

12/21/06

SIGNATURE OF CENTER DIRECTOR

DATE

**Scott Reed, Board Chairman**

941-345-5440

NAME AND TITLE OF CENTER BOARD CHAIRPERSON

PHONE NUMBER

12/21/06

SIGNATURE OF CENTER BOARD CHAIRPERSON

DATE