

# **State Plan for Independent Living (SPIL) for Alabama for 2017-2019**

## **General Information**

Designated Agency Identification

State: Alabama

Agency: Alabama Department of Rehabilitation Services

Plan for: 2017-2019

Submitted in fiscal year: 2016

View grant [90IS0075-01](#) in the Grant Award screen.

# Part I: Assurances

## Section 1: Legal Basis and Certifications

1.1 The designated State unit (DSU) eligible to submit the State Plan for Independent Living (SPIL or the plan) and authorized under State law to perform the functions of the State under the State Independent Living Services (SILS) and Centers for Independent Living (CIL) programs.

Alabama Department of Rehabilitation Services

1.2 The separate State agency eligible to submit the plan and authorized under State law to provide vocational rehabilitation (VR) services to individuals who are blind.

N/A

1.3 The Statewide Independent Living Council (SILC) that meets the requirements of section 705 of the Act and is authorized to perform the functions outlined in section 705(c) of the Act in the State.

State of Alabama Independent Living Council

1.4 The DSU and, if applicable, the separate State agency authorized to provide VR services to individuals who are blind, and the SILC are authorized to jointly develop, sign and submit this SPIL on behalf of the State, and have adopted or otherwise formally approved the SPIL. Yes

1.5 The DSU, and, if applicable, the separate State agency authorized to provide VR services to individuals who are blind, may legally carry out each provision of the plan and will comply with all applicable Federal statutes and regulations in effect with respect to the three-year period it receives funding under the SPIL. Yes

1.6 The SPIL is the basis for State operation and administration of the program. All provisions of the SPIL are consistent with State law. Yes

1.7 The representative of the DSU and, if applicable, of the separate State agency authorized to provide VR services to individuals who are blind, who has the authority under State law to receive, hold, and disburse Federal funds made available under the SPIL and to submit the SPIL jointly with the SILC chairperson is Dr. Cary Boswell, Commissioner, Alabama Department of Rehabilitation Services.

## Section 2: SPIL Development

2.1 The plan shall be reviewed and revised not less than once every three years, to ensure the existence of appropriate planning, financial support and coordination, and other assistance to appropriately address, on a statewide and comprehensive basis, the needs in the State for:

- The provision of State independent living services;

- The development and support of a statewide network of centers for independent living;
- Working relationships between programs providing independent living services and independent living centers, the vocational rehabilitation program established under title I, and other programs providing services for individuals with disabilities.

Yes

2.2 The DSU and SILC conduct public meetings to provide all segments of the public, including interested groups, organizations and individuals, an opportunity to comment on the State plan prior to its submission to the Commissioner and on any revisions to the approved State plan. Yes

2.3 The DSU and SILC establish and maintain a written description of procedures for conducting public meetings in accordance with the following requirements. The DSU and SILC shall provide:

- appropriate and sufficient notice of the public meetings;
- reasonable accommodation to individuals with disabilities who rely on alternative modes of communication in the conduct of the public meetings, including providing sign language interpreters and audio-loops; and
- public meeting notices, written material provided prior to or at the public meetings, and the approved State plan in accessible formats for individuals who rely on alternative modes of communication.

Yes

2.4 At the public meetings to develop the State plan, the DSU and SILC identify those provisions in the SPIL that are State-imposed requirements beyond what would be required to comply with the regulations in 34 CFR parts 364, 365, 366, and 367. Yes

2.5 The DSU will seek to incorporate into, and describe in, the State plan any new methods or approaches for the provision of IL services to older individuals who are blind that are developed under a project funded under chapter 2 of title VII of the Act and that the DSU determines to be effective. Yes

2.6 The DSU and SILC actively consult, as appropriate, in the development of the State plan with the director of the Client Assistance Program (CAP) authorized under section 112 of the Act. Yes

### Section 3: Independent Living Services

3.1 The State, directly or through grants or contracts, will provide IL services with Federal, State, or other funds. Yes

3.2 Independent living services shall be provided to individuals with significant disabilities in accordance with an independent living plan mutually agreed upon by an appropriate staff

member of the service provider and the individual, unless the individual signs a waiver stating that such a plan is unnecessary. Yes

3.3 All service providers will use formats that are accessible to notify individuals seeking or receiving IL services under chapter 1 of title VII about:

- the availability of the CAP authorized by section 112 of the Act;
- the purposes of the services provided under the CAP; and
- how to contact the CAP.

Yes

3.4 Participating service providers meet all applicable State licensure or certification requirements. Yes

#### Section 4: Eligibility

4.1 Any individual with a significant disability, as defined in 34 CFR 364.4(b), is eligible for IL services under the SILS and CIL programs authorized under chapter 1 of title VII of the Act. Any individual may seek information about IL services under these programs and request referral to other services and programs for individuals with significant disabilities, as appropriate. The determination of an individual's eligibility for IL services under the SILS and CIL programs meets the requirements of 34 CFR 364.51. Yes

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

4.3 Service providers do not impose any State or local residence requirement that excludes any individual who is present in the State and who is otherwise eligible for IL services from receiving IL services. Yes

#### Section 5: Staffing Requirements

5.1 Service provider staff includes personnel who are specialists in the development and provision of IL services and in the development and support of centers. Yes

5.2 To the maximum extent feasible, a service provider makes available personnel able to communicate:

- with individuals with significant disabilities who rely on alternative modes of communication, such as manual communication, nonverbal communication, nonverbal communication devices, Braille or audio tapes, and who apply for or receive IL services under title VII of the Act; and
- in the native languages of individuals with significant disabilities whose English proficiency is limited and who apply for or receive IL services under title VII of the Act.

Yes

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

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

#### Section 6: Fiscal Control and Fund Accounting

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

#### Section 7: Recordkeeping, Access and Reporting

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

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

Yes

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

7.3 All recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will provide access to the Commissioner and the Comptroller General, or any of their duly authorized representatives, to the records listed in 34 CFR 364.37 for the purpose of conducting audits, examinations, and compliance reviews. Yes

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

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

## Section 9: Signatures

As the authorized signatories, we will sign, date and retain in the files of the state agency(ies) and the Statewide Independent Living Council the Part I: Assurances, 1-8, and the separate Certification of Lobbying forms ED-80-0013 (available in [MS Word](#) and [PDF](#) formats) for the state independent living program (Part B) and the centers for independent living program (Part C).

The effective date of this SPIL is October 1, 2016.

### Section 9: Signature for SILC Chairperson

Name Jack Franklin

Title SILC Chair, Alabama

Signed? Yes

Date signed 06/30/2016

### Section 9: Signature for DSU Director

Name Dr. Cary Boswell

Title Commissioner, Alabama Department of Rehabilitation Services

Signed? Yes

Date signed 06/30/2016

### Section 9: Signature for Separate State Agency for Individuals Who Are Blind

Is there a Separate State Agency for Individuals Who Are Blind? No

Name N/A

Title

Signed? No

Date signed

# Part II: Narrative: Section 1 - Goals, Objectives and Activities

## Section 1: Goals, Objectives and Activities

### 1.1 Goals and Mission

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

Goal Name: Ensure an autonomous SILC

Goal Description:

Ensure an autonomous SILC by facilitating changes to empower SILC Board members to fulfill the mission that accomplishes goals and objectives as outlined in State Plan.

Goal Name: Empower the disabled to fully participate independently in the community

Goal Description:

To empower people with disabilities to fully participate independently in the community by providing five core services: Advocacy, Information and Referral, Peer Support, Independent Living Skills Training, and Transition services.

### 1.2 Objectives

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

Goal(s) from Section 1.1	Objective to be achieved	Time frame start date	Time frame end date
Ensure an autonomous SILC	<p>Objective 1:1: Empower SILC Board members to be autonomous and independent in their decision making and activities.</p> <p>Provide all-inclusive Board training to address roles and responsibilities, budgeting, and governance.</p> <p>Review and update by-laws.</p>	10/01/2016	09/30/2019



	<p>Conduct a SWOT Analysis as the beginning of a strategic planning process.</p> <p>The DSE will work with the SILC and ILCs to develop budgets and to bring existing ILCs throughout the state up to minimum funding levels as was proposed in the 2014-2016 SPIL</p>		
Ensure an autonomous SILC	<p>Objective 1:2: Develop the organizational structure of the SILC and ILCs.</p> <p>Review and update SILC mission, vision, and values.</p> <p>Complete a short term strategic plan process.</p> <p>Year two conduct a three year strategic planning process.</p> <p>Provide Board and Committee development training.</p> <p>Establish an Executive Committee to oversee the governance oversight of the SILC.</p> <p>Provide job descriptions with duties and expectations of Executive Committee and description of responsibly of each committee.</p> <p>Conduct discussions, cultivate partnerships, and study potential funding opportunities to increase the number of free standing ILCs in the state.</p>	10/01/2016	09/30/2019
Ensure an autonomous SILC	<p>Objective 1:3: Develop a process for SILC membership recruitment and development</p> <p>Committee established to recruit and vet potential SILC Board members.</p> <p>Committee to make annual recommendations to the Board and the Board Chair will forward recommendations to the Governor's Office.</p> <p>Have Board manual and provide new board training to all new members.</p>	10/01/2016	09/30/2019

	<p>Increase Board participation of all appointed members.</p> <p>Increase use of technology such as Skype and video conferencing to help increase active engagement of Board members who are unable to travel to meeting site.</p> <p>Committee will look for a mixture of Board members to include various disabilities, family members, and professionals who can provide technical assistance.</p>		
<p>Ensure an autonomous SILC</p>	<p>Objective 1:4: Board membership will continue discussion of obtaining IRS 501c3 status as a nonprofit and will make decision by the end of Year 1 and proceed forward if desired.</p> <p>At the minimum, Executive Committee will receive non-profit governance training.</p> <p>Complete IRS Form 1023 to secure non-profit status and pay all required fees.</p> <p>Board will revisit all by-laws after non-profit status is secured to make sure all rules and regulations are understood and followed.</p> <p>Board membership will consider joining an organization such as the Alabama Non-profit Association for guidance and technical assistance.</p>	<p>10/01/2016</p>	<p>09/30/2019</p>
<p>Empower the disabled to fully participate independently in the community</p>	<p>Objective 2.1: Provide group and individual advocacy to improve the lives of individuals with disabilities and their families.</p> <p>Continue to provide support and education on legislative issues that pertain to and affect persons with disabilities.</p> <p>Provide grassroots public policy advocacy training.</p> <p>Provide individual and group training to educate consumers to be effective self- advocates.</p> <p>The SILC Board and its stakeholders will organize and publicize an annual Legislative Day to meet,</p>	<p>10/01/2016</p>	<p>09/30/2019</p>

	<p>greet, and inform Legislators of issues as they relate to individuals with disabilities.</p> <p>SILC Board Members and ILC Directors will serve on task forces, advocacy organizations and committees to represent individuals with disabilities and to act as an active voice for self-determination and independence.</p> <p>Needs assessments and town hall meetings will be held to document the needs and preferences of individuals with disabilities.</p> <p>The SILC Board will appoint a member to identify legislative issues and track legislation as it pertains to individuals with disabilities. This individual will be responsible to keep the board and stakeholders informed.</p> <p>All parties will work to educate and inform community leaders, legislators, and public policy makers on independent living, including centers for independent living, the rights of individuals with disabilities, the importance of consumer controlled long term care, and People First language.</p>		
<p>Empower the disabled to fully participate independently in the community</p>	<p>Objective 2.2: Provide consumers and their families with Information and Referral (I&amp;R) to help them to receive services and remain independent in the community of their choice.</p> <p>Consumers will be referred to the Aging and Disability Resource Centers and/or ADRS state IL program to receive services through ?Alabama Access?. Consumers will be screened for all services and benefits and provided person-centered options counseling. Referrals will be made for appropriate direct and indirect services to the agency or service provider to best meet their needs to remain healthy, happy, and independent.</p> <p>An effective system will be utilized to consistently track and report consumer demographics, service delivery data and outcomes. This will include referral process, reporting, and case management.</p>	<p>10/01/2016</p>	<p>09/30/2019</p>

	<p>Consumers will be provided with a variety of information to meet their individual needs.</p> <p>As appropriate, I&amp;R contacts will result in follow-up to insure the individual's needs were met.</p> <p>All stakeholders will develop community partnerships to assist with providing various services and supplemental needs such as volunteers, supplies, labor, educational materials, media outreach, food and necessities, etc.</p> <p>Increase number of individuals receiving ADRC and DSE IL program screenings by 10% each year.</p> <p>In collaboration with partners develop and increase a network of ILCs across the state, both satellite and free standing.</p>		
<p>Empower the disabled to fully participate independently in the community</p>	<p>Objective 2.3: Provide ongoing skills training and other educational programs to improve self-advocacy skills, health safety, and independence.</p> <p>Increase number of individuals who are participating in training by 10% each year.</p> <p>Increase partnerships and collaborations to provide more training opportunities in more locations statewide.</p> <p>Provide greater outreach in rural areas of the state to increase individual and group participation in educational training.</p> <p>Utilize technology to increase training opportunities.</p> <p>Collaborate with stakeholders and partners to distribute information on training opportunities.</p> <p>Continue partnerships to assist with providing more education to consumers on emergency preparedness.</p> <p>Apply for grants to assist with emergency preparedness supplies to assist consumers with</p>	<p>10/01/2016</p>	<p>09/30/2019</p>

	<p>safety and independence during an emergency/disaster event.</p> <p>Partner with Alabama Lifespan Respite to utilize toolkits on subjects such as 'Hiring a Caregiver'.</p> <p>Provide training to consumers on development of an individualized emergency preparedness plan to include notification to law enforcement, utilities and County EMAs of functional access needs and considerations during a significant event.</p> <p>Increase visibility of SILC, education, advocacy, and training opportunities for consumers and general public via websites, Facebook, and PSA's.</p>		
<p>Empower the disabled to fully participate independently in the community</p>	<p>Objective 2.4: Develop protocol, resources, and advocate for appropriate transition services for those individuals with disabilities who require assistance with independent living skills and services to transition independently in the community.</p> <p>Provide assistance to individuals in nursing homes who would like to return to live independently in the community of their choice.</p> <p>Seek additional funding to provide community transition services to Medicaid participants.</p> <p>Assist individuals and their families with resources and training to plan to transition youth with disabilities to reach their maximum potential when they are no longer in school.</p> <p>Collaborate with other stakeholders and partners to provide assistance and education to youth with disabilities.</p>	<p>10/01/2016</p>	<p>09/30/2019</p>
<p>Empower the disabled to fully participate independently in the community</p>	<p>Objective 2.5: Advocate to develop, sustain, and fund additional community resources to assist individuals to reach their maximum potential for independent living.</p> <p>Work collaboratively with other stakeholders and partners to address issues as they relate to affordable, safe, and accessible housing to meet the needs of individuals with disabilities.</p>	<p>10/01/2016</p>	<p>09/30/2019</p>

	<p>Access funding sources to sustain the Alabama Housing Search.org.</p> <p>Continue to work with Alabama Arise, the Alabama Housing Coalition/Collaborative Solutions and others to advocate for sustainable funding for housing programs through the Alabama Housing Trust Fund.</p> <p>Work in collaboration with the Alabama Medicaid Agency to support additional housing for those choosing to transition from Nursing Homes back to the community.</p> <p>Partner with the Alabama Department of Mental Health Housing Coordinator to locate, document, and provide access to affordable safe housing for individuals with disabilities.</p> <p>Participate in work groups and community partnerships to increase access to transportation for individuals with disabilities.</p> <p>Work collaboratively with ADRCs, ADRS, DD Council, Mental Health, Medicaid, DD Authorities, local Health Centers, Mental Health Clinics, and local Rehabilitation programs to increase access and participation in services.</p> <p>Provide caregiver support through partnerships with VA, ADRC/AAA, DD Council, ADRS and Alabama Lifespan Respite.</p>		
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**1.2 Objectives**

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

- Identify the populations to be designated for targeted outreach efforts

The CILS, SILC, and DSE will continue efforts to enhance working relationships and collaboration among local and state organizations (Department of Human Resources, Mental Health, Public Health, Older Alabamians System of Information and Services, Governors Office on Disability, home health agencies and other agencies providing services to persons with disabilities) through the integration and provision of community education and outreach to identify those in need of IL services throughout the state. The SILC and the CILs will work in

partnership with the ADRCs to identify individuals with disabilities who are at-risk, rural and minority who need benefits screening, assistance, counseling and referrals to CILS for independent living services.

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

The three CILs will continue to identify both geographical areas and diverse populations within their service areas. All IL services under Title VII, part B are provided directly through a network of Independent Living Specialists employed with the DSE. The IL Specialists provide community based IL core services in all 67 counties. Additionally, they collaborate with CIL's other state agencies and community partners to maximize resources to increase independence for individuals within their communities. The CILs program specialists will also encourage persons with disabilities from across Alabama to get involved with SILC by offering information designed to educate any interested persons qualifying by law on the Independent Living philosophy and duties of the SILC. On-going assessment of plan to identify unserved and underserved populations and the development of a SILC website and brochure to educate the public regarding IL services in Alabama that can also be utilized to any unserved or underserved community within the state to garner access to services. The ADRC (No Wrong Door) partners serve all 67 counties with benefits screening, options counseling, short term assistance, referrals, and follow-up.

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

A large percentage of those currently being served by the Alabama CILs and DSE are members of minority groups. The CIL's are located in urban areas, and also provide services to consumers in rural counties. The CIL in Birmingham also has three outreach offices located in rural communities. The needs of individuals with significant disabilities from minority groups currently underserved or unserved will be addressed based on feedback from the SILC, DSE, and CIL, as well as through feedback from strategies listed above. (Reference Evaluation Section and Section 3.2 Expansion of CILs).

### **1.3 Financial Plan**

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

#### **1.3A Financial Plan Tables**

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

Year 1 - 2017 Approximate funding amounts and uses

Sources	SILC resource plan	IL services	General CIL operations	Other SPIL activities
Title VII Funds	0	0	0	0
Title VII Funds Chapter 1, Part B	0	305350	0	0
Title VII Funds Chapter 1, Part C	0	0	966000	0
Title VII Funds Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)	0	0	0	0
Other Federal funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)	0	0	0	0
Other Federal funds - other	0	0	0	0
Non-Federal funds - State funds	30535	338481	100000	0
Non-Federal funds - Other	60000	0	0	0
Total	90535	643831	1066000	0

Year 2 - 2018 Approximate funding amounts and uses

Sources	SILC resource plan	IL services	General CIL operations	Other SPIL activities
Title VII Funds	0	0	0	0
Title VII Funds Chapter 1, Part B	0	305350	0	0
Title VII Funds Chapter 1, Part C	0	0	966000	0
Title VII Funds Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)	0	0	0	0
Other Federal funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)	0	0	0	0
Other Federal funds - other	0	0	0	0



Non-Federal funds - State funds	30535	338481	300000	0
Non-Federal funds - Other	60000	0	0	0
Total	90535	643831	1266000	0

Year 3 - 2019 Approximate funding amounts and uses

Sources	SILC resource plan	IL services	General CIL operations	Other SPIL activities
Title VII Funds	0	0	0	0
Title VII Funds Chapter 1, Part B	0	305350	0	0
Title VII Funds Chapter 1, Part C	0	0	966000	0
Title VII Funds Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)	0	0	0	0
Other Federal funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)	0	0	0	0
Other Federal funds - other	0	0	0	0
Non-Federal funds - State funds	30535	338481	300000	0
Non-Federal funds - Other	60000	0	0	0
Total	90535	643831	1266000	0

**1.3B Financial Plan Narratives**

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

The SPIL Planning Committee was comprised of all three CIL directors, the SILC Chair, a SILC member, and DSE representative who had input into the development of the SPIL objectives. The financial plan and a copy of the objectives were submitted via e-mail from the DSE to each of the directors with a request to complete the CIL funding portion and to include any funds that could be utilized by each center in helping achieve the objective as named in the SPIL. Each Director was also asked to consider any in-kind support contributions that could be made toward meeting the objectives and to furnish a narrative for each objective where the support would be offered. Alabama will make every effort to coordinate the funding needed to reach its objectives for the duration of this SPIL.

Part B funds will be utilized to assist in the accomplishment of all goals and objectives as part of the DSE and SILC duties to provide independent living services, enhance the network of CILs, and empower the State Independent Living Council. All records of funds expended will be received and monitored by the DSE as required by law.

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

Non-Federal funding will be used as the 10% match money and are supplemented by appropriate state funds that are used to provide individual services to consumers. One of the SPIL objectives is to identify additional funding sources for the DSE and CILs that could allow for better coordination of funding streams. Each Center has been awarded grants that are exclusive to that Center. Each CIL coordinates funding to the maximum extent feasible for the provision of IL services.

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

In-kind services will be provided by the Designated State Entity.

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

Year 2 of the SPIL

Should the legislature not fully fund the \$300,000, SILC members will advocate with the Commissioner of the DSE to locate other sources of funding for the existing CIL?s.?

Year 3 of the SPIL:?

Should the legislature not fully fund the \$300,000, SILC members will advocate with the Commissioner of the DSE to locate other sources of funding for the existing CIL?s.

## **1.4 Compatibility with Chapter 1 of Title VII and the CIL Work Plans**

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

The objectives in the SPIL are evident and remains consistent with and further the purpose of Chapter 1 of title VII by strengthening current services and improving IL services provided through all entities within the state. This will be a collaborative effort designed to maximize coordination and to promote the philosophy of integration into society for persons with disabilities in Alabama through individual involvement indicated in the objectives. Promoting individuals to advocate for systems change in those items listed in the objectives also support Chapter 1 Title VII requirements.

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

The SILC Chair appointed a SPIL Development Committee that included the executive directors of the centers for independent living, a SILC member, the SILC Chair, and a staff member from the DSE. Input was received by the directors in conjunction with the SILC to ensure that the priorities and objectives of each center has been incorporated and considered. The initial meeting for SPIL development was held on September 18, 2015 at the Montgomery Center for Independent Living, followed by additional meetings. All other pertinent information was sent to the committee members, including the directors of the Centers via e-mail and their input and interests considered in all aspects as related to the development of the SPIL All SILC meeting, including special called meetings are posted on the Alabama Secretary of State website.

**1.5 Cooperation, Coordination, and Working Relationships Among Various Entities**

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

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

A SILC representative serves on the Rehabilitation Advisory Council. The DSE has a staff member who serve as ex-officio members of the SILC. The CIL Executive Directors elect a representative to serve on the SILC. Opportunities are provide at each SILC meeting for these parties and other interested individuals to share information about upcoming events and priorities. The SILC will schedule one meeting per year to coordinate activities and discuss initiatives they have in common.

SILC member participate on a variety of councils, commissions and boards. Below is a listing of these entities. The list is not intended to be comprehensive or limit the participation of member son other entities not listed below:

Governor?s Office on Disability

National Council on Independent Living

Emergency Preparedness Functional Needs Group

Birmingham Mayor?s Advisory Group on Disability

Southeast ADA Network Administrators

Alabama ARISE

People First of Alabama

One Strong Voice Disability Leadership Coalition

Alabama Disabilities Advocacy Program

The Alabama Council on Developmental Disabilities

The Alabama Caregiver Task Force

Information about rallies, legislative issues, conferences and newsletters are shared with SIL members, CIL Directors, Department of Rehabilitation Services staff through e-mail distribution list and is posted on SILC social media. When consumers attend an event, many groups, including the CILs assist with arranging transportation, obtaining meals, and lodging. CIL?s collaborate with the Alabama Council on Developmental Disabilities to access consumer empowerment funds.

In addition to those items listed previously and in an effort to increase collaboration among the DSE, Older Blind program, SILC and CILs within the state that would also improve the provision of IL services, Alabama plans to:

Continue to identify and/or establish meetings, including teleconferences, that can be attended by the CILs, SILC members and partners providing independent living services on a routine basis. These meetings would be designed to share information for appropriate referrals, explore ways to improve peer support networks and design and implement strategies to increase the number of support groups throughout the state.

Continue to identify similar meetings that can be attended at the DSE by the CIL staff.

Continue to plan and hold an Independent Living training conference that would provide training and establish a collaborative atmosphere for all staff from the CILs, SILC, and DSE on the independent living philosophy and current trends in independent living by September 2017.

Collaborate on the design of outreach materials for public distribution to increase membership and participation on the SILC. Develop a power point presentation on IL Services, IL program availability and SILC membership that can be used by all three entities providing a more concise and consistent message to the public. The SILC, CIL?s and DSE will also use social media in order to increase membership and participation on the SILC.

The DSE serves on numerous boards, including the Medicaid Long Term Care Advisory Board, OASIS, Master Games, DD Council, Interagency Council for the Prevention of Elder Abuse, Lifespan Respite Coalition, Employment First Committee, and Workforce Development.

## **1.6 Coordination of Services**

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

CIL Staff and DSE Independent Living Staff will collaborate to provide IL services throughout the state. Through involvement with county interagency meetings on a regular basis, both at the local and state level, the CIL staff will have information on existing programs and services, such as mental health, public health, Medicaid, Medicare, community rehabilitation facilities, local schools, vocational rehabilitation, home health agencies and other local organizations, to ensure that unnecessary duplication of services are avoided. The CIL staff will meet periodically to discuss and share newly identified resources so all can be utilized. All CIL staff providing services have been trained on vocational rehabilitation services, older individuals who are blind programs, Food Stamps, Housing Programs, Transportation Services, the Americans with Disabilities Act and other civil rights laws, Medicaid and Medicare so that services offered are complementary and supportive, but not duplicative. Three members of the SILC are also member of the State Rehabilitation Council. From the SILC, the SILC chair attends the SRC meetings. All CIL and ADRC staff will be cross-trained and develop protocol for referrals and follow-up. The SILC and CIL will work independently on their goals and objectives to meet core service requirements, independent of any direct services provided or sub-contracted by the DSE to ensure there are no duplication of services or conflicts of interest.

### **1.7 Independent Living Services for Individuals who are Older Blind**

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

The DSE will collaborate with the OIB program to ensure that both program staff receives additional training ensuring that each is aware of the others' resources and services and will develop strategies to increase collaboration for the provision of services to older individuals who are blind and/or visually impaired. A CIL Director is chair of the OASIS Advisory group; a staff member from the DSE is also a member of that group. All ADRC staff will also be fully trained in OIB programs to include OASIS.

## Part II: Narrative: Section 2 - Scope, Extent, and Arrangements of Services

### 2.1 Scope and Extent

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

<b>Table 2.1A: Independent living services</b>	<b>Provided by the DSU (directly)</b>	<b>Provided by the DSU (through contract and/or grant)</b>	<b>Provided by the CILs (Not through DSU contracts/grants)</b>
Core Independent Living Services - Information and referral	Yes	Yes	Yes
Core Independent Living Services - IL skills training	Yes	No	Yes
Core Independent Living Services - Peer counseling	Yes	Yes	Yes
Core Independent Living Services - Individual and systems advocacy	Yes	Yes	Yes
Counseling services, including psychological, psychotherapeutic, and related services	Yes	Yes	No
Services related to securing housing or shelter, including services related to community group living, and supportive of the purposes of this Act and of the titles of this Act, and adaptive housing services (including appropriate accommodations to and modifications of any space used to serve, or occupied by, individuals with significant disabilities)	Yes	Yes	Yes
Rehabilitation technology	Yes	Yes	No
Mobility training	Yes	Yes	No
Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services	Yes	Yes	Yes

Personal assistance services, including attendant care and the training of personnel providing such services	Yes	Yes	Yes
Surveys, directories and other activities to identify appropriate housing, recreation, accessible transportation and other support services	Yes	Yes	Yes
Consumer information programs on rehabilitation and IL services available under this Act, especially for minorities and other individuals with disabilities who have traditionally been unserved or underserved by programs under this Act	Yes	Yes	Yes
Education and training necessary for living in the community and participating in community activities	Yes	Yes	Yes
Supported living	Yes	Yes	No
Transportation, including referral and assistance for such transportation	Yes	Yes	Yes
Physical rehabilitation	Yes	Yes	No
Therapeutic treatment	Yes	Yes	No
Provision of needed prostheses and other appliances and devices	Yes	Yes	No
Individual and group social and recreational services	Yes	Yes	Yes
Training to develop skills specifically designed for youths who are individuals with significant disabilities to promote self-awareness and esteem, develop advocacy and self-empowerment skills, and explore career options	Yes	Yes	Yes
Services for children with significant disabilities	Yes	Yes	Yes
Services under other Federal, State, or local programs designed to provide resources, training, counseling, or other assistance of substantial benefit in enhancing the independence, productivity, and quality of life of individuals with significant disabilities	Yes	Yes	Yes

Appropriate preventive services to decrease the need of individuals with significant disabilities for similar services in the future	Yes	Yes	No
Community awareness programs to enhance the understanding and integration into society of individuals with disabilities	No	Yes	Yes
Other necessary services not inconsistent with the Act	Yes	Yes	Yes

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

The provision of IL services will be made simultaneously with the objectives listed in the narrative.

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

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

Indicate N/A if not applicable.

N/A

## 2.2 Arrangements for State-Provided Services

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

All IL services under Title VII, part B are provided through a network of IL specialists employed by the DSE. Title VII Part C funding; if the entity does not receive Title VII, Part C funding the entity must meet federal standards and assurances for centers for independent living to provide services to people with significant disabilities

Determination of eligibility for all IL services lies with the entity providing services to the individual. All projects will provide program and financial reports to the DSE, as well as making a presentation to the SILC at least annually.



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

Determination of eligibility for all IL services lies with the entity providing services to the individual. All projects will provide program and financial reports to the DSE, as well as making a presentation to the SILC at least annually.

## **Part II: Narrative: Section 3 - Design for the Statewide Network of Centers**

### **3.1 Existing Network**

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

Alabama currently has three independent living centers receiving Part C funding to provide services to persons with disabilities:

Disability Rights and Resources serves consumers in a five county area with Part C funds. The unserved and underserved populations in the center's service area include residents of Walker, St. Clair and Blount counties, youth, Hispanics and residents who are unserved by the center's home modification programs.

Located in the southern portion of the state, the Independent Living Center of Mobile offers IL services to the surrounding seven counties with Part C funds: Mobile, Baldwin, Choctaw, Clarke, Escambia, Monroe and Washington. In Washington and Clark counties a deficiency remains in providing the core services and a combination of at least two other IL services identified in section 725 (B) of the statute to minority groups. These deficiencies are primarily pertinent to Hispanic groups, Native Americans, youth groups, especially those in transition, and African Americans. Transportation in the area, that is mostly rural in nature, remains problematic for persons with disabilities. Transportation, healthcare, and access to other services is very difficult for any target group with or without disabilities as this area located in the Black Belt and is extremely poor and rural in nature. This remains problematic for persons with disabilities.

The Montgomery Center for Independent Living serves consumers in a three county area with Part C funds. The number of staff employed by the Montgomery Center is limited, resulting in areas that remain underserved and unserved. These would be in the rural areas of the counties primarily in the cities of Hope Hull, Pine Level, Pike Road, Tallassee, Elmore City, Deatsville, Eclectic, and Autaugaville to name a few. This center opened under the authority of the Disability Rights and Resource and is now a free-standing CIL.

### **3.2 Expansion of Network**

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

As outlined in the objectives, the following steps will be taken to establish new centers for independent living:

Consider retaining an outside source to develop and conduct a state needs assessment or conducting it within the Board membership, stakeholders, and partners.

Develop a needs assessment tool.

Conduct a statewide needs assessment.

Analyze data and develop report.

Submit report to SILC board.

SILC Board to make decision regarding where new CILs are needed throughout the state and develop a long range plan.

Identify sources of funding for new CILs.

Determine process for seeking funding for each identified prospective funding source.

Cultivate relationships with donors, as needed.

Seek Funding

Although the Alabama SILC's and CIL priority in the state is to allocate any additional funding to the existing CILs with Montgomery CIL as its major focus, if additional regular Part C funds become available that appears to be sufficient to support the creation of a new center and support the sustainability of such a new center, those part C funds will be directed toward the plan for the establishment of a new center in the areas unserved or underserved. At that time, the Alabama SILC and CILs will collaborate with ACL to examine additional funding available through Part C. The following list of unserved areas is intended as a guide for establishment of new centers. A SILC subcommittee developed a slate of preferred locations for placement of new CILs in Alabama. The list was developed and ranked from a population and geographic perspectives. The following list was approved by the SILC:

North Alabama with Huntsville, Decatur, or Florence to be selected as a primary site.

West Alabama with Tuscaloosa selected as a primary site.

East Central Alabama with Gadsden, Anniston or Talladega to be selected as a primary site.

Southeastern Alabama with Dothan selected as a primary site.

The SILC and CILs reserves the right, however, to change the priority should a group present a proposal that has strong local support to include but not limited to:

Funding

Individuals supporting the independent living philosophy

Institutional support (local governments, churches, agencies)

The SILC worked with the CILS to develop a minimal funding level for the creation of a new center that is justifiable where the basic standards and assurances could be met. Alabama has established a MFL of \$200,000 for the creation of a new, free-standing CIL or \$150,000 to establish a satellite in any of the priority areas.

Should additional Part C funds become available for the state of Alabama, they will be distributed as follows:

Existing Part C funded CIL?s will receive cost of living adjustments.

Additional Part C funds will be distributed to the Montgomery CIL until it has reached the \$200,000 threshold.

Once the Montgomery CIL has reached the \$200,000 threshold, the remaining Part C funds will be distributed to the existing Part C funded CIL?s, unless sufficient funds are available to establish a new free-standing CIL (\$200,000), or satellite (\$150,000).

Should additional time-limited Part C funds (similar to ARRA funds) become available they will be distributed proportionally to the existing CILs.

### 3.3 Section 723 States Only

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

N/A

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

The DSE must follow all policies and procedures outlined in the federal law and following all Alabama State Procurement Laws. The DSE has significant experience with federal funding, state legislative funding, discretionary funding, and non-discretionary grants.

## **Part II: Narrative: Section 4 - Designated State Unit (DSU)**

### 4.1 Administrative Support Services

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

The duties of the DSE will include:

Receive, account for, and disburse funds received by the state under this part based on the plan;

Provide administrative support services;

Keeps such records and afford such access to such records as the Administrator finds to be necessary;

Submit additional information or provide such assurances as the Administrator may require with respect to the programs;

Retain up to 5% of the funds received by the State for any fiscal year under Part

The DSE will provide the SILC and CILs with technical assistance, but with the intention and philosophy of the board remaining autonomous and independent in its governance processes, membership, and decision making. As outline in the objectives the DSE, if requested, will assist with Strategic Planning and Board Development training and assistance. The DSE, or other state agencies, shall not attempt to unduly influence the SILC so as to compromise its autonomy.

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

The DSE also operates the (SAIL) State of Alabama Independent Living program, providing direct services in 67 counties.

## **Part II: Narrative: Section 5 - Statewide Independent Living Council (SILC)**

### 5.1 Resource plan

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

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

For more information click the icon.

The SILC resource plan included in the SPIL was developed in conjunction with the SILC chair person and the CILs. Funds allocated to the SILC go for travel, in and out of state, supplies, professional services, training fees, office space, SILC Coordinator, and expenses associated with obtaining status as a 501(c)(3).

The DSE also offers in-kind support to assist the SILC in carrying out its responsibilities. The DSE has an administrative support assistant assigned whose responsibilities include taking minutes of the meetings, providing notifications of the open meetings act, typing the minutes, notarizing documents, typing the agenda in coordination with the chair person, securing the meeting place and notifying SILC members of any pertinent information. These services are considered in-kind contributions to assist the SILC with its obligations as required by law. The DSE also provides as in-kind support any computer equipment, meeting space, postage, copying expenses that will help the SILC in completing its responsibilities. The DSE also provides in-kind support any equipment, meeting space, postage, copying expenses that will help the SILC in meeting its responsibilities.

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

- The SILC's responsibility for the proper expenditure of funds and use of resources that it receives under the resource plan.

As stated in the State Independent Living Council by-laws, the council shall prepare a plan for the provision of resources, as may be necessary to carry out the functions of the council with funds made available under Title I and from other public and private sources. The resource plan shall, to the maximum extent possible, rely on the use of resources in existence during the period of implementation of the plan. The SILC will review the by-laws to develop policies regarding the resource plan not currently addressed in the objectives.

The SILC will monitor and retain reports regarding the expenditures of the funds that are allocated in the resource plan. The SILC and the CILs will work collaboratively to identify additional resources, such as grants and state funds that may be accessed to aid the SILC.

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

The SILC is not established as an entity within any state agency, including the DSE, and is independent of the DSE and all other State agencies. The SILC resource plan was developed by a Finance Committee whose members were a center director, a SILC member and the SILC Chair. The SILC receives no Part B funds and is fully funded by State Funds.

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

The council shall prepare a plan for the provision of resources, as may be necessary to carry out the functions of the council with funds made available under Title I and from other public and private sources. The resource plan shall, to the maximum extent possible, rely on the use of resources in existence during the period of implementation of the plan. The SILC will periodically review the by-laws to develop policies regarding the resource plan not currently included. The SILC will monitor and retain reports regarding the expenditures of the funds that are allocated in the resource plan. The SILC, CILs and DSE will work collaboratively to identify additional resources, such as grants and state funds that may be accessed to aid the SILC.

## 5.2 Establishment and Placement

Describe how the establishment and placement of the SILC ensures its independence with respect to the DSU and all other State agencies. Refer to the SPIL Instructions for more information about completing this section.

The SILC is not established as an entity within any state agency, including the DSE, and is independent of the DSE and all other State agencies. The SILC has selected the Department of Rehabilitation Services as the DSE, for purposes described in Section 4.1A. It is believed that this will ensure the opportunity for the SILC and its Board members to operate independently and free from conflicts of interest. The Alabama SILC operates as a separate entity and is in discussion as to if they should be designated as a 501 (c)(3) non-profit organization.

The Alabama State Independent Living Council is established under authority of the Rehabilitation Act of 1973, as amended, through P.L. 102-569 (29 U.S.C. S 791 et seq.) and is part of the state government structure. The SILC is an independent organization, not an entity within any state agency. The SILC members are directly appointed by the governor under federal authority and are considered within the executive branch of the government. There exist no state law for the formation of the council, so federal law takes precedent.

## 5.3 Appointment and Composition

Describe the process used by the State to appoint members to the SILC who meet the composition requirements in section 705(b). Refer to the SPIL Instructions for more information about completing this section.

Individuals selected to serve as members of the council provide statewide representation and must be knowledgeable about independent living centers and services and must represent different regions of the state as well as different disability constituencies. The SILC is composed of individuals with disabilities, directors of Center of Independent Living (CILs). The SILC is a geographically diverse group representing different regions of the state. A majority of the SILC are members with disabilities. Representatives include parents and guardians of individual with disabilities, advocates of and for individuals with disabilities, representatives from private based businesses, representatives from other organizations that provide services for individuals with disabilities and other representatives (non-voting members) from the DSE. Each member is appointed by the governor of the state and serves a three year term of office. No member may serve more than two consecutive terms, unless appointed to fill a vacancy for a portion of a term. Names of interested individuals are submitted to the SILC for membership. The SILC chair, at the direction of the SILC, requests consideration of these individuals for appointment by submission of a written list with accompanying individual resumes to the governor. The SILC chair is selected by a majority of the voting members of the SILC and can serve two consecutive three year terms. By-laws regarding the SILC were adopted March 3, 1995. Each new SILC member is provided with a copy of the by-laws and a SILC fact sheet upon membership. Initial training is provided to each new member. The ILRU web-site is utilized to support training needs for new or tenured members. The SILC leadership plan to review this process including the by-laws and ensure there is adequate representation to serve in a capacity of independence and active participation.

Terms of members are tracked using a table established by the SILC that names the position, the term and expiration dates of each member. The SILC and CILs will review the procedure to develop a more clearly defined method of tracking members' terms of office.

#### 5.4 Staffing

Describe how the following SILC staffing requirements will be met.

- SILC supervision and evaluation, consistent with State law, of its staff and other personnel as may be necessary to carry out its functions.

The SILC will supervise a part-time coordinator, a contractual employee, and directs his/her activities.

- Non-assignment of duties to SILC staff and other personnel made available by the DSU, or any other State agency or office, that would create a conflict of interest while assisting the SILC in carrying out its duties.



DSE employees that perform supporting functions for the SILC activities are supervised and evaluated within the consistency of state law. No additional assignments are made to the DSE that would create a conflict of interest with the SILC coordinator or SILC members.

## **Part II: Narrative: Section 6 - Service Provider Requirements**

Describe how the following service provider requirements will be met:

### 6.1 Staffing

- Inclusion of personnel who are specialists in the development and provision of IL services and in the development and support of centers.

Both the DSE and CILs have established and maintain distinct programs of development for all staff providing IL services, in administering the CIL programs, and improving the skills of direct service staff, including knowledge of and practice in the IL philosophy.

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

The DSE and CIL?s promote equal access; therefore, staff are available, to the maximum extent feasible, who are able to communicate with individuals with significant disabilities who rely on alternative modes of communication devices, Braille or audio tapes and in the native language of individuals with significant disabilities whose English proficiency is limited and who apply for and receive IL services. The experience of staff and expertise of and resources available to the agencies reflect their ability to communicate effectively with individuals with significant disabilities either applying for or receiving services.

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

Both the DSE and CILs have established and maintain distinct programs of development for all staff providing IL services, in administering the CIL programs, and improving the skills of direct service staff, including knowledge of and practice in the IL philosophy. The DSE, SILC, and CIL?s plan to have a large training event for CIL staff members once per year. The CILs maintain distinct local training of professional development for orienting new staff and variety of on-going training for existing staff. The CILs, SILC, and DSE take advantage of training provided by IL-Net and SILC-Net.

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

The DSE and CILs take affirmative action to employ, and advance in employment, qualified individuals with disabilities on the same conditions and terms required with respect to the employment of individuals with disabilities under Section 503 of the Act. The DSEs and CILs are affirmative action employers.

## 6.2 Fiscal Control and Fund Accounting

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

In addition to complying with applicable HHS fiscal and accounting requirements, the State assures that all recipients of financial assistance under parts B chapter 1 of title VII of the Act has adopted those fiscal control and fund accounting procedures that are necessary to ensure the proper disbursement of and accounting for those funds, such as, the State of Alabama Fiscal Policies and Procedures and the Cost Principles for State and Local Governments (OMB-A87). The CILs will assure the SILC that all Fiscal Control and Fund Accounting requirements are met using a method adopted by the SILC.

## 6.3 Recordkeeping, Access and Reporting

- Maintenance of records that fully disclose and document the information listed in 34 CFR 364.35.

The DSE retains copies of all financial expenditures and client files in compliance with federal requirement 365.35. The CILS will provide assurance to the SILC that it maintains all information required by this section of the law.

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

The state assures that it will submit annually the Financial Status Report 269 as required.

The DSE, in partnership with the SILC and CILs will annually submit a 704 report.

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

The state assures that access to reports and documents will be made to the Commissioner or any duly appointed representative for auditing, examinations, or compliance reviews

## 6.4 Eligibility

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

The CILs and DSE IL Program have developed policies and procedures manuals that ensure all IL staff are knowledgeable of eligibility criteria under section 34.CFR364.40 and that any individual with a significant disability is eligible for IL services. Policies and procedures have been developed for use by the CIL and DSE staff in accordance with 34 CFR- 364.51 and are available to staff at all times. Eligibility for CIL and DSE IL services is determined without regard to sex, race, creed, age, color, national origin, or type of disability. There is no resident requirement, duration or other, which would exclude from services an otherwise eligible individual who is presently living in the state.

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

Policies and procedures have been developed for use by the CILs and DSE's in accordance with 34 CFR- 364.51 and referrals are made to other services and programs based on individual needs and requests as identified.

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

Any individual with a significant disability is eligible for IL services.

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

The CILs and DSE provide services to person without regard to age, color, creed, gender, national origin race, religion, or any type of significant disability.

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

There is no resident requirement, duration or other, which would exclude from services an otherwise eligible individual who is presently living in the state.

## 6.5 Independent Living Plans

- Provision of IL services in accordance with an IL plan complying with Sec. 364.52 and mutually agreed upon by the individuals with significant disabilities and the appropriate

service provider staff unless the individual signs a waiver stating that an IL plan is unnecessary.

As written in the CIL and DSE policies and procedures manuals, there will be an individualized written Independent Living Plan for services initiated and reviewed every at least annually for participants of CIL and DSE services. Proper procedures regarding the waiving of IL plans is also included in the CIL and DSE procedures manual. Both comply with section 34 CFR 364.43.

#### 6.6 Client Assistance Program (CAP) Information

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

Access to the State of Alabama Client Assistance Program is fully described in service procedures manuals adopted by the CILs and DSE. Documentation that the individual receives the information on the client assistance program is required. The coordinator for the State Client Assistance program was involved in the development of this SPIL through email and telephone contact.

#### 6.7 Protection, Use and Release of Personal Information

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

The policy regarding confidentiality safeguards of all personal information including photographs and lists of names is addressed in the CILs' and DSE's policy and procedures manuals. Upon intake, the consumer signs a Release of Information after receiving a full explanation of the intent of the information that will be gathered. No information concerning a consumer is released without written consent from the consumer. A Release for Photography is signed by the client to release photographs after a full explanation of how the photograph will be used is provided by the staff and entered on the form.

## Part II: Narrative: Section 7 - Evaluation

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

### Section 7: Evaluation

Goal(s) and the related Objective(s) from Section 1	Method that will be used to evaluate
<p>Ensure an autonomous SILC</p> <p>Empower the disabled to fully participate independently in the community</p>	<p>The Chair will appoint an Evaluation Committee comprised of representatives from each CIL and the DSE and at least two additional SILC members. It will be the responsibility of this committee to insure that this evaluation plan is implemented.</p>
<p>Ensure an autonomous SILC</p> <p>Empower the disabled to fully participate independently in the community</p>	<p>The effectiveness of the SPIL in meeting the objectives in Section 1 will be periodically evaluated including an evaluation of the satisfaction of individuals with significant disabilities who have participated in the program.</p>
<p>Ensure an autonomous SILC</p> <p>Empower the disabled to fully participate independently in the community</p>	<p>At each quarterly meeting of the full SILC, representatives from each CIL will address in their report, the activities and objectives of the SPIL for which the CIL's have responsibility.</p>
<p>Ensure an autonomous SILC</p> <p>Empower the disabled to fully participate independently in the community</p>	<p>The goals and objectives of the SPIL will be reviewed and evaluated during at least two quarterly meetings of the full SILC.</p>
<p>Ensure an autonomous SILC</p> <p>Empower the disabled to fully participate independently in the community</p>	<p>An annual SPIL comparison is completed for the 704 Report including progress made in achieving the objectives and goals outlined in the most recently approved SPIL.</p>

<p>Ensure an autonomous SILC</p> <p>Empower the disabled to fully participate independently in the community</p>	<p>The satisfaction of individuals with disabilities is evaluated by an annual consumer satisfaction survey conducted by the CILs each April in every year of the SPIL.</p>
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## **Part II: Narrative: Section 8 - State-Imposed Requirements**

8 State-Imposed Requirements

Identify any State-imposed requirements contained in the provisions of this SPIL.

N/A