

State Plan for Independent Living (SPIL) for Maryland for 2017-2019

General Information

Designated Agency Identification

State: Maryland

Agency: Maryland Division of Rehabilitation Services

Plan for: 2017-2019

Submitted in fiscal year: 2016

View grant [90IS0051-01](#) 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.

Yes

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.

Yes

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.

Yes

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 Suzanne R. Page, Assistant State Superintendent.

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 David C. Sharp

Title SILC Chair

Signed? Yes

Date signed 06/23/2016

Section 9: Signature for DSU Director

Name Suzanne R. Page

Title Assistant State Superintendent

Signed? Yes

Date signed 06/27/2016

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

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: Goal 1: The Maryland IL system operates with a strong infrastructure

Goal Description:

This goal builds on the progress that the MSILC and the Maryland Centers for Independent Living (CILs) have made over the last few years. The MSILC has made great strides in terms of membership, meetings, organizational structure and statutory responsibilities with the leadership of the MSILC Executive Committee. Maryland CILs, through grants from the DSE, have met or exceeded standards for providing services to Marylanders with disabilities. Their exemplary and innovative practices have resulted in satisfied consumers as well as accolades and recognition in their communities. This goal and its activities seek to enhance and build on the services offered by the CILs. Resources for this goal will be included in both the MSILC and the Centers budgets.

Goal Name: Goal 2: People with disabilities receive the information and services they need

Goal Description:

Consistent with a philosophy of continuous improvement, the IL service delivery system in Maryland will focus on supporting new and existing CILs and expanding service delivery to more individuals with disabilities, including un-served and underserved populations. The focus will be on serving individuals in institutions seeking support to live in the community, transitioning youth/nursing home transition, and individuals from Hispanic communities with Spanish as their primary language. Public information and outreach tools and strategies will be enhanced. Resources for this goal will come from state IL funds and will be included in both the MSILC and the Centers budgets.

Goal Name: Goal 3: The IL Partners promote systems change to maximize the independence, pro

Goal Description:

In order to make significant strides in independent living, we must address systemic issues. The IL Partners intend to carry this out in a targeted and structured manner, focusing specifically on

housing for individuals with disabilities. As the Maryland IL system is further stabilized through goals 1 and 2, it is expected that IL Partners will be able to enhance participation and advocacy with various entities to address systemic barriers to housing as it impacts Independent Living. Resources for this goal will be included in both the MSILC and the Centers budgets.

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
<p>Goal 1: The Maryland IL system operates with a strong infrastructure</p>	<p>Objective #1: Maryland CILs will have the essential skills and knowledge to strengthen operational infrastructure and provide the five core services.</p> <p>Activity 1: The MSILC will arrange, facilitate and offer statewide CIL staff and boards of directors training in program, nonprofit, and financial management and data collection each year,</p> <p>Measures:</p> <ol style="list-style-type: none"> 1. All CILs and MSILC are in compliance with the IRS, Maryland Secretary of State and Office of Assessment and Taxation and are in good standing with Health and Human Services (HHS) and Designated State Entity (DSE), as appropriate; 2. Evaluations of trainings will confirm whether learning objectives were met; participants will also receive a brief Transfer of Training Survey (one-month post-training) to determine if training is being used and if additional related training is needed; 3. Summary of statewide trainings of CIL staff will confirm topics. Progress will be described and documented annually as part of an IL Partners meeting. <p>Activity 2: IL Partners will provide information, guidance, and peer support to new and existing CIL grantees in the development and</p>	<p>10/01/2016</p>	<p>09/30/2019</p>

	<p>administration of Maryland's CILs, to include sharing information, mentoring, identifying and sharing resources.</p> <p>Measure: Maryland Association of Centers for Independent Living (MACIL) will provide, at least annually, a summary of formal and informal support provided to new and existing CILs for review of the IL Partners at an IL Partners meeting.</p> <p>Activity 3: MACIL will update the CIL Resource Directory and will present the updates annually at an IL Partners retreat.</p> <p>Measure: The updates will be reflected in minutes from the Maryland IL Partners at the annual retreat, and annually from</p> <p>Activity 4: MSILC will sponsor an annual program/training to recognize CIL staff for provision of the five core services.</p> <p>Measure: Minutes will reflect the program agenda and list of attendees.</p> <p>Activity 5: IL Partners will collaborate to offer information on emergency preparedness training for CIL staff to include weather and other emergencies</p> <p>Measure: Reporting of the collaboration will be reflected in meeting minutes.</p>		
<p>Goal 1: The Maryland IL system operates with a strong infrastructure</p>	<p>Objective #2: CIL staff will gain essential skills and knowledge to build and enhance one of the components of the fifth core service, transition.</p> <p>Activity 1: MSILC will provide training focusing on transition through annual activities from</p> <p>Measure: Evaluations of trainings will confirm whether learning objectives were met; participants will also receive a brief Transfer of Training Survey (one-month post-training) to determine if training is being used and if additional related training is needed. Results will</p>	<p>10/01/2016</p>	<p>09/30/2019</p>

	be reflected in meeting minutes at an IL Partners meeting.		
Goal 1: The Maryland IL system operates with a strong infrastructure	<p>Objective #3: The MSILC will function effectively and efficiently, consistent with the Rehabilitation Act, as amended, and the Federal Independent Living Regulations.</p> <p>Activity 1: IL Partners will develop and implement a plan to create the most effective legal structure for the SILC to procure and manage funds and implement its decisions.</p> <p>Measure: A plan will be developed and agreed to by IL Partners</p> <p>Activity 2: The MSILC will regularly review all activities in order to assure that it is acting in full compliance with federal and state laws.</p> <p>Measure:</p> <ol style="list-style-type: none"> 1. The Chair and Vice Chairs evaluation of staff will be maintained in their personnel file. 2. Executive Committee's evaluation of expenditures will be documented and filed by the Executive Director. 3. Full Council meeting minutes will reflect that these reviews have taken place, and have been documented and stored. <p>Activity 3: The MSILC will arrange, facilitate and fund an annual IL Partner retreat to review progress on SPIL goals and objectives, identify barriers, develop solutions and promote the vision of IL.</p> <p>Measure: An agenda, list of attendees and written proceedings of the meeting will confirm conduct of an IL Partner retreat annually through 2019. The following information will be included within the proceedings: (1) Evaluation of the status of the SPIL, particularly achieving goals and objectives; and (2) establishment of timelines for the next year.</p>	10/01/2016	09/30/2019

<p>Goal 2: People with disabilities receive the information and services they need</p>	<p>Objective #1: People with disabilities will have the information they need to make informed choices and to access supports and services to participate fully in all aspects of society.</p> <p>Activity 1: The MSILC will create, maintain and update its social media sites.</p> <p>Measure: Meeting minutes will confirm social media design efforts and updates.</p> <p>Activity 2: MSILC will present to interested groups, including CIL Boards of Directors upon invitation, and exhibit at statewide conferences that benefit Marylanders with disabilities.</p> <p>Measure: The MSILC will provide a list of group and conference names, along with contact information. This information will be available to the CILs.</p> <p>Activity 3: MSILC will create a web-based tool for IL resources for CIL staff use. MACIL will monitor this tool.</p> <p>Measure: Meeting minutes will confirm the use and development of the tool</p>	<p>10/01/2016</p>	<p>09/30/2019</p>
<p>Goal 2: People with disabilities receive the information and services they need</p>	<p>Objective #2: The IL Partners will have an understanding of demographic trends of people with disabilities participating in the IL service delivery system, racial/ethnic diversity and underserved populations.</p> <p>Activity 1: The MSILC will explore options to compile statewide data from the 704 reports submitted annually to the U.S. Department of Health and Human Services, Administration for Community Living by the CILs.</p> <p>Measure: 704 data will be utilized by the MSILC to monitor the effectiveness of the SPIL annually during an IL Partners Meeting (see Goal 1, Objective 3, Activity 3).</p> <p>Activity 2: CILs will meet to evaluate how they input data into their systems with the goal of standardizing the process. CIL Directors will</p>	<p>03/31/2017</p>	<p>09/30/2019</p>

	<p>share data results of meeting at an IL Partners meeting and retreat.</p> <p>Measure: Minutes from an IL Partners meeting and retreat will reflect the results of the data discussion with the CIL directors and the outcomes and action steps will be added to the resource tool.</p>		
Goal 2: People with disabilities receive the information and services they need	<p>Objective #3: IL Partners will have an understanding of consumer needs.</p> <p>Activity 1: MSILC will collaborate with Maryland Center for Developmental Disabilities (MCDD) so the IL Partners will have the ability to review statewide data of the needs of individuals with disabilities</p> <p>Measure: The review of statewide data of the needs of Marylanders with disabilities will be compared to the MSILC 2012 and 2014 Needs Assessment reports and will be used in the next SPIL and will be documented in minutes of an IL Partners meeting</p>	10/01/2016	09/30/2019
Goal 2: People with disabilities receive the information and services they need	<p>Objective #4: The community will understand who the CILs are, their purpose and their value.</p> <p>Activity 1: Define a clear overall vision statement that will have broad appeal and can be used by all Maryland CILs.</p> <p>Measure: Reflected in an IL Partners or other special meeting minutes and distributed to all CILs.</p> <p>Activity 2: Develop a 30-second elevator pitch to include key messages that can be used by all Maryland CILs.</p> <p>Measure: Reflected in an IL Partners or other special meeting minutes and distributed to all CILs.</p>	10/01/2016	09/30/2019
Goal 3: The IL Partners promote systems change to maximize the independence, pro	<p>Objective #1: Increase awareness by public officials of IL issues.</p>	10/01/2016	09/30/2019

	<p>Activity 1: Each Maryland CIL will continue to participate in statewide and/or local housing advocacy.</p> <p>Measure: Minutes from an IL Partners meeting will detail the involvement of each CIL on housing advocacy.</p> <p>Activity 2: The MSILC and CILs will educate legislators on barriers to housing and other community integration at events including the annual IL Awareness Day and other times such as, Disability Awareness Month or any other local opportunity as it presents itself. Maryland IL Partners will follow-up on the legislation discussed during IL Awareness Day.</p> <p>Measure:</p> <ol style="list-style-type: none"> 1. Agenda and materials provided will identify and document IL Awareness Day. 2. A press release will detail IL Awareness Day. 3. Outcomes of visits with legislators will be shared at ongoing IL Partners meetings and a document will detail the visits with IL Partners. 4. Follow-up on legislation will be reflected in full Council meeting minutes. 		
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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

Based on public input, census data/population information and consumer feedback, Maryland has identified the following populations for targeted outreach: 1. Individuals with Hispanic background for whom Spanish is their first language. 2. People in Institutions (such as Nursing Homes, State Residential Centers and Rehabilitation Facilities. This continues to be a focus for all Centers. 3. Transitioning youth is another demographic which outreach efforts will be targeted.

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

Geographic areas in which targeted populations reside: Individuals of Hispanic background with Spanish as a first language and individuals in nursing homes needing assistance and supports to live in the community are found throughout Maryland, in each CIL catchment area.

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

a) We will seek to identify and collaborate with organizations that are comprised of and run by individuals identified in target populations. Their knowledge will give us much greater insight when trying to reach out to the different underserved communities in Maryland.

b) When targeting these populations and in consultation with appropriate organizations, we will modify our materials in a manner that best conveys our message of independent living for all.

c) We will address needs of transitioning youth and individuals with disabilities in nursing facilities through local CIL initiatives and through collaboration with Aging and Disability Resource Centers and other relevant public and private entities.

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				
Title VII Funds Chapter 1, Part B	89000	30000	186350	
Title VII Funds Chapter 1, Part C			1206556	

Title VII Funds Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)				
Other Federal funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)	51034			
Other Federal funds - other			130000	
Non-Federal funds - State funds		405700	286300	
Non-Federal funds - Other				
Total	140034	435700	1809206	0

Year 2 - 2018 Approximate funding amounts and uses

Sources	SILC resource plan	IL services	General CIL operations	Other SPIL activities
Title VII Funds				
Title VII Funds Chapter 1, Part B	89000	30000	186350	
Title VII Funds Chapter 1, Part C			1206556	
Title VII Funds Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)				
Other Federal funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)	51034			
Other Federal funds - other			130000	
Non-Federal funds - State funds		405700	286300	
Non-Federal funds - Other				
Total	140034	435700	1809206	0

Year 3 - 2019 Approximate funding amounts and uses

Sources	SILC resource plan	IL services	General CIL operations	Other SPIL activities
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Title VII Funds				
Title VII Funds Chapter 1, Part B	89000	30000	186350	
Title VII Funds Chapter 1, Part C			1206556	
Title VII Funds Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)				
Other Federal funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)	51034			
Other Federal funds - other			130000	
Non-Federal funds - State funds		405700	286300	
Non-Federal funds - Other				
Total	140034	435700	1809206	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.

There are no ILOB funds allocated in accordance to this state plan.

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.

The DSE (DORS) provides \$140,034.00 annually in grant funding to support the Maryland Statewide Independent Living Council which includes the salary of the staff hired to assist the Council. This funding also includes training, meeting and conference expenses, outreach materials, reasonable accommodations for meetings (e.g., interpreters and CART services), and reimbursement to members for meeting related expenses. This is consistent with Goals 1, 2 and 3.

DORS provides grant funding of \$1,809,206.00 annually for IL general operations, core and other independent living services to certain Centers. This includes outreach and services to underserved populations and geographic areas. This is consistent with Goal 2 and Goal 3.

On an annual basis, the DSE (DORS) provides \$435,700.00 for the IL program in Maryland. This is coordinated through grants management and business support by the DORS Director, Administration and Financial Services and the Program Manager for Grants,

Grants management includes at least annual review of the provision of IL and IL AT services as applicable in terms of adherence to the Memorandum of Understanding program and fiscal

responsibilities and assurances. In the event there is very serious programmatic or fiscal mismanagement by the grantee, the DSE (DORS) has the obligation and responsibility to advise the grantee of the steps necessary to correct the mismanagement and to evaluate corrective actions by the grantee. In the event the mismanagement is extremely egregious and/or sustained beyond a reasonable correction period, the DSE (DORS) has the responsibility and obligation to terminate or discontinue funding to the grantee. The following options for the Part B/ State IL funds shall be considered by the DSE (DORS) in consultation with the MSILC:

Part B Funds: (1) the DSE (DORS) may explore the possibility of another CIL providing the IL services; (2) Part B funds may be distributed to other CILs that already have Part B grants; adjustments may be made in state funding so that Centers are held harmless; (3) a new CIL will be established if and when the existing CIL has been terminated and is no longer receiving Part C funds from the US Department of Health and Human Services (HHS). Establishment of a new CIL shall be in accordance with Section 3 of the SPIL.

State funding for ILAT Services: (1) the DSE (DORS) may provide the IL AT services directly through agency staff; (2) the DSE (DORS) may explore the possibility of another CIL providing the IL AT services or acting as fiscal agent for the grantee; (3) the DSE (DORS) may consider a competitive process to identify a private non-profit entity in the disability field to provide the ILAT services through one-year grants.

*Note: State General Funds are approved annually by the Governor and the Maryland General Assembly. In addition, to meet state budget requirements the funding level may be reduced at the governors discretion in a given fiscal year. Therefore, the level of funding may vary from year to year. Federal funding may also vary depending on current budget cycle and applicable federal mandates.

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.

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

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

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.

As stated in the Mission, Marylands State Plan for Independent Living is to maximize independence and productivity of people with disabilities and to promote their full integration into the community. Through this plan, the partners have promoted goals and objectives that truly manifest that mission.

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.

All CIL directors participated in SPIL planning meetings to identify statewide needs, goals and strategies, and confirmed that SPIL goals, objectives and activities are consistent with their work plans. The SPIL and CIL work plans reflect the major barriers individuals with disabilities experience in trying to live independently in Maryland.

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.

Steps necessary to maximize the coordination among the DSE, SILC and CILs include:

Consistent with all SPIL Goals, the Maryland IL Partners (DORS, MSILC and CIL Executive Directors) will meet on a quarterly basis. The MSILC will share information about progress in meeting SPIL objectives. Other matters of common interest will be discussed.

The MSILC includes a CIL report at MSILC meetings in which the Council member who represents the CILs will report on CIL activities and highlights from Maryland Association of CILs (MACIL) meetings. In turn, the representative will keep MACIL members updated on the activities of the MSILC through distribution of relevant information through emails and updates at MACIL meetings.

MSILC members and IL Partners are represented on councils that address the independent living needs of specific disability groups. These organizations include, but are not limited to:

Maryland Association of Centers for Independent Living (CIL Directors), Maryland State Rehabilitation Council, Maryland Disability Law Center, Maryland Developmental Disabilities Council, Maryland Department of Disabilities, Maryland Access Point, Brain Injury Association of Maryland, TBI Advisory Board Medicaid Matters, Maryland Washington Metropolitan Area Transit Authority (WMATA) Accessibility Committee, and the Alliance.

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.

The MSILC staff and members are in ongoing communication with other disability advocacy and service organizations in Maryland. Frequent communication among IL colleagues and other

disability service providers assist the MSILC in locating and remedying unnecessary duplication of services. Some of the communication takes place on a formal level with emails, newsletters and website updates, as well as informal with discussions between MSILC members and disability rights colleagues at events of common interest.

The IL Partners will maintain an awareness of agencies and organizations providing services to individuals with disabilities in Maryland and their mission and scope of services. IL Partners will seek to complement services of other agencies and fill gaps in services and will avoid duplication of services available through other federal, state and local entities including special education, career education, developmental disabilities services, public health, mental health, housing, transportation, veterans' services and Social Security programs.

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.

N/A

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).

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

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

Appropriate preventive services to decrease the need of individuals with significant disabilities for similar services in the future	Yes	Yes	Yes
Community awareness programs to enhance the understanding and integration into society of individuals with disabilities	Yes	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.

DORS will provide state-funded grants to the CILs for the provision of assistive technology services.

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.

IL AT services are provided through DORS state-funded grants to CILs and may be provided through DORS state-funded grants to other service providers in certain circumstances. CILs/service providers have policies and procedures in place regarding determination of financial need and participation in the cost of services for consumers with the ability to contribute, as well as identification of in-kind resources.

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.

The DSE (DORS) provides IL services through annual grants to Centers for Independent Living, and may provide grants to other service providers for ILAT services only. Memoranda of Understanding completed each year describe IL and/or ILAT services to be provided and quarterly and annual program and financial reporting requirements. DORS conducts annual reviews to assure compliance and identify best practices.

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

The DSE (DORS) will ensure that the determination of an individuals eligibility for services from the Centers shall be determined by qualified staff of the Center through explicit statements to that effect in the annual MOUs. Periodic reviews of CILs will confirm establishment of eligibility by CIL staff.

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.

Maryland currently has a network of seven CILs.

1. Independence Now, Inc., Prince Georges and Montgomery Counties. Funding: Part C, Part B, and State.
2. Resources for Independence; Garrett County, Allegany County and Washington County. Funding: Part C, Part B, and State.
3. Bay Area Center for Independent Living -"SPIL Signatory" ; Dorchester County, Talbot County, Caroline County, Cecil County, Kent County, Queen Annes County, Somerset County, Wicomico County, and Worcester County. Funding: Part C.
4. Southern Maryland Center for Independent Living -"SPIL Signatory"; Calvert County, Charles County and St. Marys County. Funding: Part C, Part B, and State.
5. The Freedom Center-"SPIL Signatory"; Frederick County and Carroll County. Funding: Part C, Part B and State.
6. Independent Marylanders Achieving Growth through Empowerment (The IMAGE Center)-"SPIL Signatory"; Baltimore City, Baltimore County and Harford County. Funding: Part C and State.
7. Accessible Resources for Independence-"SPIL Signatory"; Anne Arundel County and Howard County. Funding: Part C.

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).

It is the intention of the Maryland IL Partners that Independence Now, Inc. Prince George's County and Independence Now, Inc. Montgomery County be combined into one Center for Independent Living. This would not require funding and would result in savings in terms of administration, data collection and documentation.

Establishment of a federal and/or state funded CIL in Maryland shall be consistent with the Maryland State Plan for Independent Living.

Following are underserved areas and populations within the existing eight CIL catchment areas: It is recommended that two Centers for Independent Living be established for the Eastern Shore, one to serve the Upper Shore (Cecil, Kent, Queen Annes Caroline and Talbot Counties), and one to serve the Lower Shore (Wicomico, Worcester, Dorchester and Somerset Counties).

When HHS informs MSILC and DORS that additional Title VII are available in a given FFY or if the MSILC, CILs and DORS are successful in acquiring additional funds for Independent Living they will be allocated in the following manner:

1. Maryland IL Partners consider \$300,000 to be a base level of funding for Maryland centers. This funding can be a combination of state and federal funding.
2. Until all centers are at the base level of funding any new funds received will be divided among the CILs who are not yet at the base level of funding in the following way: half will be divided equally among the centers and half will be divided based on population. In this scenario centers who are at the base level of funding will not receive any of the new funds.
3. Should all centers be at the base level of funding and we receive \$250,000 or more, the first priority will be to expand Bay Area Center for Independent Living (BACIL) to two centers.
4. Should all centers be at the base level of funding and we receive less than \$250,000 it will be divided among the CILs in the following way: half will be divided equally among the centers and half will be divided based on population.

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.

N/A

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 Department of Rehabilitation Services (DORS) is the DSE within the state of Maryland. DORS provides grant coordination and support to the Centers for Independent Living with which DORS has grants. Meeting space is provided as needed to accommodate special meeting space. DORS Office for Administration and Financial Services financial and technical assistance in planning and budget development.

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

N/A

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 resource plan outlined below illustrates federal funds provided through Title VII-B, Ch. 1, (\$ 89,000), allocated for support of the Maryland Statewide Independent Living Council.

PROJECTED RESOURCE ALLOCATION FOR EACH FFY 2017 - 2019

Federal Title VII B\$ 89,000

The above projected funding is anticipated to remain constant throughout the next three years.

Note: State general funds are subject to approval of the Governor and the Maryland General Assembly each fiscal year. Federal funding may also vary depending on current budget cycle and applicable federal mandates.

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.

The Executive Director of the MSILC, Inc. provides quarterly reports of expenditures, consistent with the budget included in the Memorandum of Understanding developed by DORS for support of the Council. This assures proper expenditures of funds consistent with DORS policy, state regulation and the SPIL. DORS Office of Business Support Services provides consultation regarding purchases and other financial matters.

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

No conditions or requirements are placed on the MSILC resource plan that may compromise the independence of the MSILC.

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

The MSILC staff., in collaboration with the Executive Committee of the MSILC, projects and tracks expenditures to assure compliance with the SPIL objectives and current budget. In the current economic conditions, the MSILC cannot assume or rely on additional funding for independent living in Maryland.

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 Maryland Statewide Independent Living Council was established by Executive Order 01.01.1993.24 of the Governor of Maryland. The Council is provided support through a grant from DORS. The Council has office space at an off-site location, separate from the DSE, and functions and carries out many activities in community locations. The staff of the Council is assigned only duties related to the MSILC.

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.

The Maryland SILC is currently in compliance with statutory composition, voting member and term limit requirements.

The MSILC Infrastructure Committee will periodically review the current membership to ensure that all composition requirements are met and that all appointments are current. The MSILC shall, on an ongoing basis, release a call for applicants to determine interest in membership on the MSILC. The Infrastructure Committee shall categorize and cross reference applicants in relation to the present MSILC composition to determine in what area the MSILC needs to strengthen its representation. Interviews are conducted by the Committee. The full Council then votes to forward the individual's name and biographical information to the Governor's Office for consideration for appointment.

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 Executive Committee of the MSILC hires and assesses the job performance of the MSILC staff.

- 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.

The MSILC staff is employed by and assigned duties only related to the Maryland Statewide Independent Living Council.

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.

Each CIL hires qualified staff and provides on-site and external training to staff members. In the event DORS provides a state-funded grant to a non-CIL service provider for IL AT services, the RFP process and MOU will assure that personnel providing the IL AT services are specialists in their field.

- 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 (DORS) provides information to all consumers in requested alternate formats as a matter of policy; interpreter and translation services are available through approved providers/state contract, respectively.

All CILs/ILAT service providers make available information to consumers in the format most comfortable to the individual, and utilize interpreter and translation services as needed. These services are prominently advertised on outreach materials and are expressed to consumers as they request 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.

Comprehensive staff development is coordinated by the Staff Specialist, Human Resource Development and provided to all DSE (DORS) staff focusing on impact of disability and assistive technology.

CIL staff receive both formal and on-the-job training, although no two CILs provide identical training to staff members. All CILs and MSILC staff receive training, at minimum, in the following general areas: independent living philosophy and consumer control, the ADA, Fair Housing Act and other relevant laws, ethics, confidentiality and record keeping. Beyond the basics, CILs choose trainings based on need, availability and financial resources. In the event the

DSE (DORS) provides a grant to a non-CIL service provider for IL AT services, the MOU will include the requirement of appropriate staff development.

- 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 (DORS) makes every effort to hire and promote individuals with disabilities as a matter of policy.

CILs are required to employ a majority of staff who are individuals with disabilities. CILs in Maryland meet this requirement

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.

The DSE (DORS) uses the State of Maryland's Financial Management Information System (FMIS) to track encumbrances and expenditures of IL funds. The DSE follows both federal and State policy concerning procurement of goods and services.

MOUs related to DORS grants for IL services and IL AT services include (1) requirement to abide by state of Maryland procurement policies, (2) reporting of purchases for DORS review and (3) requirement to abide by the federal Education General Administrative Regulations (EDGAR).

Grants management includes at least annual review of the provision of IL and IL AT services as applicable in terms of adherence to the Memorandum of Understanding program and fiscal responsibilities and assurances. In the event there is very serious programmatic or fiscal mismanagement by the grantee, the DSU (DORS) has the obligation and responsibility to advise the grantee of the steps necessary to correct the mismanagement and to evaluate corrective actions by the grantee. In the event the mismanagement is extremely egregious and/or sustained beyond a reasonable correction period, the DSE (DORS) has the responsibility and obligation to terminate or discontinue funding to the grantee. The following options for the Part B/ State IL funds shall be considered by the DSE (DORS) in consultation with the MSILC:

Part B Funds: (1) the DSE (DORS) may explore the possibility of another CIL providing the IL services; (2) Part B funds may be distributed to other CILs that already have Part B grants; adjustments may be made in state funding

so that Centers are held harmless; (3) a new CIL will be established if and when the existing CIL has been terminated and is no longer receiving Part C funds from the US Department of Health

and Human Services (HHS). Establishment of a new CIL shall be in accordance with Section 3 of the SPIL.

State funding for ILAT Services: (1) the DSE (DORS) may provide the IL AT services directly through agency staff; (2) the DSE (DORS) may explore the possibility of another CIL providing the IL AT services or acting as fiscal agent for the grantee; (3) the DSE (DORS) may consider a competitive process to identify a private non-profit entity in the disability field to provide the ILAT services through one-year grants.

6.3 Recordkeeping, Access and Reporting

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

The DSE (DORS) and CILs maintain all required financial records consistent with 34 CFR 364.35. In the event DORS grants state funds to a non-CIL service provider for ILAT services, DORS would assure maintenance of required records as established in the MOU. DORS reviews service provider financial records during annual reviews.

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

The DSE (DORS) files the required 425 reports and, with the MSILC, the annual 704 and 704B reports as required by law.

- 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 DSE (DORS) undergoes an annual single state audit, a legislative audit every three years, HHS monitoring, and a periodic review by the Maryland State Department of Education Audit Branch.

DORS grantees are required, as stated in the grant MOU, to have an annual financial report or annual audit conducted, and submit the report and any resulting management letter(s) to DORS.

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.

CILs provide Independent Living Services to individuals with disabilities as defined by the Rehabilitation Act, as amended, and as specified in grant memoranda of understanding with DORS. In the event DORS grants state funds for ILAT services to a non-CIL service provider, the MOU will stipulate determination of eligibility as defined in 34 CFR 364.4(b).

- 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.

Information about DSE (DORS) services, is available to the public through the Divisions comprehensive website dors@maryland.gov and through an array of public information available at DORS offices statewide and through request of DORS staff at over 20 locations throughout the state.

All CILs have websites that provide information about IL services and also give links to other programs and services. The SILC has developed an accessible website consistent providing similar services. Additionally, service providers promote the programs through brochures, fact sheets and other informational handouts. In the event DORS grants state funds to a non-CIL service provider for ILAT services, DORS will assure through the MOU that the service provider is able to provide information about IL resources and make appropriate referrals.

- 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.

Eligibility for IL services is described in CIL policies and procedures and is consistent with requirements in the Rehabilitation Act, as amended. In the event DORS grants state funds to a non-CIL service provider for IL AT services, the MOU between the DSE (DORS) and the grantee spells out eligibility requirements.

- 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.

Policy of the Division of Rehabilitation Services, RSM I, Section 300 affirms that DORS does not discriminate in provision of services. Each CIL has a non-discrimination policy as well as a statement to that effect on the application for services. In the event DORS grants state funds to a non-CIL service provider for ILAT services, the MOU shall assure that the service provider has appropriate non-discrimination policies and practices in place.

- 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.

Policy of the Division of Rehabilitation Services, RSM I, Section 300 affirms that DORS provides services to individuals who are present in the state,

Each CIL has a policy that it will provide services to qualified individuals who are present in the state, consistent with Federal law and regulation. In the event DORS grants state funds to a non-CIL service provider for ILAT services, the MOU shall assure that the service provider offers services to eligible

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.

Each CIL works with eligible individuals to determine a course of action that either includes an Independent Living Plan or a Waiver of such plan. The consumer service record includes documentation of services provided, with or without an Independent Living Plan. In the event DORS grants state funds to a non-CIL service provider, the MOU shall include the requirement to develop an IL plan consistent with Section 364.52 unless the eligible individual waives the IL plan.

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.

By Policy at RSM II, Section 405, Application, all applicants for DORS services, are provided a copy of the Client Assistance Program (CAP) brochure in the requested format of the applicant.

It is also the policy of each of the CILs that CAP information is provided in the requested format and consumers sign off on the receipt of that information. In the event DORS grants state funds to a non-CIL service provider, the MOU shall stipulate that the service provider advise applicants and eligible individuals about the availability of CAP, its purposes and contact information for CAP.

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 DSE (DORS) protects the personal information of all applicants and eligible individuals as described in DORS Policy, RSM II, Section 200, Confidentiality, and COMAR 13A.11.06, Records of Services.

All CILs take the appropriate precautions to protect the personal information of consumers. These measures are reflected in the policies and procedures of each Center. In the event DORS grants state funds for IL AT services to a non-CIL service provider, the MOU shall stipulate the requirement to maintain confidentiality of all personal information, consistent with 34 CFR 364.56(a).

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>Goal 1: The Maryland IL system operates with a strong infrastructure</p> <p>Goal 2: People with disabilities receive the information and services they need</p> <p>Goal 3: The IL Partners promote systems change to maximize the independence, pro</p>	<p>Submit an Annual 704 Report to HHS in conjunction with DORS.</p> <p>MSILC and IL AT service providers, as applicable, will jointly with DORS prepare information for Part I of the report and submit it to HHS by required submission date.</p>
<p>Goal 1: The Maryland IL system operates with a strong infrastructure</p> <p>Goal 2: People with disabilities receive the information and services they need</p> <p>Goal 3: The IL Partners promote systems change to maximize the independence, pro</p>	<p>The MSILC Outcomes sub-committee monitors progress of the SPIL. It assesses progress on a monthly basis and reports to the Full Council as an agenda item at each Council meeting, and also reports progress to the IL Partners at least annually.</p>
<p>Goal 1: The Maryland IL system operates with a strong infrastructure</p> <p>Goal 2: People with disabilities receive the information and services they need</p>	<p>Annual review of MSILC expenditures. The MSILC staff and executive committee will review the annual statement of MSILC expenditures and will report the results to the full Council and to DORS as required.</p>

Goal 3: The IL Partners promote systems change to maximize the independence, pro	

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