

COMPLIANCE ANALYSIS				
Part I. Verification of Standards and Assurances				
1. Governing Board Sections 725(b)(1)(A) and 725(c)(2) of the Act				
ITEM	REVIEW PROMPT	ANSWERS		COMMENTS
1.a	Number of persons on the governing board.			
1.b	Number of governing board members with significant disabilities.			
1.c	Is the number of board members with significant disabilities over 50 percent?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.d	Is the CIL Board the Principal Decision-Making Body?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.e	The CIL has policies and procedures specifying board members' roles and responsibilities (Recommended Practice)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.f	The CIL has a written process for identifying and recruiting board members.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2. CIL Employees Sections 725(b)(1)(A) and 725(c)(6) of the Act				
ITEM	REVIEW PROMPT	ANSWERS		COMMENTS
2.a	Number of CIL employees.			
2.b	Number of CIL employees with disabilities.			
2.c	Number of decision-making positions.			
2.d	Number of people with disabilities in decision-making positions.			
2.e.	Are more than 50 percent of staff positions filled by individuals with disabilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

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2.f.	Are 50% or more of decision-making positions filled by individuals with disabilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3. Self-help and Self-advocacy Sections 725(b)(1)(B) of the Act				
ITEM	REVIEW PROMPT	ANSWER		COMMENTS
3.a	Does CIL promotes self-help and self-advocacy among individuals with significant disabilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4. Development of Peer Relationships and Peer Role Models Section 725(b)(1)(C)				
ITEM	REVIEW PROMPT	ANSWER		COMMENTS
4.a	Does the CIL promotes the development of peer relationships and peer role models among individuals with significant disabilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5. Equal Access Section 725(b)(1)(D) of the Rehabilitation Act				
ITEM	REVIEW PROMPT (See Accessibility Checklist)	ANSWER		COMMENTS
5.a	Does the CIL promote equal access for individuals with significant disabilities within their communities , and to all services, programs, activities, resources and facilities, whether public or private, and regardless of funding source? <i>Equal access, for the purposes of this question, means that the same access provided to individuals without disabilities is provided in the center's service area to individuals with significant disabilities.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5.b	To the maximum extent feasible, does the CIL makes available information and services in the native languages of individuals with significant disabilities whose English proficiency is limited and who apply for or receive IL services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5.c	Does the CIL make available in alternate formats, as appropriate, all of its written policies, materials and IL services (e.g., Braille, large print, audio tape, electronic).	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5.d	Is the CIL is physically accessible for individuals with significant disabilities, for example, individuals with mobility disabilities (e.g., signage, doors, bathrooms, parking lots) or individuals with Environmental Illness and Multiple Chemical Sensitivity (e.g., no-fragrance policy or use of "green" cleaners)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

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6. Provision of Services on a Cross Disability Basis Section 725(b)(2) of the Act

ITEM	REVIEW PROMPT	ANSWER		COMMENTS
6.a	Does the CIL provide IL services to eligible individuals with a range of significant disabilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6.b	Does the CIL provide IL services to individuals with range of significant disabilities who are members of populations that are unserved or underserved by programs under Title VII of the Act?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

7. Independent Living Goals Section 725(b)(3) of the Act

ITEM	REVIEW PROMPT (See CIF Checklist)	ANSWER		COMMENTS
7.a	Does the CIL maintains a consumer information files (CIF) for each consumer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7.b	Does the CIL have documentation showing that the individuals are eligible or ineligible for services (only those eligible are served)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7.c	Does the CIL have documentation showing notification to consumers of their right to develop, or waive the development, of an ILP?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7.d	Does the CIL have written Independent Living Plans (ILPs) or written waivers from the consumers stating that ILPs are unnecessary?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7.e	Do the CIL notes indicate the services requested by, and the services provided to, or arranged for, the consumers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7.f	Do the notes indicate the development and achievement of IL goals selected by individuals with significant disabilities who request assistance from the CIL?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7.g	Do the notes indicate the IL goal or objectives were established with the consumer, whether or not in the ILP?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7.h	Do the notes indicate that the consumer believes they have achieved the goals or objectives?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7.i	Does the CIL provide consumers information on the process to express satisfaction or dissatisfaction with the CIL's services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

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7.j	Does the CIL notify the consumer was provided information on the existence of, the availability of, and how to contact the client assistance program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7.k	Does the CIL maintain documentation on the number of ILPs developed by consumers receiving services from the CIL?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7.l	Does the CIL maintain documentation on the number of waivers signed by consumers receiving services from the CIL stating that an ILP is unnecessary?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7.m	Do the ILPs indicate the goals or objectives established, the services to be provided and the anticipated duration of the services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7.n	Do the ILPs indicate the ILP was developed jointly and signed by the appropriate CIL staff member and the individual with a significant disability/legally authorized representative?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7.o	Are ILPs provided in accessible formats, as needed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7.p	Are the ILPs reviewed at least annually to determine whether services should be continued, modified or discontinued and/or whether the individual should be referred to another program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7.q	Does the CIL have written CIF management policies and procedures?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

8. Community Options and Community Capacity Section 725(b)(4), (6), and (c)(10) of the Rehabilitation Act

ITEM	REVIEW PROMPT	ANSWERS		COMMENTS
8.a	Has the CIL performed at least one activity in community advocacy during the reporting year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
8.b	Has the CIL performed at least one activity of technical assistance to the community on making services, programs, activities, resources and facilities in society accessible to individuals with significant disabilities during the reporting year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
8.c	Has the CIL performed at least one activity in public information and education during the reporting year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
8.d	Has the CIL performed aggressive outreach to populations of individuals with significant disabilities that are unserved or underserved by programs under Title VII of the act in the CIL's service area during the reporting year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
8.e	Has the CIL collaborated with service providers, other agencies, and organizations that could assist in improving opportunities for individuals with significant disabilities to avail themselves of	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

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	the services, programs, activities, resources and facilities in the CIL's service area during the reporting year?			
8.f	Has the CIL performed outreach to unserved or underserved populations include minority groups and urban and rural populations during the reporting year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
9. IL Core Services and Other IL Services Section 725(b)(5) of the Rehabilitation Act				
ITEM	REVIEW PROMPT	ANSWER		COMMENTS
9.a	Does the CIL provide information and referral services in accessible formats to all individuals who request this type of assistance from the CIL?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
9.b	During the reporting year, did the CIL provide independent Living Skills Training?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
9.c	During the reporting year, did the CIL provide Individual and System Advocacy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
9.d	During the reporting year, did the CIL provide services that facilitate the transition of individuals with significant disabilities from nursing homes and other institutions to home and community-based residences, with the requisite supports and services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
9.e	During the reporting year, did the CIL provide services that provide assistance to individuals with significant disabilities who are at risk of entering institutions so that the individuals may remain in the community?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
9.f	During the reporting year, did the CIL provide services that facilitate the transition of youth who are individuals with significant disabilities, who were eligible for IEPs, and who have completed their secondary education or otherwise left school, to postsecondary life?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
9.g	During the reporting year, did the CIL provide a combination, as appropriate, of any two or more of the IL services defined in Section 7(18)(B) of the Act?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
10. Resource Development Section 725(b)(7) of the Rehabilitation Act				
ITEM	REVIEW PROMPT	ANSWER		COMMENTS
10.a	During the reporting year, did the CIL conduct resource development activities to obtain funding from sources other than Part C, Chapter 1, Title VII, of the Act?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
11. Program and Financial Planning Objectives				

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ITEM	REVIEW PROMPT	ANSWER		COMMENTS
11.a	Does the CIL have an established annual and three-year program and financial planning objectives?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
11.b	Do the objectives include the CIL's goals and mission?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
11.c	Does the CIL have a current work plan for achieving the goals or mission and has included specific activities to meet the requirements in the standards and assurances?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
11.d	Does the CIL's work plan include specific services, priorities and types of services to be provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
11.e	Are the CIL's work plan and objectives consistent with the current SPIL?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
11.f	Does the CIL's work plan includes objectives and goals for obtaining or increasing non-Title VII funding? (Recommended Practice)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
11.g	Does the CIL's work plan work plan addresses board, staff and/or volunteers training? (Recommended Practice)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

12. PPR Accuracy and Documentation Section 725(b)(c) of the Rehabilitation Act

ITEM	REVIEW PROMPT	ANSWER		COMMENTS
12.a	Has the CIL implemented internal controls and procedures (including training and quality assurance) to ensure CIL PPR accuracy and documentation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
12.b	Does a review of CIL data provides support for the accuracy of the most recent CIL PPR?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
12.c	Did the CIL submit to the SILC a copy of its most recent CIL PPR?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

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Part II. Verification of Organization and Administration of the CIL

1. Organizational and Personnel Practices Sections 704(m)(2) and 725(c)(5) of the Rehabilitation Act

ITEM	REVIEW PROMPT	ANSWERS	COMMENTS
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1.a	Does the CIL use sound organizational and personnel assignment practices (including organizational chart indicating lines of authority, job descriptions, and performance appraisals)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.b	Does the CIL have a policy addressing affirmative actions to employ and advance in employment qualified individuals with significant disabilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.c	Does the CIL have personnel policies addressing such areas as wage and salary, fringe benefits, vacation and sick leave, extended absences from the work place, etc.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2. Staff Development and Training Section 725(c)(11) of the Rehabilitation Act				
ITEM	REVIEW PROMPT (See Personnel Checklist)	ANSWERS		COMMENTS
2.a	Does the CIL include personnel who are specialists in the development and provision of IL services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.b	Does the CIL provide new staff training and continued staff development opportunities directed at improving the skills in the provision of IL services, including knowledge of and practice in the IL philosophy and cross-disability awareness training?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.c	Does the CIL staff receive training on how to serve unserved and underserved populations, including minority groups and urban and rural populations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.d	Does the CIL have a new governing board member training and development program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3. Conflict of Interest				
ITEM	REVIEW PROMPT	ANSWERS		COMMENTS
3.a	Does the CIL have policies that safeguard against a person (employee, board member, volunteer) from participating in an administrative decision regarding business of the CIL if the decision is likely to benefit that person or a member of his or her immediate family and that person is a public official or has a family or business relationship with the CIL?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.b	Does the CIL have policies that safeguard against any person using his or her position for a purpose that is, or gives the appearance of being, motivated by a desire for a private financial gain for that person or for others?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4. Confidentiality				
ITEM	REVIEW PROMPT	ANSWERS		COMMENTS
4.a	Has the CIL has adopted and implemented policies and procedures to safeguard the confidentiality of all personal information, including photographs, publicity releases and lists of names that comply with federal requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

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4.b	Has the CIL has adopted and implemented policies and procedures to protect current and stored personal information?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4.c	Has the CIL adopted and implemented policies and procedures to inform IL applicants or consumers, authorized representatives, service providers and others, as appropriate, about the confidentiality of personal information and the conditions for gaining access to and releasing this information?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4.d	Does the CIL use meeting space that ensures that consumers' confidentiality is protected when meeting with staff?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5. Drug Free Workplace				
ITEM	REVIEW PROMPT	ANSWERS		COMMENTS
5.a	Does the CIL have a drug-free workplace policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5.b	Are employees informed of a drug-free workplace policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6. Nondiscrimination				
ITEM	REVIEW PROMPT	ANSWERS		COMMENTS
6.a	Is there evidence to suggest the CIL denies services to persons on the basis of their race, color, national origin, sex, age or the existence of a disability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7. Prohibition Against Lobbying				
ITEM	REVIEW PROMPT	ANSWERS		COMMENTS
7.a	Is there evidence to suggest the CIL uses federal funds to influence or attempt to influence any federal agency or Congress through lobbying activities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7.b	Does the CIL have written policies and procedures that prevent the use of federal funds to influence or attempt to influence any federal agency or Congress through lobbying activities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	