

6/18/2010

**SPIIL Revision Instrument 11.0 10-06  
10/20/2006**

**State: MARYLAND**

# **STATE PLAN FOR INDEPENDENT LIVING (SPIIL)**

## **Chapter 1, Title VII of the Rehabilitation Act of 1973, as Amended**

### **STATE INDEPENDENT LIVING SERVICES (SILS) PROGRAM**

#### **PART B**

#### **Centers for Independent Living (CIL) Program**

#### **Part C**

#### **FISCAL YEARS 2011 - 2013**

**Effective Date: October 1, 2010**

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## **PART I: Assurances**

State of: Maryland

### **Section 1: Legal Basis and Certifications**

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 is the Maryland State Department of Education, Division of Rehabilitation Services (insert name of DSU). *34 CFR 76.104(a)(1) and (2); 34 CFR 364.22(a)*

- 1.1 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 is N/A (insert name of separate State agency). Indicate N/A if not applicable. *34 CFR 76.104(a)(1) and (2); 34 CFR 364.20(d) and 364.22(c)*
- 1.2 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 is the Maryland Statewide Independent Living Council (insert name of SILC). *34 CFR 364.21(a)*
- 1.3 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. *34 CFR 76.104(a)(7); 34 CFR 364.20(c) and (d)*
- 1.4 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. *34 CFR 76.104; 34 CFR 80.11(c)*
- 1.5 The SPIL is the basis for State operation and administration of the program. All provisions of the SPIL plan are consistent with State law. *34 CFR 76.104(a)(4) and (8)*
- 1.6 The representative(s) of the DSU and, if applicable, of the separate State agency authorized to provide VR services to individuals who are blind, who has/have 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/are: Robert A. Burns (Name of DSU director) and N/A (Name of separate State agency director). *34 CFR 76.104(a)(5) and (6)*

## 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:
- (A) The provision of State independent living services;
  - (B) The development and support of a statewide network of centers for independent living; and
  - (C) 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. *34 CFR 364.20(f)*
- 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. *34 CFR 20(g)(1)*
- 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:
- i. Appropriate and sufficient notice of the public meetings (that is, at least 30 days prior to the public meeting through various media available to the general public, such as newspapers and public service announcements, and through specific contacts with appropriate constituency groups and organizations identified by the DSU and SILC);
  - ii. 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
  - iii. 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. *34 CFR 364.20(g)(2)*
- 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. *34 CFR 364.20(h)*
- 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. *34 CFR 364.28*

- 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. *34 CFR 364.20(e)*

### **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. *34 CFR 364.43(b)*
- 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. *34 CFR 364.43(c)*
- 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:
- (a) The availability of the CAP authorized by section 112 of the Act;
  - (b) The purposes of the services provided under the CAP; and
  - (c) How to contact the CAP. *34 CFR 364.30*
- 3.4 Participating service providers meet all applicable State licensure or certification requirements. *34 CFR 365.31(c)*

### **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*. *34 CFR 364.40(a), (b) and (c)*
- 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. *34 CFR 364.41(a)*
- 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. *34 CFR 364.41(b)*

## **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. 34 CFR 364.23(a)
- 5.2 To the maximum extent feasible, a service provider makes available 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 who apply for or receive IL services under title VII of the Act 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. 34 CFR 364.23(b)
- 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. 34 CFR 364.24
- 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. 34 CFR 364.31

## **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. 34 CFR 364.34

## **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:
  - a) The amount and disposition by the recipient of that financial assistance;
  - b) The total cost of the project or undertaking in connection with which the financial assistance is given or used;

- c) The amount of that portion of the cost of the project or undertaking supplied by other sources;
- d) Compliance with the requirements of chapter 1 of title VII of the Act and Part 364 of the regulations; and
- e) Other information that the Commissioner determines to be appropriate to facilitate an effective audit. 34 CFR 364.35(a) and (b)

7.2 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 with respect to the records that are required by 34 CFR 364.35 and .36

7.3 All recipients of financial assistance under parts B and C of chapter 1 and chapter 2 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. 34 CFR 364.37

## **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). 34 CFR 364.56(a)

## **Section 9: Signatures**

After having carefully reviewed all of the assurance in sections 1 – 8 of this SPIL, the undersigned hereby affirm that the State of \_\_Maryland\_\_ is in compliance and will remain in compliance with the aforementioned assurances during the three-year period of this SPIL.

The effective date of this SPIL is:

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SIGNATURE OF SILC CHAIRPERSON

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DATE

David C. Sharp; Signed 6/13/10  
NAME OF SILC CHAIRPERSON

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SIGNATURE OF DSU DIRECTOR

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DATE

Suzanne R. Page, Assistant Superintendent in Rehabilitation Services; Signed 6/18/10  
NAME AND TITLE OF DSU DIRECTOR

N/A  
\_\_\_\_\_  
SIGNATURE OF DIRECTOR OF THE SEPARATE STATE AGENCY FOR  
INDIVIDUALS WHO ARE BLIND DATE

N/A  
\_\_\_\_\_  
NAME AND TITLE OF THE DIRECTOR OF THE SEPARATE STATE AGENCY FOR  
INDIVIDUALS WHO ARE BLIND



## **Part II: Narrative**

State of: Maryland

### **Section 1: Goals, Objectives and Activities**

#### **1.1 Goals and Mission – 34 CFR 364.42(b)(1)**

1.1A 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.

**Vision:** The vision for IL in Maryland is for people with disabilities to have information, choices and control over the supports and services in their lives so they can participate fully in all aspects of society.

**Mission:** The mission of Maryland's Independent Living programs and services is to maximize the independence and productivity of people with disabilities and promote meaningful integration into the community. All programs and services have, at their core, the ideals of consumer control and the independent living philosophy. Through systems advocacy, the Maryland IL Partners, including the Statewide Independent Living Council, the Division of Rehabilitation Services and the network of Centers for Independent Living, are creating a system of services based on the concept of consumer direction and choice. Consumer choice is provided when there is a range of service options to meet the diverse needs of consumers. Consumer control must go beyond the range of services and include opportunities for consumers to decide when and where services will be provided, and how and by whom tasks will be performed. The MSILC, in its mission, will follow the principles of the Americans with Disabilities Act, as amended, in that it will promote programs that provide opportunity, meaningful participation, independence, financial security and other safeguards. People with disabilities should have the opportunity to participate in their Maryland communities in ways that are equivalent to their peers.

**Goal 1: The Maryland IL system operates effectively and efficiently.**

**Goal description:** This goal builds on the progress the Maryland Statewide Independent Living Council has made over the past 2 years when the DSU discontinued a grant to a non-profit supporting the SILC for non-performance. The SILC has made remarkable strides in terms of membership, meetings, organizational structure and statutory responsibilities with the leadership of the SILC Administrative Officer and an effective and capable executive committee. While the SILC struggled early in the 3-year term of the most recent SPIL, there were also concerns with Maryland's CIL network. The largest and oldest CIL in Maryland relinquished its RSA grant in November 2009, leaving 5 large jurisdictions unserved. Two Centers were designated by the DSU as at high risk at certain times over the 3 year period, related to fiscal and program management. Turnover in leadership and challenges in maintaining board membership and roles continue. While many effective Center services and

practices have been observed, it is clear that these Centers need support, technical assistance and training to operate effectively. This Goal and its activities seek to address this need. Resources for this goal will be in the SILC budget.

**Goal 2: People with disabilities receive the services they need from the IL system, including services provided by Centers for Independent Living and those provided by DORS (State Independent Living Services).**

**Goal Description.** Consistent with a philosophy of continuous improvement, the IL service delivery system in Maryland will focus on expanding service delivery to more individuals with disabilities, including unserved and underserved populations. Public information and outreach tools and strategies should be enhanced. Resources for this goal will be in the SILC budget, CIL Part C and CIL ARRA Part C funding, and the ILOB funding (Objective 7).

**Goal 3: The IL Partners promote systems change to maximize the independence, productivity, and community integration of people with disabilities.**

**Goal Description.** In order to make significant strides in independent living where necessary, addressing systemic issues is critical. The IL Partners intend to carry this out in a targeted and structured manner. As the Maryland IL system is stabilized through Goals 1 and 2, it is expected that IL partners will be able to enhance participation with various entities to address systemic barriers to Independent Living. Resources for this goal will be in the SILC budget and CIL Part C and CIL ARRA Part C funding.

## 1.2 Objectives

### 1.2A Objectives and Timeframes

**Goal 1: The Maryland IL system operates effectively and efficiently.**

Throughout goals, objectives and activities, and as noted in the mission statement above, Maryland IL Partners includes the Maryland Statewide Independent Living Council, the Maryland Division of Rehabilitation Services, and the network of Centers for Independent Living in Maryland.

Objective #1: Maryland IL Partners will be knowledgeable and skilled in promotion of the IL philosophy and the delivery of IL services.

Activity 1: The SILC will arrange, facilitate and offer statewide CIL staff and board training in program, nonprofit, and financial management in each year, through annual activities by September 30, 2013.

**Measure: Training agenda and list of attendees will confirm provision of annual training.**

Activity 2: IL Partners will provide information, guidance, and peer support to new CIL grantees in the development and implementation of Maryland's new CILs by September 30, 2011.

**Measure: Evidence of record will confirm meetings with and provision of information and support to new Centers.**

Activity 3: The SILC will arrange, facilitate and fund ongoing training and technical assistance to the IL partners through an annual conference for the Centers for Independent Living through September 30, 2013.

**Measure: Training agenda and list of attendees will confirm annual CIL conference.**

Objective #2: Maryland IL Partners will establish quality standards for the IL system.

Activity 1: IL Partners will explore and develop model ethical guidelines/practices by September 30, 2011.

**Measure: Draft Ethical Guidelines/Practices will be completed by September 30, 2011.**

Activity 2: IL Partners will plan and conduct training on ethical guidelines and practices for all IL Partner staff and members by September 30, 2011.

**Measure: Agenda and list of attendees will confirm provision of training on ethical guidelines and practices.**

Activity 3: IL Partners will arrange and facilitate training on the RSA-704 data elements by September 30, 2012.

**Measure: Agenda and list of attendees will confirm provision of training on RSA-704 by September 30, 2012.**

Activity 4: IL Partners will develop standard definitions and RSA-704 data collection procedures by September 30, 2012.

**Measure: A document including standard definitions and RSA-704 data collection procedures will be completed by September 30, 2012.**

Objective #3: Maryland IL Partners will design and implement a statewide quality assurance plan for the IL system.

Activity 1: IL Partners will develop a common/model satisfaction survey and procedures through regular and ongoing meetings by September 30,

2011.

**Measure: A common/model satisfaction survey and procedures will be provided to IL Partners by September 30, 2011.**

Activity 2: IL Partners will develop common/model consumer service record review tool and procedures by September 30, 2012.

**Measure: A common/model consumer service record review tool and written procedures will be provided to IL Partners by September 30, 2012.**

Activity 3: The SILC shall develop and implement a method for the SILC's review of progress on established SPIL goals and objectives by April 30, 2011.

**Measure: A written protocol, including time frames, for SILC review of progress on SPIL goals and Objectives will be provided to all SILC members by April 30, 2011.**

Activity 4: The SILC will arrange, facilitate and fund an annual IL Partner retreat to review progress on SPIL goals and objectives, identify barriers, and develop solutions through September 30, 2013.

**Measure: An agenda, list of attendees and written proceeds of the meeting will confirm conduct of an IL Partner retreat annually through 2013.**

Activity 5: IL Partners will design and complete a statewide IL needs assessment to support the development of the next SPIL by September 30, 2012.

**Measure: A written design for an IL needs assessment will be completed by December 31, 2011; a report of the Needs Assessment findings will be provided to SILC members by September 30, 2012.**

Objective #4: The SILC will explore options and develop an acceptable plan for its organizational structure and staff support, including organization as a nonprofit entity.

Activity 1: The SILC will continue to strengthen its organizational, operational, and fiscal responsibilities in each year through September 30, 2013.

**Measures: Training agendas and list of attendees will demonstrate participation in skills development. Scheduled SILC meeting participation will meet quorum requirements.**

**Membership will continue to reflect statutory requirements. RSA and DSU monitoring, and independent audits, will demonstrate an increase in managerial performance.**

Activity 2: The SILC will research SILC organizational structure and staff support operating in other states, and identify strengths, concerns, and needs associated with various models, by September 30, 2013.

**Measure: Meeting minutes will confirm research activities.**

Activity 3: The SILC shall arrange and facilitate SILC training related to the strengths and resources necessary to transition to an alternate organizational structure, including as a nonprofit organization by September 30, 2013.

**Measure: Training agenda and list of attendees will confirm completion of training.**

**Goal 2: People with disabilities receive the services they need from the IL system, including services provided by Centers for Independent Living and those provided by DORS (State Independent Living Services).**

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.

Activity 1: The SILC shall design and implement an accessible website for the Statewide Independent Living Council that provides quality information to the public by September 30, 2011.

**Measure: Meeting minutes will confirm website design efforts. SILC website will be operational and accessible by September 30, 2011.**

Activity 2: IL partners will develop processes and resources to enhance existing websites of all the IL Partners, with a focus on quality of information and accessibility by September 30, 2011.

**Measure: Meeting minutes will confirm review and recommendations regarding IL partner websites by September 30, 2011. Written plan will delineate additional actions agreed upon by IL partners.**

Activity 3: The Division of Rehabilitation Services will arrange and facilitate training regarding accessibility of public information, including electronic formats by September 30, 2011.

**Measure: Agenda and list of attendees will confirm topic and delivery of training by September 30, 2011.**

Activity 4: IL Partners will explore and develop strategies to utilize social media as an IL information and outreach tool by September 30, 2012.

**Measure: Meeting minutes will confirm exploration of social media strategies. Social media presence implemented as appropriate by September 30, 2012.**

Activity 5: IL Partners will develop a process to enhance brochures and other forms of public information provided by all of the IL Partners by September 30, 2012.

**Measure: Meeting minutes will confirm review of IL Partner brochures and other public information tools. Written plan will delineate additional actions agreed upon by IL partners by September 30, 2012.**

Activity 6: IL Partners will develop a process to enhance and facilitate, within the IL system, the availability of public information in alternate formats, including Spanish and other foreign languages as appropriate, by September 30, 2012.

**Measure: Meeting minutes will confirm review of IL Partner public information accessibility. Written plan will delineate additional actions agreed upon by IL partners by September 30, 2012.**

Objective #2: The 704 data will reflect an increase in the overall number of people with disabilities participating in the IL service delivery system.

Activity 1: All IL Partners will conduct outreach to various geographic areas and populations, in order to increase overall participation in the IL system annually through September 30, 2013.

**Measure: Meeting minutes and list of attendees will confirm outreach activities conducted. 704 reports will confirm increased participation in IL system.**

Objective #3: The 704 data will reflect the racial and ethnic diversity of the communities that each CIL serves.

Activity 1: IL Partners will study the racial makeup of each CIL geographic area using US Census Data, and other reliable sources, by September 30, 2011.

**Measure: Meeting minutes will confirm information researched.**

Activity 2: IL Partners will develop and implement a coordinated statewide outreach and support plan to increase participation and engagement of minorities and individuals with limited English proficiency by September 30, 2012.

**Measure: Meeting minutes, written plan, and list of attendees at outreach events will confirm efforts by September 30, 2012. 704 report will confirm increased participation by minorities by September 30, 2013.**

Objective #4: The 704 data will reflect an increase in IL services to other identified underserved populations, specifically youth and transition age individuals, Veterans, and individuals transitioning from nursing facilities.

Activity 1: IL Partners will develop and implement a coordinated statewide outreach and support plan to increase participation of the following groups: youth and transition age individuals, Veterans, and individuals transitioning from nursing facilities by September 30, 2012.

**Measure: Meeting minutes, written plan, and list of attendees at outreach events will confirm efforts by September 30, 2012. 704 report will confirm increased participation of transition age individuals, Veterans, and individuals transitioning from nursing facilities September 30, 2013. The number of individuals successfully transitioning from nursing facilities with the assistance of CILs will show an increase.**

Objective #5: The IL service delivery system will be adequately funded in order to address the IL service needs of the individuals it serves.

Activity 1: CILs will pursue grants and other revenue sources in support of its mission annually through September 30, 2013.

**Measures: Meeting minutes will confirm grant application efforts and awards. 704 reports will confirm increased revenue from additional sources.**

Objective #6: An increased number of individuals will receive the assistive technology they need in order to live independently.

Activity 1: CILs will increase community awareness of IL-AT grant funding and purpose through targeted outreach activities annually through

September 30, 2013.

**Measure: Meeting minutes and list of attendees will confirm outreach plans and efforts. IL-AT funds will be fully expended annually through September 30, 2013.**

Activity 2: CILs will develop innovative practices, and relationships with local funding sources, in order to increase the capacity of the IL-AT program in each year, through September 30, 2013.

**Measure: The number of individuals served through the IL-AT grant programs will show an increase by September 30, 2013. Meeting minutes will confirm innovative practices and local relationships.**

Objective #7: Increase the number of eligible older blind individuals served under ILOB by providing comprehensive independent living skills training and services. Outreach, training and peer support will provide seniors with the tools they need to successfully manage vision loss.

Activity 1: The ILOB program will collaborate with and provide outreach to advocacy groups, CRP's, Dept. of Aging, healthcare providers and other service agencies to ensure that we serve the targeted underserved populations.

**Measure: Quarterly reports will reflect at least 20 presentations to community providers, nursing home staff, healthcare providers, and service agencies annually through September 30, 2013.**

Activity 2: Provide intensive group training to eligible older blind individuals in a format that will allow for individualized instruction as well as peer support networking opportunities.

**Measure: Quarterly reports will reflect at least four (4) full-day Life Enhancement Workshops throughout the state designed to bring the training opportunities available through the Chapter 2 Program into rural communities with particular attention to underserved localities.**

Activity 3: Provide rehabilitation teaching and/or therapy intervention to increase the individuals' functional independence through environmental modifications, adaptive equipment, and self-care training. In addition, make referrals to appropriate professional / community resources when necessary.



**Measure: The number of individuals served through the ILOB program will show and increase by September 30, 2013. The annual 7OB report will show evidence of the increase.**

**Goal 3: The IL Partners promote systems change to maximize the independence, productivity, and community integration of people with disabilities.**

Objective #1: The IL Partners will be knowledgeable about the barriers to independent living for persons with disabilities.

Activity 1: The SILC will seek public participation and input during regularly scheduled SILC meetings regarding the IL needs of persons with disabilities in each year, through September 30, 2013.

**Measures: Public announcements and meeting minutes will show that public participation was encouraged. Meeting minutes will reflect an increase in public comment during SILC meetings.**

Activity 2: CIL representatives will regularly report their experiences with systemic barriers to independent living for discussion at SILC meetings in each year, through September 30, 2013)

**Measures: Meeting minutes will reflect identification of systemic barriers to independent living at a minimum of once a year through September 30, 2013.**

Activity 3: IL Partners will design and conduct a formal assessment of the barriers to independent living for Marylanders with disabilities, by September 30, 2012.

**Measure: Written assessment tool designed. Report detailing assessment results completed by September 30, 2012.**

Objective #2: IL partners work in collaboration with key stakeholders, decision makers, and other appropriate entities to reduce barriers to IL.

Activity 1: At quarterly meetings, IL Partners will identify and prioritize systemic barriers and develop strategies to reduce barriers in each year, through September 30, 2013.

**Measures: Meeting minutes will reflect identification and prioritization of systemic barriers and strategies by September 30, 2013. 704 report will reflect systemic advocacy efforts.**

Activity 2: The SILC will develop and submit an annual report to the Governor's office, and other appropriate entities that conveys the systemic barriers

to IL, and the potential solutions in each year, through September 30, 2013.

**Measures: Written annual report will reflect systemic barriers and solutions, and annual cover letter to the Governor's office will be mailed, through September 30, 2013.**

Activity 3: IL Partners will arrange and facilitate an IL awareness day to educate state leaders on the IL philosophy and goals. In each year, through September 30, 2013.

**Measures: Meeting minutes will reflect planning and execution of IL awareness day. Agenda and list of attendees will confirm participation of state leaders.**

Activity 4: IL Partners will develop and implement a coordinated plan to target involvement of the IL partners in state and local committees, coalitions, and workgroups addressing major barriers identified: non-institutionalized long-term care, community-based services (along with Aging and Disability Resource Centers), housing, transportation, and nursing facility transition by September 30, 2012.

**Measures: Meeting minutes and 704 reports will confirm increased IL partner participation in stakeholder committees and workgroups in the areas of non-institutionalized long-term care, community-based services, housing, transportation, and nursing facility transition by September 30, 2013. Master list of involvement will be developed and maintained, and a written plan will confirm targets by September 30, 2012.**

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. This section of the SPIL must:

- 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. Minorities with Limited English Proficiency – The main thread that binds the various cultures that exist in Maryland is that there is a large population of people who have Limited English Proficiency. Particular emphasis will be placed on the Hispanic population.
2. People in Institutions (such as Nursing Homes, State Residential Centers

and Rehabilitation Facilities) – This continues to be a focus for all Centers.

3. Youth with disabilities – All CILs report a need to increase services to youth, particularly those transitioning from secondary education to post-secondary education and/or jobs.
  4. Veterans with disabilities – Several CIL directors have identified services to returning Veterans as a need in their area.
- Identify the geographic areas (i.e., communities) in which the targeted populations reside; and
  - Describe how the needs of individuals with significant disabilities from minority group backgrounds will be addressed.

Geographic areas in which targeted populations reside:

- Limited English Proficiency – throughout Maryland
- People in Institutions – throughout Maryland
- Youth with Disabilities – throughout Maryland
- Veterans with Disabilities – throughout Maryland; particularly noted as a need in Montgomery County, Prince George’s County, Frederick County, Carroll County, Harford County, Baltimore County and Baltimore City.

How needs will be addressed:

- a. We will seek to identify and collaborate with organizations that are comprised of and run by individuals in 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. We will explore joint CIL funding of an IL specialist with knowledge and experience in the Hispanic community to help CILs provide culturally sensitive materials and services.
- c. 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.
- d. Consistent with goal 3, objective 2, activity 4, we will address needs of individuals with disabilities in nursing facilities through local CIL initiatives and through collaboration with Aging and Disability Resource Centers.

### 1.3 Financial Plan – 34 CFR 364.42(a)(2) and (3); 34 CFR 364.29

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. The first column in each of the tables lists the potential SPIL funding sources. The four other

columns represent the potential uses of funds. For each funding source, provide estimated dollar amounts anticipated for the applicable uses. 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

	<b>SILC Resource Plan</b>	<b>IL Services</b>	<b>General CIL Operations</b>	<b>Other SPIL Activities</b>
<b>Title VII Funds</b>				
Chapter 1, Part B	\$89,494	\$26,907	\$203,500	
Chapter 1, Part C			\$1,200,011	
Chapter 2, Individuals Who are Older Blind		\$637,405		
<b>Other Federal Funds</b>				
Sec. 101(a)(18) of the Act (Innovation & Expansion)				
Other				
ARRA Pt. C			\$380,186	
<b>Non-Federal Funds</b>				
State Funds		*\$470,210	*\$321,727	
Other				

#### YEAR 2

	<b>SILC Resource Plan</b>	<b>IL Services</b>	<b>General CIL Operations</b>	<b>Other SPIL Activities</b>
<b>Title VII Funds</b>				
Chapter 1, Part B	\$89,494	\$26,907	\$203,500	
Chapter 1, Part C			\$1,200,011	
Chapter 2, Individuals Who are Older Blind		\$637,405		
<b>Other Federal Funds</b>				
Sec. 101(a)(18) of the Act (Innovation & Expansion)				
Other				
ARRA Pt. C			\$410,446	
<b>Non-Federal Funds</b>				
State Funds		*\$470,210	*\$321,727	
Other				

**YEAR 3**

	<b>SILC Resource Plan</b>	<b>IL Services</b>	<b>General CIL Operations</b>	<b>Other SPIL Activities</b>
<b>Title VII Funds</b>				
Chapter 1, Part B	\$89,494	\$26,907	\$203,500	
Chapter 1, Part C			\$1,200,011	
Chapter 2, Individuals Who are Older Blind		\$637,405		
<b>Other Federal Funds</b>				
Sec. 101(a)(18) of the Act (Innovation & Expansion)				
Other				
ARRA Pt. C			\$158,517	
<b>Non-Federal Funds</b>				
State Funds		*\$470,210	*\$321,727	
Other				

### 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.

Part B funds will be used to support:

- The activities of the SILC (Objectives 1, 2, 4 and 5)
- Provision of independent living services by CILs (Objectives 3, 4 & 5)

ARRA Part C funds indicated above are from each CIL's related form 524 for applicable years of the SPIL. Part C funds, including ARRA Part C will be used to support:

- Provision of independent living services by CILs (Objectives 3, 4 & 5), including provision of services to underserved populations and areas.

Chapter 2 (Older Blind) – These will be used to provide services as outlined in Goal 2, Objective 7.

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 DSU (DORS) provides \$89,494 annually in funding to the Statewide Independent

Living Council, which includes the salary of an Administrative Officer. This funding also includes training, meeting and conference expenses, outreach materials, reasonable accommodations for meetings (e.g., interpreters and CART services), and transportation. This is consistent with Goal 1, Objectives 1, 3 and 4; Goal 2, Objectives 1 – 4; and Goal 3, Objectives 1 and 2.

DORS provides grant funding of \$525,227 annually for IL general operations, core and other independent living services to five Centers and will provide grant funding for IL general operations to the two new Centers in Central Maryland (one CIL for Baltimore City, Baltimore County and Harford County and one for Anne Arundel County and Howard County). This includes outreach and services to underserved populations and geographic areas. This is consistent with Goal 2.

DORS provides grant funding for Independent Living Assistive Technology services to six Centers for Independent Living. It is anticipated that after the first six months of operation of the new Centers for Independent Living in central Maryland, DORS will provide grants to those two centers for provision of Independent Living Assistive Technology Services. In addition, the DSU (DORS) anticipates using State general and IL funds for a total of \$60,000 to directly provide a variety of independent living services in Central Maryland for the first six months of fiscal year 2011. Total for IL AT: \$ 497,117. This is consistent with Goal 2, Objective 6.

On an annual basis, the DSU (DORS) provides \$1,114,721 for the IL program in Maryland. This is coordinate through grants management and business support by the DORS Director of Business Support, the Staff Specialist for Grants, and the DORS Director of the Office of Program & Community Support.

Federal Part C funds and ARRA Part C funds provided by RSA directly to Centers for Independent Living in the amount of \$1,580,197 (SPIL Year 1), \$1,610,457 (SPIL Year 2), and \$1,358,528 (SPIL Year 2) will be used for general operations and to provide services to underserved populations and areas. This is consistent with SPIL Section 3.2A.

ILOB funds in the amount of \$637,405 will be provided to conduct outreach to underserved individuals and to provide comprehensive services, consistent with Goal 2, Objective 7.

*\*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 governor's discretion in a given fiscal year. Therefore the level of funding may vary from year to year.*

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.

DORS provides office and meeting space, computer equipment and technical support, staff development, accounting support, phone, fax, email, office supplies and staff support to the SILC.

The DSU (DORS) anticipates providing SILS in Central Maryland for the first six (6) months of FY 2011. For the remainder of 2011 and through FY 2013, DORS intends to provide grant funding for Independent Living AT services to the two new Centers in Central Maryland. DORS provides State Independent Living Services through the administrative structure of the Office of Field Services and the Office for Blindness and Vision Services. Qualified staff work with individuals with significant disabilities to establish eligibility and provide services under an Independent Living Plan unless waived. DORS Business Support Services provides financial and technical assistance in planning and budget development.

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

N/A

1.4 Compatibility with Title VII and the CIL Work plans – 34 CFR 364.42(c) and (e)

1.4A Title VII. 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 purpose of Chapter 1 of Title VII of the Act (Chapter 1) is to promote a philosophy of independent living, which includes consumer control; peer support; self-help; self-determination; equal access; and individual and system advocacy in order to maximize the leadership; empowerment; independence and productivity of individuals with significant disabilities; and the integration and full inclusion of individuals with significant disabilities into the mainstream of American society.

As stated in the Mission, Maryland's 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 CIL Work Plans. 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 MSILC SPIL Team reviewed CIL Work Plans received from the CILs. In addition, all CIL directors participated in SPIL planning meetings to identify statewide needs, goals and strategies. Many objectives identified in the CIL work plans are and continue to reflect the major barriers individuals with disabilities experience in trying to live in Maryland.

### 1.5 Cooperation, Coordination, and Working Relationships Among Various Entities – 34 CFR 364.26

Describe the steps that will be taken to maximize the cooperation, coordination and working relationships among:

- a) The SILS program, the SILC, and centers; and
- b) The DSU, other State agencies represented on the SILC, other councils that address the needs of specific disability populations and issues, and other public and private entities determined to be appropriate by the SILC.

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

Consistent with Goal 3, Objective 2, Activity 1, the Maryland IL Partners (DORS, SILC and CIL Executive Directors) will meet on a quarterly basis. The SILC will share information about progress in meeting SPIL objectives. Other matters of common interest will be discussed.

The SILC will establish a CIL report at SILC 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 on the SILC through distribution of relevant information through emails and updates at MACIL meetings.

SILC 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
- Maryland State Rehabilitation Council
- Maryland Disability Law Center
- Maryland Department of Labor, Licensing and Regulation
- Maryland Department of Transportation
- Maryland Developmental Disabilities Council
- The ARC of Maryland
- Maryland Department of Disabilities
- Maryland Department of Health and Mental Hygiene
- Maryland Department of Human Resources
- Medicaid Matters: Maryland
- Cross Disability Rights Coalition

### 1.6 Coordination of Services – 34 CFR 364.27

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 SILC administrative officer 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 SILC 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 SILC 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, vocational 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 – 34 CFR 364.28

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 DSU (DORS) administers the Independent Living Older Blind (ILOB) program through the Office for Blindness and Vision Services. While traditionally services have focused on in-home skills and orientation and mobility to enable older individuals with limited vision to maintain ability to accomplish activities or daily living, more recently services have included assessment and provision of an array of assistive technology devices to promote independence.

DORS also provides ILOB services through grants to community providers based on a competitive bid process and establishment of an MOU, which includes services to be provided and reporting requirements.

## Section 2: Scope, Extent and Arrangements of Services

### 2.1 Scope and Extent – 34 CFR 364.42(b)(2)(3); 34 CFR 364.43(b); 34 CFR 364.59(b)

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(1): 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, as follows:			
- Information and referral	X	X	X
- IL skills training	X	X	X
- Peer counseling	X	X	X
- Individual and systems advocacy	X	X	X
Counseling services, including psychological, psychotherapeutic, and related services	X	X	X
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)	X	X	X
Rehabilitation technology	X	X	X
Mobility training	X	X	X
Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services	X	X	X
Personal assistance services, including attendant care and the training of personnel providing such services	X	X	X
Surveys, directories and other activities to identify appropriate housing, recreation, accessible transportation and other support services		X	X

<b>TABLE 2.1A(1): 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>
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	X	X	X
Education and training necessary for living in the community and participating in community activities	X	X	X
Supported living			
Transportation, including referral and assistance for such transportation	X	X	X
Physical rehabilitation	X	X	X
Therapeutic treatment	X	X	X
Provision of needed prostheses and other appliances and devices	X	X	X
Individual and group social and recreational services		X	X
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	X	X	X
Services for children with significant disabilities		X	X
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	X	X	X
Appropriate preventive services to decrease the need of individuals with significant disabilities for similar services in the future	X	X	X
Community awareness programs to enhance the understanding and integration into society of individuals with disabilities	X	X	X

<b>TABLE 2.1A(1): 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>
Other necessary services not inconsistent with the Act	X	X	X

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 anticipates providing State IL Services (SILS) focusing on assistive and access technology directly to consumers in Central Maryland (Baltimore City, Baltimore, Harford, Anne Arundel and Howard Counties) for the first 6 months of fiscal year 2011. Subsequently, DORS will provide IL Assistive Technology grants to the two new CILs in this area (one CIL for Baltimore City, Baltimore County and Harford County, and one CIL for Anne Arundel County and Howard County) for provision of these 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:

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

Independent Living services provided directly by the DSU (DORS) are subject to a financial means test as indicated in Code of Maryland Regulation 13A.11.03.08. Financial participation of the individual/family in the cost of services is based on family income and size and applies to all services except assessment; counseling, guidance and referral; and auxiliary aids or services (reasonable accommodations) required to participate in the program.

IL AT services are provided by CILs through DORS grants. CILs 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.

## 2.2 Arrangements for State-Provided Services – 34 CFR 364.43(d) and (e)

2.2A If the DSU will provide any of these IL services through grants or contractual

arrangements with third parties, describe such arrangements.

The DSU (DORS) provides IL services through annual grants to Centers for Independent Living, including Independence Now, Inc., Resources for Independence, Inc., The Freedom Center, Southern Maryland Center for Independent Living, Inc., and Eastern Shore Center for Independent Living, Inc. Memoranda of Understanding completed each year describe IL services to be provided and quarterly and annual program and financial reporting requirements. DORS conducts annual on-site visits 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 DSU (DORS) will ensure that the determination of an individual's 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 on-site visits of CILs will confirm establishment of eligibility by CIL staff.

### **Section 3: Design for the Statewide Network of Centers**

#### **3.1 Existing Network – 34 CFR 364.25**

3.1A 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 eight CILs.

1. **Independence Now, Inc.**, Prince George's County. Funding: Part C, Part B, and State.
2. **Independence Now, Inc.**, Montgomery County. Funding: Part C, Part B, and State.
3. **Resources for Independence**; Garrett County, Allegany County and Washington County. Funding: Part C, Part B, and State.
4. **Eastern Shore Center for Independent Living**; Dorchester County, Talbot County, Caroline County, Cecil County, Kent County, Queen Anne's County, Somerset County, Wicomico County, and Worcester County. Funding: Part C, Part B, and State.
5. **Southern Maryland Center for Independent Living** (Previously known as

Southern Maryland Center for LIFE); Calvert County, Charles County and St. Mary's County. Funding: Part C, Part B, and State.

6. **The Freedom Center**; Frederick County and Carroll County. Funding: Part C, State.
7. **Independent Marylanders Achieving Growth through Empowerment**; Baltimore city, Baltimore County and Harford County. Funding: Part C.
8. **Accessible Resources for Independence**; Anne Arundel County and Howard County. Funding: Part C.

### 3.2 Expansion of Network – 34 CFR 364.25

3.2A 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 indicated in the Maryland 2008-2010 SPIL, as amended, with the November 2009 closure of Making Choices for Independent Living, Inc., there were five jurisdictions unserved by a CIL in Maryland: Baltimore City, Baltimore County, Harford County, Anne Arundel County, and Howard County. RSA has made awards for a new CIL in Baltimore City, Baltimore County and Harford County (Independent Marylanders Achieving Growth through Empowerment) , and a new CIL for Anne Arundel County and Howard County (Accessible Resources for Independence). These new Centers officially begin on October 1, 2010.

Following are underserved areas and populations within the existing six CIL catchment areas:

1. **Independence NOW – Montgomery County**  
Underserved: Individuals of Hispanic background; youth with disabilities; Veterans with disabilities.
2. **Independence NOW – Prince Georges County**  
Underserved: Individuals of Hispanic background; youth with disabilities; Veterans with disabilities.
3. **Resources for Independence**; Garrett County, Allegany County and Washington County.  
Underserved: Washington County.
4. **Eastern Shore Center for Independent Living**; Dorchester County, Talbot County, Caroline County, Cecil County, Kent County, Queen Anne's County,

Somerset County, Wicomico County, and Worcester County.  
Underserved: Individuals with disabilities with limited English proficiency.

5. **Southern Maryland Center for Independent Living**; Calvert County, Charles County and St. Mary's County.  
Underserved: Individuals residing in nursing homes; youth with disabilities; Veterans with disabilities.
6. **The Freedom Center**; Frederick County and Carroll County  
Underserved: Individuals residing in nursing homes; individuals with disabilities with limited English skills; youth with disabilities; Veterans with disabilities.

MSILC and DORS will examine ways to provide the centers that serve these areas with more support to expand services in order to meet the identified needs.

When RSA informs MSILC and DORS that additional Title VII, Part C funds 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. At any point in time when sufficient additional funding, including reallocated Title VII, Part C funds of at least \$250,000 becomes available to the network, the state recommends that RSA hold a competition for a new CIL and has identified the following area as the location to be served by the proposed CIL(s): Cecil and Harford Counties.
2. The competition for a new CIL shall comply with the SPIL and identify the area to be served by the applicant for the award.
3. MSILC and DORS will monitor the list of unserved and underserved populations and minority groups in Maryland for any necessary modifications.
4. At any point in time when additional funding, including reallocated Title VII, Part C funds of less than \$250,000 becomes available to the network, it shall be distributed as follows:

Fifty percent of new funds will be distributed equally to the Centers in the State at the time the funds are available.

The remaining 50% of new funds will be distributed utilizing a formula based on population.

### 3.3 Section 723 States Only – 34 CFR 364.39

- 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

## **Section 4: DSU**

### **4.1 Administrative Support Services – 34 CFR 364.4; 34 CFR 364.22(b)**

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.

DORS provides office and meeting space, computer equipment and technical support, staff development, accounting support, phone, fax, email, office supplies and staff support to the SILC.

The DSU (DORS) anticipates providing SILS in Central Maryland for the first six (6) months of FY 2011. For the remainder of 2011 and through FY 2013, DORS intends to provide grant funding for Independent Living AT services to the two new Centers in Central Maryland. DORS provides State Independent Living Services through the administrative structure of the Office of Field Services and the Office for Blindness and Vision Services. Qualified staff work with individuals with significant disabilities to establish eligibility and provide services under an Independent Living Plan unless waived. DORS Business Support Services provides 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

## **Section 5: SILC**

### **5.1 Resource plan – 34 CFR 364.21(i)**

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.



The resource plan outlined below illustrates federal funds provided through Title VII-B, Ch. 1, (\$ 89,494), allocated for support of the Maryland Statewide Independent Living Council.

**PROJECTED RESOURCE ALLOCATION FOR EACH FFY 2011 - 2013**

Federal Title VII B .....\$ 89,494

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

*Note: State general funds are subject to approval of the Governor and the Maryland General Assembly each fiscal year.*

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 Administrative Officer of the SILC provides periodic reports of expenditures to the DSU (DORS) and to the SILC, and assures proper expenditures of funds consistent with DORS policy, state regulation and the SPIL. DORS Office of Business Support Services provides periodic statements of SILC expenditures to the administrative officer and 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 SILC resource plan that may compromise the independence of the SILC.

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

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

5.2 Establishment and Placement – 34 CFR 364.21(a)

5.2A Describe how the establishment and placement of the SILC ensures its independence with respect to the DSU and all other State agencies.

The Maryland Statewide Independent Living Council was established by Executive Order 01.01.1993.24 of the Governor of Maryland. While provided administrative

and fiscal support through the DSU, the Council has complete autonomy in carrying out required duties per the Rehabilitation Act. It has office space with disability related non-profits separate from DSU functions and carries out many activities in community locations. The Administrative Officer is assigned only duties related to the SILC.

### 5.3 Appointment and Composition – 34 CFR 364.21(b) – (f)

#### 5.3A Describe the process used by the State to appoint members to the SILC who meet the composition requirements in section 705(b).

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

Prior to each meeting, the SILC Membership Committee will review the current membership to ensure that all composition requirements are met and that all appointments are current. The SILC shall, at least annually, release a call for applicants to determine interest in membership of the MSILC. The Membership Committee shall categorize and cross reference applicants in relation to the present SILC composition to determine in what area the SILC 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 – 34 CFR 364.21(j)

#### 5.4A 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 contributes to the assessment of the job performance of the SILC administrative officer, which is conducted by a DORS Staff Specialist III within the DORS Office of Program and Community Support.

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

The SILC Administrative Officer is assigned duties only related to the Statewide Independent Living Council. Other DORS staff providing consultation and support are not assigned duties which would compromise their ability to support the Council.

## Section 6: Service Provider Requirements

Describe how the following service provider requirements will be met:

### 6.1 Staffing – 34 CFR 364.23; 34 CFR 364.24; 34 CFR 364.31

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

The DSU (DORS) hires qualified staff and provides on-going training. Each CIL provides on-site and external training to staff members as well.

- 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 DSU (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 of the CILs provide information to consumers in the format most comfortable to the individual. Additionally, CILs 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 DSU (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 CIL and SILC 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. Consistent with Goal 1, CIL staff will be provided training in ethics, IL service provision and organizational, operational and financial management.

- 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 DSU (DORS) makes every effort to hire and promote individuals with disabilities as a matter of policy. The individual hired by DORS as the SILC administrative officer has a significant disability.

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 – 34 CFR 364.34

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

MOUs related to DORS grants to CILs include (1) requirement to abide by state of Maryland procurement policies, and (2) reporting of purchases for DORS review.

## 6.3 Record-Keeping, Access and Reporting – 34 CFR 364.35; 34 CFR 364.36; 34 CFR 364.37

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

The DSU (DORS) and CILs maintain all required financial records consistent with 34 CFR 364.35. DORS reviews CIL financial records during on-site visits.

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

The DSU (DORS) files the required 269 reports and, with the SILC, 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 DSU (DORS) undergoes an annual single state audit, a legislative audit every three years, RSA monitoring, and a periodic review by the Maryland State Department of Education Audit Branch.

CILs, as 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 – 34 CFR 364.40; 34 CFR 364.41

- 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 DSU (DORS) provides Independent Living Services to individuals with significant disabilities as defined in the Rehabilitation Act Amendments of 1998, Section 7(21)(B); COMAR at 13A.11.03.04 and in DORS Policy, Rehabilitation Services Manual II, VR and IL Policy and Procedures, Section 505.

The 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.

- 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 DSU (DORS) services, including IL services is available to the public through the Division's comprehensive website [www.dors.state.md.us](http://www.dors.state.md.us) 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.

Most CILs and the SILC have websites that provide information about IL services and also give links to other programs and services. Additionally, the CILs promote the programs through brochures, fact sheets and other informational handouts. Enhancement of public information and website access is included in activities related to Goal 2.

- 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 SILS provided by the DSU (DORS) is described in DORS Rehabilitation Services Manual II, VR and IL Policy and Procedures, Section

505, Eligibility for Independent Living, as well as in COMAR at 13A.11.03.04.

Eligibility for CIL programs and services is described in CIL policies and procedures and is consistent with requirements in the Rehabilitation Act, as amended.

- 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.

- 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.

#### 6.5 Independent Living Plans – 34 CFR 364.43(c)

- 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.

The DSU (DORS) works with eligible individuals to develop a comprehensive written Independent Living Plan, unless the individual signs a waiver stating the plan is unnecessary, per DORS Policy (RSM II, Section 605, Independent Living Plan; and COMAR 13A.11.03.05.

Each CIL works with an individual 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.

#### 6.6 Client Assistance Program (CAP) Information – 34 CFR 364.30

- 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, including IL 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.

#### **6.7 Protection, Use and Release of Personal Information – 34 CFR 364.56(a)**

- 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 DSU (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.

### **Section 7: Evaluation**

7.1A 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. 34 CFR 364.38

1. Submit an Annual 704 Report to RSA in conjunction with DORS. SILC will jointly with DORS prepare information for Part I of the report and submit it to RSA by required submission date.
2. The SILC Outcomes sub-committee was established for the express purpose of monitoring progress on the SPIL. It assesses progress on a monthly basis and reports to the Full Council as an agenda item at each Council meeting.
3. Annual review of SILC expenditures. The MSILC administrative officer and executive committee will review the annual statement of SILC expenditures and will report the results to the full Council.
4. The Maryland IL Partners will develop and implement a model/common consumer satisfaction survey process; results will be compiled statewide and

used for planning purposes. This is consistent with Goal 1, Objective 3.

## **Section 8: State-Imposed Requirements**

8.1A Identify any State-imposed requirements contained in the provisions of this SPIL.

The DSU (DORS) applies a financial means test to most DSU-provided Independent Living services. See Section 2.1C.