


AGENCY NAME:	South Carolina Commission for the Blind	
AGENCY CODE:	L24	SECTION:

I have reviewed and approved the enclosed FY 2015-16 Accountability Report, which is complete and accurate to the extent of my knowledge.

**AGENCY DIRECTOR
(SIGN AND DATE):**

	9-14-2016
(TYPE/PRINT NAME): James. M. Kirby	

**BOARD/CMSN CHAIR
(SIGN AND DATE):**


(TYPE/PRINT NAME): Mary S. Sonksen

AGENCY NAME:	South Carolina Commission for the Blind		
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Fiscal Year 2015-16 Accountability Report

SUBMISSION FORM

AGENCY MISSION	<p>The mission of the South Carolina Commission for the Blind is to provide quality, individualized vocational rehabilitation services, independent living services, and prevention of blindness services to blind and visually impaired consumers leading to competitive employment and social and economic independence.</p>
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AGENCY VISION	<p>The vision of the agency is to become a national model vocational rehabilitation agency for the blind, demonstrating quality services, accountability, innovation, effectiveness and efficiency.</p>
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Please state yes or no if the agency has any major or minor (internal or external) recommendations that would allow the agency to operate more effectively and efficiently.

RESTRUCTURING RECOMMENDATIONS:	No
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Please identify your agency's preferred contacts for this year's accountability report.

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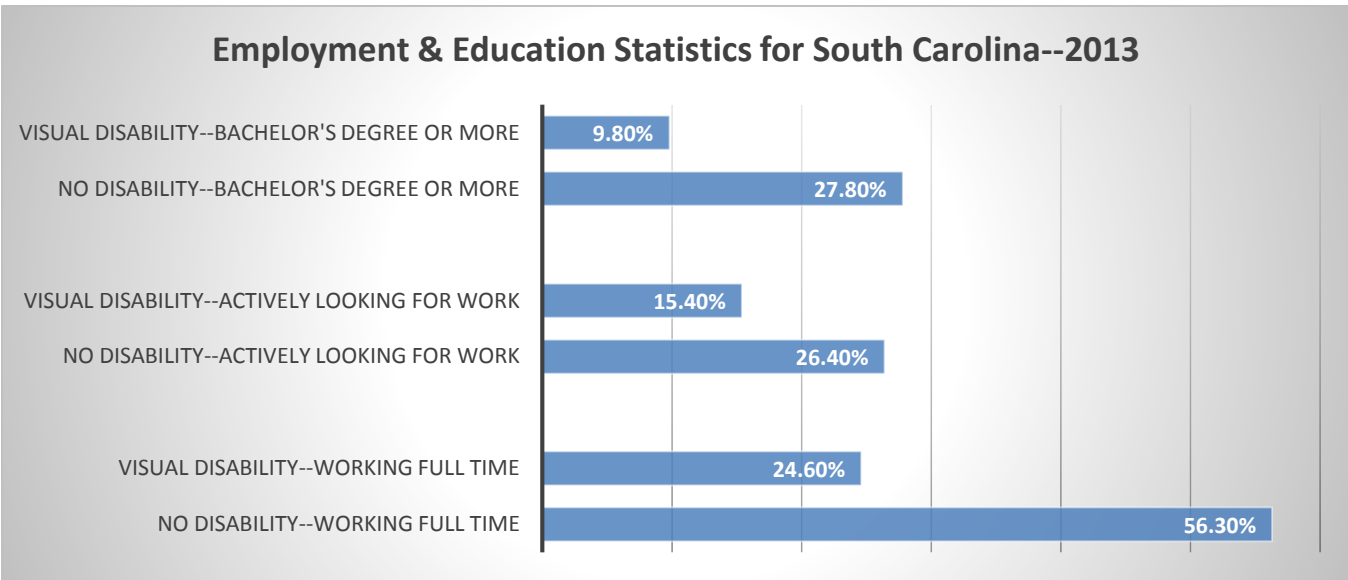
BOARD/CMSN CHAIR (SIGN AND DATE):	
(TYPE/PRINT NAME):	Mary S. Sonksen

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AGENCY’S DISCUSSION AND ANALYSIS

OUR CONSUMERS

South Carolinians with severe visual impairments often lose their ability to be self-sufficient and/or employed as their visual acuity decreases or when faced with sudden vision loss. National data illustrates the effect of vision loss on employment and the latest data from Cornell University Disability Statistics 2013 reports that only 24.6% of people aged 16 to 64 with a visual impairment are employed in South Carolina. Only 9.8% of persons with a visual disability in this state hold a Bachelor’s degree or higher compared to 27.8% of South Carolinians without a disability. Our agency diligently markets our services across the state to reach out and assist any eligible citizen of any age.

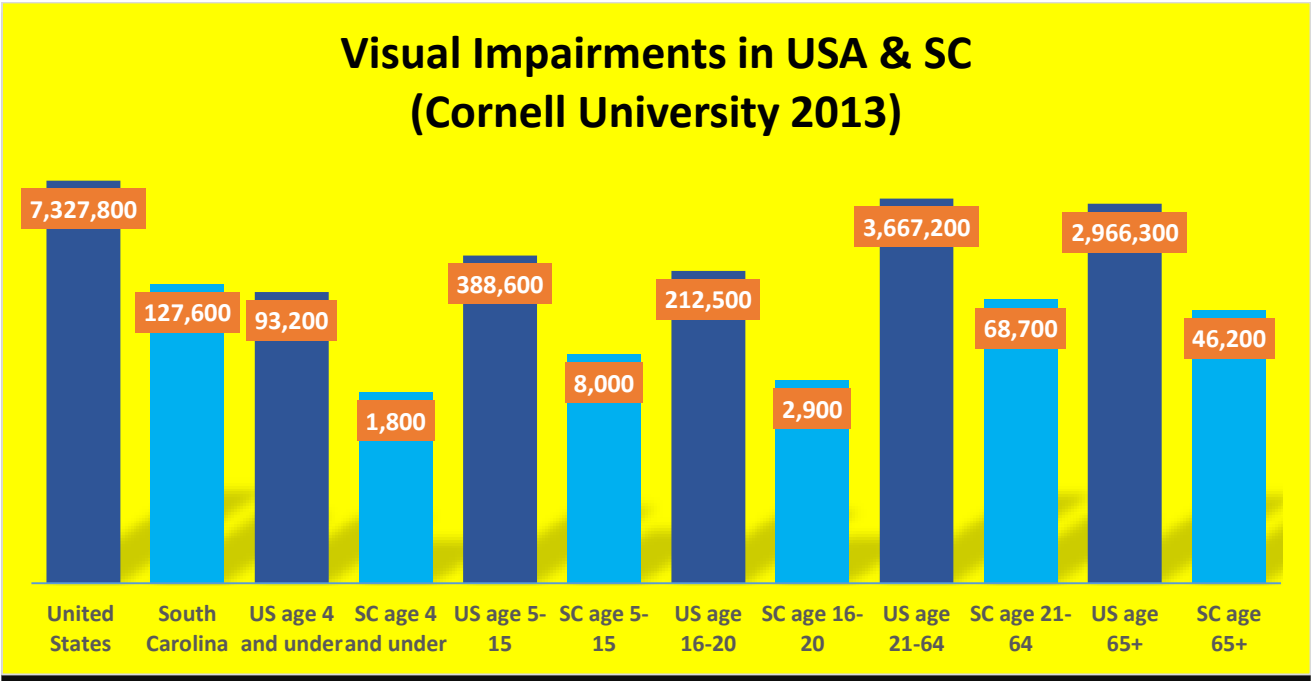


The South Carolina Commission for the Blind is the primary service provider in the state for the visually impaired population and provides case management, referral services, and guidance and counseling as well as independent living services. Consumers of the agency receive blindness skills training from vision rehabilitation teachers, orientation and mobility instructors, assistive technology specialists, and other professionals trained to provide services to persons who are blind or visually impaired. These services are primarily provided on campus at the Ellen Beach Mack Rehabilitation Center in Columbia but also occur in consumer homes, communities, and workplaces. We also rely on community partners in rural areas to assist in providing services to our consumers who reside considerable distances from our office locations throughout the state. Consumers receive employment-related training, job-related technology and tools, placement services, and, if needed, postemployment services, all coordinated through Vocational Rehabilitation Counselors. In SFY 15/16 the agency also reinstated the Prevention of Blindness Program to assist with cataract surgeries, retinal detachment services, eye exams, eye safety glasses, and statewide education about eye health.

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A GROWING POPULATION

According to a study from Cornell University that was completed in 2013, there are currently 7,327,800 people in the United States with Blindness or other visual impairments. In South Carolina there are estimated to be 127,600 residents with severe visual impairments or Blindness. The majority of people with a severe visual impairment are between the ages of 21 and 64, this is also an age where employment assistance is frequently needed. There are estimated to be 10,900 visually impaired youth between the ages of 5 and 20. As the prevalence of vision loss continues to increase in all age groups, the need for services from SCCB also rises. Our marketing team is diligently utilizing media options to create greater awareness of the agency and all we can provide. In the past year we have begun radio announcements, new brochures, visits to the Native American tribes, and presentations across the state for businesses, schools, and private organizations. As we begin to increase our community partnerships, especially with the education sector, it is expected that our consumer base will grow. With expanded outreach for the youth population we have already experienced a 62% increase in referrals for just this age group. Reinstating the Prevention of Blindness program has also brought many new consumers to SCCB and has provided the opportunity to educate communities across the state on the importance of eye health and ways to prevent conditions that can result in severe vision loss. SCCB expects to see growth in every program during the coming year due to our aggressive outreach marketing.



CHALLENGES AND OPPORTUNITIES

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The past year brought numerous changes to the Commission as vacancies were filled, federal regulations were changed, and studies of the agency were conducted. Vacant positions were filled with highly qualified staff with a diverse background of experience in Vocational Rehabilitation. Partnerships with local, state, and private agencies were formed to increase service options and reduce waiting time for consumers. The Rehabilitation Services Administration implemented the Workforce Innovation and Opportunity Act (WIOA) bringing a new focus to the youth population and new challenges to Vocational Rehabilitation Agencies across the country. The State of South Carolina implemented a new Strategic Plan for Technology Operations that is changing the way technology is utilized across the state and resulted in our agency choosing to migrate our Information Technology infrastructure to the Department of Technology Operations to assist us in becoming compliant with all state policies and procedures in a timely manner. The Commission was selected for study by the Legislative Oversight Committee and we also began the process of a Statewide Comprehensive Needs Assessment. While all of these changes brought challenges to the agency, we chose to view them as opportunity for growth and have utilized each challenge to create new goals, strategies, objectives, and action steps for the coming year. We are excited to see what this next year will bring as we evolve and grow by utilizing each opportunity that we have been given. As we celebrate our 50th birthday it is clear that the need for our services and the passion of the staff continues stronger than ever.

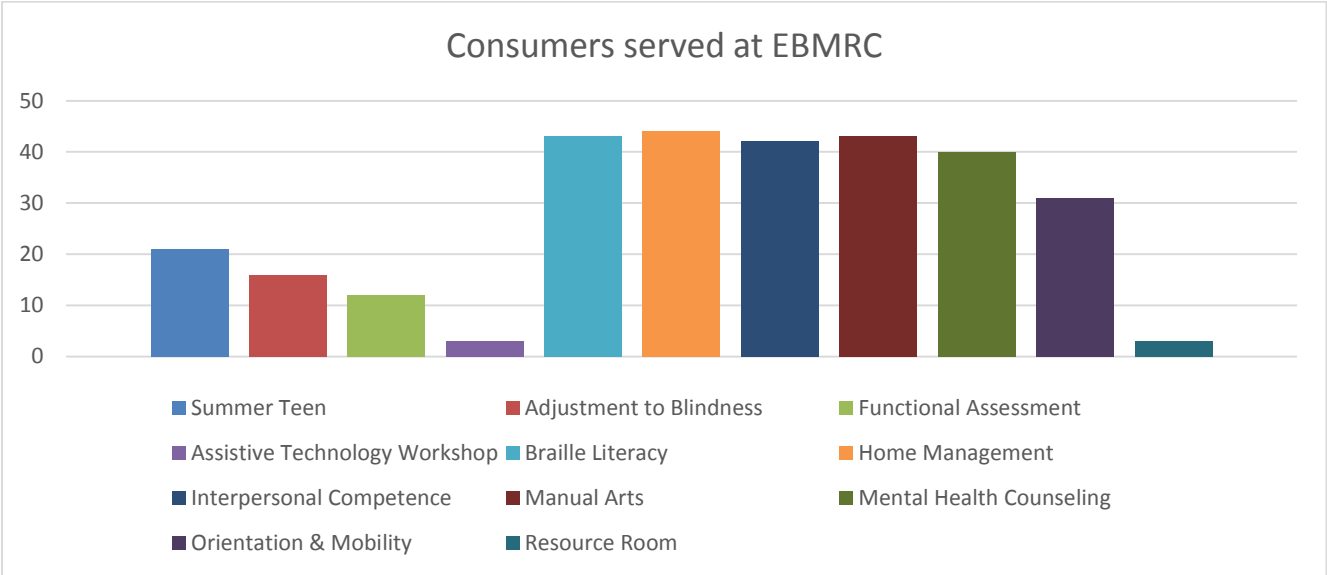
VOCATIONAL REHABILITATION SERVICES

The Vocational Rehabilitation Program has been extremely active over the past year as they began the Comprehensive Statewide Needs Assessment to identify areas of opportunity and growth. This program also saw drastic changes to the performance indicators utilized by the Rehabilitation Services Administration. The publication of the Workforce Innovation and Opportunity Act (WIOA) regulations and the creation of a set-aside fund to provide Pre-Employment Transition Services (Pre-ETS) to youth ages 13 to 21 has presented challenges and opportunities for the VR program. WIOA also brought forth the mandate for partnerships with other state agencies who provide similar employment related services to South Carolina residents. Our VR Director took an active role in the creation of the Unified State Plan, ensuring that SCCB had strong presence and the importance of providing specialized services to the visually impaired was recognized. Vocational Rehabilitation staff has been very busy creating programs such as Career BOOST and Work Readiness workshops, meeting with schools across the state to identify potentially eligible youth, and began a partnership with NASA to build on a 3-D Idea Lab. Vocational Rehabilitation has seen many internal changes in the past year with the hiring of 7 new Vocational Rehabilitation Counselors, 3 Transition (Youth) Counselors, a Regional Director, Ellen Beach Mack Rehabilitation Center Director, 5 new Counselor Assistants, and the creation of 3 new JOBS Specialist positions to assist in serving the most severely disabled. There have been many trainings during the year to bring consistency and cohesiveness to the Vocational program. The staff in this program is looking forward to the challenges each of these changes has brought and the opportunity to create new avenues to assist consumers in achieving success.

ELLEN BEACH MACK REHABILITATION CENTER

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The EBMRC ended the year with a new director and a new focus. Many consumers have utilized the services at the center over the past year and EBMRC was the home of the very successful Summer Teen Program. Currently the center is the primary focus of the Comprehensive Statewide Needs Assessment, Phase II. Upon completion in late fall of 2016, the CSNA will provide guidance in formulating new curriculum for the class offerings, suggestions for moving the focus to Employment First, and show which programs would benefit from greater staff training and credentialing. The EBMRC staff is excited to see what the next year will bring and how program changes will assist them in providing exemplary services to consumers.



EARLY INTERVENTION

With the focus of WIOA being on the youth population and the potential of increasing employment and education success by offering specialized services at an earlier age, we also need to look at what happens prior to age 14. The Children’s Services program primarily serves children ages 3 to 13 and coordinates services with schools and community organizations. The counselors in this program regularly visit preschools, daycare centers, and elementary schools to provide information about their services. This outreach has created an increase of 5% in referrals this year. SCCB hosted the Braille Challenge at the Columbia campus and conducted parent workshops while the children participated in the Braille activities. Counselors for this age group have also begun partnering with VR Transition Counselors and building relationships to allow for a smooth transition from Children’s Services to VR Transition services at age 14. Studies show that children with severe visual impairments who begin learning basic skills such as mobility, braille, and technology from a very young age, will be less dependent on others and more successful in building a career as they enter adulthood. Coordinating services for the children and their

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families, educating parents on the importance of independence, and ensuring that the children and their families have the tools for success, are the primary focus of this program.

TRAINING AND EMPLOYMENT SERVICES

The Training & Employment Services is a partner to the Vocational Rehabilitation Program. The Employment Consultants in this program work diligently to provide mentoring, training, and employment opportunities for work ready consumers. Vocational evaluations are completed by this department to assist consumers in setting and reaching an employment goal. It is not uncommon for an adult who has lost visual acuity to have difficulty in identifying what they are able to do for work. The assessment process helps identify their skills and strengths so the VR counselor and Employment Consultants can work with the consumer to build a new career path to fully utilize individual abilities. The staff also coordinated internships for the Summer Teen Program, exceeded their goal of 1 new business contact per month by reaching 22 at just halfway through the Federal Fiscal Year, and were honored when Janet LaBreck, Commissioner of the Rehabilitation Services Administration, spoke at the Summer Internship Graduation last year. This program is focusing on 2 primary challenges for the coming year, first to bring the United States Business Leadership Network to South Carolina, and second to create a technology training lab where consumers can experience the wide variety of technology available for persons with visual impairments and select what works best for their individual needs.

ENTREPRENEUR OPPORTUNITY

The Randolph Sheppard Act of 1936, amended in 1974, provides opportunity for adults who are legally or totally blind to operate their own business. The law gives priority options for the Blind to operate a vending or cafeteria style food service on federal and other properties. In South Carolina we support over 100 facilities ranging from vending machines at highway rest stops to the full service military dining facility at Fort Jackson Army base. SCCB provides thorough training, certification, and licensure for consumers entering this program. The 5 Business Enterprise Counselors provide ongoing support and supervision to Blind Vendors in their district. A major challenge that was met in the past year was the creation of a new Debt Collection Policy and Procedure for this program. The program supplies each new vendor with initial stocks of merchandise and cash to begin operating the business authorized by the permit. Debt is incurred when vendors allow operating capital and stock to fall below operating levels and upon exit from the program. The new collection procedure provides methods to begin collecting this debt from current and past vendors. The Business Enterprise Program and the Vocational Rehabilitation Program are working closely to develop a training program for our youth consumers who may be interested in self-employment. BEP has completed renovations of 5 facilities in the past year and vendor earnings have increased 3.9% over last year.

OLDER BLIND

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The Older Blind program assists South Carolinians who are age 55 and over with a severe visual impairment. The primary focus of this program is to provide services that allow this population to remain in their homes and as independent as possible. The referrals continue to increase in this program to meet the needs of the growing aging population across the state. Many serious visual conditions such as glaucoma, cataracts, macular degeneration, and low vision occur in the later years of life. These conditions can make it extremely difficult for people to remain in their homes and live independently. This program offers Low Vision clinics, Low Vision aids, mobility services, home management services, as well as training opportunities through the Hadley School for the Blind and National Federation of the Blind. Counselors also work with family members to coordinate services and partner with senior centers across the state to provide social opportunities for consumers. The Older Blind program not only faces increasing referrals but also the need for greater technology training and devices as this generation becomes more astute about the benefits of technology. A goal this year is to develop a process to provide technology training and assistive devices to our Older Blind and Independent Living Consumers to allow for greater independence in the home.

BEHIND THE FRONT LINE

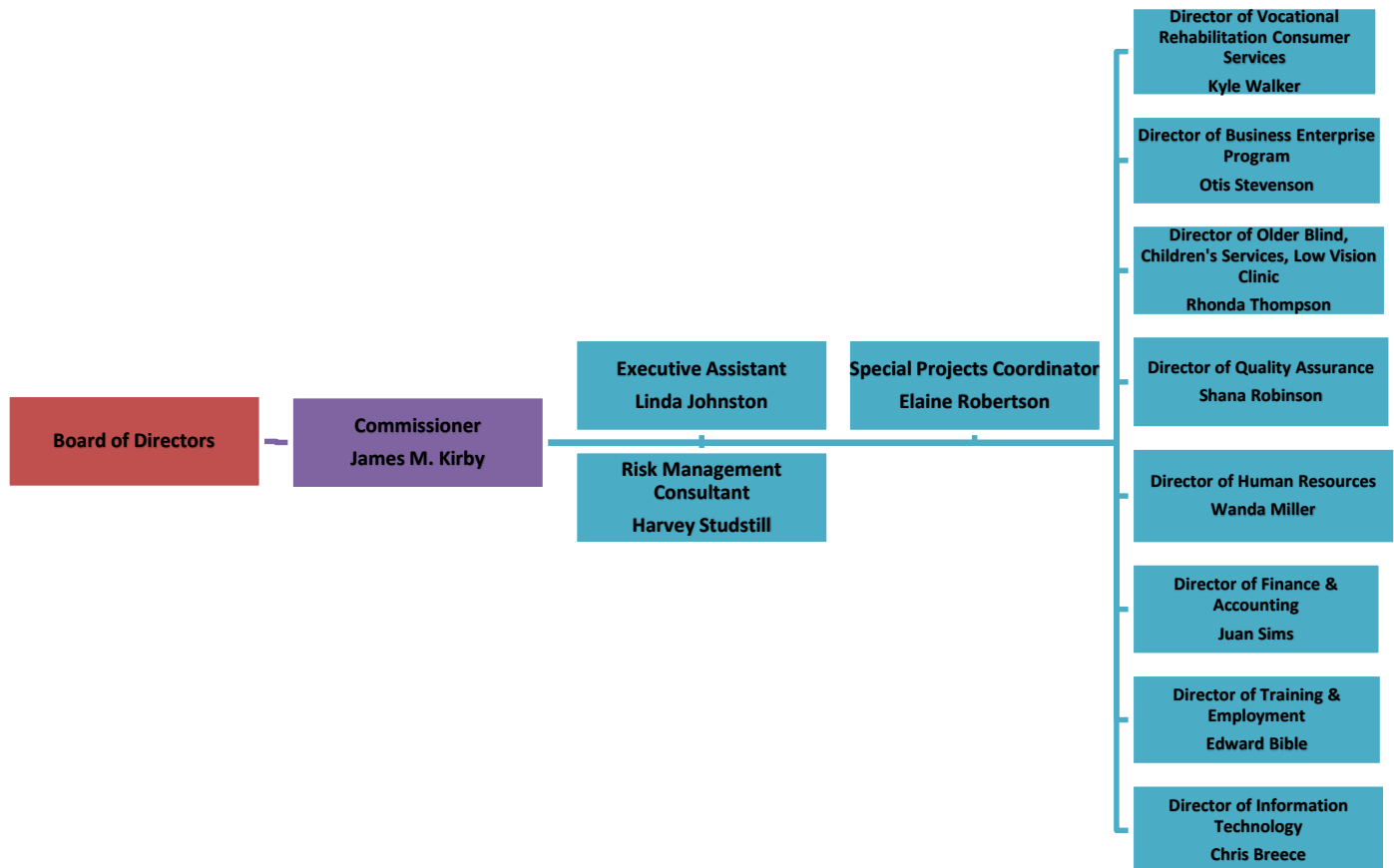
Providing support behind our direct consumer services are highly skilled professionals who assist in keeping our programs strong. Our Information Technology department is diligently working with Department of Technology Operations to migrate our infrastructure to the DTO location. The migration is in process and upon completion will provide greater security and support for programs utilized by SCCB. It will also allow our internal I.T. staff to focus on maintaining the programs and equipment that our staff utilizes on a daily basis. The Quality Assurance staff ensures that our data is accurate and monitors compliance with state and federal policies and procedures. Human Resources has been very busy this year with recruitment, orientation, and marketing. This department has reduced the turnover within the agency to 6% and the number of days from vacancy to hire has dropped from 183 days to 142, a decrease of almost 25%. They instituted a new orientation program that provides new hire training in the first week instead of spreading it throughout the first few months on the job. This department has also provided marketing services for agency programs. They significantly expanded the resource section on the SCCB website, produced Public Service Announcements that are broadcast across the state, and created new brochures and materials to be distributed to the public. Finance has maintained the agency budget through diligent monitoring and regular meetings with directors so the year ended with no deficit.

THE LEADERSHIP

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The Senior Leadership Team at SCCB has become more unified over the past year as they participated in monthly meetings where each director shared the challenges and accomplishments of their individual programs. This unification has shown strength as programs have found ways to partner and create seamless service provision to consumers. Vocational Rehabilitation and Training & Employment have worked together on training and introducing new programs, VR Transition Counselors and Children’s Services have presented together at schools and developed relationships to help youth smoothly progress from one program to the next, Human Resources has worked closely with Prevention of Blindness to create and distribute information about eye health and safety, and the Business Enterprise Program is working with VR to bring self-employment options to a younger group of consumers. These are only a few examples of the new partnerships that have developed among our own leadership over the past year. The team provides support to each other and the dedication and passion is evident in the progress the agency has made to overcome challenges this year.

SCCB Organizational Chart, 2016/2017



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RISK ASSESSMENT AND MITIGATION STRATEGIES

The potential most negative impact on the public that SCCB perceives could occur if we were unable to achieve our goals and objectives would be the inability of the Blind and Visually Impaired citizens of South Carolina would lose independence. Blind and visually impaired citizens of SC will be unable to obtain the disability adjustment and employment services needed to live independently and/or rejoin the workforce. This will result in undue burdens on families, local communities, charities, and will result in additional dependence of government programs such as food stamps, Medicaid, housing, etc.

If this situation were to occur the agency would ask the General Assembly for assistance if the staff was no longer able to respond to visually impaired citizens due to lack of resources. The agency would first reach out to partner agencies in the communities to provide services to our consumers. Utilizing other state agencies such as Vocational Rehabilitation, Department of Employment & Workforce, Mental Health, and Human Services, some of our consumers' needs could be met. Without appropriate resources it would be difficult to reach out to private and community agencies as we would be unable to pay.

Three options that may be presented to the General Assembly to assist the agency in meeting their goals and objectives would be:

1. Consider additional funding to continue service provision.
2. Consider legislation that encourages and offers incentives for South Carolina businesses to hire persons who are Blind or Visually Impaired.
3. Consider start-up or establishment grants for community rehabilitation programs to support and partner with SCCB in providing services.

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Strategic Planning Template

Type	Goal	Item # Strat	Object	Associated Enterprise Objective	Description
G	1			Public Infrastructure and Economic Development	Build external collaborative relationships which enhance employment results for visually impaired South Carolina residents.
S		1.1		Public Infrastructure and Economic Development	Make employment the first priority and preferred outcome for consumers.
O			1.1.1	<i>Public Infrastructure and Economic Development</i>	<i>Increase partnerships and community engagement.</i>
O			1.1.2	<i>Education, Training, and Human Development</i>	<i>Increase training, mentoring, and on the job training opportunities for consumer.</i>
S		1.2		Education, Training, and Human Development	Increase successful placements and closures in competitive, integrated employment for all consumers.
O			1.2.1	<i>Education, Training, and Human Development</i>	<i>Deliver a Discovery model and Customized Employment through the Ellen Beach Mack Rehabilitation Center.</i>
G	2			Healthy and Safe Families	Expand opportunities for consumers in the Older Blind and Independent Living Programs.
S		2.1		Healthy and Safe Families	Provide services to increase self-sufficiency for Blind and Visually Impaired citizens who are not looking for employment or education.
O			2.1.1	<i>Education, Training, and Human Development</i>	<i>Increase options for home management, technology, and mobility training for Older Blind and Independent Living consumers.</i>
G	3			Government and Citizens	Align financial and human resources to utilize all available positions in the most effective way to assist in meeting the agency vision and mission.
S		3.1		Government and Citizens	Review current programs and positions to determine need for additional staff.
O			3.1.1	<i>Government and Citizens</i>	<i>Increase efficiency and productivity in all programs by aligning FTE's with program need.</i>
O			3.1.2	<i>Government and Citizens</i>	<i>Reduce turnover by improving retention</i>
G	4			Government and Citizens	Align programs and policies with new WIOA regulations.
S		4.1		Government and Citizens	Implement information tracking processes to collect information necessary for new RSA performance indicators.
O			4.1.1	<i>Government and Citizens</i>	<i>Achieve 100% compliance with new RSA performance indicators.</i>
O			4.1.2	<i>Government and Citizens</i>	<i>Create a plan for tracking financial requirements for Pre-ETS funding.</i>
S		4.2		Public Infrastructure and Economic Development	Evaluate programs affected by new WIOA regulations
O			4.2.1	<i>Public Infrastructure and Economic Development</i>	<i>Implement program changes to reflect requirements provided by the RSA.</i>
O			4.2.2	<i>Public Infrastructure and Economic Development</i>	<i>Design and implement programs to strengthen SCCB services to employers.</i>
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Performance Measurement Template

Item	Performance Measure	Target Value	Actual Value	Future Target Value	Time Applicable	Data Source and Availability	Calculation Method	Associated Objective(s)
1	Develop new partnerships with MOU's for sharing data for common performance measures.	n/a	3	6	10/1/16 - 9/30/17	Reported at monthly Senior Leadership Meeting	Track actual MOU's created with new partners during this period	1.1.1; 4.1.1; 4.1.2; 4.2.1
2	Develop new business contacts to increase employment options for consumers	6	0	12	10/1/16 -09/30/17	Reported at monthly Senior Leadership Meeting	Record and track business names and positions available.	1.1.1; 4.2.2;
3	Implement Work Readiness workshops in high schools	n/a	1	6	10/1/16 -09/30/17	Reported at monthly Senior Leadership Meeting	Workshop attendance records	1.1.1
4	Create MOU's with businesses for mentoring, training, and On the Job training opportunities	n/a	0	6	10/1/16 -09/30/17	Reported at monthly Senior Leadership Meeting	Track actual MOU's created	1.1.2
5	Train/hire a staff member to teach applications that can replace current technology	n/a	0	5% reduction in A.T. expenditures	10/1/16 - 9/30/17	AWARE authorizations	Reports in AWARE from purchases made for consumers	1.1.2
6	Create a mentoring program	n/a	0	3% increase in placements	10/1/16 - 9/30/17	AWARE reporting	Placement reports in AWARE	1.1.2
7	Implement Career Boost program	n/a	0	30 completions	10/1/16 - 09/30/17	Reported at monthly Senior Leadership Meeting	Invoices received from partners implementing the program.	1.1.2
8	Make improvement recommendations for 10 least profitable BEP facilities	n/a	0	10	10/1/16 - 09/30/17	Reported at monthly Senior Leadership Meeting	Libera BEP case management software	1.1.2
9	Create pre and post tests for EBMRC classes	n/a	0	80% successful completion by consumers	10/1/16 - 9/30/17	Reported at monthly Senior Leadership Meeting	EBMRC instructors records	1.2.1
10	Increase quality and quantity of Employment Outcomes	n/a	0	3% increase in closures and 5% increase in average wage	10/1/16 - 9/30/17	Reported at monthly Senior Leadership Meeting	AWARE case management system	1.2.1
11	Realign EBMRC curriculum to have employment focus	n/a	0	New, written curriculum for each program at EBMRC	10/1/16 -09/30/17	Reported at monthly Senior Leadership Meeting	Copies of completed curriculum	1.2.1
12	Partnerships with local and state agencies to utilize programs to benefit Older Blind and Independent Living consumers.	n/a	0	12 new partnerships/MOU's	10/1/16 - 9/30/17	Reported at monthly Senior Leadership Meeting	Record new partnerships/MOU's monthly	2.1.1
13	Offer technology assessments and training to OB & IDLB consumers	n/a	0	Technology training for OB & IDLB	10/1/16 - 9/30/17	Reported at monthly Senior Leadership Meeting	Written policy and procedure for the process of assessing and training technology to Older Blind and Independent Living Consumers	2.1.1

14	Obtain appropriate software for tracking and reporting common performance measure data.	n/a	0	Accurate tracking of common performance measures	10/1/16 - 03/01/17	Reported at monthly Senior Leadership Meeting	Completion of software installation and training to comply with first new report on 7/1/17	3.1.1; 4.1.1; 4.1.2;
15	Align programs and staff positions with WIOA expectations	n/a	0	Identify potential new positions	10/1/16 - 9/30/17	Reported at monthly Senior Leadership Meeting	All positions aligned to provide services in the most efficient manner	3.1.1; 4.2.2
16	Customize and interface AWARE case management system	n/a	0	Reduce data entry time by counselors by 10%	10/1/16 - 9/30/17	Reported at monthly Senior Leadership Meeting	Survey counselors before and after each release of customization to track data entry time.	3.1.1; 4.1.1
17	Increase staff and consumer satisfaction	n/a	0	Reduce turnover, increase retention	10/1/16 - 9/30/17	Reported at monthly Senior Leadership Meeting	Conduct staff satisfaction surveys after training is completed. Review consumer surveys after training is completed.	3.12

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Program Template

Program/Title	Purpose	FY 2015-16 Expenditures (Actual)				FY 2016-17 Expenditures (Projected)				Associated Objective(s)
		General	Other	Federal	TOTAL	General	Other	Federal	TOTAL	
Administration	Mission focused leadership and sound fiscal stewardship ensure that the agency meets its legal purpose.	\$ 1,105,004	\$ 10,732	\$ -	\$ 1,115,736	\$ 1,097,292	\$ 10,000		\$ 1,107,292	3.1.1; 3.1.2; 4.1.1; 4.1.2; 4.2.2
Vocational Rehabilitation	Provides quality, individualized services to enable visually impaired citizens to obtain and/or mainting employment.	\$ 1,274,364	\$ 38,001	\$ 6,128,471	\$ 7,440,836	\$ 1,373,228	\$ 327,680	\$ 7,215,055	\$ 8,915,963	1.1.1; 1.1.2; 1.1.3; 3.1.1; 4.2.1; 4.2.2
Prevention/Older Blind	Provides quality, individualized services to enable visually impaired citizens age 55 and older to maintain independence and self-sufficiency. Prevention assists visually impaired of all ages in preventing blindness.	\$ 226,186	\$ -	\$ 359,868	\$ 586,055	\$ 266,000	\$ 50,000	\$ 419,746	\$ 735,746	2.1.1; 3.1.1
Community Service/Children's	Provides services and coordination with other agencies to assist children ages 3-13 with visual impairments to achieve his or her full potential.	\$ 140,085			\$ 140,085	\$ 143,972			\$ 143,972	3.1.1
Fringes	Benefits provided to staff to meet legal requirements and encourage retention.	\$ 392,148	\$ 4,827	\$ 1,041,489	\$ 1,438,464	\$ 545,301	\$ 15,320	\$ 798,454	\$ 1,359,075	

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Legal Standards Template

Item #	Law Number	Jurisdiction	Type of Law	Statutory Requirement and/or Authority Granted	Associated Program(s)
1	43-25-10	State	Statute	Establishes creation of the Commission for the Blind; membership; qualifications and terms of members; meetings; officers; compensation.	Board of Commissioners
2	43-25-20	State	Statute	Establishes "Blindness" and "severe visual disability" as criteria for acceptance for services for persons who qualify.	Vocational Rehabilitation Older Blind, Independent Living, Children's Services, Training & Employment, Business Enterprise Program
3	43-25-30	State	Statute	Establishes the powers and duties of commission.	Board of Commissioners
4	43-25-40	State	Statute	Establishes application procedure; register of ophthalmologists; commission shall pay examination costs.	Vocational Rehabilitation Older Blind, Independent Living, Children's Services
5	43-25-50	State	Statute	Establishes authorized procedures such as eye examinations and medical and surgical treatment for visually handicapped persons; reports of results.	Vocational Rehabilitation Older Blind, Independent Living, Children's Services
6	43-25-60	State	Statute	Establishes that the commission may employ qualified itinerant teachers to assist teachers in public or private schools who are responsible for the teaching of visually handicapped students	Vocational Rehabilitation Children's Services
7	43-25-70	State	Statute	Establishes that the commission is empowered to operate concession stands in any State, county or municipal building and in any State park and shall negotiate with the proper agency or governing body regarding the establishment of a concession on such property	Business Enterprise Program

8	43-25-80	State	Statute	Establishes that any sums appropriated by the General Assembly for treatment and training of the visually handicapped shall be kept by the State Treasurer in a fund for the treatment and training of the visually handicapped and shall be used to carry out the particular purpose assigned to it.	Vocational Rehabilitation Older Blind, Independent Living, Children's Services
9	43-25-90	State	Statute	Establishes that a person aggrieved by an action of the commission must be granted, upon request, a hearing before a hearing officer assigned by the commission.	Vocational Rehabilitation Older Blind, Independent Living, Children's Services
10	43-25-100	State	Statute	Establishes the transfer of certain powers and duties of Division for the Blind to Commission.	Board of Commissioners
11	361.13 (a) Title I, Part B	Federal	Regulation	Establishes that federal grants provided to the Commission are designed to assess, plan, develop, and provide vocational rehabilitation services for individuals with disabilities, consistent with their strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice, so that they may prepare for and engage in gainful employment.	Vocational Rehabilitation
12	34 CFR Part 367	Federal	Regulation	Establishes that the Older Blind program supports projects that (a) Provide any of the independent living (IL) services to older individuals who are blind or severely visually impaired; (b) Conduct activities that will improve or expand services for these individuals; and (c) Conduct activities to help improve public understanding of the problems of these individuals.	Older Blind, Independent Living
13	Chapter 6.1, Section 71-296 1966)	Federal	Regulation	Establishes the Children's Services Program to assist legally blind children and their families with adjustment to blindness, achievement of educational goals and the development of their maximum personal growth.	Children's Services

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Divisions or Major Programs	Description	Service/Product Provided to Customers	Customer Segments	<i>Specify only for the following Segments: (1) Industry; Name; (2) Professional Organization; Name; (3) Public; Demographics.</i>
Vocational Rehabilitation	Provides quality, individualized vocational rehabilitation services based on individual needs that will assist Blind and visually impaired individuals in obtaining or maintaining competitive employment.	Assistance in overcoming barriers due to visual disability to achieve success in employment and/or education/training.	General Public	Any citizen of South Carolina with a visual impairment that meets eligibility requirements of SCCB.
Older Blind Program	Provides quality, individualized services to enable visually impaired persons aged 55 and older with no goal of employment, to remain as self-sufficient and independent as possible.	Provision of skill training, technology, and low vision devices for independence.	General Public	Any citizen of South Carolina, age 55 and older, with a severe visual impairment that meets eligibility requirements.
Independent Living Program	Provides quality, individualized services to enable visually impaired persons under age 55, with no goal of employment, to remain as self-sufficient and independent as possible.	Provision of skill training, technology, and low vision devices for independence.	General Public	Any citizen of South Carolina with a visual impairment that meets eligibility requirements of SCCB.
Children's Services	Provides services and coordination with other agencies to assist children ages 3 to 13 with visual impairments to achieve his or her full potential.	Service coordination with other agencies and provision of services related to visual impairment to ensure success from an early age.	General Public	Any child, age 3 to 13, who resides in South Carolina and has a severe visual impairment that meets eligibility requirements.
Prevention of Blindness	Provides prevention services to assist South Carolina residents maintain their vision and provides educational material on eye health across the state.	Eye exams, surgeries, and other treatments to prevent vision loss.	General Public	Any citizen in South Carolina with an eye condition that can be corrected and vision loss prevented but they have no other means of obtaining the treatment.

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Partner Template

Name of Partner Entity	Type of Partner Entity	Description of Partnership	Associated Objective(s)
South Carolina Vocational Rehabilitation Department	State Government	A partner in the Unified State Plan and in the RSA common performance measures tracking. Coordinate services for consumers.	1.1.1; 1.1.2; 4.1.1; 4.1.2; 4.2.1
Department of Employment and Workforce	State Government	A partner in the Unified State Plan and in the RSA common performance measures tracking. Coordinate services for consumers.	1.1.1; 1.1.2; 4.1.1; 4.2.1
Department of Education	State Government	A partner in the Unified State Plan and in the RSA common performance measures tracking. Coordinate services for consumers.	1.1.1; 1.1.2; 4.1.1; 4.2.1
National Federation of the Blind	Non-Governmental Organization	Promotes SCCB to their members. Provides training assistance	1.1.1; 1.1.2; 2.1.1
South Carolina School for the Deaf & Blind	State Government	Provides office space for 1 VR counselor and promotes SCCB to their consumers and partners. Participates in SCCB activities with consumers.	1.1.1
Goodwill Industries	Non-Governmental Organization	Provides training assistance	1.1.1; 1.1.2
AERBVI of SC	Non-Governmental Organization	Provides updates on assistive technology for visually impaired	1.1.1
SC State University Orientation & Mobility Program	Higher Education Institute	Provides updates on assistive technology for visually impaired	1.1.1; 1.2.1
Medical University of SC, Storm Eye Clinic	Higher Education Institute	Provides updates on assistive technology for visually impaired	1.1.1; 2.1.1
SC Governor's Committee	State Government	Job placement assistance	1.1.1
Department of Archives & History, Disability Coordinator	State Government	Includes SCCB information at job fairs.	1.1.1
ABLE SC	Non-Governmental Organization	Provides training assistance	1.1.1; 1.1.2
Office of Federal Contract Compliance Programs	Federal Government	Provides information and contacts for federal job placement opportunities	1.1.1
SC Liaison Industrial Group	Non-Governmental Organization	Job placement assistance	1.1.1; 1.1.2
Social Security Administration	Federal Government	Ticket to Work reimbursements, work incentives	1.1.1
Blue Cross Blue Shield	Private Business Organization	Provides job placement and sensitivity training	1.1.1; 1.1.2
Verizon Wireless	Private Business Organization	Provides job placement and sensitivity training	1.1.1; 1.1.2
SC Lt. Governor's Office on Aging	State Government	Provides referrals and resources for Older Blind	1.1.1; 2.1.1
Statewide Senior Assisted Living and Senior Daycare Facilities	Private Business Organization	Provides referrals and resources for Older Blind	1.1.1; 2.1.1
Lions Club	Non-Governmental Organization	Provides resources for consumers and staff	1.1.1; 2.1.1
Helen Keller National Center	Private Business Organization	Provides free consultations	1.1.1

BabyNet	Non-Governmental Organization	Coordinates with SCCB to provide free services to children with visual impairments	1.1.1
PRO-Parents of SC	Non-Governmental Organization	Coordinates with SCCB to provide free services to children with visual impairments	1.1.1
National Employment Team-Southeast Region	Federal Government	Job placement assistance	1.1.1; 1.1.2
SC State Museum	State Government	Provides internships	1.1.1; 1.1.2; 1.2.1
Columbia College	Higher Education Institute	Provides sensitivity training	1.1.1; 1.1.2
McKissick Museum/Library	State Government	Provides soft skills training, job placement assistance	1.1.1; 1.1.2
SC Assistive Technology Program-USC School of Medicine	Higher Education Institute	Provides internships	1.1.1; 1.1.2; 1.2.1
USC-Thomas Cooper Library	State Government	Provides soft skills training, job placement assistance	1.1.1; 1.1.2;
Anderson Mayors Committee	Local Government	Job placement assistance	1.1.1; 1.1.2
Richland-Columbia Mayor's Committee on Employment of People with Disabilities	Local Government	Job placement assistance	1.1.1; 1.1.2
Spartanburg Mayor Committee	Local Government	Job placement assistance	1.1.1; 1.1.2
Summerville Mayor's Committee	Local Government	Job placement assistance	1.1.1; 1.1.2
American Red Cross	Non-Governmental Organization	Provides internships	1.1.1; 1.1.2; 1.2.1
United Way 211	Non-Governmental Organization	Provides internships	1.1.1; 1.1.2; 1.2.1
VA Hospital	Federal Government	Job placement assistance	1.1.1; 1.1.2
Harvest Hope Food Bank	Non-Governmental Organization	Provides internships	1.1.1; 1.1.2; 1.2.1
Richland County Library	Local Government	Provides soft skills training	1.1.1; 1.1.2
SC StateLibrary-Talking Book Services	State Government	Provides internships	1.1.1; 1.1.2; 1.2.1
Greater Charleston Call Center Alliance	Non-Governmental Organization	Job placement assistance	1.1.1; 1.1.2
Hadley School for the Blind	Private Business Organization	Staff participates in free online courses	1.2.1; 3.1.2
Freedom Scientific	Private Business Organization	Free online JAWS training	1.2.1
SC Division of Technology Operations	State Government	In process of migrating; DTO will manage the I.T. infrastructure for SCCB	3.1.1; 4.1.1
Microsoft	Private Business Organization	Training for I.T. Staff on their website.	1.2.1; 3.1.2
State Ethics Commission	State Government	Provides ethical guidance through yearly activity reporting	
Department of Homeland Security	Federal Government	Provides verification of eligibility and identity of hired individuals	
SC Human Affairs	State Government	Provides consultative services on HR matters	3.1.1; 3.1.2

SC Budget and Control Board	State Government	Provides consultative services and serves as a collecting house for workforce utilization data	4.1.2
Insurance Reserve Fund	State Government	Provides staff training at no cost	1.2.1;3.1.2
Labor Licensing & Regulation	State Government	Provides staff training at no cost	1.2.1; 3.1.2
Foundation for the Commission for the Blind	Non-Governmental Organization	Assists with a variety of services. Presents recognition awards to SCCB staff.	1.2.1; 3.1.2
SC Division of State Human Resources	State Government	Provides support to SCCB Human Resource Department	3.1.1; 3.1.2
South Carolina Law Enforcement Division	State Government	Provides background reports	3.1.1
Midlands Technical College	Higher Education Institute	Provides training assistance	3.1.1
Department of Social Services	State Government	Provides background reports	3.1.1

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Report Template

Item	Report Name	Name of Entity Requesting the Report	Type of Entity	Reporting Frequency	Submission Date (MM/DD/YYYY)	Summary of Information Requested in the Report	Method to Access the Report
1	Restructuring Report	House Legislative Oversight Committee	State	Annually	January 8, 2016	To demonstrate progress on the 7 year plan submitted in 2014 and to identify cost saving and efficiency measures	http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyPHPFiles/CommissionFortheBlind.php
2	Accountability Report	Executive Budget Office	State	Annually	August 27, 2015	To provide information on how money was spent, services provided, and agency activities during the previous year.	http://www.scstatehouse.gov/reports/aar2015/l24.pdf
3	RSA-113 Quarterly Cumulative Caseload Report	Rehabilitation Services Administration	Federal	Quarterly	October 28, 2015	To identify the data trends of persons served by the agency.	https://rsa.ed.gov/choose.cfm?menu=mb_view
4	RSA-911 Case Services Report	Rehabilitation Services Administration	Federal	Annually	November 30, 2015	To provide specific information on closed cases.	https://rsa.ed.gov/choose.cfm?menu=mb_view
5	RSA-2 Annual Vocational Rehabilitation Program/Cost Report	Rehabilitation Services Administration	Federal	Annually	December 23, 2015	To identify administrative and program expenditures for VR and SE.	https://rsa.ed.gov/choose.cfm?menu=mb_view
6	RSA-722 Resolution of Applicant/Client Appeals Report	Rehabilitation Services Administration	Federal	Annually	December 5, 2015	To report adverse actions against SCCB.	https://rsa.ed.gov/choose.cfm?menu=mb_view
7	RSA-704 Part II	Rehabilitation Services Administration	Federal	Annually	December 23, 2015	To provide detailed information on expenditures for the independent Living Program.	https://rsa.ed.gov/choose.cfm?menu=mb_view
8	OIB RSA-7-OB Independent Living Services for Older Individuals who are Blind	Rehabilitation Services Administration	Federal	Annually	December 23, 2015	To provide detailed information on expenditures for the Older Blind Program.	https://rsa.ed.gov/choose.cfm?menu=mb_view
9	RSA-15 Report of Vending Facility Program (Randolph Sheppard)	Rehabilitation Services Administration	Federal	Annually	December 23, 2015	To provide detailed information on the Business Enterprise Program income and expenditures as well as vendor locations in each state.	https://rsa.ed.gov/choose.cfm?menu=mb_view
10	SF-425 Federal Financial Report for the State Supported Employment Services program	Rehabilitation Services Administration	Federal	Bi-annually	March 30, 2016	To provide detailed information on expenditures for the Vocational Rehabilitation Program and ensure compliance.	https://rsa.ed.gov/choose.cfm?menu=mb_view
11	Report to the General Assembly	South Carolina Human Affairs Commission	State	Annually	February 1, 2016	To provide demographic information regarding employee for use in maintaining a diverse workgroup.	http://www.schac.sc.gov/aboutus/Pages/TechnicalServicesDepartment.aspx

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Oversight Review Template

Item	Name of Entity Conducted Oversight Review	Type of Entity	Oversight Review Timeline (MM/DD/YYYY to MM/DD/YYYY)	Method to Access the Oversight Review Report
1	Legislative Oversight Committee	State	03/17/2016 to 08/25/2016	http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyPHPFiles/CommissionFortheBlind.php