

# UNITED STATES DEPARTMENT OF EDUCATION

## OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES

### REHABILITATION SERVICES ADMINISTRATION

Washington D.C. 20202

FISCAL YEAR

### INDEPENDENT LIVING SERVICES FOR

### OLDER INDIVIDUALS WHO ARE BLIND

### ANNUAL REPORT INSTRUCTIONS

Title VII Chapter 2, of the Rehabilitation Act, as amended  
Section 752(l)(2)(A) of the Rehabilitation Act, as amended

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1820-0608. The time required to complete this information collection is estimated to average 8 hours (or minutes) per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** Thomas Kelley, U.S. Department of Education, 400 Maryland Ave, S.W., PCP Room 5031, Washington, D.C. 20202-2800.

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## Introduction

The revised ED RSA-7-OB form incorporates four newly established performance measures for the Independent Living Services for Older Individuals who are Blind (IL-OIB) program. These measures aim to better reflect the program's impact on individual consumers and the community.

Added to capture information that may be required to meet GPRA guidelines, the new performance measures can be found under Part VI: Program Outcomes/Performance Measures as follows:

### Measure 1.1

Of individuals who received orientation and mobility (O&M) services, the percentage who experienced functional gains or maintained their ability to travel safely and independently in their home and/or community environment.

### Measure 1.2

Of individuals who received services or training in alternative non-visual or low vision techniques, the percentage that experienced functional gains or were able to successfully restore and maintain their functional ability to engage in their customary life activities within their home environment and community.

### Measure 1.3

Of individuals who received AT (assistive technology) services and training, the percentage who regained or improved functional abilities previously lost as a result of vision loss.

### Measure 1.4

Of the total individuals served, the percentage that reported that they are in greater control and are more confident in their ability to maintain their current living situation as a result of services.

The revised ED RSA-7-OB form has been streamlined to optimize the usefulness of information collected. This information will assist RSA in reporting results and outcomes related to the IL-OIB program.

In consultation with the Office of Management and Budget, the Department of Education established performance goals and indicators as a way to express the independent living program's purpose in terms of desired outcomes or results that can be quantified and measured. The performance indicators addressed by the revised ED RSA-7-OB form through the four newly added performance measures represent a sampling of the range of ways in which the IL-OIB program promotes the independence, empowerment, and community integration of older individuals who are blind.

Since not all states will be able to make all the necessary reporting system adjustments, RSA understands that the FY 2008 data collection may not be as accurate or

comprehensive as will be possible in the future. RSA asks states to make their best efforts in completing the FY 2008 ED RSA-7-OB form. Also, RSA invites states to report on their data collection efforts in the ED RSA-7OB narrative section.

### **Submittal Instructions**

Through the completed ED RSA-7-OB form, each state is required to submit **two (2) copies** of the annual 7-OB Report in the following manner:

**One (1) electronic copy in Microsoft Word (preferred), RTF, or Text and one (1) hard copy with signatures.** The signed hard copy serves as the official copy of the 7-OB Report.

Each state is required to send the signed hard copy to:

United States Department of Education  
Office of Special Education and Rehabilitative Services  
Attention: Veronica Hogan  
400 Maryland Avenue, SW, PCP Room 5044  
Washington, DC 20202-2800

The electronic copy is to be sent to:

[elizabeth.akinola@ed.gov](mailto:elizabeth.akinola@ed.gov) with cc to: [veronica.hogan@ed.gov](mailto:veronica.hogan@ed.gov).

**PART I: FUNDING SOURCES FOR EXPENDITURES AND ENCUMBRANCES – INSTRUCTIONS**

PLEASE NOTE: Total expenditures and encumbrances for direct program services in Part I (C) must equal the total funds spent on services in Part IV. Part I C must equal the sum of Part IV A1+B1+C1+D1.

TITLE VII-CHAPTER 2 FEDERAL GRANT AWARD FOR REPORTED FISCAL YEAR

Enter the total amount of your Title VII-Chapter 2 Grant Award for the reported Federal Fiscal Year (FY).

TITLE VII-CHAPTER 2 CARRYOVER FROM PREVIOUS YEAR

Enter any federal grant carryover amount from the previous FY that was expended or encumbered in the reported FY.

A. FUNDING SOURCES FOR EXPENDITURES AND ENCUMBRANCES IN REPORTED FY

- A1. Enter the total amount of Title VII-Chapter 2 funds *expended or encumbered* during the reported FY. Include expenditures or encumbrances made from both carryover funds from the previous FY and from the reported FY grant funds.
- A2. Enter the total of any other federal funds *expended or encumbered* in the Title VII-Chapter 2 program during the reported FY. Designate the funding sources and amounts in (a) through (e).
- A3. Enter the total amount of state funds *expended or encumbered* in the Title VII - Chapter 2 program. Do not include in-kind contributions (e.g., documented value of services, materials, equipment, buildings or office space, or land).
- A4. Enter the total amount of third party contributions including local and community funding, non-profit or for-profit agency funding, etc. Do not include in-kind contributions (e.g., documented value of services, materials, equipment, buildings or office space, or land).
- A5. Enter the total amount of in-kind contributions from non-federal sources. Include value of property or services that benefit the Title VII-Chapter 2 program (e.g. the fairly evaluated documented value of services, materials, equipment, buildings or office space or land).
- A6. Enter the total matching funds (A3 + A4 + A5). *Reminder:* The required non-federal match for the Title VII-Chapter 2 program is not less than \$1 for each \$9 of federal funds provided in the Title VII-Chapter 2 grant. Funds derived from or provided by the federal government, or services assisted or subsidized to any significant extent by the federal government, may not be included in determining the amount of non-federal contributions.

A7. Enter the total amount of all funds expended and encumbered (A1 + A2 + A6) during the reported fiscal year.

B. TOTAL EXPENDITURES AND ENCUMBRANCES ALLOCATED TO ADMINISTRATIVE, SUPPORT STAFF, AND GENERAL OVERHEAD COSTS

Enter the total amount of expenditures and encumbrances allocated to administrative, support staff, and general overhead costs. Do not include costs for direct services provided by agency staff or the costs of contract or sub-grantee staff that provide direct services under contracts or sub-grants. If an administrator spends a portion of his or her time providing administrative services and the remainder providing direct services, include only the expenditures for administrative services.

C. TOTAL EXPENDITURES AND ENCUMBRANCES FOR DIRECT PROGRAM SERVICES

Enter the total amount of expenditures and encumbrances for direct program services by subtracting line B from line A7.

**PART II: STAFFING – INSTRUCTIONS**

Base all FTE calculations upon a full-time 40-hour workweek or 2080 hours per year. Record all FTE assigned to the Title VII-Chapter 2 program irrespective of whether salary is paid with Title VII-Chapter 2 funds.

A. FULL-TIME EQUIVALENT (FTE) PROGRAM STAFF

A1. Under the “Administrative & Support” column (A1a), enter the full-time equivalent (FTE) of all administrative and support staff (e.g. management, program directors, supervisors, readers, drivers for staff, etc.) assigned to the Title VII-Chapter 2 program from the State agency. (For example, if 20% or 8 hours per week of a staff person’s time were spent on administrative and support functions related to this program, the FTE for that staff person would be .2). Under the “Direct Services” column (A1b), enter the FTE of all direct service staff (e.g. rehabilitation teacher, IL specialist, orientation and mobility specialist, social worker, drivers for individuals receiving services, etc.) assigned to the Title VII-Chapter 2 program from the State agency. If administrative or support staff of the State agency also provide direct services, report the FTE devoted to direct services in the “Direct Services” column (A1b). (For example, if 80% of a staff person’s time were spent in providing direct services, the FTE for that person would be 8). Finally, add across the “Administrative & Support” FTE (A1a) and “Direct Service” FTE (A1b) to enter the total State agency FTE in the TOTAL (A1c) column.

- A2. Under the “Administrative & Support” column (A2a), enter the full-time equivalent (FTE) of all administrative and support staff (e.g. management, program directors, supervisors, readers, drivers for staff, etc.) assigned to the Title VII-Chapter 2 program from contractors or sub-grantees. Under the “Direct Services” column (A2b), enter the FTE of all direct service staff (e.g. rehabilitation teacher, IL specialist, orientation and mobility specialist, social worker, driver for individuals receiving services, etc.) assigned to the Title VII-Chapter 2 program from contractors and sub-grantees. If administrative staff of the contractors or sub-grantees also provides direct services, report the FTE devoted to direct services in the “Direct Services” column (A2b). Finally, add across the “Administrative & Support” FTE (A2a) and “Direct Service” FTE (A2b) to enter the total contractor or sub-grantee FTE in the TOTAL (A2c) column.
- A3. Add each column for A1 and A2 and record totals on line A3.

B. EMPLOYED OR ADVANCED IN EMPLOYMENT

- B1. Enter the total number of employees (agency and contractor/sub-grantee staff) with disabilities, including blindness or visual impairment, in B1a. Enter the FTE of employees with disabilities in B1b. (To calculate B1b, add the total number of hours worked by all employees with disabilities and divide by 2080 to arrive at the FTE)
- B2. Enter the total number of employees (agency and contractor/sub-grantee staff) who are blind or visually impaired *and* age 55 and older in B2a. Enter the FTE of employees who are blind or visually impaired *and* age 55 or older in B2b. (To calculate B2b, add the total number of hours worked by employees who are blind or visually impaired *and* age 55 and older and divide by 2080 to arrive at the FTE)
- B3. Enter the total number of employees (agency and contractor/sub-grantee staff) who are members of racial/ethnic minorities in B3a. Enter the FTE of employees who are members of racial/ethnic minorities in B3b. (To calculate B3b, add the total number of hours worked by employees who are members of racial/ethnic minorities and divide by 2080 to arrive at the FTE)
- B4. Enter the total number of employees (agency and contractor/sub-grantee staff) who are women in B4a. Enter the FTE of employees who are women in B4b. (To calculate B4b, add the total number of hours worked by women and divide by 2080 to arrive at the FTE)
- B5. Enter the total number of employees (agency and contractor/sub-grantee staff) who are ages 55 and older, but not blind or visually impaired, in B5a. Enter the FTE of employees who are ages 55 and older, but not blind or visually impaired, in B5b. (To calculate B5b, add the total number of hours worked by employees

who are ages 55 and older, but not blind or visually impaired, and divide by 2080 to arrive at the FTE)

### **PART III: DATA ON INDIVIDUALS SERVED – INSTRUCTIONS**

Provide data in all categories on program participants who received one or more services during the fiscal year being reported.

#### **A. INDIVIDUALS SERVED**

- A1. Enter the number of program participants carried over from the previous federal fiscal year who received services in this reported FY (e.g. someone received services in September (or any other month) of the previous FY and continued to receive additional services in the reported FY).
- A2. Enter the number of program participants who began receiving services during the reported fiscal year irrespective of whether they have completed all services.
- A3. Enter the total number served during the reported fiscal year (A1 + A2).

#### **B. AGE**

- B1-B10. Enter the total number of program participants served in each respective age category.
- B11. Enter the sum of B1 through B10. This must agree with A3.

#### **C. GENDER**

- C1. Enter the total number of females receiving services.
- C2. Enter the total number of males receiving services.
- C3. Enter the sum of C1 and C2. This must agree with A3.

#### **D. RACE/ETHNICITY**

Hispanic or Latino means a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

- D1. Enter the number of individuals served who are Hispanic/Latino of any race or Hispanic/Latino only. Hispanic/Latino means a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.



- D2. Enter the number of individuals served who are American Indian or Alaska Native. American Indian or Alaska Native means a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- D3. Enter the number of individuals served who are Asian. Asian means a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- D4. Enter the number of individuals served who are Black or African American. Black or African American means a person having origins in any of the black racial groups of Africa. Terms such as “Haitian” may be used.
- D5. Enter the number of individuals served who are Native Hawaiian or Other Pacific Islander. Native Hawaiian or Other Pacific Islander means a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- D6. Enter the number of individuals served who are White or Caucasian. White means a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- D7. Enter the number of individuals served who report two or more races but who are not Hispanic/Latino of any race.
- D8. Enter “race and ethnicity unknown” only if the consumer refuses to identify race and ethnicity.
- D9. Enter the total of D1 through D8. This number must agree with A3.
- E. DEGREE OF VISUAL IMPAIRMENT
- E1. Enter the number of individuals served who are totally blind (e.g. have light perception only or no light perception).
- E2. Enter the number of individuals served who are legally blind (excluding those recorded in E1).
- E3. Enter the number of individuals served who have severe visual impairment.
- E4. Add E1 + E2 + E3 and enter the total. This number must agree with A3.
- F. MAJOR CAUSE OF VISUAL IMPAIRMENT  
(Please note that the primary site for the definitions of diseases is <http://www.nia.nih.gov/AboutNIA/StrategicPlan/ResearchGoalA/Subgoal1.htm>.)

Enter only one major cause of visual impairment for each individual served.

- F1. Enter the number of individuals served who have macular degeneration as the major cause of visual impairment. Age-related macular degeneration (AMD) is a progressive disease of the retina wherein the light-sensing cells in the central area of vision (the macula) stop working and eventually die. The cause of the disease is thought to be a combination of genetic and environmental factors, and It is most common in people who are age 60 and over. AMD is the leading cause of legal blindness in senior citizens.
- F2. Enter the number of individuals served who have diabetic retinopathy as the major cause of visual impairment. Diabetic retinopathy is the leading cause of new cases of legal blindness among working-age Americans and is caused by damage to the small blood vessels in the retina. It is believed that poorly controlled blood sugar levels are related to its progression. Most persons with diabetes have non-insulin-dependent diabetes mellitus (NIDDM) or what is commonly called "adult-onset" or Type II diabetes, and control their blood sugar with oral medications or diet alone. Others have insulin-dependent diabetes mellitus (IDDM), also called "younger or juvenile-onset" or Type I diabetes, and must use insulin injections daily to regulate their blood sugar levels.
- F3. Enter the number of individuals served who have glaucoma as the major cause of visual impairment. Glaucoma is a group of eye diseases causing optic nerve damage that involves mechanical compression or decreased blood flow. It is permanent and is a leading cause of blindness in the world, especially in older people.
- F4. Enter the number of individuals served who have cataracts as the major cause of visual impairment. A cataract is a clouding of the natural lens of the eye resulting in blurred vision, sensitivity to light and glare, distortion, and dimming of colors. Cataracts are usually a natural aging process in the eye (although they may be congenital) and may be caused or accelerated by other diseases such as glaucoma and diabetes.
- F5. Enter the number of individuals served who have any other major cause of visual impairment.
- F6. Enter the sum of F1 through F5. This number must agree with A3.

G. OTHER AGE-RELATED IMPAIRMENTS

Enter the total number of individuals served in each category. Individuals may report one or more non-visual impairments/conditions. The National Institute on Aging (NIA) Strategic Plan identifies age-related diseases, disorders, and disability including the following categories.

- G1. Hearing Impairment: Presbycusis is the gradual hearing loss that occurs with aging. An estimated one-third of Americans over 60 and one-half of those over 85 have some degree of hearing loss. Hearing impairment occurs when there is a problem with or damage to one or more parts of the ear, and may be a conductive hearing loss (outer or middle ear) or a sensorineural hearing loss (inner ear) or a combination. The degree of hearing impairment can vary widely from person to person. Some people have partial hearing loss, meaning that the Ear can pick up some sounds; others have complete hearing loss, meaning that the ear cannot hear at all. One or both ears may be affected, and the impairment may be worse in one ear than in the other.
- G2. Diabetes: Diabetes is a disease in which the body does not produce or properly use insulin, a hormone that is needed to convert sugar, starches and other food into energy needed for daily life. Type 2 diabetes, which results from insulin resistance and abnormal insulin action, is most prevalent in the older population. Diabetes complications, such as heart disease and loss of sight, increase dramatically when blood sugar is poorly controlled and often develop before diabetes is diagnosed.
- G3. Cardiovascular Disease and Strokes: Diseases of the heart and blood vessels are the leading cause of hospitalization and death in older Americans. Congestive heart failure is the most common diagnosis in hospitalized patients aged 65 and older.
- G4. Cancer: The second leading cause of death among the elderly is cancer, with individuals age 65 and over accounting for 70 percent of cancer mortality in the United States. Breast, prostate, and colon cancers, are common in older people.
- G5. Bone, Muscle, Skin, Joint, and Movement Disorders: Osteoporosis (loss of mass and quality of bones), osteoarthritis (inflammation and deterioration of joints), and sarcopenia (age-related loss of skeletal muscle mass and strength) contribute to frailty and injury in millions of older people. Also contributing to loss of mobility and independence are changes in the central nervous system that control movement. Cells may die or become dysfunctional with age, as in Parkinson's disease. Therefore, older people may have difficulty with gross motor behavior, such as moving around in the environment, or with fine motor skills, such as writing.
- G6. Alzheimer's Disease/Cognitive Impairment: Alzheimer's disease is the most common type of dementia (a brain disorder that significantly affects an individual's ability to carry out daily life activities) in older people. It and other cognitive impairments impact parts of the brain that control thought, memory, and language.
- G7. Depression is widespread, often undiagnosed, and often under-treated in the elderly. It is believed to affect more than 6.5 million of the 35 million Americans

who are 65 or older. Depression is closely associated with dependency and disability. Symptoms may include: loss of interest in normally pleasurable activities, persistent, vague or unexplained somatic complaints, memory complaints, change in weight, sleeping disorder, irritability or demanding behavior, lack of attention to personal care, difficulty with concentration, social withdrawal, change in appetite, confusion, delusions or hallucinations, feeling of worthlessness or hopelessness, and thought about suicide.

- G8. Other Major Geriatric Concerns: Several conditions can compromise independence and quality of life in older persons including weakness and falls, urinary incontinence, benign prostatic hyperplasia, and co morbidity (co morbidity describes the effect of all other diseases an individual might have on the primary disease).

#### H. TYPE OF LIVING ARRANGEMENT

- H1. Enter the number of individuals served who live alone.
- H2. Enter the number of Individuals served who live with someone else, such as a spouse, family member, friend, caregiver, nursing attendant, etc.
- H3. Enter the sum of H1 and H2. This number must agree with A3.

#### I. TYPE OF RESIDENCE

- I1. Enter the number of individuals served who live in a private residence such as a house or apartment unrelated to senior living.
- I2. Enter the number of individuals served who live in a senior living or retirement community (e.g. housing designed for those age 55 and older).
- I3. Enter the number of individuals served who live in an assisted living community or facility (e.g. housing that provides personal care and services which meet needs beyond basic provision of food, shelter and laundry).
- I4. Enter the number of individuals served who live in a nursing home or long-term care facility (e.g. any facility that provides care to one or more persons who require nursing care and related medical services of such complexity to require professional nursing care under the direction of a physician on a 24 hour a day basis).
- I5. Enter the sum total of I1 – I4. This number must agree with A3.

J. SOURCE OF REFERRAL

- J1. Enter the number of individuals served referred by an ophthalmologist or optometrist.
- J2. Enter the number of individuals served referred by a medical provider other than an ophthalmologist or optometrist.
- J3. Enter the number of individuals served referred by a state vocational rehabilitation agency.
- J4. Enter the number of individuals served referred by a government or social services agency defined as a public or private agency which provides assistance to consumers related to eligibility and securing entitlements and benefits, counseling, elder law services, assistance with housing, etc.
- J5. Enter the number of individuals served referred by a senior program defined as a community-based educational, recreational, or socialization program operated by a senior center, nutrition site, or senior club.
- J6. Enter the number of individuals served referred by a faith-based (religious affiliated) organization.
- J7. Enter the number of individuals served referred by an independent living center (ILC) defined as a consumer-controlled, community-based, cross-disability, nonresidential private nonprofit agency that is designed and operated within a local community by individuals with disabilities, and provides an array of independent living services.
- J8. Enter the number of individuals served referred by a family member or friend.
- J9. Enter the number of individuals who were self-referred.
- J10. Enter the number of individuals served referred by the Veterans Administration
- J11. Enter the number of individuals referred from all other sources aside from those listed above.
- J11. Enter the total sum total of J1 through J10. The number must agree with A3.

**PART IV: TYPES OF SERVICES PROVIDED AND RESOURCES ALLOCATED –  
INSTRUCTIONS**

PLEASE NOTE: Total expenditures and encumbrances for direct program services in Part I C must equal the total funds spent on services in Part IV. Part I C must equal the sum of Part IV A1+B1+C1+D1.

In addition, salary or costs associated with direct service staff or contractors providing direct services should be included in the cost of services provided in A, B, C, and D.

A. CLINICAL / FUNCTIONAL VISION ASSESSMENTS AND SERVICES

- A1. Enter the total cost from Title VII-Chapter 2 federal grant funds (A1a) and the total cost from all other sources of program funding (A1b) for clinical and/or functional vision assessments and services, whether purchased or provided directly.
- A2. Enter the total number of program participants who received clinical vision screening or vision examinations from qualified or certified professionals such as ophthalmologists or optometrists, and who received functional vision assessments or low vision evaluations to identify strategies for enhancing visual performance both without and with optical and low vision devices and equipment. Assessment areas may include functional visual acuity and fields, efficiency of vision in the performance of everyday tasks, and evaluation for low vision aids or equipment. These assessments are typically provided by skilled professionals or those who are certified or have a master's degree in low vision rehabilitation. Do not include evaluations for orientation and mobility. These should be included in C3.
- A3. Enter the total number of program participants who received surgical or therapeutic treatment to prevent, correct, or modify disabling eye conditions; and, hospitalizations related to such services. Include *prescription* optics in this service category. Nonprescription optics should be reported in B2.

B. ASSISTIVE TECHNOLOGY DEVICES AND SERVICES

- B1. Enter the total cost from Title VII-Chapter 2 federal grant funds (B1a) and the total cost from all other sources of program funding (B1b) for the provision of assistive technology devices and services.
- B2. Enter the total number of program participants who received one or more assistive technology devices. As defined in Section 3(4) of the Assistive Technology Act of 2004 (P.L. 108-364), "assistive technology device means any item, piece of equipment, or product system whether acquired commercially, modified, or customized that is used to increase, maintain, or improve functional capabilities of individuals with disabilities." Assistive technology devices may include such items as canes, slates, insulin gauges, CCTVs, computers, adaptive software, magnifiers, adaptive cooking items, adaptive recreational items, handwriting guides, Brailers, large button telephones, etc.
- B3. Enter the total number of program participants who received one or more assistive technology services. As defined in Section 3(5) of the Assistive

Technology Act of 2004 (PL 108-364), “assistive technology service means any service that directly assists an individual with a disability in the selection, acquisition, or use of an assistive technology device.” Services may include the evaluation of assistive technology needs of an individual, services related to acquisition of technology, costs of loan programs, maintenance and repair of assistive technology, training or technical assistance for the individual or professionals related to the use of assistive technology, programs to expand the availability of assistive technology, low vision therapy services related to the use of optical aids and devices, and other services related to the selection, acquisition, or use of an assistive technology device.

**C. INDEPENDENT LIVING AND ADJUSTMENT TRAINING AND SERVICES**

- C1. Enter the total cost from Title VII-Chapter 2 federal grant funds (C1a) and the total cost from all other sources of program funding (C1b) for the provision of services and adjustment training leading to independent living. Evaluation and assessment services (excluding those included in A2 or B3) leading to the planning and implementation of services and training should be included in these costs.
- C2. Enter the unduplicated number of individuals who received one or more of the services or training in C3, C4 or C5. For example, if an individual received services in both C3 and C4, they would only be counted once in the total for C2.
- C3. Enter the total number of individuals who received orientation and mobility (O & M) services or travel training (i.e. learning to access public or private transportation, and to travel safely and as independently as possible in the home and community with or without the use of mobility aids and devices).
- C4. Enter the total number of individuals who received communication skills training (e.g. reading and writing Braille, keyboarding and computer literacy, using the telephone, handwriting guides, telling time, using readers, use of audio and tactile technologies for home, recreational or educational use; etc.). Training in the use of newspaper reading services and radio services should be included.
- C5. Enter the total number of individuals who received personal management and daily living skills training (e.g. training in the use of adaptive aids and assistive technology devices for personal management and daily living, blindness and low vision alternative techniques for food preparation, grooming and dress, household chores, medical management, shopping, recreational activities, etc.)
- C6. Enter the total number of individuals who received supportive services (e.g. reader services, transportation, personal attendant services, support service providers, interpreters, etc.) while actively participating in the program or attaining independent living goals.

- C7. Enter the total number of program participants who participated in advocacy training or support network activities such as consumer organization meetings, peer support groups, etc.
- C8. Enter the total number of individuals who received counseling (peer, individual or group) to assist them in adjusting to visual impairment and blindness.
- C9. Enter the total number of program participants that received information and referral to other service providers, programs, and agencies (e.g. senior programs, public and private social service programs, faith-based organizations, consumer groups, etc.) to enhance adjustment, independent living, and integration into the community. Do not include individuals who received *only* information and referral and for whom no other services were provided.
- C10. Enter the total number of individuals served who were provided any other service not listed above.

**D. COMMUNITY AWARENESS ACTIVITIES / INFORMATION AND REFERRAL**

- D1. Enter the total cost from Title VII-Chapter 2 federal grant funds (D1a) and the total cost from all other sources of program funding (D1b) for providing information and referral services and community awareness activities/events to individuals for whom this was the only service provided (i.e. training for other professionals, telephone inquiries, general inquiries, etc.).
- D2. Enter the number of individuals receiving information and referral services for whom this is the only service provided. (optional)
- D3. Enter the number of community awareness events/activities in which the Chapter 2 program participated during the reported year (D3a) and the number or estimated number of individuals who benefited from these activities (D3b).

**PART V: COMPARISON OF PRIOR YEAR ACTIVITIES TO CURRENT REPORTED YEAR – INSTRUCTIONS**

- A1. Program Expenditures and Encumbrances (all sources) Enter the total cost of the program for the prior fiscal year (A1a), and the fiscal year being reported (A1b). The total cost of the program can be found in Part I A7. Calculate the change (plus or minus) from the prior year to the reported year (A1c).
- A2. Number of Individuals Served Enter the total number of eligible individuals served in the prior year (A2a), and in the current reported year (A2b). The total number of individuals served can be found in Part III A3. Calculate the change (plus or minus) in the numbers served from the prior year to the reported year (A2c).



- A3. Number of Minority Individuals Served Enter the total number of minority individuals served in the prior year (A3a), and in the fiscal year currently being reported (A3b). The total number of minority individuals served is the total of Part III D1+D2+D3+D4+D6+D7. Calculate the change (plus or minus) in the numbers served from the prior year to the reported year (A3c).
- A4. Number of Community Awareness Activities Enter the number of community awareness activities or events in which the Chapter 2 program participated during the prior year (A4a), and in the fiscal year currently being reported (A4b). The number of community awareness activities is found in Part IV D3a. Calculate the change (plus or minus) in the number of events from the prior year to the year being reported (A4c).
- A5. Number of Collaborating Agencies and Organizations Enter the number of collaborating organizations or agencies (formal agreements or informal activity) other than Chapter 2 paid sub-grantees or contractors in the prior year (A5a), and in the fiscal year currently being reported (A5b). Calculate the change (plus or minus) from the prior year to the year being reported (A5c).
- A6. Number of Sub-grantees/Contractors If you provide services through sub-grantee agencies or contract, enter the number of sub-grantees or contracts in the prior year (A6a), and in the fiscal year currently being reported (A6b). Calculate the change (plus or minus) from the prior year to the year being reported (A6c). If you do not use sub-grantees, enter 0 in A6a, A6b, and A6c.

<b>PART VI: PROGRAM OUTCOMES/PERFORMANCE MEASURES – INSTRUCTIONS</b>
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- A. Enter the number from Part IV C3 in A1. From available program data and evaluations, enter the number of individuals who experienced functional gains or maintained their ability to travel safely and independently in their residence and/or community environment as a result of services in A2.
- In A3, from available program data and evaluations, enter the number of individuals for whom functional gains have not yet been determined at the close of the reporting period. (This number would not include those individuals who are no longer receiving services and who either did not make functional gains or maintain functional ability.)
- B. Enter the number from Part IV C2 in B1. From available program data and evaluations, enter the number of individuals that experienced functional gains or successfully restored or maintained their functional ability to engage in their customary life activities as a result of services or training in alternative non-visual or low vision techniques in B2.

In B3, from available program data and evaluations, enter the number of individuals for whom functional gains have not yet been determined at the close of the reporting period. (This number would not include those individuals who are no longer receiving services and who either did not make functional gains or maintain functional ability.)

- C. Enter the number from Part IV B2 in C1. From available program data and evaluations, enter the number of individuals receiving AT (assistive technology) services and training who regained or improved functional abilities that were previously lost or diminished as a result of vision loss in C2.

In C3, from available program data and evaluations, enter the number of individuals for whom functional gains have not yet been determined at the close of the reporting period. (This number would not include those individuals who are no longer receiving services and who either did not make functional gains or maintain functional ability.)

- D. From available program data and evaluations, in D1 enter the number of individuals served who reported feeling that they are in greater control and are more confident in their ability to maintain their current living situation as a result of services they received; in D2 enter the number of individuals served who reported feeling that they have less control and confidence in their ability to maintain their current living situation as a result of services they received; and in D3 enter the number of individuals served who reported no change in their feelings of control and confidence in their ability to maintain their current living situation as a result of services they received.

In D4, of those who report no gains in feelings of confidence and control, enter the number of individuals served who experienced changes in lifestyle for reasons unrelated to vision loss (e.g., decline in health, decline in cognitive ability, or death of a spouse).