**Organizations and Schools Program Update Form**

**REPORTING FOR 2023**

**Due: March 31, 2024**

The Annual Update Report is a requirement of accreditation, as referenced in the OSAC Handbook. Continuous accountability is integral to maintaining accreditation.

Accredited agencies and specialized schools communicate any changes, improvements, and other actions related to specific recommendations in their accreditation award letter or programmatic and operational initiatives implemented in the past calendar year.

Please complete Parts A-H and return to [accreditation@aerbvi.org](mailto:accreditation@aerbvi.org) with a copy of page one of the most recent 990. Feel free to attach separate pages if needed.

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| Part A. Provide the following information: | |
| Business Name: |  |
| Contact Person: |  |
| Telephone Number: |  |
| Email Address: |  |
| Mailing Address: |  |
| Annual Operating Budget Expenses (used to calculate annual accreditation dues) Please attach FIRST page of most recent 990 |  |

Part B. Current Accreditation Expiration:

Part C. Please list below the recommendations in your most recent accreditation award letter and report on actions taken in the past 12 months.

Part D. Use the space below to identify any changes to Program Operations in the past 12 months:

Part E. Use the space below to identify any Administrative changes in the past 12 months including Staffing (both administrative and program), unfilled positions, anticipated changes.

Part F. Use the space below to identify any Improvements that have been made in the past 12 months:

Part G. Please read each question below and provide the answer in the space provided. Standards referenced can be downloaded from <https://www.aerbvi.org/organizations-agencies-and-schools-for-the-blind->

**From Policy and Administration (PA) Standards, Program Evaluation and Improvement (PEI) Standards and Consumer and Community Involvement (CCI) Standards:**

1. PEI Standards 1A/2A/3 and PA Standards 2/3 - What Program Evaluation did your organization complete this year?
2. PEI Standard 4 and CCI Standards 2/3 - Are program evaluation reports shared with:
   1. program staff,
   2. clients,
   3. families
   4. governance board members
3. PEI Standards 5/7/8 - How are program evaluation results used to improve program policies, procedures or activities?

**From Staff and Volunteers Standards (SV):**

1. SV Standard 8: What activities related to professional development for staff were delivered in the past year?

**From Buildings and Grounds (BG) Standards, Staff and Volunteers (SV), Financial Management (FM) Standards, and Community Relations, Public Education and Fundraising (CRPEF):**

1. BG Standards 2/3/5/6 and SV Standards 2/3/4/6: Have there been any incidents with staff, volunteers or clients that resulted in interruption or suspension of services in the past 12 months? If yes, please explain.
2. FM Standard 3/7/9: Have there been any natural disasters or any other type of occurrence that resulted in interruption or suspension of services, or risks to the organization in the past 12 months? If yes, please explain.
3. FM Standards 3/4 and SV Standard 4/5 and CRPEF 7/9/10/11: Have there been any incidents with staff, clients, operations or any other type of occurrence that resulted in a formal or informal complaint against the staff, agency or school, or program in the past 12 months? If yes, please explain.

Part H. I have read and understand each question in Parts A-G; and each response represents a true and accurate statement.

I verify that my organization (school or agency) continues to meet all applicable eligibility requirements to operate and provide services in my city and state.

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| --- | --- |
| **Signature:** |  |
| **Date:** |  |