Rev 5 – 2022; updated and AERAC approved 11-21-2024

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| --- | --- | --- | --- | --- |
| *Community Integration Services accommodate groups of individuals who are blind and those with low vision in age-appropriate community environments. The skills and experiences achieved help to reinforce a sense of worth and to develop confidence about entering into other relationships and environments. Organization facilitates provision of services to people who are blind/low vision by other organizations.* | | | | |
| **Community** **Integration** **Services** **(CIS)**  **Organization will establish a self-study committee to assess and rate the organization on the following:**  NOTE: Items with an asterisk (\*) indicate Absolute Standards. The other items are Critical Standards. See Accreditation Handbook for Organizations, page 5 of 17: “All absolute standards must be fully met to receive accreditation. Critical standards must be at least partially met to receive accreditation.” | Supporting Documentation  Indicate name of file or cite page in documents you provide to show compliance. | Review Committee Decision | | |
| Fully Met | Partially Met | Not Met |
| 1. \*Community integration programs are within the scope and mission of the organization. |  |  |  |  |
| 2. Community integration programs are an integral part of the overall functional structure of the organization and service programs. |  |  |  |  |
| 3. There are written policies and procedures concerning the method of approval for component activities. |  |  |  |  |
| 4. Eligibility criteria are clearly articulated, including all fees and charges for participation and expectations for travel to and from scheduled activities. |  |  |  |  |
| 5. The qualifications, skills and experience of staff and volunteers are appropriate to oversee the specific component activities that are assigned to them. |  |  |  |  |
| 6. The organization has well-established linkages with relevant community constituencies such as educational, vocational, family, independent living, social, recreational, and cultural to ensure that their integration expectations are addressed by the program. |  |  |  |  |
| 7. These constituencies are represented in the planning and implementation of the community integration program(s) as appropriate. |  |  |  |  |
| 8. A plan is established for the participant group that is based on the results of assessment and includes written objectives for each identified activity component. |  |  |  |  |
| 9. The program activities are designed to meet the shared group needs and interests as established by the community consultations and group participants and as stated in the written objectives. |  |  |  |  |
| 10. Activities are designed to help individuals achieve community and social integration, competence, and experience. |  |  |  |  |
| 11. Community integration program information is distributed in a manner that is accessible and clear to the participants, their families, and to other interested stakeholders. |  |  |  |  |
| 12. Community recreation areas and facilities are selected on the basis they are designed and constructed as barrier-free environments that are well-maintained, functional, accessible, and safe. |  |  |  |  |
| 13. Program staff monitors the participation, and documents the progress of individual group members to ensure that they are enjoying and benefitting from all planned group activities. |  |  |  |  |
| 14. Individualized counselling and support remediation are readily available to assist any group participants who are experiencing problems which are self-identified, reported by family members, or observed by program staff. |  |  |  |  |
| Total Standards |  | /14 | /14 | /14 |

Required Documents

Please prepare a folder in Dropbox (or use other means of sharing as mutually agreed with AER) for your organization’s Community Integration Services Self-Study, with sub-folders labeled for each of the following documents:

* Self-Study (above)
* Policy and Procedures for Community Integration Services
* Description of Services including Scope, Goals and Objectives
* Criteria and Eligibility Requirements
* Names, Resumes and Job Description for Personnel
* List of Community Partners and Description of Relationship
* Individual Needs Assessment Reports
* List of Program Activities
* Guidelines for Selection of Recreation Areas and List of Recreation Areas Used in Past 12 Months
* Sample of Consumer Records including Consumer Progress Reports
* Method for Measuring Consumer Satisfaction and Applicable Surveys and Question Sets
* See Section I. (G) Program Evaluation and Improvement Required Documents and Submit Each Item for Community Integration Services and Label “I. (G) Community Integration Services.”

* Narrative to explain any standards you rated as partially met or not met.
* Any other Narrative Remarks

List of Members of Self-Study Committee:

Date Self-Study Completed:

Date of Board Meeting approving Self-Study: