|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Recreation Program (RP)**  RP services can be provided by any organization or residential school for the blind/visually impaired.  **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. \*Recreation services are based upon written plans that encompass the needs, characteristics, and interests of the individuals served and are within the scope of the mission of the organization. |  |  |  |  |
| 2. The recreation service is 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/referral necessary for client participation in the recreation program. |  |  |  |  |
| 4. Consultation and referral to recreation and related resources in the community are established and maintained to expand and integrate recreation options and access to services in the community. |  |  |  |  |
| 5. A comprehensive assessment of recreation needs and interests is a part of each team assessment and individualized written service plan. |  |  |  |  |
| 6. A plan is established for each person based on the results of assessment and includes goals and objectives, and a time frame for meeting stated goals and objectives. |  |  |  |  |
| 7. Activities are designed to be accessible to both blind and low vision participants and instruction takes into account different accessibility needs so that individuals achieve skills, independence, satisfaction, and physical development. |  |  |  |  |
| 8. Recreation program information is distributed in a manner that is accessible and understandable to the participants and other interested persons and is regularly included in inter-departmental staffing. |  |  |  |  |
| 9. Recreation areas and facilities are designed and constructed as barrier-free environments that are aesthetic, functional, accessible, and safe, and are adequate to achieve the purposes of the recreational program. |  |  |  |  |
| 10. The recreation service has established policies and procedures to ensure the proper use of equipment and supplies. |  |  |  |  |
| 11. All equipment is inspected regularly to keep it in safe operating condition. |  |  |  |  |
| 12. The recreation service has established written procedures for evaluating individual progress in relation to stated goals and objectives. Written copies of the evaluation become part of the organization’s records. |  |  |  |  |
| 13. A planned program of recreational activities is offered that is appropriate for the developmental levels, abilities, interests and needs of learners. |  |  |  |  |
| 14. Program information is available to case coordinators and other team members as part of case review and coordination. |  |  |  |  |
| 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 Rehabilitation Recreation Services Self-Study, with sub-folders labeled for each of the following documents:

* Self-Study (above)
* Policies and Procedures (P&P) for Rehabilitation Recreation Services including Selecting Equipment, Recreation Areas, Activities and Events
* Description of Services that includes Scope, Goals and Objectives
* Sample Client Records that include the Individual Needs & Interests Assessments Conducted, Assessment Results, and Individual’s Goals, Objectives and Individualized Service Plan
* Credential Verifications and Resumes for Personnel Providing Services
* Personnel Job Descriptions
* List of Recreational Activities, Schedule and Calendar for past 12 Months
* Guidelines for Equipment and Recreation Areas
* Examples of Consumer Progress Reports
* Follow-up Reports
* **See** **Section** **I.** **(G)** **Program** **Evaluation** **and** **Improvement** **Required** **Documents** **and** **Submit** **Each** **Item** **for** **Rehabilitation** **Recreation** **and** **Label** **“I.** **(G)** **Rehabilitation** **Recreation** **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: