



STATE SERVICES FOR THE BLIND



SSB Community Partner Monitoring Protocol Checklist Qualifications & Standards

For each monitoring protocol area, the qualifications and standards requirements are listed. Each area asks if the Community Provider provides these services and if they meet the qualification requirements and standards to provide the service. The Minnesota Rule that governs the expectations is cited here. The expected standard for each service type is provided in the MN Rule and its subparts. The monitoring event is based on meeting these requirements.

In addition, the monitoring team must be able to identify and provide documented evidence for each of the areas identified. During the review, if the service is provided, the Community Partner must meet the requirements for delivering each service. The monitoring team must be able to determine whether the requirements are met. Each section asks the team to identify and document evidence that supports the determination that the requirement is met.

Low Vision

[Minnesota Rules 3325.0420 Subp. 5, MR 3325.0110, Subparts 38 & 40](#)

- A. Low vision aids requiring prescription must be prescribed by a low vision clinician. Low vision aids which do not require prescription may be provided directly by a low vision specialist or clinician.

[Minnesota Rules 3325.0420 Subp. 5 B, MR 3325.0110, Subparts 38 & 40-](#)

- B. The provision of vision aids must be followed by training in the use of such aids by a low vision specialist or low vision clinician.

Orientation and Mobility - Please identify and document evidence supporting this determination. (E.g. curriculum; progress reports, customer interview; observation; other. Are the staff qualified to provide this service?)

Orientation and Mobility training- the instructor must be qualified to provide this service pursuant to [MR 3325.0420, Subd. 8](#) items A to C which govern the provision of orientation and mobility services.

[Minnesota Rules 3325.0420 Subp. 8](#)

Requires that Orientation and Mobility training of an eligible individual must give the eligible individual an opportunity to travel without the instructor and on increasingly difficult routes to help the individual develop confidence in their ability to travel independently.

Minnesota Rules 3325.0420 Subp. 8 C

Orientation and Mobility training of legally blind eligible individuals who have some remaining vision must include the use of sleep shades, unless an Orientation and Mobility Specialist or a person described in item B determines that because of age or one or more nonvisual disabilities the use of sleep shades would be unsafe.

Rehabilitation Teaching – Braille

Rehabilitation Teaching Services - Braille Training - the instructor must be qualified to provide this service pursuant to [MR 3325.0420, Subd. 11](#) . Items A-C govern the provision of rehabilitation teaching services.

****Please identify including names of service providers.**

Rehabilitation Teaching – Other than Braille

Rehabilitation Teaching Services – other than braille instruction - the instructor must be qualified to provide this service pursuant to [MR 3325.0420, Subd. 11](#) . Items A-C govern the provision of rehabilitation teaching services.

Are Community Partner staff qualified to provide this service pursuant to [MR 3325.0420, Subd. 11](#) Items A-C?

Assistive Technology

The CRP contract requires the assistive technology training instructor to be qualified to provide this service by successfully completing SSB's qualification process.

Are these staff qualified to provide this service by successfully completing SSB's qualification process?

Additional ATB Services - Tactile American Sign Language, Protactile, Haptics

SSB requires Community Partners providing the following services to be qualified as determined by the director upon consideration of all the following factors:

1. The person's education
2. The person's prior experience in rehabilitation; and
3. Any performance evaluations or written tests of the person's skills in these areas that the director may require

Are Community Partner staff qualified to provide this service according to SSB's qualification process?

Employment Related Services

Customized Employment Discovery Process

SSB requires Community Partners providing Customized Employment Discovery Services be qualified by successfully meeting VRS standards.

Complete 40-hour ACRE approved course with an emphasis in customized employment and pass the VRS Competency review process.

Training can be found at <https://mn.gov/deed/job-seekers/disabilities/partners/guide/contracted-services/services/customized/>

Are Community Partner staff qualified to provide this service by successfully meeting VRS standards?

Per Contract, 2.3 Training, All Contractor staff directly providing employment-related services and/or Pre-Employment Transition Services (Pre-ETS) with customers of SSB must complete the SSB training in employment-related issues specific to employment of people who are blind, low vision, or DeafBlind. New Contractor staff must complete training within six (6) months of their start date.

Have staff providing employment related services and/or Pre-ETS completed the training?

****Please identify and document evidence supporting this determination, including names of service providers.**

Community Rehabilitation Programs (CRP) **(includes individual vendors providing training unless otherwise noted)**

Community rehabilitation programs must comply with all applicable state and federal laws, including the Minnesota Government [Data Practices Act, Minnesota](#)

[Statutes, chapter 13.](#) (Exhibit A, 9)

[Minnesota Rules 3325.0470 Subp. 2](#)

Requires applicant and eligible individual records be stored under lock with reasonable protection against fire, water damage, and other hazards.

[Minnesota Rules 3325.0470 Subp. 6](#)

Requires that during training, all eligible individuals must be provided with the opportunity to interact with employed or otherwise independent blind persons, or DeafBlind persons if applicable, who are not in need of rehabilitation services. **[not applicable to individual vendors]**

[Minnesota Rules 3325.0470 Subp. 6](#)

States that services must include a requirement that eligible individuals use the alternative technique skills they are learning outside of the training setting to manage their own lives in the activities of daily living and use of rehabilitation technology.

Please identify and document evidence supporting this determination. (E.g. curriculum; examples of activities; reports; consumer interviews; other)