

**2200 University Ave West STE 240**

**St. Paul, MN 55114**

**SSB Contractor Monitoring Protocol Checklist**

**Qualifications & Standards**

**Name of Contractor:**

**Contact Name and Telephone #:**

**Date(s) of Monitoring:**

**Lead Monitor and Team Names:**

**Qualification and Standards**

| **Low Vision** | | | |
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| **Area Reviewed** | **Met requirement**  **Yes No** | | **Findings/Strengths/Recommendations** |
| [Minnesota Rules 3325.0420 Subp. 5](https://www.revisor.mn.gov/rules/?id=3325.0420) states that 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.  Does Contractor provide this service? Yes No (if no, proceed to Orientation and Mobility) |  |  |  |
| Is service provided by a low vision clinician or low vision specialist consistent with [MR 3325.0110, Subparts 38 &40](https://www.revisor.mn.gov/rules/?id=3325.0110)?  Please identify and document evidence supporting this determination, including names of service providers. |  |  |  |
| [Minnesota Rules 3325.0420 Subp. 5](https://www.revisor.mn.gov/rules/?id=3325.0420) requires the provision of vision aids be followed by training in the use of such aids by a low vision specialist or low vision clinician.  Please identify and document evidence supporting this determination. |  |  |  |

| **Orientation and Mobility** | | | |
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| **Area Reviewed** | **Met requirement**  **Yes No** | | **Findings/Strengths/Recommendations** |
| Orientation and Mobility training- the instructor must be qualified to provide this service pursuant to [MR 3325.0420, Subd. 8](https://www.revisor.mn.gov/rules/?id=3325.0420).  Does Contractor provide this service?  Yes No (if no, proceed to *Braille*) |  |  |  |
| Are these staff qualified to provide this service pursuant to [MR 3325.0420, Subd. 8](https://www.revisor.mn.gov/rules/?id=3325.0420)?  Please identify and document evidence supporting this determination, including names of service providers. |  |  |  |
| [Minnesota Rules 3325.0420 Subp. 8](https://www.revisor.mn.gov/rules/?id=3325.0420) 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 eligible individual develop confidence in the eligible individual's ability to travel independently.  Please identify and document evidence supporting this determination. (E.g. curriculum; progress reports, customer interview; observation; other?) |  |  |  |
| [MR 3325.0420, Subd.8](https://www.revisor.mn.gov/rules/?id=3325.0420) requires that 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 therein determines that because of age or one or more nonvisual disabilities the use of sleep shades would be unsafe.  Please identify and document evidence supporting this determination. (E.g. curriculum; progress reports, customer interview; observation; other. |  |  |  |

| **Braille** | | | |
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| **Area Reviewed** | **Met requirement**  **Yes No** | | **Findings/Strengths/Recommendations** |
| Rehabilitation teaching, Braille training-the instructor must be qualified to provide this service pursuant to [MR 3325.0420, Subd. 11](https://www.revisor.mn.gov/rules/?id=3325.0420). Does Contractor provide this service? Yes No (if no, proceed to *Rehabilitation teaching*) |  |  |  |
| Are these staff qualified to provide this service pursuant to [MR 3325.0420, Subd. 11](https://www.revisor.mn.gov/rules/?id=3325.0420)? Please identify and document evidence supporting this determination, including names of service providers. |  |  |  |

| **Assistive Technology** | | | |
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| **Area Reviewed** | **Met requirement**  **Yes No** | | **Findings/Strengths/Recommendations** |
| The CRP contract requires the assistive technology training instructor to be qualified to provide this service by successfully completing SSB’s qualification process.  Does Contractor provide this service? Yes No  (if no, proceed to *Community Rehabilitation Programs*) |  |  |  |
| Are these staff qualified to provide this service by successfully completing SSB’s qualification process? Please identify and document evidence supporting this determination, including names of service providers. |  |  |  |

| **Community Rehabilitation Programs (includes individual vendors providing training unless noted otherwise** | | | |
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| **Area Reviewed** | **Met requirement**  **Yes No** | | **Findings/Strengths/Recommendations** |
| Community rehabilitation programs must comply with all applicable state and federal laws, including the Minnesota Government [Data Practices Act, Minnesota](https://www.revisor.mn.gov/statutes/?id=13)  [Statutes, chapter 13](https://www.revisor.mn.gov/statutes/?id=13).  Please identify and document evidence supporting this determination. (E.g. Records retention policy; data privacy policy; other?) |  |  |  |
| [Minnesota Rules 3325.0470 Subp. 2](https://www.revisor.mn.gov/rules/?id=3325.0470) requires applicant and eligible individual records be stored under lock with reasonable protection against fire, water damage, and other hazards. Please identify and document evidence supporting this determination. (E.g. observation; other?) |  |  |  |
| [Minnesota Rules 3325.0470 Subp. 3](https://www.revisor.mn.gov/rules/?id=3325.0470) requires the governing bodies of community rehabilitation programs for the blind and visually impaired to include blind or visually impaired persons. Community rehabilitation programs must make and document affirmative attempts to employ blind persons, including blind persons with additional impairments such as combined vision and hearing loss, at all levels of employment.[not applicable to individual vendors]  Please identify and document evidence supporting this determination. (e.g. statement from Board; list of governing board members; annual report; number of blind persons employed, including blind persons with additional impairments; type and level of employment; documents of affirmative attempts to employ blind persons; other?) |  |  |  |
| [Minnesota Rules 3325.0470 Subp. 4](https://www.revisor.mn.gov/rules/?id=3325.0470) requires community rehabilitation programs to have systematic procedures for evaluating program effectiveness. Community rehabilitation program staff must periodically review aggregate data on the progress and outcome of eligible individuals served. The results of effectiveness evaluations must be available to the governing body and staff of the community rehabilitation program, SSB, and the public.  Please identify and document evidence supporting this determination. (E.g. Survey protocol; survey results; survey results distribution; other?) |  |  |  |
| [Minnesota Rules 3325.0470 Subp. 6](https://www.revisor.mn.gov/rules/?id=3325.0470) requires that services must include a class or activities designed to help eligible individuals develop a positive attitude toward blindness. If the community rehabilitation program serves deafblind eligible individuals, the community rehabilitation program's services must include a class or activities designed to develop a positive attitude about being both blind and deaf.  Please identify and document evidence supporting this determination. (E.g. curriculum; examples of activities; reports; consumer interviews; other?) |  |  |  |
| [Minnesota Rules 3325.0470 Subp. 6](https://www.revisor.mn.gov/rules/?id=3325.0470) requires that consistent with an eligible individual's IPE or ILCSR, all eligible individuals must be provided with the opportunity to engage in a wide range of activities for the purpose of building self-confidence and overcoming doubts and fears concerning what blind persons can do, or what deafblind persons can do, if applicable. Please identify and document evidence supporting this determination. (E.g. curriculum; examples of activities; reports; consumer interviews; other?) |  |  |  |
| [Minnesota Rules 3325.0470 Subp. 6](https://www.revisor.mn.gov/rules/?id=3325.0470) 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] Please identify and document evidence supporting this determination. (E.g. curriculum; examples of activities; reports; consumer interviews; other?) |  |  |  |
| [Minnesota Rules 3325.0470 Subp. 6](https://www.revisor.mn.gov/rules/?id=3325.0470) 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?) |  |  |  |