

2001.00 BRAILLE PRODUCTION – Provider Guidelines
(CSPM 000.0.00)

2001.01 Description of Service

Braille production is a process of converting written documents into braille documents.

2001.02 Provider Information

Braille production services are offered to people in need of converting documents to uncontracted braille (grade I, letter-for-letter) or contracted (grade II, uses abbreviations and phrases) braille. Typical print materials that are produced in braille include job-related materials (resumes, applications, job announcements, etc.)

2001.03 Provider Qualifications

Braille production services may be purchased from private-for-profit, private-non-profit, and individuals.

Note: Qualifying Documentation - Providers will submit documentation to determine if they meet the standards for potential suppliers.

The Provider Relations Specialist is responsible for determining whether providers meet qualifications.

2001.04 Process For Outsourcing

Braille production includes any or all of the following:

- A. Re-formatting of compatible document to braille production
- B. Optical scanning of hard-copy document
- C. Re-typing or re-keying of a non-disk, non-scanable document
- D. Completed braille documents shipped to customer via U.S. Postal Service, Free Matter for the Blind, unless otherwise specified

2001.05 General and Specific Standards

A. Timeliness

Braille materials must be both accurate and of good quality. Time for producing a document in braille will be determined by the format in which it is received, current work load, and priority of the document. Documents in an electronic format, and properly formatted, will be easiest/fastest to produce. Highest priority documents should be submitted no less than 48 hours before they are needed.

B. Liability

The provider must present a certificate of insurance as defined in the contract or service agreement as required by the Georgia Vocational Rehabilitation Agency.

C. Criminal Record Investigation

Providers will be required to show evidence that a criminal record investigation has been requested in accordance with DHS/GVRA policy on all staff that provides direct services to VRP clients.

D. General Requirements

Sample Product - Providers will submit sample(s) of the braille production that they will produce.

E. Fee

Fees for braille production include a “set-up” charge for converting print document, voice cassette tape, or diskette to a format that can be translated into contracted braille. Documents provided in an electronic format will require less set-up time and reduce cost.

Large print is produced on a laser printer in an Arial, APHont, or Verdana, 24 point type, unless otherwise requested. Avoid the use of italics except when absolutely necessary. One of these fonts and this size are easier to read by users of large print.

Justification for reproducing documents in uncontracted braille must be documented. The Provider Relations Specialist will be responsible for negotiating the most effective cost.