

5001.00 BRAILLE INSTRUCTION – Provider Guidelines
(CSPM 000.0.00)

Description of Service

Braille is a tactile system for reading and writing English. It is used by the visually impaired to facilitate reading and writing. Instruction is used to train individuals who are visually impaired in the use of this literary and math code.

Braille instruction is provided to individuals who are visually impaired, and/or are deaf-blind to support educational and employment outcomes.

Provider Information

Braille instruction services may include the following:

- Assessment of client skill level and instructional needs/potential to determine appropriate learning medium including but not limited to the braille alphabet and math code
- Development of individual instructional plans
- Teaching adaptive skills in the areas of braille code (reading and writing)

For the instruction of braille, adaptive skills may be necessary for successful outcome. These include:

- Tactual discrimination
- Functional use of braille for activities of daily living (ADL)
- Access and management of materials
- Knowledge of available technology

Provider Qualifications

Braille instruction providers must be certified or meet one of the following qualifications as outlined below:

(This category is for providers who only teach braille as a sole service.)

- A. Certified by the Library of Congress as a braille transcriber and/or a braille proofreader, and one year of documented experience in Adult Instruction and competencies, or

Documentation of successful completion of college course work at an AER-approved institution that includes courses in contracted braille and/or braille literacy, or has

Academy for Certification of Vision Rehabilitation and Education Professionals

(ACVREP) certification; or

Documentation of ability to read and produce contracted Braille by using a mechanical braille (Ex: Perkins Braille) and a slate and stylus with a minimum of three year's work experience in teaching contracted braille; or

National Certification in Unified English Braille (NCUEB) from the National Blindness Professional Certification Board a minimum of one year's work experience in teaching contracted braille; and

- B. Technology available or access to technology available to produce braille instructional materials, and
- C. NCUEB Certification or a Letter of Proficiency in Unified English Braille (added to previous NLS certification) from the Library of Congress.

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.

Process For Outsourcing

It is the VRP staff's responsibility to determine when Braille Instruction services should be purchased.

General and Specific Standards

A. Timeliness

The Provider must notify Vocational Rehabilitation within five (5) business days of receipt of referral regarding whether or not they will accept the referral. At the completion of services a report must be received by the counselor within ten (10) business days from the date of completion or termination of the service. The written report will recommend additional instruction to be provided and time frames prior to the delivery of any further services.

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

Mobility - Consideration should be given to the client's needs in determining an appropriate location for providing instruction. If the client cannot travel to the instructor's location, at the discretion of the work team, an alternate setting could be chosen.

Available Materials - prospective providers of evaluative instruments with which they are competent and capable of administering and interpreting will submit a list.

Sample Product - Providers will submit sample(s) of assessment reports, instructional reports and action plans to determine if client needs are being met.

E. Report

At the end of each month the Provider will provide the Vocational Rehabilitation Counselor with a summary of the following:

Skills that were taught this month

- Client initiative, motivation and progress toward learning those skills.
- Training concerns that need to be addressed.
- Topics to be covered the following month if additional training is required.

It is the provider's responsibility to ensure that the information in the report is easily discernible and accessible to the users, and is staffed with the VRP and the client.

Reports must be signed by the provider.

Identifying Information

- Client name
- Date of Birth
- Address
- Telephone Number
- Case Number
- Referring Vocational Rehabilitation Counselor
- Date of Referral, Evaluation, and Report
- Disability(s)

Evaluation results - Client's previous training, if any, along with beginning and current levels of skill present.

Interventions - Adaptive technology needed to enhance an individual's employability and/or independence. The intervention should meet a

perceived need and/or address the individual's functional limitation(s).

Achievement Level - The level of competency in braille reading and writing to be achieved and the duration of each session of braille instruction.

F. **Fee**

Compensation for services will be negotiated and attached to the contract or service agreement.