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| AGENCY NAME: | South Carolina Commission for the Blind | | |
| AGENCY CODE: | L240 | SECTION: | 039 |

**2022
Accountability Report**

SUBMISSION FORM

I have reviewed and approved the data submitted by the agency in the following templates:

- Data Template
 - Reorganization and Compliance
 - FY2022 Strategic Plan Results
 - FY2023 Strategic Plan Development
 - Legal
 - Services
 - Partnerships
 - Report or Review
 - Budget
- Discussion Template
- Organizational Template

I have reviewed and approved the financial report summarizing the agency’s budget and actual expenditures, as entered by the agency into the South Carolina Enterprise Information System.

The information submitted is complete and accurate to the extent of my knowledge.

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| AGENCY DIRECTOR <i>(SIGN AND DATE):</i> | SIGNATURE ON FILE | Signature Received: 9/15/2022 9:49 |
| <i>(TYPE/PRINT NAME):</i> | Darline Graham | |

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| BOARD/CMSN CHAIR <i>(SIGN AND DATE):</i> | SIGNATURE ON FILE | Signature Received: 9/15/2022 9:49 |
| <i>(TYPE/PRINT NAME):</i> | Dr. Judy Johnson | |

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| AGENCY CODE: | L240 | SECTION: | 39 |

AGENCY’S DISCUSSION AND ANALYSIS

The mission is to provide youth and adults who are blind and visually impaired with quality individualized vocational rehabilitation services, independent living services and prevention-of-blindness services leading to competitive employment and social and economic independence.

Vocational Rehabilitation Services include assessments to determine an applicant’s skills, abilities, and interests to design an individualized plan for services and select an appropriate employment goal. Orientation and mobility training can provide the skills necessary for them to navigate their neighborhood, workplace, and access transportation on their own. To be fully independent and able to work, a consumer must have the ability to perform basic tasks such as cleaning, cooking, shopping, and financial management. Highly qualified staff provide technology training on software that can magnify text, change text and background colors to meet reduced visual acuity needs, or read text. SCCB also provides technology devices to meet accommodation needs and remove barriers to employment. Technology experts work with employers to ensure that consumers have appropriate accommodations to help them be successful on the job. Consumers may receive job retention services that help them maximize their skills and abilities so that they can maintain their employment. Through the agency’s BRIDGE (Building Readiness for Individualized Development of Gainful Employment) pre-apprenticeship training program, consumers are provided a career path into employer-based apprenticeships or direct placement. On-the-job opportunities are available that allow consumers to determine which career path for which they are best suited. Post-secondary and vocational education support and resources are available to assist consumers in gaining the knowledge and skills they need to achieve their career goals.

In the Business Enterprise Program (BEP), individuals who are blind may receive training on how to operate a vending route, snack bar, cafeteria, micro market, and military dining facility. After completing the required training and/or health and safety certification, a consumer may be licensed to operate a facility. The consumer is responsible for all aspects of the business, including ordering, paying invoices, hiring assistants, budgeting, and providing customer service. BEP facilities are found in several SC state buildings, all public rest areas on SC interstate highways, prisons, and Federal buildings throughout the state.

Prevention of Blindness Services educate SC citizens on common causes of blindness and how to prevent vision loss, when possible, especially for persons with cataracts, retinal detachment, or other potentially correctable visual condition. This program also provides vital surgeries and medical treatments for those who lack insurance and might lose their vision and independence without these services. In some instances, the program may provide eye exams and eyeglasses for those who cannot afford them.

South Carolina has a large population aged 55 and older. SCCB’s Older Blind Program provides in-home devices and technology training to help seniors live independently. Items such as bump dots for appliances, talking glucometers, voice-activated watches, portable magnifying devices, and orientation and mobility instruction can dramatically improve quality of life. Training on computer systems with screen readers or magnifiers can enable consumers to remain in virtual contact with family and friends and enjoy activities such as the SC Talking Book service or the National Federation of the Blind Newslines.

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Several times each month SCCB offers Low Vision Clinics. Screenings are provided to eligible consumers of all ages. Many visual conditions, such as glaucoma, diabetic retinopathy, or retinitis pigmentosa, may never progress to total blindness, but still interfere with a person’s ability to see clearly. Low vision aids can address these issues and enable a consumer to read mail, books, textbooks, invoices, or prescription bottles.

Estimates and Projections of Prevalent Populations with Vision Problems

| | 2010 | 2014 | 2032 | 2050 |
|---|------------|------------|------------|------------|
| Cataract | 24,409,978 | 25,666,427 | 38,477,608 | 45,620,606 |
| Diabetic Retinopathy | 7,685,237 | 8,084,767 | 10,938,504 | 13,190,538 |
| Impaired | 2,907,691 | 3,058,852 | 5,073,572 | 7,301,814 |
| Glaucoma | 2,719,379 | 2,858,572 | 4,275,758 | 5,526,347 |
| Age-related Macular Degeneration | 2,069,403 | 2,176,985 | 3,387,560 | 4,425,989 |
| Blind | 1,288,275 | 1,355,248 | 2,161,164 | 3,088,249 |

Source: <https://www.cdc.gov/visionhealth/risk/burden.htm#Population>

According to the Centers for Disease Control (CDC), visual impairments are now one of the top 10 disabilities in the United States.¹

More than 138,000 South Carolinians report blindness or severe difficulty seeing, even with glasses.² According to the Centers for Disease Control (CDC), during the next three decades the number of adults with these impairments is estimated to double because of the rapidly aging population. In addition, the diabetes epidemic, and other chronic diseases, will contribute to an increasing population of people who experience vision loss.

In fact, South Carolina ranks 7th in the nation in the percentage of adults with diabetes. The prevalence of diabetes increases with age.³ Eye diseases that can affect people with diabetes include diabetic retinopathy, macular edema, cataracts, and glaucoma. All can lead to vision loss, but early diagnosis and treatment can go a long way toward protecting eyesight.

SCCB is preparing to meet all these needs.

To be eligible for services from SCCB an applicant must meet requirements based on section 361.42(a) of the Code of Federal Regulation and section 43-25-20 of the SC Code of Laws. For most programs, an applicant’s visual acuity must meet the definition of legal blindness or document a progressive visual condition that may lead to blindness within 24 months. Legal blindness means a person has a visual acuity of 20/200 in the better eye, with corrective lenses, or a visual field of 20 degrees or less.

¹ <https://www.cdc.gov/visionhealth/risk/burden.htm#Disabilities>

² U.S. Census Bureau, 2012–2016 American Community Survey 5-Year Estimates, self-report, crude prevalence, all ages

³ 2014 Behavior Risk Factor Surveillance Survey, American Diabetes Association (ADA) Standards of Medical Care in Diabetes 2014, DHEC Vital Statistics, Revenue and Fiscal Affairs Office Hospital Discharge Data 2014

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Support services within SCCB include Operations, Human Resources, and Quality Assurance. Operations includes fiscal management to ensure the best use of federal and state funds, as well as facilities and fleet management, contract monitoring, procurement, and information technology. Human Resources handles employee relations, staff safety, staff training, recruiting, hiring, payroll, and benefits. Quality Assurance provides data and guidance to program directors to ensure compliance with federal and state requirements, quality service delivery to consumers. As the agency Ombudsman, the QA Director also works diligently to address and resolve consumer concerns.

VOCATIONAL REHABILITATION SERVICES

The Vocational Rehabilitation (VR) Consumer Services Program continued to bounce back from the global pandemic and began a “safe return” to in-person services. Staff worked diligently to find creative and safe ways to meet consumers in the community and at SCCB offices. The safety of both consumers and staff was top priority.

A significant accomplishment was the creation of a Vocational Rehabilitation Program Lead. This step furthered the agency’s reorganization through hiring a subject matter expert to provide training and policy writing for the program, plus support and assistance to the Regional Directors. The new VR lead comes to SCCB with more than eighteen years of experience in the vocational rehabilitation field. They have already created an Impact Team comprised of VR staff to inform and support policy writing, revision, and training.

SCCB also hired its first bilingual Vocational Rehabilitation Counselor. This individual also serves as the Deaf/Blind coordinator. This is a significant step in assisting the underserved Hispanic population. They work closely with the Helen Keller National Center, participate in trainings, and build relationships with many partners and other groups, including the South Carolina Association for the Deaf (SCAD). This is a state-wide position that will also provide support for other Agency programs which require a bilingual counselor or Deaf/Blind expertise.

A full time Vocational Evaluator was hired to provide statewide vocational evaluation services. The evaluator provides intensive, multi-day evaluations at the SCCB Training Center. They also travel to SCCB regional offices to provide assessments and determine if there is a need for further intensive evaluations. The Vocational Evaluator and the VR Program Lead also provided training for all VR Counselors in the administration of the Self-Directed Search (SDS). This initial assessment will be a requirement and will be administered by the VR Counselor. This will assist the counselor and consumer in determining the employment goal, or the need for an intensive evaluation by the Vocational Evaluator to determine the employment goal, and the services needed to achieve that goal.

The Vocational Rehabilitation Program engaged and worked with the Vocational Rehabilitation Technical Assistance Center – Quality Employment (VRTAC-QE) to develop high quality trainings and resources specifically for SCCB. Training topics included Transportation Barriers, Rural Service Delivery and Customized Employment. VRTAC-QE continues to provide technical assistance to SCCB, and the next round of training topics are currently being discussed.

SCCB and Nephron Pharmaceuticals Corporation engaged in a partnership that provides fundamental skills training to SCCB consumers. This partnership has provided an opportunity for SCCB consumers at the Columbia Training Center to participate in training that serves as an assessment of stamina, soft-skills, and work-readiness.

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It has also strengthened SCCB’s relationship with a major employer and will potentially result in direct placement of consumers.

The program year ended with 130 consumers successfully placed in competitive, integrated employment. This is a 19% increase from the previous program year. The average hourly wage for consumers who were employed was \$15.10, and the average number of hours worked was 33.

TRAINING CENTER SERVICES

The SCCB Training Center, located on the main Columbia campus, provides multiple training programs that include Adjustment to Blindness, Assistive Technology, and the Business Enterprise Program (BEP). The Training Center accommodates both residential and day students. Prior to reopening after COVID, SCCB had the entire residential facility professionally deep cleaned. SCCB also purchased new furniture and replaced all mattresses. Phase One of the “safe return” of consumers to in-person training occurred in September, consisting of five consumers. In February, that number increased to 10 residential consumers and 10 day students as part of Phase Two.

SCCB’s Commissioner and VR Leadership implemented biweekly Training Center consumer meetings. These meetings provided consumers the opportunity to provide feedback regarding the training directly to leadership. Feedback received in these meetings have resulted in improvements in many areas, including consumer safety and evening recreational opportunities.

TRANSITION SERVICES

June of 2022 saw the return of the in-person Summer Teen Program. Dr. Thomas Madura, from San Jose State University, returned to SCCB and provided a new and improved STEM Career Exploration Lab. SCCB was originally part of Dr. Madura’s first Career Exploration Lab in 2017. As part of this project, Dr. Madura hosted SCCB’s VR Program Lead, Dr. Tina Herzberg, of USC Upstate, and two SC Teachers of the Visually Impaired (TVI) at the Washington State School for the Blind; they received intensive training on the program and preparation in the delivery of the program at SCCB. The training Dr. Herzberg and the TVIs received will also allow them to replicate the program throughout school districts within the state. During the Summer Teen program at SCCB, consumers built 3-D printers and learned about career opportunities through presentations by Boeing and Nephron Pharmaceuticals.

The remaining three weeks of the Summer Teen program included both an Independence Track and a Work Based Learning (WBL) Track. WBL consumers were placed with local employers, including the SC Talking Books Library, Able SC, and the National Federation of the Blind (NFB) of SC. Additional Pre-Employment Transition Services were provided by NFB Successful Transitions, one of SCCB’s service providers. Twenty consumers from across the state participated in the residential Summer Teen Program.

BUSINESS ENTERPRISE PROGRAM SERVICES

The Business Enterprise Program (BEP) completed several important projects coming out of the Covid pandemic. With active participation from the Elected Committee of Blind Vendors, BEP updated the bid selection interview process. The creation of a pool of consistent interview questions improved the process and placed an emphasis

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on experience rather than seniority. This has allowed for an unbiased approach and increased opportunities for qualified Blind Licensed Vendors (BLV).

With the addition of a BEP-specific module to the AWARE content management system, BEP began work to make their file system completely electronic. Previously, documents were stored in regional offices, making it difficult to be able to find information quickly and efficiently. The new system will also improve the time required to gather documents and data for reporting.

The agency has a contract for ten warrior restaurants at the Fort Jackson military base in Columbia, SC. The BLV operating the contract retired June 30, 2022, after more than 10 years of service at the base. BEP developed and facilitated a transition timeline to ensure a smooth transition from the outgoing BLV to the hiring of two new BLVs. This timeline was implemented beginning in April 2022 and included the stand interview process, selection, onboarding, and the new vendor beginning operation by July 1, 2022. There were no gaps in food service provision during this successful transition. Additionally, by placing two BLVs at Fort Jackson, BEP has improved the average wages and opportunities for BLVs.

OLDER BLIND SERVICES

During the past year, the Older Blind Program continued to assist senior individuals with adjustment to blindness services, which positively influenced their standards of daily living and provided them with the opportunity to maintain their much-valued independence.

Program counselors collaborated with community partners in providing awareness opportunities and coordinated specialized training with other service professionals to achieve independent living goals. In doing so, staff effectively collaborated with social workers, orientation and mobility instructors, eye care physicians, assistive technology staff, and other rehabilitation specialists to provide education, advocacy, and assistance.

While workforce capacity presented challenges for the program, staff ensured assessments and training continued, which resulted in 500 individuals served. Some of the quality services provided include comprehensive low vision evaluations, adjustment skills training in the home and community, mobility training, assistive devices, and support groups that offer opportunities to learn from and interact with peers.

The program also provided educational resources and created support systems for consumers through senior camp experiences and workshops, which offered options for consumers to further adapt to vision loss and remain engaged with others. The program collaborates with the National Federation of the Blind on two Senior Camps each fiscal year. The camps are structured to address blindness skills training, offer adjustment guidance, health awareness and recreational activities. The camp, located in the Upstate of South Carolina, is annually scheduled during the Spring and Fall seasons.

Program staff routinely average more than 100 consumers for each caseload, and the agency received 611 referrals for the program this past fiscal year.

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PREVENTION OF BLINDNESS SERVICES

The Prevention program served residents of South Carolina who cannot afford prescribed vision related surgeries and treatments. During the past year, the program met goals to prevent the loss of sight and to stabilize vision for 35 individuals. The program also had an opportunity to coordinate assistance for 86 referrals. The Prevention program has been extremely impactful in allowing consumers to regain their independence and resume daily activities using their restored vision.

Efforts to reach potential referrals in underserved areas continued as the agency strengthened relationships with stakeholders and business partners across the state. Program staff also participated in community awareness events and coordinated with medical professionals to detect eye diseases in their early stages.

In preparation for expanded services, revised program policies were drafted. Moving forward, the program will continue to grow and provide sight-saving services to individuals who can benefit from them.

CHILDREN'S SERVICES

Children's Services worked with more than 100 individuals, ages 3-12, to provide the tools to successfully address daily living needs, complete required school assignments, and achieve educational and independent living goals.

The program arranged assessments to address training needs, provided recommended adaptive equipment (such as laptop computers, braille, low vision equipment), established additional referral sources, and collaborated with NFB Successful Transitions to provide insightful educational workshops for children and their families.

The program remains committed to reaching children with severe vision loss. Thirty-two referrals were received this past year and staff partnered with educators and other service providers to ensure Individualized Education Plans were appropriately developed and necessary accommodations were provided on behalf of consumers. In addition to key services, the program promotes reading and partners with the National Braille Press to provide monthly books for several Braille readers.

QUALITY ASSURANCE

Quality Assurance monitors the agency's compliance with state, federal and agency established policies and procedures. Quality assurance and continuous quality improvements require commitment from all levels of the agency. Reviews are designed to work as a comprehensive system that provides reasonable assurances that SCCB's activities are efficient and effective.

Quality assurance conducts complete reviews, targeted reviews, and quality reviews to identify potential compliance and quality issues. The results are shared with the Board of Commissioners, the agency Commissioner, program directors, program leads, regional directors, and counselors to inform adherence to program policies and provide guidance in developing a plan of action to address gaps in policy.

Over the past year, QA launched an initial Employer Satisfaction Survey utilizing participants in the BRIDGE pre-apprenticeship training program. These phone surveys allowed us to measure the satisfaction level of employers served.

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In addition, QA launched initial Children’s Services and Prevention of Blindness Satisfaction surveys to obtain feedback from former consumers regarding their experience with counseling, training and services provided by the agency. QA continues to conduct satisfaction surveys to obtain feedback from consumers served in the Vocational Rehabilitation/Transition, and Older Blind programs. All consumer surveys are conducted on a quarterly basis.

Significant improvements have been made to the AWARE QA module in the case management system. This allowed staff to conduct quarterly quality reviews by examining sample cases from each counselor over the past two years to determine the accuracy and timeliness of service delivery. A report on counseling and guidance was also provided which was used to determine whether services were occurring on a regular basis. This resulted in the development of a specialized training to improve case note documentation in accordance with SCCB Policy. QA also participated in the SCCB Impact Team to ensure VR policy is up to date.

During the year, two new reports were created to assist counselors in achieving timely delivery of services. The Eligibility Due report ensures a consumer’s eligibility determination is made within 60 days of application. The Individual Plan for Employment (IPE) Due report ensures a consumer’s IPE is completed within 90 days of eligibility determination.

QA modified the Caseload Analysis report to evaluate the total number of cases generated during the quarter by each counselor. This trendline is used to evaluate overall performance while ensuring consumers are receiving timely and quality service delivery.

QA continues to maintain quarterly case review audits to determine the need for the following:

- Internal controls which impact data integrity an accuracy in reporting
- Specialized services or improvement of specific services
- Clarification or change in policy and procedures
- Potential impact on performance measures and strategic goals
- Staff development training

QA developed a report to track the average wages, hours, and careers of consumers. The report may be helpful in determining the effectiveness of VR’s workforce readiness training.

Competitive Integrated Employment | SFY22

| Quarter | Total Consumers | Average Wage | Average Hours Worked | Average Salary |
|---------|-----------------|--------------|----------------------|----------------|
| Q1 | 27 | \$14.85 | 35 | \$27,850 |
| Q2 | 38 | \$19.77 | 35 | \$36,566 |
| Q3 | 34 | \$16.91 | 38 | \$34,222 |
| Q4 | 30 | \$16.41 | 32 | \$24,753 |

Top 10 Hourly Wages

| Position | Hourly Wage |
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|----------|-------------|

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| Food Services Manager | \$72.12 |
| Property, Real Estate Manager | \$54.95 |
| Computer Occupations, All Other | \$39.42 |
| Computer Programmer | \$32.69 |
| Career/Technical Education | \$31.88 |
| Production Workers, All Other | \$30.00 |
| Heavy and Tractor-Trailer Truck Driver | \$30.00 |
| Computer Occupations | \$29.22 |
| Licensed Practical and Licensed Vocational Nurse | \$29.00 |
| Industrial Production Manager | \$25.00 |

HUMAN RESOURCES

The Human Resource team assisted leadership in restructuring the agency. To improve communication, accountability, collaboration, and customer service, the development of a fourth region and change of supervision began in the first quarter of 2021-2022. Regional staff were reporting to multiple supervisors located throughout the State, which often led to miscommunication and a lack of direct oversight in service delivery. Under the new structure, staff now report to a Regional Director who can provide direct oversight and ensure consumers are receiving timely quality services. Key leadership positions under the new structure were filled with qualified individuals who bring a wealth of knowledge to the agency.

The Human Resource team assisted Leadership with developing a plan to award salary increases to employees. A methodology centered around competitive market data allowed employee salaries to be increased to competitive rates. The agency can now compete with other agencies that recruit for similar positions. A methodology for awarding performance increases was created and will be tested in the new fiscal year. This methodology will assist Leadership with providing fair and consistent rewards to top performers. Also, the adoption of an electronic performance management system was researched and is on track for testing in the coming fiscal year.

The Human Resource team assisted Leadership with updating position descriptions of hard-to-fill positions to ensure accuracy of duties. All position descriptions were updated and continue to be updated as new processes and procedures are put in place. When positions become vacant, an evaluation is conducted to determine agency needs, and if positions may need to be reclassified and/or redistributed throughout the agency. To ensure positions are filled with qualified applicants, the Human Resource team assists Leadership by administering computer-based assessments for all positions. The assessment results are used as a tool in the hiring process.

The Human Resource team has assisted Leadership with recruitment efforts, attending at least one in-person career event per month to promote the agency and its job opportunities. Employment opportunities were promoted on social media, which resulted in a 50% increase in social media followers. Affirmative action data was used in planning recruitment efforts. The agency has increased its overall goal attainment percentage year-over-year, and the efficiency of the onboarding process has resulted in having new staff in place, productive, and effective in a timelier manner. Equal opportunity, diversity, equity, and inclusion (DEI) were promoted by conducting yearly training for all employees. This would not have been possible without the agency's DEI committee, who is responsible for these initiatives.

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The Human Resource team further assisted Leadership with collecting employee satisfaction data through 30-day and exit surveys. Results are anonymous and are provided to leadership who plan initiatives to address improvement in areas identified. Some initiatives included the creation of focus groups to talk about establishing an inclusive environment for visually impaired employees, employee recognition programs, opportunities for internal growth, training programs, and wellness programs.

Human Resource and Consumer Services staff partnered to form a Staff Advisory Council (SAC). The council consists of staff who are blind or visually impaired, the Consumer Services Director, and the HR Director. The goal of the SAC is to provide insight and information that can help improve services to consumers and create an inclusive workplace for employees who are blind and visually impaired. So far, the council has addressed needs for braille signage, tactile maps of the campus, accessibility of facilities, and the need for new disability sensitivity training materials.

OPERATIONS

The Fiscal Management Team instituted an improved coding system that streamlined the reporting process. A more accurate cost allocation schedule was implemented for the agency, giving us a more accurate picture of program expenses. State budgets were more accurately aligned with internal program structure, allowing program directors to better see and control their expenses. All finance, accounting, and procurement positions were filled, allowing the agency closer control of fiscal management and the ability to end external contracts that were previously needed due to vacancies. This greatly improved the accuracy and timeliness of the payable's processing, getting the agency closer to the 30-day state standard. A more centralized and accurate system for receivables was established, allowing the agency to handle the flow of more than \$38M from federal contracts that are now going through the Office of the State Treasurer. Several fiscal staff were involved in training through the Government Finance Officers Association of South Carolina and the Rehabilitation Services Administration.

The Facilities and Fleet Team began or continued several capital projects for needed improvements. This included projects to replace the aging HVAC system, emergency generator system, and non-ADA-compliant handrails at the central campus in Columbia. Other projects included updates to the campus landscaping, and the completion of interior renovations for the campus and several vending facilities on the capital complex and around the state. Supply management was centralized to create better internal controls and a more cost-efficient process. A consultant was brought in to recommend more accessible workout equipment for the consumers, and the fitness area was relocated closer to the gymnasium. Several unsafe trees were removed from the campus courtyard area. The provider for security services was changed, and projects to replace outdated video phones, add more cameras, and add more badge access points were begun to raise the level of safety and security at our main campus.

The Information Technology Team continued the desktop to laptop replacement program and implemented a new web-based helpdesk ticketing system to improve response times. Phone and internet services were consolidated to save money, and the conversion to digital faxing was completed. A new Quality Assurance module was installed in the AWARE case management system and the legacy Business Enterprise Program software was

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replaced with a new AWARE BEP module. The use of the AWARE Analytics tool was increased to improve reporting.

Communications

The agency Intranet, an internal communications resource and information hub for staff, continued to see increased use. It provides success stories, resources, benefit information, updates on programs and procedures, document templates, and a staff directory. A robust series of trainings, desk references, AWARE guides, and support materials provided for the Vocational Rehabilitation counselors was added to the Intranet. Future trainings will be posted on the Intranet to become part of an onboarding tool for new counselors. Counselors who receive perfect scores on the QA Quarterly Data Validation Reviews are also recognized on the Intranet.

Input on accessibility was gathered from the Staff Advisory Council (SAC) to be incorporated into a redesigned agency website, which will be implemented in the first quarter of fiscal year 2023. The new website will be streamlined and reorganized to make it easier to navigate and find information. It will follow modern best practices, web standards, and be fully accessible. In addition, the SAC provided valuable feedback about the location of proposed new directional signs for the agency’s Columbia Campus and how to improve the accessibility of those signs.

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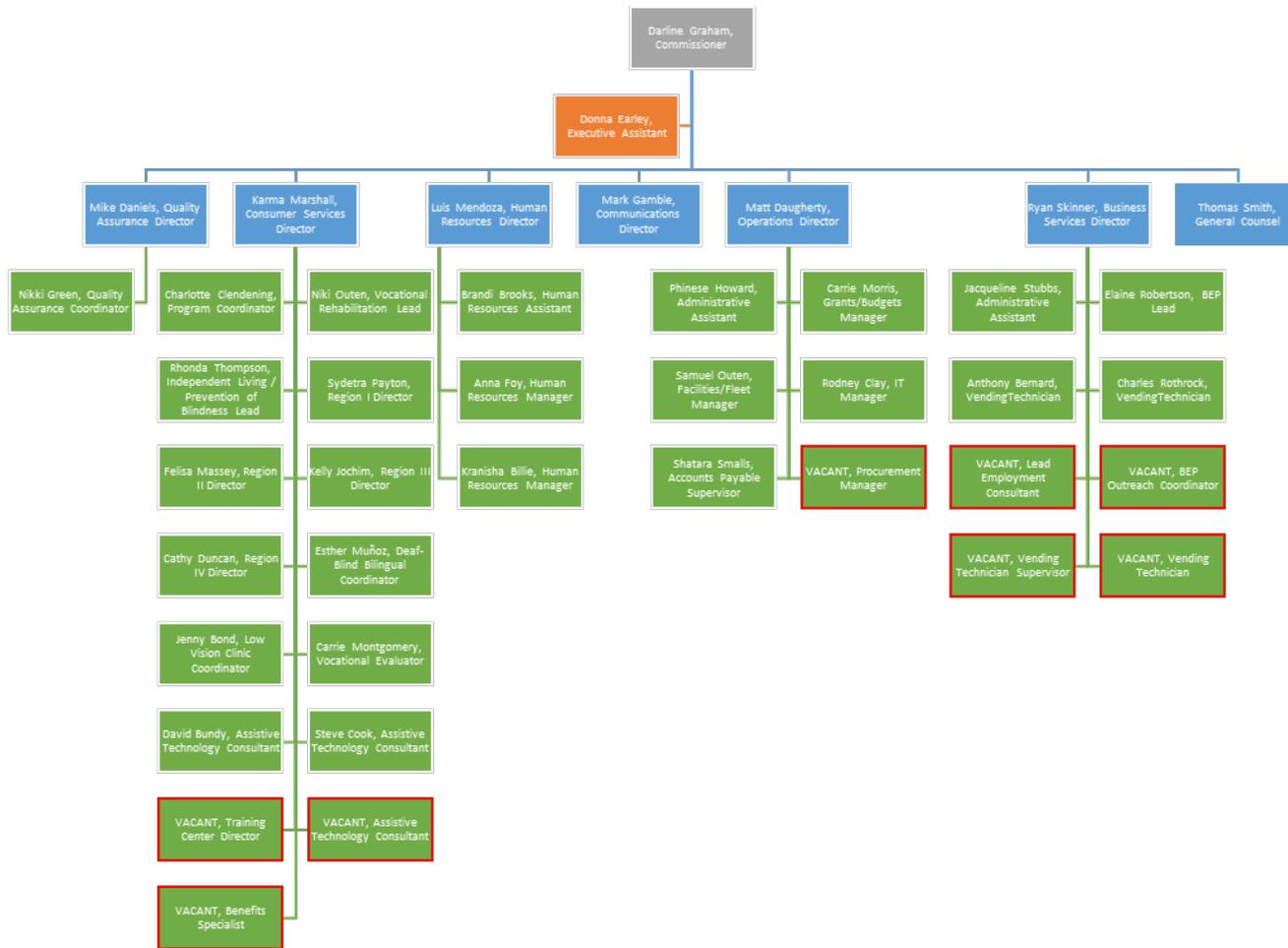
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FY2022

Reorganization and Compliance

as submitted for the Accountability Report by:

L240 - COMMISSION FOR THE BLIND

Primary Contact

| First Name | Last Name | Role/Title | Email Address | Phone |
|------------|-----------|---------------------|-------------------------------|--------------|
| Matthew | Daugherty | Operations Director | matthew.daugherty@sccb.sc.gov | 803-898-8835 |

Secondary Contact

| First Name | Last Name | Role/Title | Email Address | Phone |
|------------|-----------|-------------------------|-------------------------|--------------|
| Mark | Gamble | Communications Director | mark.gamble@sccb.sc.gov | 803-898-1320 |

| Agency Mission | Adopted in: |
|--|-------------|
| Our mission is to provide quality individualized vocational rehabilitation services, independent living services and prevention-of-blindness services to consumers who are blind and visually impaired leading to competitive employment and social and economic independence. | 2010 |

| Agency Vision | Adopted in: |
|---|-------------|
| Our goal is to become a national model vocational rehabilitation agency for people who are blind and visually impaired, demonstrating quality services, accountability, innovation, effectiveness and efficiency. | 2015 |

| Recommendations for reorganization requiring legislative change: |
|--|
| None |

| Agency intentions for other major reorganization to divisions, departments, or programs to allow the agency to operate more effectively and efficiently in the succeeding fiscal year: |
|--|
| None |

| Significant events related to the agency that occurred in FY2022 | | | | |
|--|-------|------|---|---------------|
| Description of Event | Start | End | Agency Measures Impacted | Other Impacts |
| Per feedback from RSA, initial policy revision needed additional work. Newly hired VR Program Lead re-vamped revision process to ensure policy meets RSA's expectations and the needs of the Agency. | July | June | Create policies and procedures that provide specific guidelines on length of time for referring and scheduling consumers for internal and external services in all programs. Provision tracking done through AWARE case reviews. | |
| Standards are in place, and 100% compliance with the 30-day rule is almost complete. | July | June | Create productivity standards for finance staff and reduce turnaround time for payment to 30 days or less. | |
| Staff vacancies, program changes, and making necessary adjustments for providing services post pandemic impacted the desired target. | July | June | Children's Services and Transition Counselors will be combined and work together to create additional opportunities for consumers and their families to educate, provide resources, and create consistent support systems to assist with adjustment to vision 1 | |
| Pandemic-related issue limited statewide and community events and events at assisted living homes. | July | June | Expand marketing techniques for Prevention to include new pamphlets, listing of community events on the SCCB website, and adding vision screenings to services provided. | |

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| Still revising training programs to align to positions. | July | June | Create a series of internal onboarding trainings for each position to address essential functions and make available on the SCCB Intranet. Provide supervisors with a checklist to ensure all trainings are completed in a timely manner. Initial program cross | |
| Financial policies and procedures are in place, with several smaller policies and procedures still needed. | July | June | Utilize a team approach within each program to update, write, and revise policy and procedure to align with current regulations and best practices. | |
| Helpdesk system is complete, as is inventory system, but paperless processes have not been fully implemented yet. | July | June | Automate current I.T. tracking system to create help desk tickets and a timely response. Create inventory of all high-risk items (i.e., laptops, cell phones, printers, etc.) and a 5-year replacement plan. | |
| BEP software is in place, but automation of data collection has not been completed yet. | July | June | Update BEP software to improve timeliness and accuracy of reporting and tracking of sales and expenses. Train staff and automate collection of data from vending facilities. | |
| Pandemic closures and ongoing safety protocols limited opportunities for in-person tours. | July | June | Tour other organizations and request staff training and/or offer training about SCCB programs to strengthen partnerships. | |
| A change of leadership and pivot of position description related to Employment Consultant role. | July | June | Incorporate the BEP referral process into VR policy and procedure to ensure that BEP is introduced to consumers as a possible choice when setting an employment goal. | |
| Is the agency in compliance with S.C. Code Ann. § 2-1-220, which requires submission of certain reports to the Legislative Services Agency for publication online and the State Library? (See also S.C. Code Ann. § 60-2-20). | | | | Yes |
| Reason agency is out of compliance: (if applicable) | | | | |
| Is the agency in compliance with various requirements to transfer its records, including electronic ones, to the Department of Archives and History? See the Public Records Act (S.C. Code Ann. § 20-1-10 through 20-1-180) and the South Carolina Uniform Electronic Transactions Act (S.C. Code Ann. § 26-6-10 through 26-10-210). | | | | Yes |
| Does the law allow the agency to promulgate regulations? | | | | Yes |
| Law number(s) which gives the agency the authority to promulgate regulations: | 34 C.F.R 395.4 | | | |
| Has the agency promulgated any regulations? | | | | Yes |
| Is the agency in compliance with S.C. Code Ann. § 1-23-120 (J), which requires an agency to conduct a formal review of its regulations every five years? | | | | Yes |
| (End of Reorganization and Compliance Section) | | | | |

FY2022

Strategic Plan Results

as submitted for the Accountability Report by:

L240 - COMMISSION FOR THE BLIND

- Goal 1** Increase Agency effectiveness and efficiency in providing consumer services.
- Goal 2** Strengthen services within the Older Blind Program, Children's Services, Prevention, and Low Vision Clinic.
- Goal 3** Improve workplace culture making SCCB a preferred place of employment.
- Goal 4** Improve internal processes and procedures to ensure security of information, timely reporting, financial accuracy, and maintenance/repairs of facility, fleet, and I.T. software/hardware.
- Goal 5** Foster and grow relationships with community partners, businesses, and other state agencies.

| Perf. Measure Number | Description | Base | Target | Actual | Value Type | Desired Outcome | Time Applicable | Calculation Method | Data Source | Data Location | Stakeholder Need Satisfied | Primary Stakeholder | State Funded Program Number | Responsible | Notes |
|---|--|------|--------|--------|------------------|--------------------------|-------------------------------------|--|--------------------------------|--|--|--|-------------------------------------|-------------|--|
| 1.1 Develop solutions to address reasons for delays in service provision. State Objective: Government and Citizens | | | | | | | | | | | | | | | |
| 1.1.1 | Create policies and procedures that provide specific guidelines on length of time for referring and scheduling consumers for internal and external services in all programs. Provision tracking done through AWARE case reviews. | 60% | 100% | 65% | Percent Complete | Complete | State Fiscal Year (July 1- June 30) | QA review | All program documentation. | VR program documentation and Training Center documentation | Ensure compliance with state and federal regulations for all programs. | Rehabilitation Services Administration and South Carolina taxpayers. | 0505.100000.000 | | Per feedback from RSA, initial policy revision needed additional work. Newly hired VR Program Lead re-vamped revision process to ensure policy meets RSA's expectations and the needs of the Agency. |
| 1.1.2 | Create productivity standards for finance staff and reduce turnaround time for payment to 30 days or less. | 0% | 100% | 80% | Percent Complete | Complete | State Fiscal Year (July 1- June 30) | Monthly finance department reviews. | AWARE and SCEIS aging reports. | SCEIS and AWARE | Vendors are paid promptly | All vendors utilized by SCCB | 0100.000000.000 | | Standards are in place, and 100% compliance with the 30-day rule is almost complete. |
| 1.2 Create and utilize an assessment process to assist consumers in identifying viable goals and ensuring needs are individualized. State Objective: Government and Citizens | | | | | | | | | | | | | | | |
| 1.2.1 | Train all program counselors on a variety of assessment methods to be utilized when developing a plan for services to ensure consumer needs and goals are achieved. | 25% | 100% | 100% | Percent Complete | Complete | State Fiscal Year (July 1- June 30) | Monitor participation in training. | Training roster | AWARE Case documentation | Ensure compliance with state and federal regulations for all programs | Rehabilitation Services Administration and South Carolina taxpayers | 0100.000000.000 | | |
| 1.2.2 | Provide comprehensive services to consumers that result in the attainment of measureable skills. | 0 | 20 | 65 | Count | equal to or greater than | State Fiscal Year (July 1- June 30) | Number of measureable skills gains. | AWARE reports | AWARE Case documentation | Consumers obtain necessary credentials for employment | SCCB consumers | 0505.100000.000 | | |
| 2.1 Create additional opportunities for consumers and families to assist through the adjustment process. State Objective: Government and Citizens | | | | | | | | | | | | | | | |
| 2.1.1 | In addition to regular Older Blind Services, staff will create additional opportunities for consumers and their families to educate, provide resources, and create support systems to assist with adjustment to vision loss and overcome the challenges to remain independent. | 19 | 12 | 13 | Count | Complete | State Fiscal Year (July 1- June 30) | Report number of opportunities provided. | AWARE documentation | Documentation maintained in Older Blind Program | Provision of information to enable SC citizens with severe visual impairment age 55 and older to remain independent. | Consumers age 55 and older and their families. | 1200.010000.000 | | |
| 2.1.2 | Children's Services and Transition Counselors will be combined and work together to create additional opportunities for consumers and their families to educate, provide resources, and create consistent support systems to assist with adjustment to vision loss and build skills for independence from childhood. | 0 | 12 | 7 | Count | equal to or greater than | State Fiscal Year (July 1- June 30) | Report number of opportunities provided. | AWARE documentation | Program Manager maintains documentation | Services are provided to children and youth with severe visual impairments in SC. Support is provided to families. | Children and youth with severe visual impairments and their family | 1505.000000.000 and 0503.250000.000 | | Staff vacancies, program changes, and making necessary adjustments for providing services post pandemic impacted the desired target. |
| 2.1.3 | Increase technical adaptive software training for senior consumers. | 9 | 15 | 22 | Count | equal to or greater than | State Fiscal Year (July 1- June 30) | Report number of seniors in training. | AWARE documentation | Documentation maintained in Older Blind Program | Provide consumers 55 and older with technology skills | Consumers age 55 and older | 1200.010000.000 | | |
| 2.2 Increase Community Inclusion and collaborations to expand the Prevention Program and Low Vision Clinic. State Objective: Government and Citizens | | | | | | | | | | | | | | | |

| Perf. Measure Number | Description | Base | Target | Actual | Value Type | Desired Outcome | Time Applicable | Calculation Method | Data Source | Data Location | Stakeholder Need Satisfied | Primary Stakeholder | State Funded Program Number Responsible | Notes |
|--|--|------|--------|--------|------------------|--------------------------|-------------------------------------|---|--|---|--|--|---|--|
| 2.2.1 | Expand marketing techniques for Prevention to include new pamphlets, listing of community events on the SCCB website, and adding vision screenings to services provided. | 20 | 6 | 5 | Count | equal to or greater than | State Fiscal Year (July 1- June 30) | Number of techniques utilized | Prevention program documentation | Communications Director reports and Prevention Program Director reports | Citizens of SC learn to prevent blindness and those with correctable conditions have their vision restored | Citizens of SC with correctable visual conditions who have no insurance and low income | 1001.030000.000 | Pandemic-related issues limited community events and vision screenings |
| 2.2.2 | Include Low Vision technology demonstrations when attending statewide and/or community events and assisted living homes to educate citizens on the availability of resources to assist in maintaining independence if a person's sight diminishes significantly. Update marketing materials to be distributed at these events. | 3 | 6 | 4 | Count | equal to or greater than | State Fiscal Year (July 1- June 30) | Number of demonstrations conducted and materials updated | Low Vision Clinic documentation. | Low Vision Clinic Documentation | Inform SC citizens with visual impairments about technology to assist them in remaining independent. | All SC citizens with Low Vision | 1200.010000.000 | Pandemic-related issues limited community events and vision screenings |
| 3.1 Create talent acquisition processes which increases agency awareness. | | | | | | | | | | State Objective: Government and Citizens | | | | |
| 3.1.1 | Use revised "Brand" items to assist in attracting qualified talent. Update position descriptions to reflect essential position functions. Recruiting team will attend 1 job fair per month. | 50% | 50% | 90% | Percent | equal to or greater than | State Fiscal Year (July 1- June 30) | Availability Calculations, social Media "Hits", Submitted applications, number of job fairs attended. | NeoGov, EEO Documents, SCCB Communications Department, and job fairs. | HR Manager | To hire highly qualified, skilled staff for SCCB. | All agency programs | 0100.000000.000 | |
| 3.1.2 | Ensure qualified individuals are hired for the right positions. Expand Internship partnerships with SC Universities for a diverse variety of positions within the agency. Utilize the Wonderlic assessment to determine suitability of candidate for position. | 60% | 40% | 100% | Percent | equal to or greater than | State Fiscal Year (July 1- June 30) | Utilize rating and polling system for interview panel. | Updated accurate position descriptions, and application. | HR Manager | To hire highly qualified, skilled staff for SCCB. | All agency programs | 0100.000000.000 | |
| 3.2 Retain exceptional talent. | | | | | | | | | | State Objective: Government and Citizens | | | | |
| 3.2.1 | Develop/revise employee surveys to gauge satisfaction and commitment. Conduct 30, 60, and 90 day interviews with new hires. Ensure exit interviews are completed for employees leaving SCCB. | 70% | 60% | 100% | Percent Complete | Complete | State Fiscal Year (July 1- June 30) | Categorize and evaluate answers and then prioritize needed actions. Report to Commissioner quarterly. | Survey Monkey, 30-60-90 Day Review, Stay and Exit Interviews. | HR Director maintains files | Internal communication to raise morale and address concerns | SCCB staff | 0100.000000.000 | |
| 3.2.2 | Decrease turnover rate by improving morale and show appreciation of exceptional performance through increased recognition programs and other available opportunities. | 20% | 10% | 10% | Percent | equal to or greater than | State Fiscal Year (July 1- June 30) | Quarterly employee recognition program. | HR diversity reports, program directors input, foundation awards, retention rate, turnover rate, and absenteeism rate. | HR Manager | Reduce turnover and increase retention. | All agency programs | 0100.000000.000 | |
| 3.2.3 | Encourage a diverse workforce, including individuals with disabilities, to ensure a variety of perspectives. Recruit new staff through partnerships with organizations serving minorities and individuals with disabilities. Build on inclusion with assistance from the Diversity Inclusion Team within SCCB. | 80% | 70% | 84% | Percent | equal to or greater than | State Fiscal Year (July 1- June 30) | Availability report | EEOC reports, HR reports, and NeoGov. | HR Manager | Ensure a diverse staff population within the agency. | All agency programs | 0100.000000.000 | |
| 3.3 To ensure employees have the training and skills necessary to effectively perform their duties. | | | | | | | | | | State Objective: Government and Citizens | | | | |

| Perf. Measure Number | Description | Base | Target | Actual | Value Type | Desired Outcome | Time Applicable | Calculation Method | Data Source | Data Location | Stakeholder Need Satisfied | Primary Stakeholder | State Funded Program Number Responsible | Notes |
|--|---|------|--------|--------|------------------|--------------------------|-------------------------------------|---|---|--------------------------------------|---|--|---|---|
| 3.3.1 | Identify gaps in knowledge, skills, and abilities (KSA) relative to each position in order to determine where training initiatives could improve job performance. Align training to updated position descriptions to ensure knowledge of all essential functions. | 30% | 20% | 20% | Percent | equal to or greater than | State Fiscal Year (July 1- June 30) | Supervisors use EPMS, planning document and skills assessment to determine gaps in KSAs and document a decrease in knowledge gaps. | Planning document, EPMS and skills assessments. | HR Manager | Ensure that all staff is well trained in the essential functions of their position. | SCCB staff | 0100.000000.000 | |
| 3.3.2 | Create a series of internal onboarding trainings for each position to address essential functions and make available on the SCCB Intranet. Provide supervisors with a checklist to ensure all trainings are completed in a timely manner. Initial program cross training has been added to orientation. | 0% | 100% | 50% | Percent Complete | Complete | State Fiscal Year (July 1- June 30) | Supervisors will use list of completed courses, certificates, and other completed assignments from trainings. Consumer Satisfaction Survey, Audit Reports, EPMS to demonstrate completion of required courses by all staff. HR will maintain record of trainings completed to submit to RSA with quarterly reports. | Training modules created by HR and Counselor Trainer. | HR maintains training files | SCCB staff receive consistent, up to date training for the essential functions of their position | SCCB staff | 0100.000000.000 | Still revising training programs to align to positions. |
| 4.1 Update/revise policies and procedures for each program to reflect current Federal and State regulations. | | | | | | | | | | | State Objective: Government and Citizens | | | |
| 4.1.1 | Utilize a team approach within each program to update, write, and revise policy and procedure to align with current regulations and best practices. | 30% | 50% | 40% | Percent Complete | equal to or less than | State Fiscal Year (July 1- June 30) | Percentage of areas with completed, updated policies and procedures. | Policies and procedures. | Shared drive | Consistency internally with processes will provide better consumer services and set expectations for staff. | SCCB staff and consumers | 0100.000000.000 | Financial policies and procedures are in place, with several smaller policies and procedures still needed. |
| 4.2 Update/modify internal software programs to streamline reporting processes and improve security for sensitive information. Also to develop/promote paperless process tools and document management systems. | | | | | | | | | | | State Objective: Government and Citizens | | | |
| 4.2.1 | Automate current I.T. tracking system to create help desk tickets and a timely response. Create inventory of all high-risk items (i.e., laptops, cell phones, printers, etc.) and a 5-year replacement plan. | 80% | 100% | 50% | Percent Complete | Complete | State Fiscal Year (July 1- June 30) | Number of repairs/replacements completed within the timeframe set as timely listed as a percentage of 100%. | IT Documentation | I.T. maintains all reports | Staff receives assistance quickly for technical issues. Agency maintains accurate records of high- risk items | SCCB staff | 0100.000000.000 | Helpdesk system is complete, as is inventory system, but paperless processes have not been fully implemented yet. |
| 4.2.2 | Update BEP software to improve timeliness and accuracy of reporting and tracking of sales and expenses. Train staff and automate collection of data from vending facilities. | 80% | 100% | 50% | Percent Complete | Complete | State Fiscal Year (July 1- June 30) | Number would be percentage of on time reports. | BEP reports | BEP department maintains all reports | BEP vendors receive accurate information concerning earnings and sales | BEP vendors | 0504.150000.000 | BEP software is in place, but automation of data collection has not been completed yet. |
| 4.2.3 | Substantiate the accuracy of RSA-911 data as well as establish and maintain internal control processes related to the collecting and reporting of data. | 0% | 100% | 100% | Percent Complete | Complete | State Fiscal Year (July 1- June 30) | Conduct quarterly data validation reviews. Review will include validation of status dates against source documentation for all cases that were opened or closed during the quarter. | QA validation reports. | QA maintains all reports | RSA receives accurate data. | Rehabilitation Services Administration | 0100.000000.000 | |
| 4.2.4 | Maintain data validation and internal control procedures that substantiate accuracy and reliability of data reported, ensuring compliance with 34 CFR 361.40. | 0% | 100% | 100% | Percent Complete | Complete | State Fiscal Year (July 1- June 30) | Review RSA-911 data with management staff to cover trends, data anomalies and reasonableness. System adaptations will be made based on management feedback regarding policy and procedures. | QA Intra-rater reliability check, and staff and management reporting/AWARE case management reports. | QA maintains all reports | Staff can efficiently enter data into case management system to improve accuracy and productivity | SCCB staff | 0100.000000.000 | |
| 5.1 Educate community partners/businesses on SCCB programs and how we can strengthen services to SC citizens through partnerships and resource sharing. | | | | | | | | | | | State Objective: Government and Citizens | | | |

| Perf. Measure Number | Description | Base | Target | Actual | Value Type | Desired Outcome | Time Applicable | Calculation Method | Data Source | Data Location | Stakeholder Need Satisfied | Primary Stakeholder | State Funded Program Number Responsible | Notes |
|--|---|------|--------|--------|------------|--------------------------|-------------------------------------|---|---|--|---|---|---|--|
| 5.1.1 | Provide "lunch and learn" style events on a variety of topics such as consumer technology, job related issues, new developments in VR, Older Blind, Children's Services, Prevention, and Low Vision. | 8 | 10 | 21 | Count | equal to or greater than | State Fiscal Year (July 1- June 30) | Report number of events held or attended. | Event reports | Older Blind director maintains records | Creation of more opportunities for citizens with visual impairments and increase referrals to all programs. | SC citizens with visual impairments | 1200.010000.000 | |
| 5.1.2 | Tour other organizations and request staff training and/or offer training about SCCB programs to strengthen partnerships. | 8 | 10 | 2 | Count | equal to or greater than | State Fiscal Year (July 1- June 30) | Report number of interactions. | Outreach documentation | VR documentation | Increase training and job opportunities for consumers | VR consumers and SC businesses | 1200.010000.000 | Pandemic closures and ongoing safety protocols limited opportunities for in-person tours. |
| 5.2 Build training opportunities with business partners that focus on specific skill sets for employment. | | | | | | | | | | | | | State Objective: Government and Citizens | |
| 5.2.1 | Attend/Conduct quarterly focus groups in different areas of the state to identify skill sets that employers are seeking. | 6 | 10 | 10 | Count | equal to or greater than | State Fiscal Year (July 1- June 30) | Report number of focus groups attended/conducted. | Outreach documentation | T & E Director maintains records | Increase training and job opportunities for consumers | VR consumers and SC businesses | 0504.300000.000 | |
| 5.2.2 | Utilizing information from focus groups, form partnerships with businesses and develop training programs to provide the necessary skills. This can be done through partnerships, OJT's, or internships. Participate in trainings and projects with the Vocational Rehabilitation Technical Assistance Center to expand business services. | 17 | 10 | 2 | Count | equal to or greater than | State Fiscal Year (July 1- June 30) | Report number of OJT's or internships. | AWARE documentation | T & E Director maintains records | Increase training and job opportunities for consumers | VR consumers and SC businesses | 0504.300000.000 | Pandemic closures and ongoing safety protocols limited opportunities for in-person tours. |
| 5.3 Increase referrals to programs through increased partnership interactions and communication. | | | | | | | | | | | | | State Objective: Government and Citizens | |
| 5.3.1 | Children's/Transition Services staff will increase communication with service providers and educators to identify children across the state with significant visual impairments who could benefit from SCCB services. | 30 | 80 | 32 | Count | equal to or greater than | State Fiscal Year (July 1- June 30) | Report number of new referrals. | AWARE documentation | Children's/Transition Director maintains reports | Children and youth with visual impairments receive all available services across the state | SC children and youth with visual impairments | 1505.000000.000 and 0503.250000.000 | Staff vacancies, program changes, and making necessary adjustments for providing services post pandemic impacted the desired target. |
| 5.3.2 | Incorporate the BEP referral process into VR policy and procedure to ensure that BEP is introduced to consumers as a possible choice when setting an employment goal. | 0 | 12 | 5 | Count | equal to or greater than | State Fiscal Year (July 1- June 30) | Report number of new referrals quarterly. | BEP Trainer maintains records on new referrals. | AWARE Case management system | Increase opportunities for Blind individuals to become self-employed. | Blind individuals wanting to be selfemployed | 0504.150000.000 | There was a change of leadership and pivot of position description related to Employment Consultant role. |
| 5.3.3 | Promote the Prevention program through the distribution of marketing materials to businesses, medical centers, schools, and all community partners. | 0 | 40 | 81 | Count | equal to or greater than | State Fiscal Year (July 1- June 30) | Report number of new referrals. | AWARE documentation | AWARE Case management system | Assist SC citizens in preventing Blindness and other visual conditions | SC citizens with visual impairments | 1001.030000.000 | |

FY2023

Strategic Plan Development

as submitted for the Accountability Report by:

L240 - COMMISSION FOR THE BLIND

- Goal 1** Increase Agency effectiveness and efficiency in providing consumer services.
- Goal 2** Strengthen services within the Older Blind Program, Children's Services, Prevention, and Low Vision Clinic.
- Goal 3** Improve workplace culture making SCCB a preferred place of employment.
- Goal 4** Improve internal processes and procedures to ensure security of information, timely reporting, financial accuracy, and maintenance/repairs of facility, fleet, and I.T. software/hardware.
- Goal 5** Foster and grow relationships with community partners, businesses, and other state agencies.

| Perf. Measure Number | Description | Base | Target | Value Type | Desired Outcome | Time Applicable | Calculation Method | Data Source | Data Location | Stakeholder Need Satisfied | Primary Stakeholder | State Funded Program Number Responsible | Notes |
|--|--|------|--------|--------------------|--------------------------|------------------------------------|--|---|---|--|--|---|---|
| 1.1 Develop solutions to address reasons for delays in service provision. | | | | | | | | | | | | | State Objective: Government and Citizens |
| 1.1.1 | Create policies and procedures that provide specific guidelines on length of time for referring and scheduling consumers for internal and external services in all programs. Provision tracking done through AWARE case reviews. | 0.65 | | 1 Percent Complete | Complete | State Fiscal Year (July 1-June 30) | Percent complete as determined by the agency. | AWARE documentation | VR program documentation | Ensure compliance with state and federal regulations for all programs. | Rehabilitation Services Administration and South Carolina taxpayers. | 0505.100000.000 | |
| 1.1.2 | Create productivity standards for finance staff and reduce turnaround time for payment to 30 days or less. | 0.8 | | 1 Percent Complete | Complete | State Fiscal Year (July 1-June 30) | Finance department documentation. Quarterly reports on progress provided to Senior Consultant. | QA and Finance reporting and documentation | SCEIS and AWARE | Vendors are paid promptly | All vendors utilized by SCCB | 0100.000000.000 | |
| 1.2 Create and utilize an assessment process to assist consumers in identifying viable goals and ensuring needs are individualized. | | | | | | | | | | | | | State Objective: Government and Citizens |
| 1.2.1 | Train all program counselors on a variety of assessment methods to be utilized when developing a plan for services to ensure consumer needs and goals are achieved. | | 1 | 1 Percent Complete | Complete | State Fiscal Year (July 1-June 30) | Percent complete as determined by the agency. | Utilizing targeted case reviews in AWARE | AWARE Case documentation | Ensure compliance with state and federal regulations for all programs | Rehabilitation Services Administration and South Carolina taxpayers | 0100.000000.000 | |
| 1.2.2 | Provide comprehensive services to consumers that result in the attainment of measureable skills. | 65 | 20 | Count | Equal to or greater than | State Fiscal Year (July 1-June 30) | Data taken from AWARE case management system where credentials are recorded. | Quarterly AWARE reports showing number of credentials attained | AWARE Case documentation | Consumers obtain necessary credentials for employment | SCCB consumers | 0505.100000.000 | |
| 2.1 Create additional opportunities for consumers and families to assist through the adjustment process. | | | | | | | | | | | | | State Objective: Government and Citizens |
| 2.1.1 | In addition to regular Older Blind Services, staff will create additional opportunities for consumers and their families to educate, provide resources, and create support systems to assist with adjustment to vision loss and overcome the challenges to remain independent. | 13 | 12 | Count | Complete | State Fiscal Year (July 1-June 30) | Number of opportunities provided | Number of opportunities provided will be reported to Senior Consultant quarterly. | Documentation maintained in Older Blind Program | Provision of information to enable SC citizens with severe visual impairment age 55 and older to remain independent. | Consumers age 55 and older and their families. | 1200.010000.000 | |
| 2.1.2 | Children's Services and Transition Counselors will be combined and work together to create additional opportunities for consumers and their families to educate, provide resources, and create consistent support systems to assist with adjustment to vision loss and build skills for independence from childhood. | 7 | 12 | Count | Equal to or greater than | State Fiscal Year (July 1-June 30) | Number of opportunities provided will be reported to Senior Consultant quarterly. | Children's/Transition Program Manager | Program Manager maintains documentation | Services are provided to children and youth with severe visual impairments in SC. Support is provided to families. | Children and youth with severe visual impairments and their family | 1505.000000.000 and 0503.250000.000 | |

| Perf. Measure Number | Description | Base | Target | Value Type | Desired Outcome | Time Applicable | Calculation Method | Data Source | Data Location | Stakeholder Need Satisfied | Primary Stakeholder | State Funded Program Number Responsible | Notes | |
|--|--|------|--------|------------|------------------|--------------------------|------------------------------------|---|--|---|--|--|-----------------|--|
| 2.1.3 | Increase technical adaptive software training for senior consumers. | | 22 | 15 | Count | Equal to or greater than | State Fiscal Year (July 1-June 30) | Number of seniors in training | Number of opportunities provided will be reported to Senior Consultant quarterly. | Documentation maintained in Older Blind Program | Provide consumers 55 and older with technology skills | Consumers age 55 and older | 1200.010000.000 | |
| 2.2 Increase Community Inclusion and collaborations to expand the Prevention Program and Low Vision Clinic. | | | | | | | | | | | | State Objective: Government and Citizens | | |
| 2.2.1 | Expand marketing techniques for Prevention to include new pamphlets, listing of community events on the SCCB website, and adding vision screenings to services provided. | | 5 | 6 | Count | Equal to or greater than | State Fiscal Year (July 1-June 30) | Number of events staffed by Prevention employees will be reported quarterly to Senior Consultant. | Communication Director and Prevention Program Manager maintains documentation | Communications Director reports and Prevention Program Director reports | Citizens of SC learn to prevent blindness and those with correctable conditions have their vision restored | Citizens of SC with correctable visual conditions who have no insurance and low income | 1001.030000.000 | |
| 2.2.2 | Include Low Vision technology demonstrations when attending statewide and/or community events and assisted living homes to educate citizens on the availability of resources to assist in maintaining independence if a person's sight diminishes significantly. Update marketing materials to be distributed at these events. | | 4 | 6 | Count | Equal to or greater than | State Fiscal Year (July 1-June 30) | Number of demonstrations | Number of opportunities provided will be reported to Senior Consultant quarterly. | Low Vision Clinic Documentation | Inform SC citizens with visual impairments about technology to assist them in remaining independent. | All SC citizens with Low Vision | 1200.010000.000 | |
| 3.1 Create talent acquisition processes which increases agency awareness. | | | | | | | | | | | | State Objective: Government and Citizens | | |
| 3.1.1 | Use revised "Brand" items to assist in attracting qualified talent. Update position descriptions to reflect essential position functions. Recruiting team will attend 1 job fair per month. | | 0.9 | 0.5 | Percent | Equal to or greater than | State Fiscal Year (July 1-June 30) | Percentage of applications received from utilizing new branded items. | Availability Calculations, social Media "Hits", Submitted applications, number of job fairs attended. | HR Manager | To hire highly qualified, skilled staff for SCCB. | All agency programs | 0100.000000.000 | |
| 3.1.2 | Ensure qualified individuals are hired for the right positions. Expand Internship partnerships with SC Universities for a diverse variety of positions within the agency. Utilize the Wonderlic assessment to determine suitability of candidate for position. | | 1 | 0.4 | Percent | Equal to or greater than | State Fiscal Year (July 1-June 30) | Percentage of updated job descriptions | Utilize rating and polling system for interview panel. Updated accurate position descriptions, and application. | HR Manager | To hire highly qualified, skilled staff for SCCB. | All agency programs | 0100.000000.000 | |
| 3.2 Retain exceptional talent. | | | | | | | | | | | | State Objective: Government and Citizens | | |
| 3.2.1 | Develop/revise employee surveys to gauge satisfaction and commitment. Conduct 30, 60, and 90 day interviews with new hires. Ensure exit interviews are completed for employees leaving SCCB. | | 1 | 0.6 | Percent Complete | Complete | State Fiscal Year (July 1-June 30) | Categorize and evaluate answers and then prioritize needed actions. Report Quarterly to Commissioner. | Survey Monkey, 30-60- 90 Day Reviews, Stay and Exit Interviews | HR Director maintains files | Internal communication to raise morale and address concerns | SCCB staff | 0100.000000.000 | |
| 3.2.2 | Decrease turnover rate by improving morale and show appreciation of exceptional performance through increased recognition programs and other available opportunities. | | 0.05 | 0.1 | Percent | Equal to or greater than | State Fiscal Year (July 1-June 30) | Percent Decrease in turnover rate | HR Diversity Reports, Program Directors, SCCB Foundation Awards, retention rate, turnover rate, absenteeism rate | HR Manager | Reduce turnover and increase retention. | All agency programs | 0100.000000.000 | |

| Perf. Measure Number | Description | Base | Target | Value Type | Desired Outcome | Time Applicable | Calculation Method | Data Source | Data Location | Stakeholder Need Satisfied | Primary Stakeholder | State Funded Program Number Responsible | Notes |
|---|--|------|--------|------------------|--------------------------|------------------------------------|---|--|--------------------------------------|---|--|---|-------|
| 3.2.3 | Encourage a diverse workforce, including individuals with disabilities, to ensure a variety of perspectives. Recruit new staff through partnerships with organizations serving minorities and individuals with disabilities. Build on inclusion with assistance from the Diversity Inclusion Team within SCCB. | 0.84 | 0.7 | Percent | Equal to or greater than | State Fiscal Year (July 1-June 30) | Percentage of diversity within the agency. | Availability report | HR Manager | Ensure a diverse staff population within the agency. | All agency programs | 0100.000000.000 | |
| 3.3 To ensure employees have the training and skills necessary to effectively perform their duties. State Objective: Government and Citizens | | | | | | | | | | | | | |
| 3.3.1 | Identify gaps in knowledge, skills, and abilities (KSA) relative to each position in order to determine where training initiatives could improve job performance. Align training to updated position descriptions to ensure knowledge of all essential functions. | 0.1 | 0.2 | Percent | Equal to or greater than | State Fiscal Year (July 1-June 30) | Percentage of positions where KSA's have been identified. | Supervisors use EPMS, Planning document and skills assessment to determine gaps in KSAs and document a decrease in knowledge gaps. | HR Manager | Ensure that all staff is well trained in the essential functions of their position. | SCCB staff | 0100.000000.000 | |
| 3.3.2 | Create a series of internal onboarding trainings for each position to address essential functions and make available on the SCCB Intranet. Provide supervisors with a checklist to ensure all trainings are completed in a timely manner. Initial program cross training has been added to orientation. | 0.5 | 1 | Percent Complete | Complete | State Fiscal Year (July 1-June 30) | Supervisors will use list of completed courses, certificates, and other completed assignments from trainings, Consumer Satisfaction Survey, Audit Reports, EPMS to demonstrate completion of required courses by all staff. HR will maintain record of trainings completed to submit to RSA with quarterly reports. | Training modules created by HR and Counselor Trainer | HR maintains training files | SCCB staff receive consistent, up to date training for the essential functions of their position | SCCB staff | 0100.000000.000 | |
| 4.1 Update/revise policies and procedures for each program to reflect current Federal and State regulations. State Objective: Government and Citizens | | | | | | | | | | | | | |
| 4.1.1 | Utilize a team approach within each program to update, write, and revise policy and procedure to align with current regulations and best practices. | 0.4 | 0.5 | Percent Complete | Equal to or greater than | State Fiscal Year (July 1-June 30) | Percentage of programs with completed, updated policies and procedures. | Senior Consultant documentation | Shared drive | Consistency internally with processes will provide better consumer services and set expectations for staff. | SCCB staff and consumers | 0100.000000.000 | |
| 4.2 Update/modify internal software programs to streamline reporting processes and improve security for sensitive information. Also to develop/promote paperless process tools and document management systems. State Objective: Government and Citizens | | | | | | | | | | | | | |
| 4.2.1 | Automate current I.T. tracking system to create help desk tickets and a timely response. Create inventory of all high-risk items (i.e., laptops, cell phones, printers, etc.) and a 5-year replacement plan. | 0.5 | 1 | Percent Complete | Complete | State Fiscal Year (July 1-June 30) | Number of repairs/replacements completed within the timeframe set as timely, listed as a percentage of 100%. | Reports generated from tracking system | I.T. maintains all reports | Staff receives assistance quickly for technical issues. Agency maintains accurate records of high-risk items. | SCCB staff | 0100.000000.000 | |
| 4.2.2 | Update BEP software to improve timeliness and accuracy of reporting and tracking of sales and expenses. Train staff and automate collection of data from vending facilities. | 0.5 | 1 | Percent Complete | Complete | State Fiscal Year (July 1-June 30) | Number of on time reports, listed as a percentage of 100%. | AWARE case management reports | BEP department maintains all reports | BEP vendors receive accurate information concerning earnings and sales | BEP vendors | 0504.150000.000 | |
| 4.2.3 | Substantiate the accuracy of RSA-911 data as well as establish and maintain internal control processes related to the collecting and reporting of data. | 0.75 | 1 | Percent Complete | Complete | State Fiscal Year (July 1-June 30) | Conduct quarterly data validation reviews. Review will include validation of status dates against source documentation for all cases that were opened or closed during the quarter. | QA data validation reviews | QA maintains all reports | RSA receives accurate data. | Rehabilitation Services Administration | 0100.000000.000 | |

| Perf. Measure Number | Description | Base | Target | Value Type | Desired Outcome | Time Applicable | Calculation Method | Data Source | Data Location | Stakeholder Need Satisfied | Primary Stakeholder | State Funded Program Number Responsible | Notes |
|--|---|------|--------|------------------|--------------------------|------------------------------------|---|--|--|---|---|---|-------|
| 4.2.4 | Maintain data validation and internal control procedures that substantiate accuracy and reliability of data reported, ensuring compliance with 34 CFR 361.40. | 0.75 | 1 | Percent Complete | Complete | State Fiscal Year (July 1-June 30) | Review RSA-911 data with management staff to cover trends, data anomalies and reasonableness. System adaptations will be made based on management feedback regarding policy and procedures. | Staff and management reporting/AWARE case management reports | QA maintains all reports | Staff can efficiently enter data into case management system to improve accuracy and productivity | SCCB staff | 0100.000000.000 | |
| 5.1 Educate community partners/businesses on SCCB programs and how we can strengthen services to SC citizens through partnerships and resource sharing. | | | | | | | | | | | State Objective: Government and Citizens | | |
| 5.1.1 | Provide "lunch and learn" style events on a variety of topics such as consumer technology, job related issues, new developments in VR, Older Blind, Children's Services, Prevention, and Low Vision. | 21 | 10 | Count | Equal to or greater than | State Fiscal Year (July 1-June 30) | Number of events held. Reported quarterly to Senior Consultant. | Senior Managers documentation | Older Blind director maintains records | Creation of more opportunities for citizens with visual impairments and increase referrals to all programs. | SC citizens with visual impairments | 1200.010000.000 | |
| 5.1.2 | Tour other organizations and request staff training and/or offer training about SCCB programs to strengthen partnerships. | 2 | 10 | Count | Equal to or greater than | State Fiscal Year (July 1-June 30) | Total tours and/or trainings provided. Reported quarterly to Senior Consultant. | VR documentation | VR documentation | Increase training and job opportunities for consumers | VR consumers and SC businesses | 1200.010000.000 | |
| 5.2 Build training opportunities with business partners that focus on specific skill sets for employment. | | | | | | | | | | | State Objective: Government and Citizens | | |
| 5.2.1 | Attend/Conduct quarterly focus groups in different areas of the state to identify skill sets that employers are seeking. | 10 | 10 | Count | Equal to or greater than | State Fiscal Year (July 1-June 30) | Number of focus groups attended/conducted. Reported quarterly to Senior Consultant. | T & E documentation | T & E Director maintains records | Increase training and job opportunities for consumers | VR consumers and SC businesses | 0504.300000.000 | |
| 5.2.2 | Utilizing information from focus groups, form partnerships with businesses and develop training programs to provide the necessary skills. This can be done through partnerships, OJT's, or internships. Participate in trainings and projects with the Vocational Rehabilitation Technical Assistance Center to expand business services. | 2 | 10 | Count | Equal to or greater than | State Fiscal Year (July 1-June 30) | Total new partnerships where training programs were developed. Reported quarterly to Senior Consultant. | T & E documentation | T & E Director maintains records | Increase training and job opportunities for consumers | VR consumers and SC businesses | 0504.300000.000 | |
| 5.3 Increase referrals to programs through increased partnership interactions and communication. | | | | | | | | | | | State Objective: Government and Citizens | | |
| 5.3.1 | Children's/Transition Services staff will increase communication with service providers and educators to identify children across the state with significant visual impairments who could benefit from SCCB services. | 32 | 80 | Count | Equal to or greater than | State Fiscal Year (July 1-June 30) | Number of new referrals. Reported quarterly to Senior Consultant. | AWARE case management reports | Children's/Transition Director maintains reports | Children and youth with visual impairments receive all available services across the state | SC children and youth with visual impairments | 1505.000000.000 and 0503.250000.000 | |
| 5.3.2 | Incorporate the BEP referral process into VR policy and procedure to ensure that BEP is introduced to consumers as a possible choice when setting an employment goal. | 5 | 12 | Count | Equal to or greater than | State Fiscal Year (July 1-June 30) | Number of new referrals. Reported quarterly to Senior Consultant. | BEP Trainer maintains records on new referrals | AWARE Case management system | Increase opportunities for Blind individuals to become self-employed. | Blind individuals wanting to be self-employed | 0504.150000.000 | |
| 5.3.3 | Promote the Prevention program through the distribution of marketing materials to businesses, medical centers, schools, and all community partners. | 81 | 40 | Count | Equal to or greater than | State Fiscal Year (July 1-June 30) | Number of new referrals. Reported quarterly to Senior Consultant. | Prevention counselor maintains number of referrals | AWARE Case management system | Assist SC citizens in preventing Blindness and other visual conditions | SC citizens with visual impairments | 1001.030000.000 | |

FY2022

Budget Data

as submitted for the Accountability Report by:

L240 - COMMISSION FOR THE BLIND

| State Funded Program No. | State Funded Program Title | Description of State Funded Program | (Actual) General | (Actual) Other | (Actual) Federal | (Actual) Total | (Projected) General2 | (Projected) Other | (Projected) Federal4 | (Projected) Total |
|--------------------------|---|--|------------------|----------------|------------------|-----------------|----------------------|-------------------|----------------------|-------------------|
| 0100.000000.000 | Administration | Mission focused leadership and sound fiscal stewardship ensure that the agency meets its legal purpose. | \$ 2,095,220.93 | \$ 101,030.98 | \$ - | \$ 2,196,251.91 | \$ 1,714,804.00 | \$ 85,000.00 | \$ - | \$ 1,799,804.00 |
| 0508.000000.000 | Rehabilitation Services | Provides quality, individualized services to enable citizens with visual impairments to obtain, maintain, or regain employment. | \$ (700.00) | \$ - | \$ (2,800.00) | \$ (3,500.00) | \$ - | \$ - | \$ - | \$ - |
| 0505.100000.000 | Vocational Rehabilitation | Provides quality, individualized services to enable citizens with visual impairments to obtain, maintain, or regain employment. | \$ 559,754.51 | \$ 238,712.99 | \$ 2,621,912.77 | \$ 3,420,380.27 | \$ 640,792.00 | \$ - | \$ 3,119,673.00 | \$ 3,760,465.00 |
| 0504.150000.000 | Business Enterprise Program | Supports Blind vendors in self-employment through operation of vending facilities across the state. | \$ 344,031.82 | \$ 4,477.54 | \$ 863,547.93 | \$ 1,212,057.29 | \$ 291,781.00 | \$ 40,000,000.00 | \$ 961,068.00 | \$ 41,252,849.00 |
| 0504.200000.000 | Training Center | Provides quality, individualized services to enable citizens with visual impairments to obtain, maintain, or regain employment. | \$ 267,723.90 | \$ 12,975.25 | \$ 764,758.40 | \$ 1,045,457.55 | \$ 196,557.00 | \$ - | \$ 1,389,399.00 | \$ 1,585,956.00 |
| 0503.250000.000 | Transition Services | Provides quality, individualized services to enable youth and students with visual impairments to obtain, maintain, or regain employment. | \$ 214,506.65 | \$ 72,448.02 | \$ 1,287,864.16 | \$ 1,574,818.83 | \$ 120,631.00 | \$ - | \$ 1,939,327.00 | \$ 2,059,958.00 |
| 0504.300000.000 | Statewide Services Unit | Provides quality, individualized services to enable citizens with visual impairments to obtain, maintain, or regain employment. | \$ 225,051.34 | \$ 6,389.38 | \$ 695,964.16 | \$ 927,404.88 | \$ - | \$ - | \$ - | \$ - |
| 1001.030000.000 | Prevention Of Blindness | Provides educational and medical services to uninsured, low income SC citizens of all ages to restore or maintain sight. | \$ 123,063.70 | \$ - | \$ - | \$ 123,063.70 | \$ 683,499.00 | \$ - | \$ - | \$ 683,499.00 |
| 1200.010000.000 | Older Blind Services | Provides quality, individualized services to enable citizens with visual impairments age 55 and older to maintain independence and self-sufficiency. | \$ 55,808.33 | \$ - | \$ 729,821.62 | \$ 785,629.95 | \$ 322,064.00 | \$ - | \$ 448,469.00 | \$ 770,533.00 |
| 1505.000000.000 | Children's Services | Provides services to SC children ages 3 to 12 with visual impairments to ensure a path to future self-sufficiency. | \$ 238,797.37 | \$ - | \$ - | \$ 238,797.37 | \$ 329,439.00 | \$ - | \$ - | \$ 329,439.00 |
| 9500.050000.000 | State Employer Contributions | SCCB contribution to state retirement fund | \$ 816,967.74 | \$ 14,754.29 | \$ 1,024,472.81 | \$ 1,856,194.84 | \$ 925,810.00 | \$ 38,250.00 | \$ 1,749,346.00 | \$ 2,713,406.00 |
| 9813.100000X000 | BTHRM RENV ADA Cmpl | Funds granted to upgrade bathroom facilities to comply with ADA. | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 9822.030000X000 | Software Customization Case Management System | Funds were granted to assist with creating a financial interface with agency case management system. | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

FY2022

Legal Data

as submitted for the Accountability Report by:

L240 - COMMISSION FOR THE BLIND

| Law number | Jurisdiction | Type | Description | Purpose the law serves: | Notes: | Changes made during FY2022 |
|------------|--------------|------------|--|-----------------------------------|--|----------------------------|
| 20 USC 107 | Federal | Statute | The Randolph Sheppard Act establishes that the Commission provide training and support to individuals who are Blind in operating vending facilities in federal buildings within the state. | Requires a service | Training, support, and provision of initial inventory and equipment to operate a vending facility. | No Change |
| PL 113-128 | Federal | Statute | The Workforce Innovation and Opportunity Act strengthens and improves the nation's public workforce system to help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers. It specifies common measures that all WIOA core partners are required to utilize. | Requires a service | WIOA establishes that vocational rehabilitation is a key component of the workforce development system, and that serving individuals with barriers to employment (not just individuals with a disability) is a requirement for all partners. | No Change |
| PL 93-112 | Federal | Statute | The Rehabilitation Act of 1973 revised and expanded vocational rehabilitation services, with special emphasis on services to those with the most severe disabilities, including employment opportunities, independent living, and consumer assistance; and various training and service-discretionary grants administered by the Rehabilitation Administration. It also prohibited discrimination on the basis of disability (sections 501 and 503); created and extended civil rights to people with disabilities, including provisions for reasonable accommodation (section 504); and established requirements for accessible information technology (section 508). | Requires a service | Establishes and authorizes the state vocational rehabilitation program, independent living and older blind services, prevention services, and others. | No Change |
| 34 CFR 361 | Federal | Regulation | Under the State Vocational Rehabilitation Services Program, the Secretary provides grants to assist States in operating statewide comprehensive, coordinated, effective, efficient, and accountable vocational rehabilitation programs. | Requires a service | All services necessary to assist a consumer in obtaining, maintaining, or regaining employment. | No Change |
| 34 CFR 363 | Federal | Regulation | Under the State Supported Employment Services program, the Secretary provides grants to assist States in developing and implementing collaborative programs with appropriate entities to provide programs of supported employment services for individuals with the most significant disabilities, including youth with the most significant disabilities, to enable them to achieve an employment outcome of supported employment in competitive integrated employment. | Requires a service | All services necessary to provide employment services to consumers with the most significant disabilities to obtain and maintain competitive, integrated employment. | No Change |
| 34 CFR 367 | Federal | Regulation | Establishes that the Older Blind program supports projects that (a) Provide any of the independent living (IL) services to older individuals who are blind or severely visually impaired; (b) Conduct activities that will improve or expand services for these individuals; and (c) Conduct activities to help improve public understanding of the challenges of these individuals. | Requires a service | All services necessary to assist a consumer, age 55 and older, in remaining independent in their homes. | No Change |
| 43-25-10 | State | Statute | Establishes creation of the Commission for the Blind; membership; qualifications and terms of members; meetings; officers; compensation. | Not related to agency deliverable | | No Change |
| 43-25-100 | State | Statute | Establishes the transfer of certain powers and duties of Division for the Blind to Commission. | Not related to agency deliverable | | No Change |
| 43-25-20 | State | Statute | Establishes "Blindness" and "severe visual disability" as criteria for acceptance for services for persons who qualify. | Not related to agency deliverable | | No Change |
| 43-25-30 | State | Statute | Establishes the powers and duties of the Commission. | Not related to agency deliverable | | No Change |

| Law number | Jurisdiction | Type | Description | Purpose the law serves: | Notes: | Changes made during FY2022 |
|---------------------|--------------|-----------------|--|-----------------------------------|--|----------------------------|
| 43-25-40 | State | Statute | Establishes application procedure; register of ophthalmologists; Commission shall pay examination costs. | Requires a service | Vision exams | No Change |
| 43-25-50 | State | Statute | Establishes that authorized procedures such as eye examinations and medical and surgical treatment for visually handicapped persons may be secured and that reports of results must be submitted to the Commission. | Requires a service | Eye surgery/medical procedures/treatment | No Change |
| 43-25-60 | State | Statute | Establishes that the Commission may employ qualified itinerant counselors to assist teachers in public or private schools who are responsible for the teaching of visually handicapped students and that the Department of Education and principals or heads of private schools shall report to the Commission the names of visually handicapped students in attendance. | Requires a service | Vocational Rehabilitation Counseling services in a school setting. | No Change |
| 43-25-70 | State | Statute | Establishes that the Commission is empowered to operate concession stands in any State, county or municipal building and in any State park and shall negotiate with the proper agency or governing body regarding the establishment of a concession on such property. | Requires a manner of delivery | | No Change |
| 43-25-80 | State | Statute | Establishes that any sums appropriated by the General Assembly for treatment and training of the visually handicapped shall be kept by the State Treasurer in a fund for the treatment and training of the visually handicapped and shall be used to carry out the particular purpose assigned to it. | Requires a service | Treatment of visual conditions and/or training to assist consumers in reaching self-sufficiency. | No Change |
| 43-25-90 | State | Statute | Establishes that a person aggrieved by an action of the Commission must be granted, upon request, a hearing before a hearing officer assigned by the commission. | Not related to agency deliverable | | No Change |
| Chapter 18, Title 1 | State | Regulation | The Randolph Sheppard Act establishes that the Commission provide training and support to individuals who are Blind in operating vending facilities in local, county, and state buildings within the state. | Requires a service | Training, support, and provision of initial inventory and equipment to operate a vending facility. | No Change |
| 39.1 | State | FY22-23 Proviso | For the current fiscal year the amount appropriated in this section under Program II for Rehabilitative Services is conditioned upon matching by federal funds to the maximum amount available under the Federal Vocational Rehabilitation Program. | Funding agency deliverable(s) | | No Change |

FY2022

Services Data

as submitted for the 2022 Accountability Report by:

L240 - COMMISSION FOR THE BLIND

| Description of Service | Description of Direct Customer | Customer Name | Others Impacted by Service | Division or major organizational unit providing the service. | Description of division or major organizational unit providing the service. | Primary negative impact if service not provided. | Changes made to services during FY2022 | Summary of changes to services |
|--|---|----------------------|----------------------------|--|--|--|--|--------------------------------|
| Assistance in overcoming barriers due to visual disability to achieve success in employment and/or education/training. | Any citizen of South Carolina with a visual impairment that meets eligibility requirements. | Blind consumer | | Vocational Rehabilitation | Provides quality, individualized vocational rehabilitation services based on individual needs that will assist persons who are Blind and visually impaired in obtaining, maintaining, or regaining competitive employment. | Greater number of persons with visual impairments would need to rely on state support and social service programs instead of becoming taxpayers. | No Change | |
| Provision of skills training, technology, and low vision devices for independence. | Any citizen of South Carolina, age 55 and older, with a severe visual impairment that meets eligibility requirements. | Older Blind consumer | | Older Blind Program | Provides quality, individualized services to enable persons with visual impairments aged 55 and older, with no goal of employment, to remain as self-sufficient and independent as possible. | More seniors with visual impairments would require assisted living or in home care, creating a larger burden on taxpayer funded healthcare programs. | No Change | |
| Service coordination with other agencies and provision of services related to visual impairment to ensure success from an early age. | Any child who resides in South Carolina, age 3 to 12, with a severe visual impairment that meets eligibility requirements. | Blind child | | Children's Services | Provides services and coordination with other agencies to assist children with visual impairments ages 3 to 12 to achieve their full potential. | Children with visual impairments would not learn the skills necessary for self-sufficiency from an early age, leading to adults dependent on social services and taxpayer dollars. | No Change | |
| Eye exams, surgeries, eyeglasses, and other treatments to prevent vision loss. | Any citizen in South Carolina with an eye condition that may be corrected and vision loss prevented, but they have no other means of obtaining the treatment. | Prevention consumer | | Prevention of Blindness | Provides prevention services to help South Carolina residents maintain their vision and provides educational material on eye health across the state. | SC citizens would become severely visually impaired or Blind and require assistance from taxpayer funded programs instead of maintaining independence and self-sufficiency | No Change | |
| Training and financial assistance to become an independent operator under the Randolph Sheppard Act. | Any citizen of South Carolina who is 18 years or older, legally blind, and meets eligibility requirements. | BEP consumer | | Business Enterprise Program | Provides necessary training, guidance, and financial support for a person who is legally blind to become a licensed vendor and independently operate a vending facility in a local, state, or federal government facility. | Individuals who are Blind would be dependent on public funds to support them instead of maintaining self-employment and being productive taxpayers. | No Change | |

FY2022

Partnerships Data

as submitted for the 2022 Accountability Report by:

L240 - COMMISSION FOR THE BLIND

| Type of Partner Entity | Name of Partner Entity | Description of Partnership | Change to the partnership during the past fiscal year |
|-------------------------------|--|---|---|
| State Government | SC Vocational Rehabilitation Department | A partner in the Unified State Plan and in the RSA common performance measures tracking. Coordinate services for consumers. | No Change |
| State Government | SC Department of Employment and Workforce | A partner in the Unified State Plan and in the RSA common performance measures tracking. Coordinate services for consumers. | No Change |
| State Government | SC Department of Education | A partner in the Unified State Plan and in the RSA common performance measures tracking. Coordinate services for consumers. | No Change |
| Non-Governmental Organization | National Federation of the Blind | Promotes SCCB to their members. Provides training assistance | No Change |
| State Government | SC School for the Deaf & Blind | Provides office space for 1 VR counselor and promotes SCCB to their consumers and partners. Participates in SCCB activities with consumers. | No Change |
| Non-Governmental Organization | Goodwill Industries | Provides training assistance | No Change |
| Non-Governmental Organization | Association for Education and Rehabilitation of the Blind and Visually Impaired (AERBVI) of SC | Provides updates on assistive technology for visually impaired | No Change |
| Higher Education Institute | SC State University Orientation & Mobility Program | Provides updates on assistive technology for visually impaired | No Change |
| Higher Education Institute | Medical University of SC, Storm Eye Clinic | Provides updates on assistive technology for visually impaired | No Change |
| State Government | SC Governor's Committee | Job placement assistance | No Change |
| State Government | Department of Archives & History, Disability Coordinator | Includes SCCB information at job fairs. | No Change |
| Non-Governmental Organization | Able SC | Provides training assistance | No Change |
| Federal Government | Office of Federal Contract Compliance Programs | Provides information and contacts for federal job placement opportunities | No Change |
| Non-Governmental Organization | SC Industry Liaison Group | Job placement assistance | No Change |
| Federal Government | Social Security Administration | Ticket to Work reimbursements, work incentives | No Change |
| Private Business Organization | Blue Cross Blue Shield | Provides job placement and sensitivity training | No Change |
| Private Business Organization | Verizon Wireless | Provides job placement and sensitivity training | No Change |
| State Government | SC Department on Aging | Provides referrals and resources for Older Blind | No Change |
| Private Business Organization | Statewide Senior Assisted Living and Senior Daycare Facilities | Provides referrals and resources for Older Blind | No Change |
| Non-Governmental Organization | Lions Club | Provides resources for consumers and staff | No Change |
| Private Business Organization | Helen Keller National Center | Provides free consultations | No Change |

| Type of Partner Entity | Name of Partner Entity | Description of Partnership | Change to the partnership during the past fiscal year |
|-------------------------------|--|--|---|
| Non-Governmental Organization | BabyNet | Coordinates with SCCB to provide free services to children with visual impairments | No Change |
| Non-Governmental Organization | PRO-Parents of SC | Coordinates with SCCB to provide free services to children with visual impairments | No Change |
| Federal Government | National Employment Team-Southeast Region | Job placement assistance | No Change |
| State Government | SC State Museum | Provides internships | No Change |
| Higher Education Institute | Columbia College | Provides sensitivity training | No Change |
| State Government | McKissick Museum/Library | Provides soft skills training, job placement assistance | No Change |
| Higher Education Institute | SC Assistive Technology Program (SCATP)-University of SC School of Medicine | Provides internships | No Change |
| State Government | University of SC Thomas Cooper Library | Provides soft skills training, job placement assistance | No Change |
| Local Government | Anderson Mayor's Committee on Employment of People with Disabilities | Job placement assistance | No Change |
| Local Government | Columbia Mayor's Committee on Employment of People with Disabilities | Job placement assistance | No Change |
| Local Government | Spartanburg Mayors Committee for People with Disabilities | Job placement assistance | No Change |
| Local Government | Summerville Mayor's Committee on Employment of People with Disabilities | Job placement assistance | No Change |
| Non-Governmental Organization | American Red Cross | Provides internships | No Change |
| Non-Governmental Organization | United Way 211 | Provides internships | No Change |
| Federal Government | Wm. Jennings Bryan Dorn Department of Veterans Affairs Medical Center / Veterans Health Administration | Job placement assistance | No Change |
| Non-Governmental Organization | Harvest Hope Food Bank | Provides internships | No Change |
| Local Government | Richland County Library | Provides soft skills training | No Change |
| State Government | SC State Library - Talking Book Services | Provides internships | No Change |
| Non-Governmental Organization | Greater Charleston Call Center Alliance | Job placement assistance | No Change |
| Private Business Organization | Hadley School for the Blind | Staff participates in free online courses | No Change |
| Private Business Organization | Freedom Scientific | Free online JAWS training | No Change |
| State Government | SC Division of Technology Operations | In process of migrating; DTO will manage the I.T. infrastructure for SCCB | No Change |
| Private Business Organization | Microsoft | Training for I.T. Staff on their website. | No Change |
| State Government | SC State Ethics Commission | Provides ethical guidance through yearly activity reporting | No Change |

| Type of Partner Entity | Name of Partner Entity | Description of Partnership | Change to the partnership during the past fiscal year |
|-------------------------------|--|--|---|
| Federal Government | Department of Homeland Security | Provides verification of eligibility and identity of hired individuals | No Change |
| State Government | SC Human Affairs Commission | Provides consultative services on HR matters | No Change |
| State Government | SC Department of Administration | Provides consultative services and serves as a collecting house for workforce utilization data | No Change |
| State Government | SC Insurance Reserve Fund | Provides staff training at no cost | No Change |
| State Government | SC Department of Labor, Licensing and Regulation | Provides staff training at no cost | No Change |
| Non-Governmental Organization | Foundation for the Commission for the Blind | Assists with a variety of services. Presents recognition awards to SCCB staff. | No Change |
| State Government | SC Division of State Human Resources | Provides support to SCCB Human Resource Department | No Change |
| State Government | South Carolina Law Enforcement Division (SLED) | Provides background reports | No Change |
| Higher Education Institute | Midlands Technical College | Provides training assistance | No Change |
| State Government | SC Department of Social Services | Provides background reports | No Change |
| Local Government | Waccamaw Regional Council of Governments | Job placement assistance | No Change |
| Non-Governmental Organization | Midlands Workforce Development Board | Workforce partners work together to share resources and build partnerships with businesses | No Change |
| Private Business Organization | Apple Store-Charleston | Provides internships | No Change |
| Private Business Organization | Apple Store-Greenville | Provides internships | No Change |
| State Government | Apprenticeship Carolina, a division of the SC Technical College System | Provides internships | No Change |
| Federal Government | US Department of Labor Office of Apprenticeship-Columbia SC | Provides internships | No Change |
| Private Business Organization | The Vision Institute of SC | Provides Low Vision assistance | No Change |
| Non-Governmental Organization | Focus First | Provides vision care to children in need | No Change |
| Higher Education Institute | University of SC | Provides internships | No Change |
| Higher Education Institute | University of SC Medical School | Provides Low Vision interns to assist with Low Vision Clinics across the state. | No Change |
| State Government | SC Commission for Minority Affairs | Assists the agency Diversity Team and HR department in staff diversity issues. | No Change |
| Higher Education Institute | Coastal Carolina University | Internship opportunities | No Change |
| State Government | South Carolina Bar | Employment and Internship opportunities | No Change |
| Local Government | Richland County Public Defender's Office | Internship opportunities | No Change |

| Type of Partner Entity | Name of Partner Entity | Description of Partnership | Change to the partnership during the past fiscal year |
|-------------------------------|---|--|---|
| Private Business Organization | The Courage Center | Internship opportunities | No Change |
| Private Business Organization | ABC Academy | Internship opportunities | No Change |
| Private Business Organization | The Manning Times | Internship opportunities | No Change |
| Private Business Organization | BlueCross BlueShield | Employment opportunities | No Change |
| Private Business Organization | Call 4 Health | Employment opportunities, on the job training | No Change |
| Private Business Organization | Catalyte | Skills training assistance | No Change |
| Private Business Organization | Conduent | Employment opportunities | No Change |
| Private Business Organization | Founders Bank | Training and employment opportunities | No Change |
| Private Business Organization | Industries For the Blind and Visually Impaired, Inc. (IBVI) | Employment opportunities | No Change |
| Private Business Organization | LCI Industries | Employment opportunities | No Change |
| Private Business Organization | Pearl Interactive | Employment opportunities | No Change |
| Private Business Organization | Publix (Store #483) | Employment opportunities | No Change |
| Private Business Organization | Sysco | Employment opportunities | No Change |
| Private Business Organization | United Healthcare | Employment opportunities | No Change |
| Private Business Organization | AccessAbility | Internship and employment opportunities | No Change |
| Local Government | Charleston Chamber of Commerce | Workforce partners work together to share resources and build partnerships with businesses | No Change |
| Private Business Organization | Columbia Suit Project (Tom James Clothiers) | Training and clothing options for consumers entering the workplace | No Change |
| Local Government | Columbia Chamber of Commerce | Workforce partners work together to share resources and build partnerships with businesses | No Change |
| Private Business Organization | Consign Charleston | Clothing for employees entering the workforce and employment opportunities | No Change |
| Private Business Organization | CP Johnson Enterprises | Provides training assistance | No Change |
| Private Business Organization | Diamond Coaching Institute | Provides training assistance | No Change |
| Local Government | Greenville Chamber of Commerce | Workforce partners work together to share resources and build partnerships with businesses | No Change |
| State Government | Midlands Workforce Development Board | Workforce partners work together to share resources and build partnerships with businesses | No Change |
| Non-Governmental Organization | National Federation for the Blind- Federation Center Columbia | Provides training assistance | No Change |

| Type of Partner Entity | Name of Partner Entity | Description of Partnership | Change to the partnership during the past fiscal year |
|-------------------------------|---|--|---|
| Non-Governmental Organization | National Retail Federation | Provides training assistance | No Change |
| State Government | Office of the State Treasurer - Palmetto Able Savings Program | Training and financial planning | No Change |
| Higher Education Institute | SC Assistive Technology Advisory Council | Provides updates on assistive technology for visually impaired | No Change |
| State Government | SC Works | Workforce partners work together to share resources and build partnerships with businesses | No Change |
| Federal Government | US Department of Labor Office of Apprenticeship - Columbia Office | Provides training assistance | No Change |
| Non-Governmental Organization | Waccamaw Quarterly Business Services Partners | Workforce partners work together to share resources and build partnerships with businesses | No Change |
| State Government | SC Department of Disabilities and Special Needs | Provides referral opportunities for consumers. | Add |

FY2022

Reports Data

as submitted for the Accountability Report by:

L240 - COMMISSION FOR THE BLIND

| Report Name | Law Number (if applicable) | Summary of information requested in the report | Date of most recent submission DURING the past fiscal year | Reporting Frequency | Type of entity/entities | Method to access the report | Direct access hyperlink or agency contact (if not provided to LSA for posting online) | Changes to this report during the past fiscal year | Explanation why a report wasn't submitted |
|---|---|--|--|---------------------|---|------------------------------------|---|--|---|
| Agency Accountability Report | Section 1-1-810, SC Code of Laws | Contains the agency's mission, objectives to accomplish the mission, and performance measures that show the degree to which objectives are being met. Identifies key program area descriptions and expenditures and links these to key financial and performance results measures. | September of 2021 | Annually | Governor or Lt. Governor AND Legislative entity or entities | Provided to LSA for posting online | J. Michael Daniels | No Change | |
| Report to the General Assembly | Section 1-13-110, SC Code of Laws | Demographic information regarding employees for use in maintaining a diverse workgroup. | October of 2021 | Annually | South Carolina state agency or agencies | Available on another website | https://schac.sc.gov/about-us/divisions-departments/technical-services-and-training-department | No Change | |
| RSA-15 Report of Vending Facility Program (Randolph Sheppard) | Randolph Sheppard Act, 20 USC 107a(a) | Detailed information on the Business Enterprise Program income and expenditures as well as vendor locations in each state. | December of 2021 | Annually | Entity within federal government | Available on another website | https://rsa.ed.gov/data/view-submission-rsa-15 | No Change | |
| RSA-722 Resolution of Applicant/Client Appeals Report | Section 102(c) of the Rehabilitation Act of 1973, as amended. | Adverse actions against SCCB. | October of 2021 | Annually | Entity within federal government | Available on another website | https://rsa.ed.gov/data/view-submission-rsa-722 | No Change | |
| RSA-7-OB Independent Living Services for Older Individuals who are Blind | Title VII Chapter 2, of the Rehabilitation Act, as amended. Section 752(1)(2)(A) of the Rehabilitation Act, as amended. | Detailed information on expenditures for the Older Blind Program. | December of 2021 | Annually | Entity within federal government | Available on another website | https://rsa.ed.gov/data/view-submission-rsa-7ob | No Change | |
| RSA-911 Case Services Report | Section 116(b) in title 1 of WIOA and Sections 101(a)(10) and 607 of the Rehabilitation Act, as amended. | Data on the RSA core performance measures. | May of 2022 | Quarterly | Entity within federal government | Available on another website | https://rsa.ed.gov/performance/contact-rsa-data-unit | No Change | |
| SF-425 Federal Financial Report for the State Supported Employment Services program | Federal financial Assistance Management Act of 1999 (P.L. 106-107) | Detailed information on expenditures for the Vocational Rehabilitation Program and ensure compliance. | January of 2022 | Twice a year | Entity within federal government | Available on another website | https://rsa.ed.gov/data/view-submission-sf-425 | No Change | |
| RSA-17 Vocational Rehabilitation Financial Report | Federal financial Assistance Management Act of 1999 (P.L. 106-107) | Data on VR program activities for agencies funded under the Rehabilitation Act of 1973 (Rehabilitation Act), as amended by title IV of the Workforce Innovation and Opportunity Act (WIOA). RSA uses the data to evaluate and monitor the | April of 2022 | Quarterly | Entity within federal government | Available on another website | https://rsa.ed.gov/data/view-submission-rsa-17 | No Change | |
| RSA-692 Federal Reallotment Report | | To request or relinquish federal reallotment dollars. | August of 2021 | Annually | Entity within federal government | Available on another website | https://rsa.ed.gov/data/view-submission-rsa-692 | No Change | |

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| SF-425 Federal Financial Report for the Independent Living For Older Individuals who are Blind program | Federal financial Assistance Management Act of 1999 (P.L. 106-107) | Detailed information on grant expenditures to ensure compliance. | October of 2021 | Twice a year | Entity within federal government | Available on another website | https://rsa.ed.gov/data/view-submission-sf-425 | No Change | |
| SF-425 Federal Financial Report for the Supported Employment program | Federal financial Assistance Management Act of 1999 (P.L. 106-107) | Detailed information on expenditures and ensure compliance. | October of 2021 | Twice a year | Entity within federal government | Available on another website | https://rsa.ed.gov/data/view-submission-sf-425 | No Change | |
| SF-425 Federal Financial Report for the Randolph-Sheppard Financial Relief and Restoration Payment program | Federal financial Assistance Management Act of 1999 (P.L. 106-107) | Detailed information on grant expenditures to ensure compliance. | October of 2021 | Twice a year | Entity within federal government | Available on another website | https://rsa.ed.gov/data/view-submission-sf-425 | No Change | |
| RSA-9169 WIOA annual performance report | Section 116(b)(3)(A)(iv) of the Workforce Innovation and Opportunity Act (WIOA) | Detailed information on compliance with WIOA performance measures. | September of 2021 | Annually | Entity within federal government | Available on another website | https://rsa.ed.gov/wioa-resources/wioa-annual-reports | No Change | |
| Master Reporting Package Checklist | State Reporting Policies and Procedures | Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual | July of 2021 | Annually | South Carolina state agency or agencies | Electronic copy available upon request | J. Michael Daniels | No Change | |
| Cash and Investments Reporting Forms | State Reporting Policies and Procedures | Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual | | Annually | South Carolina state agency or agencies | Electronic copy available upon request | | Remove | This report is not required to be completed by the agency. |
| Loan Receivables Reporting Forms | State Reporting Policies and Procedures | Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual | July of 2021 | Annually | South Carolina state agency or agencies | Electronic copy available upon request | J. Michael Daniels | No Change | |
| Litigation Reporting Forms | State Reporting Policies and Procedures | Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual | July of 2021 | Annually | South Carolina state agency or agencies | Electronic copy available upon request | J. Michael Daniels | No Change | |
| Disallowances and Penalties Reporting Forms | State Reporting Policies and Procedures | Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual | | Annually | South Carolina state agency or agencies | Electronic copy available upon request | | Remove | This report is not required to be completed by the agency. |

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| Claims Reporting Forms | State Reporting Policies and Procedures | Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual | | Annually | South Carolina state agency or agencies | Electronic copy available upon request | | Remove | This report is not required to be completed by the agency. |
| Tax Revenues Reporting Forms | State Reporting Policies and Procedures | Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual | | Annually | South Carolina state agency or agencies | Electronic copy available upon request | | Remove | This report is not required to be completed by the agency. |
| Other Receivables | State Reporting Policies and Procedures | Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual | August of 2021 | Annually | South Carolina state agency or agencies | Electronic copy available upon request | J. Michael Daniels | No Change | |
| Inventory Reporting Forms | State Reporting Policies and Procedures | Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual | | Annually | South Carolina state agency or agencies | Electronic copy available upon request | | Remove | This report is not required to be completed by the agency. |
| Miscellaneous Loss Liabilities, Loss Contingencies, and Commitments Reporting Forms | State Reporting Policies and Procedures | Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual | | Annually | South Carolina state agency or agencies | Electronic copy available upon request | | Remove | This report is not required to be completed by the agency. |
| Interfund Payables Reporting Forms | State Reporting Policies and Procedures | Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual | | Annually | South Carolina state agency or agencies | Electronic copy available upon request | | Remove | This report is not required to be completed by the agency. |
| Fund Classification Reporting Forms | State Reporting Policies and Procedures | Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual | August of 2021 | Annually | South Carolina state agency or agencies | Electronic copy available upon request | J. Michael Daniels | No Change | |
| Unearned Revenue | State Reporting Policies and Procedures | Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual | | Annually | South Carolina state agency or agencies | Electronic copy available upon request | | Remove | This report is not required to be completed by the agency. |

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| Prepaid Expense Reporting Forms | State Reporting Policies and Procedures | Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual | | Annually | South Carolina state agency or agencies | Electronic copy available upon request | | Remove | This report is not required to be completed by the agency. |
| Operating Leases Reporting Forms | State Reporting Policies and Procedures | Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual | August of 2021 | Annually | South Carolina state agency or agencies | Electronic copy available upon request | J. Michael Daniels | No Change | |
| Capital Assets Reporting Forms | State Reporting Policies and Procedures | Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual | September of 2021 | Annually | South Carolina state agency or agencies | Electronic copy available upon request | J. Michael Daniels | No Change | |
| Grant/Contribution Revenues Reporting Forms | State Reporting Policies and Procedures | Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual | September of 2021 | Annually | South Carolina state agency or agencies | Electronic copy available upon request | J. Michael Daniels | No Change | |
| Accounts Payable Reporting Forms | State Reporting Policies and Procedures | Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual | September of 2021 | Annually | South Carolina state agency or agencies | Electronic copy available upon request | J. Michael Daniels | No Change | |
| Subsequent Events Package | State Reporting Policies and Procedures | Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual | October of 2021 | Annually | South Carolina state agency or agencies | Electronic copy available upon request | J. Michael Daniels | No Change | |
| IT Data Collection & Planning Report | State Reporting Policies and Procedures | Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual | July of 2021 | Annually | South Carolina state agency or agencies | Electronic copy available upon request | J. Michael Daniels | No Change | |
| Schedule of Expenditures of Federal Awards | State Reporting Policies and Procedures | Accurate reporting of agency assets, liabilities, fund classification or net assets, revenue, and expenditures as required by the State Reporting Policies and Procedures Manual | August of 2021 | Annually | South Carolina state agency or agencies | Electronic copy available upon request | J. Michael Daniels | No Change | |

