

Department for the Blind and Vision Impaired
Rehabilitation Teaching and Independent living Program

Policy and Procedures Directive
DS-22-04
July 28, 2022

To: Rehabilitation Teachers, Regional Managers, Intake
Coordinators and Service Division Management Team

Cc: Richard Mitchell, Commissioner
Pam Cato, Deputy Commissioner for Services

From: Judy Jackson, Director of Instruction

RE: Manual Revision Chapter 1 Policy and Procedure

This Policy and Procedures Directive (PPD) serves to inform staff that the policy and procedure listed below has been updated. This Policy Directive supersedes any previous PPD's. Implementation of this PPD should occur immediately.

RT Policy and Procedure Manual - Chapter 1: Referrals

This chapter is specific to the referral process which explains the responsibility of the Rehabilitation Teacher once they have received a referral from the Intake Coordinator.

DBVI must establish and implement standards for the prompt and equitable handling of referrals of individuals for rehabilitation and independent living services. The standards must include timelines for making good faith efforts to inform these individuals of application requirements and to gather information necessary to initiate an assessment for determining eligibility.

The Rehabilitation Teacher assumes responsibility for management of the individual's RT/IL case once the Intake Coordinator has provided them with the necessary contact information and eye report for an individual who is interested in RT/IL services. If the individual or Intake Coordinator are not able to secure an eye report within 3 weeks of referral, the case will be placed in AWARE Participant Module and the RT will pursue an eye report or authorize an eye exam with case service funds to obtain the required documentation.

Rehabilitation Teachers are strongly encouraged to review Chapter 1 of the RT Policy and Procedure Manual for further clarification of this policy.