|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Recreation Program (RP)**  RP services can be provided by any organization or residential school for the blind/visually impaired.  **Organization will establish a self-study committee to assess and rate the organization on the following:**  Note: Items with an asterisk (\*) indicate Absolute Standards. The other items are Critical Standards. See Accreditation Handbook for Organizations, page 5 of 17: “All absolute standards must be fully met to receive accreditation. Critical standards must be at least partially met to receive accreditation.” | Supporting Documentation  Indicate name of file or cite page in documents you provide to show compliance. | Review Committee Decision | | |
| Fully Met | Partially Met | Not Met |
| 1. \*Recreation services are based upon written plans that encompass the needs, characteristics, and interests of the individuals served and are within the scope of the mission of the organization. |  |  |  |  |
| 2. The recreation service is an integral part of the overall functional structure of the organization and service programs. |  |  |  |  |
| 3. There are written policies and procedures concerning the method of approval/referral necessary for client participation in the recreation program. |  |  |  |  |
| 4. Consultation and referral to recreation and related resources in the community are established and maintained to expand and integrate recreation options and access to services in the community. |  |  |  |  |
| 5. A comprehensive assessment of recreation needs and interests is a part of each team assessment and individualized written service plan. |  |  |  |  |
| 6. A plan is established for each person based on the results of assessment and includes goals and objectives, and a time frame for meeting stated goals and objectives. |  |  |  |  |
| 7. Activities are designed to help individuals achieve skills, independence, satisfaction, and physical development. |  |  |  |  |
| 8. Recreation program information is distributed in a manner that is accessible and clear to the participants and other interested persons and is regularly included in inter-departmental staffing. |  |  |  |  |
| 9. Recreation areas and facilities are designed and constructed as barrier-free environments that are aesthetic, functional, accessible, and safe, and are adequate to achieve the purposes of the recreational program. |  |  |  |  |
| 10. The recreation service has established policies and procedures to ensure the proper use of equipment and supplies. |  |  |  |  |
| 11. All equipment is inspected regularly to keep it in safe operating condition. |  |  |  |  |
| 12. The recreation service has established written procedures for evaluating individual progress in relation to stated goals and objectives. Written copies of the evaluation become part of the organization’s records. |  |  |  |  |
| 13. A planned program of recreational activities is offered that is appropriate for the developmental levels, abilities, interests and needs of learners. |  |  |  |  |
| 14. Program information is available to case coordinators and other team members as part of case review and coordination. |  |  |  |  |
| Total Standards |  | /14 | /14 | /14 |

Required Documents

Please prepare a folder in Dropbox (or use other means of sharing as mutually agreed with AER) for your organization’s Rehabilitation Recreation Services Self-Study, with sub-folders labeled for each of the following documents:

* Self-Study (above)
* Policies and Procedures (P&P) for Rehabilitation Recreation Services including Selecting Equipment, Recreation Areas, Activities and Events
* Description of Services that includes Scope, Goals and Objectives
* Sample Client Records that include the Individual Needs & Interests Assessments Conducted, Assessment Results, and Individual’s Goals, Objectives and Individualized Service Plan
* Credential Verifications and Resumes for Personnel Providing Services
* Personnel Job Descriptions
* List of Recreational Activities, Schedule and Calendar for past 12 Months
* Guidelines for Equipment and Recreation Areas
* Examples of Consumer Progress Reports
* Follow-up Reports
* **See** **Section** **I.** **(G)** **Program** **Evaluation** **and** **Improvement** **Required** **Documents** **and** **Submit** **Each** **Item** **for** **Rehabilitation** **Recreation** **and** **Label** **“I.** **(G)** **Rehabilitation** **Recreation** **Services.”**
* Narrative to explain any standards you rated as partially met or not met.
* Any other Narrative Remarks

List of Members of Self-Study Committee:

Date Self-Study Completed:

Date of Board Meeting approving Self-Study: