

Originally Processed With FOIA(s):

FOIA Number:

S

FOIA MARKER

**This is not a textual record. This is used as an
administrative marker by the George Bush Presidential
Library Staff.**

Record Group/Collection: Donated Historical Materials
Collection/Office of Origin: Frieden, Lex, Collection
Series: Disability Rights Organizations
Subseries:

OA/ID Number: 52054
Folder ID Number: 52054-007

Folder Title:
HCIL [Houston Center for Independent Living] '83-'84 [2]

Stack:

Row:

Section:

Shelf:

Position:

5

3

1

5

Joyce Frieden

Texas Rehabilitation Commission



Vernon M. Arrell, Commissioner

December 21, 1983

Quentin Smith, Executive Director
Houston Center for Independent Living
The APC Building
6910 Fannin #120
Houston, TX 77030

BOARD MEMBERS

George H. McCullough, M.D.
CHAIRMAN

Jack B. Dale, Jr.
VICE CHAIRMAN

Anne R. Race, M.D.
SECRETARY

Murray Watson, Jr.
William C. Morrow
Jerry Kane

RE: Grant #TRC-IL-4-1-83

Dear Quentin:

Your funding request for the month of January, 1984, has been forwarded for processing and payment. Unfortunately, there were significant problems with this request. Virtually all of the figures you submitted for "Funds Received" did not agree with our records. After considerable study, it seemed apparent that you added the "Amount Requested" for the current request to the previous month's "Funds Received". That procedure was incorrect. You should have added the "Amount Requested" for last month to the previous amounts for "Funds Received".

You were out last week so we did not have an opportunity to discuss this issue with you. In order to expedite this funding request, we have corrected all of the amounts for "Funds Received" and have adjusted all other figures accordingly. Consequently, the total amount of the request has been reduced from \$18,775 to \$17,573. Please note that we did not reduce any figures in the "Amount Requested" column to negative balances. In any instances where a negative figure would have possibly been indicated to reduce unobligated funds, we reduced the "Amount Requested" to a zero balance. If you desire to remove unobligated funds balances through the use of negative amounts, you may do that in a subsequent funding request.

In your letter dated December 5, 1983, you indicated that the previous month's figure for "Cumulative Requests to Date" was inaccurate. We have checked that amount against our records and found that your original amount was, in fact, correct. Consequently, no change was made.

Quentin Smith
December 21, 1983
Page 2

The above-referenced changes were made in order to expedite processing of this funding request. Our option would have been to return the request to you for correction and this would have caused considerable delay.

Copies of the revised funding request forms are being returned with this letter for your files and if you have any questions concerning this matter, please let me hear from you.

Sincerely,

Ted M. Thayer

Ted M. Thayer
Director of Independent Living

dk

Attachment

cc: ✓ Joyce Frieden
John Wylie
David MacCabe
Gwen Guyton
Ken Vogel
Jim Muhlhauser
Mary Valentini
Leigh Ann Meissner

Report of the Executive Director to
the CBFL Board of Directors

December 9, 1983

Mr. Bill Richard is reading this report while I am attending a week of training in Financial Management at North Texas State University in Denton, Texas. The training is sponsored by the Rehabilitation Services Administration and was suggested by Ted Thayer, T.R.C. Program Director. I want to thank the Board, and Jack Emmott, CBFL President, for approving my request to be absent during the Board meeting. I know that the knowledge I gain from the Institute will directly benefit the Center. I also thank Bill for reading this report for me. Following is a synopsis of HCIL important information during November.

Program

Interpreter Services - 71 of 76 interpreter request were filled this month. In addition, Debbie Gunter, the Interpreter Supervisor, was actively involved in outreach and training activities. Debbie and Van Gunn gave two separate presentations to Barbara Jordan High School. Debbie has been active on working on a policy for the Police Department when working with deaf persons. The policy has not yet been activated and, in an effort to encourage implementation, interested agencies and organizations have been asked to write letters to Chief Brown (a copy of our **letter** and the written policy are attached).

Peer Counseling/Independent Living Skills training/Case Management- see separate attached report by Vicki Harris.

Information and Referral- 86 persons were served thru the I & R component this month. Our new I & R Specialist, Mary Moore, takes care of all information calls and also determines client need for more extensive HCIL services, does initial intake interviews and is continuing development of our card index system.

Volunteer Program-the Center utilized 162 hours of volunteer time in November. Most of this time was spent maintaining and expanding TTY/Voice Exchange services. A pilot project has now been implemented whereby TTY/Voice Exchange is open on Saturdays from noon until 4:00 p.m. Many of our volunteers are ready to take advantage of the first sign language classes to be taught at HCIL beginning in December by Ms. Amy Bopp, a sign language instructor, who herself is hearing impaired.

TTY/Voice Exchange-490 calls were made through this service. Some of the categories under which calls fit were medical, economic, legal, government and personal.

I & R Deaf Services- will be reported under Vicki's addendum.

Outreach- While everyone connected with HCIL is an outreach representative of the Center, this specialized duty is assigned to Tony Koosis. It is among Tony's duties to be aware of and to coordinate all outreach of the Center. Under his auspices, presentations or contacts have been made at the South Main Center Association (response letter attached), Houston Area Apartment Association, American Business Women's Association, Citizens Assistance Office, IRS (possibility of our serving as a sight for VIPA Program which lends assistance to people with disabilities in completing tax returns) and the National Health Screening Council for Volunteer Organizations (about the co-sponsoring of a health fair in Houston). Tony was also interviewed for a KFMK radio program.

Personnel- Ms. Joan Lathrop has submitted her resignation to be effective December 15, 1982. The reason for leaving is relocation to the Fort Worth area. Joan has been invaluable to the Center and in making my work more efficient. We shall all miss her.

Advocacy- In addition to Debbie's advocacy with the Police Department, I also wrote a letter to Mr. Alan F. Kiepper, General Manager of Metro Transit Authority encouraging him to expand Metrolift services into the north and northwest areas of Houston. Mr. Kiepper's reply said essentially that no real increase or expansion of services would occur until after April, 1983 when computerization of routing would be completed. He said that we would be consulted in the future.

Long Range Planning for HCIL (update)

The Long Range Planning Committee initiated by Jack Emmott has met two times. We are far from being ready to produce a comprehensive report to the Board. We have gone through the initial brainstorming stages to the point of being able to identify and prioritize some major areas of work. The priorities identified are : 1- develop plan for fundraising; 2- develop proposal for space in the Multi-Service Center; 3-produce written HCIL program descriptions; 4-develop service goals by programs; 5- review and revise HCIL policies and procedures. Present members of the Long Range Planning Committee are Terry Smith, Joyce Frieden, Gloria Marek, Beth Metlay, Vicki Harris, Larry Roser (resigned) and Don Grazier.

Financial

Special report by Bill Richard

Issues and Recommendations

- 1-recommend that Board decide who will write letter of thanks to Interfirst Bank so that we can make transfer of funds to Fannin Bank.
 - 2-request that Board authorize signatories for HCIL accounts and normal business operations to be (by position) any two of the Executive Director and Supervisor of Services with the Administrative Assistant as an alternate.
 - 3-request that limitations be set high enough to allow business as usual without having to inconvenience Board members.
- 00

HOUSTON CENTER for Independent Living

(A Service of C.B.F.L.)

6910 Fannin, Houston, Texas 7703

(713) 795-4252 voice

(713) 528-5646 tty

November 30, 1982

Lee P. Brown
Chief of Police
Houston Police Department
Houston, Texas 77001

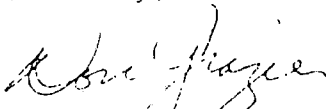
Dear Chief Brown:

I understand that your own Planning and Research Division, after consultation with Houston area experts, has developed "Guidelines for Dealing with Hearing-Impaired Individuals"-a policy to "be distributed to, and known by, all HPD officers." We have read the guidelines and want to commend the Houston Police Department for their foresight in planning for the equal and fair treatment of the substantial deaf population of Houston. CBFL/Houston Center for Independent Living would also like to encourage the implementation of this needed policy right away (if, indeed, it is not already in operation).

If we can be of any service to you please call on us.

Thank you.

Sincerely,



Donald Grazier
Executive Director, HCIL

DG/jl

cc: Mayor Kathy Whitmire
Jack Emmott III
Terry Smith
Fred Clifton
Gloria Marek

ADMINISTRATIVE NOTICE

OFFICE OF CHIEF OF POLICE
HOUSTON POLICE DEPARTMENT

DATE:

SUBJECT: *Administrative Notice to Deaf Individuals*

DISTRIBUTION: A

EFFECTIVE: Immediately

EXPIRES: Upon Issuance of a General Order

Department of Justice Section 504 regulations specifically detail the responsibilities of law enforcement agencies and courts in dealing with the hearing-impaired individuals.

To ensure that deaf persons understand accusations made against them and their rights, the following procedure will be used:

It is not necessary to call an interpreter when issuing a traffic ticket or when investigating a routine collision unless the deaf person requests an interpreter. In accidents when the driver is deaf and has serious injuries, an interpreter other than a police officer will be called.

It is not necessary to call an interpreter when interviewing a deaf person not in custody unless the person is suspected of a felony offense.

At any time that a deaf person requests an interpreter to discuss any police matter, every effort will be made to obtain an interpreter.

When a deaf person has been arrested for a serious offense or for DWI, a qualified interpreter will be present when the statutory warning or DWI warning is administered. An interpreter will also be present during any interrogation or while a intoxilyzer test is being conducted.

Deaf Persons Booked into City Jail:

Whenever an individual is processed into the City Jail that appears to exhibit a hearing impairment to the degree that he/she has difficulty in understanding audible communication, the booking sergeant will, in writing, converse with the person by:

SPECIAL INSTRUCTIONS: DESTROY AFTER EXPIRATION DATE ABOVE.

Dear Mr. Koroio -

Thank you for your note

of November 9. The City

will award me much

appreciated.

We are sure of the good

work done by your organization.

Sincerely

Ernest Deol

November 24, 1982

TEXAS

November 30, 1982

Mr. Anthony Koosis
Houston Center for Independent Living
6910 Fannin
Houston, Texas 77030

3

Dear Mr. Koosis:

Thank you so much for your letter; I was quite impressed with all the accomplishments of the people at Houston Center for Independent Living.

Mr. Koosis, the offer of coffee still stands.

Sincerely,


(Mrs.) Laree Bissonnet
Senior Vice President

LB/bw

M E M O R A N D U M

TO: Ms. Goldie Waghalter, Chairperson
Task Force on Architectural Barriers

FROM: Guy Bell, Chairperson
CBFL Architectural Barriers Committee

DATE: November 30, 1983

SUBJECT: Report and recommendations on the preliminary review
of the City of Houston building codes regarding accessibility

This report represents the Coalition for Barrier Free Living's (CBFL) conclusions regarding the preliminary review of the present City of Houston Building Codes with respect to accessibility for disabled individuals. I have attached comments on some of the specific items contained within the codes as distributed to the Task Force at the last meeting on November 2, 1983. The remainder of this report includes discussion on: 1. the nature and scope of the city codes; and 2. suggested changes in city policies with respect to accessibility for disabled individuals.

The City Building Codes are based upon the Handicapped Accessibility Act of Texas as articulated in the communication from the State Purchasing and General Services Commission dated June 6, 1981 and citing Paragraph (c), Section 7.05, Article 601b, Vernon's Texas Civil Statutes. The state codes were modeled after the standards and specifications adopted by the American National Standards Institute, Inc (ANSI A117.1 - 1980). Consequently, the city codes cited are acceptable and in accordance with nationally recognized standards of accessibility. However, the city codes (at least as distributed to the Task Force) are not (1) comprehensive in detail and definition; (2) are not comprehensive with respect to accessibility for people with visual and hearing impairments; and (3) are not comprehensive in that they are not applicable to the majority of facilities in the city.

Regarding the first point—comprehensiveness in detail and definition—the term "accessibility" can only be universally understood when it is associated with specific measurements and requirements such as those cited in the state standards and specifications. Without these specifics in definition, the application of terms such as "access" and "sharp incline" becomes a personal judgement subject to the varying perspectives of the persons making the judgement. If builders are using and continue to use the nonspecific standards articulated in the city codes, the potential for "judgement calls" is and will continue to be great. An example of what I am referring to, relates to the requirement for ramps for certain facilities. The hand-out provided to us in the meeting indicates that ramps are required certain instances, but fails to specify slope or materials from which ramps may be constructed. These are important considerations and can mean the difference between the appearance of accessibility and actual accessibility.

Concerning the second point—comprehensiveness with respect to accessibility for people with visual and hearing impairments—the city codes are void of regulations designed to improve accessibility for people with visual and hearing impairments. There are no references in the codes relative to Braille signage or textural changes in curb cuts for the visually impaired. Nor are there specifications on flashing fire alarms or amplification systems in auditoriums for the hearing impaired. Both for reasons of safety and in the interests of equal rights, these types of specifications should be included in the codes.

With respect to the third point—comprehensiveness with respect to applicability to the majority of facilities in the city—it is understood that there are some practical considerations in the applications of the code which must be weighed against potential benefit. CBFL strongly encourages the city to adopt a policy which extends the accessibility requirements to all businesses (public and private) regardless of size or time of construction. We realize that it would be structurally and financially impractical to apply these codes to many older structures and a logical system of waiver for private businesses should be formulated to allow for exceptions. However, an aggressive effort should be put forth to see that all public buildings, constructed with public funds, are made accessible to all citizens, regardless of the date of construction. Furthermore, the codes could be written in such a way that private businesses granted waivers initially, would be required to comply with accessibility requirements whenever renovations are done.

In summary, we are recommending that the City of Houston make a strong commitment to accessibility for its disabled citizens. In the event that the City cannot or will not make the codes universal and retroactive, we would suggest that the City develop incentives for the business community that would encourage the construction and/or modification of facilities to allow for optimal accessibility. We would further suggest that the City develop and implement a plan to make curb cuts beyond the downtown area. In addition, we strongly recommend that the City give some urgency to the passage of a local ordinance requiring that ten percent (10%) of all new apartment dwellings be accessible. In concert with this last recommendation, there is a pressing need to increase the number of rent subsidies (available through the Houston Housing Authority under Section 8) available to disabled individuals, many of whom are on fixed or low incomes. Finally, CBFL strongly encourages the City to develop and implement a specific plan, including accountability measures, for enforcing adherence to City building codes for all current and future building permit applications.

Joyce Frieden, President
Coalition for Barrier Free Living

Guy Bell, Chairperson
Architectural Barriers Committee
Coalition for Barrier Free Living

Attachment

cc: CBFL Board of Directors

HCIL HOUSTON CENTER FOR INDEPENDENT LIVING
(a service of the Coalition for Barrier Free Living)

November 27, 1983

Mr. Ted M. Thayer
Program Specialist
Texas Rehabilitation Commission
118 East Riverside Drive
Austin, Texas 78704

Dear Ted:

Following please find the Annual Report for the Third Year of Title VII, Part B Funding from TRC. I believe that I have included all of the components that you requested, as indicated in the Table of Contents.

Please accept my apologies for the brevity of the Narrative Description. However, upon perusing the previous quarterly reports, I found it extremely difficult to glean much substantive information for inclusion in the Annual Report.

I trust that the Equipment Inventory will be satisfactory for your purposes. It is the most complete inventory that I was able to assemble, even after reviewing all of the ledgers and available cancelled checks. Much of the equipment that is indicated as "whereabouts & condition unknown" may actually be in the Center. Since I am unfamiliar with the terminology, I have no way of determining if the equipment is, in fact, there.

Please accept my apologies as well for the delay in getting this report to you. It has certainly taken many hours of my time to go back and locate much of this information, but I trust that we won't have these delays in the future.

Thank you for your understanding and cooperation.

Sincerely,



Quentin W. Smith
Executive Director

cc: CBFL Board of Directors
Mary Valentini
Jim Brindley

COALITION FOR BARRIER FREE LIVING/
HOUSTON CENTER FOR INDEPENDENT LIVING

Annual Report for the Third Year
Title VII, Part B Funding
July 15, 1982 - July 14, 1983

TABLE OF CONTENTS

TAB 1	Narrative Description
TAB 2	Statistical Report
TAB 3	Budget Summary
TAB 4	Equipment Inventory

COALITION FOR BARRIER FREE LIVING/
HOUSTON CENTER FOR INDEPENDENT LIVING
Annual Report for the Third Year
Title VII, Part B Funding
July 15, 1982 - July 14, 1983

This has been a very difficult year for the Houston Center for Independent Living. While the demand for services continued to grow, the Center continued to be plagued by management problems. Following reductions in funding associated with the loss of grant funds and a move to a new location, the center was faced with rebuilding its service components and providing many of the same services with a reduced staff. In spite of these problems, service delivery continued and the Center once again became a vital part of the community.

During the first quarter of the funding cycle the Center continued to offer programs in Peer Counseling, Independent Living Skills Training, Information and Referral, I&R specialized for deaf clients, Interpreter Services, TTY/Voice Exchange, Legal Consultation and Referral (provided through an attorney from a public agency), Outreach (of both a client recruitment and public relations nature), and Job Consultation and Placement (provided through a representative of the Texas Employment Commission). Perhaps the highlights of the efforts during this period focused on the Outreach activities carried out at this time. The Outreach activities were many and diverse and helped to establish HCIL as a visible presence within the community.

The second quarter of the funding cycle saw the continuation of services in the aforementioned areas with the CBFL Board of Directors becoming more actively involved in the management of the Center. Outreach again was a major focus of activity for the quarter. A Disability Awareness Barbeque held at the Center attracted representatives from advocacy groups, consumers, and service agencies. Perhaps the most significant event during this quarter, however, was the program evaluation conducted by Ted Thayer and other representatives from TRC. This evaluation was comprehensive and in a professional manner for the purpose of identifying the strengths and weaknesses of the Center.

The third quarter of the funding cycle found the Center carrying on business while awaiting the report of the program evaluation conducted by TRC. In this atmosphere of uncertainty, the staff of the Center continued to maintain and, in some cases, expand programs. Vicki Harris conducted the first Basic Life Skills program for hearing impaired individuals and it was quite successful. Interpreter Services, under the direction of Kelley DeRiemer, triples their service delivery statistics. Interpreter agreements and contracts were revised and updated and new procedures and policies were established for Interpreter Services. This reporting period also saw major changes in the administration of the Center, with the resignation of the Executive Director and the assumption of increased administrative responsibility by the CBFL Board.

The fourth quarter of the funding cycle was perhaps the most difficult of the year, but also a time when a good deal was accomplished. The report from the TRC evaluation was distributed under cover of a letter dated July 6, 1983. The deficiencies cited in the report were both numerous and major and need not be reiterated here. The report detailed specific requirements for the continued participation of TRC in the activities of the Houston Center for Independent Living. The report also provide dealines for meeting the stated requirements. Fortunately, at the time the CBFL had brought Charles Poor in as Interim Executive Director and Mr. Poor did much to stabilize the situation and bring some semblance of order to the situation while a new Executive Director could be identified and brought on board. It is a credit to the staff that they continued to provide services during this chaotic time. Deaf Services continued to grow during this time period and Independent Living Skills Training was conducted successfully during this time. HCIL also became involved in a major project to secure additional accessible housing for mobility impaired individuals during this time.

The funding year finished with the hiring of a new Executive Director, Quentin Smith, scheduled to come on board during late August and a formidable challenge facing the CBFL Board and HCIL staff. However, with

all of the concern, justified as it was, there continued to be a general sense of optimism about the future of the Center and its role in the community. The CBFL Board was more than willing to provide support and assistance in achieving the tasks specified in the TRC requirements and the HCIL staff could not have been more cooperative in welcoming the newly-hired Executive Director to the Center and cooperating in his efforts to identify problems and seek solutions.

The Center has gone through a difficult time, but the ingredients to turn things around are available. These ingredients include a concerned and capable Board, a talented and dedicated staff, and a community with virtually unlimited resources to draw upon. Given a reasonable amount of time in which to deal with the problems, there is little doubt that HCIL can and will become a strong and sound service provider within the community.

OFFICE OF HUMAN DEVELOPMENT
REHABILITATION SERVICES ADMINISTRATION
WASHINGTON, D.C. 20201

OMB No.

COMPREHENSIVE SERVICES FOR INDEPENDENT LIVING

July 16, 1982 -
QUARTERLY REPORT FOR THE PERIOD ENDING July 15, 1983, TITLE VII, PART B FUNDS

PRIMARY
GRANTEE

Name Houston Center for Independent Living	Phone No. (713) 795-4252	
Number and Street 6910 Fannin, Suite 110	State Texas	Zip 77030

CHARACTERISTICS OF CLIENTS SERVED DURING THIS REPORT PERIOD

AGE	No. Served	RACE	No. Served
(1) Under 21	101	(1) White	387
(2) 21-29	201	(2) Black	136
(3) 30-39	124	(3) American Indian or Alaskan Native	
(4) 40-49	52	(4) ~~Asian or Pacific~~ Islander Hispanic	53
(5) 50-59	61	(5) Not Available	108
(6) 60 and Over	4		
(7) Not Available	58		

SEX	No. Served	VR AGENCY REFERRALS	No. Served
(1) Male	451	(1) Referred to VR	3
(2) Female. 982 <	531	(2) Referred from VR	64

DISABILITY	LIVING SITUATION AT REFERRAL				
	ALONE	RELATIVES OR FRIENDS	FOSTER OR GROUP HOME	INSTITUTION	OTHER
(1) Blind		3			
(2) Deaf	33	91			57
(3) Orthopedic Impairment	161	106		6	47
(4) Absence of Limbs		1			
(5) Mental Illness		15			
(6) Mental Retardation		3		3	1
(7) Other Impairments	4	44		1	81

SERVICES PROVIDED CLIENTS DURING THIS REPORT PERIOD Nondisabled 120

SERVICES	SOURCE OF SERVICES	PROGRAM STAFF	PUBLIC AGENCIES	PRIVATE AGENCIES
		No. Served	No. Served	No. Served
(1) Information & Referral Only		996		
(2) Intake Counseling		56		
(3) Diagnosis and Evaluation		23		
(4) Attendant Care Counseling		77		
(5) Attendant Care Assistance		29		
(6) Rights & Benefits Counseling		24		
(7) Peer Counseling		469		
(8) IL Skills Counseling & Training		533		
(9) Housing Assistance-Independent		157		
(10) Housing Assistance-Group Living		--		
(11) Special Services-Blind		3		
(12) Special Services-Deaf		7,742		
(13) Vocational Services		64	55	
(14) Health Services		64		
(15) Physical Restoration		--		
(16) Transportation Assistance		193		
(17) Social & Recreational Services		47		
(18) Homemaker Services		--		
(19) Emergency Services		10		
(20) Other Services		95		

FOR A 157

Grant Period: July 15, 1982 -
 July 14, 1983
 Grant Amount: \$200,000

HOUSTON CENTER FOR INDEPENDENT LIVING
 ANNUAL FINANCIAL REPORT 1982-83
 TITLE VII (INDEPENDENT LIVING) PROGRAM

Payment Period: Fiscal Year 82-83

Category	Budgeted (Originally)	Funds* Received	Funds Expended	Obligated & Paid After Budget Period	Obligated & Not Paid To Date	Over/Under Expenditures
Personnel	\$128,000	\$123,707	\$123,707	--	--	--
Fringe Benefits	\$ 20,460	\$ 22,511	\$ 22,511	--	--	--
Travel	\$ 1,800	\$ 3,020	\$ 4,043	--	--	\$ 1,023**
Equipment & Maintenance	\$ 2,400	\$ 2,500	\$ 6,578	--	--	\$ 4,078**
Office Supplies	\$ 1,200	\$ 2,485	\$ 2,485	--	--	--
Rent	\$ 22,800	\$ 21,460	\$ 21,460	--	--	--
Telephone	\$ 11,400	\$ 12,538	\$ 12,538	--	--	--
Liability Insurance	\$ 1,200	\$ 1,422	\$ 1,422	--	--	--
Postage	\$ 2,400	\$ 1,646	\$ 1,646	--	--	--
Fees for conference	\$ 240	\$ 431	\$ 431	--	--	--
Staff Development	\$ 300	\$ 1,246	\$ 1,246	--	--	--
Publication & Printing	\$ 1,000	\$ 1,007	\$ 1,007	--	--	--
Consultants	\$ 5,000	\$ 5,000	\$ 8,132	--	--	\$ 3,132**
In-Town Travel	\$ 1,800	\$ 1,027	\$ 1,027	--	--	--
Totals	200,000	\$200,000	\$208,233			\$ 8,233**

*Revised budget submitted 9/16/83

**Overexpenditures covered from other available funding sources

INVENTORY
Equipment Purchased with Title VII Funds
July 15, 1980 - July 14, 1983

DATE OF PURCHASE	DESCRIPTION / LOCATION/ OF ITEM / CONDITION	SERIAL NUMBER	MANUFACTURER	QUANTITY	UNIT COST	TOTAL COST
12/80	Filmstrips - Human Relations at Center - condition unknown	none	not listed	2	\$82.95	\$165.90
1/81	16 mm Movie Projector at Center - condition good	02-46082	Bell & Howell	1	896.25	896.25
1/81	Movie Screen at Center - condition good	none	Versaltec	1	59.38	59.38
1/81	Film Strip Projector at Center - condition good	859706	DuKane Micromatic	1	478.35	478.35
2/81	16 mm Film - A Different Approach at Center - condition good	none	not listed	1	275.00	275.00
7/81	Videotape - Deaf Patients at Center - condition unknown	none	Gallaudet College	1	48.50	48.50
7/81	Microphone at Center - condition unknown	none	Nakamichi CM 100	1	110.00	110.00
7/81	Microphone whereabouts & condition unknown	none	Nakamichi CP4	1	60.00	60.00
7/81	Microphone at Center - condition unknown	none	SONY ECM-50PS	1	225.00	225.00
7/81	Mini Plug whereabouts & condition unknown	none	not listed	1	9.00	9.00
7/81	15' XLR to Phone Plug at Center - condition good	none	not listed	1	11.20	11.20
7/81	15' XLR to Miniphone Plug whereabouts & condition unknown	none	not listed	1	11.20	11.20
7/81	YH3 Headphones at Center - condition unknown	none	Yamaha	1	40.00	40.00
7/81	LQD2K Light Kit whereabouts & condition unknown	none	Lowell	1	650.00	650.00
7/81	LQD Light whereabouts & condition unknown	none	Lowell	1	99.00	99.00
7/81	KS Light Stand whereabouts & condition unknown	none	Lowell	1	80.00	80.00
7/81	LQBH Barn Door whereabouts & condition unknown	none	Lowell	1	36.00	36.00
7/81	LQE2S Extension Cord whereabouts & condition unknown	none	Lowell	1	13.50	13.50
7/81	KG Grip whereabouts & condition unknown	none	Lowell	1	23.40	23.40

INVENTORY

Equipment Purchased with Title VII Funds
July 15, 1980 - July 14, 1983

DATE OF PURCHASE	DESCRIPTION / LOCATION / OF ITEM / CONDITION	SERIAL NUMBER	MANUFACTURER	QUANTITY	UNIT COST	TOTAL COST
7/81	KI Interlink whereabouts & condition unknown	none	Lowell	1	\$17.50	\$17.50
7/81	KWW Waterweight whereabouts & condition unknown	none	Lowell	1	11.25	11.25
7/81	KP Full Pole whereabouts & condition unknown	none	Lowell	2	37.80	75.60
7/81	LG AB Dichvock Filter whereabouts & condition unknown	none	Lowell	1	80.00	80.00
7/81	Fel Lightbulbs whereabouts & condition unknown	none	G.E.	1	136.95	136.95
7/81	Fluid Tripod Head at Center - condition good	S#5274	Miller	1	469.42	469.42
7/81	BR60 Battery whereabouts & condition unknown	103107	SONY	1	60.00	60.00
1/81	Electric Heater at Center - condition good	none	Sears	1	489.99	489.99
2/81	Phonetype Automatic Answering Coupler - at Center - in use	A-571b	Applied Com. Corp.	1	402.00	402.00
2/81	Phonetype Coupler whereabouts & condition unknown	M-11631	Applied Com. Corp.	1	245.00	245.00
2/81	Superphone Basic Unit at Center - condition good	1001169	Ultratec, Inc.	1	395.00	395.00
2/81	Pocket Phone at Center - condition good	2234	C-Phone, Inc.	1	195.00	195.00
2/81	C-Phone CRT at Center - condition good	01A8106103B	C-Phone, Inc.	1	680.00	680.00
7/81	Phonetype 80 Coupler at Center - condition good	B617	Applied Com. Corp.	1	286.90	286.90
7/81	Phonetype 80 Coupler at Center - condition good	B616	Applied Com. Corp,	1	286.90	286.90
7/81	Lift-Level & Modification on HCIL Van - condition good	none	Wright-Way	1	3,600.00	3,600.00
1/81	Credenzas condition - fair one at Center - one in storage	none	not listed	2	35.00	70.00
1/81	Blue Armchairs at Center - condition poor	none	not listed	6	20.00	120.00
4/81	Partitions In storage - condition unknown	none	not listed	not listed	1,100.10	1,100.10

INVENTORY

Equipment Purchased with Title VII Funds
July 15, 1980 - July 14, 1983

DATE OF PURCHASE	DESCRIPTION / LOCATION / OF ITEM / CONDITION	SERIAL NUMBER	MANUFACTURER	QUANTITY	UNIT COST	TOTAL COST
3/81	Clock at Center - condition good	none	Seth Thomas	1	\$31.95	\$31.95
6/81	Fans (large) at Center - condition good	none	Galaxy	2	34.95	69.90
6/81	Fans (square) at Center - condition good	none	Edison	4	24.95	99.80
6/81	Plug Box at Center - condition good	none	not listed	2	30.89	61.78
6/81	Fans (small) at Center - condition good	none	Galaxy	3	22.49	67.47
7/81	Credenza in storage - condition unknown	none	not listed	1	319.90	319.90
7/81	Desk at Center - condition fair	none	not listed	1	762.62	762.62
7/81	Desk at Center - condition fair	none	not listed	1	351.50	351.50
7/81	Desk Lamp at Center - condition good	none	not listed	1	49.95	49.95
7/81	Filing Cabinet at Center - condition good	none	not listed	1	396.00	396.00
5/82	Insight Transcriber at Center - condition excellent	260976	Lanier	1	package purchase	\$1,924.00
5/82	Listening Device at Center - condition excellent	NT-004-1	Lanier	1	" "	
5/82	Foot Control at Center - condition excellent	LX-005-2	Lanier	1	" "	
5/82	Insight Dictator (P101D) at Center - condition excellent	255985	Lanier	1	" "	
5/82	Hand Microphone at Center - condition excellent	HM101	Lanier	1	" "	
5/82	VPC Pocket Caddy at Center - condition excellent	196454	Lanier	1	" "	
5/82	Carrying Case (VPACC) at Center - condition excellent	none	Lanier	1	" "	
5/82	Microcassettes (MC-60) at Center - condition good	none	Lanier	10	" "	
5/82	Rechargeable Batteries & Battery Charger - at Center - condition good	none	Lanier	2 Batteries 1 Charger	" "	

HCIL HOUSTON CENTER FOR INDEPENDENT LIVING

(a service of the Coalition for Barrier Free Living)

Yearly report

November 27, 1983

Mr. Ted M. Thayer
Program Specialist
Texas Rehabilitation Commission
118 East Riverside Drive
Austin, Texas 78704

Dear Ted:

Please find attached the Quarterly Report for the First Quarter of Year Four of Title VII, Part B Funding from TRC. As I did with the previous report, I picked up from the point where the last reporting period left off, in this case August 1, 1983. This report covers the entire months of August, September, and October 1983. This arrangement has worked out well for me, since the changes in staff associated with restructuring of the Center will produce program changes in the next quarterly report that would be more awkward to report if I had to "change horses in mid stream." As it works out the beginning of my next reporting cycle corresponds to the date that the staff changes went into effect.

I believe that this report is thorough and accurate. Please let me know if any additional information is required.

Sincerely



Quentin W. Smith
Executive Director

Attachment

cc: CBFL Board of Directors
Mary Valentini
Jim Brinfdley

COALITION FOR BARRIER FREE LIVING/
HOUSTON CENTER FOR INDEPENDENT LIVING
First Quarterly Report for the Fourth Year
Title VII, Part B Funding
August 1, 1983 - October 31, 1983

TABLE OF CONTENTS

TAB 1	Narrative Description
TAB 2	Statistical Data
TAB 3	Appendices

COALITION FOR BARRIER FREE LIVING/
HOUSTON CENTER FOR INDEPENDENT LIVING
First Quarterly Report for the Fourth Year
Title VII, Part B Funding
August 1, 1983 - October 31, 1983

The first quarter of funding for the fourth year of operation of HCIL represents a period of restructuring and stabilization for the Center. With the hiring of a new Executive Director and the election of a new Board of Directors for the Coalition for Barrier Free Living (CBFL), many staff members and representatives of other community agencies expressed the opinion that they were anticipating significant growth for the Center and the assumption of a major role as a service provider within the community. The continued funding provided through TRC at levels somewhat higher than in previous years, also represents a source of considerable optimism for the Center and its operations.

ORGANIZATION

This period could best be described as a period of major restructuring for HCIL. With the assumption of the Executive Director's position by Quentin Smith in late August, a two-month assessment of HCIL and its service delivery components was begun. Upon assuming the E.D.'s position it became fairly obvious that certain components of the Center were not operating as effectively as they should be. This was especially true for the Information and Referral component and the Outreach component of the Center. These two components, though providing fairly extensive services, were poorly defined in terms of responsibilities and reporting requirements. Many staff members were involved in I&R and/or Outreach, but often failed to properly record service encounters. It was obvious as well that the people who were most appropriate for I&R and outreach activities for mobility-impaired clients might be less appropriate for I&R and Outreach activities for hearing-impaired clients and vice versa. What was less obvious, however, was whether it was necessary to bring in new staff to handle some of these responsibilities or whether the situation could be remedied through restructuring of positions and reassignment of existing staff.

After approximately 45 days of observation and assessment, the Executive Director made the decision to restructure positions and reassign staff. Following consultation with individual members of the staff, new job descriptions were prepared that eliminate the positions of Outreach Specialist, Information and Referral Specialist, Peer Counseling Specialist, and Special Services Coordinator. New positions will be created that combine I&R, Outreach, and Peer Counseling into one job description under the title of Community Services Coordinator. Two people will be assigned to this position. Because of the scope of the position, two people will be able to provide support and back-up for each other in meeting the diverse needs of the community. The focus for these two people will be on mobility-impairment. Hearing impaired and deaf clients will be referred to the Deaf Services Coordinator for Information and Referral services. The Deaf Services Coordinator will be responsible for interpreter coordination, TTY/Voice Exchange services, I&R for hearing impaired and deaf clients, and Outreach activities designed to reach this same population. The Deaf Services Coordinator will be assisted in this job by a Staff Interpreter, for whom 50% funding from Title VII funds is being requested. It is anticipated that 50% of this full-time staff person's time will be devoted to interpreting assignments

for which he will be paid from fees for service. The other 50% of his time will be devoted to assisting the Deaf Services Coordinator in I&R, Outreach, Interpreter Coordination, and TTY/Voice Exchange services; Title VII funds will be used to support this portion of the position. The new position of Instructional Program Coordinator will be created to plan and implement independent living skills modules and other appropriate learning activities for clients, including hearing impaired and mobility impaired people, as well as professionals and others within the community.

These staff changes are scheduled to go into effect on November 1, 1983. Copies of the new job descriptions can be found in Appendix A.

In addition to these organizational changes in the HCIL structure, the CBFL Board of Directors has undergone some changes that should ultimately benefit the delivery of services within the community. Following a vote by the membership in September, the size of the Board was reduced from 15 to 13 members. The reductions resulted from the combining of the Telephone Committee Chair position with the Membership Committee Chair position; combining the Newsletter Chair position with the Community Relations Chair position; assigning the Program Chair responsibilities to the Vice President, thereby eliminating that position on the Board. In addition, the new Board position of Nominations, Elections, and Awards Chair was created to bring some consistency to the nominations and elections process and to provide a vehicle for recognizing the contributions of people within the community.

These Board changes should make the Board more efficient and should eliminate some of the ambiguity that has existed relative to responsibilities. The Board has also created an ad hoc committee to develop job descriptions for Board members, further defining the roles of various Board members and allowing for greater accountability. The job descriptions should be finalized by the end of calendar year 1983.

These changes in the organization of HCIL and the CBFL Board are expected to significantly improve the operations of both entities.

PERSONNEL

Several personnel changes occurred in the Center during this reporting period. These include:

Quentin Smith - assumed position of Executive Director (part-time on August 16, 1983, full-time on September 1, 1983).

Van Gunn - resigned from position of Outreach Specialist on August 15, 1983 for personal reasons.

Mary Jo Leddy - assumed position of Jesuit Volunteer Corp (JVC) Volunteer Coordinator on August 13, 1983.

William Richard - resigned from the position of Accountant on September 23, 1983 to assume his former position as an accountant with NASA.

Rand Metcalfe - assumed position of Accountant on September 26, 1983.

Linda Ferguson - assumed position of Receptionist/Clerk Typist on September 16, 1983.

Johann Paoletti-Schelp - assumed position of Interpreter Coordinator on permanent basis on September 16, 1983 (had been Acting Interpreter Coordinator since June 30, 1983).

Bill Richard and Van Gunn had made very substantive contributions to the Center and their presence will be missed. Bill, more than anyone else, was responsible for establishing a sound financial management system for the Center that included policies and procedures that insured fiscal accountability. Van had been with the Center for years and was well-known within the community for his work in behalf of hearing impaired and mobility impaired individuals.

Our new staff members are expected to make very significant contributions to the operation of the Center. Rand Metcalfe has a degree in accounting from Texas A&M University and comes to us from a job at NASA. Linda Ferguson comes to us from the Lighthouse of Houston and has considerable experience in switchboard management. Both Rand and Linda are disabled. Johann has done an extremely good job with Interpreter Services in an acting capacity, and his assumption of these duties on a regular basis is welcomed.

The Outreach position will remain unfilled pending the restructuring of staff in November. The restructuring process will change Johann's title to Deaf Services Coordinator, while moving Debbie Gunter to Instructional Program Coordinator. Vicki Harris and Kathy Donoho will become the Community Services Coordinators. This will result in a vacancy in the Administrative Secretary's position and appropriate candidates for the position will be sought.

PROGRAMS

Although this past quarter represented a period of restructuring, some rather significant accomplishments were realized with respect to program areas. These are briefly described in the following paragraphs.

Peer Counseling/Independent Living Skills. A new series of Independent Living Skills Modules was offered during August and September 1983. These modules were attended by mobility impaired clients referred by the Richmond State School, TIRR, and United Cerebral Palsy. As in the past, transportation proved to be a problem and many clients were unable to attend one or more of the modules because of the unreliability of Metro-Lift. Notwithstanding transportation problems, however, this set of modules was described by clients as well as staff as the "best series yet."

A major undertaking by Vicki Harris, Independent Living Skills Specialist, involves a housing project being done jointly with City Councilwoman Eleanor Tinsley's office and L&L Management, a private residential management firm. This project has grown into a very substantial task. After placing the first eleven disabled clients in accessible apartments, efforts were undertaken to identify other people who might be placed appropriately. It has turned

out to be a more formidable task than originally anticipated. The work of determining if potential tenants have the financial support, attendant care services, and other resources necessary for independent living is very time consuming as is the job of coordinating with the various agencies involved, i.e. Department of Human Resources, Houston Housing Authority, Independent Lifestyles, and L&L Management. Approximately 500 people have now been surveyed on housing needs, 23 have been placed in accessible apartments, 10 more are about to be placed in apartments that have been modified, and 24 new units with roll-in showers and central control panels for lighting and other environmental control factors are nearing completion and the task of identifying tenants for these apartments is well underway. Lee Sanders the VISTA Volunteer, has taken responsibility for coordinating the survey of disabled people in the community. Vicki Harris and Kathy Donoho are providing coordination with other community agencies. Sample copies of survey instruments are in Appendix B.

In addition to these major accomplishments, Vicki Harris has been active in a number of Outreach activities that include making a presentation to medical students at Baylor College of Medicine on disability, hosting tours of the Center for Texas Woman's University occupational therapy students, and working with the Southwest Wheelchair Athletic Association in encouraging clients to participate in the annual fishing/fieldtrip to Fenoglio's in Freeport, Texas.

With the restructuring to occur in November, the tasks of planning and implementing instructional programs will fall to Debbie Gunter, Instructional Program Coordinator. Debbie has been conferring with Vicki Harris and several new programs are currently being planned, including a "Good Neighbor" program to assist disabled people with no previous independent living experience in adjusting to community living and a sign language class to improve communication between hearing people and deaf people who use manual language. Vicki Harris and Kathy Donoho will continue to provide peer counseling services to mobility impaired clients and will serve as faculty in instructional programs when appropriate.

Information and Referral. Information and Referral continues to present somewhat of a problem in terms of procedures and documentation. Although the services are being provided, the recording of information on service provision continues to be sporadic and incomplete. New procedures are being developed for implementation in November when the staff assume their new positions. It is expected that the new procedures will eliminate a good part of the problems that have been experienced in the past. Under the new procedures, I&R on housing will be referred to Lee Sanders, I&R on mobility impairment will be referred to Vicki Harris and Kathy Donoho, and I&R on hearing impairment will be referred to Johann Paoletti-Schelp. In each case the persons receiving the I&R call will be aware of the forms to be completed and the procedures to be followed in gathering and reporting data on I&R services.

One particular I&R case is worth mentioning here. In August a 38 year-old woman came into the Center seeking legal help because she was concerned that her brother was trying to have her declared mentally incompetent. The woman, who has a learning disability, had been left a home and sizable estate in the form of cash and investments by her mother who wished that she be provided for at the time of the mother's death several years ago. The woman's

brother, who had also been left a sizable bequest had been trying to arrange for a psychiatrist and psychologist to testify that the woman was mentally incompetent and incapable of managing her own affairs. The brother was seeking power of attorney over the woman's share of the estate. After talking with the woman Vicki Harris referred her to an attorney from the Gulf Coast Legal Foundation who agreed to take the case. The attorney then requested help from Quentin Smith in locating a psychiatrist who could do an independent evaluation of the woman's mental status. Quentin Smith arranged for a faculty member from Baylor College of Medicine to evaluate the woman and his findings were that the woman is mentally competent and capable of managing her own affairs. The case is now in Federal Court and we will continue to monitor it to determine the outcome.

Deaf Services. The growth of HCIL's services to deaf and hearing impaired clients is evidenced by the fact that Houston was the only local council in the state to receive an increase in funding for interpreter services from the Texas Commission for the Deaf (TCD). TCD increased funding to the Deaf Council of Greater Houston by 20% over last year. HCIL has a subcontract with Deaf Council of Greater Houston to provide interpreter and TTY/Voice Exchange services.

With the demand for TTY/Voice Exchange services continuing to grow, hours of service were expanded to provide evening services. TTY/Voice Exchange services are now available Monday through Friday from 9:00 a.m. to 10:30 p.m. TTY/Voice Exchange calls are now averaging approximately 1000 per month.

JohannPaoletti-Schelp and Quentin Smith revised the agreements for interpreter services and prepared a cover letter to be sent with the agreement to agencies which use the service. All agencies which have used interpreter services on a regular basis in the past are receiving the cover letter and a copy of the agreement in order to keep them informed on current procedures and charges. A copy of the cover letter and agreement are provided in Appendix C.

Johann Paoletti-Schelp had another active quarter with respect to community and professional involvement. In addition to meeting with representatives from several community agencies (Deaf-Shop, Deaf Council of Greater Houston, Texas Rehabilitation Commission, Lighthouse of Houston, and others) Johann hosted the first meeting of the Interpreter Support Group at HCIL, addressed a meeting of the Knights of Columbus, did a presentation at a statewide conference of counselors from the Texas Employment Commission, and attended a workshop on Deaf-Blind Sensitivity Training in Dallas. Johann was also asked to serve on the Advisory Board of Houston Community College's Hearing Impaired Program. Johann's ongoing commitment to his profession and his personal development is commendable. His attitude toward his work continues to be excellent and his documentation procedures will provide a model for other components of the Center.

Outreach. Outreach activities continued to be numerous and diverse during this reporting period. With Van Gunn resigning as Outreach Specialist on August 15, 1983, it fell to other staff members to pick up the slack with respect to Outreach. Quentin Smith and Debbie Gunter appeared on two segments of "Mid Day" the University of Texas Health Science Center show offered in the Texas Medical Center. Quentin discussed the Center and its programs and

Debbie discussed services for the deaf and hearing impaired. Quentin also addressed a group of management personnel from the Internal Revenue Service concerning employment of people with disabilities. Debbie Gunter also addressed several hospital groups concerning deafness and hearing impairment and the availability of services to deal with this communication barrier.

One particular event worth noting with respect to Outreach activities, relates to the reception to welcome Quentin Smith to HCIL. The reception, held on September 29, 1983, was attended by approximately 100 people representing community agencies and the media. Many of the attendees were people with disabilities. The comments of the people attending the reception appeared to indicate a very favorable impression of the Center and its services and the overwhelming majority of attendees expressed support for the Center.

With the restructuring of jobs in November, it is anticipated that outreach activities will increase substantially and a revised reporting system is being developed to improve the reporting of these activities. Of particular interest are plans to produce public service announcements on the Center and its programs and to arrange for better media coverage for many of the Center's future activities. Commitments have already been received from Channel 11 and Channel 13 to assist HCIL in these efforts.

SUMMARY

In summary, this three month period has been very productive. The restructuring of positions within the Center, the changes on the Board of Directors for CBFL, and the positive feedback received from community agencies bode well for the future of the Center. Efforts to address the concerns expressed by TRC in their review of the Center and its operations are proceeding at a steady pace and many of the problem areas have already been corrected. Two priorities are of utmost concern for the immediate future, however. These are improving program evaluation and increasing funding for the Center so that services can be maintained and expanded during the next nine months.

New approaches to program evaluation have already been planned and will be implemented in November. These approaches include evaluation by the clients as well as simulation activities to determine if clients have benefited from their experiences at the Center. Staff will also be required to examine their work in a more rigorous fashion and community agencies with which we work will be surveyed concerning HCIL and its services. This multiphasic approach to evaluation should provide a much clearer picture of the strengths and weaknesses of the Center.

The second priority area--fund raising--will require significant areas in diverse areas, including grant-writing, solicitation of gifts and contributions, and the implementation of fee-for-service activities to generate revenue. Work on these activities has already begun, but a good deal more effort will need to be expended if we are to continue to see growth and improvement within the Center.

With these two priorities established for the immediate future, the Center has its work cut out. We have made considerable progress over the past three months, but the major work is still ahead of us.

OFFICE OF HUMAN DEVELOPMENT
REHABILITATION SERVICES ADMINISTRATION
WASHINGTON, D.C. 20201

OMB No.

COMPREHENSIVE SERVICES FOR INDEPENDENT LIVING

QUARTERLY REPORT FOR THE PERIOD ENDING October 31, 1983, TITLE VII, PART B FUNDS

PRIMARY
GRANTEE

Name Houston Center for Independent Living	Phone No. (713) 795-4252
Number and Street 6910 Fannin, Suite 120	State Zip Texas 77030

CHARACTERISTICS OF CLIENTS SERVED DURING THIS REPORT PERIOD

AGE		No. Served
(1) Under 21		15
(2) 21-29		118
(3) 30-39		72
(4) 40-49		44
(5) 50-59		24
(6) 60 and Over		5
(7) Not Available		554*

SEX		No. Served
(1) Male		465
(2) Female		367

RACE		No. Served
(1) White		466
(2) Black		88
(3) American Indian or Alaskan Native		
(4) ~~Asian or Pacific Islander~~ Hispanic		47
(5) Not Available		231

VR AGENCY REFERRALS		No. Served
(1) Referred to VR		
(2) Referred from VR		26

DISABILITY	LIVING SITUATION AT REFERRAL				
	ALONE	RELATIVES OR FRIENDS	FOSTER OR GROUP HOME	INSTITUTION	OTHER
(1) Blind					64**
(2) Deaf					336**
(3) Orthopedic Impairment	12	11		2	
(4) Absence of Limbs					
(5) Mental Illness				1	
(6) Mental Retardation				19	178**
(7) Other Impairments	7	11			

SERVICES PROVIDED CLIENTS DURING THIS REPORT PERIOD Non-disabled 191

SERVICES	SOURCE OF SERVICES	PROGRAM STAFF	PUBLIC AGENCIES	PRIVATE AGENCIES
		No. Served	No. Served	No. Served
(1) Information & Referral Only		89		
(2) Intake Counseling		19		
(3) Diagnosis and Evaluation				
(4) Attendant Care Counseling		21		
(5) Attendant Care Assistance				
(6) Rights & Benefits Counseling		8		
(7) Peer Counseling		37		
(8) IL Skills Counseling & Training		63		
(9) Housing Assistance-Independent		675		
(10) Housing Assistance-Group Living				
(11) Special Services-Blind				
(12) Special Services-Deaf		3,055		
(13) Vocational Services		7		
(14) Health Services				
(15) Physical Restoration				
(16) Transportation Assistance		17		
(17) Social & Recreational Services		9		
(18) Homemaker Services				
(19) Emergency Services				
(20) Other Services				

*Information not requested on housing survey

**Information not collected for I&R clients

HCIL HOUSTON CENTER FOR INDEPENDENT LIVING

(a service of the Coalition for Barrier Free Living)

JOB DESCRIPTION

TITLE: INSTRUCTIONAL PROGRAM COORDINATOR

GENERAL FUNCTION: To plan and coordinate instructional programs in independent living for disabled individuals and appropriate community agencies.

RESPONSIBILITIES and TASKS:

1. Conduct appropriate needs assessment activities to determine the focus and scope of instructional programs required in the community.
2. Plan for instructional programming that meets identified needs within the community and makes appropriate use of available resources.
3. Identify faculty and secure necessary resources to offer instructional programs as planned.
4. Offer instructional programs to various disabled individuals, including mobility impaired and hearing impaired individuals, that enhance the independent living skills of these individuals.
5. Offer instructional programs to community agencies that will promote understanding of disability and enhance acceptance of people with disabilities.
6. Evaluate instructional programs according to pre-determined criteria based upon sound instructional objectives formulated prior to program implementation.
7. Work in close collaboration with HCIL Community Services Coordinators in identification of community needs and presentation of appropriate instructional interventions.
8. Maintain liaison with community agencies that might require instructional services.
9. Assist Executive Director in identifying and securing funds to support instructional programs.
10. Prepare program reports at regular intervals that provide both statistical information and program evaluation data on programs completed or in progress.
11. Perform other duties as assigned.

QUALIFICATIONS and REQUIREMENTS:

Bachelors degree from an accredited institution in education, vocational rehabilitation, or related field preferred (five years of experience in independent living programming may be substituted).

(over)

JOB DESCRIPTION
INSTRUCTIONAL PROGRAM COORDINATOR
PAGE 2

Minimum 4 years experience in working with disabled persons in a direct service delivery capacity.

General knowledge of disability-related issues and philosophy of independent living.

Strong communication skills (written and oral, fluency in American Sign Language, RID or TCD Certification desired).

Demonstrated supervisory skills.

Sensitivity to the needs of people with disabilities.

SUPERVISION:

By: Executive Director

To: Faculty and staff involved in the presentation of instructional programs on independent living.

HCIL HOUSTON CENTER FOR INDEPENDENT LIVING

(a service of the Coalition for Barrier Free Living)

JOB DESCRIPTION

TITLE: COMMUNITY SERVICES COORDINATOR

GENERAL FUNCTIONS: To coordinate specialized independent living services to disabled people through appropriate outreach activities, information and referral, and peer counseling services.

RESPONSIBILITIES and TASKS:

1. Develop linkages with disabled individuals and organizations representing/serving disabled individuals within the community.
2. Provide information on independent living support services to disabled individuals and organizations representing/serving disabled individuals within the community.
3. Refer disabled individuals to appropriate community agencies for support and other services.
4. Serve as liaison between clients and other components of the Center to assure proper provision of services.
5. Serve as advocate for clients in dealing with other agencies.
6. Assist with instruction and training of disabled clients in the utilization of specific services.
7. Serve as faculty/resource person for instructional modules presented through the Center.
8. Serve as faculty/resource person for instructional programs presented by other agencies/organizations involved in providing services to disabled people.
9. Maintain good community relationships and develop promotional materials enhancing awareness of disability and services available to disabled people.
10. Develop monthly reports consisting of statistical and activity data for the Executive Director.
11. Perform other duties as assigned.

QUALIFICATIONS and REQUIREMENTS:

Bachelors degree preferred (4 years of direct service delivery in rehabilitation of disabled persons or 1 year of independent living program experience may be substituted).

Knowledge of disability, including resources and support services available to overcome barriers within the community.

(over)

JOB DESCRIPTION
COMMUNITY SERVICES COORDINATOR
PAGE 2

Effective communication skills.

Previous experience in program development and supervisory role.

Sensitivity to the needs of people with disabilities.

SUPERVISION:

By: Executive Director

To: Staff and Volunteers involved in community service delivery

HCIL HOUSTON CENTER FOR INDEPENDENT LIVING
(a service of the Coalition for Barrier Free Living)

JOB DESCRIPTION

TITLE: DEAF SERVICES COORDINATOR

GENERAL FUNCTIONS: To coordinate specialized independent living services to deaf people and people with hearing impairments.

RESPONSIBILITIES and TASKS:

1. Coordinate the provision of interpreter services to deaf and hearing impaired people within the community.
2. Coordinate the provision of TTY and Voice Exchange services to deaf and hearing impaired people within the community.
3. Coordinate provision of information and referral services to deaf and hearing impaired people and agencies within the community which provide services to deaf and hearing impaired people.
4. Maintain current information and referral resources on services available to deaf and hearing impaired people within the community.
5. Serve as an advocate for deaf and hearing impaired people in dealing with other agencies.
6. Coordinate the training of volunteers for TTY and Voice Exchange Services.
7. Work with the Instructional Program Coordinator in planning and implementing sign language instruction for interpreters and others in the community.
8. Maintain good community relationships and assist in the development and implementation of promotional activities relating to services for deaf and hearing impaired people.
9. Serve as liaison between HCIL and other agencies providing services to deaf and hearing impaired people.
10. Assist the Executive Director in identifying and securing funds to support the provision of deaf services.
11. Prepare program reports at regular intervals that provide both statistical information and program evaluation data relevant to the deaf services component of HCIL.
12. Performs other duties as assigned.

(over)

QUALIFICATIONS and REQUIREMENTS:

Bachelors degree in communicative disorders or related field preferred (minimum five years experience as a certified interpreter with at least one year experience at TCD Level IV or equivalent may be substituted).

Effective written and oral communication skills.

Knowledge of human services, especially related to independent living.

Previous experience in program development and supervisory role.

Sensitivity to the needs of people with disabilities.

SUPERVISION:

By: Executive Director

To: Staff Interpreter
JVC Volunteer Coordinator
Community Interpreters
TTY/Voice Exchange Volunteers

HCIL HOUSTON CENTER FOR INDEPENDENT LIVING

(a service of the Coalition for Barrier Free Living)

JOB DESCRIPTION

TITLE: STAFF INTERPRETER

GENERAL FUNCTIONS: To provide community-based interpreting services to deaf, hearing impaired, and hearing people and to assist the Deaf Services Coordinator with interpreter coordination and information and referral relative to deafness and hearing impairment.

RESPONSIBILITIES and TASKS:

1. Provide community interpreting services as assigned by the Deaf Services Coordinator.
2. Assist the Deaf Services Coordinator in taking and filling interpreter requests.
3. Assist the Deaf Services Coordinator in the delivery of information and referral services to deaf and hearing impaired people and agencies that deal with deaf and hearing impaired people.
4. Assist the Deaf Services Coordinator in conducting inservice training programs for interpreters.
5. Assist the Deaf Services Coordinator in updating and maintaining information and referral resources on deafness and hearing impairment.
6. Complete monthly logs and other documentation required in conjunction with service provision.
7. Provide back-up support for the TTY/Voice Exchange when necessary.
8. Assist in training volunteers working on the TTY/Voice Exchange.
9. Assume responsibility for weekend and night emergency "on-call" coverage on a shared basis with the Deaf Services Coordinator.
10. Perform other duties as assigned.

QUALIFICATIONS and REQUIREMENTS:

Certified interpreter at MCSC or Level IV preferred, CSC or Level III required.

At least five (5) years of interpreting experience.

Access to dependable transportation.

Good knowledge of Houston area and the ability to read and follow city road maps.

Effective communication skills.

(over)

JOB DESCRIPTION
STAFF INTERPRETER
PAGE 2

Knowledge of specialized terminology employed in medical, legal, economic, and governmental situations.

Some previous supervisory experience preferred.

Sensitivity to the needs of people with disabilities.

SUPERVISION:

By: Deaf Services Coordinator

TO: Community-based interpreters and Volunteers when delegated by Deaf Services Coordinator.

HCIL HOUSTON CENTER FOR INDEPENDENT LIVING

(a service of the Coalition for Barrier Free Living)

November 3, 1983

Dear

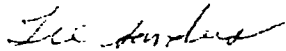
Enclosed are materials pertaining to the housing project for disabled people that you and I discussed in our telephone conversation on October 31. I have included:

- * a brochure describing HCIL;
- * copies of letters that we have sent to clients;
- * a copy of the survey form we are using to gather data on persons interested in housing;
- * a copy of the application for special utility assistance; and
- * a copy of the listing of persons interested in working as personal care attendants.

These represent the "working documents" for our efforts to date and should provide a fair idea of the scope of our efforts. We would be very appreciative if you and your agency would be willing to distribute appropriate documents to those clients you serve who might be interested in obtaining modified housing accessible to people in wheelchairs. We are particularly interested in identifying clients who are not in need of rent subsidy and can afford to pay rent at current market rates, i.e. \$300. to \$400. per month. Any help that you can provide in this area would be greatly appreciated.

I hope that the information provided is adequate for your purposes. If additional information is required or if I can assist you in any way, please don't hesitate to contact me at the phone number shown below. Thank you for your cooperation and assistance.

Sincerely,



Lee Sanders,
Housing Coordinator

LBS/js

HCIL HOUSTON CENTER FOR INDEPENDENT LIVING

(a service of the Coalition for Barrier Free Living)

October 31, 1983

Dear Friend:

Last summer Councilwoman Eleanor Tinsley was approached by a property management company that was interested in modifying apartments to make them accessible to people with disabilities. The company offered to modify 10% of the units in 53 apartment complexes that it manages. Councilwoman Tinsley's office contacted HCIL to obtain assistance in identifying disabled people who might be interested in obtaining accessible housing.

In August HCIL initiated a survey of disabled people within the city and obtained preliminary information on some of the disabled people in the community who are interested in housing. We are now attempting to obtain additional information and to reach those people in the community who we may have missed in our initial efforts. It is worth noting that since our initial attempt to identify people seeking accessible housing, 20 units have been modified with ramps, wider doors, and other accommodations, and 20 disabled people have moved into these units. Twenty-four new units are currently under construction and an additional ten units are now being modified for occupancy by disabled persons.

Enclosed is a survey form requesting information about your current and preferred living arrangements. If you are interested in moving into accessible housing, please complete the survey form and return it to me at the address shown below. The information requested on the survey form is all information that we need in order to help you locate appropriate housing. Please provide all information requested if you are interested in locating accessible housing.

Should you have any questions or require additional information on this effort, please contact me at the address or telephone number below:

HCIL
6910 Fannin, Suite 120
Houston, Texas 77030
Phone (713) 795-4252 Voice or TTY

Thank you for your cooperation.

Sincerely,



Lee Sanders
Housing Coordinator

NAME _____ DATE _____

Address _____ Phone # _____

SS# _____

Birth Date _____ Referral _____

Current Arrangements:

- ☐ Apartment
☐ House
☐ Institution
☐ Other _____

Employment Status:

- ☐ Student
☐ Full-time job
☐ Part-time job
☐ Unemployed

Benefits:

- ☐ SS ☐ SSDI ☐ SSI ☐ VA ☐ TRC
☐ Workers Comp: ☐ Medicaid ☐ Medicare ☐ Food Stamps ☐ Private Ins.
☐ DHR ☐ HHA ☐ Unemployment Ins.
☐ Other (specify) _____

Area of town preferred _____

How much for rent: \$ _____ Need an Attendant? ☐ Yes ☐ No

Satisfied with current attendant arrangement? ☐ Yes ☐ No

Preferred attendant arrangement: ☐ Friend ☐ Family Member ☐ Nurse
☐ Shared ☐ Private ☐ Other _____

How do you currently pay for attendant services? _____

Transportation: ☐ Have my own transportation ☐ Rely on family ☐ Rely on friends
☐ Use city bus ☐ Use Metro-Lift ☐ Other _____

Presently on Medication? ☐ Yes ☐ No If Yes, would you like to have medication delivered to your home? ☐ Yes ☐ No

How soon could you move to an accessible apartment? _____

What modifications would you require? ☐ ramps at entrances ☐ wide doors
☐ lever door handles ☐ roll-in shower ☐ wide sidewalks ☐ low shelves
☐ raised electrical outlets ☐ lowered light switches and thermostats
☐ handicapped parking ☐ other _____

Number of bedrooms needed: _____

Have you ever lived independently before ☐ Yes ☐ No

Would you be interested in independent living skills classes? ☐ Yes ☐ No

If yes, in what areas? _____

What is your disability? _____

How long? _____

HCIL HOUSTON CENTER FOR INDEPENDENT LIVING
(a service of the Coalition for Barrier Free Living)

October 14, 1983

Dear _____,

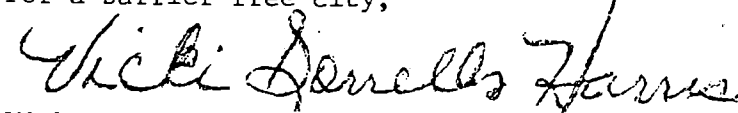
As you may have heard all ready, the Houston Center for Independent Living and the City of Houston is coordinating a major housing project to promote available accessible housing in our community. So far, our success has been tremendous! Since the first of August, we have coordinated the move for twenty-three disabled citizens into beautiful, barrier-free apartment units, thanks to a company called L&L Management, that has committed 10% of their 53 complexes to barrier-free design.

At the present time, twenty-four brand new units are being completed, all having total accessibility, including roll-in showers. The target move-in date is November 11, 1983. They are also on the Metro-lift bus line. The rental cost for the units will be \$360.00 plus electricity.

If your agency knows anyone who might be interested in this project, or if you know of anyone who will need housing in the future please contact us as soon as possible. We are very excited and optomistic regarding the future of housing for disabled Houstonians, but we will need your continual communication!

Thank you in advance for any referrals you might have for this exciting project!

For a barrier-free city,



Vicki Sorrells-Harris
Community Services Coordinator



Lee Sanders
Housing Coordinator

11/17/83 - tentative move-in date is now
December 24th.

HCIL HOUSTON CENTER FOR INDEPENDENT LIVING

is a service of the Coalition for Barrier Free Living!

October 14, 1983

Dear _____,

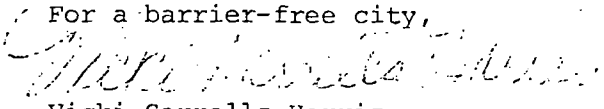
As you may have heard all ready, the Houston Center for Independent Living and the City of Houston is coordinating a major housing project to promote available accessible housing in our community. So far, our success has been tremendous! Since the first of August, we have coordinated the move for twenty-three disabled citizens into beautiful, barrier-free apartment units, thanks to a company called L&L Management, that has committed 10% of their 53 complexes to barrier-free design.

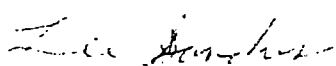
Currently, a small number of rent subsidized units are available on an emergency basis only. We are attempting to identify individuals who have an urgent need for rent subsidized housing. If you require rent subsidized housing on an urgent basis, it is imperative for you to contact Lee Sanders or Vicki Harris at 795-4252 as soon as possible, as the number of placements will be very limited. We hope to acquire more subsidies as the project progresses.

If your agency knows anyone who might be interested in this project, or if you know of anyone who will need housing in the future please contact us as soon as possible. We are very excited and optimistic regarding the future of housing for disabled Houstonians, but we will need your continual communication!

Thank you in advance for any referrals you might have for this exciting project!

For a barrier-free city,


Vicki Sorrells Harris
Community Services Coordinator


Lee Sanders
Housing Coordinator.

NEIGHBORHOOD CENTERS, INC.
APPLICATION FOR SPECIAL UTILITY ASSISTANCE

FOR AGENCY USE ONLY
DATE:
MONTH DATE YEAR

Name of Applicant or Head of Household				Home Telephone		Work Telephone	
Residence Address <u> </u> / Own <u> </u> / Rent <u> </u>				Zip		County	
Date of Birth	Sex	Race	Social Security Number	Driver's License Number		Number of People in your Household	
Number Working		Number in School		Number Other		Previous Utility Help? Yes ☐ No ☐	

List Everyone in your Household

NAME	DATE OF BIRTH	SOCIAL SECURITY NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

INCLUDE ALL THAT APPLY AND AMOUNT RECEIVED

G R O S S M E	Social Security	SSI	AFDC	VA	Employment Gross Amt.
	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Unemployment	Other	Unemployed how long? _____		
	\$ _____	\$ _____			

HOUSTON LIGHTING & POWER COMPANY

Account Number _____ Account Name _____
Billing Date _____ Amount Due A/R \$ _____ Date of Cutoff _____

ENTEX

Account Number _____ Account Name _____
Billing Date _____ Amount Due A/R \$ _____ Date of Cutoff _____

Briefly, Why do you need assistance?

I CERTIFY THE PEOPLE LISTED ABOVE DO LIVE IN THE HOUSEHOLD AND THAT THE ABOVE INFORMATION IS TRUE

Signature-Applicant _____

_____ Date

Signature-Witness _____

_____ Date

4/26/83

PARA USO DE AGENCIA
FECHA:
 MES DIA ANO

D
 E
 A D
 N U
 T C
 E C
 S I
 O
 D N
 E F
 C

MARQUE TODO LO QUE APLICA Y LA CANTIDAD QUE RECIBE

Seguro Social	SSI	AFDC	VA	Empleo Cuanto Recibe
\$	\$	\$	\$	\$

Desempleo	Otro	Cuanto tiempo desempleado?
\$	\$	

ATESTIGO QUE LAS PERSONAS MENCIONADAS VIVEN EN LA CASA Y QUE TODA INFORMACION ES
CIERTO

l'ecna

Fecha

HCIL HOUSTON CENTER FOR INDEPENDENT LIVING

(a service of the Coalition for Barrier Free Living)

November 7, 1983

Dear Client:

As of November 1, 1983, the contact personnel here at the Houston Center for Independent Living who can assist you with attendant information and referring of attendants are Vicki Harris and Kathy Donoho, Community Services Coordinators.

Enclosed is an alphabetized list of people seeking work as attendants in the greater Houston area. It is your own responsibility as a client to set up interviews at your convenience, to screen these people and to select an attendant. The salary scale is also up to you (an average rate is minimum wage up to approximately \$5.00/hr.).

Houston Center for Independent Living accepts no responsibility for the hiring of attendants for individual clients. Please notify us (at 795-4252) if you do select one of these people so that we may remove the individual's name from the Directory.

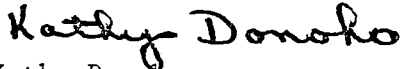
Feel free to contact us if you should encounter any difficulties in the selection of any attendant. Thank you for your cooperation and good luck in finding an attendant.

Sincerely,



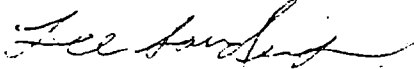
Vicki Harris

Community Service Coordinator



Kathy Donoho

Community Service Coordinator



Lee Sanders

Housing Coordinator

HCIL HOUSTON CENTER FOR INDEPENDENT LIVING

(a service of the Coalition for Barrier Free Living)

March 23, 1983

ATTENDANT DIRECTORY

NAME/ADDRESS/TELEPHONE NO.	HOURS/WORK	PREFERRED AREA	SALARY
1. Estella Alexander, 9101 Dandy, Houston, 635-3263	full/part-time, days	North or downtown preferred	\$5-6.50/hr.
2. Earl Boyd, 30700 Southmore, Houston, 521-2720	full/part-time, days/nights	anywhere, prefers within Loop	\$4.50-5/hr.
3. Daniel Brown, 704½ Harrisburg Apt. 16, Houston, 659-2211	part-time days, nights	anywhere except N.E. or downtown	\$5-5.50/hr.
4. Wyvette Brown, 2426 Dalview, Houston, 680-1875	full/part-time, days	not stated	\$5.00/hr.
5. Ruth Champs, 6612 Foster, Houston, 741-6127	full-time, days/nights	South or S.W.	\$5.00/hr.
6. Sam Charlotte, 2508 Truxilla, Houston, 526-0550	full-time days/nights	not stated	\$4-5.00/hr.
7. Cynthia Crumbley, 4962 Gessner, Houston, 462-1580	full-time, days/nights	anywhere	\$5.00/hr.
8. Dorothy Culpepper, 5311 Newkirk Lane, Houston, 649-6947	full/part-time, days, nights	not stated	\$5.50/hr.
9. Louise Davis, 1630 W. Donovan, Houston, 683-8958	full-time days	not stated	\$40.00/full day
10. Zelma Dickey, 3122 Sunnydale Dr., Houston, 738-4242	full/part-time, days	any area, prefers S.E.	\$5.50/hr.
11. Jewell Duffy, 5230 Kenilwood, Houston, 734-4456	full/part-time, days	Medical Center Area	\$6.50/hr.
12. Dorothy Edwards, 7333 Ardenes, Houston, 738-8693 (home), 977-9368 (sons)	part-time or live-in	S.W., would consider elsewhere	\$4.50-5/hr.
13. Elouise Fields, 3815 Folger, Houston, 694-0728	full/part-time, days, nights	not stated	\$4.50/hr.
14. Judith Fisher, 4622 High Point, Houston, 433-5091	full/part-time, days, nights	S.W.	\$6.00/hr.
15. Bertha Forward, 6615 Trigate, Missouri City, 438-5417	full-time days	S.W. or S.E.	\$6.00/hr.
16. Erlene Henderson, 5215 Cherry, Houston, ~~694-0691~~ 695-4445, 4396	full/part-time, days, nights	anywhere on bus line	\$4.50/hr.
17. Jesse Hooks, 6634 Read, Houston, 645-8349	full-time days	S.E.	\$4.50/hr. +
18. Debra Jackson, 962 Wall St., Houston, 447-4610, 697-2183	full-time days	not stated	\$4.00/hr.
19. LaDonna Jackson, 5825 Goforth, Houston, 738-7658	full/part-time, days, nights	S.E.	\$5.50/hr.
20. Jan Johnson, 14419 Buxley, Houston, 434-2248, 77045	full/part-time, days, nights	S.W. or S.E.	\$4-5.50/hr.
21. Lorraine Johnson, 9224 Sandra, Houston, 631-0430	full/part-time, days, nights	S.W. or North	\$5.00/hr.
22. Sandra Kent, 12633 Memorial #241, Houston, 461-7175	full/part-time, live-in/nights	Houston & surrounding area	\$4.50+/hr.
23. William Latham, 4034 Highway 6, South, Apt. 1511, Houston, 491-8473	full-time days	Harris County	\$5.50-6.50/hr.

- | | | | |
|-----|--|---|------------------------------|
| 24. | Rose Marie Ledet, 6510 Cobalt, Houston, 449-0900 | full/part-time, anywhere | Negotiable |
| 25. | Dorothy Mathews, 4934 Brinkley, Houston, 734-8747 | part-time, days, anywhere
<i>full time days & evenings</i> | \$5-6.00/hr. |
| 26. | Charlene Maxey, 881 Homer, Houston, 697-4183 (or 691-9077 apt. 23) | full-time days, near bus line
would consider
nights | \$3.50+/hr. |
| 27. | Alberta McFadden, 6223 Kashmere, Houston, 633-2927 | part-time, time/
day unspecified | North
Open |
| 28. | Bonnie Miller, 2906 Brachenridge, Houston, 227-2207 | part-time week-ends | anywhere
\$3.65/hr. |
| 29. | Mable Ned, 4044 Castor, Houston, 694-6097 | full/part-time, any location
time/day unspecified | \$5.50/hr. |
| 30. | Arlene Noma, 616 West Bell St., Houston, 524-5392 | full/part-time, any location
time/day unspecified | \$3.35/hr. |
| 31. | Maxine Norris, 14907 Four Winds, Missouri City, 437-1834, 437-1954 | full/part-time, metro Houston
days, nights | \$5.50/hr. |
| 32. | Dora O'Brian, 2638 1/2 Greenbriar, Houston, 524-6426 | full/part-time, any location
days, evenings | \$3.00/hr. |
| 33. | Loretha Page, 10014 Fair Land, 733-2595 | full/time, time/
day unspecified | any location
\$3.50/hr. |
| 34. | Valerie Rhone, 3607 Yellowstone, Houston, 741-7014 | full-time, time/
day unspecified | any location
\$4.50-5/hr. |
| 35. | Willie Faye Rosser, 7403 Schuller #162, Houston, 697-0860 | full/part-time, any location
days | \$5.00/hr. |
| 36. | Earleen Smith, 1108 WinRock, Houston, 783-4631 | prefers full-time, metro Houston
days, nights | \$5.50/hr. |
| 37. | Sheila Smith, 1007 Homer, Houston, 697-5877 | full-time days | any location
\$4.00/hr. |
| 38. | Mary Stubbs, 3501 Sakowitz, Houston, 675-6807 | full/part-time, North, S.W.
days, nights | \$4.00/hr. |
| 39. | Ruth Texada, 6333 Chimney Rock Apt. 136, Houston, 666-4427 | part-time, days, S.W.
nights | \$4.50/hr. |
| 40. | Mary Thomas, 3626 Almeda Genoa, Houston, 738-9916, 733-5238 | full/part-time, S.E.
nights | \$4.50/hr. |
| 41. | Attonet Weasby, 5730 Tuskegee, New South Houston, 694-6239 | full-time days | any location
\$3.65/hr. |
| 42. | Laurie Wallace, 3111 St. Charles, Houston, 228-7351 | full/part-time, S.W.
days | \$5.00/hr. |
| 43. | George Williams, 15135 Memorial Drive, #108, Houston, 870-0256 (days), 463-7066 (sister Pat Brown) | full/part-time, metro Houston
days, nights, also
live-in | \$4.50-5.00/hr. |

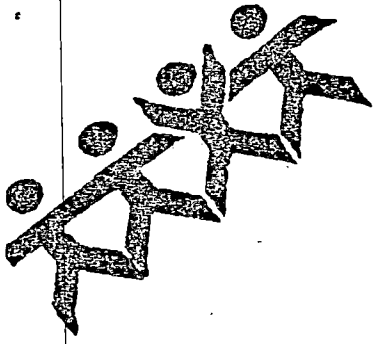
11/11/11 Nina Davis 747-8042

Days Full-Time: Southpark / Sunnyside

45. *Herp. 1881*
2000 [unclear]
2005
600 2500
2000 2000
2000 2000

211. Tom Hill
333 9740

Unrestricted
hours 5.00
SF/general 1



HOUSTON CENTER FOR INDEPENDENT LIVING
(a service of Coalition for Barrier Free Living)

There are many positive changes occurring here at Houston Center for Independent Living (HCIL), and some of these changes involve interpreter services for the deaf. We are currently in the process of preparing to expand and streamline our services.

As part of our efforts to improve our services, we are reviewing and updating service agreements with agencies in the community. There are currently a number of different types of service agreements in effect in the community that are not uniform for all service users and may not be consistent with the most recent charge rates established by the Texas Commission for the Deaf (TCD). In order to bring some uniformity and consistency to our billing procedures we are preparing new Memoranda of Agreement with the various community agencies with whom we provide interpreter services.

Under the new agreement, effective October, 1983, HCIL will be billing for interpreter services based upon the TCD charge schedule. A copy of the new rate schedule indicating hourly scales for various levels of certified interpreters, minimum call out times, emergency charges and other appropriate billing information is attached.

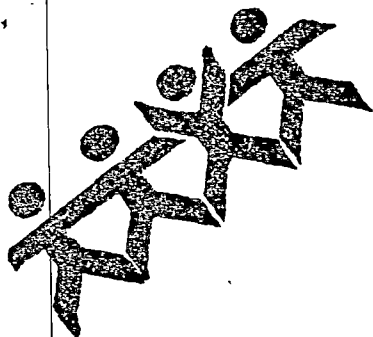
Included on the billing schedule is a service charge of \$7.50. This fixed fee service charge represents a change from the hourly service charge previously levied. Funds generated from service charges cover a portion of the expenses associated with administering interpreter services. For many users of interpreter services, the fixed-fee approach will actually result in a lower service charge than the hourly rate.

You will also note on the Interpreter Services Agreement that there is now an expiration date for this agreement. All agreements will now be subject to renewal on a yearly basis. This change has been implemented to allow for yearly review of services and the updating of fee schedules and other terms of the agreement as necessary. A representative of HCIL will be contacting you in writing concerning renewal of agreements prior to the expiration date indicated.

If you have any questions or concerns about the Interpreter Services Agreement or the determination of charges, please contact the Interpreter Coordinator of HCIL at 795-4252 between the hours of 9:00 a.m. and 5:00 p.m.

Sincerely,

Johann Paoletti-Schelp
Interpreter Coordinator



HOUSTON CENTER FOR INDEPENDENT LIVING
(a service of Coalition for Barrier Free Living)

INTERPRETER SERVICES AGREEMENT

The following is an agreement between _____
and Houston Center for Independent Living to provide interpreter services.

Houston Center for Independent Living agrees to:

- a) provide a suitably qualified interpreter, when available, upon request. Your agency will be contacted in a timely fashion if a suitably qualified interpreter is not available.
- b) coordinate, supervise and pay all interpreters requested through our agency.
- c) bill your agency monthly for services rendered the previous month based upon hours worked and interpreters rate schedule in effect at the time that this agreement is signed. Records of service will be sent to your agency with your monthly bill.
- d) provide orientation/in-service regarding proper use of interpreters and working with deaf clients upon request.

_____ agrees to:

- a) provide interpreter requests via telephone at least two (2) working days prior to the scheduled appointment.
- b) provide time of appointment, place of appointment, date of appointment, name of contact person, phone number of contact person, directions to assignment, parking fees and hearing impaired person's name. This information is needed before an interpreter is sought.
- c) provide notice of cancellation, if necessary, at least one (1) working day prior to the interpreting assignment, or pay the two (2) hour minimum interpreter fee plus the service charge.
- d) pay Houston Center for Independent Living for services rendered the previous month within thirty (30) calendar days upon receipt of billing (Billing will be based on attached rate schedule).

Expiration Date: _____

Signature

Signature

Position/Title

Position/Title

Date Signed

Date Signed

RATE SCHEDULE

Interpreters will be paid a two hour minimum per request.

Charges for emergency call out time (less than 24 hours) will be billed at one (1) and one-half ($\frac{1}{2}$) of the amount indicated in the scale below.

Pay begins when Interpreter leaves home and assignment ends when Interpreter arrives home.

A fixed-fee service charge of \$7.50 will be billed for each request filled.

Interpreters shall be paid based on their certification level.

SCALE

LEVEL V, (has no equivalent)	\$16.00/hr.
LEVEL IV, MCSC	14.00
LEVEL III, CSC, OIC:C, RSC (deaf)	12.00
LEVEL II, ET/EI, OIC:S/V, OIC:V/S, RSC (hearing)	10.00
LEVEL I, GISC	8.00
P.P.	6.00
N.C.	5.00

Levels I, II, III, IV, V are certifications from Texas Commission for the Deaf.

The other certifications are from Registry of Interpreters for Deaf.

The abbreviations are as follows:

MCSC - Masters Comprehensive Skills Certification

CSC - Comprehensive Skills Certification

OIC:C - Oral Interpreting Certification: Comprehensive

RSC - Reverse Skills Certification (sign to voice)

ET/EI - Expressive Transliteration/Expressive Interpreting

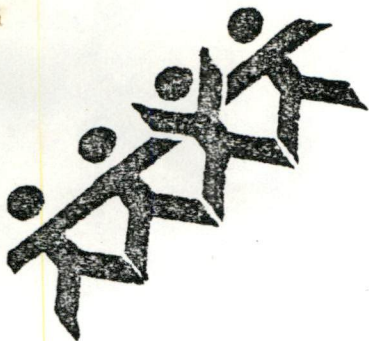
OIC:S/V - Oral Interpreting Certification: Spoken to Visible

OIC:v/S - Oral Interpreting Certification: Visible to Spoken

GISC - General Interpreting Skills Classification

P.P. - Provisional Permit

N.C. - Non Certified



HOUSTON CENTER FOR INDEPENDENT LIVING
(a service of Coalition for Barrier Free Living)

PLEASE PRINT

BILLING INFORMATION:

Name of Agency _____

Address _____

City: _____ State: _____ Zip Code _____

Attention: _____

Phone: _____

Authorized Personnel to Request Interpreters:

Name	Title	Phone
------	-------	-------

Name	Title	Phone
------	-------	-------

Name	Title	Phone
------	-------	-------

Name	Title	Phone
------	-------	-------

Name	Title	Phone
------	-------	-------

Please complete this form and send back with one copy of the Interpreter Service Agreement. Keep the second copy of the Interpreter Service Agreement for your records.

Thank You.

Joyce Frieden

Texas Rehabilitation Commission



Vernon M. Arrell, Commissioner

October 28, 1983

Quentin Smith, Executive Director
Houston Center for Independent Living
The APC Building
6910 Fannin #120
Houston, TX 77030

Dear Quentin:

Your request for independent dated October 21, 1982, for the month of November, 1983, has been forwarded for processing and payment. The total amount of the request remains unchanged at \$17,820.00.

On the form indicating "Unobligated Funds", it was noted that the columns for "Funds Received" and "Funds Expended" represented only one month's activity. These columns should reflect cumulative totals for the budget year. In order to expedite funding for your center, the funding request forms were not returned for correction this time; however, please see that these columns reflect cumulative totals in future funding requests.

Also, an obvious typographical error was corrected on that form related to "Funds Received" for the "Fringe Benefits" line item. The corrected amount was \$1,501.

Another correction was made to the cover sheet of the request. This correction involved the grant number, which was incorrect. The grant number for our current funding activity is TRC-IL-4-1-83. Please use this grant number on all funding requests for the current budget year.

Finally, it will be necessary to have an approved budget for the entire fiscal year before additional funding requests can be processed. Please submit your proposed budget for the

BOARD MEMBERS

George H. McCullough, M.D.
CHAIRMAN

Jack B. Dale, Jr.
VICE CHAIRMAN

Anne R. Race, M.D.
SECRETARY

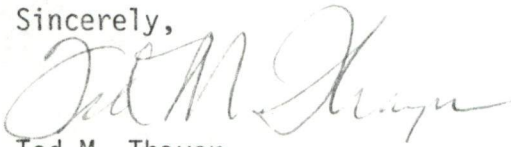
Murray Watson, Jr.
William C. Morrow
Jerry Kane

Quentin Smith
October 28, 1983
Page 2

fiscal year, utilizing a total of \$212,500, as soon as possible.

Copies of the funding request forms are being returned with this letter for your files and if you have any questions concerning this matter, please let me hear from you.

Sincerely,



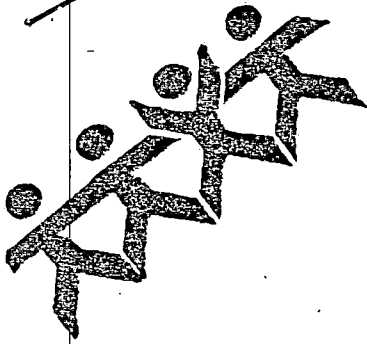
Ted M. Thayer
Director of Independent Living

dk

Attachment

cc: ✓ Joyce Frieden
John Wylie
David MacCabe
Gwen Guyton
Ken Vogel
Jim Muhlhauser
Mary Valentini
Jim Brindley

HOUSTON CENTER FOR INDEPENDENT LIVING
(a service of Coalition for Barrier Free Living)



October 27, 1983

Mr. Jim Owens
Equilease Corporation
750 Third Avenue
New York, NY 10017

Dear Mr. Owens:

I recently received an invoice from your company for a Savin copy machine that is located in our office (see attached copy). This machine has been sitting in our office unplugged for months because it was not and is not functional. In spite of repeated service visits from Savin service people the machine has never been consistently functional.

I will not pay a lease on a machine that is not functional and wish to have the equipment removed from our office space as soon as possible. It currently takes up considerable office space but serves no useful purpose.

I'm sorry that this problem has been allowed to drag on for so long. I look forward to prompt resolution and appreciate your assistance in facilitating the removal of the equipment.

Sincerely,

Quentin W. Smith
Executive Director

ase
oration

IED Company

EQUILEASE CORPORATION
P.O. BOX 74004
BALTIMORE, MARYLAND 21274

PAGE.. 1
CABLE TWX
EQUILEAS
710-581-4581

LEASE NUMBER
71312860

REFERENCE NO.
SAVIN EQUIPT.

P.O. NUMBER

INVOICE NO.
713128603J18

BILL TO

PAYMENT IS DUE BY 11/05/83

COALITION FOR BARRIER
FREE LIVING STE 120
6910 FANNIN
HOUSTON, TX

77030

IF ADDRESS SHOWN IS INCORRECT, PLEASE CHANGE ON RETURN STUB.

RENTAL	PAST DUE	INSURANCE	PROPERTY TAX	
402.80	3,222.40		193.49	
LATE CHRGS				
197.60				

012187000001	
PAY	
THIS	AMOUNT
TOTAL	
4,016.29	

QTY	MODEL	SERIAL NO./RENTAL	LOCATION
1	600 COPIER SAVIN 600 COPIER R	3900622925	

RENTAL	PAST DUE	INSURANCE	PROPERTY TAX	
402.80	3,222.40		193.49	
LATE CHRGS				
197.60				

012187000001	
PAY	
THIS	AMOUNT
TOTAL	
4,016.29	

PLEASE INCLUDE THIS PORTION OF THE INVOICE WITH YOUR REMITTANCE. DO NOT SEND CASH
PLEASE WRITE YOUR LEASE NUMBER ON YOUR CHECK TO INSURE PROPER CREDIT.

0000000000071312860103003625200040162901001000000000555

MAKE SURE
ADDRESS AT
RIGHT SHOWS
IN WINDOW

EQUILEASE CORPORATION
P.O. BOX 74004
BALTIMORE, MARYLAND 21274

ADDRESS CORRECTION -- ADDRESS INDICATED IS FOR:

☐ BILLING ☐ EQUIPMENT - CIRCLE ONE: A B C D E F

PLEASE REMIT PAYMENT TO ABOVE ADDRESS.

LEASE NUMBER
71312860

REFERENCE NO.
SAVIN EQUIPT.

P.O. NUMBER

INVOICE NO.
713128603J18

6910 Fannin, Suite 120, Houston, TX 77030 (713)795-4252 Voice or (713)528-5646 TTY

Texas Rehabilitation Commission



Vernon M. Arrell, Commissioner

October 14, 1983

Joyce Frieden, President
Coalition for Barrier Free Living
9667 Meadowvale
Houston, TX 77063

BOARD MEMBERS

George H. McCullough, M.D.
CHAIRMAN

Jack B. Dale, Jr.
VICE CHAIRMAN

Anne R. Race, M.D.
SECRETARY

Murray Watson, Jr.
William C. Morrow
Jerry Kane

Dear Ms. Frieden:

I am pleased to inform you that your Independent Living grant for \$212,500 has been approved. The effective date of the grant is July 15, 1983.

A Statement of Grant Award and the Department of Health, Education, and Welfare Education Division General Administrative Regulations (EDGAR) are enclosed. Also enclosed are specific stipulations concerning anti-lobbying provisions, the necessity for audiovisual clearances, preaward costs, and terms and conditions related to program income. Please review these carefully prior to expenditure of grant funds.

In the event the Texas Rehabilitation Commission can be of assistance in the implementation or administration of your grant project, please do not hesitate to call on us. Your contact person concerning all matters related to this project is Ted M. Thayer.

Sincerely,

A handwritten signature in cursive script that reads "Doyle Wheeler".

Doyle Wheeler
Deputy Commissioner

TMT:bw

Attachment

cc: Quentin Smith
John Wylie
Ted M. Thayer
Bob Young
Doug Jourdan
Linda Allen

David MacCabe
Ken Vogel
Jim Muhlhauser
Mary Valentini
Jim Brindley

TEXAS REHABILITATION COMMISSION

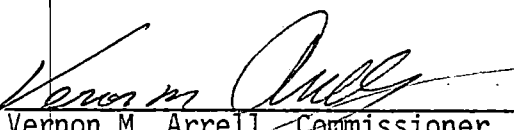
STATEMENT OF GRANT AWARD

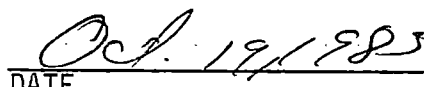
This Award is to implement the grant project as described in the grant application submitted by the grantee which was approved by the Texas Rehabilitation Commission.

Grantee Coalition for Barrier Free Living The APC Building 6910 Fannin Houston, Texas 77030	Project Director Joyce Frieden, President
Type Grant Independent Living	Grant Number TRC-IL-4-1-83
Type Award New ☒ Supplemental	Continuation
Detail of Grant Award	Action
Grantee Share \$ 00	Budget Period 7/15/83--7/14/84
Federal/State Share \$ 212,500	Duration 12 months
Total Grant \$ 212,500	Project Period 7/15/83--7/14/84

Remarks: Since funding cannot be assured beyond the budget period, the grantee should prepare to assume the cost of the project after the budget period. This award is for the development of a Center for Independent Living in Houston and all funding provided by the Texas Rehabilitation Commission and utilized in this project must be administered in accordance with relevant Federal Regulations provided to the grantee by the Texas Rehabilitation Commission.

Date Approved by TRC Board Board approval not needed.


Vernon M. Arrell, Commissioner


DATE

HOUSTON CENTER FOR INDEPENDENT LIVING
(a service of Coalition for Barrier Free Living)



October 11, 1983

Mr. Ted Thayer
Program Specialist
Texas Rehabilitation Commission
118 East Riverside Drive
Austin, Texas 78704

Dear Ted:

Enclosed is HCIL's request for funds for November 1983, with appropriate documentation of receipts and disbursements through September 1983.

Should you have any questions regarding this request, please let me know.

Sincerely,

A handwritten signature in cursive script, appearing to read "Quentin", written in dark ink.

Quentin W. Smith
Executive Director

Enclosures

cc: ✓ Joyce Frieden
Jim Brindley
Rand Metcalf
File

TEXAS REHABILITATION COMMISSION
118 East Riverside Drive
Austin, Texas 78704

TITLE VII, PART B, CENTERS FOR INDEPENDENT LIVING GRANTS

REQUEST FOR FUNDS

Coalition for Barrier Free Living
(Name of Grantee)

10/11/83

(Date)

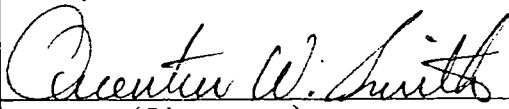
6910 Fannin, Suite 120
(Address)

TRC-IL-4-1-80

Houston, Texas 77030
(City)

Classification of Cost	Column 1 Amount Approved in Grant	Column 2* Cumulative Requests To Date	Column 3** Amount Requested This Period
Total \$200,000	\$200,000	\$47,797.00	\$15,569

I certify that this report is true and correct to the best of my knowledge, that expenditures are made in accordance with the approved grant project, and the amount requested this period, as shown in Column 3, will be obligated or expended within 30 days after receipt.



(Signature)

Executive Director

(Title)

- * Column 2. Cumulative receipts from date of grant approval to date of this report.
** Column 3. Amount of grant funds required for the month the report is prepared (dated).

Example: If report is dated August 7, 1980, grant funds requested are for the month of August, 1980. The request should be received by Texas Rehabilitation Commission no later than the 7th day of the month for which funds are requested.

Grant Period: 7/15/83 to
7/14/84
Grant Amount: \$200,000

HOUSTON CENTER FOR INDEPENDENT LIVING
REQUEST FOR ADVANCE OR REIMBURSEMENT
TITLE VII (INDEPENDENT LIVING) PROGRAM

9/31/83

Payment Period: Sept. 30, 1983

November 1983

Category	Budgeted	Funds Received	Funds Expended	Unobligated Funds	Amount Required	Amount Requested
Personnel	\$128,000	10,000.	8,920.	1,080.	9,917.	8,837.
Fringe Benefits	\$ 20,460	1,510.	1,142.	359.	1,666.	1,307.
Travel	\$ 1,800	-	-	-	450.	450.
Equipment & Maintenance	\$ 2,400	509.	415.	94.	450.	356.
Office Supplies	\$ 1,200	100.	307.	(207)	300.	507.
Rent	\$ 22,800	1,760.	1,760.	-	1,760.	1,760.
Telephone	\$ 11,400	997.	1,738.	(741)	1,000.	1,741.
Liability Insurance	\$ 1,200	1,069.	925.	144.	-	(144)
Postage	\$ 2,400	126.	233.	(107)	100.	207.
Fees for conference	\$ 240	-	-	-	100.	100.
Staff Development	\$ 300	-	-	-	-	-
Publication & Printing	\$ 1,000	-	198.	(198)	250.	488.
Consultants	\$ 5,000	-	-	-	-	-
In-Town Travel	\$ 1,800	150.	-	150.	150.	-
Totals	200,000	\$16,212.00	15,638.00	574.00	\$16,143.00	\$15,569.00

*Share
w/ Board*

REVISED BUDGET FOR 7/16, 1983 - 7/15, 1984

Personnel*	\$ 129,560
Fringe Benefits	22,000
Travel	3,400
Equipment & Maintenance	3,400
Office Supplies	2,500
Rent	22,800
Telephone	14,400
Liability Insurance	1,500
Postage	2,400
Fees for Conference	600
Staff Development	1,000
Publication & Printing	2,000
Consultants	5,000
In-Town Travel	1,940
TOTAL	\$ 212,500

*See attachment for detailed personnel budget

COMPOSITE PERSONNEL BUDGET FOR GRANT YEAR BY POSITION*

*Positions indicated by job title effective 11/1/83

Executive Director	\$ 19,670.34
Administrative Secretary	15,705.50
Accountant	17,044.77
Receptionist	10,705.50
Deaf Services Coordinator	14,044.48
Instructional Programs Coordinator	16,711.12
Community Services Coordinator	16,711.12
Community Services Coordinator	13,294.50
Staff Interpreter (50%)	5,669.50
TOTAL	\$ 129,556.83

NOTE: Salary figures indicated represent the actual projected personnel expenditures for the grant year including July 16, 1983 through July 15, 1984 with staff changes and vacancies taken into consideration.

PERSONNEL BUDGET

SALARIES BUDGETED AND EXPENDED 7/16 - 10/31, 1983

<u>POSITION</u>	<u>BUDGETED SALARY</u>	<u>FUNDS EXPENDED</u>
Executive Director	\$ 22,000	\$ 4,089.84
Administrative Secretary	15,000	4,375.00
Accountant	16,000	5,000.27
Receptionist	12,000	1,500.00
Peer Counselor Specialist	16,000	4,666.62
Information & Referral Specialist	16,000	4,666.62
Special Services Coordinator	16,000	1,999.98
Outreach Specialist	15,000	1,250.00
 TOTAL	 \$ 128,000	 \$ 27,548.33

SALARIES BUDGETED AND PROJECTED 11/1, 1983 - 7/15, 1984

<u>POSITION</u>	<u>BUDGETED SALARY</u>	<u>PROJECTED EXPENDITURES</u>
Executive Director	\$ 22,000	\$ 15,580.50
Administrative Secretary	16,000	11,330.50
Accountant	17,000	12,044.50
Receptionist	13,000	9,205.50
Deaf Services Coordinator	17,000	12,044.50
Instructional Programs Coord.	17,000	12,044.50
Community Services Coord.	17,000	12,044.50
Community Services Coord.	17,000	12,044.50
Staff Interpreter (50%)	8,000	5,669.50
 TOTAL	 \$ 144,000	 \$ 102,008.50

TOTAL PROJECTED PERSONNEL EXPENDITURES 7/16, 1983 - 7/15, 1984

FUNDS EXPENDED \$ 27,548.33

PROJECTED EXPENDITURES \$102,008.50

TOTAL FOR GRANT YEAR \$129,556.83

(11)

JE 2
7/16 2
1/4 2
V.H. 2
261

June 21, 1983



BAYLOR
COLLEGE OF
MEDICINE

Texas Medical Center
Houston, Texas 77030

Center for
Allied Health Professions
(713) 799-4611

Search Committee
HCIL
6910 Fannin, Suite 120
Houston, Texas 77030

Dear Committee Chairperson:

Enclosed please find a copy of my curriculum vitae (CV) that I have submitted in response to your newspaper advertisement for an Executive Director. As the CV indicates; I have had considerable experience in administrative roles and have relevant experience in rehabilitation settings.

In the interest of brevity, I have not included the numerous presentations that I have made at professional meetings and to various other groups. These presentations have covered a broad range of topics from initiating staff development and continuing education programs to encouraging interdisciplinary cooperation at state and regional levels. The CV also does not reflect my experience in the development and preparation of proposals to fund research and training activities. During the past five years I have written or co-written in excess of twenty proposals for submission to public and private agencies. Of those proposals submitted, approximately forty percent have been funded. I believe that my experience in proposal writing would be particularly beneficial to an organization such as HCIL.

I have one reservation in applying for the Executive Director's position and that relates to relinquishing the benefits available to me through my faculty position at Baylor College of Medicine. Should I be considered for the Executive Director's position, I would like to explore the possibility of channeling my salary through Baylor College of Medicine. I believe that an arrangement of this type can be established without compromising the Board's control over the Executive Director or otherwise putting the organization at risk.

I appreciate the time and effort of the Search Committee in reviewing my CV and am available to clarify or discuss any points that may be in question. The number where I can be reached during the day is 799-4619.

Sincerely,

Quentin W. Smith, M.S.
Assistant to the Director for
Administration and Continuing Education

QWS:nw

Enclosure

CURRICULUM VITAE

Quentin W. Smith

PERSONAL INFORMATION

Date of Birth:	November 10, 1948
Place of Birth:	Troy, New York
Social Security Number:	069-42-8804
Marital Status:	Married to Noreen K. Smith One child - Quentin Christopher (born 5/26/69)
Place of Residence:	11135 Bellsprings Drive Houston, Texas 77072
Telephone:	(713) 933-0378
Business Address and Telephone:	Center for Allied Health Professions Baylor College of Medicine 1200 Moursund Avenue Houston, Texas 77030 (713) 799-4611

EDUCATION

Doctor of Philosophy Texas A&M University Study Areas - Allied Health Teacher Education and Administration	In Progress
Master of Science State University of New York at Stony Brook Study Area - Allied Health Administration	1976
Bachelor of Science State University of New York, Downstate Medical Center Study Area - Radiologic Science and Technology	1974
Associate in Applied Science Hudson Valley Community College Study Area - Radiologic Technology	1972

PROFESSIONAL EXPERIENCE

Assistant to the Director for Administration and Continuing Education Center for Allied Health Professions Baylor College of Medicine Houston, Texas	March 1982 - present
--	----------------------

Instructor, Department of Community Medicine Baylor College of Medicine Houston, Texas	1978 - present
Instructor, Department of Rehabilitation Baylor College of Medicine Houston, Texas	1978 - 1982
Continuing Education Coordinator The Institute for Rehabilitation and Research Houston, Texas	July 1978 - February 1982
Coordinator of Allied Health Continuing Education Center for Allied Health Manpower Development Baylor College of Medicine Houston, Texas	July 1978 - February 1982
Research Assistant Center for Allied Health Manpower Development Baylor College of Medicine Houston, Texas	September 1977 - July 1978
Health Educator Trainee Veterans Administration Hospital Houston, Texas	September 1977 - July 1978
Staff Radiologic Technologist (part time) St. Joseph's Hospital Bryan, Texas	September 1976 - February 1977
Assistant Chief Radiologic Technologist St. Charles Hospital Port Jefferson, New York	January 1976 - September 1976
Staff Radiologic Technologist St. Charles Hospital Port Jefferson, New York	September 1974 - January 1976
Administrative Intern - Department of Radiology Nassau County Medical Center East Meadow, New York	July 1975 - December 1975
Staff Radiologic Technologist Brookdale Hospital Medical Center Brooklyn, New York	June 1973 - September 1974
Orderly Samaritan Hospital Troy, New York	February 1968 - September 1972

PROFESSIONAL CREDENTIALS

American Registry of Radiologic Technologists - Registration #088076

State of New York Department of Health Licensed Radiologic Technologist -
License #069428804

PROFESSIONAL AFFILIATIONS

American Society of Allied Health Professions
American Society of Radiologic Technologists
Texas Society of Allied Health Professions (Charter Member)
Texas Society of Radiologic Technologists
Houston Area Radiologic Technologists Society

PROFESSIONAL ORGANIZATION OFFICES

Co-founder and Incorporator - Texas Society of Allied Health Professions - 1978
Vice President - Texas Society of Allied Health Professions - 1978-1979
President-Elect - Texas Society of Allied Health Professions - 1980
President - Texas Society of Allied Health Professions - 1981
Past-President - Texas Society of Allied Health Professions - 1982

SPECIAL RECOGNITIONS AND AWARDS

New York State Regents Scholarship - 1966
Magna Cum Laude Graduate - SUNY Downstate Medical Center - 1974
Allied Health Advanced Training Traineeship (HEW) - 1974
Allied Health Advanced Training Traineeship (HEW) - 1976

COMMITTEES

Committee on State Chapters - American Society of Allied Health Professions	1980-1982
Committee on Research Activities - American Society of Radiologic Technologists	1979-1980
Legislative Committee - American Society of Allied Health Professions	1981-1982
Bylaws Committee (Chairman) - American Society of Allied Health Professions	1978-1979
Program Committee (Chairman) - Texas Society of Allied Health Professions	1978-1979
Bylaws Committee - Houston Area Radiologic Technologists Society	1978-1979
Employee Orientation and Staff Development Committee - The Institute for Rehabilitation and Research	1978-1979
Education Coordinators Committee - The Institute for Rehabilitation and Research	1978-1979
Facilities Utilization Committee (ex-officio) The Institute for Rehabilitation and Research	1978

PUBLICATIONS

Smith QW, Preece JW, Hefley DC, Fasser CE: Radiation exposure in the dental setting: an update. Radiologic Technology, accepted for publication 1983.

Newland JR, Lynch DP, Fasser CE, Smith QW: Denture-related oral lesions in the elderly. Physician Assistant, accepted for publication 1983.

Fasser CE, Andrus PL, Smith QW: Certification, registration and licensure of physician assistants. Chapter 9 in Carter RD and Perry HB (eds), The Primary Care Physician Assistant. Warren H. Green, Inc.: St. Louis (in press).

Fasser CE, Smith QW, Andrus PL: Reimbursement policy and nonphysician health care providers. Chapter 11 in Carter RD and Perry HB (eds), The Primary Care Physician Assistant. Warren H. Green, Inc.: St. Louis (in press).

Wolf JE, Fasser CE, Smith QW, Thomson WA: Common skin cancers. Physician Assistant, Vol. 7, No. 5, 40-52, May 1983.

Smith QW, Thomson WA, Cecchine M, Fasser CE: Meet tomorrow's crises with today's insurance. Dental Laboratory Review, Vol. 58, No. 5, 37-42, May 1983.

Smith QW, Thomson WA: Save cash and worry with informed insurance programming. Dental Laboratory Review, Vol. 58, No. 4, 38-40, April 1983.

Newland JR, Fasser CE, Smith QW, Thomson WA: Clinical diagnosis of localized intraoral swellings. Physician Assistant, Vol. 7, No. 1, 88-99, January 1983.

Hefley DC, Fasser CE, Smith QW, Thomson WA: Periodontal disease. Physician Assistant & Health Practitioner, Vol. 6, No. 10, 99-104, October 1982.

Smith QW, Hefley DC, Fasser CE, Thomson WA: Dental caries. Physician Assistant & Health Practitioner, Vol. 6, No. 9, 32-41, September 1982.

Fasser CE, Thomson WA, Hefley DC, Smith QW: Early detection of oral cancer. Physician Assistant & Health Practitioner, Vol. 6, No. 8, 49-54, August 1982.

Hefley DC, Smith QW, Fasser CE: Pathology in the oral cavity: establishing an effective medical/dental team. The Journal Texas Dental Hygienists' Association, Vol. 19, No. 1, 14, June/July/August 1982.

Nosek P and Smith QW: On the Right Track: Foundations for Operating an Independent Living Program, Richards L (ed). Houston: Independent Living Research Utilization Project, 81 pp., 1982.

Thomson WA, Holcomb JD, Roush RE, Smith QW: Dental technology program administrators' attitudes toward credentialing health manpower. Journal of Dental Education, Vol. 46, No. 3, 158-162, March 1982.

Weinstein RD, Marshall-Rhodes S, Smith QW: Guide to grant applications. Radiologic Technology, Vol. 52, No. 4, 397-408, January/February 1981.

White RC and Smith QW: Handbook for the Organization of ASAHP State Chapters, Washington, D.C.: American Society of Allied Health Professions, 1978.

April 18, 1983

Jack H. Emmott III, President
CBFL
APC Building
Houston, Texas

Dear Jack,

I am responding affirmatively to the verbal request and offer you outlined to me on the telephone on April 15, 1983, regarding the assumption of a staff affiliation by me with CBFL-HCIL; my acceptance, however, is contingent upon our mutual understanding and agreement of several matters, including the following:

1. My title will be Executive Director (Acting).
2. I will begin on April 19, 1983, and continue for a period of 30 to 60 days. Any involvement beyond this initial period is to be assessed and thoroughly considered by both the Board of Directors and myself after 30 days of performance by me. ✓
3. It is understood that my time and effort availability will be somewhat restricted due to existing plans and commitments; e.g., professional consultation and service. However, my major work effort will be as Executive Director (Acting) of CBFL-HCIL. ✓
4. News of my appointment will be communicated to CBFL-HCIL staff, funding sources and other appropriate sources. ✓
5. Funds will be available to procure executive secretarial services. ✓
6. Particulars regarding compensation for my time and effort will be resolved to our mutual satisfaction; in no case will CBFL provide compensation beyond what is currently budgeted. ✓
7. The CBFL Board of Directors, including the Executive Committee, knows and approves of my staff appointment. ✓
8. Efforts will be made to unify and harmonize CBFL and HCIL--conceptually, organizationally, and practically. ✓

Jack H. Emmott III, President
April 18, 1983
Page Two

9. This list of particulars is not exhaustive; therefore, it is understood that the relationship between myself and the CBFL Executive Board of Directors is a dynamic process which will require open, on-going communication. ✓
10. While the relationship as described in (9) above exists generally, my specific and formal responsibility is to and with the President of CBFL who, in turn, is responsible to the CBFL Board of Directors. ✓

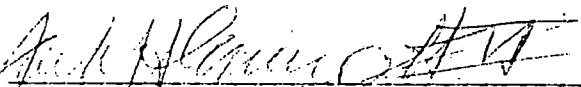
Assuming our mutual acceptance of the above, you should also accept this letter as my resignation from the CBFL Board of Directors, including the Chairmanship of the Community Relations Committee, effective April 18, 1983. ✓

Sincerely,

Charles R. Poor
10619 Cranbrook
Houston, Texas 77042
713/977-8000

CRP:ed

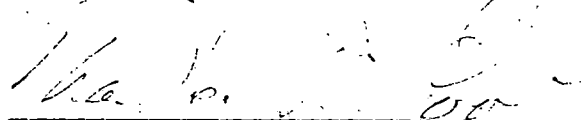
THE ABOVE LISTED ITEMS ARE MUTUALLY UNDERSTOOD AND AGREED UPON:



Jack H. Emmott, President, CBFL

4-20-83

Date



Charles R. Poor

4-28-83

Date

HOUSTON CENTER for Independent Living

(A Service of C.B.F.L.)

6910 Fannin, Houston, Texas 77030
(713) 795-4252 voice
(713) 528-5646 tty

April 12, 1983

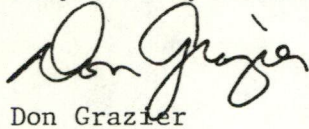
Mr. Jack Emmott III, President
& the Board of Directors,
Coalition for Barrier Free Living
2640 Fountain View
Suite 100
Houston, TX 77057

Dear Jack & Board Members:

After extensive consideration, it is with deep regret that I resign as Executive Director of the Houston Center for Independent Living effective the end of this working day. For personal reasons I feel that my resignation is in the best interest of the Center and its future potential. I have great faith in the concept of Independent Living and firmly believe that consumer involvement is the key to its survival and development.

As long as I am in the Houston area I shall continue to make myself available to you to answer questions and to serve in any capacity you see fit. I wish nothing but the best for the Coalition for Barrier Free Living and for the Houston Center for Independent Living.

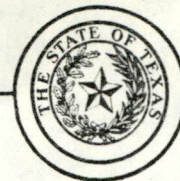
Respectfully submitted,



Don Grazier

Texas Rehabilitation Commission

Vernon M. Arrell, Commissioner



January 21, 1983

Mr. Don Grazier
Executive Director
Houston Center for Independent Living
The APC Building
6910 Fannin, #120
Houston, Texas 77030

BOARD MEMBERS

George H. McCullough, M.D.
CHAIRMAN

Jack B. Dale, Jr.
VICE CHAIRMAN

Anne R. Race, M.D.
SECRETARY

Murray Watson, Jr.
William C. Morrow
Jerry Kane

Dear Don:

Attached for your review is a copy of the program evaluation report resulting from our review of program activities on January 5, 1983. It is obvious that significant progress has been made in some areas. Other areas, however, still require additional work. Consequently, I would appreciate your attention to the issues raised in this and the previous program evaluation reports that have not as yet been satisfactorily addressed.

I sincerely appreciate the cooperation extended to the members of the evaluation team and if you have any questions concerning this report, please let me hear from you.

Sincerely,

A handwritten signature in cursive script, reading "Ted M. Thayer".

Ted M. Thayer
Program Specialist

dcr

attachment

cc: Jack Emmott, III
Doyle Wheeler
John Wylie
Ron Trull
Kelly Caudell
David MacCabe
Ken Vogel
Jim Muhlhauser
Mary Valentini
Terry Smith

PROGRAM EVALUATION REPORT
HOUSTON CENTER FOR INDEPENDENT LIVING
January 5, 1983

INTRODUCTION

On the above referenced date, program evaluation activities were conducted at the Houston Center for Independent Living by the following TRC staff members: Ted M. Thayer, Ron Trull, Ken Vogel, Mary Valentini, and Terry Smith. These activities focused upon reevaluation of the issues addressed during the program evaluation conducted on August 17-18, 1982. Specific attention was given to the degree of progress made in alleviating deficiencies and implementing recommendations made during the previous program evaluation. The results of the reevaluation were discussed with Don Grazier, Executive Director of HCIL.

Observations and recommendations resulting from the reevaluation were as follows:

DEAF SERVICES

1. In regard to the recommendation that efforts be directed toward improvement of communication and procedural efficiency between HCIL, the Texas Commission for the Deaf, and the Deaf Council of Greater Houston, significant progress has been made. Specifically, the following has been accomplished:
 - a. A meeting involving Don Grazier, Vicki Harris, and Debbie Gunter of HCIL and Fred Clifton, Earl Day, Lucy Chimalak, and Joan Lathrop representing the Texas Commission for the Deaf and the Deaf Council of Greater Houston was held to attempt to rectify miscommunications and misunderstandings.
 - b. Vicki Harris has made a concerted effort to share all communication regarding deaf services with the Deaf Council of Greater Houston.
 - c. The Deaf Council has selected Lucy Chimalak as their service provider and she has put forth considerable effort to develop good communication with HCIL.
 - d. Vicki Harris and Don Grazier have made attempts to attend Deaf Council meetings.
 - e. The HCIL deaf program has increased the number of interpreter coordination efforts which has resulted in the Texas Commission for the Deaf extending their contract with HCIL for an additional nine months.
2. HCIL's relationship and visability with the deaf community has been strengthened in the following ways:

- a. HCIL has developed a brochure outlining services available to the deaf from HCIL.
 - b. HCIL representatives have attended meetings of the Deaf Council.
 - c. An interpreter workshop was conducted by Debbie Gunter to provide orientation to would-be interpreters.
 - d. "Hear-say" is now located in the same building with HCIL. Debbie Gunter has communicated with the director of this program to begin establishment of a working relationship.
 - e. Tours of deaf high school students have been conducted at HCIL.
 - f. Debbie Gunter and Van Gunn have visited two high schools and spoken with deaf students there.
 - g. Some deaf persons have been involved in an HCIL module on job readiness.
3. In regard to strengthening outreach activities in the deaf community, some consideration has been given to assigning one person those responsibilities. Although this has not as yet been done, it seems clear that efforts are being directed by Vicki Harris, Debbie Gunter and Van Gunn toward outreach in the deaf community.
4. In regard to improvement of communication between HCIL and TRC staff, improvement has been made but additional work is apparently needed in this area. Some positive interaction has occurred between HCIL staff and TRC counselors serving the deaf and this has resulted in delivery of services to deaf clients of TRC. It is, however, recommended that a meeting be held involving HCIL staff and TRC staff who focus upon services to the deaf. The focus of this meeting should be upon improving the working relationship between HCIL and TRC and the services that result from that working relationship.
5. Action taken in regard to improvement of coordination of interpreter services is as follows:
 - a. Debbie Gunter conducted a workshop in October for all HCIL staff regarding the necessary information that must be taken to effectively coordinate interpreter services.
 - b. Apparently, some increase in requests for interpreter services has been realized.
6. The TTY voice exchange program has experienced a significant increase in utilization. This involves over 500 requests for this service each month. The increased demand for this service has, however, created some additional problems in that some deaf individuals become rather frustrated when they attempt to utilize this service and the lines are busy. It is recommended that the HCIL administration review this

service to determine whether an additional TTY unit and additional volunteers are necessary to meet demands for the service. The TTY voice exchange service has been extended to Saturdays in an attempt to meet additional needs in the deaf community.

7. In response to a previous recommendation, a formalized procedure has been implemented concerning client grievances and complaints. The procedure involves documentation of not only the complaint but also actions taken concerning the complaint.

PHYSICAL PREMISES

done While outreach and public relations activities have been addressed to make clients aware of the current location of the center, it is recommended that HCIL administrative staff work with management of the APC Building to have the center's name placed in the marquee in front of the building.

OUTREACH

Outreach efforts have been increased since the last program evaluation but there is a continued need for effort in this area if the center is to maintain an appropriate level of client service. These efforts have resulted in some increase in referrals and client contact, particularly in the area of "information and referral." Also, a brochure concerning HCIL programs and services is currently being printed and this should be an aid in outreach activities.

INFORMATION AND REFERRAL

The previous recommendation that information and referral documentation be standardized between deaf services and the rest of the center's clientele has been satisfactorily implemented. Moreover, although the recommended transfer of information and referral resources to the rolodex file has not been completed, it is obvious that a tremendous amount of work has been placed in this project. When completed, it will be an exceptionally fine compilation of information and referral resources.

PROGRAM DESCRIPTIONS

Program descriptions have not as yet been revised; consequently, it is recommended that attention be directed toward this recommendation in the very near future.

JOB DESCRIPTIONS

Job descriptions have been partially revised but work is not completed concerning this recommendation. It is recommended that this effort be completed in the near future.

INTAKE PROCEDURE

This recommendation has been satisfactorily implemented.

CASEWORK PROCEDURES

This recommendation has been satisfactorily implemented.

PROGRAM EVALUATION

In accordance with previous recommendations, a questionnaire to obtain client feedback concerning HCIL services has been developed. The questionnaire has not, however, been utilized as yet. It is recommended that this program evaluation procedure be implemented as soon as possible and results utilized in evaluation of HCIL programs and services.

CASE RECORDING

It was obvious from case review that documentation of client services is much improved over the casework reviewed during the last program evaluation. The vast majority of the problem areas previously noted had been satisfactorily alleviated. It should be noted, however, that continual care should be taken to see that progress notes in case folders reflect progress related to the goals identified on the independent living plan. Similarly, it is important that independent living plans be updated and revised when appropriate to reflect changes in independent living goals and objectives.

IN-SERVICE TRAINING

It is obvious that in-service training and staff development is occurring for HCIL staff members; however, this is not occurring as a planned schedule of professional growth for staff members. Consequently, it is recommended that training needs be identified for each staff member and staff development resources then be identified to address those needs in accordance with a staff development plan. Moreover, staff development activities in which HCIL staff members participate should be documented in each staff member's personnel record.

PUBLIC RELATIONS

done The brochure previously recommended is currently being printed. It should be available for distribution in the near future.

VOCATIONAL SERVICES

In several of the cases reviewed, it appeared that the client was in need of vocational services but the client was not referred to the Texas Rehabilitation Commission. In view of the fact that the Texas Rehabilitation Commission is the primary governmental agency charged with the responsibility

of providing vocationally related services to handicapped individuals, it should be a primary source of vocationally related services for HCIL clients. Obviously, TRC eligibility criteria must be met, but it appears that some appropriate referrals are not being made. Consequently, it is recommended that the TRC liaison counselor work closely with HCIL staff in selecting appropriate referrals for TRC services.

VOLUNTEER UTILIZATION

It appears that utilization of volunteers has been significantly strengthened since the last program evaluation. Effectiveness in this area has been significantly augmented by the addition of a Jesuit volunteer who apparently provides invaluable services in the center.

RELATIONSHIP BETWEEN HCIL AND THE COALITION FOR BARRIER FREE LIVING

The involvement of the CBFL board of directors in the Houston Center for Independent Living appears to be more constructive and effective than at any time in the immediate past. Significant progress appears to have been made in that the board is currently conducting an objective evaluation of the executive director for the first time in the history of HCIL. Moreover, the board is becoming more active in such important areas as fund raising for HCIL. This type of activity by the CBFL board is critical to the future success of the center and should be continued.

DATE: January 11, 1983

TO: Don Grazier

FROM: Bill Richard

RE: TRC AUDIT INFORMATION (PER LETTER OF 11/17/82)

I. Copies of final approved budgets and revisions - all grants (7/80-7/82)

<u>Grant</u>	<u>Budget Period</u>	<u>Copy Received</u>
ATRIP (#20162)	4/1/80 - 9/30/80	x
ATRIP - Special	5/1/80 - 9/30/80	x
I & E (TRC-IE-4-3-80)	8/1/80 - 7/31/81	x
DD (DD-0126)	6/1/80 - 5/31/81	x
DD (DD-1219)	6/1/81 - 5/31/82	x
* Youthwork (6105)	7/1/80 - 12/31/81	
Title VII (TRC-IL-4-1-80)	7/15/80 - 7/14/81	x
	7/15/81 - 7/14/82	

II. Position titles and personnel (by date) - all grants

<u>Grant</u>	<u>Complete</u>
ATRIP	x
ATRIP - Special	x
I & E	x
DD	x
Youthwork	x
Title VII	x

*III. Position descriptions

IV. Indirect Costs - per auditors for year ended 12-31-80

* V. Travel Cost Policy

VI. Title VII Revenues and Reimbursements

July-Dec., 1980
Jan-July 14, 1981
July 15 - Dec 31, 1981
Jan 1 - July 14, 1982

VII. Interfund Transfers (Title VII expenditures)

July-Dec., 1980
Jan-July 14, 1981
July 15 - Dec 31, 1981
Jan 1 - July 14, 1982

* Needed as of January 12, 1983

TRC Audit Information (continued)

VIII. Other

(a) Bank statements and checks

1980
1981
1982

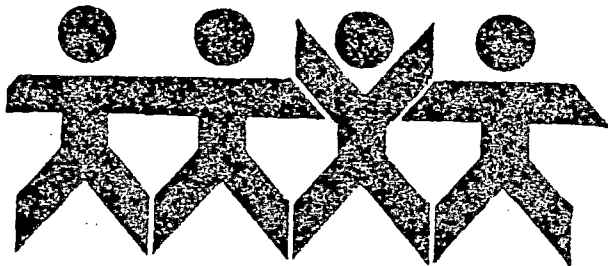
(b) File paid invoices by month and check sequence

1980
1981
1982

Note - If reimbursing another fund, make copy of invoice for T-7

(c) Audit Adjusting Entries

12/31/80
12/31/81



HOUSTON
CENTER FOR
INDEPENDENT
LIVING

6910 Fannin, Houston, Texas 77030
(713) 795-4252 Voice or TTY
(713) 528-5646 TTY

December 1, 1982

Agreement

Instructor Amy L. Bopp agrees to teach eight classes of Beginning I Sign Language on each Saturday starting with December 4th, 1982 between the hours of 10am and 12pm.

The CBFL/Houston Center for Independent Living agrees to provide meeting space, audio visual equipment, advertising, resource liasons and any other assistance verbally agreed upon. See below.

The fee of \$30.00 per participant will be divided 80% to the instructor and 20% to the CBFL/Houston Center for Independent Living with each party responsible for taxes on their share.

Signed by Instructor:

Amy L. Bopp

Signed by Houston Center for Independent Living:

Don Gray, Exec. Director

ON THIS DAY OF:

December 1, 1982

1. calligraphy and supplies for certificates of attendance
2. all fees must be paid by first class session
3. no refunds after the third class session
4. full refund if class is cancelled by Instructor or the Center for Independent Living.

HOUSTON CENTER for Independent Living

(A Service of C.B.F.L.)

6910 Fannin, Houston, Texas 77030

(713) 795-4252 voice

(713) 528-5646 tty

PC/IL Statistics-Nov. '82

UNITS OF SERVICE 188

ACTIVE CLIENTS 22

INACTIVE CLIENTS 71*

MALES 53

FE_{MALES} 40

ETHNICITY:

BLACK 19 WHITE 62 HISPANIC 11 OTHER 1

AGE:

0-21 15 22-29 47 30-39 16 40-49 9 50-59 5 60+ 1

DISABILITY:

H 31 P 29 N 17 E 5 MR 2 V 3 LD 2 O 4

LIVING ARRANGEMENTS:

ALONE 12 FRIENDS/RELATIVES 77 INSTITUTE 4

*CLIENT FILES WHICH ARE PRESENTLY BEING FOLLOWED-UP

HOUSTON CENTER for Independent Living

(A Service of C.B.F.L.)

6910 Fannin, Houston, Texas 77030

(713) 795-4252 voice

(713) 528-5646 tty

MONTHLY REPORT NOV. '82

During the month of November most efforts of PC/IL were devoted to updating and improving case management files, therefore statistics will include work being done with many inactive, as well as active clients. A survey was also developed to assess quality of services (see attachment).

On November 13, the current module calendar ended. The next calendar will be developed and distributed to announce upcoming events, which should begin about the middle of January. There seemed to be a need in the Center and among participants for a holiday break period.

From November 14th through the 18th, this reporter attended a management skills training program in New Orleans, Louisiana. This program was co-sponsored by ILRU and ARCEP. It proved to be extremely beneficial for the improvement of areas such as management by objective, decision making, dealing with personnel, and basically over-all management on a day to day basis. It was also helpful and encouraging to be able to compare our Center services with the way other centers across the country operate. It seems that HCIL problem areas are not unique to independent living centers anywhere.

In the area of Deaf Services negotiation between Deaf Council of Greater Houston, Texas Commission for the Deaf, and Houston Center for Independent Living continued for the purpose of receiving an extended full contract from the T. C. D. Because of problem areas the Center had in the past, only a probationary three month contract had been awarded in September. In spite of the problems, the probationary period, and some communication problems with D. C. G. H. and the H. C. I. L., however, service statistics had shown successful enough improvement that D. C. G. H. was awarded an extended nine month contract.

On November 1, 1982, H. C. I. L. acquired a new Information and Referral Specialist-Ms. Mary Moore. All ready, Ms. Moore has updated our housing referral list, began a roommate matching service, and reinstated our former attendant matching component. The staff at H. C. I. L. are very pleased with our gain.

Finally, during the month, this reporter became supervisor over the present Outreach component. Mr. Tony Koosis is in charge of this component. This month alone, he has been instrumental in initiating donations to the Center in the amount of about \$1,625.00.

Vicki Harris

VETERANS ADMINISTRATION SUPPLEMENTAL AGREEMENT

NAME OF INSTITUTION <u>The Coalition for Barrier Free Living/ Houston Center for Independent Living</u>	SUPPLEMENT NO. <u>1</u>
ADDRESS (Street and number, post office, city and State) <u>6910 Fannin, Houston, TX 77030</u>	CONTRACT NO. <u>V362V-805</u>

Contract VA 362V-805 between the VETERANS ADMINISTRATION and
The Coalition for Barrier Free Living/
Houston Center for Independent Living covering the period May 14, 1982
(Name of Institution)
 to May 13, 1983 as modified by Supplements No. N/A
 through N/A is hereby further modified in the following particulars,

but in no others, effective September 8, 1982
(Date)

This supplemental Agreement is made to change VA Form 22-1903, the original contract to read as follows:

A PART OF NEGOTIATED CONTRACT V362V-805

Schedule I

INDEPENDENT LIVING SERVICES

The Contractor agrees to furnish Independent Living Services as specified below to veteran clients pursuing training under Chapter 31, Title 38, U.S. Code, when authorized by the Veterans Administration in writing in each individual case and shall be given as stipulated below:

- (1). Initial Independent Living Evaluation and Plan - \$70.00 per hour not to exceed 10 hours
- (2). Individual Peer Counseling and Independent Living Skills Training at \$35.00 per hour not to exceed the limits as indicated below:
 - (a) Vocational Guidance - not to exceed 20 hours

The Coalition for Barrier Free Living/
Houston Center for Independent Living
(Contractor)

TWO WITNESSES AS TO CONTRACTOR:

Joan Luthie

By Donald J. J. J.

Address 6910 Fannin, Houston, Texas 77030

Genevieve E. E.

Kelley DeBrunner

VETERANS ADMINISTRATION,

Address 7950 Bellfort #178, Houston, TX 77061

By A. W. Lay

Approved for the
VETERANS ADMINISTRATION,

A. W. LAY
Title Voc. Rehab and Counseling Officer
VA Regional Office

By C. M. NEUMANN

Address 2515 Murworth, Houston, TX 77054

Title Voc Rehabilitation Specialist

- (b) Living Arrangements - not to exceed 20 hours
 - (c) Transportation - not to exceed 15 hours
 - (d) Assertiveness and Decision Making - not to exceed 20 hours
 - (e) Sexuality - not to exceed 12 hours
 - (f) Attendance Management - not to exceed 20 hours
 - (g) Financial Management - not to exceed 20 hours
 - (h) Social Skills - not to exceed 20 hours
 - (i) Recreation and Leisure Time Management - not to exceed 20 hours
- (3) Group Peer Counseling and Independent Living Skills Training which include Field Trips. Group Session Rates are determined by the number of Chapter 31 Trainees participating in the Group and will be in accordance with the following Training Topic limits:
- 1 Veteran - \$17.50 each - total \$17.50 per hour
 - 2 Veterans - \$17.50 each - total \$35.00 per hour
 - 3 Veterans - \$11.68 each - total \$35.00 per hour
 - 4 Veterans - \$8.75 each - total \$35.00 per hour
 - 5 Veterans - \$7.00 each - total \$35.00 per hour
- (a) Vocational Guidance - not to exceed 94 hours
 - (b) Living Arrangement - not to exceed 94 hours
 - (c) Transportation - not to exceed 92 hours
 - (d) Assertiveness and Decision Making - not to exceed 94 hours
 - (e) Sexuality - not to exceed 50 hours
 - (f) Attendance Management - not to exceed 94 hours
 - (g) Financial Management - not to exceed 94 hours
 - (h) Social Skills - not to exceed 94 hours
 - (i) Recreation and Leisure Time Management - not to exceed 94 hours