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Authority

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2450-2

Source

The provisions of this Chapter 2450 adopted April 23, 1976, effective April 24, 1976, 6 Pa.B. 950, unless otherwise noted.

GENERAL PROVISIONS**§ 2450.1. Purpose.**

The purpose of the Rehabilitation Teaching Program is to enable eligible visually handicapped persons to become self-sufficient or self-supporting, or both. Both goals are achieved through provision of instruction in a home or a community based setting for attainment of skills, techniques and attitudes necessary for meeting the demands of daily living, or engaging in a gainful occupation.

§ 2450.2. Definitions.

The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise:

Adult—A person 16 years of age or older.

Blindness, legal—Visual acuity of 20/200 or less in the better eye with best correction or limitation in the field of vision so that the widest diameter subtends an angle no greater than 20°.

Department—The Department of Human Services of the Commonwealth.

Office—Office of Blindness and Visual Services (BVS).

Program—The Rehabilitation Teaching Program.

Cross References

This section cited in 55 Pa. Code § 2450.22 (relating to age); 55 Pa. Code § 2450.23 (relating to visual handicap); 55 Pa. Code § 2450.62 (relating to case records).

§ 2450.3. Scope.

- (a) The Rehabilitation Teaching Program includes provision of the following:
- (1) Rehabilitation teaching evaluation services to assess individual need and capacity to benefit from instruction and to measure the effectiveness of instructional services provided to an individual.
 - (2) Rehabilitation teaching instructional services to teach adaptive and coping skills and techniques to an individual or group of individuals, as set forth in the Individualized Written Rehabilitation Teaching Plan, to diminish or alleviate the effects of blindness.
 - (3) Rehabilitation teaching follow-up services to appraise individual effectiveness in the application and use of skills, techniques, and attitudes in daily living to determine the need for further services which include provision of further instruction, further guidance, and counseling or referral.

(4) Guidance and counseling to clients, family members, and persons associated with clients related to provision of information and support services necessary to ensure that the objectives for individuals receiving instructional services have been met.

(5) Planning and development of community resources to provide instructional and support services to individuals and to groups.

(6) Technical consultation and assistance to personnel of the office responsible for furnishing rehabilitation teaching services.

(7) Technical consultation and assistance to individuals, agencies, and programs outside the Office who have the responsibility for conditions affecting blind persons in the Commonwealth.

(8) Program planning and evaluation.

(9) Public information services related to rehabilitation teaching.

(10) Approved research activities related to rehabilitation teaching.

(11) Record maintenance.

(b) Services will be furnished to eligible individuals referred for services by governmental units, outside agencies, and individuals, by Office personnel and to individuals who submit an application—self-referral. Under an agreement with the Office of Rehabilitation Services, HEW, rehabilitation teaching services are furnished to clients when authorized under the Vocational Rehabilitation Program administered by the Department. Authorized services are also provided to eligible individuals under Title XX of the Social Security Act, including Supplemental Security Income (SSI) recipients, in accordance with the State Plan for Social Services administered by the Department.

(c) Services will be furnished to eligible individuals without regard to economic need.

SERVICES

§ 2450.11. Home teaching evaluation services.

(a) *Generally.* Rehabilitation teaching evaluation services will include the following:

(1) An initial evaluation to assess the individual's need for instruction or training in the skills areas related to rehabilitation teaching and capacity to benefit from an individualized instructional program.

(2) Evaluation to assess individual progress and needs during the entire period the client is receiving instructional and follow-up services in order to make adjustments in planned services as necessary to help the client attain the rehabilitation teaching objective.

(3) An evaluation at the completion of instructional services to assess the application of skills learned, the degree of self-sufficiency or self-support attained through instruction and the need for further services or referral.

(b) *Initial evaluation.* At the time of the initial evaluation a study will be made to determine:

- (1) Whether instructional services will be provided.
- (2) Whether a referral will be made to an outside agency.
- (3) Whether service under the Office's other programs will be recommended for consideration.
- (4) Whether the case will be closed.

(c) *Individualized written rehabilitation teaching plan.* If rehabilitation teaching instruction is to be furnished, an individualized written rehabilitation teaching Plan of services drafted with the client and acceptable to both the client and the office shall be prepared.

§ 2450.12. Rehabilitation teaching instructional services.

This section provides instruction in adaptive and coping skills and techniques furnished to individuals or groups of individuals in various community settings. The provision of instruction includes but is not limited to subjects listed in paragraphs (1)—(5). Central office issues to the district offices approved instructional guidelines or authorizes the use of existing instructional guides indicating instruction which may be furnished to eligible clients.

(1) Personal management and daily living skills shall include the following:

- (i) Grooming and personal hygiene.
- (ii) Care of clothing.
- (iii) Eating techniques.
- (iv) Identification and labeling of items.
- (v) Personal record keeping and money management.
- (vi) Social skills and amenities.

(2) Orientation and movement techniques:

- (i) Travel with sighted guide.
- (ii) Orientation to living quarters and work environment.
- (iii) Independent travel within the home and the immediate vicinity of the client's residence, excluding travel across thoroughfares.

(iv) Safety in respect to moving about in living and work, environment, and travel.

(v) Kinesics, where practical.

(3) Homemaking, home management, and household maintenance shall include the following:

- (i) Meal planning and marketing
- (ii) Food preparation
- (iii) Housecleaning
- (iv) Laundering
- (v) Sewing
- (vi) Family record keeping and budgeting

- (vii) Methods of caring for children and other family members
 - (viii) Home mechanics
 - (ix) Gardening and yard care.
- (4) Communication skills shall include the following:
- (i) Reading braille, including special braille codes such as arithmetic code and music symbols.
 - (ii) Braille writing.
 - (iii) Script writing, including the signing of checks and documents.
 - (iv) Typewriting.
 - (v) Use of abacus.
 - (vi) Use of telephone.
 - (vii) Use of manual alphabet and other communication techniques for deaf-blind.
 - (viii) Operation of talking book machine and tape recorder.
 - (ix) Sensory training, including tactile orientation and listening techniques.
- (5) Therapeutic, social and leisure time activities and skills shall include the following:
- (i) Crafts such as knitting, crocheting, leather work, weaving, and chair reseating.
 - (ii) Methods and adaptations for participation by a blind person in hobbies, sports and games.
 - (iii) Measures to enable a blind person to engage in social activities in his home and the community.

Cross References

This section cited in 55 Pa. Code § 2450.74 (relating to approval of evaluation report); 55 Pa. Code § 2450.81 (relating to rehabilitation teaching instructional services); 55 Pa. Code § 2450.101 (relating to evaluation).

§ 2450.13. Rehabilitation teaching follow-up services.

- (a) Following completion of instructional services and before closure, follow-up services are furnished as necessary to appraise the individual's ability to utilize effectively, skills and techniques taught previously and to evaluate the need for further instructional or support services.
- (b) Rehabilitation teaching follow-up services furnished to individuals may include:
 - (1) Evaluation of need for further services under an office program or through a community resource resulting in one of the following:
 - (i) Further instruction in skills and techniques.
 - (ii) Referral for services under another program.
 - (2) Development and utilization of resources in the community to provide supplementary instructional or support services based on evaluated needs.

- (3) Identification of unmet needs.
- (4) Further guidance and counseling of the individual, family members, or persons associated with the individual.
- (5) Further consultation and assistance to personnel of the office or with community agencies or resources in behalf of the individual.

§ 2450.14. Guidance and counseling.

(a) Pervasive in rehabilitation teaching services, guidance and counseling is provided to clients, family members, and persons associated with clients to inform them of resources available to visually impaired persons. This service includes the identification of community resources and assistance to clients in the use of existing services or resources which offer adjunctive or supplementary instruction.

(b) As part of the instructional program, the client is encouraged to make full use of his remaining sensory and kinesthetic capabilities, to participate in family and community activities and to develop or retain a healthy attitude toward himself and his handicap of blindness.

(c) Guidance and counseling necessary and related to the attainment of the rehabilitation teaching objective is provided by the rehabilitation teacher; however, the client is referred for other casework services.

§ 2450.15. Rehabilitation teaching consultative services.

Services shall include the following:

- (1) Technical consultation and training, as necessary, to family members and individuals associated with client.
- (2) Technical consultation and training of staff in an institution or residential facility where the client resides or in a community, agency, or program where the client receives services.
- (3) Coordination and training of volunteers to assist in the provision of services related to rehabilitation teaching.
- (4) Technical consultation and assistance to personnel of the office, as necessary, to make sure that the client receives the rehabilitation teaching services for which he is eligible and from which he may be expected to derive benefit and to ensure that personnel have access to known significant data, as necessary, to serve the client.

ELIGIBILITY FOR SERVICES

§ 2450.21. Generally.

Provided that equivalent services are not otherwise available, an applicant may be furnished rehabilitation teaching services which have remunerative or therapeutic value if the requirements for eligibility listed in §§ 2450.22—2450.24 (relating to age; visual handicap; and residence) are met.

§ 2450.22. Age.

Applicants must be adult as defined in § 2450.2 (relating to definitions) except in those instances when rehabilitation teaching services are provided under authorization of the State Plan for Social Services or the State Plan for Vocational Rehabilitation Services.

Cross References

This section cited in 55 Pa. Code § 2450.21 (relating to generally.)

§ 2450.23. Visual handicap.

Rehabilitation teaching services are furnished to individuals who have legal blindness as defined in § 2450.2 (relating to definitions) except in those instances where rehabilitation teaching services are provided to clients under the Vocational Rehabilitation Program for which industrial blindness is the visual criterion for eligibility.

Cross References

This section cited in 55 Pa. Code § 2450.21 (relating to generally.)

§ 2450.24. Residence.

Applicants must reside or indicate intent to reside in the Commonwealth except as this requirement is waived for provision of services to clients under the State Plan for Social Services or the State Plan for Vocational Rehabilitation Services.

Cross References

This section cited in 55 Pa. Code § 2450.21 (relating to generally.)

ADMINISTRATION OF PROGRAM**§ 2450.31. Generally.**

(a) The Commissioner of the office is responsible for planning, developing, and evaluating the Rehabilitation Teaching Program.

(b) The district office manager is responsible for implementing the Rehabilitation Teaching Program and for the provision of services to individuals. The district manager is also accountable for the quality and quantity of services furnished and for provision of data necessary for central office to plan, develop, and evaluate the program.

(c) Rehabilitation teaching services are furnished to clients by rehabilitation teachers under the direct supervision of the district office administrative and supervisory staff. The district office manager designates personnel responsible for aspects of the Rehabilitation Teaching Program common to all office programs, including public education activities, case finding, and program development.

(d) The rehabilitation teaching specialist in central office under the direction of the Commissioner plans, develops and evaluates the Rehabilitation Teaching Program and provides technical assistance in respect to program development and evaluation.

(e) The Rehabilitation Teaching specialist also provides technical consultation and assistance to central office administrative staff and program specialists, to district offices, to other governmental units and to community agencies and programs on request and in compliance with instructions of the Commissioner.

(f) Ongoing review and evaluation of the Rehabilitation Teaching Program is conducted by personnel designated by the Commissioner and parts of the program are reviewed at any time in response to operational problems or for program development.

MANAGEMENT OF THE REHABILITATION TEACHING CASELOAD

§ 2450.41. Supervision.

(a) The district office manager designates a member of the district office administrative staff to supervise the Rehabilitation Teaching Program. The supervisor is responsible for management of the rehabilitation teaching caseload. The management shall include:

(1) Assignment to the caseload of the rehabilitation teacher, within the established quota of cases, preferably no more than 25 cases.

(2) Supervision of case processing.

(3) Action, as necessary, to ensure adequate case movement.

(4) Control over record maintenance.

(5) Follow-up action, as necessary, to ensure that instructional materials, supplies and equipment are on hand as needed.

(6) Joint planning and control, with the rehabilitation teacher, of the rehabilitation teacher's work activity schedule to ensure that the maximum number of clients are served during the rehabilitation teacher's work day.

(b) The district office manager or his designee shall assign rehabilitation teaching cases to the number of rehabilitation teachers necessary to enable staff to initiate rehabilitation teaching services as promptly as possible and no later than 90 days after the date of referral to the Rehabilitation Teaching Program. Services to be furnished include those for which the client is eligible and from which he may be expected to derive benefit.

(c) The rehabilitation teacher is responsible for furnishing services to a client whose case is assigned to the rehabilitation teaching caseload and for ensuring case movement until the client's case is closed from the rehabilitation teaching caseload.

(d) The rehabilitation teacher is also responsible for communicating to the clerical staff information to record the processing of cases and for verifying that rehabilitation teaching records and reports are completed accurately and when

due. The rehabilitation teacher notifies the staff member responsible for supervision of conditions which prevent furnishing rehabilitation teaching services to a client and within the period of time stated in subsection (b).

§ 2450.42. Rehabilitation teaching case assignments.

A case is assigned for provision of rehabilitation teaching services as a result of one or more of the following actions:

- (1) Initial screening after self-referral or referral from another agency.
- (2) Investigation or intake procedures.
- (3) Closure from another office program with referral for rehabilitation teaching services.
- (4) Authorization or referral for rehabilitation teaching services to be furnished while client remains in active status under another office program.

§ 2450.43. Rehabilitation teaching case and caseload.

(a) For statistical purposes the district office rehabilitation teaching caseload includes only those clients who are approved for planned instruction known as the "active" rehabilitation teaching caseload, as described by rehabilitation teaching status codes in guidelines issued from central office. In no instance is a case to be considered part of the active caseload prior to approval for instructional services.

(b) The active caseload is a part of the total caseload carried by the rehabilitation teacher which includes rehabilitation teaching cases, those furnished evaluation services only and those furnished evaluation, instructional and follow-up services.

(c) A case carried on the rehabilitation teaching caseload may be concurrently active on the caseload of another program of the office.

§ 2450.44. Caseload status codes.

For purposes of statistical reporting and other communications, status codes are designed by the central office and are used to indicate disposition of a referral for rehabilitation teaching services and progress through the phases of the provision of services, including case closure.

INSTRUCTIONAL MATERIALS, EQUIPMENT AND SUPPLIES

§ 2450.51. Inventory.

(a) District offices of the Office of Blindness and Visual Services (BVS) will maintain a current inventory of items included in the schedule of approved rehabilitation teaching materials, equipment, and supplies issued by central office.

(b) The inventory includes expendable supplies which are furnished to the client without cost and instructional materials and equipment used for demonstration purposes or as teaching tools which are expected to have value for many clients.

(c) The rehabilitation teacher maintains an inventory of items issued to him for the instruction of clients and is accountable for all items on the individual inventory. Instructional materials and equipment may be loaned to the client during the period of instruction. A record of any items loaned to clients is maintained in the district office. Rehabilitation teaching materials, equipment and supplies may not be sold by office employes.

(d) A small inventory of instructional materials and equipment will be maintained in Central Office for research, demonstration and staff training.

§ 2450.52. Scheduling the use of materials and equipment.

(a) The rehabilitation teacher, under the supervision of the district office manager or his designee, is responsible for coordinating and scheduling the use of rehabilitation teaching materials and equipment as necessary to ensure optimum benefit to clients. The rehabilitation teacher shall also demonstrate proper handling and use of instructional materials and equipment and shall instruct clients accordingly to ensure normal life of the equipment.

(b) The district office manager is responsible for applying the budgetary allotment for the procurement of rehabilitation teaching materials, equipment and supplies for program operations through the fiscal year and responsible for exercising appropriate control over the inventory. He is accountable for expenditures for items purchased for program operations and for the maintenance and use of these items.

PROCESSING CASES AND CASE RECORD

§ 2450.61. Processing a rehabilitation teaching case.

Processing a rehabilitation teaching case includes:

- (1) Provision of rehabilitation teaching evaluation services and, when indicated, rehabilitation teaching instructional services and follow-up services.
- (2) Adequate case movement.
- (3) Maintenance of a case record for client.
- (4) Maintenance of records adequate for accounting, auditing, and statistical purposes.

§ 2450.62. Case records.

(a) Current case records shall be maintained on individuals furnished rehabilitation teaching evaluation services or rehabilitation teaching instructional and follow-up services. Previous information deemed appropriate to the provision of evaluation or instruction shall be included in the current case record.

(b) The complete record of a case closed from rehabilitation teaching services includes but is not limited to the documents and completed forms as follows:

(1) *Application and Referral for Service, Form OB-1.* Along with the form related correspondence and request for rehabilitation teaching services with justification must be included.

(2) *Written documentation by an ophthalmologist or optometrist.* A written documentation clearly indicating client's visual acuity eligibility as defined in the term "blindness, legal," in § 2450.2 (relating to definitions). In instances of total and irreversible blindness, a written statement by the rehabilitation teacher or other qualified worker is acceptable.

(3) *Medical and psychological records.* If there is an indication that, in addition to blindness, the applicant has a physical or mental disability which would contraindicate provision of rehabilitation teaching services, in whole or in part, a statement shall be obtained from a qualified physician indicating the limits on activity imposed by the disability.

(4) *Rehabilitation teaching evaluation report.* See § 2450.72 (relating to evaluation report.)

(5) *Rehabilitation teaching progress reports.*

(6) *Rehabilitation teaching case closure report,* as described in § 2450.102 (relating to Rehabilitation Teaching Case Closure Report, Form OB-515).

Cross References

This section cited in 55 Pa. Code § 2450.101 (relating to evaluation).

EVALUATION

§ 2450.71. Initial evaluation.

(a) An initial evaluation, diagnostic study, to determine the client's need and capacity to benefit from rehabilitation teaching instructional services shall be completed as promptly as possible and no later than 90 days after referral to the Rehabilitation Teaching Program. The rehabilitation teacher shall provide the number of visits and hours necessary to complete evaluation services in accordance with guidelines issued by the central office and shall make recommendations in respect to provision of instructional services. Approval of the district office manager or his designee shall be obtained to provide additional evaluation services.

(b) When the evaluation is completed, the rehabilitation teacher shall prepare a report and shall enter it into the case record. The report shall be brought to the attention of the rehabilitation counselor, the caseworker or administrative and supervisory staff, as necessary, to assure case movement.

§ 2450.72. Evaluation report.

The rehabilitation teaching evaluation report is a narrative report which is part of the case record. It is documented to identify the client and to include data listed in paragraphs (1)—(4). Significant data documented elsewhere in the case record may be cited but not duplicated.

(1) *Basis for referral.* A statement of the issue to be evaluated including functional limits creating specified barriers to the client's economic or personal independence.

(2) *Disposition and justification.* A proposal and justification to implement one of the following including a statement specifying activities and attitudes necessary for the client's personal or economic independence which he is not performing or demonstrating at the time of evaluation because of visual impairment.

(3) *Rehabilitation teaching objective.* A statement specifying the activities and attitudes the client is expected to demonstrate with benefit of planned rehabilitation teaching services.

(4) *Individualized Written Rehabilitation Teaching Plan.* A proposed rehabilitation teaching instructional services to include:

- (i) Instructional content to be taught as described in terms of the utilization of all or any part of approved guidelines.
- (ii) Proposed hours of instruction.
- (iii) Sessions of instruction scheduled per week and anticipated date of completion.
- (iv) Modifications of teaching methods, procedures, and schedule indicated.
- (v) Special equipment to be loaned to the client or purchased for or by the client, including justification for equipment.
- (vi) Other services the client will receive during the period of instruction.
- (vii) Community resources to be used during the instructional program.

Cross References

This section cited in 55 Pa. Code § 2450.62 (relating to case records).

§ 2450.73. Individualized Written Rehabilitation Teaching Plan amendments.

(a) An Individualized Written Rehabilitation Teaching Plan amendment shall be required for provision of services in cases where:

- (1) The rehabilitation teaching objective is revised.
- (2) Additional time for instruction will exceed 50% more hours than originally planned.
- (3) A course not originally planned is to be included in the instructional program.

- (4) It becomes necessary to write, revise, or substitute instructional guidelines in order to provide a course or courses of instruction.
- (5) Instruction subsequent to follow-up services is to be provided.
- (b) The Individualized Written Rehabilitation Teaching Plan amendment shall be processed for approval and implementation as the initial Individualized Written Rehabilitation Teaching Plan.

Cross References

This section cited in 55 Pa. Code § 2450.91 (relating to generally).

§ 2450.74. Approval of evaluation report.

- (a) District office manager or his designee shall approve the evaluation report for implementation and shall sign or initial and date the report to indicate approval.
- (b) Duplicate copies of the rehabilitation teaching evaluation reports are submitted to central office on a timely basis for program planning and evaluation or for research.
- (c) Individualized Written Rehabilitation Teaching Plans or amendments which propose instruction in subjects or courses other than those listed in § 2450.12 (relating to rehabilitation teaching instructional services) is submitted to central office for final approval, attention rehabilitation teaching specialist, prior to the initiation of instructional services.

IMPLEMENTATION OF INSTRUCTIONAL SERVICES

§ 2450.81. Rehabilitation teaching instructional services.

- (a) The rehabilitation teacher shall furnish instructional services included in the approved Individualized Written Rehabilitation Teaching Plan without further authorization unless the services are to be provided either under the Vocational Rehabilitation or Social Casework Program.
- (b) Instructional services shall be initiated as promptly as possible and no later than 90 days after initial evaluation has been completed.
- (c) Instruction provided to clients includes those skills and techniques which compensate for the loss of sight in subject and course areas designated in § 2450.12 (relating to rehabilitation teaching instructional services). The rehabilitation teacher shall provide the schedule and hours of instruction as specified in instructional guidelines and as indicated in the Individualized Written Rehabilitation Teaching Plan and subsequent amendments.
- (d) The content of instruction furnished to an individual or to a group of individuals shall follow the course content of approved instructional guidelines issued or authorized for use by central office. Any substitution or revision of approved instructional guidelines for individual clients is recorded in the Individualized Written Rehabilitation Teaching Plan or amendment.

(e) In order to provide instruction in subjects or courses or to utilize instructional guidelines not authorized by central office, the rehabilitation teacher shall prepare guidelines which are submitted, together with an Individualized Written Rehabilitation Teaching Plan or amendment, to central office for final approval. Such guidelines shall become a part of the client's case record.

§ 2450.82. Authorization of home teaching instructional services.

The rehabilitation teacher shall schedule provision of home teaching instructional services to a client under the Vocational Rehabilitation Program or Social Casework Services Program on receipt of a written authorization signed by the rehabilitation counselor or caseworker and including the following specifications:

- (1) Instructional content to be taught as described in terms of the utilization of all or any part of approved guidelines.
- (2) Number of hours of instruction to be provided.
- (3) Length of time to complete plan.
- (4) Training materials, books, and supplies.
- (5) Occupational tools, equipment, and supplies.

§ 2450.83. Schedule of instruction.

(a) The district office will use the flexibility provided in instructional guidelines issued by central office and the option to amend the Individualized Written Rehabilitation Teaching Plan to serve the individual needs of a client.

(b) The rehabilitation teacher shall plan with the client a regular schedule of instruction to be followed and shall inform the client if a modification of the schedule becomes necessary.

§ 2450.84. Aids and appliances purchased for the client.

(a) The rehabilitation teacher shall determine which aids and appliances are necessary for provision of rehabilitation teaching services to individual clients.

(b) The rehabilitation teacher is responsible for evaluating the client's need and capacity to benefit from the use of aids, appliances, and other equipment and for advising staff of the office on the purchase of equipment.

(c) As necessary, the rehabilitation teacher shall furnish a list of recommended aids and appliances to be purchased for a client under authorization of the Vocational Rehabilitation Program or Social Casework Services Program. Written justification of the need for the individual items, as well as a plan for instruction in their use, shall accompany the recommendation.

(d) Aids and appliances recommended by the rehabilitation teacher shall include those items specifically designed to compensate for visual loss and marketed through an agency or organization for the blind. Central office issues a list of approved aids and appliances which may be purchased for individuals as necessary with justification. Rehabilitation teachers recommend additional items which are considered for the list approved by central office. No equipment or

special appliances of any type which do not appear on the approved list of items shall be recommended for provision to a client.

(e) The rehabilitation teacher is responsible for current information on resources, for the purchase of aids and appliances related to areas of rehabilitation teaching and provides technical consultation to office staff and agency programs outside the office on the value of aids and appliances to individuals.

§ 2450.85. Progress reports.

(a) If rehabilitation teaching instructional services are furnished, at least one Progress Report shall be entered into the case record to document that rehabilitation teaching instructional services in the Individualized Written Rehabilitation Teaching Plan have been initiated. If the period of instruction exceeds 30 days, a subsequent report shall be prepared and reports are entered into the case record periodically until the case is closed from rehabilitation teaching instructional and follow-up services.

(b) Progress reports shall be completed to indicate the current status of progress and shall be written in sufficient detail to enable another rehabilitation teacher to substitute or accept the teaching assignment. Duplicate copies of the progress reports shall be submitted to central office on a timely basis for program planning and evaluation or for research.

(c) The components listed in paragraphs (1)—(6) shall be included in the initial report or in subsequent reports:

- (1) Progress in terms of the rehabilitation teaching objective.
- (2) Prognosis and recommendations.
- (3) Notations that:
 - (i) An amendment of the Individualized Written Rehabilitation Teaching Plan has been proposed or approved.
 - (ii) Adjustments of schedule have been proposed, approved or made.
 - (iii) Additional services have been proposed or approved after follow-up, before closure or after service is interrupted.
- (4) Statement of achievement in terms of what the client has learned and is performing or demonstrating on completion of planned instructional services.
- (5) Follow-up services to be furnished.
- (6) Statement in terms of the degree of independence achieved and the skills, techniques, and attitudes the client is performing or demonstrating on an ongoing basis at the time of closure.

§ 2450.86. Practices to be followed in furnishing instructional services.

At least the following shall be practiced in the provision of rehabilitation teaching instructional services:

- (1) The client shall be informed of the services to which he is entitled, conditions attending provision of the services and his right to a fair hearing under the provisions of the Administrative Agency Law.

(2) The client shall actively participate in the planning of the instructional program designed for his benefit and shall be informed concerning any changes in the content or scheduling of instruction to be provided.

(3) The client shall be informed beforehand of the purposes, goals and obligations of the rehabilitation teacher and the client in the provision of services and shall be advised when services are completed or to be discontinued, as well as the reason for discontinuance.

(4) Instructional services shall be discontinued if it becomes evident that the client will not benefit from provision of services.

(5) Provision of services to an individual shall be documented in the Progress Reports contained in the case record and in the Rehabilitation Teaching Case Closure Report, Form OB-515.

FOLLOW-UP SERVICES

§ 2450.91. Generally.

(a) Before closure and after planned instructional services have been completed, an assessment shall be made of the client's level of functioning in terms of ability to perform daily living tasks and degree of self-sufficiency or self-support achieved through the instructional or training program. The client's case shall be closed from the Rehabilitation Teaching Program if the assessment indicates that:

(1) The client has reached individual objectives with the completion of instructional services.

(2) The client has failed to reach individual objectives and would make no substantial progress toward achieving objectives through the provision of rehabilitation teaching follow-up services.

(b) Rehabilitation teaching follow-up services shall be provided if evidence indicates that existing barriers to the effective utilization of instruction could be eliminated through the provision of follow-up services.

(c) Rehabilitation teaching follow-up services shall be provided without further plan amendment and shall include those services listed as follows:

(1) Evaluation of the need for further services. If the evaluation indicates that further instructional services are required to enable the client to reach individual objectives, planned services are furnished which may include:

(i) Further instruction or supervised practice in skills and techniques provided under the Rehabilitation Teaching Program; or

(ii) Supplementary or related instruction provided by an approved resource in the community and consultation with the Rehabilitation Teaching Program. If further instructional services are provided, an Individualized Written Rehabilitation Teaching Plan amendment shall be prepared and processed for approval and implementation, as indicated in § 2450.73 (relating to Individualized Written Rehabilitation Teaching Plan amendments).

- (2) Planning and developing of community resources, including the utilization of volunteer services, to provide assistance or support to the client as an adjunct to rehabilitation teaching services.
 - (3) Identification of unmet needs for the purpose of planning and developing appropriate services for the individual client.
 - (4) Further guidance and counseling of the client to encourage self-sufficiency through the use of skills and techniques on an on-going basis.
 - (5) Further guidance in counseling of family members and individuals associated with the client responsible for the client's welfare.
 - (6) Consultation with office personnel, agencies or resources in the community responsible for providing ongoing supportive services to the client.
- (d) The rehabilitation teacher shall provide the number of visits and hours necessary to complete follow-up services in accordance with guidelines issued by Central Office. Approval of the district office manager or his designee shall be obtained to provide additional follow-up services.

CASE CLOSURE FROM REHABILITATION TEACHING PROGRAM

§ 2450.101. Evaluation.

Case closure from the Rehabilitation Teaching Program is indicated in situations as follows:

- (1) Evaluation completed and client determined to be ineligible for instructional services or evaluation not completed or client refuses services.
- (2) Evaluation completed and client accepted for provision of instructional services, but client unable to accept or refuses acceptance of the service.
- (3) Evaluation completed, client accepted for service, service discontinued before completion or completed without attainment of objective.
- (4) Instructional services completed, and objective attained. Within the week that closure is indicated, the rehabilitation teacher is required to deliver case closure dictation to complete the following:
 - (i) Application and Referral for Service, Form OB-1.
 - (ii) Report of visual impairment.
 - (iii) Communication with referring agency when indicated.
 - (iv) Correspondence with the client when indicated.
 - (v) Evaluation and progress reports.
 - (vi) Data to prepare the Rehabilitation Teaching Case Closure Report, Form OB-515. See § 2450.102 (relating to rehabilitation teaching case closure report, Form OB-515).
 - (vii) Data to update registry of the blind.
 - (viii) Data to maintain statistical records.
- (5) The rehabilitation teacher is responsible for assuring completeness and accuracy of the case record and for assembling chronologically documents as

described in § 2450.62 (relating to case records), including plans, amendments, correspondence, and similarly related information.

§ 2450.102. Rehabilitation Teaching Case Closure Report, Form OB-515.

(a) The rehabilitation teacher shall prepare a Case Closure Report, Form OB-515, for a case closed from rehabilitation teaching services. After approval by the district manager or his designee, the original is filed in the case folder and a duplicate is sent to central office, attention of the rehabilitation teaching specialist.

(b) Information on the Rehabilitation Teaching Closure Report to be completed as applicable includes:

- (1) Status of closure.
- (2) Rehabilitation teaching objective.
- (3) Type and amount of instruction provided.
- (4) Results achieved in terms of “present level of functioning” at the time of closure.
- (5) Reasons for failure to attain the rehabilitation teaching objective.
- (6) Referral for other services.

Cross References

This section cited in 55 Pa. Code § 2450.62 (relating to case records); and 55 Pa. Code § 2450.101 (relating to evaluation).

RECORDS AND CONFIDENTIALITY

§ 2450.111. Confidentiality of information.

Information as to personal facts given to or made available to the Department, its representative or its employees, in the course of the administration of the Rehabilitation Teaching Program, shall be held to be confidential and used only for the purpose for which it was provided or with the consent of the client.

§ 2450.112. Record maintenance and statistical reporting.

(a) The Department is required to maintain statistical records and to prepare statistical reports to comply with Federal and State regulations governing provision of services to individuals and administering program grants.

(b) The district office is required to maintain statistical records for rehabilitation teaching services provided to individuals and to groups of individuals and is responsible for the maintenance of complete and accurate records for accounting and auditing purposes.

(c) The district office is also required to maintain a current case record on the provision of rehabilitation teaching services to each client and to prepare reports on the status of services. The case record of the client, procurement documents,

employe time and payroll records and expense records maintained by the district office are underlying documents in that they are used to verify the validity of data on statistical records.

(d) The district office is responsible for preparing and transmitting records, statistical reports and other data to central office, as may be required, for Federal and State regulations, for program planning and evaluation and for participation in research.

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