

APARTMENT CHECK LIST

Completed by Apartment Resource Counselor. Intro means Counselor introduced the skill to the client; Demo means the client demonstrated that they already can perform the task.

TELEPHONE:

	N/A	INTRO	DEMO
A. Telephone and push button	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. Directory assistance and record numbers in appropriate medium.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C. Telephone list compiled by client in appropriate medium.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

READING:

A. Reading Talking Book machine.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. Digital recorder	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

APARTMENT LIVING:

	N/A	INTRO	DEMO
HOUSEHOLD MANAGEMENT:			
A. Unlock and lock door of home or apartment using keys.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. Set heating or cooling thermostat using tactile.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C. Tactually identify coin and currency.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D. Establish and maintain a budget.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E. Establish and maintain a check book.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(HOUSEHOLD MANAGEMENT, Cont.)

	N/A	INTRO	DEMO
F. Manage money and pay bills.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G. Operate an Automatic Teller machine.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
H. Organize a shopping list.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I. Arrange for transportation to fulfill responsibilities, using public transportation, a paid or volunteer driver.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
J. Locate, hire and utilize readers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K. Inspect a prospective home.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional Goals: Understand and operate front door intercom system; front door and phone, elevator (emergency telephone).

	N/A	INTRO	DEMO
CLOTHING:			
A. Organize, coordinate and label clothing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. Operate a washer and dryer.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C. Operate an iron and press a garment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D. Fold and hang clothing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E. Pack a suitcase.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CLEANING:			
A. Make a bed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. Dust furniture.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C. Mop floors.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D. Sweep floors.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E. Vacuum carpets.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F. Clean windows and mirrors.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G. Clean bathroom.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional Goals: Spot removal of carpet, kitchen (refrigerator, stove, oven, micro, cabinets, counter, sink). Maintain and clean common areas (conference room, computer room).

N/A

INTRO

DEMO

SAFETY:

A. Take appropriate action in emergency situations such as household fire and medical emergencies.

B. Take appropriate action during threatening weather conditions.

Additional Goals: Fire extinguisher (Where it is and how to use), fire drill and emergency numbers.

	N/A	INTRO	DEMO
HEALTH:			
A. Identify and correctly administer Personal medications.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. Maintain diabetic self-care including the monitoring of bloodsugar level.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C. Measure and administer insulin injection.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional Goals: Proper disposal of needles and medical waste blood spills.

SOCIAL SKILLS:

A. Tell time using chosen alternative.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. Eat in a socially acceptable manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C. Negotiate a buffet line either in a home or restaurant.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

PARENTING: (Optional):

A. Feed an infant or toddler.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. Diaper an infant or toddler.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C. Bathe an infant or toddler.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D. Dress an infant or toddler.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E. Administer medications accurately.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F. Understand that a child should not be put in the position of caretaker for the blind parent.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Apartment Checkout List

Following is a list of the items that need addressed when you move out of the Center apartments. The items on this list need to be taken care of if you expect to receive your deposit.

Kitchen Area:

Cabinets and drawers are to be emptied and wiped out as well as the face of the cabinet.

Dishes, pots & pans, cutting boards and all utensils need to be checked for cleanliness before being returned to clean cabinets.

Refrigerator & freezer emptied out and cleaned.

Stove top, drip pans, under hood and stove drawer cleaned.

Oven cleaned and wiped out.

Dishwasher emptied and bottom part checked for food particles and dropped items.

Microwave cleaned inside and out.

Counter tops wiped down.

Oven-side wall wiped down.

Floor swept and mopped.

Bathroom Area:

Toilet, sink and bathtub scoured. Shower curtain washed; please do not dry in dryer, just rehang after washing.

Cabinets and drawers wiped inside and out.

Floor swept and mopped.

Living Area:

Vacuum under sofa and chair cushions. If able, move furniture and vacuum under it.

Wash, dry and return mattress cover.

Wipe down window sills.

Vacuum all carpeted areas and spot clean any stains.

Please remember to submit a change of address with postal service, make sure I have a current address for you and clean out your mailbox.

Thank you and best of luck in your future endeavors.

Cleaning Checklist

Counselor uses for thorough cleaning: to see what has been done, to see what training is still needed for the client, and to be sure all is completed by staff if not by client before departure.

Floors:

Carpet Vacuumed

Mop kitchen

Mop bathroom

Kitchen:

Oven

Stove outside and inside

Counter
Dishes
Sink
Refrigerator inside outside top
Microwave inside outside

Trash

No bags or cans
Garbage and wrappers not lying around

No food left out

Dishwasher

Bathroom:

Tub
Sink
Toilet
Mirror
Countertops

Apartment First Day

1. Apartment orientation
 - a. keys
 - b. Mail box
 - c. Intercom system and front door activation
 - d. fatos and other emergency phone numbers
 - e. garbage
 - f. thermostat
 - g. microwave, ovens, stove, etc
 - h. vacuum cleaners and other cleaning equipment and supplies to use
 - i. Inventory
 - j. telephone
 - k. laundry
 - l. computer and other equipment conference room
 - m. News line
 - o. fire escape
 - p. find bus stop and back and bus schedule
 - q. Give bus coupons
 - r. Explain grocery money, bus pass, activity money
 - s. Copy of center training schedule
 - t. Counselor name and phone number
 - u. Label medication if necessary
 - v. cable information
2. Review the apartment rules and have him sign
3. Go to the grocery store
 - a. make a grocery list
 - b. Label groceries
 - c. Put grocery away
4. Bank business
 - a. collect deposit for \$100
 - b. open a bank account if necessary
 - c. cash check
 - d. folding and sorting money

Apartment Resource Counselor Job Responsibilities:

1. Provide alternative blindness skill training at the apartments according to the schedule.
2. Fill in for other staff at the center.
3. Counsel with clients about blindness issues and philosophy and locate outside resources if necessary.
4. Deal with issues and or problems related to friends or family members of the client and immediately communicate this with the supervisor or the center team.
5. Participate fully in every Center activity.
6. Keep track of apartment keys
7. Keep track of parking pass when given out to a client
8. Conduct apartment cleaning checks weekly and send a report to the supervisor for each apartment
9. Make a schedule for evening training with clients and send that schedule to the supervisor. Send brief weekly report for each client regarding evening training.
10. Generate list of free and low cost possible activities.
11. Arrange for weekend activities and inform supervisor to finalize arrangements.
12. Following the activities, send the list of clients who participated in the activity to the supervisor.
13. Should there be any important issues call the supervisor immediately.
14. Prepare monthly check list for each client and share with the supervisor.
15. Prepare monthly report for each client before the paperwork deadline and use e-force to maintain these records and send copies to the supervisor.
16. Keep apartment rules in large print, Braille and tape form, and mail them to the client's before they start their training
17. Collect the apartment deposits and maintain records.
18. Maintain contact information including cell phones for staff and clients
19. Keep apartments and common areas clean by working with clients.
20. Make certain that apartments are ready for 3 day stays make sure food, sheets, towels and soap are available.
21. Arrange with landlord to make necessary repairs.
22. Wash sheets and towels following 3 day stays and clean the apartment
23. Arrange for 3 day meals.
24. Keep an inventory of common equipment in the apartments.
25. Keep inventory for each apartment. Replace equipment when needed.
26. Shop for related apartment needs and discuss and obtain a PO from the supervisor before hand.
27. Check and maintain fire safety equipment.
28. Every 3 months conduct a fire drill.
29. Maintain minimum of \$5 for laundry money.
30. Discuss equipment purchase for the apartments, get a po number from the supervisor.
31. Keep important phone numbers.
32. Arrange the store room
33. Arrange carpet cleaning for the apartments.
34. Inventory apartments when clients move out and determine if refund is appropriate.

35. Acquire new addresses and phone numbers of the clients after they finish their training.
36. Send a weekly half an hour interval activity report to the supervisor.
37. Prepare time sheets and expense forms in timely manner.
38. Meet with the supervisor Monday's from 1:00 pm to 2 pm.
39. Keep cell phone on during the scheduled work time.
40. Check with the supervisor before changing work assignments.
41. Arrange food items both for apartments and center for 3 day stays. Choose items according to their diabetic needs.
42. Arrange the time with clients and landlord when they need to hook up the cable for their TV
43. Arrange the time for final check of the apartments with clients when they finish their training.
44. Update the information package for each apartment.
45. Update the apartment rules if necessary and share changes with supervisor.
46. Take pictures and videos during the activities and upload them to facebook.
47. Update facebook weekly and manage any other social sites that Center has such as YouTube, Twitter.
48. Edit the quarterly Center Newsletter.
49. Keep track of 3 month staffings for the clients and inform the supervisor each month for the upcoming staffings.

WELCOME TO THE ORIENTATION CENTER

This is sent in accessible format to the client and field counselor before the client comes to the client. Field and Center Counselors communicate with each other and the client before the person begins Center training.

The next few months will be both challenging and rewarding. To help ease the transition process we have compiled some information, which should help you in preparing for your stay.

APARTMENTS

There are 9 one-person efficiency apartments and 1 two-person apartment. According to the number of individuals in training, you might share an apartment with another client.

WHAT TO BRING

The apartment you will be staying in comes equipped with most of the necessities of daily living. There is a complete inventory list enclosed. The following items are not provided and you will need to bring them when you come.

- Pillows
- Sheets (for a full-size bed)
- Comforter/Bed Spread
- Towels (including kitchen towels)
- Washcloths
- Blankets
- Clothes hangers
- Toilet items
- Laundry soap
- Stereo
- Radio
- TV
- Stamps and envelopes
- Coffee maker

There are microwaves in each apartment.

You will also need to bring the following items with you when you move in:

- \$100 apartment deposit
- Nebraska State ID
- Money for laundry and cab fare from the grocery store and to and from medical appointments
- Talking alarm clock
- Braille or talking watch
- Cane
- Medical insurance card and numbers or Medicaid Card, Medicare Card
- Complete list of medications (doses & times)
- Complete list of doctors' names, addresses & phone numbers, and Referral in Lincoln

Supply of prescription medications to last one month
Medical supplies to cover current condition For example: count-a-dose, accessible voice meter, blood glucose meter, medical identification tags, etc.

DRESS CODE

Persons attending the Nebraska Center for the Blind will be expected to meet the same dress code standards as staff members. This means that students will be expected to show concern for their personal appearance, and wear clothing appropriate to the working conditions, in a professional training situation. This means that, students are to be properly groomed, and their clothing is to be clean, free of stains and holes, and otherwise in good condition. Students inappropriately dressed will be required to return to the student apartments to change, and will make up this lost training time during evening hours, or Friday afternoons, at the discretion of the Center Director.

MEDICAL LEAVE DAYS

Persons attending the Nebraska Center for the Blind will initially be provided three (3) Medical Leave Days and will receive one additional day per month. The Center Director will provide each student with a leave slip at the end of each month documenting his or her leave balance. These days will not be used to cover previously scheduled medical appointments or personal business appointments previously approved by the Center Director, but are only intended to cover unexpected illnesses. Should the individual require more than three days to recover from an illness, a doctor's note is required. Medical Leave Days beyond the amount of leave the individual has available will be made up during evening hours, on Friday afternoons, or by extending the individual's period of training at the discretion of the Center Director. Inappropriate use of Medical Leave Days or unreasonably frequent days away from Center classes may lead to dismissal from training. Students having Medical Leave Days remaining during the last month of their time in the Center may use these days to shorten their training should they choose to do so.

RIGHT TO ACCESS

Center staff has the right to enter any center apartment any time deemed necessary.

YOUR FIRST DAY

The apartment resource aide will spend the first day with you doing all of the necessary tasks to successfully begin Center training. He/she will practice with you how to get to the bus stop, shop for your initial groceries, go over the apartment inventory, show you how to operate your thermostat, dishwasher etc.

CABLE

Cable is available through the local cable company. Contact them for prices, available channels and to arrange installation. You will be responsible for installation expenses and monthly service charges. You need to make arrangements with the apartment resource aide so that the cable installer can have access into the building and into the cable closet.

MAIL

Change of address forms are available at the post office. All your mail, other than large packages, needs to be delivered to your apartment address. Please have large packages delivered to 4600 Valley Rd. Suite 100, Lincoln, NE 68510.

TELEPHONE

Telephones are provided in each apartment. Local service is free. Long distance calls must be made collect or by a calling card. 411 services are available at no charge.

COMMON AREAS

Clients will be responsible for keeping common areas clean. The common

areas include the laundry room, hall, conference room and lounge. A weekly rotating list will be established and monitored by the apartment resource aide.

LAUNDRY

A coin-operated washer and dryer are available, \$1.50 per load. Please be considerate and remove your laundry promptly when dry so the next person can use it.

PARKING

We have one parking stall located in Que Parking Garage, 11th and Q St. (1 block north from the apartments). It will be available on a first come, first serve basis for your friends and family. The apartment resource aide or their designee will monitor the permit. It must be obtained and returned to her/him there. All other parking will be the responsibility of your friends or family.

YMCA

YMCA passes are available for your use. If additional fees are charged for classes at the YMCA you will be responsible for those charges. The passes can be obtained from the apartment resource aide and should be returned to him\her.

BUS PASSES

The travel instructor purchases the bus pass each month. You can obtain your bus pass from him/her at the beginning of each month.

GROCERY SHOPPING

You will receive \$130 your first month for groceries. Each additional month of center training you will receive \$100. A charge account has been established at Ideal Grocery Store. At the beginning of each month you will be given a punch card marked in increments of \$1 and \$5 with a total of \$100. You must have the card to charge at the store. The nearest dollar amount will be punched every time you shop. For example, your total is \$37.83; the clerk would punch seven \$5 slots and three \$1 slots. The cards do not carry over each month. You will be financially responsible for additional grocery expenses, over \$100. Alcohol and tobacco products cannot be purchased with the grocery cards. Non-food items such as aluminum foil, shampoo and laundry soap can be purchased with the grocery cards. You need to return your punch card as well as your receipt to the travel instructor. You can make two trips per month during your Travel class to the grocery store. After a few months of center training and independent completion of the route to the grocery store, you will receive a check in the amount of \$100 to spend at a grocery store of your choosing.

ACTIVITIES

At the beginning of each month you will receive a check to cover the cost of center activities for that month. If no activity is scheduled you will not receive any money. If you receive your grocery money both grocery money and activity money will be combined on the same check. All checks will be mailed to your orientation center apartment address.

USE OF THE CANE

You are expected to use your cane everywhere outside of your own apartment, this includes evenings and weekends.

SMOKING

There is no smoking in the apartment building.

ALCOHOL

Possession or consumption of alcohol in the apartment building is not permitted.

FIREARMS

Firearms are not permitted in the apartment building.

PETS

Pets are not allowed in the apartment building.

ILLEGAL ACTIVITIES

No illegal acts will be permitted at the apartments. Participation in any illegal activity may result in dismissal from the apartments and prosecution under applicable Nebraska or Federal laws. Illegal drug use will result in immediate dismissal from the apartments. The apartment resource aide and/or his/her designee reserves the right to search the apartments.

NOISE

Please respect your neighbors when using stereos and TV's. Social gatherings are encouraged as long as they do not infringe on the rights of others.

CLEANLINESS

Apartments are to be kept clean and orderly at all times. The apartment resource aide will make periodic visits to make sure that standards are being met. Special attention needs to be focused on any situation, which could cause health or safety problems or vermin infestation. Do not collect newspapers or an excess number of paper or plastic bags. Do not leave opened cans, bottles or other food containers on counters. Please wash dishes and counters after each use. Pay special attention to the bathroom for cleanliness. **DO NOT USE ABRASIVE CLEANERS ON THE BATH TUB.** If there is a question about cleanliness, the aide's opinion is final.

Diabetics must have a safe way to dispose of needles. Throwing them unprotected into the trash is not acceptable. Please use a liquid laundry detergent container, as is required by Lancaster city/county ordinance.

APARTMENT LIVING APPOINTMENTS

Each resident at the apartments will be scheduled a time each week when he/she meets with the apartment resource aide to work on independent living issues. This will be considered part of the workweek. Sleepshades will be worn. All orientation center rules apply to the weekly appointment time.

DEPOSIT

A \$100 deposit is required upon checking into the apartment. If you pay your deposit by check, the check will be cashed. To be eligible for a deposit refund, you must check out with the apartment resource aide. At checkout time the apartment needs to be in move-in condition. A check sheet will be provided. **FAILURE TO PROPERLY CHECK OUT WILL RESULT IN AUTOMATIC DEDUCTION OF DEPOSIT.** Professional cleaning at \$30 an hour will be charged for those who do not clean their apartments adequately before leaving. If you have questions about cleanliness ask the apartment resource aide. Damage caused by negligence will be deducted from the deposit at actual repair cost. Some examples are burn holes, spills on the carpet, or blood stains.

KEYS

You will be issued a key to your apartment and a security pass, which allows access to the building and the third floor. Replacement cost for a lost pass is \$40. Do not make duplicates of your apartment key or give it to anyone except the apartment resource aide. Do not put pass in jeans pocket or on cane. Do not place your apartment pass near magnets or microwave ovens.

INVENTORY

An inventory list follows. You will go over that list on your first day. From that point on you are financially responsible for everything on the list. Some breakage is expected. A replacement price for each item is listed on the inventory. Up to \$10 worth of breakage is considered acceptable. See the apartment resource person for replacement items. Any amount above \$10 will be deducted from the deposit.

Inventory list of items included in the apartment

- 4 dinner plates
- 4 coffee cups
- 4 bowls
- 4 glasses
- 4 salad plates
- 4 butter knives
- 4 teaspoons
- 4 forks
- 4 tablespoons
- 4 steak knives
- 1 butcher knife
- 1 pitcher
- 1 set of measuring cups
- 1 set of measuring spoons
- 1 vegetable peeler
- 1 rubber spatula

- 1 pancake turner
- 1 wooden spoon
- 1 large serving spoon
- 1 toaster
- 1 oven mitt
- 1 cutting board
- 1 strainer
- 1 casserole dish
- 1 stockpot
- 1 skillet
- 1 saucepan
- 1 8x8 brownie pan
- 1 9x13 cake pan
- 1 4x9 loaf pan
- 3 plastic storage containers with lids
- 1 cookie sheet
- 2 mixing bowls
- 2 ice cube trays
- 1 hand can opener
- 1 mop bucket
- 1 plunger
- 1 toilet brush
- 1 caddy for cleaning supplies
- 1 microwave
- 1 garbage can
- 1 fire extinguisher
- 1 mop
- 1 broom
- 1 dustpan
- 1 bucket

Items available for check out

- Relish tray
- Crock-pot
- Hand mixer
- Electric skillet
- Roasting pan
- Slow cooker
- Blender
- Muffin pans
- Rolling pin
- Large stockpot
- Ice cream scoop
- Lasagna pan
- Graters
- Egg separators
- Funnel
- Pasta fork

Whisk
Pie pans
Pie server
4-track cassette player/recorder
Vacuum
Broom vac
Games
Ladder
Step stool

CLEANING SUPPLIES

Standard cleaning supplies are provided for each apartment. You will need to purchase replacement cleaners. They are to be left under the sinks when you leave the program.

INDIVIDUAL COUNSELOR

While in Center training, you will be assigned an individual counselor. The aide is one of the Center staff.

WEEKENDS

Your first month of center training you will be expected to stay at the apartments for two weekends.

Orientation Center Rules

- 1.** Residence in client apartments is provided only to active clients of the Orientation Center. The client will be required to vacate his/her apartment within 48 hours after center training ends, unless an exception has been made and approved by the center Director. The center training ends:

 - A. When the client's goals in each area of center training have been completed;
 - B. If the client chooses to conclude center training for any reason; or,
 - C. If the center team reaches the decision that it is appropriate to conclude the client's training.

- 2.** Clients are expected to maintain appropriate and respectful language and behavior toward staff and clients throughout their training. Use of inappropriate language or behavior may result in immediate dismissal from the program. Persons so dismissed will be required to vacate the apartments within 48 hours of dismissal.

- 3.** Sleepshades are to be put on as soon as you arrive at the center, even if it's before 8:00 A.M.

- 4.** Sleepshades are worn from 8 to noon and 1 to 5. This includes during breaks and Friday afternoons for the apartment seminar.

- 5.** At lunchtime or the end of the day, sleepshades are to be worn until you enter the locker room and then can be removed.

- 6.** If you're on travel or cleaning up and its lunchtime or after 5, the sleepshades stay on until you're finished with the task.

- 7.** There is absolutely no removing, lifting, peeking underneath, etc. of sleepshades.

- 8.** Sleepshades are worn on activities and if you are invited to a client's commencement or mini meal.

- 9.** If you have questions about the sleepshades policy, ask a staff member.

- 10.** The cane is to be used at all times. This includes evenings, weekends, at the apartments, etc.

- 11.** Non-family guests are not allowed to stay overnight at the student apartments except for **Saturday** night, with prior approval from the orientation center supervisor and the apartment resource aide.

- 12.** If you're sick, you need to call the orientation center supervisor by 8:15 A.M.

- 13.** If you're going to be late, you need to call the orientation center supervisor by 8:15 A.M.

14. If you are going to miss a class, you need to let the instructor know.
15. Taxi rides to and from medical appointments and from Ideal Grocery Store is the client's responsibility.
16. Prior to graduation from Center training, you will be required to complete a community service project.
17. Prior to graduation from Center training, you will be required to write a short article that describes your Center training experience.
18. Center clients are required to attend **ALL** Seminars. This includes apartment seminars, Wednesday philosophy seminars, and Vocational Seminars. Apartment seminars are held Tuesday evenings at the apartments from 7-8 P.M. Wednesday philosophy seminars are held in the Braille room from 12:00 P.M. - 1:00 P.M. Please bring your lunch to seminar on Wednesdays. Vocational Seminar is held on Fridays in the Dining Room from 12:30 P.M. – 1:45 P.M.
19. Center clients that live in the apartments will be given a weekly meeting time with the apartment resource aide. Clients are required to attend this weekly meeting as it is part of Center training.
20. Center clients are required to attend ALL 3-day stay meals at the apartments.

Statement of Confidentiality

Information shared privately with Orientation Center Staff will remain confidential, except for those issues that directly impact upon the individuals training or personal safety, or the safety of others. In such circumstances this information will be shared with appropriate staff members. Progress reports will be shared with field staff.

I understand these rules and agree to abide by them during my Center training.

Signed:

Counselor:

Date:

STATE OF NEBRASKA

NEBRASKA COMMISSION FOR THE BLIND AND VISUALLY IMPAIRED
Pearl Van Zandt, Ph.D.
Executive Director



Dave Heineman
Governor

WAIVER OF LIABILITY

I _____ acknowledge that I am responsible for my own health and safety while participating in the programs of the Nebraska Commission for the Blind and Visually Impaired.

Health care for preexisting illnesses and accidents that are not the result of gross negligence by the agency are my responsibility for treatment and daily care. I will hold the Nebraska Commission for the Blind and Visually Impaired and its employees harmless in claims for reimbursement for the above.

I have read and understand the provisions of this document and accept the terms of the waiver:

Client and/or Legal Guardian Date

Agency Witness Date

Speed Calling Phone Numbers from the apartments:

Fatos Work	300
Fatos Home	301
Fatos Cell	302
Jeremy Cell	303
Agency Switchboard	304
Non-emergency police	305
Time & Temp	306

Important Phone Numbers

Dial **9** for an outside line

Fatos Floyd

Work	<u>471-8120</u>
Home	474-9222
Cell	440-8120

Jeff Altman

Work	471-8119
Cell	499-2107

Mike Rains	471-8122
Sahar Hussein	471-8121
Cindy Zimmer	471-8125
Mary Davis	471-8947
NCBVI	471-2891

Star Tran Bus	476-1234
Yellow Cab	477-4111

Newsline	1-888-882-1629
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Activities (No Cost)

Apple orchard in Nebraska City
Carve pumpkins
Grilling
Picnic
Sculpting with clay
Sunken Gardens
Painting
Weight room at the University
Fly kites
Make collages
Decorate Christmas stockings
Go caroling
Volunteer at a senior center or other volunteer activities
Tour the capital
Tour the Governor's Mansion
Tour Fairview, home of William Jennings Bryan
Great Plains Art Collection
Star City Parade
Nature hike at Pioneers Park
Hayrack rides at Pioneers Park
Sledding
Board games
Watch an audio described movie
Make a haunted house in the Center
Talent Show
Have a dance/ Karaoke
Shopping
Make Valentines
HayMarket Heydays - June
Farmer's Market
Downtown Performance Series
Free concerts at the Lied Center
Watching the Cranes in Grand Island
Make snowmen
Scavenger Hunt
Visit cafeteria at the State Office Building

Activities (Cost)

Lincoln Community Playhouse
Miniature golfing
Lincoln Children's Zoo
Lincoln Children's Museum
Henry Doorly Zoo
Waterpark in Grand Island
Saltdogs baseball game

Husker football game
Husker basketball game
Husker volleyball game
Husker baseball game
Lincoln Stars hockey game
Lincoln Capitols arena football game
James Arthur Vineyards and Winery
Roca Berry Farm
Movies
NE State Historical Society Museum
Morrill Hall
Mahoney State Park: horseback riding, swimming, archery, paddle boats
Sheldon Memorial Art Gallery
Celebrate Lincoln Ethnic Festival
July Jamm
Ribfest
Museum & Imax theater in Hastings
Plainsman museum in Aurora
Edgerton Center
Archway in Kearney
Beatrice Big Blue Water Park
Spirit of Brownville Riverboat
Walking tour of Wilber- includes meal and Czech Museum
Stuhr Museum of the Prarie Pioneer in Grand Island
FunPlex
Champions Fun Center
Bowling
Lasertag
Events at the Lied Center
Dave and Busters
Fishing
Safari
Skiing
Camping
Rafting

NCBVI Position Paper Guide Dogs in the Center

NCBVI's residential training Center offers blind people in Nebraska intensive instruction designed to provide them with the skills, self-confidence, and understanding about blindness needed in life. The training is based upon a specific curriculum of classes, philosophical discussions, and activities. All Center participants must take all the classes: Braille, Computer/Communications, Shop, Home Management, Apartment Living, and Cane Travel. They build on basic skills by developing increasingly complex problem-solving abilities through structured discovery learning. Using sleepshades in all classes and between classes, participants develop mastery of the non-visual techniques and the confidence to expand their lives. Participants develop positive self-esteem by understanding blindness through readings, discussions, classes, activities, and interaction with successful blind role models.

The issue at hand is how a blind person who uses a guide dog can attend the Center and fully benefit from what the Center has to offer. First, they must understand that use of a guide dog for mobility is not our expertise. If the student needs to improve travel skills related to use of the guide dog, they must return to a school specifically geared to using a guide dog. Our expertise is in how to utilize a long white cane effectively, as well as techniques of mobility such as the use of environmental cues, common sense, orientation to the cardinal directions, learning to locate addresses or locations, and so on.

In order to really learn these techniques and develop these skills, the participant must use the cane throughout the training. For travel to and from the Center, they can use the guide dog along with the cane, just as clients with residual vision would naturally incorporate the use of their vision with the use of the cane. Once at the Center, the dog is allowed to rest by the desk of a staff member while the participant is in classes. On breaks and during lunch, the individual can take the dog out for relief and exercise. In order to develop true expertise in any skill, the learner must take advantage of every opportunity for deliberate practice in addition to the hours specifically devoted each day to learning the skill. Participants accomplish this in the Center by using the sleepshades and the cane throughout the course of training hours.

Having well-developed cane travel skills is important to all blind persons. There may be times when their dog is ill or otherwise unavailable. As the person advances in training with the cane, the instructor may begin having them use their guide dog for assignments to locate addresses or to practice other travel-related skills. They may have the cane along with them or not, according to the instructor's determination.

The result of this training is that an individual who uses a guide dog, will also have well-developed skills and abilities in using the long white cane. They will be able to travel independently, with or without their guide dog, and will have genuine choice with full understanding of the options and possibilities that exist.

THREE DAY STAY MEAL IDEAS

Ideas for main dishes are:

- Scalloped potatoes and ham and meatloaf.
- Chili
- Spaghetti lasagna
- Spaghetti Pizza
- Goulash
- Chef Salad
- Baked Potato Bar
- Enchiladas
- Tater tot casserole
- Egg casserole
- Sloppy Jo's (Tastee's)

Side dishes that the clients seem to enjoy are:

- California Medley
- Toss salad
- Fresh Fruit salad
- Canned fruit salad
- Jell-O with fruit
- Vegetable tray with dip
- Jell-O salad like Watergate or Mandarin Orange salad
- Pasta salad
- Green Bean casserole
- Steamed broccoli or other hot vegetable (corn, green beans etc.)

Desserts:

- Strawberry shortcake
- Brownies
- Ice Cream (sundae's)
- pumpkin bars
- Cookies
- angel food pineapple cake
- Lemon bars
- Rice Krispy Bars
- Cake with frosting
- Cake mix bars or cookies (I can give you a tape with several recipes on it)

NEW CLIENT ORIENTATION

Personal Information

Client Name:
Field Counselors:
Center Counselor:
Home Address:
Phone Number:
Date of Birth:
Income Source:
Legal Guardian:

Health and Insurance Information

Health insurance carrier:
Health insurance policy number:
Policyholder's name:
Medicare or Medicaid policy number:
Primary physician(s):
 Name:
 Phone:
Referred physician(s) in Lincoln:
 Name:
 Phone:

If client has no physician in Lincoln, ask if they want to be referred to clinic upstairs. If yes, fill out form.

Additional Medical Specialist:

Name:
Phone:
Special Field of Medicine:
 Name:
 Phone:
 Special Field of Medicine:
 Psychiatrist:
 Phone:
Psychologist/Counselor:
 Name:
 Phone:

In order to meet your goals and get the maximum benefits from your Center training, we need to know more about you. Please answer the following questions, and keep us informed of any changes.

What is your general health status?
Have you had any recent surgery?
If so, what and when?
Do you smoke?
Are you on any medication?
If so, what and why?

Have you ever been treated for, or have any problems with, any of the following?

- Alcohol or drugs
- Hearing impaired
- Allergies
- Heart
- Amputation
- Hepatitis
- Asthma
- High cholesterol
- Back problems
- High/low blood pressure
- Balance problems
- HIV
- Cancer
- Joints (arthritis)
- Colon, or other digestive disorders
- Neuropathy
- Depression
- Respiratory problems
- Diabetes
- Seizures
- Eating disorders
- Stroke
- Foot problems
- Thyroid
- Head or brain trauma
- Ulcers or other stomach problems

Any other comments or problems:

- Things To Do
- Newline and Job line
- Sleep shades and cane
- Suggestion box
- Assign locker (Braille and print label)
- Give Director's phone numbers
 - W: 471-8120
 - H: 474-9222
 - C: 440-8120
- Apartment Resource Counselor's cell. 440-0723

- Go over their class schedule, breaks, lunch
- Coed bathroom & automatic flush
- Friday schedule (counseling, seminar, afternoon)
- Discuss structured discovery learning

Pick 2 weekends to stay at the apartments:

1st
2nd

Grocery cards

1. Cards are kept with the travel instructor
1. Need to make arrangements with him to learn the route to Ideal
2. You can go to Ideal twice during the month, during Center hours
3. You cannot accept rides from friends or family to Ideal to use Agency Grocery Card (If accepting a ride, you need to use your own money)

Read Center rules and give Braille copy or tape

Introduce to secretaries and Pearl

Listen to tapes on "Use of the blindfold" and "Definition of Blindness"

Work on basic travel skills with travel instructor

Work on money identification and dialing a phone with the communications instructor or apartment resource aid

Nebraska Commission for the Blind and Visually Impaired

Public Relations Release Form

I, _____ hereby give my permission to Nebraska Commission for the Blind and Visually Impaired to use my name, information about me and my picture for the purposes of public education through print, electronic, or other media. This authorization will include any materials produced by NCBVI or organizations working with NCBVI for the purposes of public education during the next twelve months.

Client Name

Date

NCBVI Representative _____

Center for the Blind Rules

1. Residence in client apartments is provided only to active clients of the Center. The client will be required to vacate his/her apartment within 48 hours after center training ends, unless an exception has been made and approved by the Center Director. The Center training ends:
 - A. When the client's goals in each area of center training have been completed;
 - B. If the client chooses to conclude Center training for any reason; or,
 - C. If the Center Team reaches the decision that it is appropriate to conclude the client's training.
2. Clients are expected to maintain appropriate and respectful language and behavior toward staff and clients throughout their training. Use of inappropriate language or behavior may result in immediate dismissal from the program. Persons so dismissed will be required to vacate the apartments within 48 hours of dismissal.
3. Sleepshades are to be put on as soon as you arrive at the center, even if it's before 8:00 A.M.
4. Sleepshades are worn from 8 to noon and 1 to 5. This includes during breaks and Friday afternoons for the apartment seminar.
5. At lunchtime or the end of the day, sleepshades are to be worn until you enter the locker room and then can be removed.
6. If you're on travel or cleaning up and its lunchtime or after 5, the sleepshades stay on until you're finished with the task.
7. There is absolutely no removing, lifting, peeking underneath, etc. of sleepshades.
8. Sleepshades are worn on activities and if you are invited to a client's commencement or mini meal.
9. If you have questions about the sleepshades policy, ask a staff member.
10. The cane is to be used at all times. This includes evenings, weekends, at the apartments, etc.
11. Non-family guests are not allowed to stay overnight at the student apartments except for **Saturday** night, with prior approval from the Center Director and the Apartment Resource Counselor.
12. If you're sick, you need to call the Center Director by 8:15 A.M.
13. If you're going to be late, you need to call the Center Director by 8:15 A.M.
14. If you are going to miss a class, you need to let the instructor know.

15. Taxi rides to and from medical appointments and from Ideal Grocery Store is the client's responsibility.

16. Prior to graduation from Center training, you will be required to complete a community service project.

17. Prior to graduation from Center training, you will be required to write a short article that describes your Center training experience.

18. Center clients are required to attend **ALL** Seminars. This includes apartment seminars, Wednesday philosophy seminars, and Vocational Seminars. Apartment seminars are held Wednesday evenings at the apartments from 7-8 P.M. Wednesday philosophy seminars are held in the dining room from 12:00 P.M. - 1:00 P.M. Please bring your lunch to seminar on Wednesdays. Vocational Seminar is held on Fridays in the Dining Room from 12:30 P.M. – 1:45 P.M.

19. Center clients that live in the apartments will be given a weekly meeting time with the Apartment Resource Counselor. Clients are required to attend this weekly meeting as it is part of Center training.

20. Center clients are required to attend ALL 3-day stay meals at the apartments.

Statement of Confidentiality

Information shared privately with Orientation Center Staff will remain confidential, except for those issues that directly impact upon the individuals training or personal safety, or the safety of others. In such circumstances this information will be shared with appropriate staff members. Progress reports will be shared with field staff.

I understand these rules and agree to abide by them during my Center training.

Signed: _____

Counselor: _____

Date: _____

Dear Commission Board,

I am a Teacher of Students with Visual Impairments and an Orientation and Mobility (O&M) Instructor for Educational Service Unit #3 in Nebraska. I teach my students O&M using the Structured Discovery Method. Many of the parents of my students wonder what "Structured Discovery" is. Well, basically Structured Discovery is when travelers 'discover' through experience the skills necessary for learning a particular route to a desired location. In Orientation and Mobility (O&M), my students learn independent travel by actually performing independent travel, with guidance from me, their O&M instructor. For example, if a child has a desire to go to a particular location but believes he/she can only travel there with the assistance of someone with vision, then we go together. However, I don't tell the student ahead of time how many driveways to cross or how many steps to go down or up. Instead, when we get to a particular obstacle in our path, discuss the options of how to overcome the obstacle and then continue on your way. With this method, students develop skills which can be transferred to other situations they may encounter outside of class. At first, it is a little time consuming but as the students' experience increases, so does travel speed and confidence. When confidence grows so does the distance of the independent travel. The further one is able to travel, the more opportunities one is able to partake. Students of all ages can use the Structured Discovery method for learning anything. Parent's often use this method when teaching how to pour milk into a glass. How many times have young children poured too much or too little into the glass? After a few times, the child is able to pour just the perfect amount by using vision (if they are sighted) or hearing the change in the cup as it gets filled or feeling the weight of the cup increase. This is discovery and it is 'structured' discovery when the parent or caregiver is assisting without touching. In O&M, students use their prior knowledge to explore and with guidance, enhance their independence.

If my student came to me and said he/she had a desire to go (travel) to XYZ and I told him/her how many doorways to pass, how many stairs to go up or down, how many turns to make in order to get to XYZ. My student would NEVER travel independently. He/she would always depend on someone to tell them each step they would need to take. With Structured Discovery, my students are able to successfully travel 'independently' where he wants to go, when he wants to go, once they have completed their training. That's my goal for my students. I would expect that would be your goal, too, regardless of the age of the student.

Please feel free to contact me should you have any questions, comments or concerns.

Sincerely,

Merry-Noel Chamberlain, NOMCT, TVI
Teacher of Students with Visual Impairments, MA
Orientation and Mobility Instructor, MA

NCBVI Commission Board,

My name is Cheryl Simon and I would like to address the Board concerning my training at the Commission for the Blind. I began training here in Lincoln in August of 2006. I have PXE eye disease and started losing my vision quite rapidly in 2005. It was devastating to say the least since I was a nurse for over 30 years. The loss of my vision and my job was too much to bear. In addition, my marriage was falling apart due to all the stress. By the time I arrived at the Commission for training I was a train wreck. I was so angry and defiant. I was clinically depressed.

When I started the training I had much difficulty. I hated the sleep shades we used. It made me angry that they would take away what little vision that I still had left. However, in hindsight, I do understand the philosophy of why it needed to be done. My remaining vision is as fleeting as the Nebraska weather. My vision is totally unreliable. It does not make sense to NOT use the sleep shades. Our vision depends every day on several factors, whether we are blind or not. Environmental factors include if it is sunny or cloudy. If it is snowing or raining. Our health plays a component. What is a person's blood sugar that day. What is the person's hemoglobin levels and oxygenation factors. How tired is the person. Does he have sleep apnea etc. So how in the world could a person with unreliable vision even think they could do cane travel successfully? Jeff Altman did a great job teaching me how to do the cane travel. He taught us how to travel each day and the knowledge of how to adapt to every situation. Each teacher there slowly put my pieces back together. It was a tedious process and difficult at times. But they gave me the tools to get my life back. Since I've graduated I began studying Reiki Therapy and Healing Touch Therapy which is taught by nurses and is a licensed program. I recently have begun my practicum which will take a year to complete. I have studied under three Reiki Masters. I traveled to Hawaii this last January to study under William Lee Rand who is the founder of International Reiki. For the past three years I have served as a group leader for VIPS at Tabitha Village.

I also was the Secretary for the Resident Council for two years here at Tabitha Village. Because of my training at the Commission I have the tools in order to have my independence back and live life to the fullest. Cane travel taught me to be confident.

November, 14, 20011
Nebraska Commission for the Blind and Visually Impaired
Board of Commissioners
1400 Valley Rd.
Lincoln, NE

Dear Board of Commissioners,

It has been brought to my attention that certain members of the American Council for the Blind have suggested that the services offered by the Commission be changed purely on the fact that the National Federation of the Blind has too big of an influence on the decisions that are being made. As one who is currently receiving services, and has been receiving services in the past, I would like to take some time to give my input.

First, I agree that all interested parties should be able to give their input, and participate in making the decisions of policy; I would like to point out, however, that this has been encouraged from the get go, and in fact both organizations have equal members on the Board of Commissioners, and all are encouraged to attend. It is not the Commission's fault, nor the NFB's fault, that few if any ACB members have attended commission meetings to date. I would also like to point out that from my experience the Commission has always encouraged clients to check out both consumer groups and to make a decision on which one they think suits them best. It is not the Commission's fault if most choose the NFB. The point is the Commission has made an effort to promote membership to them both equally.

I would also like to address the idea that services need to be changed, for whatever reason. I would like to say that in my experience the services offered at the Commission are currently top-notch, and in fact nationally recognized. If the ACB has a recommendation for changes that would actually improve the services I would encourage them to suggest some changes. As it happens, from my understanding, they have no such suggestions, that they simply want them to change without offering any suggestions. This is counterproductive, and quite frankly a waste of our time. Making any changes would simply decrease the quality of changes at the Commission, and ultimately hurt the independence of Blind people as a whole.

I would not have been a successful teacher for three years, or as successful at the Seminary, if it weren't due to the high quality of training that I received at the Commission. And I would hate to see a digression in the quality of services offered. The goal of all of us should be to increase the independence of Blind people as a whole. Blindly (no pun intended) changing the services at the Commission would do just the opposite.

Sincerely yours,

Brent J. Heyen