

**REVIEW GUIDE FOR ADMINISTRATION AND MANAGEMENT  
AIR MONITORING - 1997 - 1999**

Grantee °		Date °		Reviewer °	
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130 Staff °	
Other Staff °	

Note: **Bolded words reflect >99 additions to the guide, partly in response to the >98 amendments to the Act and partly to bring essential requirements to the AIR guide.**

Possible codes: NN = not needed ~ CT = cant tell ~ NA = not available

CRITERIA	YES	NO	COMMENTS
. *Does this <b>AIR</b> grant provide VR services?			34 CFR 371.1 & 369.4(b) <b>Sec. 7(38)-103(a) &amp; (b) &amp; 121(a)</b>
. *Are the VR services provided to American Indians with disabilities living on <b>or near</b> the Reservation?			34 CFR 371.1 & 371.4(b) <b>Sec. 121(a)</b>
. *Are the services provided to help clients achieve an employment outcome?			34 CFR 371.1 & 369.4(b) <b>Sec. 121(a)</b>
. *Has the Tribe(s) established a vocational rehabilitation unit?			34 CFR 371.10 & 371.21(b)
a. Does staff of the VR unit include key personnel as described in the Section <b>121</b> application?			
Has the VR unit the sole responsibility for:			
. *determining eligibility for those who will receive the VR services?			34 CFR 371.21(b)

CRITERIA	YES	NO	TTD, TA OR INFORMATION
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. *determining the nature and scope of VR services to be provided each individual?			34 CFR 371.21(b)
. *providing the VR services?			34 CFR 371.21(b)
. *Has the agency the resources to serve all who have applied and been_ <u>determined eligible?</u>			34 CFR 371.21(d)
. *If no to 8, has an order of selection been established?			34 CFR 371.21(d)
0. *Is priority for services given to those clients with the most <b>significant</b> disabilities?			34 CFR 371.21(c) <b>Sec. 7(21)</b>
1. *Are all VR services provided according to an IPE?			34 CFR 371.21(e) & by inference <b>Sec. 102(b)</b>
2. *Do American Indians with disabilities have opportunity to participate in matters of general policy regarding VR service delivery on <b>or near</b> the Reservation?			34 CFR 371.21(f) & if elected 369.45
3. <b>If there is</b> an advisory committee, <b>does it include</b> membership of <b>persons with disabilities, customers, providers and others?</b>			34 CFR 369.45
4. *Does the VR unit fully consider the use of comparable services and benefits?			34 CFR 371.21(h) <b>361.53</b>
5. *Are there procedures			34 CFR 271.21(i)

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that provide applicants and clients an opportunity for an impartial hearing of dissatisfactions with any determination of the unit?			<b>Sec 102(c)(5)(A)-(C) &amp; Sec. 7(16) of the Act. This item is to be discussed only until changes in the Act are clarified by changes in the implementing regulations.</b>
6. *Does the VR unit have appropriate ways to protect the confidentiality of personal records? including:			34 CFR 369.46 & for added <b>guidance</b> 34 CFR 361.38
7. *for use only in the administration of the program?			34 CFR 369.46
8. *disclosed only with written consent of the providing agency and the individual or representative?			34 CFR 369.46
9. *Has the Tribe or the VR unit established minimum standards for use with providers of VR services?			34 CFR 371.21(j) <b>Has this provision of the Act been deleted?</b>
0. *Is maximum use made of other community resources?			34 CFR 371.21(k)
1. *Are the cooperative <b>agreements</b> with the State VR unit(s) of value?			May be considered redundant with questions on State Meeting guide. However this one is asked of the DTU staff when State folks are not present. <b>Sec. 101(a)(11)(f)</b>
Are the following administrative support systems and services as described in the proposal, meeting the needs of the VR unit?			371.3
2. *Facilities			34 CFR 369.31(e)(1)(i)
3. *Facility maintenance			34 CFR 369.31(e)(1)(i)

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4.	*Equipment			34 CFR 369.31(e)(1)(ii)
5.	*Personnel			34 CFR 369.31(b)
6.	*Budget and accounting			34 CFR 369.31(c) & EDGAR Part 80 Subpart C
7.	*Information systems			34 CFR 369.31(d) & EDGAR Part 80 Subpart C
8.	*Is there a copy of the latest audit report that included the Section 121 program?			(Get copy incl. mgmt letters) 34 CFR 80.26 of EDGAR
9.	*Are there copies of other evaluations of the project?			(Get copy) 34 CFR 369.31(d)
0.	*Do the reports indicate that the project is meeting its objectives?			34 CFR 369.31(d)
1.	Does the unit have a staff development plan?			34 CFR 371.41(a)(1) <b>Sec. 121(b)(1)(B) &amp; by association Sec. 100(a)(3)(E)</b>
	If the grantee is a consortia of eligible governing bodies of Indian Tribes---			34 CFR 371.2 & 371.4(b)
2.	*Is this a single application, under an agreement by two or more eligible Tribes?			34 CFR 371.2 & 371.4(b)
3.	*Does each Tribe ensure that it is legally responsible for carrying out all activities described in the application on their reservation?			34 CFR 371.2 & 371.4(b)
4.	Has there been a change in the applicant by increasing or decreasing the number of member Tribes?			

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5. *Has the change in applicant been properly documented in accordance with questions 32 and 33?			34 CFR 371.2 & 371.4(b)
Other issues from pre-on-site review.			
36.			