**Welcome for New Vision Professionals**

Welcome to Washington as a vision professional. Here are a few resources to help you navigate the way our state works for services for blind and low vision students.

We are happy to have you on board and look forward to working with you to best serve our students.

If you have any questions, please reach out-we are here to help.

Pam Parker, Outreach Director, WA State School for the Blind

Jennifer Merry, Ogden Resource Center Director, WA State School for the Blind

**Acronyms**

* WSSB-Washington State School for the Blind
* ORC-Ogden Resource Center
* APH-American Printing House for the Blind
* WTBBL-Washington Talking Book and Braille Library
* B/LV-Blind/Low Vision
* WSDS-Washington Sensory Disabilities Services
* LIFTT-Learning Independence For Today and Tomorrow
* B3-Birth to 3
* NWABA-NW Association for Blind Athletes
* DSB-Department of Services for the Blind
* MDB-Meet the Definition of Blindness–a central visual acuity of 20/200 or less in the better eye with correcting glasses or a peripheral field so contracted that the widest diameter of such field subtends an angular distance no greater than 20 degrees.
* FDB-Function at the Definition of Blindness-which is visual performance reduced by brain injury or dysfunction when visual function meets the definition of blindness as determined by an eye care specialist or neurologist.

**Statewide contacts**

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**Resources**

**EVE Listserv**

Statewide listserv for everyone who serves B/LV students in Washington State.

This (Listserv) Message Board is open to all educators and service providers of blind and low vision children.

To subscribe, please follow the steps below (**Step number 4 is very important):**

1. Go to the EVE website <https://www.wssb.wa.gov/welcome-to-wssb/services/eve/>.
2. The lower area (frame) of the site is the online message board where you can view the archives and subscribe or unsubscribe.  In the lower right area of that frame is the button to subscribe.  This will take you to a screen that allows you to enter your name and email address and subscribe.
3. Optionally you can send an email to listserv@wssb.wa.gov and in the body of the message type in subscribe eve.
4. You will receive a confirmation email from the listserv.  Be sure to respond with ok in the body of the message (remove all other text) to confirm your subscription.

**American Printing House for the Blind (APH)**

***Federal Quota***-The Federal Act to Promote the Education of the Blind was enacted by Congress in 1879. This Act set up a system to provide free textbooks and other hands-on instructional materials for students who were blind across the U.S. The Act named the American Printing House for the Blind (APH) as the sole, national central source of these educational materials.

Today the Act continues to be a means for providing adapted instructional materials to eligible students and adults in the United States and its territories. An annual registration of eligible individuals determines a per capita amount of money designated for the purchase of instructional materials produced by the American Printing House for the Blind. These funds are credited to Federal Quota accounts, which are maintained and administered by APH and its Ex Officio Trustees throughout the country.

Initially, APH was chartered to emboss tactile books and to produce simple “tangible apparatus.” Today, APH continues this proud tradition by producing hundreds of textbooks in a variety of media and by manufacturing and maintaining an extensive inventory of commercially-unavailable instructional kits, aids, tools, supplies, software, and electronics.

*Who is eligible?*

There is no chronological age limit for eligibility. In order to be eligible for registration in the Federal Quota Program, students and adults must meet the following requirements:

**Meet the Definition of Blindness (MDB)** –  a central visual acuity of 20/200 or less in the better eye with correcting glasses or a peripheral field so contracted that the widest diameter of such field subtends an angular distance no greater than 20 degrees,

-or-

**Function at the Definition of Blindness (FDB)** which is visual performance reduced by brain injury or dysfunction when visual function meets the definition of blindness as determined by an eye care specialist or neurologist.

**Be enrolled** in a formally organized educational program of less than college level. School-aged students must be enrolled with the registering school or agency on the first Monday in January. Adults in vocational or rehabilitation programs who have received a minimum of 120 hours of documented instruction in the previous calendar year also qualify for registration in this program.

*Census*-Each year we submit a census to APH for our share of Federal Quota funds. To assure all students eligible are included, please register your students in ORC Online. Only the FDB and MDB students are eligible to receive Quota Funds. The ORC serves all students.

***Materials***-Many items from APH are available with Quota Funds. Order in ORC Online. Examples include textbooks, LED Light Boxes, JAWS, kits and devices including the new Mantis Q40. We are unable to provide embossers, MATT Connect or embosser paper.

***APH Catalog***- Catalogs are available to order in print and available in an accessible format online. To order a catalog or view the catalog online, use this link:

[aph.org/app/uploads/2020/06/APH-Products-Catalog.pdf](https://www.aph.org/app/uploads/2020/06/APH-Products-Catalog.pdf)

***APH Website***- The new APH website includes information on backorder materials and how many are in stock. Not all materials in the APH catalog are available through the ORC, but most are and if you don’t see something that is Quota eligible in ORC Online, you can email Jennifer to find out about availability from the ORC. <https://www.aph.org/>

**Ogden Resource Center**

***ORC Online***

 ***Parent permission***-Required for all students registered in ORC Online, the form is available in multiple languages. Forms available to download [here](https://www.wssb.wa.gov/services/ogden-resource-center). Electronic parent permission slips can be done via this link: <https://tinyurl.com/ORCParentPermission>

 ***Account holder***-ORC Online requires an account holder for each district or agency serving students. The account holder is responsible for all materials borrowed from the ORC. There is only 1 account holder per district although each account holder may choose to share the log-in with other staff as necessary. The form to update the account is available <https://www.wssb.wa.gov/sites/default/files/2021-08/AccountHolderRegistrationForm.docx>.

 ***Teacher accounts-***Account holders may create sub-accounts for teachers to order materials for specific students.

***Student management***-The account holder and any sub-account teachers are responsible for maintaining students registered in ORC Online. Students need to be updated whenever information changes or annually.

 ***New students***-Parent permission is required before a student can be registered. Parent permission must have a signature (not typed) and can be emailed to irc@wssb.wa.gov for processing or mailed to the ORC. An electronic signature form is available at <https://tinyurl.com/ORCParentPermission>

 ***Transferring students***-Contact Jennifer, jennifer.merry@wssb.wa.gov to have students transferred to a new school.

 ***Ordering materials***-Materials need to be ordered under a student name. Searching in ORC Online includes several options. The catalog number search works well if you put in the middle part of the catalog number, for example, type 1947 to search for catalog #B-A1947-00. Also, when searching ISBN numbers, remove all dashes.

***ORC Materials***

 ***Consumables vs Non-Consumables***-Many items available from the ORC are consumable including kits and lite boxes as well as workbooks. However, some materials are non-consumable and need to be returned to the ORC when the student is done using them. These items include textbooks, Mantis Q40, Chameleon 20, braillers, etc. Return labels are available to download [here](https://www.wssb.wa.gov/departments/orc/) under the heading ORC Mailing Labels.

 ***Popular items include***-

Textbooks, Braille and Large Print

Braillers-including Perkins, Smart Braillers, Light Touch, Extended Keys and Unimanual

Mantis Q40 & Chameleon 20

 Light Boxes/Mini Lite Boxes

 Joy Player

 Juno

***JAWS/ZoomText/Fusion***

The ORC offers JAWS and the subscriptions now come from APH and are for Fusion/JAWS/ZoomText. The subscription is good for up to 3 devices and must be registered in the student’s name. After 4 years, APH will provide the license for free to the student until graduation from high school. To request a license, please email Jennifer, jennifer.merry@wssb.wa.gov, with your request and include the student name. The student must meet the following criteria in order for the ORC to provide a license with Quota Funds.

Our criteria for a JAWS license remains the same:

1. Be registered in ORC Online.
2. Be MDB or FDB.
3. Braille user.
4. Have basic computer skills & have a laptop with Windows to run the program.

To order ZoomText/Fusion from the ORC, here are the criteria:

1. Be registered in ORC Online.
2. Be MDB or FDB.
3. Have basic computer skills & have a laptop with Windows to run the program.
4. Have a demonstrated need for zoom, voice, and two other features such as DocReader tool, OCR with Camera.
5. If a student does not meet the criteria, but would benefit from the software, the request will be considered and evaluated by an expert designated by the ORC director.

***Braille Access Center***

 ***Braille Production***- [Braille Access Center | Washington State School for the Blind](https://www.wssb.wa.gov/services/braille-access-center)

Providing transcription services since 1996, the Braille Services Team is a collaborative partnership between the Washington State School for the Blind/Ogden Resource Center, Correctional Industries and the Washington Corrections Center for Women.

To order braille textbooks or other items from the Ogden Resource Center, submit an [Alternate Media Request](https://www.wssb.wa.gov/sites/default/files/2023-02/2023-24%20In-State%20Alternate%20Media%20Production%20Request.pdf) along with a print copy of the book and a purchase order.

***Braille Certification/UEB Resources***

Anyone providing braille instruction and/or producing braille in Washington state must provide proof of UEB certification in accordance with WAC 181-82-130, Assignment of persons providing instruction of Braille to students.

<https://apps.leg.wa.gov/wac/default.aspx?cite=181-82-130>

Information regarding the Washington State Unified English Braille Competency Exam and other questions can be found here, <https://www.wssb.wa.gov/services/unified-english-braille>

**Special Education Technology Center (SETC)**

Located at Central Washington University in Ellensburg, the SETC has a lending library that includes some of the more expensive APH materials including the MATT Connect.

<https://www.cwu.edu/setc/lending-library>

**Northwest Center for Assistive Technology Training (CATT-NW)**

***Coordinator***-Dr. Ting Siu, ting.siu@wssb.wa.gov, 360.947.3346

[Northwest Center for Assistive Technology Training (CATT-NW) | Washington State School for the Blind](https://www.wssb.wa.gov/services/northwest-center-assistive-technology-training-catt-nw)

**APH Products Available for CATT Program**: [https://bit.ly/cattproducts](https://www.google.com/url?q=https://bit.ly/cattproducts&sa=D&source=editors&ust=1689874152336077&usg=AOvVaw1KgKuOoW3NDHQEQ2Z-CjaW)

**Washington State School for the Blind (WSSB)**

***On-campus***- WSSB offers both day and residential student services.

Students who live within 45 miles or one hour from the school will reside at home and are day students. Parents wish­ing to enroll their child as a resi­dent student may request such placement through the IEP process as part of the need for more intensive residential services.

The goal of Residential Services is to provide an environment that encourages each student to reach their maximum potential and to strive for independence. Students will grow in social awareness, self-confidence, and learn to appreciate creative leisure.

<https://irwin.wssb.wa.gov/>

 ***Short Courses***-Available to students state-wide, short programs through WSSB for B/LV students. Some programs will be in person and on campus and others will be online.

<https://irwin.wssb.wa.gov/services/short-courses>

If you have any questions, please email wayne.oshiro@wssb.wa.gov

 ***Outreach***- The Outreach Department provides several vital services to students and staff outside of the WSSB campus.  Our mission is to fill the gaps of service that may be needed in school districts around the State of Washington and to continue to develop new strategies to better serve students who are blind or low vision. Our department has teachers positioned within all regions of Washington State.

**Outreach Services, Ages 3-21**

WSSB Outreach offers contractual services from a Teacher of Student with Visual Impairments (TSVI), Orientation and Mobility (O&M) and Assistive Technology to school districts around Washington state on an as needed basis.

We collaborate extensively with agencies and organizations in Washington who also provide vital services to students who are blind or visually impaired.

WSSB Outreach provides the following contractual services:

* Evaluations: Functional Vision, Learning Media Assessment, Expanded Core Curriculum, Cortical Visual Impairment Range, Orientation & Mobility, and Assistive Technology.
* Direct and consult Itinerant teaching services to Washington school districts. (Teacher of the Visually Impaired and Orientation and Mobility)
* In-service to local school districts.
* Technology consultation service to school districts specific to students who are blind or visually impaired.
* Consultation to Washington school districts to assist in assessing the needs of students who are blind or visually impaired.
* Assistance to local school districts in recruitment and strategies to provide appropriate services to students who are blind or visually impaired.

Contact Pam Parker for more information.

***Statewide Technology Service***- WSSB provides consultative and direct instruction services to WSSB and the local school districts. Collaborations are available to the local school district at no charge.

Intensive support is provided for the following assistive technology products:

* Apple Products: VoiceOver, both Macintosh and iPad
* Braille Notetakers
* Chromebook
* Duxbury
* JAWS and ZoomText
* OCR Technology
* Switch Access
* Video Magnifiers

Contact one of the following individuals for more information:

Lee Chandler, lee.chandler@wssb.wa.gov

Joe Dlugo, CATIS, joe.dlugo@wssb.wa.gov

Krista Bulger, CATIS, krista.bulger@wssb.wa.gov

***Living Independently for Today and Tomorrow)LIFTT)***- The purpose of the LIFTT Program is to provide participants with an opportunity to experience and practice independence in a teaching environment before they venture into more independent settings as young adults. Instruction is not aimed at teaching “basic independence skills”. Rather, it is designed to expand the student’s present levels of basic independence skills in such areas as effective personal budgeting and money management, management of personal time, making informed career choices, attending college or vocational schools and maintaining good student standing, getting work experiences or a job and exhibiting good work habits. Participants in the LIFTT Program deliberately spend a good deal of their time unsupervised by staff. If they did not, they would not be able to learn to assume some personal responsibility for their day to day activities.

Contact Corey Grandstaff for more information.

***Birth to 3***- The Washington State School for the Blind’s Birth to 3 Program is committed to providing specialized services for infants and children who are diagnosed with low vision or blindness, no matter where they live in the state. It is well documented in research of learning, that almost 80-90% of what a child learns in the first 3 years of life occurs through the use of vision through incidental learning.  When a child does not have vision, they will still learn to play with toys, crawl and walk through their environments, explore the world, and build meaningful relationships with their families, however they may do this in a different way through the use of other senses.  Because vision plays such a critical role in how a child learns and the loss may impact all developmental areas, it is critical that early identification and appropriate interventions supports begin immediately to support children, and families, to reach their full early learning potential!

Contact Jessica Chandler for more information.

**Additional Agencies:**

**WTBBL**

The Washington Talking Book & Braille Library builds community and provides equal access to information and reading materials for Washington residents unable to read standard print.

<https://www.wtbbl.org/>

**WSDS**

Washington Sensory Disabilities Services (WSDS) is a State Needs Project funded by the Washington State Office of Superintendent of Public Instruction.

WSDS assists children who are deaf or hard of hearing, blind or with low vision, or deafblind, by providing assessment services, training and other support to children, school districts, families and service providers. WSDS staff are located statewide.

<https://www.wsdsonline.org/>

**Department of Services for the Blind**

<https://dsb.wa.gov/our-services/youth-services>

Department of Services for the Blind serves children and youth who are blind or have low vision from birth through age 21. They provide services towards building the foundation of a productive, independent and successful childhood, youth, and adulthood.

Contact debbie.brown@dsb.wa.gov or deja.powell@dsb.wa.gov for more information.

**NWABA**

NW Association for Blind Athletes’ mission is to provide life-changing opportunities through sports and physical activity to individuals who are blind and low vision.

Contact Stacey Gibbons at SGibbins@nwaba.org for more information.

**Attachments/Links**

Electronic Parent Permission: <https://tinyurl.com/ORCParentPermission>

[ORC Online Account Holder Registration](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.wssb.wa.gov%2Fsites%2Fdefault%2Ffiles%2F2021-08%2FAccountHolderRegistrationForm.docx&wdOrigin=BROWSELINK)

[Parent Permissions](https://www.wssb.wa.gov/services/ogden-resource-center)

[Alternative Media Request In-State](https://www.wssb.wa.gov/sites/default/files/2023-02/2023-24%20In-State%20Alternate%20Media%20Production%20Request.pdf)

[UEB Exam](https://www.wssb.wa.gov/sites/default/files/2021-08/UEB%2520Application%2520-%2520-Accessible.pdf)