

Instructions for Completing the CIL Contract Monthly Report

The report is designed to collect information related to the consumers that are being served with Part B funds. For the purposes of this contract, “Youth” is defined as an individual with a significant disability who is not younger than 14 years of age and not older than 24 years of age, who has a significant disability and who was, or is, eligible for individualized education programs under section 614(d) of the Individuals with Disabilities Education Act (20 U.S.C. 1414(d)), and who has completed, or is completing, secondary education or otherwise left school to postsecondary life. The definition of “Served” is that one or more of the four core IL Services has been provided to that consumer in that month, or that a new Goal has been entered on their IL Plan or a Goal has been successfully closed on their IL Plan.

Topic	A Number of Youth Served with Part B Funds
1. Number of Youth individuals with disabilities served during the month	The total number of Youth with a Consumer Service Record (CSR) served and listed at least once under a, b, and c,
a. Individual and Systems Advocacy	The total number of Youth with a CSR served when this service was provided
b. Peer Counseling	The total number of Youth with a CSR served when this service was provided
c. IL Skills Training	The total number of Youth with a CSR served when this service was provided
2. Information and Referral	The total number of initial inquiries about the Youth Program, or Youth individual or group related information, when this service was provided
3. IL Plan Goals developed during the month	The total number of new Goals added to IL Plans during the month for Youth
4. IL Plan Goals successfully completed during the month	The total number of Goals successfully completed on IL Plans during the month for Youth
5. Question 5 is requesting details about efforts that have been made to increase options and capacity through the use of community organizations or agencies (i.e. Kiwanis, Chamber of Commerce, Lions Club, government).	
6. Question 6 is asking for information regarding new training provided by CIL staff to Youth with a CSR.	
7. Question 7 is requesting information about activities that occurred to gain new funding sources for this Program.	
8. Question 8 is requesting information about other activities, other than those already covered above, to serve Youth individuals or groups with or without IL Plans and CSRs during the month.	
9. Question 9 is requesting information about the number of Group Activities held during the month. Group Activities include, but are not limited to, Program related activities such as field trips and Outreach Activities such as school group presentations and information booths at group events.	
10. Question 10 is requesting information about the number of Youth in attendance at the Group Activities held during the month to include both Youth with or without IL Plans and CSRs.	



**Centers for Independent Living (CILs)
Title VII, Part B
Monthly Report - Choose time period**

Name of Center

Topic	A Number of Youth Served with Part B Funds
1. Youth Individuals with disabilities served during the month?	
a. Individual and Systems Advocacy	
c. Peer Counseling	
d. IL Skills Training	
2. Information and Referral	
3. IL Plan Goals developed during the month?	
4. IL Plan Goals successfully completed during the month?	
5. Efforts during the month to increase the availability and quality of community options and capacity to meet the needs of the Youth population in achieving IL goals (use additional page if needed):	
6. Efforts during month to increase training for Youth with disabilities to promote self-awareness and esteem, develop self-advocacy, empowerment skills, and explore career options (use additional page if needed):	

7. Efforts during the month to seek additional sources of funding to supplement Part B monies (use additional page if needed):

8. Other Comments: (use additional page if needed):

9. Number of Youth Group Activities held during the month:

10. Number of Youth that participated in one or more of these Group Activities during the month:

Send completed report to: DVR Business Services Manager
DSHS/Division of Vocational Rehabilitation
PO Box 45340
Olympia WA 98504-5340
chrisl@dshs.wa.gov
Phone: 360-725-3615

Reports are due by the 15th of the month following the billing period.