Policies and Procedures for the Utah State Instructional Materials Access Center

USIMAC

This document will delineate the policies and procedures of the USIMAC, responsibilities of the Utah State Office and the Utah Schools for the Deaf and the Blind in reference to the USIMAC, and includes a Memorandum of Understanding.

Utah State Office of Education

250 E. 500 So. P.O. Box 144200

Salt Lake City, Utah 84114

Larry K. Shumway, State Superintendent of Public Schools

Members of the Utah State Board of Education

District 1
Tami W. Pyfer

District 2
Keith M. Buswell

District 3
Craig E. Coleman

District 4
David L. Thomas

District 5
Kim R. Burningham

District 6
Michael G. Jensen

District 7
Leslie B. Castle

District 8
Janet A. Cannon

District 9
Joel Coleman

District 10
Laurel Brown

District 11
David L. Crandall

District 12
Carol Murphy

District 13
C. Mark Openshaw

District 14
Dixie Allen

District 15
Debra G. Roberts

Board of Regents Representative
Meghan Holbrook

Board of Regents Representative
Daniel W. Campbell

Coalition of Minorities Advisory Committee
Isaiah "Ike" Spencer

UCAT Representative
James V. Olsen

Charter School Representative
Tim Beagley

USBA Advisory Appointment
Tamara Lowe

USIMAC Policies and Procedures Committee

Martell Menlove, Deputy Superintendent of the Utah State Office of Education

Todd Hauber, Associate Superintendent for the Utah State Office of Education

Glenna Gallo, State Director of Special Education

Steve Noyce, Superintendent of the Utah Schools for the Deaf and the Blind

Christine Timothy, State NIMAS Coordinator

Hollie Murdock, Director of the Utah State Instructional Materials Access Center

Michael Sears, Financial Director of the Utah Schools for the Deaf and the Blind

Vali Kremer, Supervisor of the Utah State Instructional Materials Access Center

Chris Green, Graphic Arts Specialist of the Utah State Instructional Materials Access Center

State Local Education Agencies, Special Education Directors

Memorandum of Understanding

Memorandum of Understanding

Utah State Office of Education and Utah Schools for the Deaf and the Blind

This memorandum of understanding (MOU) is between the Utah State Office of Education (USOE) and the Utah Schools for the Deaf and the Blind (USDB). This MOU and accompanying policies and procedures are designed to provide educators, administrators, teachers, parents, paraprofessionals, and students with strategies for acquiring and using accessible alternate format versions of print instructional materials in the classroom. The USOE and the Local Education Agencies (LEAs) must take reasonable steps to provide instructional materials in accessible formats to students with disabilities who need those materials at the same time as other students receive instructional materials (Section 53A-25b-501). The students who will benefit from these alternate formats may be blind, visually impaired, physically impaired or otherwise not able to read standard print without some kind of accommodation through accessible instructional materials. In order to comply with the IDEA (S300.172), the state has established the Utah State Instructional Materials Access Center (USIMAC) (53A-25b-501).

The USIMAC is housed within the USDB. The USIMAC is designated as the state authorized user for the purposes of acquiring the National Instructional Materials Accessibility Standard (NIMAS) file sets from the National Instructional Materials Access Center (NIMAC) to produce core instructional materials in the appropriate alternate formats for those students who need accessible instructional materials. The USIMAC will provide materials for all students with print disabilities who are qualified under the Chafee Amendment (H.R.3754) or otherwise eligible through an Individual Education Program (IEP). The USIMAC will also provide material(s) for students with Section 504 Accommodation Plans or students with a demonstrated need for accessible instructional materials.

When providing Braille transcription and Braille proof reading services, the USIMAC will only hire or contract with employees or vendors who have current Library of Congress (LOC) certification. All Braille and tactile graphic production will follow the Braille Authority of North America (BANA) rules. Production of other alternate format materials will follow best practices and current industry standards.

The Educational Resource Center (ERC) at the USDB will also collaborate with the USIMAC to house the alternate format materials produced by the USIMAC, and provide the availability of the materials housed at the ERC as needed by students with print disabilities. These alternate formats may include: Braille, large print, audio or digital materials.

Utah State Office of Education	Utah Schools for the Deaf and the Blind
*USOE will provide resources for the set up and operation of the Utah State Instructional Materials Access Center (USIMAC).	*USDB will house the USIMAC and train the staff.
*The USOE shall oversee the operations of the USIMAC.	* The USDB is the fiscal agent and operates the USIMAC to the extent of funds received annually by the Utah Legislature.
*The USOE will require publishers to meet all of the provisions of NIMAS and other State contractual provisions outlined in Administrative Rule R277-800-12.	*The USDB ERC shall serve as the repository and distribution center for the USIMAC.
*USOE will provide training to LEAs on the following: • NIMAS • Accessible Instructional Materials (AIM) • Universal Design for Learning (UDL) • Assistive Technology • Accessing the USOE website www.schools.utah.gov	*USDB will provide training to LEAs on USIMAC related items, including: • Accessing materials in the library • Ordering online • Using USIMAC produced materials • Accessing the USIMAC website www.usimac.org

The USOE and the USDB agree to meet the conditions of this document to ensure that the print disabled students of the state of Utah receive their accessible instructional materials in a timely manner.

_____ _____

State Director of Special Education Date
The State Office of Education

_____ _____

Superintendent Date
The Utah Schools for the Deaf and the Blind

Policies and Procedures

Utah State Instructional Materials Access Center (USIMAC)

The Policies and Procedures of the USIMAC

The Utah State Instructional Materials Access Center (USIMAC) is the state resource for accessible alternate format instructional materials. The USIMAC is committed to assisting administrators, teachers, and students in creating and supporting literacy and numeracy resources and opportunities.

Establishing Eligibility

The LEAs are responsible for determining student Chafee eligibility. The USIMAC will produce alternate format instructional materials for students with demonstrated print disabilities.

- The LEA fills out the Chafee Eligible Referral Form for each student.
  - This form is available online at www.usimac.org/forms
  - Complete the form and attach to an email to orders@usimac.org

- The USIMAC will confirm the Chafee Eligible Referral Form has been completed. (Chafee eligibility refers only to those students who will benefit from access to NIMAS files.)

Ordering

All orders received and approved by the LEA Special Education Director by April 1st will be completed by the first day of school. Orders received after this date will be completed in the order they are received.

- The LEA determines which book(s) their student(s) need and which accessible format(s) are required.

- The LEA fills out the Textbook Request Form for each student.
  - This form is available online at www.usimac.org/forms
  - Complete the form and attach to an email to orders@usimac.org

- Once the order is received, the USIMAC will send an email confirmation.
  - If an email confirmation is not received within 2 business days, please contact the **USIMAC Customer Service line at (801) 629-4811** to ensure the order was received.

- The USIMAC will email an order status and/or prepare an estimated quote based on the alternate format availability. Contact will be maintained with the ordering individual and the LEA Special Education Director.
  - Materials available through the ERC or American Printing House for the Blind (APH) are provided at no cost to the LEA. The USIMAC will email the ordering individual and Special Education Director the order status.

    - Materials procured by outside vendors or produced by the USIMAC will have an estimated quote emailed to the ordering individual and the LEA Special Education Director.
    - To develop a quote, a hard copy of the book to be produced is required from the LEA.

- The order will not be procured or produced until written approval from the Special Education Director has been obtained and emailed to orders@usimac.org.

- Once the USIMAC has received **the order, the approval, and a hard copy of the book** (if necessary), **the order is complete** and the USIMAC will begin procurement or production.
    - Until all criteria have been met, the order will remain incomplete and therefore will not be produced.
    - The USIMAC will follow up with the ordering individual and the LEA Special Education Director to confirm status of order.

Production and Cancellation

Production and procurement will continue until the orders are completed or cancelled.

- Production will commence upon receipt of the LEA Special Education Director's approval.

- Once approved by the LEA Special Education Director, the book will be cut and scanned for production.

- All cancellation notices must be sent in writing to orders@usimac.org.

- Please note that once a book has begun procurement/production, should the LEA decide to cancel their order, the LEA Special Education Director will be charged for any costs incurred prior to our receiving notice of cancellation. The USIMAC will provide the LEA with the total cost incurred as soon as cancellation is received.

Distribution and Invoicing

The Educational Resource Center (ERC) will act as the repository and distribution center for all accessible alternate instructional materials. Invoicing can be expected when the materials are received.

- After the material has been procured or produced by the USIMAC, it is sent to the ERC to be cataloged, processed, and checked out to the ordering LEA.

- The books are shipped to the address identified on the original Textbook Request Form.

- The USIMAC will ship all materials "Free Matter for the Blind" when possible.
- All shipped materials will be sent certified mail for tracking purposes.
- The LEAs are responsible for shipping costs.

- When the materials are shipped, the LEA will receive an invoice for 75% of the cost of the materials.
  - If the LEA chooses to retain the materials, they may be purchased for the remaining 25% of the cost.
  - If the LEA chooses not to retain the materials then they are due back to the ERC by June 30th of the current school year.

- All invoices are due within 30 days of their receipt.

Financing

As the USIMAC moves forward the financial obligations of USIMAC will be reviewed annually with the USOE and USDB administrations.

- The need for differentiation in revenue streams will be reviewed annually based on the prior year's production history.
- The current year anticipated and received orders will be considered in the annual review and USIMAC budget development.
- Additional funds may be requested from the legislature during the annual budget appropriation process.

Payment Methods for Accessible Materials

Books published <u>before</u> 2006

- ✓ Referral for a Brailled book published before August 2006 will be made to the USIMAC and a search will go out for that book.
- ✓ If the book has been Brailled at some earlier time and is available in the USIMAC repository, that copy will be sent.
- ✓ If the book has been Brailled by the American Printing House for the Blind (APH), that book will be ordered using federal quota funds.
- ✓ If the book is not available from APH, but has been Brailled by another national producer, the book will be purchased by USIMAC.
- ✓ LEAs will pay for the Brailled book at the rate of 75% of the actual cost. USIMAC will pay the other 25% of the cost, provided the entire book is then returned to USIMAC for further use.
- ✓ If the book is not available in Braille, USIMAC will make arrangements for the book to be Brailled. LEAs will pay for the Brailled book at the rate of 75% of the actual cost for production. USIMAC will pay the other 25% of the cost, provided the entire book is then returned to USIMAC for further use.

Books published after August 2006

- ✓ Referral for a book to be Brailled will be made to the USIMAC and a search will go out for that book. Steps as above for books published before August 2006 will be followed.
- ✓ If the book is not available in Braille, the file set is requested and receive from the NIMAC.
- ✓ USIMAC will make arrangements for the book to be Brailled.
- ✓ LEAs will pay for the Brailled book at the rate of 75% of the actual production cost. USIMAC will pay the other 25% of the production cost, provided the entire book is then returned to USIMAC for further use.

LEAs can arrange to order directly from the publisher or producer. LEAs will then be responsible to pay the entire cost of the Braille book.

Once an LEA has paid the initial cost of a brailled book:

- If another LEA wishes to purchase the same book they may do so at 50% of the cost of the original book, paid to the LEA who ordered the original book.
- This process of receiving 50% of the cost of the brailled book may continue as the third LEA wishes to purchase the same book at 50% of the cost to the second LEA, etc.
- The USIMAC will keep the records of who owns the brailled book as it is after each LEA no longer needs the book.

Referral and payment for large print materials will follow the same process as for Brailled books.

Requests for audio books will be accessed through the Recordings for the Blind and Dyslexic (RFB&D). Membership is required and must be paid for by the LEA.