

## HOW CISAM PROCESSES MATERIAL REQUESTS (continued)

project to produce the textbook. See the APH website at [www.aph.org](http://www.aph.org) for more information. ATIC will not produce all textbooks.

For eligible students, if textbooks published on or after August 18, 2006 are not available from any source, CISAM notifies the school district that a NIMAS (National Instructional Materials Accessibility Standard) file (an electronic publisher's file) may be available. Refer to the CISAM website for procedures on acquiring a NIMAS file at <http://www.ossb.oh.gov/CISAM/docs/NIMAS/NIMASBrochure.pdf>.

CISAM will process requests for any student with a visual impairment in Ohio; the student does not have to be registered through Federal Quota to receive services.

## WHO CAN REQUEST MATERIALS?

Teachers, supervisors, or administrators can request materials from CISAM on behalf of students with visual impairments.

## ORDERING

All orders should be submitted on *CISAM Materials Request* forms. Forms are available online on the CISAM website at <http://www.ossb.oh.gov/CISAM/docs/AccessibleMaterials/CISAMMaterialsRequestForm.pdf>. The forms can be mailed or faxed to CISAM at 614.644.8254. Please provide email addresses. If you have any questions or problems completing the form, contact Kelly Houston at 800.310.3317 or 614.644.8378. Textbook orders should be placed in March preceding the school year in which the textbook will be used.

## RETURN OF MATERIALS

Return **current** large print and braille textbooks, Braille, tape recorders, Light Boxes, and Mini-Lite Boxes to CISAM when the student no longer needs them. All textbooks must be complete. Do not return textbooks that are damaged or soiled. Return Braille, tape recorders, Light Boxes, and Mini-Lite Boxes with a note in the box if the equipment is not working properly. CISAM accepts donations of **current complete** textbooks (nine years or newer); certified transcribers must have produced any braille textbook donations.

## REPAIRS

Perkins Braille may be repaired at APH or by volunteers coordinated by CISAM. Volunteers provide the labor for repairs and CISAM pays for parts if funds are available. For procedures, please refer to the link "Braille Repair" on the CISAM website at <http://www.ossb.oh.gov/cisam/BrailleRepair.pdf>.

Light Boxes, Handi-Cassette II Stereo Tape Recorder/Players, Cassette Tape Recorder/Players, and other items can be repaired by APH. If you are not sure of the warranty status, contact CISAM. For detailed instructions, refer to the APH Products Catalog, or the APH website at [www.aph.org](http://www.aph.org) under Products: Returns, Warranties, Repairs.

## TECHNICAL ASSISTANCE

CISAM provides free technical assistance to school districts relating to the hardware and software needs of students with visual impairments. Jerry Whittaker, CISAM consultant, will work with educational personnel via telephone, email, or onsite. Contact him at 330.494.8036, email [jerry@thewhittakers.org](mailto:jerry@thewhittakers.org), or through CISAM at 800.310.3317 or 614.644.8465.

## CONTACT INFORMATION

**Paula Mauro, CISAM Project Coordinator  
BEST Grant Director**  
614.644.8465  
[pmauro@cisamoh.org](mailto:pmauro@cisamoh.org)

**Cheryl Boley, Administrator  
Statewide Braille Production Center  
NIMAS State Contact**  
614.644.8461  
[cboley@ossb.oh.gov](mailto:cboley@ossb.oh.gov)

**Kelly Houston, VI Materials Secretary**  
614.644.8378  
[khouston@cisamoh.org](mailto:khouston@cisamoh.org)

**Denise Reed, Braille Materials Specialist  
Braille Production Center**  
614.644.8423  
[dreed@ossb.oh.gov](mailto:dreed@ossb.oh.gov)

**Judy Siens, VI Inservice Secretary**  
614.644.8386  
[jsiens@cisamoh.org](mailto:jsiens@cisamoh.org)

**Jerry Whittaker, Technical Assistance  
Consultant**  
330.494.8036  
[jerry@thewhittakers.org](mailto:jerry@thewhittakers.org)



6/28/10

## Services for Students



## with Visual Impairments



## Center for Instructional Supports and Accessible Materials

**Ohio State School for the Blind  
Outreach Program and Services**  
5220 North High Street  
Columbus, Ohio 43214

800.310.3317  
614.644.8378  
614.644.8465  
614.644.8254 (fax)

<http://www.ossb.oh.gov/CISAM/CISAM.php>

## CISAM

CISAM's role is to assist school personnel in locating large print and braille textbooks, audio, and digital textbooks (publisher's files/NIMAS files), instructional aids and tools, and specialized equipment for students with visual impairments and print disabilities in Ohio.

## VISION

Our vision is to fulfill the promise of the timely delivery of accessible materials to students with visual impairments and print disabilities.

## MISSION

Our mission is to promote excellence in educational opportunities for students with visual impairments and print disabilities and their families by providing access to and the availability of quality accessible educational materials, professional development opportunities, and technical assistance.

## PHILOSOPHY

We strive to ensure that students with visual impairments and print disabilities have equal access to quality accessible educational materials in order to attain their full potential.

## GOALS

CISAM's goals are to...

- Assist school personnel in locating large print and braille textbooks, instructional aids and tools, and specialized equipment for students with visual impairments and print disabilities in the state of Ohio;
- Increase braille literacy;
- Increase the number of qualified transcribers;
- Increase access to and availability of quality braille materials including tactile graphics; and
- Increase access to textbooks in alternate formats.

## FEDERAL QUOTA

At the direction of the Ohio Department of Education, Office for Exceptional Children, CISAM conducts the annual Federal Quota Registration of Blind Students for Ohio. Each year in December, CISAM mails a packet of materials to superintendents and/or principals of Educational Service Centers; Joint Vocational School Districts; City, Exempted Village, and Local School Districts; Community Schools; Boards of Mental Retardation and Developmental Disabilities; State Supported Schools; Nonpublic Schools; Ohio Department of Health; and State Support Teams explaining the need to register all eligible students. Each registered student generates a small amount of money that is placed in an account at the American Printing House for the Blind, Inc. (APH). CISAM uses these funds to order materials for eligible students based on requests. The Federal Quota funds are supplemental.

## WHO IS ELIGIBLE TO BE REGISTERED IN THE FEDERAL QUOTA PROGRAM?

In order for students to be eligible for registration in the Federal Quota Program, they **MUST** meet the requirements as outlined in the *Act to Promote the Education of the Blind*. Students must meet the requirements of one of the following two categories:

- Meets the Definition of Blindness (MDB) is the primary category for eligible students and indicates a central visual acuity of 20/200 or less in the better eye with best correction and/or a peripheral field so contracted that the widest diameter of such field subtends an angular distance no greater than 20 degrees. *Diseases of the eye are NOT acceptable reporting codes.*
- Functions at the Definition of Blindness (FDB) is a category indicating blindness due to a brain injury or dysfunction. A student whose

visual performance is reduced by a brain injury or dysfunction may be considered for educational purposes when visual function meets the definition of blindness as determined by an eye care specialist or neurologist. Students in this category manifest unique visual characteristics often found in conditions referred to as neurological, cortical, or cerebral visual impairment.

### AND

- Be enrolled in a formally organized public or private, nonprofit educational program of less than college level; and
- Be enrolled with the registering school or agency on the first Monday in January of each year.

The educational programs providing services to these students can include public, private, and parochial schools. Infants, preschool children, homebound students, home schooled students, and adults can be registered when they meet the requirements. A written educational plan and a current eye report (within three years) by an ophthalmologist or an optometrist must be on file in the district/agency for each registered student. If the eye care specialist states the child meets the definition of blindness, is legally blind, or meets the Snellen equivalence of blindness, the superintendent and/or principal can report the vision as MDB.

Documentation should not be submitted to CISAM or APH, but must be available in the event that an audit requires evidence of the student's educational program or visual acuity.

## FEDERAL QUOTA SPENDING GUIDELINES

CISAM can only use Federal Quota money to order APH textbooks and items listed in the APH products catalog. Items marked with "Not available on Quota," cannot be ordered. CISAM tries to fill all requests. Sometimes a requestor

may be asked to prioritize according to the needs of the student.

## HOW CISAM PROCESSES MATERIAL REQUESTS

CISAM receives a *CISAM Materials Request* form.

CISAM searches the CISAM collection to see if the requested item is available. If the item is available, CISAM sends the item to the student or designated person.

If the requested item is not available from the CISAM collection, CISAM searches the Louis Database of Accessible Materials for People who are Blind or Visually Impaired, an on-line APH database of resources.

If the requested item is available from APH with Federal Quota Funds, and the student is registered, CISAM orders the item from APH.

If a requested item is not available from the CISAM collection or APH, CISAM provides other sources from the Louis Database.

If an alternate copyright of the same title is available in the CISAM collection, this option is provided to the requestor.

If a literary braille textbook published before August 18, 2006 is not available from any source, on the requestor's behalf, CISAM can request an electronic file for producing the textbook in braille from the publisher. CISAM sends the publisher's file to a certified braille transcriber who prepares the file for braille production. CISAM works with the requestor to locate a braille producer.

If a large print or braille textbook is not available from any source, a school district can request that CISAM submit a request to the APH ATIC