



Sharpen Your Skills: Exploring AT Trainings and Opportunities

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TFL Training Team

The TFL Training Team



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Georgia's Assistive
Technology Act Program

We want you to stay off the FAST Track!



- ✓ **Frustration**
- ✓ **Anxiety**
- ✓ **Stress**
- ✓ **Tension**

The Importance of Training and Development



- Did you know:
- Only **12%** of learners apply the skills learned from their trainings to their job.
- In just 6 months, **90%** of training materials are forgotten.
- Training presents a prime opportunity to expand the knowledge base of all employees.
 - ✓ Address weaknesses and build up strengths
 - ✓ Improve employee performance
 - ✓ Consistency
 - ✓ Employee satisfaction



WHAT DID YOU LEARN TODAY AT SCHOOL?

I LEARNED SOMETHING THAT I FORGOT.



Fritz

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- TRAINING
- FUNDING
- PUBLICATIONS
- TFL WIKI
- MEET THE TFL TEAM
- MEET THE ADVISORY COUNCIL
- DIRECTIONS/MAP
- JOIN OUR MAILING LIST
- SCHEDULE A TOUR

- Welcome
- AT Services
- Try AT
- Get AT
- AT Guides
- Research



Stay up-to-date on the latest assistive technology strategies and solutions with customized individual and group trainings.

Welcome to Tools for Life

Tools for Life, Georgia's Assistive Technology Act Program, is dedicated to increasing access to and acquisition of assistive technology (AT) devices and services for Georgians of all ages and disabilities so they can live, learn, work and play independently and with greater freedom in communities of their choice.

Tools for Life and the TFL Network work collaboratively together to accomplish our mission through:

- [AT Demonstration](#)
- [AT Evaluations and Assessments](#)
- [AT Funding Options & Education](#)

GATE 2016

DEC 9 Georgia Tech Student Center

WEBINARS

SEP 14 [Assistive Technology Instructional Specialist Certification](#)

OCT 6 [Apps for Communication](#)

- Current Webinar Schedule
- Webinar Archives

TOOLS FOR LIFE APPFINDER

...for Living, Learning, Working, and Playing.

AT ONLINE EXCHANGE

AT FUNDING GUIDE

DOLLARS & SENSE

NAVIGATING THE AT FUNDING STREAM

Training Resources & Tools



1. **Training:** Learn more about TFL training protocols, policies, procedures and review training archives from years past.
2. **Schedule a Tour:** ALL tours and meetings must be scheduled. Use this link to enter a request for a tour. Your request goes to the TFL Training Coordinator to review. Someone from the TFL Training Team will contact the individual with the request.
3. **Calendar of Events:** View all TFL and TFL Network trainings (we need you!).
4. **Events:** Learn more about diverse trainings from the TFL Team, Assistive Technology professionals, TFL Network, community partners, etc.
5. **Webinars:** View the current webinar schedule and all webinar archive.



Training Needs



- What are your training needs?
- What areas can you and your employees improve?
- What existing strengths would you like to build up?
- *Speak up now or feel free to write them down on the colorful pieces of paper you received.*



Topics to Consider



- Assistive Technology 101, 102, etc.
- Disability Awareness
- Communication
- Mobility
- Sensory (Hearing/Vision)
- Cognitive Supports
- Environmental Control
- Gaming
- AT Funding
- Apps, mobile devices
- Aids for Daily Living, Safety, Fall Prevention
- What else?



TFL Training Series



- Internal in-person TFL Network training
- AT Assessments
- Series
 - Dedicated hours
 - Shadow training and demos
- Train the Trainer
- Tools for Life Certification



Training Opportunity: AT Bootcamp!



- **ATIA Preconference Seminars: AT Bootcamp**
- Tuesday, January 17 and Wednesday, January 18, 2017
- 8:00 AM to 4:00 PM
- **Tools for Life will pay for class registration for one (1) designated person from your center to attend this training.**
 - This does not include travel, lodging, meals, etc.
- This preconference seminar is designed for people new to the field of assistive technology or for first time conference attendees. This two-day session will provide a fundamental overview of assistive technology (AT) that includes AT consideration, implementation, application and a structure to further your personal learning experience. [Learn more about the ATIA 2017 AT Bootcamp seminar.](#)



How to Request a Training



- ALL training requests from you/your center to Tools for Life should go to the TFL Training Team (Liz & Sam).
- Include information on:
 - Training topic(s)
 - # of anticipated attendees (professionals or otherwise)
 - Date
 - Location
 - Timeframe



We Are All Growing Our Skills



- Just like you, the TFL Training Team is growing and actively working on building up our own skills and knowledge.
- This is a growing process and there are more exciting developments to come.
 - Online training request forms access directly through the TFL website.



Stand Out and Be the Sharpest



Knowledge has power and in order to gain knowledge you must learn more. Regardless of what it is you want to be the best or sharpest at, it requires dedication, knowledge and commitment. You must always be learning and keeping up with your area (AT skills) or you will quickly be surpassed by others who do.



Questions?



We Are Growing!!

The TFL Network



Device Demos



- All Centers- 1067

Computer Software	129
Computers and related	106
Daily Living	603
Environmental adaptations	11
Hearing	12
Learning, cognition and developmental	12
Mobility, seating and positioning	149
Recreation, sports and leisure	7
Speech Communication	21
Vehicle modifications and transportation	1
Vision	16
Total	1067

. Types of Participants

Participant Type	Number of Participants
Family members, guardians, and authorized representatives	77
Individuals with Disabilities	694
Representatives of Community Living	39
Representatives of Education	92
Representatives of Employment	1
Representatives of Health, allied health, and rehabilitation	3
Representatives of Technology	161
Total	1067

. Number of Referrals

Referral Type	Number of Referrals
Funding Source (non-AT program)	92
Other	726
Repair Service	1
Service Provider	19
Vendor	229
Total	1067

. Performance Measures

Decision Made	Education	Community Living	Employment	IT / Telecom
AT device / service will meet needs	213	779	8	0
AT device / service will not meet needs	0	24	0	0
Not made a decision	14	29	0	0
Total	227	832	8	0

. Customer Satisfaction

Rating	Number
Highly satisfied	381
Satisfied	686
Total	1067



Device Loans



- All Centers- 1033

A. Number of DSRs for Date Range

Loan Purpose	Number of Loans	Number of Individuals Included in Performance Measure
Assist in decision making (device trial or evaluation)	478	478
Serve as loaner during device repair or while waiting for funding	10	10
Provide an accommodation on a short-term basis	539	539
Other	6	6
Total	1033	1033

B. Number of Device Loans by Borrower Type

Customer Type	Number of Loans
Family members, guardians, and authorized representatives	48
Individuals with Disabilities	6
Representatives of Community Living	645
Representatives of Education	285
Representatives of Employment	15
Representatives of Health, allied health, and rehabilitation	5
Representatives of Technology	2
Total	1033

C. Length of Short-Term Device Loans

Loan Duration	Number of Loans
1 month	31
1 week	24
2-4 weeks	55
2-6 months	923
Total	1033

D. Device Types Loaned

Device Type	Number of Loans
Computer Software	7
Computers and related	93
Daily Living	740
Environmental adaptations	6
Hearing	59
Learning, cognition and developmental	13
Mobility, seating and positioning	41
Recreation, sports and leisure	14
Speech Communication	18
Vision	42
Total	1033



Device Reutilization



A. Number of DSRs for Date Range

Activity/Acquisition Category	Number of Individuals Receiving Device	Number of Individuals Including Performance Measure
	6501	6501
Open-ended Loan	587	587
Refurbishment	420	420
Total	7508	7508

C. Device Recycling / Refurbishment / Repair Activities

Device Category	Number of Devices	MSRP	Cost to Consumer
	419	\$179,437.70	\$14,598.00
Mobility, Seating, and Positioning	1	\$0.00	\$0.00
Total	420	\$179,437.70	\$14,598.00

D. Open-ended Loans

Device Category	Number of Devices	MSRP	Cost to Consumer
Daily Living	568	\$78,399.99	\$19,038.23
Hearing	1	\$12.99	\$5.00
Mobility, Seating, and Positioning	17	\$7,653.00	\$1,074.00
Vision	1	\$175.00	\$24.00
Total	587	\$86,240.98	\$20,141.23

E. Performance Measures

Decision Made	Education	Community Living	Employment	IT / Telecom
	0	6489	0	0
AT device / service will meet needs	1	586	0	0
AT device / service will not meet needs	0	1	0	0
Total	1	7076	0	0

F. Customer Satisfaction

Rating	Number
	3587
Highly satisfied	3300
Satisfied	583
Satisfied somewhat	7
Not at all satisfied	31
Total	7508



Device Sharing!!



- We have a large vast array of AT devices
- Items are added to the database!
- Contact the Network



CUSTOMER ACTIVITIES
Customers | Add
DSRs
DSR Reutilization
DSR State Finance
Star Network
AT Cooperative
Tasks

STATE LEADERSHIP ACTIVITIES
Public Awareness/I&A | Add
Group Trainings | Add
Technical Assistance | Add

INVENTORY ACTIVITIES
Equipment Loans | Add
Equipment Inventory | Add

SERVICE CENTER ACTIVITIES
ATRC Monthly Reports | Add
Device Demos | Add

Logged in as Martha Rust (mrust8) | [User Profile](#) | [Logout](#)

Find Customer By ID Find Inventory Item By Catalog Number

Inventory Items

Page 1 of 1, showing 15 records out of 15 total, starting on record 1, ending on 15 where item_name contains Echo

ID	Item Name	Catalog Number	Device Type	Service Center	Loans	Demos
17231	Amazon Echo	SO200017231	Daily Living	TFL State Office-GA Tech		
16845	Amazon Echo	SO200016845	Computers and related	TFL State Office-GA Tech		1
16844	Amazon Echo	SO200016843	Computers and related	TFL State Office-GA Tech	1	
16489	Amazon Echo	SO200016489	Daily Living	TFL State Office-GA Tech	1	
16488	Amazon Echo	SO200016488	Daily Living	TFL State Office-GA Tech	1	
16487	Amazon Echo	SO200016487	Daily Living	TFL State Office-GA Tech	1	1
16486	Amazon Echo	SO200016486	Daily Living	TFL State Office-GA Tech	1	
16485	Amazon Echo	SO200016485	Daily Living	TFL State Office-GA Tech	1	
16484	Amazon Echo	SO200016484	Daily Living	TFL State Office-GA Tech	1	
16262	Amazon Echo	SO200016262	Computers and related	TFL State Office-GA Tech	1	1
16261	Amazon Echo	SO200016261	Computers and related	TFL State Office-GA Tech		
14597	Amazon Echo	SO200014597	Computers and related	TFL State Office-GA Tech		14
15297	Echo Smartpen	SO200015297	Learning, cognition and developmental	TFL State Office-GA Tech	2	2
14227	Echo Smartpen	SO200014227	Learning, cognition and developmental	TFL State Office-GA Tech	1	1
17047	Livescribe Echo Smartpen	SO200017047	Computers and related	TFL State Office-GA Tech	1	1

<< previous | next >>



Assistive Technology Laws



- There are a wide range of laws and policies related to assistive technology (AT) services and devices.
- Following are laws that impact the provision of assistive technology and special education services.
 - Assistive Technology Act of 1998; (Public Law 105-394 [29 USC 2201])
 - Americans with Disabilities Act (ADA); (Public Law 101-336 [42 USC 12101])
 - Telecommunications Act of 1996



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HIPPA

FERPA

Public Information Act



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The Health Insurance Portability & Accountability Act of 1996 (HIPAA) Privacy Rule

National standards to protect individuals medical records and personal health information



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HHS.gov Links



- <http://www.hhs.gov/hipaa/for-professionals/privacy/guidance/model-notices-privacy-practices/>
- http://www.hhs.gov/sites/default/files/ocr/privacy/hipaa/npp_fullpage_hc_provider.pdf
- http://www.hhs.gov/sites/default/files/ocr/privacy/hipaa/npp_layered_hc_provider.pdf





The Family Educational Rights & Privacy Act (FERPA) is a Federal law that protects the privacy of student education records.

Applies to all schools that receive funds under US Department of Education

Rights transfers to the student when s/he reaches the age of 18 or attends a school beyond the high school level.

Written permission to release any information

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Permission to Receive Confidential Information Form

In compliance with the **Family Education Rights and Privacy Act of 1974 (FERPA)**, AMAC is without consent prohibited from receiving certain information from a third party's records. This restriction applies, but is not limited to; your parents, your spouse, school, evaluation agency/individual.

You may, at your discretion, grant a third party permission to release information about you by submitting a completed this Permission to Release Confidential Information Form.

You must complete this form for each third party to whom you wish to grant permission to release information about you and that are a part of their records that concern you. The specified information will be made available AMAC only if authorized by the student or legal guardian.

INSTRUCTIONS AND INFORMATION: In order to facilitate the authorization to release reports/records to AMAC for the purpose of providing Assistive Technology Assessment Services, please complete this form and submit it as part of your AMAC Assessment Packet to AMAC.

SECTION A: Student Information

Student Name (Last, First, Middle Initial) _____

SECTION B: Information, Items to Release

I. List the following information you give this third party to release:

List all information requested by AMAC.

Release only the following items / information I list here:

II. Purpose of Release:

SECTION C: Third Party Designee: Who will provide information?

Name (Last, First, Middle Initial or Agency/Organization Name) _____

Contact Number _____

Relation to Student _____

Current Mailing Address (Street or PO Box #, Apartment #, City, State, and Zip Code) _____

SECTION D: Student Certification

I, (print please) _____, the Student or Legal Guardian, understand that by signing this form, that I grant the Third Party Designee above to discuss and/or release information indicated above to the AMAC. I further understand that this form will be kept on permanent file and that I may revoke it at any time by submitting a written request. This authorization does not permit the listed Third Party to make any changes to records or reports.

Student Name (Print) _____

Student' or Legal Guardian's (Signature) _____

Date _____



Authorization to Release Confidential Information

In compliance with the **Family Education Rights and Privacy Act of 1974 (FERPA)**, AMAC is prohibited from providing certain information from your Assistive Technology Assessment Report to a third party. This restriction applies, but is not limited to; your parents, your spouse, school, evaluation agency/individual.

You may, at your discretion, grant AMAC permission to release information about your Assistive Technology Assessment to a third party by submitting a completed Authorization to Release Confidential Information form.

You must complete a separate form for each third party to whom you wish to grant access to information in your Assistive Technology Assessment. The specified information will be made available only if requested by the student or authorized third party. As a matter of policy, AMAC reserves the right not to release certain aspects of Assistive Technology Assessment (e.g., over the telephone or via electronic mail.)

INSTRUCTIONS AND INFORMATION: In order to facilitate the authorization to release Assistive Technology Assessment reports/records to listed third parties, please complete this form and submit it as part of your AMAC Assessment Packet to AMAC.

The authorized party must identify himself or herself to the office at each contact and inform us that the authoring paperwork is on file.

SECTION A: Student Information

Student Name (Last, First, Middle Initial) _____

SECTION B: Release

I. Please check one or more of the blanks below to grant authorization to different areas/types of student record information:

Assistive Technology Report & Resource List

Assistive Technology Report without Resource List

Resource List only

II. Purpose of Release:

SECTION C: Third Party Designee

Name (Last, First, Middle Initial or Agency/Organization Name) _____

Contact Number _____

Relation to Student _____

Current Mailing Address (Street or PO Box #, Apartment #, City, State, and Zip Code) _____

Designate a 4-digit pass-code (will be used to verify your identity) _____

SECTION D: Student Certification

I, _____ the Student or Legal Guardian understand that by signing this form, that I grant AMAC permission to discuss and/or release information in my Assistive Technology Assessment report to the person listed above. I further understand that this form will be kept on permanent file and that I may revoke it at any time by submitting a written request. This authorization does not permit the listed party to make any changes to my Assistive Technology Assessment report.

Student Name (Print) _____

Student' or Legal Guardian's (Signature) _____

Date _____

Information “collected, assembled or maintained” in connection with official business.

Includes:

- Books, paper, letter, document, printout, photo, film, tape, microfiche, microfilm, photostat, sound recording, map, drawing, voice, data, video representation in computer memory.



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As new technology develops, professionals are challenged to create new and innovative ethical boundaries to accommodate these advancements.



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IS



Who remembers when we were just focused on ethics and leaving a message on an answering machine?

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Make an informed choice

Check out which ones:

- Are accessible
- Are safe
- Protect privacy
- Are effective



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AMAC
Accessibility for All

Tell clients that you might (e-mail, text, use social media) to communicate with them. Give them the opportunity to “opt-out.”

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Tech

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There are numerous points of ethical considerations for technology

Accessibility

Computers – personal? School owned? Business owned?

Cell Phones - Smart Phones

- Apps?
- Voice Mail – How transmitted?
- Texting – where is that kept?
- Telepresence (Skype, FaceTime, Google Hangout, etc.)

Internet

- Websites
- Social Media
- Chat Rooms
- Private vs. semiprivate email accounts



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Confidential



Cell phones have been found to lack security regarding the transmittal of confidential information

- Avoid the use of cell phones when discussing confidential information
- Occasionally, conversations on cell phones can be picked up on other electronics



Personal Computers

- Hardware: hard disk, disks, CD-ROM's, etc...
 - Hardware can be protected with a mechanical lock/key.
 - The hardware should be locked when unattended or not in use.
- Software: Microsoft Word, Excel, Medisoft, etc...
 - The documents created with software can be protected with passwords for authorized personnel.
 - Authorized personnel should “log off” when the computer is unattended.

Email

- Confidential information transferred by email should only be transmitted to secure locations
 - Password controlled systems
 - Mechanically locked systems
 - [Psychologists' Use of E-mail with Clients: Some Ethical Considerations](#)
- Are you using Gmail? Yahoo? Other?
- How are you sending files?
- What files are you sending?



TOOLS *for* LIFE

Georgia's Assistive Technology Act Program

thank
you



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