# Sharpen Your Skills: Exploring AT Trainings and Opportunities

Liz Persaud and Sam Peters
TFL Training Team

# The TFL Training Team



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# 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







ASSISTIVE TECHNOLOGY TFL NETWORK CALENDAR OF EVENTS





Q. Search our Site



TRAINING

**FUNDING** 

**PUBLICATIONS** 

TFL WIKI

MEET THE TFL TEAM

MEET THE ADVISORY COUNCIL

DIRECTIONS/MAP

JOIN OUR MAILING LIST

SCHEDULE A TOUR



#### 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

Georgia Tech Student Center

#### WEBINARS

SEP 14

Assistive Technology Instructional Specialist Certification

OCT

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: <u>ALL</u> 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



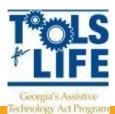
- Assistive Technology 101, 102, etc.
- Disability Awareness
- Communication
- Mobility
- Sensory (Hearing/Vision)
- Cognitive Supports
- Environmental Control
- Gaming
- AT Funding
- Apps, mobile devices
- Aids for Daily Living, Safety, Fall Prevention
- What else?



# **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

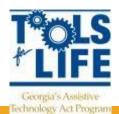


# We Are All Growing Our Skills





- 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



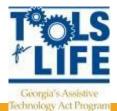
Knowledge has power and in order to gain knowledge you must learn more. Regardless of what it is you want to be the best or sharpest at, it requires dedication, knowledge and commitment. You must always be learning and keeping up with your area (AT skills) or you will quickly be surpassed by others who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



# Questions?







# We Are Growing!!

### The TFL Network



### **Device Demos**



### • All Centers- 1067

omputer Software			129			
			106			
			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				N	umber of Participants	
Family members, guardians, and authorized representatives				1	77	
Individuals with Disabilities				(	194	
Representatives of Community Living				1	19	
Representatives of Education				1	12	
Representatives of Employment				1		
Representatives of Health, allied health, and rehabilitation				3		
Representatives of Technology				161		
Total					1067	
Number of Referrals						
Referral Type			N	umber of Referrals		
Funding Source (non-AT program)			9	92		
Other			7	726		
Repair Service			1			
Service Provider			19			
Vendor			229			
Total			1	067		
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	0 24			0	0
Not made a decision	14	14 29 0		0		
Total	227	832			8	0
Customer Satisfaction						
Rating				Number		
righty satisfied		381				
Satisfied				686		
otal		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

CustomerType	Number of Loans
	48
Family members, guardians, and authorized representatives	6
Individuals with Disabilities	645
Representatives of Community Living	285
Representatives of Education	15
Representatives of Employment	5
Representatives of Health, alied health, and rehabilitation	2
Representatives of Technology	27
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

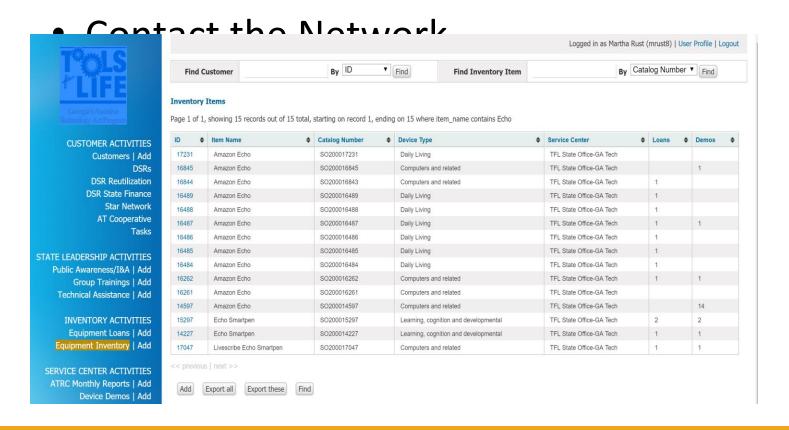
#### F. Customer Satisfaction

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!





# **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





HIPPA
FERPA
Public Information Act







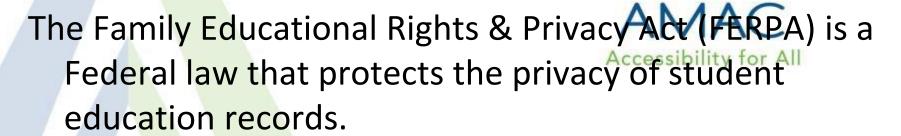
National standards to protect individuals medical records and personal health information



# HHS.gov Links



- http://www.hhs.gov/hipaa/forprofessionals/privacy/guidance/modelnotices-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



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





#### 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			
List the following information yo     List all information requested by     Release only the following item:	y AMAC.			
II. Purpose of Release:				
SECTION C: Third Party Designe	ee: Who will provide information?			
Name (Last, First, Middle Initial or Agence	y/Organization Name)			
Contact Number	Relation to Student			
Current Mailing Address (Street or PO Bo	ox #, Apartment #, City, State, and Zip Code)			
SECTION D: Student Certification	on			
form, that I grant the Third Part AMAC. I further understand the	the Student or Legal Guardian, understand that by signing this ty Designee above to discuss and/or release information indicated above to the at this form will be kept on permanent file and that I may revoke it at any time by his authorization does not permit the listed Third Party to make any changes to			
Student Name (Print)	Student' or Legal Guardian's (Signature) Date			

512 Means Street, Suite 250 Atlanta, GA 30318 • http://www.amacusg.org • ph,404-894-8000 • fax 404-894-8323



#### 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 information: Assistive Technology Report & R Assistive Technology Report wit Resource List only		nt areas/types of student record
II. Purpose of Release:		
SECTION C: Third Party Desi	_	
Contact Number	Relation to S	Student
Current Mailing Address (Street or PO Box #	#, Apartment #, City, State, and Zip Code)	
Designate a 4-digit pass-code (will be used to veri	ify your identity)	
to discuss and/or release information understand that this form will be kep	dent or Legal Guardian understand that by signing th in my Assistive Technology Assessment report to th t on permanent file and that I may revoke it at any t e listed party to make any changes to my Assistive T	e person listed above. I further ime by submitting a written request.
Student Name (Print)	Student' or Legal Guardian's (Signature)	Date

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

Accessibility for All

### Includes:

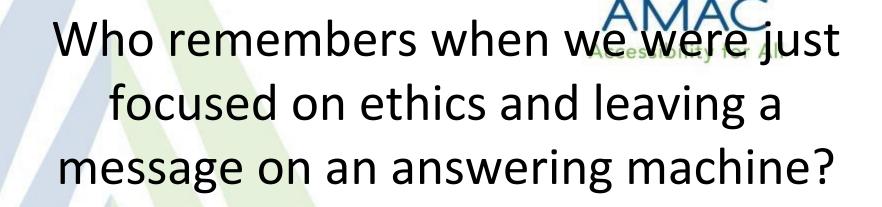
Books, paper, letter, document, printout, photo, film, tape, microfiche, microfilm, photostat, sound recording, map, drawing, voice, data, video representation in computer memory.



### ere

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









# Make an informed choice Check out which ones:

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





Tell clients that you might (e-mall text, use social media) to communicate with them.

Give them the opportunity to "opt-out."



### rech

There are numerous points of ethical considerations for technology

AMAC

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

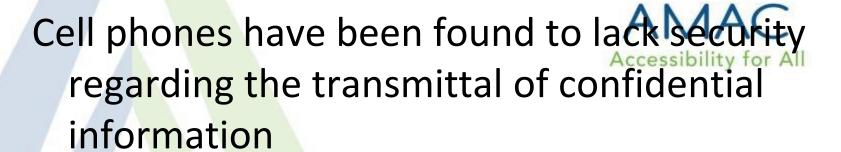
- Websites
- Social Media
- Chat Rooms



www.amacusg.org

Accessibility for All

### Con



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





- Hardware: hard disk, disks, CD-ROM's, etc... All
  - 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
  - <u>Psychologists' Use of E-mail with Clients: Some Ethical Considerations</u>
- Are you using Gmail? Yahoo? Other?
- How are you sending files?
- What files are you sending?

























### The Tools for Life Team





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