

Program Analysis for Assistive Technology (PAAT)

This is an instrument developed by the North Dakota Interagency Program for Assistive Technology (IPAT) which supports people with disabilities, including those experiencing the effects of aging, who require assistive technology devices and/or services. This instrument is from a section of a comprehensive guide for assistive technology planning, "Technology for all: A guide to solving the puzzle," developed by the IPAT project. The complete guide is available by calling 1-800-265-IPAT (4728) V/TT.

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PROGRAM ANALYSIS

Knowing what resources exist within a system enables more effective utilization of those resources when adding or expanding programs. A program analysis will show where program planning needs to start. For instance, guiding documents or a staff development plan may be identified which can be revised to include assistive technology language.

The analysis can be accomplished in a variety of ways. The following **Program Analysis for Assistive Technology (PAAT)** is one example of a tool which has been developed to assist with the analysis process. This particular tool is designed to identify existing resources in nine primary areas within a system.

PROGRAM ANALYSIS FOR ASSISTIVE TECHNOLOGY

I. ADMINISTRATIVE SUPPORT FOR ASSISTIVE TECHNOLOGY	YES	NO	COMMENTS
A. The administration is committed to the potential of technology to help persons with disabilities achieve maximum independent functioning.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
B. The administration is committed to the promotion of consumer involvement in program development and implementation.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
C. The administration is committed to ongoing identification and reduction of barriers to assistive technology devices and services.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
D. Federal and state assistive technology policies and regulations are implemented.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
E. Local assistive technology policies and procedures have been adopted.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
F. Compliance at all levels is monitored.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
G. The program recruits personnel with assistive technology skills.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
H. Staff responsibilities for assistive technology are clearly identified.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
I. Program monitors and manages	<input type="checkbox"/>	<input type="checkbox"/>	_____

evolving staff needs.

- | | | | |
|--|--------------------------|--------------------------|-------|
| J. Funds are allocated to support implementation of the plan. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| | | | _____ |
| K. The program seeks interagency collaboration for training, funding, transition, and equipment exchanges. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| | | | _____ |
| | | | _____ |

II. PROGRAM ANALYSIS

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|--|--------------------------|--------------------------|-------|
| A. The program has an assistive technology committee with diverse membership. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| | | | _____ |
| B. The assistive technology committee has defined roles and responsibilities. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| | | | _____ |
| C. The assistive technology committee has has completed an assistive technology program analysis in these areas: | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| * Administrative support for AT | | | _____ |
| * Program analysis process | | | _____ |
| * Guiding documents | | | _____ |
| * Assistive technology devices | | | _____ |
| * Professional growth | | | _____ |
| * Participation of the individuals/family members | | | _____ |
| * Meeting individuals' unique needs | | | _____ |
| * Outcome measurement | | | _____ |
| * Fitting the pieces together | | | _____ |
| D. The assistive technology committee has developed and written a comprehensive assistive technology plan. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| | | | _____ |
| | | | _____ |

III. GUIDING DOCUMENTS

- | | | | |
|--|--------------------------|--------------------------|-------|
| A. The program has a written mission statement which defines the continuing assistive technology responsibility of the system. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| | | | _____ |
| | | | _____ |
| B. The program has assistive technology | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

belief statements.

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|--|--------------------------|--------------------------|-------|
| C. Written policies and procedures insure access to assistive technology devices and services. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| | | | _____ |
| | | | _____ |

IV. ASSISTIVE TECHNOLOGY DEVICES

- | | | | |
|---|--------------------------|--------------------------|-------|
| A. The program maintains an inventory of existing assistive technology equipment accessible to all staff. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| | | | _____ |
| | | | _____ |

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|---|--------------------------|--------------------------|-------|
| B. The program has an established system to store, track, maintain, and circulate the assistive technology equipment. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| | | | _____ |
| | | | _____ |

- | | | | |
|---|--------------------------|--------------------------|-------|
| C. The program has an array of low, medium, and high tech devices for assessment and program implementation in the following areas: | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| * Augmentative Communication | | | _____ |
| * Environmental Control/Adaptive Living Aids | | | _____ |
| * Computer Access | | | _____ |
| * Seating and Mobility | | | _____ |
| * Recreation/Leisure | | | _____ |

- | | | | |
|---|--------------------------|--------------------------|-------|
| D. There is mechanism for coordination of technology purchases to maximize equipment potential and avoid unnecessary duplication. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| | | | _____ |
| | | | _____ |

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|---|--------------------------|--------------------------|-------|
| E. A long and short range equipment purchase plan exists. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| | | | _____ |

- | | | | |
|---|--------------------------|--------------------------|-------|
| F. The program budget includes funds for long and short range assistive technology equipment purchases. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| | | | _____ |
| | | | _____ |

- | | | | |
|---|--------------------------|--------------------------|-------|
| G. Coordination of equipment purchases exists between assistive technology and general technology programs. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| | | | _____ |
| | | | _____ |

- | | | | |
|--|--------------------------|--------------------------|-------|
| H. Technology is accessible for people of all ages and disabilities. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| | | | _____ |

- I. Collaborative agreements exist between entities to insure individuals maintain uninterrupted access to assistive technology if and when they transition between entities. _____

V. PROFESSIONAL GROWTH IN ASSISTIVE TECHNOLOGY

- A. A comprehensive analysis of the program's assistive technology personnel needs has been completed. _____

- B. The program has defined assistive technology knowledge/skill levels. _____

- C. An inventory exists of staff's assistive technology knowledge/skills. _____

- D. Assistive technology is included in the system's professional growth plan. _____

- Areas include:
- * Policy
 - * Funding
 - * Assistive Technology Devices
 - * Assessment
 - * Implementation Strategies
 - * Administration
 - * Advocacy
- E. The program budget includes funding for assistive technology training identified within the assistive technology plan. _____

- F. The program is engaged in collaborative efforts with other entities to support assistive technology training. _____

- G. A process exists for funding and identifying assistive technology consultant services. _____

- H. The program has a process in place to obtain, provide, and maintain current assistive technology information. _____

- I. The program maintains a resource center _____

of assistive technology publications and resource materials.

- J. A mechanism is in place to evaluate the impact of assistive technology training.

VI. PARTICIPATION OF THE INDIVIDUALS AND FAMILY MEMBERS

- A. The program recognizes the importance of consumer participation within each area of the assistive technology program.

- B. A mechanism is in place for systematic inclusion of consumers in educational opportunities.

- C. A mechanism is in place for systematic information dissemination to consumers regarding assistive technology issues.

- D. The program serves as a resource to network consumers interested in and/or using assistive technology.

- E. Consumers participate in program monitoring and evaluation.

VII. MEETING INDIVIDUALS' UNIQUE NEEDS

- A. The program has adopted an assistive technology screening tool which provides a systematic method to screen for potential assistive technology solutions for a variety of needs.

- B. The program implements a formal referral mechanism for the identification of potential assistive technology users.

- C. The program has adopted an assistive technology assessment process which provides a comprehensive approach to

determine individual needs.

D. Assistive technology assessments are conducted by an interdisciplinary team which includes an assistive technology specialist.

E. Comprehensive program planning for individuals includes the following assistive technology areas and environments in which it is used:

Assistive Technology Areas

- * Augmentative Communication
- * Environmental Control/Adaptive Living Aids
- * Computer Access
- * Seating and Mobility
- * Recreation/Leisure

Environments

- * Home
- * School
- * Work
- * Community
- * Recreation

F. Individual programming for assistive technology meets the legal requirements under whichever program the individual is being served.

VIII. OUTCOME MEASURES

A. A written management plan for assistive technology program evaluation has been adopted.

B. There is a method to measure the following individual outcomes:

- * Functional impact
- * Consumer satisfaction
- * Evolving growth potential
- * Other

C. There is a method to measure the following

assistive technology program outcomes:

- * Staff knowledge levels
- * Building level implementation
- * Physical access to equipment
- * Job descriptions
- * Work distribution
- * Other

D. There is a method to measure the following changes within the system:

- * Policies
- * Hiring practices
- * Budget
- * Personnel management
- * Other

E. The program has procedures for annual review of assistive technology devices and services.

IX. FITTING THE PIECES TOGETHER

A. A comprehensive assistive technology plan exists which addresses the following elements:

- * Administrative Support for AT
- * Program Analysis
- * Guiding Documents
- * Assistive Technology Devices
- * Professional Development in AT
- * Participation of Individuals and Families
- * Meeting Individuals' Unique Needs
- * Outcome Measures

B. There is a mechanism in place to modify the comprehensive assistive technology plan in response to results of outcome measures and monitoring.

Directory of North Dakota Assistive Technology Resources

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AT Info-Line
1-888-214-2780 V/TT
Get answers to all types of AT questions
List and look for used AT equipment

IPAT Equipment Loan Library
1-800-421-1181
Call to borrow AT equipment/devices for trial use

Adaptive Equipment Services

1-800-252-4911 ext. 4583

Inquire about equipment fabrication or equipment vendors

Protection & Advocacy

1-800-472-2670

Get help in resolving AT service/device barriers



1-800-265-IPAT (4728) V/TT
<<http://www.ndipat.org>>