

**STATE OF NEVADA
AGING AND DISABILITY SERVICES DIVISION**

**SERVICE SPECIFICATIONS
ASSISTIVE TECHNOLOGY FOR INDEPENDENT LIVING (AT/IL)**

Any exceptions to these Service Specifications must be requested in writing and approved by the Deputy Administrator of the Aging and Disability Services Division.

PURPOSE:

The Planning, Advocacy and Community Services (PAC) Unit, within the Aging and Disability Services Division (ADSD), has been authorized under State law to award grant funds to non-profit agencies to provide services to individuals with disabilities. To promote quality services, ADSD has established these service specifications for Assistive Technology for Independent Living Program (AT/IL), which contain general guidelines for administrative and operating procedures for funded services. ADSD will use these service specifications, among other measures, as a basis for assessing program performance. The service specifications that each grantee must follow consist of GENERAL REQUIREMENTS and SERVICE-SPECIFIC REQUIREMENTS, which are established for each type of funded service.

SERVICE DEFINITION:

The AT/IL Program is a statewide program that supports an individual's choice to live in their community. Providing services to support individuals with disabilities to live in their community by addressing physical barriers to their essential daily living needs. The program provides assistance to individuals to identify their Independent Living goals, assistance identifying appropriate Assistive Technology (AT), identifying resources available for the AT, assisting with the coordination with vendors or contractors, and authorizing resources when no other resources are available. Services are provided based on the philosophy that (1) disability is a natural part of the human experience and in no way diminishes the right of individuals to live independently, enjoy self-determination, make choices, contribute to society and experience full integration and inclusion in American society; and (2) programs must assure that people with disabilities, and their families, have access to culturally competent services, supports and other assistance and opportunities which promote independence, productivity and inclusion.

SERVICE CATEGORIES AND REQUIREMENTS:

The following service categories established by ADSD must be used to document the services provided as well as the program policies:

Independent Living services

- Provide information and referral, including access to peer support and independent living skills training, and technical assistance;
- Engage consumers having daily living barriers and promote the development of Independent Living Goals;
- Assist consumers develop IL Goals;

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- Development of an Independent Living Plan or Waiver of an IL Plan.
- Technical assistance;
- Identification of the options and resources available.

Assistive Technology services

- Assistance identifying AT modifications, devices/equipment, or services that will best accomplish the consumer's goal/goals;
- Identify potential resources & provide guidance to access those resources;
- Encourage and support AT demonstration and the trial of AT whenever possible;
- Implementing best AT practices provide consumers with the ability to make informed choices.

Funding resources when no others can be identified or if the other resources cannot fully cover the cost:

- Authorize funding by purchase order or authorization to vendors for services;
- Make payment to vendors upon confirmed completion of services;
- Home access modifications;
- Assistive devices and equipment;
- Vehicle adaptations to drive and/or transport the person and mobility equipment;
- Care facility transition assistance; and
- Communication technology assistance.

Outreach and Public Awareness:

- Provide sufficient and appropriate outreach and public awareness in services areas;
- Track all activities;
- Monitor consumer referral sources to determine impact;
- Identify unserved and underserved populations;

GENERAL REQUIREMENTS:

Prospective AT/IL partners must have the expertise and structure necessary to provide the AT/IL Program services. Programs like the AT/IL program must have community partners that are committed to providing high quality Independent Living Services and capable of articulating and promoting the IL Philosophy. Program policies and procedures are available for review from ADSD.

- Community partners must have and share a related mission, vision, and philosophy in the provision of the program services.
- Inclusion of personnel who are knowledgeable and experienced in the following areas:

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- A minimum of 5 years' experience in the development and provision of Independent Living Goals and Services with a focus on daily living barriers and needs.
- A minimum of 5 years of Assistive Technology experience identifying barriers, AT solutions, demonstrating AT (includes coordinating demonstrations by others), and supporting informed consumer decision making in the areas of Daily Living, Environmental adaptations, Mobility, Communication (speech and hearing), Vehicle modification & transportation, and Vision.
- Inclusion of personnel who are knowledgeable in community resources as well as resources to obtain Assistive Technology (minimum 5 years).
- Inclusion of personnel that have experience working with vendors and contractors to obtain quotes for services and monitor service completion (minimum 5 years).
- Follow the Assistive Technology for Independent Living Program Policies for the provision of services.
- Ensure the Goals and Objectives established with ADSD are monitored and responses updated as defined with ADSD.
- Utilize ADSD's WellSky Independent Living case management system for all case coordination and Consumer Service Record maintenance. Ensure descriptive CRS's are maintained with case notes that are both appropriate and lead the reader to the next step/steps in the case progress.
- Ability to assume the existing caseload (the caseload varies by location and funding availability and can be confirmed with ADSD)
- Ability to issue vendors authorizations or purchase orders, make payment to vendors weekly, monitor and report all obligations, and payments.
- Coordinate and collaborate with other agencies and organizations.
- Availability, to the maximum extent feasible, of personnel able to communicate (1) with individuals with significant disabilities who rely on alternative modes of communication, such as manual communication, nonverbal communication devices, Braille, or audio tapes and (2) in the native languages of individuals with significant disabilities whose English proficiency is limited and who apply for or receive services.
- Establishment and maintenance of a program of staff development for all classes of positions involved in providing AT/IL services, and improving the skills of staff

directly responsible for the provision of AT/IL services, including knowledge of and practice in the IL philosophy. *(Required that IL staff will complete the (4) modules on IL History & Philosophy Orientation for IL Staff provided through ILRU <http://www.ilru.org/il-history-and-philosophy-orientation-for-il-staff>; must be reviewed by staff every year).*

- Affirmative action to employ, and advance in employment, qualified individuals with significant disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities under section 503 of the Act. *(Required that all job openings are posted accordingly and comply with the Act, all job candidates are considered regardless of any disabilities with equal opportunities made available to all who apply)*

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