#1712
Judith Fein

Name: Rudolph, Kim

U.S. Department of Education
Office of the Deputy Secretary/Budget Service - Control Document

Assigned to: ODS/BS

Control #: BS01-01231
ODS/BS Doc #: 6727

Doc. Type: OMB
Due Date: 05/09/2001

Action: REVIEW/COMMENT
Signature:

Writer: Rudolph, Kim
Title:
Organization: RIMG
Salutation:

Subject: REQUEST FOR OMB REVIEW: ANNUAL PROGRESS REPORTING FORM FOR ASSISTIVE TECHNOLOGY

Notes:

---------------------- Assignment Tracking Section ----------------------

ASSIGNED	COMMENT	DATE	DUE	COMPLETED
CICHOWSK	REVIEW/COMMENT	04/30/2001	05/09/2001	6-6-01
	See comments throughout the justification section and the first several pages of the data collection instrument.			
	Overall, NIDRR should include the statutory requirement to annually report to Congress			
	on AT Act activities as the primary rationale for this data collection.			
	As drafted, NIDRR references solely EDGAR and GPRA as the reason			
	for collection. CAC			

Keyer: MTW Reader: MTW Related Control #:

Questions about control mail or drafting letters? Check out Exec Sec's Web site: http://connected.ed.gov/ref/execsec/index.html

B

RIMG RECEIPT CONTROL

PLEASE SIGN AND DATE AS INDICATED UPON RECEIPT.

ANALYST:		
	Kathy Axt 703-426-9692	[ ] ✓
	Sheila Carey 708-6287	[✓]
	Jackie Montague 708-5359	[ ]
	Joe Schubart 708-9266	[ ]
		[ ]

OMB NUMBER

1820-NEW

TITLE

Annual Progress Reporting Form for Assistive Technology

PROGRAM OFFICE

OGC
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OTHER

FROM: RIMG CONTROL DESK

FOR BUDGET AND PLANNING USE ONLY – HIGHTLIGHT THE NAME OF THE REVIEWER

Signature: [illegible] Date: May 23, 2001

Alan Ginsburg, PES	401-3132	Angel Clarke	""	Valerie Sciarra	401-0333	James Butler	401-0311
Sandra Richardson	""	Sarah Abernathy	401-3600	Lee Terry	401-3037	John Chapman	401-0309
Axalea Saunders	""	Sandra Furey	401-4614			David Cleary	205-9963
Genise Cooke	""	David Goodwin	401-0263	Linda Chiaramonte, ABAD	401-1288	Larry Cohen	401-0310
Jennifer Ballen	401-0618	Elizabeth Eisner	401-1857	Faith Turner	401-7919	James Houser	401-0307
Adriana de Kanter	401-3132	Michael Fong	401-7462	Howard Brayer	401-0604	Lonna Jones	401-0312
Quinton Washington	205-5798	Frank Forman	401-3624	Coleatha Carter	401-1738	Robert Davidson, PAD	401-0675
Julie Pederson	401-2871	Andrew Lauland	401-3518	Patricia James	401-7882	Betty McRoy	"
Nancy Rhett	401-1679	James Maxwell	401-3571	Debra Scites	260-5289	Eleanor Briscoe	401-1201
Lenore Garcia	401-3036	Daniel Morrissey	401-3619	Winifred Shapiro (PT)	401-1751	Mark Traversa	401-0122
Shirley Sands	401-0430	Ann Nawaz	401-5344	Susan Taylor	401-1392	Phillip Juengst	260-1760
Samuel McKee	""	Stacy Kotzin	401-5938	Elizabeth Witherspoon	401-0229	Navneeeta Chandra	401-7543
Betty Ward	""	Audrey Pendleton**	401-3630	William Graham, CEA	401-0975	Carol Cichowski , SERRAD	401-3939
Christopher Winkler*	""	Steven Zwillinger	401-1678	Janice Matthews	401-0290	Kelly Munger	401-7320
		Thomas Skelly, Budget	401-1700	William Carrington	401-1848	Krystal Southall (PT)	401-3940
Yvonne Briscoe	""	Marie Wade	""	Mike Carpenter	401-0336	Laurie Collins	401-3981
Joanne Bogart	401-0276			Kimberly Carroll	401-3870	Gregory Frane	401-3948
Melissa Chabran	401-1265	Bill Cordes	""	John Kane	401-1859	Wava Gregory	401-1345
Martha Chavez	401-8368	James Hazzard	""	Larry Kean	401-0330	Ellen Weiss	401-3947
Barbara Coates	401-1232	Jan Solomon	""	Shannon Mahan	401-0328	Mark Snyderman	401-1949
Katherine Doherty	401-0264	Susan Weiner, BPCS	401-1845	Robert Mercer	401-9031	Judith Anderson	401-3944
Daphne Hardcastle	401-7949	Sandra Johnson	401-0320	Rachael Bauer	401-2931		
Tracy Rimdzius	401-1259	Marilyn Bechtold	401-1844	Kirk Siegwarth	401-0338		
Mary Rollefson	401-0274			Robin Pugh	401-2152		
Jeffrey Rodamar	204-5046	Ray Hamilton	401-1763	Mark Santucci	260-8975		
Colette Roney	401-0886	Martha Jacobs	401-0098				
Susan Sanchez	401-0886	Nancy Martin	401-0292	Alan Baldinger	401-0976		
Elois Scott **	401-0274	Kathleen McAuliffe	401-1847	Michael Ward	401-5949		
Stephanie Stullich	401-0091			Daniel Simpson	401-0122		
Susan Thompson-Hoffman	401-0091	Trina Lawson, BECS	401-1391	Thomas Corwin, DESVA	401-0318		
Lisa Towne	205-5798	Kathleen Guy	401-2227	Laurette Crum	205-9149		
Joanne Wiggins	401-2266			Ian Soper	401-0907		
Ricky Takai**, PAVED	401-3630	Ann Kibler	401-3946	Chelsea Hart	401-0317		
Daniel Goldenberg	401-3562			Barbara Broadnax	401-0318		

PLEASE REVIEW AND RETURN COMMENTS TO: RIMG, ROB3, RM. 4050 ATTENTION: KIM RUDOLPH

NO LATER THAN May 11, 2001 Maria Wade 4/30/01

Carey 1820-NEW Due Date- May 11, 2001

PAPERWORK REDUCTION ACT SUBMISSION

Please read the instructions before completing this form. For additional forms or assistance in completing this form, contact your agency's Paperwork Clearance Officer. Send two copies of this form, the collection instrument to be reviewed, the Supporting Statement, and any additional documentation to: **Office of Information and Regulatory Affairs, Office of Management and Budget, Docket Library, Room 10102, 725 17th Street NW, Washington, DC 20503.**

1. Agency/Subagency originating request:
Dept. of Education, Office of Special Education and Rehabilitative Services

2. OMB Control Number:
a. – b. [X] NONE 1820 – NEW

3. Type of information collection *(check one)*:
a. [X] New Collection
b. [ ] Revision of a currently approved collection
c. [ ] Extension of a currently approved collection
d. [ ] Reinstatement, **without change,** of a previously approved collection for which approval has expired
e. [ ] Reinstatement, **with change,** of a previously approved collection for which approval has expired
f. [ ] Existing collection in use without an OMB control number
For b-f, note Item A2 of Supporting Statement instructions

4. Type of review requested *(check one)*:
a. [X] Regular (if streamlined also check here [ ])
b. [ ] Emergency – Approval request by:
c. [ ] Delegated

5. Small Entities:
Will this information collection have a significant economic impact on a substantial number of small entities? [ ] Yes [X] No

6. Requested Expiration date:
a. [X] Three years from approval date
b. [ ] Other — Specify:

7. Title *(10-15 words maximum)*:
Annual Progress Reporting Form for Assistive Technology Grantees (SC)

8. Agency form number(s) *(if applicable)*:

9. Keywords:
NIDRR AT annual progress reports

10. Abstract: This data collection will be conducted annually to obtain program and performance information from NIDRR state assistive technology grantees on their project activities. The information collected will assist federal NIDRR staff in responding to GPRA. Data wil primarily be collected through an internet form.

11. Affected public *(Mark primary with "P" and all others that apply with "X")*:
a. [ ] Individuals or households
b. [X] Businesses or other for-profit
c. [X] Not-for-profit institutions
d. [ ] Farms
e. [ ] Federal Government
f. [P] State, local or Tribal Gov't, SEAs or LEAs

12. Obligation to respond *(Mark primary with "P" and all others that apply with "X")*:
a. [ ] Voluntary
b. [X] Required to obtain or retain benefits
c. [P] Mandatory

13. Annual reporting and recordkeeping hour burden:

a. Number of respondents	56
b. Total annual responses	56
1. Percentage of these responses collected electronically	100%
c. Total annual hours requested	896
d. Current OMB inventory	0
e. Difference (+/-)	
f. Explanation of difference	
1. Program change	986
2. Adjustment	0

14. Annual reporting and recordkeeping cost burden *(in thousands of dollars)*:

a. Total annualized capital/startup costs	0
b. Total annual costs (O&M)	0
c. Total annualized cost requested	0
d. Current OMB inventory	0
e. Difference (+/-)	0
f. Explanation of difference	
1. Program change	
2. Adjustment	

15. Purpose of information collection *(Mark primary with "P" and all others that apply with "X")*:
a. [ ] Application for benefits
b. [P] Program evaluation
c. [ ] General purpose statistics
d. [ ] Audit
e. [X] Program planning or management
f. [ ] Research
g. [ ] Regulatory or compliance

16. Frequency of recordkeeping or reporting *(check all that apply)*:
a. [ ] Recordkeeping
b. [ ] Third party disclosure
c. [X] Reporting
1. [ ] On occasion 2. [ ] Weekly 3. [ ] Monthly
4. [ ] Quarterly 5. [ ] Semi-annually 6. [X] Annually
7. [ ] Biennially 8. [ ] Other (describe) one time ____

17. Statistical methods:
Does this information collection employ statistical methods? [ ] Yes [X] No

18. Agency contact *(person who can best answer questions regarding the content of this submission)*:
Name: Judith Fein
Phone No: (202) 205-8116
Fax No: (202) 205-8515
Email : ____
Address: ____

19. Regulatory information *(information provided in this block will be used to improve the processing of the information collection)*:
a. Does this collection contain a proposed regulation? [ ] Yes [X] No
If yes, check item that applies:
[ ] NPRM [ ] Final [ ] Other
b. List all Paperwork Reduction Act sections that apply to this collection:

20. Certification for Paperwork Reduction Act Submissions:

On behalf of this federal agency, I certify that the collection of information encompassed by this request complies with 5 CFR 1320.9.

NOTE: The text of 5 CFR 1320.9, and the related provisions of 5 CFR 1320.8(b)(3), appear at the end of the instructions. *The certification is to be made with reference to those regulatory provisions as set forth in the instructions.*

The following is a summary of topics, regarding the proposed collection of information, that the certification covers:

(a) It is necessary for the proper performance of agency functions;

(b) It avoids unnecessary duplication;

(c) It reduces burden on small entities;

(d) It uses plain, coherent, and unambiguous terminology that is understandable to respondents;

(e) Its implementation will be consistent and compatible with current reporting and recordkeeping practices;

(f) It indicates the retention periods for recordkeeping requirements;

(g) If informs respondents of the information called for under 5 CFR 1320.8(b)(3):

- (i) Why the information is being collected;
- (ii) Use of information;
- (iii) Burden estimate;
- (iv) Nature of response (voluntary, required for a benefit, or mandatory);
- (v) Need to display currently valid OMB control number;

(h) It was developed by an office that has planned and allocated resources for the efficient and effective management and use of information to be collected (see note in Item 19 of the instructions);

(i) It uses effective and efficient statistical survey methodology; and

(j) It makes appropriate use of information technology.

If you are unable to certify compliance with any of these provisions, identify the item below and explain the reason in Item 18 of the Supporting Statement.

Signature of Senior Official or designee:	Date:

For Department of Education Internal Use

I certify that the information collection being submitted to the Senior Official, or designee, encompassed by this request complies with 5 CFR 1320.9, as summarized above. *(Assistant Secretary signature **required** for emergency reviews.)*

Signature of Assistant Secretary or designee:	Date:

OMB Supporting Statement for the

National Institute on Disability and Rehabilitation Research (NIDRR)

Annual Progress Reporting Form For the Assistive Technology State Grant Program

April 24, 2001

Request for Clearance of Proposed Form

State Grant

U. S. Department of Education
National Institute on Disability and Rehabilitation Research (NIDRR)
Annual Project Performance Reporting Form
For the Assistive Technology Program

Assistive Technology Act of 1998 (AT Act)

A. Justification

101 (and 102)?

1. Importance of the Information

the annual report to Congress required by the AT Act, the

The National Institute on Disability and Rehabilitation Research (NIDRR) of the U.S. Department of Education (ED) requests clearance for a new annual progress reporting form ~~to be~~ completed by the assistive technology (AT) grantees, authorized under Section ~~102~~ of the Assistive Technology (AT) Act of 1998 (Public Law 105-394). The new form will be web-based; that is, all grantees will complete the form via the Internet.

The form collects data on grantees' program activities. NIDRR staff will use this information to respond to Education Department General Administrative Regulations (EDGAR) requirements, to facilitate program planning efforts, ~~and to respond~~ to reporting requirements under the Government Performance and Results Act (GPRA) of 1993 (Public Law 103-62), and

the AT Act, which requires that grantees under the AT Act must report on specifically identified activities

This data collection supports EDGAR, which identifies specific requirements that must be met by applicants and grantees. The regulatory requirements that apply to the NIDRR grant programs include 34 CFR Parts 74, 75, 77, 80-82, 85, and 86. Specifically, 34 CFR 75.590 requires grantees to submit a performance report, or, for the last year of a project, a final report, that evaluates at least annually:

(The AT Act statutory reporting requirements)

move the EDGAR requirements to a new paragraph

(A) the grantee's progress in achieving the objectives in its approved application;

(B) the effectiveness of the project in meeting the purposes of the program; and

(C) the effect of the project on the participants being served by the project.

Additionally, NIDRR's GPRA plan, as part of ED's performance reporting requirements, must collect information to meet the following mandates: (a) implementation of a comprehensive plan that includes goals and objectives for the program, (b) measurement of the program's progress in meeting its objectives, and (c) submission of an annual report on program performance, including plans for program improvement, as appropriate. The FY2001 indicators that this data collection will address include:

Are we sure these will be the measures for future years

Indicator 1.1

Information: The number of ~~individuals~~ with disabilities who receive information about AT will increase by 10 percent annually.

Is this a program that reduces grant in years

Indicator 1.2

Trained professionals: The ~~number~~ of professionals trained to provide AT services will increase by 5 percent annually.

Indicator 1.3

Barrier reduction: Annually, grantees' activities will result in legislative and policy changes that reduce barriers.

Form Questions

In order to provide the most accurate and comprehensive documentation of NIDRR's activities, the form will collect information on the following areas:

1. Reporting period
2. Budget and narrative
3. Project summary
4. Staffing
5. Public awareness and information dissemination
6. Legislative and policy changes
7. Interagency coordination and partnerships
8. Training and technical assistance
9. Outreach
10. Alternative financing program
11. Demonstrations of assistive technology
12. Interstate activities
13. Advocacy
14. Consumer satisfaction

Sections 5-9 of the form address required activities of grantees as outlined in the AT Act of 1998 (AT Act), sections 10-13 address discretionary activities, and the remaining sections provide NIDRR with information for their program management needs. Appendix A contains a paper version of the form.

Grantees will complete the progress form annually; data are due to NIDRR forty-five (45) days after the end of each grantee's reporting period. For the majority of grantees (about two-thirds), their reporting period ends September 30; the other third of grantees have reporting periods staggered from March to September.

Analysis

The reporting system will yield frequencies, cross tabulations, and other tabular displays of information to meet the needs of NIDRR staff, ED staff, and Congress under provisions of the AT Act, EDGAR, and GPRA. NIDRR will prepare these reports according to statutory and regulatory requirements. NIDRR will prepare other data tabulations on an as-needed basis to meet specific information needs.

2. Purposes and Uses of the Data

NIDRR and ED will use the information gathered annually from these data collection efforts to comply with EDGAR and to provide Congress with the information mandated in the AT Act and GPRA.

Data collected from the grantees will provide a national description of what types of programs state agencies and their subcontractors operate to serve the assistive technology needs of individuals with disabilities and contribute to the field of disability research. NIDRR, which has requested clearance of these forms, is charged in various ways with providing technical assistance and resources regarding AT and disability research. Grantees can use their own annual progress data as they discuss, plan, generate support for, and implement AT programs and services for individuals with disabilities. These data will provide information that policy makers can use in better understanding the barriers, opportunities, and outcomes involved in improving AT devices and services for individuals with disabilities. These data will also be used by NIDRR in preparing its annual report to Congress required by the AT Act.

3. Improved Information Technology

The type and amount of information to be collected from the grantees are somewhat different from what has been requested of them in the past. While grantees will continue to report on their activities, the new format organizes the data by required and discretionary grantee activities (as outlined in the AT Act), as well as the addition of items addressing GPRA indicators. However, grantee burden will be reduced greatly and facilitated by use of web-based data collection forms because of the format of the responses (i.e., check boxes versus narrative). During year one of using the web form, a grantee will enter all relevant project information; in subsequent grant years, the system will provide grantees with previously entered data, allowing them to make only the necessary edits rather than re-enter data from year to year, as they have in the past using paper forms. Another burden-reducing feature of the web system permits grantees to enter information on an ongoing basis during the reporting period, thus allowing them the option to use the system for their internal management purposes without having to spend their own resources to develop such a tool. The system will then total all numeric entries for an end-of-the- year report. (In the event that a grantee does not have Internet access, NIDRR will provide a paper copy or electronic version of the reporting form to complete.)

The system, currently being developed, uses ColdFusion version 4.5 and Sequel Server (SQL) version 7. A primary advantage of using this type of dynamic data base is the immediate access NIDRR staff will have to the information grantees submit. Not only will NIDRR staff be able to identify, almost instantly, which grantees have submitted their completed forms (via the Internet), they can also generate reports, even on partial data, as requested by Congress or ED. The system can be programmed to send electronic mail messages to all grantee project directors prior to the due date of the annual reports. Electronic messages can also be sent to grantees that do not submit their reports on time; federal project officers will not have to spend time telephoning these grantees.

The web-based form in this clearance package will meet the Section 508 (of the 1998 Rehabilitation Act, as amended) requirements for web-based intranet and internet information and applications. Moreover, it will exceed these requirements as well as those outlined in the U.S. Department of Education's Information for Contractors Developing Content or Applications for www.ed.gov, which includes the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines 1.0. ED requires that web-based forms meet the Priority I guidelines for accessibility. This form will meet all applicable checkpoints from Priority levels I, II, and III for accessibility for individuals with disabilities, as required by the above document -- the highest level of accessibility. (Many of the checkpoints do not apply to the type of web-based data collection system in this clearance package. For example, Priority III, checkpoint 13.10 requires the system to 'skip over multi-line ACSCII art'; there is no ACSCII art in this system.). Other validation methods for accessibility have also been completed: use of the form with a text-only browser, spell checks, grammar checks, and reviews of the forms for clarity and simplicity. Additionally, our programming staff consulted with Don Barrett from ED's Office of the Chief Information Officer on accessibility issues. Finally, the form will be pretested by individuals with disabilities in late spring 2001. Results of that pretest will be forwarded to OMB.

This web-based system builds upon similar systems developed by Research Triangle Institute (contractor)[1] for the Office of Indian Education (OIE) and eight other NIDRR programs (Rehabilitation Research Training Centers (RRTCs), Rehabilitation Engineering Research Centers (RERCs), Field Initiated Research (FIRs) projects , Advanced Rehabilitation Research Training Projects (ARRTs), Model Systems (MSs) (includes spinal cord injury, traumatic brain injury, burn centers), Disability and Rehabilitation Research Projects (DRRPs), Dissemination and Utilization Projects (D&Us), and the Disability and Business Technical Assistance Centers (DBTACs)). The OIE system, developed prior to Section 508 requirements (yet it has 'Bobby-approval') obtained OMB clearance in fall 1999. The eight NIDRR forms received OMB approval in February 2001.

4. Efforts to Identify Duplication

This form does not duplicate items from any other NIDRR data collection efforts for this program.

[1] In fiscal year 1999, NIDRR awarded a four-year grant to InfoUse (Berkeley, CA) to conduct an Assistive Technology Data Collection Project. InfoUse subcontracted with RTI of Research Triangle, NC to work with NIDRR to develop the new form and design the web-based data collection system.

5. Methods Used to Minimize Burden on Small Entities

No small entities will be part of this data collection.

6. Consequences of Not Collecting the Information

(congressional report and

The proposed data collection activity involves an annual required progress form from NIDRR AT grantees. If the information is not collected, data on key aspects of these programs and AT devices and services for individuals with disabilities will not be available; consequently, NIDRR would be unable to meet statutory and regulatory requirements for collection and reporting of data on grantees' activities and outcomes.

7. Departures from Guidelines in 5 CFR 1320.5

The proposed data collection is consistent with guidelines set forth in 5 CFR 1320.5.

8. Consultations Outside the Agency

Comments, guidance, and technical assistance were obtained from a variety of sources during the development of this form. In cooperation with NIDRR, RTI, with assistance from InfoUse, developed the data collection instrument. RTI staff are currently developing the Internet form and database. For two years, RTI participated in a government-wide roundtable with representatives from all federal agencies (e.g., National Science Foundation, Army Research Lab) that support extra- and intramural research. The purpose of the roundtable was to define appropriate outcomes and measures for each agency. RTI has also developed web-based data collection forms and systems for the Office of Indian Education (OIE), the special projects and demonstrations program for the Rehabilitation Services Administration (RSA), and for eight other NIDRR programs. The OIE web form and the eight NIDRR forms have received OMB clearance; the RSA form is currently undergoing OMB review. (The OIE form was developed prior to the Section 508 guidelines, however, it does have Bobby-approval. The RSA form and the eight NIDRR forms meet the Section 508 guidelines.)

Additionally, while developing the data collection instrument in this clearance package, RTI staff solicited input from the state AT directors to determine clarity of the questions and whether or not a grantee would have difficulty providing the types of data requested. RTI staff and the work group (consisting of seven AT project directors from these states: NC, AR, TX, IL, WA, KS, NE, and VA) convened to assist with the form's development incorporated the state directors' input before submitting a revised version of the form to NIDRR staff for comment. Eight NIDRR grantees will pretest the web-based form in late spring 2001 to assess the functionality of the web-based form and determine the clarity of the questions and data collection method. At least two of the pretest grantees will be individuals with disabilities so they can also test the form for accessibility. Participants will also complete a feedback form to provide additional information and suggestions for improvement. As mentioned in section 3 above, the proposed system will reduce the grantee reporting burden. In fact, the following quote is from an AT grantee whose annual progress report was due to NIDRR in March. NIDRR asked RTI to provide the grantee with a paper copy of the draft form to complete and submit to NIDRR. The grantee submitted comments to NIDRR and RTI on their experience with the new form, including the following:

"Our initial concerns with the form were how our data would fit into what was presented to us. We have not collected information in this format... Once we began working with the form, however, we do believe that using this method (web-based) to report our data will be much easier and less duplicative than creating a lengthy narrative grant report each year. When we begin collecting our data to fit this form, it will be convenient to provide information on our project and its accomplishments."

Upon completion of the web-based pretest, RTI and InfoUse staff will provide NIDRR with a summary of the comments from the participating grantees. NIDRR staff will review the completed pretest forms and the comment summary, and ask RTI to make any necessary changes. The form contained in this clearance request (Appendix A) is the form the pretest grantees will complete on-line. NIDRR will forward to OMB the results of the pretest and the URL for the revised form.

9. Payments or Gifts to Respondents

No payments or gifts are to be provided to respondents.

10. Assurances of Confidentiality

Two levels of system security will be in place to assure confidentiality of data obtained via the Internet. In order to prevent the general public from accessing the system, grantees' Federal award numbers (PR numbers) will be pre-loaded into the Internet data collection system. Secondly, unique passwords will be mailed (U.S. Postal Service) to each grantee following OMB clearance. Grantees must enter their Federal award number (PR number) and unique password to enter the web site and input their data. These two security measures will also ensure that individual grantees can not obtain access to any other grantees' reporting form via the Internet. Additionally, only NIDRR-identified Federal staff will be given access to the system's database to view and generate reports.

11. Sensitive Questions

The questions included in the form are not considered to be sensitive.

12. Estimates of Response Burden

The 2000-2001 universe of NIDRR assistive technology grantees totals 56 (all 50 states and the territories). All grantees will be required to submit an annual progress reporting form. Grantees will need an average of 16 hours to complete the reporting form; based on the average time grantees from other NIDRR programs (e.g. RERC, RRTC) need for the same purpose. (This estimate will be revised after the pretest in late spring 2001.) The cost to respondents is estimated to be $20 per hour for a total cost to respondents of about $320. (Hourly rates have been estimated based on previous experience with similar data collections.)

13. Estimates of Cost Burden for Collecting Information

This is an annual progress form. There are no capital costs nor are any equipment purchases necessary.

14. Estimate of Annualized Cost to the Federal Government

In fiscal year 1999, NIDRR awarded a four-year grant to InfoUse (Berkeley, CA) to conduct an Assistive Technology Data Collection Project. InfoUse subcontracted with RTI of Research Triangle, NC to work with NIDRR to develop the new form and design the web-based data collection system. Annualized system development costs, including all activities and collaboration with the agency, were $100,000 per year for two years. As part of the grant, RTI will host and maintain the web site and reporting system for the first two years of web-based data collection. The system could then be hosted on ED's server. The annualized cost of operating the system (from year three forward) will depend on ED's operating costs for such a system at that time.

15. Changes in Burden

This is a new form; there are no changes in burden.

16. Tabulation and Analysis Plan and Schedule

to report annually to Cong[illegible] and [illegible]

NIDRR staff will use the information collected from the annual progress reporting form ~~primarily for~~ program monitoring purposes. NIDRR will generate standard reports to meet requirements of EDGAR, and GPRA.

the AT Act,

17. Display Expiration Date for OMB Approval

The three-year expiration date for OMB approval will be displayed on the Internet version of the form.

18. Exceptions to Certification Statement

There are no exceptions to the certification statement.

B. Statistical Methods

1. Respondent Universe

No statistical methods will be used for this data collection as all NIDRR grantees will be asked to complete the progress form. In fiscal year 2001 there are 56 grantees.

2. Sample Design

None; the data collection will be a universe annual reporting requirement.

3. Methods for Maximizing the Response Rate

Grantees are required as a condition of their grant to complete the annual progress form. NIDRR and RTI will provide technical assistance to grantees, as needed, in completing the form. Reminder messages of the due date will be posted on the web site, at least one month before the due date and at weekly intervals until the due date. The web system can generate a list of grantees that have not completed their forms by the due date. Email messages will be sent to those sites, asking for their completed forms as soon as possible. Telephone calls will be made to grantees that do not complete their forms within two weeks after the due date.

4. Tests of Procedures and Methods

A pretest of the NIDRR web-based form will be conducted in late Spring 2001 to determine what problems respondents might have in providing the requested information and to make appropriate changes to the form, if necessary. The contractor will collect responses and comments on the forms via the Internet. RTI will summarize the responses and forward them to NIDRR staff. RTI will incorporate NIDRR revisions to the web-based form.

5. Consultations on Statistical Aspects of the Design

None was needed because no statistical methods were used in the design of the form.

APPENDIX A

ANNUAL PROGRESS REPORT

Assistive Technology Grantees

APPENDIX A

ANNUAL PROGRESS REPORT

Assistive Technology Grantees

U.S. Department of Education

National Institute on Disability & Rehabilitation Research (NIDRR)

OMB VERSION

Annual Performance Report for Assistive Technology Grantees

March 16, 2001

Annual Performance Report for Assistive Technology (AT) Grantees

Need to add annual report to Congress [illegible] by the AT Act NIDRR must submit a report with statutorily required items annually no later than Dec 1

PURPOSE OF THE WEB-BASED REPORTING FORM

Under the provisions of the Government Performance and Results Act (GPRA) of 1993, NIDRR has the responsibility to develop a strategic plan that includes performance goals, objectives, indicators, and measures. As with all other agencies in the federal government, beginning in March of 2000, NIDRR must report annually to Congress on its status and progress in meeting these performance objectives. To prepare these reports for Congress, NIDRR will draw on information that grantees submit annually in this web-based reporting system. and AT Act mandated rept

NIDRR intends for this reporting form to be the standard annual report of progress for assistive technology (AT) grantees. As such, it will replace the previous annual progress and continuation reports that grantees submitted to NIDRR. *Activities reported on this form are those that grantees conduct using AT grant money, whether the activity was funded in full or in part. (Section 3 - Budget Narrative, allows space for grantees to report additional sources of funding to supplement an AT grant.) The term 'grantees' includes any subcontractor(s) a state may have given part of their AT grant funds to for the conduct of specific activities. Subcontractor activities paid for in full or in part with AT grant funds should be reported on this form.*

Information submitted by individual grantees will not be published on the web for public use, nor will this information be shared with other grantees. Rather, NIDRR will aggregate information from all reporting grantees in order to develop its annual GPRA + Congress [illegible] report and will also use information for program planning and priority development. NIDRR may make aggregate information available on the web. Research Triangle Institute, subcontractor on the Assistive Technology Data Collection Project, will provide each state with an annual report (for the next few years) that displays its individual state data with the nationally aggregated data on key program elements. Questions regarding potential uses of the information submitted by individual grantees should be directed to Judith Fein at (202) 205-8116 or Carol Cohen at (202) 205-5666.

If you need technical assistance while completing this reporting form, contact Christene Tashjian, of Research Triangle Institute, at 919-541-6128 or CAT@RTI.ORG

DEFINITIONS

The definitions from Section 3 of the Assistive Technology (AT) Act of 1998 are listed below as well as in the appropriate sections of this form (e.g., public awareness, outreach). Additionally, NIDRR has defined the terms 'training' and 'technical assistance.' Please refer to these terms when reporting your annual activities. To the extent possible, NIDRR would like each grantee to report *unduplicated counts of activities; that is, count an activity in only the most appropriate category.* These definitions should assist you in that effort.

Advocacy - Services grantees provide to assist individuals with disabilities and their family members, guardians, advocates, and authorized representatives in accessing AT devices and services.

Alternative Financing Programs - Programs that support activities to increase access to, and funding for, AT devices and services, funded under Title 101 of the AT Act.

Demonstrations - Demonstrations of AT devices may be conducted in settings where targeted individuals can see and try out AT devices, and learn more about the devices from personnel who are familiar with the devices and their applications or can be referred to other entities who have information on the devices.

Interagency Coordination - Activities a state conducts to develop and promote the adoption of policies which improve access to AT devices and services for individuals with disabilities of all ages and that result in improved coordination among public and private entities that are responsible for, or have the authority to be responsible for, policies, procedures, or funding for or the provision of AT devices and services.

Interstate Activities - Activities grantees conduct through cooperative agreements with other states to expand the capacity of the states involved to assist individuals with disabilities of all ages to learn about, acquire, use, maintain, adapt, and upgrade assistive technology devices and assistive technology services that such individuals need at home, at school, at work, or in other environments that are part of daily living.

Legislative Change – Results in new laws or amendments to existing laws relating to reducing barriers to acquiring assistive technology devices and services.

Outreach - Activities conducted to support statewide and community-based organizations that provide AT devices and services to individuals with disabilities or that assist individuals with disabilities in using AT devices and services, including a focus on organizations assisting individuals from underrepresented populations and rural populations. Such support may include outreach to consumer organizations and groups in the state to coordinate efforts to assist individuals with disabilities of all ages and their family members, guardians, advocates, or authorized representatives to obtain funding for, access to, and information on evaluation of AT devices and services.

Policy Change – Results in a practice, procedure, or course of action, sanctioned or adopted by a state government agency to reduce barriers to acquiring assistive devices and services.

Public Awareness - Activities conducted for targeted individuals relating to the availability and benefits of AT devices and services. Targeted individuals, as outlined in the AT Act of 1998, include individuals with disabilities of all ages and their family members/guardians, individuals who work for public/private entities that have contact with individuals with disabilities, educators and related services personnel, technology experts, health/allied health professionals, and employers.

Systems Change and Advocacy Activities– Efforts that (a) result in laws, regulations, policies, practices, procedures, or organizational structures that promote consumer-responsive programs or entities; and (b) facilitate and increase access to, provision of, and funding for, assistive technology devices and assistive technology services, in order to empower individuals with disabilities to achieve greater independence, productivity, and integration and inclusion within the community and the workforce.

Training - A training session is a means to teach individuals a new skill or broaden their abilities with the intention that participants will apply what they learn to their work or personal situation (as in the case of consumer advocates). Examples of such skills or areas of improvement are: (1) conducting AT assessments, (2) matching AT devices and services to individual needs, and (3) learning or upgrading new skills to increase the acquisition and use of AT. Training formats can include presentations, conference sessions, learning labs, workshops, classroom instruction, or distance education.

> **Note:** Activities should be *counted in only one category.* Presentations may be counted as either Public Awareness or Technical Assistance/Training activities, but they should be counted only once. The intended outcome should determine the category in which to count the activity. A presentation made for the purpose of general information should be recorded as a Public Awareness activity. A presentation with the intended outcome of participants applying new knowledge or skills in addressing AT device/service issues should be counted as a Training activity.

Technical Assistance - Helping individuals integrate knowledge into practice. Technical assistance (TA) is responsive to an individual's, family's, or organization's stated needs.

HTML FILES

Before you begin entering data, you may want to print a copy of the blank reporting form to use in gathering all the necessary information. This file is in HTML format, compatible with screen readers. Click on the icon below to print a blank form. (You may also print a copy of the form on a page by page basis by using the 'Save and Print' function at the bottom of each page.)

GETTING STARTED

The first time you log on to the system, you will receive a Table of Contents following this page of instructions. During your initial entry in the system, you may either enter data or simply view each page of the form by clicking the 'Save and Continue' button. It is unlikely that you will enter all the data on the form the first time you log onto the system. Whenever you log back onto the system, you will see a Table of Contents page that displays the status of your data entry for each section of the form (see example below). Wherever there is a link in the form, it will appear navy blue in color if you have not clicked on the link. Once you click on the link, the color changes to purple.

SECTION	Completed	Status	Updated
1. General Information	View Data	Locked	01/31/01
2. Reporting Period	Lock Data	Update	02/22/01

To view a specific section, click on the underlined text in the 'Status' column of that section. If the data is locked, then clicking on 'View Data' will display the information for that section. (Locked data is explained below.)

GENERAL INSTRUCTIONS AND TIPS

Navigation Buttons. There are navigation buttons at the bottom of each screen. Use the 'Save and Continue' button to save data entered and move to the next question. Use the 'Save and Print' button to save your data and print a copy of what you entered. If you have not entered data or changed data on a particular screen, you may safely use the 'Back' and 'Forward' buttons to navigate within the form. The 'Instructions' button takes you to this page of instructions for using the form. The 'Add a Note' button should be used if you need to explain your answer to a question or to report any difficulties you had completing the form.

Mouse-free Data Entry. Use the TAB key to move from one field to the next (SHIFT + TAB to move to the previous field). You can activate buttons, as well as checkboxes, by pressing the space bar or enter key. You may view the contents of a drop-down box and make your selection with the directional arrow keys.

Entering Numbers. Do NOT include commas or dollar signs when entering numbers. **There is a difference between entering a 'zero' and leaving a field blank.** *[SPECIFIC Q BY Q INSTRUCTIONS TO BE ADDED ONCE THE FINAL ORDER OF THE FORM QUESTIONS IS DETERMINED.]*

Text Entry. When entering large amounts of text, you may find it useful to use copy and paste commands from any existing text files you may have. From inside a program like Word or WordPerfect, use your mouse to highlight the text you want to copy and choose **Copy** from the **Edit** menu at the top of the screen (you can also use the keyboard shortcut CTRL + C on Windows platforms.) To add the text to the web form, clink in the input box where you want the text to be entered, then look for a **Paste** command in your browser's **Edit** menu (or press CTRL +V).

Locking Data. Every time you use the 'Save and Continue' or 'Save and Print' buttons your data are saved in the system. Saving your data using these buttons allows you to edit or revise these data on subsequent logins, if you wish. Once you have entered the data for a particular section that you want to submit to NIDRR as part of your official Annual Performance Report, you need to 'lock the data' so they can no longer be changed. To do this, click on the 'Lock Data' link in the Table of Contents. There is a link for each question on the form. Make sure the data are correct and in their final form before you lock the data for a question. **You must lock the data for each question by the due date NIDRR sets for completion of performance reports. Locking your data**

signals to NIDRR that your electronically submitted data on the performance report are final.

DATA ENTRY BY SUBCONTRACTORS

All data reported on this form should include activities conducted by the grantee or by subcontractors who have received some AT grant funds during the current reporting period to conduct such activities on behalf of the grantee.

Data entry into this web-based reporting form requires input of your Federal Award number (or PR number) and a unique password assigned to each AT state director. (RTI will provide each director with his or her password.) State directors can determine how they want their subcontractor data entered into the system: (a) ask each subcontractor to provide the appropriate information to the state agency who will then input the subcontractor data into the web system, or (b) provide subcontractors with the PR number and password to enter their own data into the system.

[Instructions for this section will be revised as the system is actually developed.]

[On the web form, there will be navigation buttons at the bottom of this instructions page to allow the user to return to the table of contents or to log off.]

TABLE OF CONTENTS

The sections in this report are designed to provide NIDRR with the data necessary for program planning and reporting to Congress, the Secretary of Education, and other entities. The form is essentially organized by the required and discretionary activities outlined in the AT Act of 1998 with the following exceptions:

Options for securing devices (discretionary activity) is addressed in the Technical Assistance and Alternative Financing sections. Technology-related information (discretionary activity) is covered in several sections: Public Awareness, Budget, Alternative Financing, and Legislative and Policy Changes. Partnerships are included in Interagency Coordination. Please review the directions in the Outreach section on where to report these activities as they may apply to several sections as well as in Outreach. Legislative and Policy Changes covers activities <u>completed</u> in this area, while Interagency Coordination addresses <u>ongoing</u> efforts in this area.

1. GENERAL INFORMATION

Grantee name			
Grantee address			
City/state/zip			
Project title			
Lead agency with fiscal responsibility for the grant (list if it differs from grantee name)			
Phone		Fax	
Grantee URL (if applicable)			
Grantee (project) E-mail			
Grantee 800 number			
Please fill out the following information about a **program contact.**			
Name (*last, first*)			
Title			
Phone		Fax	
E-mail			
Person responsible for completing this form:			
Name (*last, first*)			
Title			
Phone		Fax	
E-mail			
Authorized representative:			
Name (*last, first*)			
Title			
Date (*mm/dd/yyyy*)			

2. REPORTING PERIOD

<table>
<tr><td rowspan="2">Reporting Period

(from the last date of your annual report to the date of this report)</td><td>From</td><td>[month] [day] [year]</td></tr>
<tr><td>To</td><td>[month] [day] [year]</td></tr>
<tr><td colspan="3">What year of funding are you currently in? ________________</td></tr>
<tr><td colspan="3">All information requested for this performance report should be based on your project activities for the reporting period entered above. This time frame is also referred to in this document as "the current reporting period."</td></tr>
</table>

3. BUDGET AND NARRATIVE

1.	AT grant amount for current reporting period	$
2.	a. Do you use part of your funds for subcontractors?	Yes/No
	b. If yes, list the name(s) of all your subcontractor organizations, the amount of your grant this reporting period each received, and a brief (few words) description of the activities they conducted with these funds. **Subcontractor** / **Amount** / **Activities** Ex.: Instructional Resource Ctr. / $15,000 / training for VR counselors Protection & Advocacy / $10,000 / P & A 1. ____________ $ ____________ ____________ 2. ____________ $ ____________ ____________ 3. ____________ $ ____________ ____________	
3.	List additional funding sources obtained to support AT program activities during the current reporting period. Enter the dollar amount or estimate of in-kind amount provided by each funding source, and briefly list what activities were conducted using those resources. [**NOTE**: in the web form, this question will be formatted differently, allowing plenty of space for responses.] **Funding Source** / **Amount** / **Activities** 1. ____________ $____________ ____________ 2. ____________ $____________ ____________ 3. ____________ $____________ ____________	
4.	Use this space to describe any significant changes to your budget resulting from modifications of project activities.	
5.	During the current reporting period, did your project incur costs for any of the following items to ensure access to project activities/services by individuals with disabilities? These costs may include direct payment to other entities and costs in terms of staff time.	Yes/No a. Interpreters ______ b. Readers ______ c. Personal care assistants ______ d. Travel (mileage, lodging, meals, drivers) ______ e. Registration fees ______ f. Child care ______ g. Materials in alternate formats ______ h. Other (specify): ____________ ______

4. PROJECT SUMMARY

For the current reporting period, provide a brief summary for each of the following areas (question 4 is optional).	
1. Key activities	
2. Challenges	
3. Methods to resolve challenges	
4. OPTIONAL: Describe any changes in project activities, strategies, or outcomes. Provide any information that will help NIDRR understand your project status as you prepare for the next budget period.	

5. STAFFING

Enter the following information on project staffing. Include only staff supported (in full or in part) by AT grant funds for the current reporting period, including subcontractor staff. Report actual, not budgeted, full time equivalent (FTE) totals.

EXAMPLE: *Not all staff work full time and some staff may be funded, in part, by other organizations. The questions below address items on both FTEs and the number of actual staff. For example, a project may have a total of 5 FTEs represented by a total of 13 people. It employs 7 people in the state office who account for 3.5 FTEs, and it employs 6 people through subcontractors who represent 1.5 FTE. Using this example, a project would complete the staffing items as follows:*

1. Total FTEs:

    a. Total FTEs at state project site: ___3.5___

    b. Total FTEs represented by subcontractor staff: ___1.5___

2. Total number of persons (unduplicated count) whose FTEs are reported above.

    a. Total number of persons at state project site: ___7___

    b. Total number of persons represented by subcontractor staff: ___6___

Note: One FTE = 2,000 labor hours/year. If a staff person works on an hourly basis, divide their total annual hours by 2,000 to obtain the equivalent FTE. (The reporting system allows only 2 places to the right of the decimal.)

1. Total FTEs: ____________________

    a. Total FTEs at state project site: ____________________

    b. Total FTEs represented by subcontractor staff: ______________

2. Total number of persons (unduplicated count) whose FTEs are reported above.

    a. Total number of persons at state project site: ____________________

    b. Total number of persons represented by subcontractor staff: __________

6. PUBLIC AWARENESS AND INFORMATION DISSEMINATION

Activities conducted to targeted individuals relating to the availability and benefits of AT devices and services. Targeted individuals, as outlined in the AT Act of 1998, include individuals with disabilities of all ages and their family members/guardians, individuals who work for public/private entities that have contact with individuals with disabilities, educators and related services personnel, technology experts, health/allied health professionals, and employers.

1. **During the current reporting period, what methods/approaches did you use to increase awareness and disseminate information to consumers/families and other persons about assistive technology devices and related services? Please answer yes or no to each item.**

   a. Telephone **Yes/No**

      If "yes":

      1. Enter the number of telephone calls you received on your project's toll-free line(s), in-state and out-of-state lines if applicable, from people seeking referrals, direct assistance, etc. ______________

   b. Mailings **Yes/No**

   c. Reference library available to the public **Yes/No**

   d. Articles/notifications in other agency publications **Yes/No**

   e. Newsletter/calendar of events **Yes/No**

      If "yes":

      2. How often is your newsletter published? (check only one)

         (a) Once a year

         (b) Twice a year

         (c) 3-4 times/year

         (d) 5-7 times/year

         (e) 8-10 times/year

         (f) 11-12 times/year

         (g) Other ___________

6. PUBLIC AWARENESS AND INFORMATION DISSEMINATION (continued)

3. Of the most recent issue in this reporting period

   (a) total number disseminated to consumers/family members _______

   (b) total number disseminated to all others _______

f. Internet discussion list or bulletin/message board **Yes/No**

g. Web site (Home Page) **Yes/No**

   If "yes"

   1. Does this web site include a link to the National Public AT Internet site (www.assistivetech.net)? **Yes/No**

   2. Number of hits to web site ___________ (if you have a counter)

h. Public service announcements **Yes/No**

i. Radio/TV/Newspaper - media coverage **Yes/No**

j. Database on AT information available to public **Yes/No**

k. Informational fact sheets/flyers for public Yes/No

l. Manuals/guides/booklets **Yes/No**

m. Drop-ins to office and/or demo centers **Yes/No**

n. Video(s) produced by your project **Yes/No**

o. Public forums conducted by grantee **Yes/No**

   If "yes":

   1. Total number of public forums held __________

   2. Number of consumers or family members in attendance at all public forums (estimate) _________

   3. Number of all other persons in attendance at all public forums (estimate) _______

6. PUBLIC AWARENESS AND INFORMATION DISSEMINATION (continued)

p. Exhibits/Fairs in public areas **Yes/No** [Report Demonstrations in the Demonstration Section]

If "yes":

1. Total number of exhibits/fairs __________

2. Number of focused (on one population/group) informational demonstrations/exhibits/fairs ________

q. Presentations **Yes/No** **[Note:** Activities should be *counted in only one category*. Presentations may be counted as either a Public Awareness or a Technical Assistance/Training activity, but they should be counted only once on this form. The intended outcome should determine the category in which to count the activity. A presentation made for the purpose of general information should be recorded as a Public Awareness activity. A presentation with the intended outcome of participants applying new ~~knowledge or skills in addressing~~ AT device/service issues should be counted as a Training activity.]

If "yes":

1. Total number of presentations _______

2. Number of consumers or family members in attendance at all presentations (estimate) ______

3. Number of other persons in attendance at all presentations (estimate) ____

r. Other **Yes/No**

List activities individually

1. ____

2. ____

3. ____

2. Provide a brief narrative on the specific activities related to the method/approach your AT Act project used to increase awareness and disseminate information about AT devices and services during the current reporting period.

7. LEGISLATIVE AND POLICY CHANGES

This section addresses grantee systems change activities that resulted in legislative or policy changes to reduce barriers during the current reporting period. Ongoing activities in this area should be reported in Section 8, Interagency Coordination.

Legislative change results in new laws or amendments to existing laws relating to reducing barriers to acquiring assistive technology devices and services.

Policy change results in a practice, procedure, or course of action, sanctioned or adopted by a state government agency to reduce barriers to acquiring assistive devices and services.

Systems change and advocacy activities – Efforts that (a) result in laws, regulations, policies, practices, procedures, or organizational structures that promote consumer-responsive programs or entities; and (b) facilitate and increase access to, provision of, and funding for, assistive technology devices and assistive technology services, in order to empower individuals with disabilities to achieve greater independence, productivity, and integration and inclusion within the community and the workforce.

1. **What legislative or policy systems changes did the project achieve during the current reporting period? Check all that apply.**

   a. Obtained financing to pay for assistive technology devices and services.

   b. Trained personnel to assist individuals with disabilities to use AT.

   c. Provided/disseminated information about the availability and potential of AT.

   d. Provided outreach to underrepresented populations and rural populations.

   e. Systems changed to ensure timely acquisition and delivery of AT devices and services.

   f. Improved coordination among state human service programs, and between such programs and private entities.

   g. Increased program capacity to provide technology-related assistance.

   h. Improved access to telecommunications and information technology.

   i. Other (please specify): ________________________

   j. No legislative or policy changes during this reporting period.

[FOR EACH ITEM CHECKED ABOVE, THE COMPUTER WILL GENERATE SCREENS FOR QUESTIONS 2 - 4]

7. LEGISLATIVE AND POLICY CHANGES (continued)

2. **Provide the <u>number</u> of legislative and/or policy changes, by type of area, in which this systems change occurred.** *These areas are outlined in the AT Act, page 3642, as goals/areas a state can set to meet the AT needs of individuals with disabilities.*

		Legislative	Policy
a.	Community Living/Human Services/Social Services		
b.	Education		
c.	Employment		
d.	Health Care		
e.	Telecommunications and Information Technology		
f.	Other (please specify): __________		
g.	Other (please specify): __________		

3. **Indicate those persons affected by this systems change activity during the current reporting period. Check all that apply.**

   a. Children with disabilities aged 0-2

   b. Children with disabilities aged 3-18

   c. Adults with disabilities aged 19-64

   d. Adults with disabilities aged 65 and older

   e. People with disabilities of all ages

4. **Provide a short narrative describing the legislative or policy systems changes and your project activities that resulted in reducing barriers during the current reporting period.**

8. INTERAGENCY COORDINATION AND PARTNERSHIPS

Activities a state conducts to develop and promote the adoption of policies that improve access to AT devices and services for individuals with disabilities of all ages and that result in improved coordination among public and private entities that are responsible for or have the authority to be responsible for policies, procedures, or funding for or the provision of AT devices and services.

> **Note:** This section covers ongoing activities that are aimed at policy change and improved coordination -- whether or not they resulted in actual change during the reporting period. Legislative and policy changes that were accomplished during the current reporting period should be reported in Section 7. Projects may conduct many activities with long-range goals of improving policies and coordination, or maintaining improvements or achieving full or proper policy implementation in order to improve AT access. These activities should be reported in this section. In addition, Technical Assistance/Training activities related to "the development and implementation of laws, regulations, policies, practices, procedures, or organizational structures that promote access to AT devices and services," as defined in the AT Act, should be reported in Technical Assistance/Training (Q1e).

1. **Did the project engage in interagency coordination activities in this current reporting period?** Yes/No (If no, computer will skip user to next section)

2. **Identify the types of agencies or organizations you conducted interagency coordination activities with during this current reporting period. Check all that apply.**

   A. Community Living/Human Services/Social Services

   1. Child welfare/foster care
   2. Client Assistance Program (CAP)
   3. Disability-related non-profit organization
   4. Housing
   5. Independent Living Centers
   6. Legal/justice system
   7. Protection and Advocacy (P&A)
   8. Senior services/aging
   9. Transportation
   10. Welfare
   11. Other related organization — government (specify) ___________
   12. Other related organization — non-profit (specify) _____________
   13. Other related organization — businesses/for-profit (specify) _____________
   14. Other community living related (specify) _______________

8. INTERAGENCY COORDINATION AND PARTNERSHIPS (continued)

15. Other (main focus is not disability) non-profit organizations (specify) ________________

B. Education

1. Preschool/daycare/childcare, includes Head Start
2. Schools (K-high school)
3. Post-secondary education (colleges, training programs)
4. Other related org — government (specify) _________
5. Other related org — non-profit (specify) _________
6. Other related org — businesses/for-profit (specify) _________
7. Other related (specify) __________

C. Employment

1. Vocational Rehabilitation
2. Welfare to Work
3. Other related organization — government (specify) _________
4. Other related organization — non-profit (specify) _________
5. Other related organization — businesses/for-profit (specify) _________
6. Other related (specify) __________

D. Health Care

1. Insurance organizations
2. Medicaid
3. Medicare
4. Managed care/health care financing
5. Mental health
6. Mental retardation/developmental disabilities
7. Public health
8. Other health organization — government (specify) ____________
9. Other health organization — non-profit (specify) _____________
10. Other health organization — businesses/for-profit (specify) ___________
11. Other health (specify) __________

E. Telecommunications and Information Technology

1. State information services
2. State purchasing offices
3. Other related organization — government (specify) __________
4. Other related organization — non-profit (specify) __________

8. INTERAGENCY COORDINATION AND PARTNERSHIPS (continued)

5. Other related organization — businesses/for-profit (specify) __________
6. Other related (specify) __________

F. Other

1. Financial institutions
2. Legislative bodies
3. Other (specify) __________

3. Were any of these interagency activities conducted as outreach? Yes/No
[*COMPUTER WILL LINK TO OUTREACH SECTION FOR DEFINITION*]

4. For each underrepresented population targeted for all these outreach activities enter the total number of individuals served. Enter zero (0) if you did not target that population. [Note: the underrepresented populations listed are those defined in the AT Act of 1998.]

☐ **Check here if the interagency activities were conducted as outreach but no underrepresented populations were targeted.** *[COMPUTER WILL SKIP USER TO NEXT QUESTION]*

a. Persons with limited English proficiency

b. Persons from rural areas

c. Poor persons

d. People with low-incidence disabilities

e. Elderly people

f. Minorities

g. Other (please specify): __________

5. Indicate what goals (i.e., goals outlined in the AT Act, p. 3642 of the application supplement) were addressed by the interagency coordination. Check all that apply.

a. Community living

b. Education

c. Employment

8. INTERAGENCY COORDINATION AND PARTNERSHIPS (continued)

d. Health care

e. Telecommunication and information technology

f. Other (please specify): ______________

[FOR EACH GOAL CHECKED, THE COMPUTER WILL GENERATE SCREENS FOR QUESTIONS 6 AND 7]

6. **Identify the targeted area(s) of policy change or improved coordination. Check all that apply.**

   a. Obtain financing to pay for assistive technology devices and services.

   b. Train personnel to assist individuals with disabilities to use AT.

   c. Provide/disseminate information about the availability and potential of AT.

   d. Conduct outreach to underrepresented populations and rural populations.

   e. Changing systems to ensure timely acquisition and delivery of AT devices and services.

   f. Improve coordination between state human service programs and private entities.

   g. Increase program capacity to provide technology-related assistance.

   h. Other (please specify): __________

7. **Indicate the type of interagency involvement by checking all that apply.**

   a. Memorandum of understanding or cooperative agreement

   b. Member of a task force

   c. Member of advisory panel/council

   d. Member of a board of directors

   e. Interagency workgroup development

   f. Coalition/network development

   g. Research/needs assessment

8. INTERAGENCY COORDINATION AND PARTNERSHIPS (continued)

h. Policy analysis/development

i. Documentation/testimony

j. Program evaluation

k. Expansion of project sites

l. Funding of project activities

m. Funding of project staff

n. Grant proposal development

o. Other (please specify): __________

p. Other (please specify): __________

q. Other (please specify): __________

8. Briefly describe the major (up to 3) interagency coordination efforts your project conducted during the current reporting period. Include information on (a) activity focus and (b) expected outcomes.

9. During the current reporting period, did your project support any partnerships or cooperative initiatives between the public sector and the private sector to promote greater participation by business and industry in either (a) developing, demonstrating, or disseminating devices; or (b) providing information to individuals with disabilities about new products? Yes/No

10. If yes, briefly describe these activities, noting the entities involved.

9. TECHNICAL ASSISTANCE/TRAINING

Technical assistance (TA) is defined as helping people to integrate knowledge into practice; TA is responsive to an individual's, family's, or organization's needs. TA includes both individualized and group activities that expand or build capacity.

A training session is a means to teach individuals a new skill or broaden their abilities with the intention that participants will apply what they learned to their work or personal situation (as in the case of consumer advocates). Examples of such skills or areas of improvement are: (1) conducting AT assessments, (2) matching AT devices and services to individual needs, and (3) learning or upgrading new skills to increase the acquisition and use of AT. Training formats can include presentations, conference sessions, learning labs, workshops, classroom instruction, or distance education.

Note: Activities should be *counted in only one category.* Report all activities conducted by your project and any subcontractor(s) (if appropriate). Presentations may be counted as either a Public Awareness (Section 6) or a TA/Training activity, but they should be counted only once on this form. The intended outcome should determine the category in which to count the activity. A presentation made for the purpose of general information should be recorded as a Public Awareness (Q1a) activity. A presentation with the intended outcome of participants applying new knowledge or skills in addressing AT device/service issues should be counted as a Training activity.

☐ **Check here if you did not conduct any technical assistance/training activities during the current reporting period that were funded (in part or fully) with AT grant funds.** *[COMPUTER WILL SKIP USER TO NEXT SECTION]*

1. **Indicate which of the following broad topics your TA/training session(s) addressed by checking all that apply. For each topic checked, you will be asked to provide additional information.** *[THE COMPUTER WILL GENERATE A SCREEN FOR EACH TOPIC AREA CHECKED WITH ADDITIONAL QUESTIONS TO ANSWER.]*

   a. Advocacy/Consumer Rights Issues/Laws/Informed Consumer Choice

   b. AT Evaluation/Assessment Practice/AT Devices

   c. Funding/Acquisition of AT Devices or Services

   d. Modifications/Device Specific Training (check all that apply from the list)

      1. Aids for Daily Living

      2. Communication/AAC

      3. Computer/Computer Adaptations

9. TECHNICAL ASSISTANCE/TRAINING (continued)

4. Durable Medical Equipment
5. Environmental Control
6. Environmental Modification (Home/Work/School)
7. Farm Machinery Adaptations
8. Hearing Devices
9. Learning/Curricular Adaptations
10. Mobility Aids
11. Positioning/Seating/Mounting
12. Recreation/Leisure Devices
13. Switch/Access
14. Vision Aids

e. Development and implementation of laws, regulations, policies, practices, procedures, or organizational structures that promote access to AT devices and services

f. Other (please specify):____________________________

You indicated that your project conducted TA/training on the topic of ________ *[COMPUTER WILL GENERATE THE TOPIC BASED ON RESPONSES CHECKED ABOVE.]*

2. How many TA and/or training activities (unduplicated count) on the topic of ____ did you conduct during the current reporting period that were funded (in part or wholly) with AT grant funds?

3. For all TA/training activities on the topic of _____________, please report total number of participants.

a. _____ Number of individuals with disabilities

b. _____ Number of family members/advocates/others who represent persons with disabilities

c. ______ Number of individuals who work with persons with disabilities (case managers, service providers, counselors, educators, preservice trainees, tech experts, health professionals)

9. TECHNICAL ASSISTANCE/TRAINING (continued)

d. ______ Number of employers

e. ______ Number of policy makers/state agency policy makers

f. ______ Number of other recipients (please specify): ________________

4. **Were any of these TA/training sessions conducted as outreach activities? Yes/No** *[COMPUTER WILL LINK TO OUTREACH SECTION FOR DEFINITION]*

5. **For each underrepresented population targeted for all these outreach activities enter the total number of individuals served. Enter zero (0) if you did not target that population.** [Note: the underrepresented populations listed are those defined in the AT Act of 1998.]

☐ **Check here if the TA/training sessions were conducted as outreach but no underrepresented populations were targeted.** *[COMPUTER WILL SKIP USER TO NEXT QUESTION]*

a. Persons with limited English proficiency

b. Persons from rural areas

c. Poor persons

d. People with low-incidence disabilities

e. Elderly people

f. Minorities

g. Other (please specify): _________

6. **Did the majority of TA/training participants develop a plan for applying this new information? Yes/No**

Examples: (1) After completing training on Inspiration software, a teacher intends to apply the new skills he/she learned by developing a plan to use the web-mapping feature of Inspiration with students on a dinosaur unit. (2) In relating to changes in laws/regulations/policy/practice, after participating in a training session on features of a range of communication devices, Medicaid and Blue Cross/Blue Shield representatives draft changes in the augmentative communication vendor codes to include a more diverse range of equipment.

7. If yes, please check all areas the action plan(s) addressed:

a. _____ increased skill

b. _____ improved equipment match

c. _____ change in laws/regulations/policy/practice

d. _____ other (please specify): __________________

8. Did you conduct any follow-up activities with TA/training participants on their use of the information after the activity? Yes/No

9. If yes, what follow-up activities were conducted with all TA/training participants? (*Report specific efforts to measure consumer (i.e., individuals with disabilities/family members/advocates) satisfaction in Section 15, Consumer Satisfaction*). Check all that apply.

a. Followed up by telephone

b. Provided additional technical assistance (on-site or other)

c. Provided additional printed materials

d. Provided additional direct training

e. Provided postcards/surveys to participants to complete and return to AT office

f. Other (please specify): __________________

10. OUTREACH

Activities conducted to support statewide and community-based organizations that provide assistive technology devices and services to individuals with disabilities or that assist individuals with disabilities in using assistive technology devices and services, including a focus on organizations assisting individuals from underrepresented populations and rural populations. Such support may include outreach to consumer organizations and groups in the State to coordinate efforts to assist individuals with disabilities of all ages and their family members, guardians, advocates, or authorized representatives to obtain funding for, access to, and information on evaluation of assistive technology devices and services.

1. **Briefly describe the project's primary strategy (or main focus) of providing outreach services (including major populations served). For example, you may have conducted outreach activities in the areas of training and interagency coordination; however, the major focus of your outreach efforts targets training to Native Americans. Also report any outcomes resulting from these outreach services.**

2. **Has the project conducted other outreach activities not reported elsewhere on this form? Yes/No (If no, computer will skip user to next section.)**

   Note: Outreach activities should be *counted/reported only once* on the form. If an outreach activity is not already reported in other sections of this report (i.e., Interagency Coordination and Partnerships - questions 3 &4, Technical Assistance/Training - questions 4 &5), the activity should be *reported in this section, question 2.*

3. **For each underrepresented population targeted for all the outreach activities from question 2 above, enter the total number of individuals served. Enter zero (0) if you did not target that population.** [Note: the underrepresented populations listed are those defined in the AT Act of 1998.]

   a. Persons with limited English proficiency

   b. Persons from rural areas

   c. Poor persons

   d. People with low-incidence disabilities

   e. Elderly people

   f. Minorities

   g. Other (please specify): _________

11. ALTERNATIVE FINANCING PROGRAM

Alternative Financing Programs (AFPs) support activities to increase access to, and funding for, AT devices and services. Reporting on activities in this section should only reflect those loan programs that are operating fully or in part with AT Act Title I funding (not Title III funding).

> **Note:** Information on recycling centers should be reported in Section 12, Demonstrations.

Identify your loan financing program characteristics and activities for this current reporting period.

1. **Status of the AFP for your state/territory: (check only one)**

   a. No operating program or development plans at present

   b. Program in development (If yes, when do you anticipate start up? List month/year.) ______

   c. Program in operation

2. **Type of AFP model(s) in operation or development: (check all that apply)**

   a. Traditional

   b. Loan guarantee

   c. Revolving

   d. Interest/principal buy down

   e. Combination (please describe): ____________________________

For operating programs only:

3. Number of AFP loan applications received since last reporting period. ________

4. Number of AFP loan applications approved since last reporting period. ________

5. Total dollar amount of AFP loans provided since last reporting period. ________

6. Total number of AFP loan defaults since last reporting period. ________

7. Total dollar amount of AFP loan defaults since last reporting period. ________

12. DEMONSTRATIONS OF ASSISTIVE TECHNOLOGY

Demonstrations of AT devices may be conducted in settings where targeted individuals can see and try out AT devices, and learn more about the devices from personnel who are familiar with the devices and their applications or can be referred to other entities who have information on the devices.

1. **Did the project conduct demonstrations during this reporting period? Yes/No** (If no, computer will skip user to next section.)

2. **How many demonstration centers does the project operate?** *(total, unduplicated count)* _____

3. **Of the total number of demonstration centers operated by the project reported in Question 2:**

   (b-d may be duplicated counts)

   a. How many centers are operated by subcontractors? ________

   b. How many centers offer equipment exchange? ________

   c. How many centers offer equipment lending? ________

   d. How many centers operate recycling programs? ________

4. **Total number of persons served by all demonstration centers operated by the project:** ______

12. DEMONSTRATIONS OF ASSISTIVE TECHNOLOGY (continued)

5. **For each location at which a demonstration was conducted, indicate whether that location was served *(a) only by the project, (b) in collaboration with other agencies/organizations, <u>or</u> (c) both alone and in collaboration.*** Check only one column for each applicable location.

Location	Demonstrations conducted solely by the project (✓)	Demonstrations conducted in collaboration (✓)	Both (✓)
a. AT regional centers			
b. Churches/synagogues			
c. Community-based employer organizations			
d. Community centers			
e. Conferences/expos/ fairs/ exhibits			
f. Federal agencies			
g. Health clinics/ hospitals			
h. Independent demos/ lending centers			
i. Libraries			
j. Mobile van unit			
k. Non-profit organizations			
l. Rehabilitation centers			
m. Senior citizen centers			
n. Schools			
o. Shopping malls			
p. State agencies			
q. Web-based demos			
r. Workforce development resource centers			
s. Other (please specify): ________			

13. INTERSTATE ACTIVITIES

As defined by the AT Act of 1998, an AT project may enter into cooperative agreements with other states to expand the capacity of the states involved to assist individuals with disabilities of all ages to learn about, acquire, use, maintain, adapt, and upgrade assistive technology devices and assistive technology services that such individuals need at home, at school, at work, or in other environments that are part of daily living.

1. **Did the project conduct interstate activities in the current reporting period?** Yes/No *(If no, proceed to next section.)*

2. **For each activity conducted across state(s)/region/nation, provide information on:**

   a. your primary collaborator(s) by state abbreviation or region,

   b. the organization or entity(s) from each of those states/regions with which you collaborate (limit 3 primary),

   c. the main purpose of the collaboration in brief (1-2 sentences), and

   d. primary strategies or activities used to achieve the main purpose (check all that apply).

State(s) or region	Organization(s) or entity(s)	Main Purpose(s) of interstate activities	Primary strategies/activities (check all that apply)
EX: NC SC VA Western	Dept. of Education Vocational Rehab State AT	Developing equipment exchange program to maximize number of AT devices available to individuals in the southeast region.	a. Conferences b. Grant projects c. Legislative initiatives d. Outreach e. Policy development f. Public awareness g. Other, specify

14. ADVOCACY

Advocacy services are those services grantees provided to assist individuals with disabilities and their family members, guardians, advocates, and authorized representatives in accessing assistive technology devices and assistive technology services.

Indicate the ways in which your project provided advocacy services to individuals during the current reporting period. You must answer questions 1 and 2.

1. **Report for AT Projects only, not P&A:**

   a. Provided legal representation to consumers **Yes/No**

      Number of persons represented ____________

      Number of efforts resulting in action (i.e., any activity after the initial consultation _________

   b. Provided individual advocacy intervention with funding source **Yes/No**

      Number of interventions __________

      Number of interventions that resulted in a person. receiving an AT device or service) __

   c. Other (please specify): ____________

2. **Report activities conducted by P&A Program that are supported by AT Act state funds:**

   a. Is your subcontractor the state's legal P&A entity? **Yes/No**

   b. Provided legal representation to consumers **Yes/No**

      Number of persons represented ____________

      Number of efforts resulting in action (i.e., any activity after the initial consultation _________

   c. Provided individual advocacy intervention with funding source **Yes/No**

      Number of interventions __________

14. ADVOCACY (continued)

Number of interventions that resulted in a person. receiving an AT device or service)__

d. Other (please specify) ____________

e. Unable to obtain data from P&A (please explain efforts):

____

3. Report for additional contracted P&A services only: (Leave these items BLANK if you did NOT contract for additional P&A services.)

a. Provided legal representation to consumers **Yes/No**

Number of persons represented ____________

Number of efforts resulting in action (i.e., any activity after the initial c consultation _________

b. Provided individual advocacy intervention with funding source

Number of interventions __________

Number of interventions with positive results (e.g. received equipment) _____

c. Other (please specify): ____________

15. CONSUMER SATISFACTION

Provide the following information on the consumer satisfaction activities (*this includes evaluation forms)* your project conducted during the current reporting period. (Consumers are persons with disabilities or their family members/guardians/advocates.) DO NOT REPORT DATA FOR ANY OTHER RESPONDENTS IN THIS SECTION; report them in Section 9 – TA/Training.
[FOR EACH ONE OF THE SURVEYS CONDUCTED, COMPUTER WILL GENERATE SCREENS WITH ADDITIONAL QUESTIONS.]

☐ **Check here if you did not conduct any consumer satisfaction activities during the current reporting period.**

1. **How many consumer satisfaction surveys (unduplicated count) did you conduct during the current reporting period? _____**

2. **Indicate all the topics on which you collected consumer satisfaction data this reporting period by checking all that apply.**

   a. Advocacy/legal representation

   b. Annual conference

   c. Demonstration center

   d. Follow-up services

   e. Funding

   f. General status of AT access

   g. Information & awareness

   h. Lending library

   i. Newsletter

   j. Policy activities/initiatives

   k. Recycling program

   l. Technical assistance

   m. Training

15. CONSUMER SATISFACTION (continued)

n. Web site

o. Other products

p. Other services

q. Other (please specify): __________

r. Other (please specify): __________

[FOR EACH SURVEY CONDUCTED, THE COMPUTER WILL GENERATE SCREENS FOR QUESTIONS 3-7 BELOW.]

3. Indicate the method used for survey number _____. [*THE COMPUTER WILL GENERATE A SCREEN FOR ALL SURVEYS REPORTED IN QUESTION 1.*]

Method(s) used for survey number _____ (check all that apply)

a. Mail

b. Telephone

c. Mail/phone combination

d. Personal interview

e. Web-based

f. Hard-copy (at location)

g. Other (please specify): _______

4. How many questionnaires were sent out/conducted during your most recent survey?

5. How many surveys were completed and returned?

6. Percentage of consumers who found product/service/training useful (or were satisfied, would recommend to others)? _____%

7. Please briefly describe (a) the overall results of the survey and (b) how your project intends to use the survey results.