

State: Hawaii

Part I: Attachments
OMB Control Number: 1820-0664
Expiration Date: 10-31-2008

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Attachment 1: Basic Information

Name of Lead Agency:

Department of Human Services - Vocational Rehabilitation and Services
for the Blind

Name of Applicable Division and/or Subdivision of Lead Agency:

Vocational Rehabilitation and Services for the Blind Division

Address of Lead Agency:

State of Hawaii Dept. of Human Services – Vocational Rehabilitation and
Services for the Blind Division
Kakuhihewa Bldg.
601 Kamokila Blvd., Room 515
Kapolei, HI 96707

Name and Title of Certifying Representative for Lead Agency:

Mr. Joe Cordova, VR Administrator

Address for Certifying Representative:

State of Hawaii Dept. of Human Services –DVR
Kakuhihewa Bldg.
601 Kamokila Blvd., Room 515
Kapolei, HI 96707

Telephone for Certifying Representative:

808-692-7719

E-mail for Certifying Representative:

jcordova@dhs.hawaii.gov

Name and Title of Program Director:

Mrs. Barbara Fischlowitz-Leong, Executive Director

Address for Program Director:

414 Kuwili St., Suite 104
Honolulu, HI 96817

Telephone for Program Director:

(808) 532-7110

E-mail for Program Director:

barb@atrc.org

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Name of Implementing Entity:

Assistive Technology Resource Centers of Hawaii

Name of Applicable Division and/or Subdivision of Implementing Entity:

None

Address of Implementing Entity:

414 Kuwili St., Suite 104
Honolulu, HI 96817

Name and Title of Program Director:

Mrs. Barbara Fischlowitz-Leong
Executive Director

Address for Program Director:

414 Kuwili St., Suite 104
Honolulu, HI 96817

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(808) 532-7110

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Name and Title of Program Contact (if different from Program Director):

None

Address for Program Contact:

None

Telephone for Program Contact:

None

E-mail for Program Contact:

None

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Attachment 2: Lead Agency and Implementing Entity

2.1 Identification and Description of the Lead Agency – Identify and describe the Lead Agency referred to in section 4(c)(1)(A) of the AT Act.

2.1A Identification and Description of Lead Agency if an Implementing Entity is not designated

N/A

2.1B Identification and Description of the Lead Agency if an Implementing Entity is Designated

Vocational Rehabilitation and Services for the Blind Division. Vocational Rehabilitation is a State-Federal partnership program that provides services to help people with physical or mental impairments to attain successful employment outcomes. Services include, but not limited to assessment, personal attendant services, reader services, interpreter services, diagnosis and treatment of physical/mental impairments, vocational and other training, job-related services, transportation, maintenance, occupational licenses, tools, equipment, and other goods and services.

2.2 Identification and Description of the Implementing Entity – Identify and describe the Implementing Entity referred to in section 4(c)(1)(B) of the AT Act, if such an Implementing Entity is designated by the Governor.

Assistive Technology Resources Centers of Hawaii (ATRC) is a nonprofit organization established in 1997 committed to ensuring access to assistive technology (AT) for persons with disabilities. Beginning in 1991, the Tech Act Project was housed in the Hawaii Center for Independent Living. By 1995 due to the amount of positive community response and the desire to expand programs and services supportive of AT, the community advisory council and the policy coordinating committee recommended and supported the formation of ATRC. The quality and quantity of services provided over the past years have given the organization credibility in Hawaii and across the Pacific and the nation. The organization continues to increase capacity as it applies for and receives additional funding to support and extend activities as defined in the Assistive Technology Act(s). Its mission and goal is to link individuals with technology so all people can participate in every aspect of community life. This is accomplished by promoting technology, through advocacy, training, information, and education.

The Family Center on Technology and Disability, a program of the Office of Special Education Programs, United States Department of Education has designated ATRC as an exemplary program, that addresses the technology needs of families with children and youth with disabilities. Microsoft Corporation has selected ATRC to serve as a resource center for Microsoft's technology solutions. Microsoft has created a free demonstration CD to help promote and educate the public on the modern advancements to computer accessibility that Microsoft Windows XP now offers. The Christopher Reeves Foundation has also

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awarded ATRC with a Quality of Life grant to attain new and improved assistive technology for use in the AT Depot.

ATRC has the capacity to meet the needs of individuals with disabilities and their families' guardians, advocates or other authorized representatives regardless of type of disability, age, income level, of location of residence within Hawaii, or the type of assistive technology device or service required. This is demonstrated by the location of programs and services, staff ability and qualification, make up of board of directors, and make up of advisory council and collaboration and cooperation among state agencies and other service providers. Staff is comprised of persons with disabilities and various ethnicities that reflect the population of Hawaii.

ATRC possess expertise in assistive technology with a staff member certified in assistive technology from the University of California Northridge and a staff member who will soon be licensed by RESNA as an Assistive Technology Practitioner (ATP). The executive director is a person with a disability, who uses AT and is a respected member and leader within the state's disability community. Four of the five professional staff members have masters' degrees, one is in education and two are in special education. Another staff member has a bachelor's degree in business and economics and is a certified Microsoft professional. For the past 15 years, ATRC has provided leadership and promoted skill development in the field of Assistive Technology for professionals, consumers, and others. We have set the benchmark for service delivery throughout the Pacific Basin.

Our capacity to conduct programs addressing the needs of individuals with disabilities in education, employment, telecommunications and community living are reflected through the development of long standing relationships. The Department of Education is represented on the Advisory Council by the AT resource specialist for the state. This individual is supportive of the program and works closely with us to ensure contacts within the administration as well as with various special education professionals. Two of the ATRC staff have worked for the Department of Education and have professional and personal contacts within special education. A member of the board of directors has two children in the special education system. One member is also a member of the Workforce Development Board, while other members include persons receiving services from the Division of Vocational Rehabilitation and Services for the Blind as well as staff from vocational rehabilitation. Also represented among the members are several persons from private industry who are parents of children with special needs and have a long term commitment to systems change. All the members of the advisory council are involved in numerous organizations and projects that seek to meet the needs of persons with disabilities in Hawaii.

The state of Hawaii through its various departments and programs serving persons with disabilities has and will continue to develop policies and procedures

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that make every effort to meet the recommendations as stated in Section 3 (8) of the AT Act. Private organizations as well as county and state appointed boards and commissions oversee and monitor the activities of programs supported by federal, state and private funding.

The lead agency contracts with two for profit businesses that provide assessment and evaluation for individuals who receive assistive technology through the Division of Vocational Rehabilitation and Services for the Blind. The contract is known as "Rehabilitation Technology Services".

2.3 Show of Good Cause for Change in Lead Agency or Implementing Entity – If the Governor has chosen to change the Lead Agency or, if applicable, Implementing Entity as allowed in section 4(c)(1)(C) of the AT Act, provide an explanation of good cause for this re-designation.

No change

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Attachment 3: State Advisory Council

3.1 Membership of the Advisory Council - - Identify the members of the Advisory Council and each member's designation as an individual with disabilities who uses AT, a family member or guardian of such individual, or a representative of a State agency or other entity.

During the three years of this State Plan, the Hawaii State Advisory Council (HSAC) will provide consumer-driven, consumer-responsive advice to the state for planning and implementation of the activities for ATRC.

The Hawaii State Advisory Council will have 14 members. Ten members, 67% of the HSAC, are individuals with disabilities who use AT or families of individuals with disabilities who use AT. The remaining five members of the council represent agencies, including: the Division of Vocational Rehabilitation and Services for the Blind, the Hawaii Centers for Independent Living, Hawaii State Department of Education, Hawaii State Department of Health, and the State Workforce Investment Board. Although several agency representatives have disabilities, they will not be counted toward the majority membership of people with disabilities and family members.

Individual with disabilities who use AT: (6)

Family Members: (4)

Representatives: (6)

Hawaii Centers for Independent Living Center, Oahu

Hawaii Centers for Independent Living Center, Kauai

Division of Vocational Rehabilitation and Services for the Blind

Department of Education

Oahu Work Force Investment Board

Developmental Disabilities Division, Hawaii State Department of Health

The members of the HSAC live in counties throughout the state to ensure representation from both rural and urban areas of Hawaii. Similarly, the membership reflects the racial and ethnic diversity of the state. Members are: Hawaiian, Japanese, and Caucasian. Members who use AT use a variety of devices, such as mobility devices, computer adaptations, and service animals.

3.2 Structure and Operation of the Advisory Council – Describe the structure and operations of the Advisory Council.

The State Advisory Council will meet at least three times each year. Based upon the availability of funds, the council will meet face to face in Hawaii's state capital of Honolulu at least once a year. As some council members reside on different islands, teleconferences may be used to offset the rising costs of airline travel.

Members join the State Advisory Council in two ways. Council members who are consumers were solicited as volunteers through state programs and organizations that serve individuals with disabilities, such as the state

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Developmental Disabilities Council, Easter Seals, and the Association for Retarded Citizens. Representatives of state agencies were appointed by their respective State agencies.

Council activities will be guided by consensus. All meetings will be conducted by the project director with parliamentary procedures set forth in Robert's Rules of Order. Officers will not be elected for the council. At each meeting, staff of the Statewide AT Program will provide the council with updates on their current and planned activities and seek feedback on how to improve current, or begin new, activities to better meet the AT needs of the state. Along with providing review and recommendation for program services the advisory council will serve as advocates. These advocates will determine the effectiveness of all programs and services offered through the state program so that the needs of both rural and urban Hawaii are met.

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Attachment 4: Measurable Goals

ATRC will establish a baseline for each of the goals 4.1 through 4.7 during Year Two, and will submit after Year Two an amendment identifying the long term goal and short-term goals set to improve upon this baseline during Year Three and subsequent years of the State Plan. This baseline will be established by using a data collection instrument and procedures to be determined by RSA.

4.1 Goal for Improving Access to AT in Education

- Long-term goal:
 - Short-term goal for Year 3:
 - Short-term goal for Year 2: Establish baseline of the percent of appropriate targeted individuals and entities who accessed device demonstration programs and/or device loan programs, and made a decision about an AT device or service for educational purposes as a result of the assistance they received.
 - Short-term goal for Year 1: N/A data collection not established

4.2 Goal for Improving Access to AT in Employment

- Long-term goal:
 - Short-term goal for Year 3:
 - Short-term goal for Year 2: Establish baseline of the percent of appropriate targeted individuals and entities who accessed device demonstration programs and/or device loan programs, and made a decision about an AT device or service for employment purposes as a result of the assistance they received.
 - Short-term goal for Year 1: N/A data collection not established

4.3 Goal for Improving Access to AT in Community Living

- Long-term goal:
 - Short-term goal for Year 3:
 - Short-term goal for Year 2: Establish baseline of the percent of appropriate targeted individuals and entities who accessed device demonstration programs and/or device loan programs, and made a decision about an AT device or service for community living purposes as a result of the assistance they received.
 - Short-term goal for Year 1: N/A data collection not established

4.4 Goal for Improving Access to IT and Telecommunications

- Long-term goal:
 - Short-term goal for Year 3:
 - Short-term goal for Year 2: : Establish baseline of the percent of appropriate targeted individuals and entities who accessed device demonstration programs and/or device loan programs, and made a decision about an AT device or service for IT and Telecommunications purposes as a result of the assistance they received.
 - Short-term goal for Year 1: N/A data collection not established

4.5 Goal for Improving Acquisition of AT in Education

- Long-term goal:
 - Short-term goal for Year 3:
 - Short-term goal for Year 2: Establish baseline of the percent of appropriate targeted individuals and entities who obtained devices or services from State financing activities or reutilization programs for educational purposes who would not have obtained the AT device or service.
 - Short-term goal for Year 1: N/A data collection not established

4.6 Goal for Improving Acquisition of AT in Employment

- Long-term goal:
 - Short-term goal for Year 3:
 - Short-term goal for Year 2: Establish baseline of the percent of appropriate targeted individuals and entities who obtained devices or services from State financing activities or reutilization programs for employment purposes who would not have obtained the AT device or service.
 - Short-term goal for Year 1: N/A data collection not established

4.7 Goal for Improving Acquisition of AT in Community Living

- Long-term goal:
 - Short-term goal for Year 3:

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- Short-term goal for Year 2: Establish baseline of the percent of appropriate targeted individuals and entities who obtained devices or services from State financing activities or reutilization programs for community living purposes who would not have obtained the AT device or service.

- Short-term goal for Year 1: N/A data collection not established

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Attachment 5: State-level Activities

5.1 State Financing Activities - Describe how the State will implement State financing activities as described in section 4(e)(2)(A) of the AT Act.

ATRC implemented the Hawaii Assistive Technology (HAT) Loan Program in 1994 and will continue to provide the Hawaii Assistive Technology (HAT) Loan Program. Assistive Technology Resource Centers of Hawaii (ATRC), works with American Savings Bank (ASB) to offer the HAT Loan Program to provide access to AT devices, services, accessible accommodations, and technology. The HAT Loan Program is available to all qualified individuals and can be used to directly purchase assistive technology and the training necessary to use the technology. A qualified individual must be a resident of the state, and must have a disability established by a physician. A co-borrower can be a family member or guardian. The HAT Loan Program will offer Hawaii residents lower-interest loans at negotiated terms to acquire assistive technology devices and services that enhance independence in the home, workplace, and community.

The HAT Loan funds, acquired under Title I of the Technology-Related Assistance for Individuals with Disabilities Act of 1988 will be used to guarantee the money borrowed through American Savings Bank. Currently American Savings Bank is the only bank in the state supporting the program.

ATRC reviews all applications and decides which loan requests meet program requirements and forwards those to ASB. ASB performs a credit-check and recommends to ATRC if the loan should be given. If ASB does not recommend that the loan be made, ATRC determines if it will guarantee the loan for the ASB so the applicant can receive the loan. The minimum loan amount is five hundred dollars (\$500.00) and the maximum is thirty thousand dollars (\$30,000). The HAT Loan Program will directly meet the needs of individuals with disabilities throughout Hawaii and at the same time maintain a viable program for persons to acquire AT devices and services for all measurable goals set forth by the state of Hawaii in this State Plan.

During Year One, ATRC sought to enhance the program by submitting proposals to other financial institutions and renegotiating interest rates and terms with American Savings Bank. These steps will further improve the affordability of this alternative financing program.

The HAT Loan is still serviced by the American Savings Bank as none of our proposals or rate negotiating attempts were a success.

In year 2, ATRC will conduct a review of the current program and develop plans to improve the program, particularly how to increase access. Future plans include approaching local credit unions as these institutions provide a less

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tedious approval process and may offer better rates if the client is a member of that financial institution.

ATRC will market the HAT Loan program on its fully accessible Website, bi-annual newsletter, and through a monthly electronic mailing list. Promotion of this program also includes flyers, handouts and presentations at statewide conferences, exhibits, and presentations.

5.2 Device Reutilization Program - Describe how the State will implement a device reutilization program as described in section 4(e)(2)(B) of the Act.

ATRC has and will continue to offer two device reutilization programs: (1) the Computer Redistribution Program and (2) the Equipment Relocation Program. The Computer Redistribution Program and Equipment Relocation Program will support each measurable goal set forth by the state of Hawaii in this State Plan. The programs will provide AT solutions for students, parents, teachers, and support staff in education, employment seekers, providers and trainers in employment, and IT and telecommunications and community living needs of qualified individuals. These programs will offer ongoing acquisition of AT in education, employment and community living. The products to be listed in the redistribution and relocation program will be available to individuals with disabilities which can benefit regardless of their type of disability, age, income level, or location of residence within the state, or the type of assistive technology device or service required.

1. *Computer Redistribution Program.* The Computer Redistribution Program will seek pc format (ATRC can only offer pc format computers due to our licensing privileges with Microsoft) computers donated by Hawaii business communities and other sources. These computers will be repaired and then made ready for free distribution for persons with disabilities. Trained ATRC staff and/or volunteers will install officially licensed software from Microsoft.

Depending on availability, persons with disabilities will have the opportunity to receive a standard operating computer system (monitor, CPU, keyboard, mouse and associated wires). This program provides a person with a disability a cost free alternative to expensive computer systems.

A computer can serve as an AT device in several ways: 1) Benefits a person with a disability in employment, 2) Sustains work either in an office or home setting for a person with limited mobility or physical capacity, or 3) Assists with other key aspects of life like online grocery shopping, worldwide communication, medical assistance and public transportation information.

With the computer, opportunities arise for the individual to gain valuable information about AT worldwide, through the Internet, informational AT software programs or programs about specific AT, electronic newsletters from AT

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manufacturers, and downloadable information files. This provides the individual with a multitude of information that otherwise would not be available.

Additionally, ATRC will apply services and programs to equip the individual with AT necessary to operate the computer system.

Consumers are required to fill out an application and verify disability. ATRC will utilize several resources in getting the computer to the individual. This may include: shipping paid for by ATRC or consumer, consumer pick-up, ATRC delivery or through partner efforts of a counselor, therapist, etc. that can deliver the system to the individual with a disability. Each case is handled on an individual basis and treated as such.

2. *Equipment Relocation Program.* The Equipment Relocation Program will be an effort to bring together buyers and sellers of AT in the state of Hawaii. Residents are often required to purchase the AT they desire at an inflated purchase price and through a vendor outside Hawaii. The program will allow persons looking to upgrade to new devices, find a good home for their previous device, and/or for new AT users to find a suitable device. The program will operate primarily through the ATRC Website. A buyer will have the opportunity to browse a series of categorized ads of AT devices. Sellers will have the opportunity to post an ad for the device. ATRC will act as the conduit for the transaction.

In Year One of the State Plan, ATRC developed professional relationships with local agencies throughout the State such as Tutu's House and Child and Family Services to provide information dissemination and outreach for the device reutilization program. This initial step served to ease the geographic obstacle encountered by many of the State's residents when completing transactions.

During Year Two, ATRC plans to enhance the reutilization program through the creation of a web based portal for each program. This means that any individual throughout the State of Hawaii may access this program through any Internet accessible computer terminal, whether at home, work, school, etc., and take full advantage of each program. With the help of public and private agencies on the islands of Hawaii, Maui, Oahu, and Kauai, trained staff/volunteers will be available to assist residents incapable of navigating the Internet. Additionally, ATRC staff will be available for accessibility consultation.

In Year Three and subsequent years of the State Plan, ATRC will focus on increasing the number of residents who receive AT and decreasing the turn around time for an applicant to receive a computer.

ATRC will market the reutilization programs on its fully accessible Website, bi-annual newsletter, and monthly electronic mailing list. Promotion of this program also includes flyers, handouts, presentations at statewide conferences, exhibits, and presentations.

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5.3 Device Loan Program - Describe how the State will implement a device loan program as described in section 4(e)(2)(C) of the Act.

ATRC plans to create a device loan program that provides a short term loan of AT devices and other educational materials such as AT videos and publications.

The device loan program will support each measurable goal set forth by the state of Hawaii in this State Plan. The program will provide AT solutions for students, parents, teachers, and support staff in education, employment seekers, providers and trainers in employment, and IT and telecommunications and community living needs of individuals with disabilities.

The device loan program will function primarily through the ATRC Website. Much like shopping online at a major department store, residents of Hawaii will have the opportunity to view a device, read a description of the device, solicit manufacturer information for the device and place an order to borrow a device. Each request will be processed by ATRC. If the consumer is unable to pick up the device due to restrictions beyond their control, ATRC will make every effort through postage assistance or in-home visit to successfully install a device loan.

Devices will be physically stored regionally, but availability will be maintained at a statewide level. The device loans will be administered through four physical locations: At the ATRC office and at partner agency locations on three of the neighbor islands: Maui, Kauai, and Hawaii. Each location will possess at least one fully accessible online computer terminal to access the device loan database and will have trained volunteers and/or staff to assist consumers with the use and navigation of the online database. All requests will be placed through the ATRC Website to centralize data processing and record keeping. When a consumer returns an AT device, a trained staff member and/or volunteer will check in the device through a portal on the ATRC Website. ATRC will provide training and necessary equipment for all volunteers at partner agencies.

Due to the geographic nature of the islands of Hawaii, ATRC will provide financial assistance in the form of shipping costs to those persons wishing to borrow on the neighbor islands. In most cases, ATRC will fund both the shipping and return of the item(s) to the nearest physical distribution center.

ATRC will seek public and private funding through federal, foundation, and corporate grants and appropriate, additional funding sources, to supply AT devices that support any and all disabilities, for the device loan program.

The products to be listed in the device loan program will be available to individuals with disabilities and their families, guardians, or other authorized representatives (including service providers and other professionals) that can benefit regardless of their type of disability, age, income level, or location of

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residence within the state, or the type of assistive technology device or service required.

ATRC will market the device loan program on its fully accessible Website, bi-annual newsletter, and a monthly electronic mailing list. Promotion of this program also includes flyers, handouts and presentations at statewide conferences, exhibits, and presentations.

During Year One of the State Plan, ATRC was able to identify four partner agency locations on three of the neighbor islands (Maui, Kauai, Hawaii). Currently these locations have been stocked with limited devices.

During Year Two and subsequent years of the State Plan, ATRC will seek additional funding from federal, foundation, corporate grants and additional funding sources to expand the stock of available AT throughout the State of Hawaii.

5.4 Device Demonstration Program - Describe how the State will implement a device demonstration program as described in section 4(e)(2)(D) of the Act. ATRC plans to provide the device demonstration program in conjunction with the device loan program. Individuals essentially gain exposure to the available AT and current technology they would otherwise be unaware of. Residents of Hawaii get to try, touch and feel AT and learn of its function and purpose from the trained staff of ATRC. One demonstration center will be available at the ATRC office. Through the volunteer efforts of partner agencies on the islands of Hawaii, Kauai, and Maui, a demonstration center on each island will further expand statewide comprehensiveness. The device demonstration program will meet the measurable goals of the State Plan by allowing individuals to access needed assistive technology that can be utilized for the purposes of education, employment, community living or IT/telecommunications.

Each location will have numerous AT devices available for consumers to see, explore, learn about, and try. Devices unavailable to a particular location, but available at a different demonstration center will be shipped at ATRC's expense. Each location will also possess trained staff/volunteers to assist users and maintain complete accessibility. In support of an AT demonstration, consumers will be supplied with information useful to obtaining AT such as manufacturer and distributor information, pricing comparisons, ordering and shipping concerns, and alternative purchasing options.

To further sustain a statewide and comprehensive program, and pending the availability of funds, ATRC will bring AT devices to the consumer in unique situations. For instance, if the consumer is unable to leave their residence due to their disability, ATRC will mobilize the demonstration center program. Furthermore, if a large group or organization like special education teachers require an AT demonstration, ATRC will again mobilize.

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The products to be listed in the device demonstration program will be available to individuals with disabilities and their families, guardians, or other authorized representatives that can benefit regardless of their type of disability, age, income level, or location of residence within the state, or the type of assistive technology device or service required.

ATRC will market the device loan program on its fully accessible Website, bi-annual newsletter, and monthly electronic mailing list. Promotion of this program also includes flyers, handouts and presentations at statewide conferences, exhibits, and presentations.

During Year One, ATRC created device demonstration centers at 4 locations that justify statewide effectiveness.

In Years Two and Three, ATRC plans to increase demonstration centers and types of assistive technology available. ATRC also plans to provide indirect AT demonstrations via internet technology to increase the access of those in remote areas or physically unable to meet with an AT specialist.

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Attachment 6: Comparable Support

6.1 Source and Amount of Support - Identify the State-level activity for which there is comparable support, the source of this support, the amount of the support, and the project year for which this support is being provided.

6.2 Comparability - Demonstrate that this support is comparable in terms of funding and that the activities are comparable in terms of scope.

6.3 Coordination and Collaboration - Describe how the State will coordinate activities and collaborate with the appropriate entity, if the comparable funds are provided to, or the activities are conducted by, an entity other than the Lead Agency or Implementing Entity.

Hawaii is not claiming comparable support.

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Attachment 7: State Flexibility

7.1 Activity Identify each State-level activity the State is choosing not to carry out.

7.2 Maintenance of Statewideness and Comprehensiveness Demonstrate that the Statewide AT Program will continue to be comprehensive without conducting this activity.

7.3 Achievement of Measurable Goals Demonstrate that the State can reach its measurable education goals, employment goals, telecommunications and information technology goals, and community living goals without conducting such activities.

7.4 Coordination and Collaboration Describe how the Lead Agency or Implementing Entity will coordinate activities and collaborate with entities in the State that do conduct this activity, if the State chooses not to conduct this activity because another entity already conducts it.

Hawaii is not utilizing the state flexibility clause of the AT Act.

Attachment 8: State Leadership Activities

8.1 Training and Technical Assistance Activities - Describe how the State will provide training and technical assistance to enhance the knowledge, skills, and competencies of individuals from local settings statewide, including representatives of State and local educational agencies, other State and local agencies, early intervention programs, adult service programs, hospitals and other health care facilities, institutions of higher education and businesses as described in section 4(e)(3)(B)(i) of the AT Act.

During the next two years and beyond of the State Plan, ATRC plans to provide training and technical assistance activities through conferences, scheduled workshops and open training sessions throughout the state for populations that include state and local agencies, service programs, hospitals, education, business and the general public.

Training

1. Tools for Life Expo - An Assistive Technology conference, called Tools for Life Hawaii, will occur every two years in collaboration with numerous state and local agencies. The conference will feature workshops and exhibits as well as nationwide experts in the field of AT. The goal of Tools for Life Hawaii is to provide the state and local community with resources to learn more about AT and ways to increase the quality of life for individuals with disabilities. The event provides opportunities for Hawaii residents and visitors to develop their understanding for new and current standards in AT, policies affecting the procurement of AT, and laws and policies in place to protect and empower persons with disabilities. The conference is a defining event for Assistive Technology in the state of Hawaii. Tools for Life will be co-sponsored by a consortium of community organizations that include state and local educational agencies, intervention programs, adult service programs, healthcare facilities, and institutions of higher education and businesses. Representatives from these entities make up the Tools for Life Planning Committee. In cooperation with ATRC, these organizations and agencies also pool resources throughout the state in order to maximize the overall effectiveness.

The Tools for Life Expo is open to the general public and is an excellent opportunity for individuals with disabilities and their families, guardians, or other authorized representatives to improve access to assistive technology. Programming pays close attention to include topics of interest across the lifespan so as to benefit children and seniors alike, all levels of disability and various AT devices. Additionally, scholarship opportunities are available for residents on neighbor islands to further enhance statewide participation.

2. Statewide Training ATRC will provide training sessions for all local settings throughout the state of Hawaii. Local settings include representatives of State and local educational agencies, other State and local agencies, early intervention

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programs, adult service programs, hospitals and other health care facilities, institutions of higher education and businesses. Training will increase the knowledge, skills, and competencies for Assistive Technology and its implementation for the residents of Hawaii. Training sessions will include but are not limited to: Practical knowledge and use of AT, Legislative issues relating to AT and the AT Act of 1998, as amended, Funding of AT, Different methods of attaining AT, Implementing AT in the home, classroom and/or workplace, Section 508 of the Rehabilitation Act, as amended, and the ADA as it pertains to the accessibility of information technology.

During Year Two of the State Plan, ATRC plans to initiate collaboration with the Hawaii Department of Education to meet the needs of students and faculty. In keeping with sections 4.1 and 4.5 of Attachment 4: Measurable Goals in this document, it is our goal to provide access and acquisition of AT to all levels of students. Workshops and training sessions will be scheduled to cover such topics as understanding the Assistive Technology Act, Section 508 guidelines, AT assessment and evaluation techniques, and Americans with Disabilities Act. These workshops will be made available to employers, service providers, parents and students as well as educators.

Technical Assistance

ATRC will also provide technical assistance associated with training for all local settings. To maintain the validity and effectiveness of training and technical assistance, ATRC will partner with the Pacific ADA & IT Center (PDBTAC). This partnership with the Pacific ADA&IT Center provides the fundamental needs to offer Technical Assistance to schools, universities, programs and local state agencies.

During Year Two of the State Plan, ATRC will work with local universities to develop Assistive Technology initiatives for the students. These local universities will include, but are not limited to: 1. University Of Hawaii, 2. Hawaii Pacific University and 3. Community College System.

Technical Assistance activities will include research assistance for Assistive Technology purchases, creating accessible tech centers, providing appropriate Assistive Technology training to staff and faculty and continued Technical Assistance as requested.

Transition

The AT Act requires that ATRC specifically focus on training and TA around transition. This includes transition for students with disabilities who are leaving high school for employment or post-secondary education and transition for those entering or maintaining community living.

1. Post Secondary Transition

During Year One of this State Plan, ATRC developed transitional services within its outreach and training programs. ATRC has performed outreach to the transition teachers of the Department of Education to offer training and demonstrations to both the transitioning student and their parents/guardians. These activities have been coordinated throughout the State and have seen a significant increase in Assistive Technology used by students with disabilities entering post secondary education.

Career Explorations (CE) is a training process designed to enhance the lives of persons with disabilities through the in depth training and usage of Assistive Technology. It was initially designed to focus on employment goals; however, employment may not be the primary goal of persons transitioning from high school. The focus of the training has grown to accommodate all areas where Assistive Technology training is needed.

For the student transitioning to post secondary education, the focus of the training is finding the appropriate AT and ensuring that the student is well assessed, trained and capable of using that AT. ATRC has begun offering training sessions under Career Explorations to high school students of junior and senior status to increase awareness and usage of Assistive Technology. In collaboration with transition and Special Education teachers, ATRC staff has also developed multiple training curriculums. These focus on both group needs such as resume writing and interview skills, as well as individual needs such as using specific Assistive Technology to overcome mobility and sensory challenges when using a computer input device.

During Year Two and subsequent years of the State Plan, ATRC will further develop professional relationships with the Division of Vocational Rehabilitation and Services for the Blind (DVR) to ensure the transitioning students and their families are educated about and can benefit from DVR services such as job placement assistance, equipment purchases and training funding assistance.

2. Community Living Transition

The second approach to transition includes the preparation for community living where Career Explorations can also be used to provide a different focus of training. Examples of these sessions include: 1. Wardrobe and Dressing skills for work, 2. Interview Skills, 3. Etiquette when using public transportation, and 4. Money Management. These skills are achieved through the use of Assistive Technology tools that focus on daily living and are prepared by trained ATRC staff.

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During Year One, ATRC continued to use the CE program to increase education and awareness of AT for all persons transitioning to community living. The primary concentration was graduating Special Education students.

During Year Two and subsequent years of the State Plan, ATRC will continue to develop training initiatives for transitioning adults. ATRC plans to collaborate with the Independent Living Centers to provide ongoing training on a one-to-one or group basis to individuals with disabilities in transition and their families to increase awareness about Assistive Technology.

8.2 Public Awareness Activities - Describe how the State will provide information to targeted individuals and entities relating to the availability, benefits, appropriateness, and costs of assistive technology devices and assistive technology services as described in section 4(e)(3)(B)(ii) of the AT Act. During the next two years and beyond of the State Plan, ATRC plans to increase public awareness materials through print and electronic media and provide continually updated listings of information and services available for the community. All information will be accessible through various print formats, as well as on the Assistive Technology Resource Centers of Hawaii Website. ATRC will provide the following public awareness activities:

- 1. The Kupuna Guide** – This guide is geared for kupuna (Hawaiian for Senior-age adult) and encompasses a daily living guide of AT. Such devices include tools used in and around the home, devices that address common disabilities associated with the senior population. ATRC will be responsible for production. Alternative formats will be available.
- 2. The Reacher** – This is a bi-annual newsletter that will provide the community with a wealth of information about ATRC, pertinent changes in policy, events, conferences, training and outreach activities. The newsletter will continue to distribute by mail, and be available in alternative formats.
- 3. Information and Referral** – ATRC will continue to provide information about AT for the people of Hawaii. Individuals will have the opportunity to acquire information by phone (local, toll free, v/TTY), Internet, walk-in, and/or mail. ATRC staff will provide resource information on a first-come, first-serve basis, making it a point to connect each client with the most possible solutions. A customer satisfaction survey will be conducted with all clients to determine if they are satisfied with the information provided by ATRC.
- 4. Website** - This informational portal will feature extensive resources for all members of the community. As technology awareness grows throughout the state, ATRC will continue to increase its online presence. ATRC will provide an interactive gateway to programs offered such as our online device loan program, educational materials, a link database offering quick and easy access to both

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local and national vendors, and policy information on funding and advocacy, just to highlight a few.

5. Links Repository – This database of Internet Website links will provide a one-stop location for resources in Hawaii and also throughout the world. ATRC will provide Internet address links to any related information about a topic, such as local vendors of AT, or online sources for learning about Section 508. New links will be added daily.

8.3 Coordination and Collaboration – Describe how the State will coordinate activities among public and private entities that are responsible for policies, procedures, or funding for the provision of assistive technology devices and assistive technology services to individuals with disabilities, service providers, and others to improve access to assistive technology devices and assistive technology services as described in section 4(e)(3)(B)(iii) of the AT Act. Over the next two years and beyond, ATRC plans to coordinate and collaborate with public and private entities to improve access to assistive technology and other accessible technologies. ATRC Advisory Council will provide coordination and collaboration with those agencies responsible for policies, procedures, funding and provision of assistive technology devices and services. Policy improvement initiatives will be a high priority agenda for each Advisory Council meeting. Current initiatives include:

1. Microsoft Accessibility – Assistive Technology Resource Centers of Hawaii (ATRRC plans to work collaboratively with Microsoft to serve as a resource center for Microsoft's accessible technology solutions available to computers. Microsoft has created a free demonstration CD to help promote and educate the public (including those with disabilities, teachers, educators, etc.) on the modern advancements to computer accessibility that Microsoft Windows XP now offers. An individual with a disability will have the opportunity to visit ATRRC's technology center and receive training on Microsoft Accessibility features. The technology center will have over 50 computer terminals covering Mac and PC, desktop and laptop, accessible to users with a variety of disabilities. Through this initiative, ATRRC will distribute the demonstration CD's to businesses, service providers, educational facilities, and most importantly the individual at no cost to the consumer.

2. ADA & IT Access – Assistive Technology Resource Centers of Hawaii will continue to work closely with Pacific ADA & IT Center to ensure that a partnership is built between the disability and business communities of Hawaii. Both entities will collaborate to provide full and unrestricted participation in society for persons with disabilities through education and technical assistance. The target populations that will be served include; 1) The business community and public or private entities who need to know how to better accommodate their clients or employees with disabilities, in accordance with the Americans with Disabilities Act, 2) Service providers and Educators who desire to know more

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about Accessible Electronic and Information Technology (E&IT) available resources, and 3) Persons with disabilities who desire to participate in creating a fully accessible society.

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Attachment 9: Involvement of Public and Private Entities

9.1 Nature and Extent of Resources - Describe the nature and extent of resources that will be committed by public and private collaborators to assist in accomplishing identified goals.

Given its non-profit status, Assistive Technology Resource Centers of Hawaii anticipates additional support through private foundations and contributions from the public to supplement funding through the Department of Education.

Applications for various requests made by the Division of Vocational Rehabilitation and Services for the Blind, the state departments of health and education and any other appropriate state agency will be pursued.

Understandably, all public and private resources are not guaranteed in any fiscal year. Such is the need for ongoing support from the Department of Education to maintain ATRC's programs and services.

9.2 Mechanisms to Ensure Coordination - Describe the mechanisms established to ensure coordination of activities and collaboration between the implementing entity, if any, and the State.

The implementing agency for the state of Hawaii is Assistive Technology Resource Centers of Hawaii. ATRC will enter into a contract with Hawaii's lead agency, Department of Human Services/Division of Vocational Rehabilitation and Services for the Blind (DHS/DVR). This contract will set forth the activities that must be conducted by ATRC on behalf of DHS/DVR and the system of oversight to be provided by the Governor of Hawaii. The lead agency will have a staff specialist assigned to oversee the contract, and the Director of the implementing agency will meet quarterly with the staff specialist to discuss activities and the implementation of the State Plan. The staff specialist will also attend all Advisory Council meetings for ATRC. The implementing agency will submit monthly expenditure reports to the staff specialist for review and the director's approval, while the DHS/DVR staff specialist will ensure that the lead agency fiscal unit provides timely and appropriate assistance to ATRC. ATRC will provide annual reports to DHS/DVR on activities completed, activities planned, and any data related to those activities.

9.3 Involvement of State Advisory Council - Describe the nature and extent of the involvement of the State Advisory Council in the planning, implementation, and evaluation of the activities carried out through the grant, including setting the measurable goals required in section 4(d)(3).

The Advisory Council will meet throughout the year to evaluate the overall outcomes and effectiveness that define all programs and services. The extensive diversity of the council will help ensure that the needs of Hawaii's citizens are met. The comments and suggestions of the council are continually reflected upon program activities as outlined in the State Plan.

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Attachment 10: State Support

10.1 State Support for State-level Activities – If applicable, describe how the State will support with State funds any State-level activities described in section 4(e)(2).

10.2 State Support for State Leadership Activities - If applicable, describe how the State will support with State funds any State Leadership activities described in section 4(e)(3), if applicable.

Hawaii does not receive state support.

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Attachment 11: Allocation and Utilization of Funds

11.1 Tracking Expenditures – Describe planned procedures for tracking expenditures for activities described in section 4(e)(2) and (3).

ATRC is to be financially accountable to the state of Hawaii, Department of Human Services by contract as a sole source contractee. And ATRC is to be responsible for the efficient and effective administration of the federal awards.

At the beginning of each fiscal year, ATRC prepares a master budget, which not only summarizes the planned state and state leadership level activities but also expresses the amounts in the form of forecasted financial statements and supporting operating schedules for each activity. In the process of preparing the master budget, the executive director makes many important decisions about how to best deploy the organization's resources and keep the expenditure within the limits.

To monitor the funds, a spreadsheet is set up for each state and state leadership level activity to track the expenditures. Only the executive director is entitled to authorize spending. In order to make an actual payment, staff needs to have checks signed by the executive director or the office bearer(s) in case of the absence of the executive director. All the financial information such as invoices, receipts, bills, checks and other financial records are documented to check over the financial processes and to see whether adequate controls are in place. The bookkeeping system established at ATRC assures that all transactions are recorded, all payments are authorized, all necessary financial information is available to the executive director and the administrative assistant.

Since every cash disbursement is allocated to a specific activity via Quickbook, the monthly profit and loss report generated from Quickbook can easily summarize the actual expenditure of each activity by the end of the month. The monthly summary for each activity is compared with the spreadsheet for that activity to double check the expenditure during the one month period. The comparison helps identify and correct mistakes in a timely manner. ATRC uses accrual basis accounting, which gives a better view of the organization's financial position and each activity's expenditure.

Quarterly report for the activities expenditure is also prepared to monitor actual spending against the allotments and measure actual performance for the purpose of demonstrating how well activities and services are contributing to the achievement of the results expected.

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11.2 Proposed Budget Allocations – Attach a budget containing proposed allocations for activities described in sections 4(e)(2) and (3).

Proposed Allocation	Distribution	Total Award Amount	
		<u>Year 1</u>	<u>Year 2</u>
		\$377,478	\$389,056
State Level	60%	\$226,486	\$233,434
State Leadership	40%	\$150,992	\$155,622
	<i>Leadership Activities 95% (of 40%)</i>	<i>\$143,442</i>	<i>\$147,841</i>
	<i>Transition 5% (of 40%)</i>	<i>\$ 7,550</i>	<i>\$ 7,781</i>
Total		\$377,478	\$389,056

Within the above budget, ATRC proposes to apportion funds for specific activities in the following manner.

State Level Activities

	Proposed Allocation	
	<u>Year 1</u>	<u>Year 2</u>
State Financing Activities	\$45,298	\$46,687
Device Reutilization Program	\$58,886	\$60,693
Device Loan Program	\$58,886	\$60,693
Device Demonstration Program	\$63,416	\$65,361

State Leadership Activities

	Proposed Allocation	
	<u>Year1</u>	<u>Year2</u>
Training and Technical Assistance Activities	\$49,828	\$51,355
Public Awareness Activities	\$46,807	\$48,243
Coordination and Collaboration	\$46,807	\$48,243
Transition	\$ 7,550	\$ 7,781