



STATE OF CONNECTICUT DEPARTMENT OF DEVELOPMENTAL SERVICES
**Individuals with Qualified Providers: Guide to Filling Out Assistive
Technology (AT) Grant Requests (CLA, CRS, CCH, IHS)**

Assistive Technology grants for DDS Qualified Providers must be requested through the Notice of Opportunity (NOO) link for the current time period. There may be active links for AT Grants that are also exclusively for Employment incentives.

There are essentially two types of Qualified Provider AT grants:

1. **Products/equipment/services are for a particular individual.** These must be requested individually, and all information must be entered accurately for each particular individual in the NOO link. The technology being requested will belong to the individual and the request should be person centered. All products, equipment and services must be listed within the request per individual so that an accurate agreement can be generated for each person. This allows for DDS to track individual purchases and follow up on product/service use.
2. **Products/equipment/services are for the agency program/site and no particular individual is identified as the owner.** This would include items that an individual would not take with them if they were to leave affiliation with the program/site. Examples could include equipment, appliances or environmental modifications. Requests should include the names of individuals intending to use or benefit from such items to justify the request, as appropriate.

Invoices are needed, but they do not replace the need to have items listed, as required, in the application link. (It is understood that sometimes invoices may have products/equipment/services for multiple individuals.) If there is a DDS Case Manager assigned and they are not completing the request for an individual, they should be aware of any products, equipment and services that are being requested on the individual's behalf by the Qualified Provider. If AT or other assessments were conducted at the Qualified Provider's request, they should be shared with the DDS Case Manager as well.

THE IMPORTANCE OF AN AT ASSESSMENT PRIOR TO AN AT GRANT REQUEST

Replacement products or replication of a product used elsewhere by the individual are often simple grant requests. However, there are grant requests we see that may involve a substantial list of products and there may be concerns that assessment and trial use of products has not been properly identified. It is of vital importance that products and services are person centered, appropriate and will be used by the individual to eliminate the likelihood of product abandonment (not used for intended purpose). If in doubt, always request that an AT Assessment be completed first. The individuals conducting them are trained on technology use, equipment and services and may have insight on latest technology options that will be most appropriate for the individual.

To request AT Assessment/Training, follow the same process as a grant request. The request must identify who will be doing the assessment by contacting them first. They will provide the requestor with the amount per hour, # of anticipated hours and total estimated amount of grant cost so that a request can be submitted.

PROPOSED AT PRODUCTS/SERVICES COLUMN ON REQUEST SHOULD INCLUDE THE FOLLOWING:

- Each AT item should be listed, along with price and proposed vendor (i.e. Apple, Amazon, WalMart, etc...) All products and services should be listed in the same submission when possible to avoid multiple grants to be considered for the same person.
- Each AT service should be listed along with cost per month or hour, number of months or hours, the total cost and who will be providing the service. **Note:** Monthly monitoring fees, internet costs, etc... can only be requested that fall within a DDS Fiscal Year of July through June. The individual's team should be identifying how these costs will be covered in the future and this should be identified on the DDS Individual's Plan (IP) and the request itself as ongoing AT Grants are not a long-term solution.
- If tax is to be considered in the request, it must be calculated at .0635 % (CT tax rate) and clearly shown in this area. If tax is not requested, it will not be included in the award amount.
- The max amount for internet service that can be requested is \$50 per month. This includes any applicable tax so it should not be added in the total price of products/equipment services and then calculated with tax. This cost should be added to the total of other products/equipment/services after they are calculated and taxed.

TOTAL COST OF PROPOSED AT PRODUCTS/EQUIPMENT/SERVICES COLUMN SHOULD ONLY INCLUDE THE FOLLOWING:

- A final dollar amount of all products/equipment/services and any applicable tax. Only the total amount requested goes in this column.

PAYEE INFORMATION:

- Ensure that the payee information is accurate and that it identifies the agency/ company/vendor who should receive payment.
- If you are unsure about whether payment should be to a company/vendor, please check prior to submitting. Large amounts are more easily made to the company/vendor and help expedite the process. If there are multiple companies/vendors in one request, this is not always possible.

FREQUENTLY ASKED QUESTIONS

Can products, equipment or services be requested if an AT assessment/evaluation has not been completed?

Yes, but keep in mind that the grant review committee may question whether the device(s) requested are appropriate for the individual. Be clear if the individual is currently using the same device elsewhere. It is best to have a recent AT assessment completed as there may be products/services that will better suit the individual based upon their abilities. Identify if an AT assessment has been completed in your request and who it was completed by. New products for AT are being developed at a rapid pace and options change quickly.

What are the benefits to having an AT Assessment/Evaluation completed?

This is a person-centered evaluation. There may be a need for products or services that can optimally benefit the individual of which others may be unaware. This process may include assistance or responsibility of the assessment team to purchase and set up equipment they have recommended for purchase and they may also provide any necessary training on the devices, products or services.

Can I request AT products that are for speech/communication? What about products that are Occupational Therapy and Physical Therapy related?

Yes, however it is important that an assessment be completed by a Speech Language Pathologist (SLP) for anything related to speech/communication if one has not been completed recently. Many products that are deemed to be speech/communication devices and speech APPS can be covered under insurance provided the assessment is done by an SLP and therefore, an AT grant request is not necessary. Speak to an SLP first to receive guidance on the individual's needs. Always be clear in your request if an SLP has been involved and identify that person and their email address for contact purposes by the grant review committee. The same should be considered for OT/PT related products and using these professionals to make recommendations also, as some items may also be covered under insurance.

What causes delays in AT grant requests, awards and actual payments?

1. Requests are for multiple individuals on one request. This was previously an acceptable way to submit, however, it can no longer be supported. Requests for products, services and equipment intended to be 'owned' by the individual must be submitted on a separate request so that an individual's personal AT submissions and purchases can be tracked in the system in their AT record.
2. All AT Products, Equipment and Services are not itemized with prices/vendors when completing the application in the link. These must be clearly written with prices and where item(s) will be purchased from.
Note: When added, this list must equal the final dollar amount in the Cost of Proposed products/services column. If you have an invoice with this information, the information must be copied and pasted into the AT Products/Services portion of the form. This area is merged in the award letter for approved purchases so please ensure it is clear, concise and does not contain other extraneous information. Comments such as "see invoice" in this section are not acceptable as award letters cannot be properly generated.
3. Cost calculations are incorrect, missing or not thoroughly listed or identified. Total Cost of Proposed AT Products/Equipment/Services should be the total dollar amount you are requesting for all items and services.
4. AT Assessments or SLP, OT or PT involvement is not identified, and the grant review committee feels that the products/services requested should be assessed and identified by an AT Professional, SLP, OT or PT. In some cases, there may be other avenues for funding that should be explored first.
5. Products/Equipment and Services being requested do not appear appropriate for the individual based upon their abilities.
6. The products being requested may be top of the line (and very expensive) and a lower end model may be sufficient for the individual's needs based upon the details of the request. This can result in modifications needing to be made for the grant. This most commonly occurs with iPads, computers or similar devices.
7. In some settings, video/camera monitoring must have other avenues of approval before a request can be made and approved.
8. The AT Award letter has not been signed and submitted to DDS by the intended payee so that the process for payment and purchase can begin.
9. Some installation and services cannot be paid until they have actually been performed.
10. Receipts for previous AT grant requests for an individual have not been received and additional payments cannot be processed. Receipts should be submitted promptly to the DDS Resource Manager to avoid delays.