**Policies and Procedures for Tools for Life Evaluations/ Assessment:**

**(*A descriptions of the TFL Services can be seen below)***

**Policy:** AMAC membership and AMAC Service Agreement form must be signed before the Evaluation/ Assessment can be conducted.

**Procedure:** AMAC membership form can be found on [www.amacusg.org](http://www.amacusg.org) and the AMAC Service Agreement form is found on the AMAC Direct Service wiki page on the TFL wiki. Whoever is paying for the evaluation/assessment must fill out the form. Schools and businesses will fill out the basic membership and individuals who are paying out of pocket will fill out Assistive Technology membership.

**Policy:** Tools for Life will send an Estimate of Cost for TFL Services for the individual to sign.

**Procedure:** Tools for Life will fill out the TFL Estimate form that will give a brief description of services and estimate of hours and cost per hour. This form will also list an estimate of cost for any travel and accommodations that may occur. Tools for Life staff will need to receive the signed copy back before work shall begin.

**Policy:** Tools for Life will meet individuals one-on-one to conduct AT Evaluations and Assessments

**Procedure:** Tools for Life staff members will schedule a time to meet with individuals one-on-one to conduct the evaluation/assessment. Assessments should be tried to be conducted:

1. At Tools for Life Office
2. A Tools for Life Network partner or school
3. In home if it is the only possibility for the individuals. 2 members of TFL must be present

**Policy:** Tools for Life will strive to complete Assessments/ Evaluations within 10 working days

**Procedure:** Tools for Life staff will strive to complete AT Assessments/ Evaluations within 10 working days or 2 weeks (14 days). Before the reports are sent out, they must be reviewed by Trish Redmon. These reports will be sent to her through the TFL Dropbox (see policy below)

It should take no longer than 10 working days or 2 weeks (14 days) to send the report to the individual. If unable to complete, TFL staff will contact their manger to come up with a reasonable timeline of when the report will be finished and understanding why it could not be completed on time.

TFL member, who has been the main contact for that individual, will contact the individual, prior to day 15 and let them know the new timeline.

TFL staff will prioritize report writing and this can be done by scheduling time on their calendars. If they are having difficulty scheduling time, they should notify their manager.

**Policy:** All reports will be delivered through a secured link.

**Procedure:** A TFL Dropbox folder has been created. TFL staff will create a private Dropbox folder for the individual receiving the report. TFL staff will then create a web link to be shared with just that individual.

**Policy:** All reports will be stored within AMAC PASTA website.

**Procedure:** TFL Staff will upload the completed report to the individual Line Item in the PASTA website. Reports are to be uploaded to PASTA once they are completed and the ready to be invoiced.

**Description of Tools for Life (TFL) Direct Services:**

**AMAC/ Tool for Life Assistive Technology Evaluation:**

Comprehensive proces**s**working one-on-one with an individual to determine strategies and technology solutions to enhance and/or improve one’s ability to meet their educational, employment and/or community goals.

Evaluation may include:

* Review of individual's formalized tests and/or reports (examples: psychological testing, school IEP report, transitional work plans, medical and therapy reports, etc.)
* Technology evaluation that is a thorough discussion of individual's goals, strengths & challenges then featuring matching assistive technologies to meet individual's needs.
* Introducing and demonstration of assistive technology tools and strategies.
* Comprehensive Written Report that summarizes the technology evaluation with a personalized and comprehensive list of AT information, strategies & resources.
* Follow-up communication in regards to questions that may arise as a result of adopting the new technologies.
* **Approximately 2 -3 hours (not including research and time for written report)**

**Cost: $450 for Atlanta Metro area (travel and accommodations may apply for outside Atlanta metro area)**

**AMAC/Tools for Life Consultation:**

Consultations include working one-on-one with an individual and/or with a team to determine strategies and technology solutions to enhance and/or improve one’s ability to meet their educational, employment and/or community goals.

Examples of consultations include but not limited to working with an Assistive Technology team within a school system; assessing workplace environments to ensure accessibility that includes ergonomics for individual needs; and home accessibility and safety awareness.

Consultation may include:

 Review of reports

* Discussion of goals, strengths & challenges then feature matching assistive technology tools to meet individual’s needs
* Introducing and demonstration of assistive technology tools and strategies.
* Brief written report of suggested strategies and technology recommendations

**Cost: $125/Hour for Atlanta Metro area (travel and accommodations may apply for outside Atlanta metro area)**

**AMAC/Tools for Life Speech Assessment-**

Speech assessment completed by a certified SLP (Speech Language Pathologist)

Speech assessment may include:

-Review of tests and reports (Examples: psychological testing, IEP, medical and therapy reports, etc.)

-AAC (Augmentative and Alternative Communication) device demonstration

-Comprehensive written report that summarizes the technology evaluation with a personalized and comprehensive list of AAC.

-Follow-up AAC Set-up and Training on AAC Device

**Cost: $125/hour** **for Atlanta Metro area (travel and accommodations may apply for outside Atlanta metro area)**

**AMAC/Tools for Life Assistive Technology Demonstration**

Device demonstrations compare the benefits and features of a particular assistive technology device for an individual or small group of individuals. The purpose of a device demonstration is to assist in making an informed decision.

**Assistive Technology demonstration may include**:

* Demonstration of 2 to 3 technologies that relates to the individual’s goal
* A scheduled appointment with a Tools for Life team member is required
* Information on funding resources

 **Approximation of up to 90 minutes for a demonstration**

**Cost: Free**

**AMAC/Tools for Life Assistive Technology Loan:**

**Assistive Technology**Device loans are intended to assist individuals to make informed decisions. “Try before you buy” model allows individuals to make sure that the device will work for them.

Assistive Technology loan may include:

* Training on how to use the device
* Instruction on device set up
* Tools for Life Loan agreement is required
* Loans are approximately 2- 4 weeks

**Cost: Free to loan and have devices shipped if needed. Individuals may be required to mail back Assistive Technology device with mailing insurance**