

Vermont Assistive Technology Program

Device Demonstration

Instruction Manual and Definitions

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Device Demonstration Instructions

1. Ask the consumer if they know about Assistive Technology or have heard of the Vermont Assistive Technology Program.
 - a. If not, show them some examples of easy to understand assistive technology and hand them a flyer if they have not.
 - b. If they have, ask the consumer if they are looking for anything.
2. Ask them if they experience any barriers that they need help with and give examples like:
 - a. Hearing on the phone
 - b. Typing on the computer
 - c. Writing their grocery list, etc.
3. Show them technology that might address their needs:
 - a. Talk about the features of the device.
 - b. Let the consumer hold and use the device.
 - c. Let the consumer ask questions about the device.
 - d. Let the consumer know that they can borrow the device from the Vermont Assistive Technology Program.
 - e. Let them know that they can contact the Vermont Assistive Technology Program for more detailed assistance.
4. Have the consumer fill out a survey form. Use that survey form to fill out a demonstration Form.

How to Fill Out the Assistive Technology Demonstration Form

1. Please put your Organization, Name, and the Date at the top of the sheet.

Organization: Vermont Assistive Technology Program
 Staff Member Name: Tracy Roux
 Date of Demonstration: 4/30/2018

2. In the right-hand column, write the number of participants in each participant type category. Remember, you can only categorize each person once. Total the Number of participants in the last row. See the Example Below. You can collect this information from the survey forms. Do not include yourself.

Number of Participants in attendance by category

Participant Type	Number of Participants of this type
Individual with a disability	1
Family Member, Guardian, or Authorized Representative	1
Representative of Education	
Representative of Employment	
Representative Of Health, Allied Health, and Rehabilitation	
Representative of Community Living	
Representative of Technology	
Other	
TOTAL	2

3. If you refer the consumer to other resources such as funding information, a service provider (besides the Vermont Assistive Technology Program), a vendor, or a repair service, place a number in the right-hand column.

Number of Referrals to Recipients by Category

Referral Type	Number of Referrals
Funding Source (non-AT program)	1
Service provider	
Vendor	
Repair service	1
Other	

4. Each demonstration is associated with ONE primary purpose. Either the consumer or the demonstrator can select this. It is to indicate what the user will be primarily using the assistive technology for. For example, if the user is trying out an amplified phone so that they can more easily talk to their doctor, select Community Living. You can collect this information from the survey forms.

What was the primary purpose for which the assistive technology was needed?

The following three choices are required on the demo form

- Education.
- Community living.
- Employment.

5. At the end of the demonstration, the participant should indicate whether or not they feel that the assistive technology demonstrated will or will not meet their needs. They can also indicate that they have not made a decision. You can collect this information from the survey forms.

What was the Decision Made by the Participant of the Demonstration?

The following three choices are required on the demo form.

- The assistive technology will meet their needs.
- The assistive technology will not meet their needs.
- The individual has not made a decision.

6. After each demonstration, satisfaction data is collected. The satisfaction rating should be applied to how satisfied they feel with the demonstration service, and not the equipment itself. Remember that the total number of participants surveyed should match the number of participants from question 1. You can collect this information from the survey forms.

How Satisfied were the Participants with the Demonstration?

Satisfaction Level	Number of Participants
Highly Satisfied	2
Satisfied	
Satisfied Somewhat	
Not At All Satisfied	
Non-Respondent	
TOTAL	2

7. Each demonstration is associated with one federal category. Select only one. Use the Manual to determine which category if you are unsure. For example, if someone came in to see the Large Print Keyboard, you could either select Computers and related or Vision.

Choose a Federal Category Which Best Describes the Demonstration.

Pick the federal category from the list below.

- Vision.
- Computers and related.
- Daily living.
- Environmental Adaptations.
- Hearing.
- Learning, Cognition, and Developmental.
- Mobility, Seating, and Positioning.
- Recreation, Sports, And Leisure.
- Speech Communication.

8. In this last section, list all of the devices that were demonstrated. Include the inventory number which is found on the device, and the name of the device.

Property of VATP
3852-12

Please list all the items that were trialed

Inventory Number	Item Name
3852-12	Digital Book Player
3561-12	Maxi Personal Amplifier

Device Demonstration Definitions and Terminology

Device demonstrations compare the features and benefits of a particular AT device or category of devices for an individual or small group of individuals. The purpose of a device demonstration is to enable an individual to make an informed choice. Whenever possible, the participant should be shown a variety of devices.

In a device demonstration for an individual, guided experience with the device(s) is provided to the participant with the assistance of someone who has technical expertise related to the device(s).

A demonstration is characterized by its interactive nature whereby the participant can interact with an expert to increase their knowledge and understanding about the details and functions of a device; the participant drives the demonstration and has the ability to interact and have their individual questions about the device addressed.

Definitions

Device demonstrations: Although the AT Act does not include a formal definition of device demonstrations, the Act describes device demonstrations as activities to --

“directly, or in collaboration with public and private entities, such as one-stop partners, as defined in section 101 of the Workforce Investment Act of 1998 (29 U.S.C. 2801), demonstrate a variety of assistive technology devices and assistive technology services (including assisting individuals in making informed choices regarding, and providing experiences with, the devices and services), using personnel who are familiar with such devices and services and their applications.

(ii) COMPREHENSIVE INFORMATION. — The State shall directly, or through referrals, provide to individuals, to the extent practicable, comprehensive information about State and local assistive technology vendors, providers, and repair services.” Section 4(e)(2)(D).

Participant Type

You must choose one category in which to classify each individual or entity and may not count them in multiple categories.

- **Individuals with disabilities:**

Means any individual of any age, race or ethnicity who has a disability; and who is or would be enabled by an AT device or an AT service to minimize deterioration in functioning, to maintain a level of functioning, or to achieve a greater level of functioning in any major life activity.

- **Family members, guardians and authorized representatives:**

A person who is related to an individual with a disability, who is the legal guardian of an individual with a disability, or who is authorized by an individual with a disability to act on that individual's behalf or who participate in an activity with an individual with a disability such as friends and advocates.

- **Representatives of Education:**

This category includes individuals and entities whose primary purpose is education and/or those who interacted with the AT program primarily for purposes related to education. This category can include any type of educational entity such as early childhood, elementary, secondary, special education, remedial education, adult basic education, continuing education, and post-secondary programs. It includes both public and private educational agencies and organizations and federal, state, and local governmental entities who primarily provide or regulate educational services (e.g. State Education Agency). This category also includes interactions focused on training of graduate students and undergraduate students.

- **Representatives of Employment:**

This category includes individuals and entities whose primary purpose is employment and/or those who interacted with the AT program primarily for purposes related to employment. This category includes seeking employment, maintaining current employment or expanding employment options. It includes participating in employment training programs, vocational rehabilitation programs and other programs related to employment.

It can include employers, or firms that employ workers or assist them in becoming employed, and providers of employment and/or training services to enable individuals with disabilities to become employed, include those representing public and private agencies and organizations that provide or regulate employment services, such as state employment agencies, one-stop career centers, state vocational rehabilitation agencies, community rehabilitation programs, vocational training programs, training providers approved under the Workforce Investment Act, and apprenticeship programs.

- **Representatives of Health, Allied Health and Rehabilitation:**

This category includes individuals and entities whose primary purpose is health care, allied health and health related rehabilitation services, and/or those who interacted with the AT program primarily for purposes related to health care, allied health and rehabilitation. It includes those from hospitals, health clinics, mental health agencies and organizations, and managed care providers. This category can also include employees of such organizations, such as physicians, physicians' assistants, nurses, nurse practitioners, psychologists, psychiatrists, occupational therapists, physical therapists, speech pathologists, audiologists, rehabilitation counselors, hospital discharge planners and other hospital employees.

- **Representatives of Community Living:**

This category includes individuals and entities whose primary purpose is to support community living and/or those who interacted with the AT program primarily for purposes related to community living. This category includes carrying out daily activities, participating in community activities (e.g., social and recreational activities), using community services (e.g., public transportation and libraries) and living independently. It can include individuals representing community living issues but who are employed by independent living centers, disability-related nonprofits, agencies that provide services for seniors, and other related social service and community organizations. This category can also include both public and private organizations and federal, state, and local government entities that primarily provide or regulate community living and related services (e.g. a State Department of Aging, Public Utilities Commission and State Housing Authority.)

- **Representatives of Technology:**

This category includes individuals and entities whose primary purpose is delivery of technology devices or services and/or those who interacted with the AT program primarily for purposes related to technology. This category includes using computers, software, Web sites, telecommunications, office equipment, and media.

This category can include technology experts such as computer programmers, web and application developers, information technology professionals and procurement officials along with manufacturers and vendors of information technology, telecommunications products, and assistive technology devices.

Referral Types

Device demonstration referral:

Following a device demonstration, provision of information about a specific source where the customer may obtain additional information or services related to the devices demonstrated. A referral must provide a consumer with information on how to contact that source directly. Referrals may be made to funding sources, service providers, vendors or repair services. Do not include referrals to other components of your Statewide AT Program. Report only on referrals that result from demonstration activities, not referrals made through an information and referral service.

Some examples may include:

- **Funding Source (non-AT Program):** VCIL's Equipment Distribution Program
- **Service Provider:** Green Mountain Support Services
- **Vendor:** Harris Communication
- **Repair Service:** Wires in Burlington for iPhone Repair
- **Other**

Primary Purpose for Which AT Devices or Services Are Needed

This categorization may be done by the consumer, by the Demonstrator based on their interaction with the consumer, or a combination of both. Demonstrators must categorize non-respondent data (since the consumer has not responded.) Customers must be categorized by a single primary purpose for which AT devices/services are needed.

Brief descriptions of these categories are as follows:

- **Employment:**

The individual or entity requested services from the AT program primarily for purposes related to employment. This category includes seeking employment, maintaining current employment or expanding employment options. It includes participating in employment training programs, vocational rehabilitation programs and other programs related to employment.

- **Education:**

The individual or entity requested services from the AT program primarily for purposes related to education. This category includes participating in any type of educational program, including early childhood, elementary, secondary, special education, remedial education, adult basic education, continuing education, and post-secondary programs.

- **Community Living:**

The individual or entity requested services from the AT program primarily for purposes related to community living. This category includes carrying out daily activities, participating in community activities (e.g., social and recreational activities), using community services (e.g., public transportation and libraries) and living independently.

Customer Satisfaction

1. Anyone that attended the demonstration should be surveyed.
2. The survey should be administered after services are provided in a manner that best meets their needs. The survey can be administered in-person, via phone, via mail, or online.
3. If someone does not respond, mark them as non-respondent. We want to reduce the number of non-respondents as much as possible.

Classification of Devices

Throughout the reporting system you are asked to classify the devices provided. There are ten categories for classifying devices.

- Vision
- Hearing
- Speech communication
- Learning, cognition, and developmental
- Mobility, seating, and positioning
- Daily living
- Environmental adaptations
- Vehicle modification and transportation
- Computers and related
- Recreation, sports, and leisure

Many devices can fit into more than one category depending on how they are used by a consumer. You must choose one category where a device belongs in each instance you are reporting and may not count a device more than once.

For example, while telephones are used for communication, not all telephones are immediately categorized in speech communication. A telephone could be classified in different categories, depending on the functional needs of the user.

- When the primary difficulty is seeing the dial, a large button phone would be classified under Vision.
- When the primary difficulty is hearing another person on the phone, an amplified phone would be classified under Hearing.
- When the primary difficulty is having one's speech understood on the phone, an adapted phone would be classified under Speech Communication.
- When the primary difficulty involves another function (or multiple functions) the phone would be classified under Daily Living.

A component of a larger system should be classified according to the function or primary use of the larger system. For example, a mouth stick that is used to provide access to a communication system such as Pathfinder would be classified under Speech Communication. A mouth stick that is used to type papers would be classified under Computer Access. A mouth stick that is used generically as an aid to daily living would be classified as Daily Living.

Each category below includes a description, decision rules, and examples that will assist you in deciding whether a device should go into a particular category. Devices must be reported in one of these categories as there is no "Other" category.

Vision

Definition:

Products designed to assist with vision

Decision Rules:

Products intended to facilitate access and participation for people who are blind or visually impaired are classified in this category, even if they are used for activities of daily living, computer access, reading/learning, way finding/travel, recreation, etc. Products in this category characteristically provide output of information through large print/display, synthetic speech or Braille/tactile. If the adaptation is for an individual who is both visually impaired and hearing impaired, categorize according to the primary functionality of the device. Reading systems to accommodate vision are classified here while similar systems to accommodate learning are classified accordingly. A TTY with Braille output is classified as hearing. A telephone with both a large print keypad and amplification for listening may be classified in either vision or hearing.

Examples:

- Magnifiers including CCTV systems;
- Talking scales, blood pressure gauge, glucometer etc.;
- Screen readers, screen magnifiers and Braille displays;
- Daisy or Victor Readers;
- PDA's with large print, speech or Braille output;
- Talking or Braille GPS, white canes, talking or tactile compass, etc.;
- OCR reading systems, talking thermostats, household appliances etc.

Hearing

Definition:

Products designed to assist with hearing

Decision Rules:

Products intended to facilitate access and participation for people who are deaf or hard of hearing are classified in this category, even if they are used for activities of daily living or could have another application for people with other disabilities or for other functions. Products intended to facilitate telephone usage for individuals with hearing disabilities are categorized here, rather than as aids to daily living. If the telephone adaptation is for an individual who is both visually impaired and hearing impaired, categorize under EITHER vision or hearing. Products that amplify voice are classified here if the purpose is to enhance the volume of speech produced by an individual without a disability, in order for his/her speech to be heard by persons who are deaf or hard of hearing. This category also includes systems that provide for text communication, both via telecommunication (text messaging; TTY) and face to face (Interpretype). Peripherals designed to facilitate access or otherwise support the use of a device for hearing (e.g. neck loop induction coils; TeleLink phone couplers; conference microphone; telephone signalers) are counted in this category.

Examples:

- Personal amplification systems (hearing aids, PocketTalker Pro, etc.)
- Assistive Listening Systems (FM; loop; infrared, sound-field, large area, personal)
- Wireless headphones to enhance TV listening (e.g. DirectEar; TV Listener)
- Daily living aids that use visual or tactile rather than audible signals (e.g. vibrating alarm clock; smoke alarm with strobe light; door bell with flashing signal; etc.)
- Instant messaging devices (used as portable TTY)
- Daily living aids with enhanced audible signals (Sonic Boom Alarm Clock)
- Amplified Telephones, in-line amplifiers for telephones, cell phone amplifiers
- Text telephones (TTYs), Voice carryover (including CapTel) and Hearing carryover telephones and Signaling devices (visual and/or tactile alerting to incoming phone calls)
- Classroom Captioning System

- iCommunicator (Voice to text system)
- AudioSee (enhanced view of speaker for speech reading, in addition to FM capabilities)
- InterpreType dual keyboard system

Speech Communication

Definition:

Products designed to assist with speaking and face-to-face communication for individuals with speech disabilities.

Decision Rules:

Products intended to facilitate computer access and usage for written communication is classified under Computers. Products intended to facilitate telephone usage for individuals with speech disabilities will be classified under activities of daily living, EXCEPT when the adaptation is for an individual who is deaf or hard of hearing in which case it is classified under hearing. Products that amplify voice are classified here if the purpose is to enhance the volume of speech produced by an individual with a disability, in order for his/her speech to be audible by persons without disabilities. If the purpose of the amplifier is to enhance the volume of speech produced by an individual without a disability, in order for his/her speech to be heard by persons who are deaf or hard of hearing, the device is classified under hearing. Peripherals designed to facilitate access or otherwise support the use of a device for speech communication (e.g. mounting systems; carrying cases, switch or mouth stick used for access) are counted in this category.

Examples:

- Speech generating devices such as BIGMack; DV4; ChatPC; DynaWrite; Pathfinder; talking photo album
- Communication boards/books
- Software with speech output e.g. Speaking Dynamically Pro
- Software that provides symbol sets for use in developing "low tech" communication boards/books or "high tech" overlays e.g. BoardMaker; Picture This!
- Artificial larynx
- Devices that produce text but not voice output for face-to-face communication (e.g. Crespeaker)
- Voice clarifiers (e.g. Speech Enhancer)
- Voice amplifiers (e.g. Falck amplifier)
- Stuttering aids

Learning, Cognition, and Developmental

Definition:

Products to provide people with disabilities with access to educational materials and instruction in school or other environments; products that assist with learning, and cognition.

Common subcategories:

- Cognitive aids
- Early intervention aids Instructional materials
- Memory Aids
- General Personal Organization Tools
- Sensory/Developmental Stimulation Products

Decision Rules:

Products intended to mitigate, compensate, or address learning or cognitive limitations should be classified here along with products used to facilitate computer access for individuals with learning/cognitive limitations. Products designed to assist people who are blind or visually impaired with reading, organization, learning, computer access, etc. are classified under vision. Toys (adapted and not) are reported under Recreation, Sports and Leisure even if used to teach cause and effect.

Examples:

- Calculators and measurement tools
- Clocks/Timers/Wake-up Systems
- Electronic Reference Tools and Money Management Tools
- Memory Aids
- Electronic Notetakers, Portable Word Processors, and Recording Devices
- Electronic Organizers/Personal Digital Assistants
- Scientific Equipment
- Educational/Instructional Software (computer based instructional applications used to teach cause and effect, reading, language, spelling, math, writing, science, history, etc)
- Cognitive/Perceptual Training Software
- Tape or other audio players (except as related to vision)
- Text-to-speech systems (WYNN, Read and Write Gold, etc. – not related to vision)
- FM systems (to support auditory processing - not related to hearing loss)

Mobility, Seating, and Positioning

Definition:

Products whose main focus is on augmenting or replacing the functional limitations of an individual's mobility.

Decision Rules:

Wheelchair restraints associated with seating & positioning (shoulder or safety belts) are classified in this category. Wheelchair restraints (tie downs: 4-belt & docking or lock downs: trailer-hitch) associated van locks which allow a power chair user to drive and/or be transported safely is classified under "Vehicle Modification and Transportation."

Examples:

- Ambulatory aids: low tech aids such as canes, walkers or crutches
- Orthotics & prosthetics
- Wheelchairs: dependent (such as strollers & transport chairs) & independent manual mobility (4-wheels propelled independently)
- Scooters and power chairs: functionally matched motorized independent power mobility bases
- Seating and positioning – considerations based on postural control & deformity management, pressure & postural management, and/or comfort & postural accommodation. (such as pelvic guides, contoured seating systems, head supports).

Daily Living

Definition:

Devices that enhance the capacity of people with disabilities to live independently, especially AT that assists with Instrumental and other Activities of Daily Living, (ADLs, IADLs) such as dressing, personal hygiene, bathing, home maintenance, cooking, eating, sleeping, breathing, shopping and managing money.

Common Subcategories:

- Personal hygiene, care and toileting
- Dressing and apparel, and aids to dressing
- Housekeeping, cleaning, maintenance
- Cooking and eating
- Handling, reaching, manipulating
- Alerting and signaling
- Household management, bill paying (not cognitive, vision, or hearing AT)
- Telephony equipment

Decision Rules:

Architectural/home adaptations or modifications are classified under Environmental adaptations. Life safety and life support devices and systems that do not involve home modifications are categorized here including medical and respiratory equipment. Devices intended to accommodate specific disabilities, such as hearing or vision, are assigned to those categories. Devices that assist with personal organization are classified as Learning, Cognition and Developmental AT. Devices used to accommodate multiple disabilities are categorized here. Devices that assist persons with motor impairments not categorized elsewhere are included here. EADLs that also function as environmental controls are classified according to their primary use. Telephony equipment not intended to accommodate other categories of disabilities is listed here. Switches controlling daily living aids or unknown devices are reported here. Otherwise switches are reported with the category of devices controlled.

Examples:

- Writing guides, adapted writing implements
- Modified or large-handled tools and utensils
- Eating/feeding equipment, spiked cutting board, jar opener
- Zipper pulls, button hooks, needle threader

- Personal pager, multi-sensing/multi-sensory alerting devices
- Wheelchair desks/trays
- Reacher
- Wheelchair/walker bag
- Switch-adapted food processor or other appliance
- Large-button telephone (not for vision or cognitive accommodation).

Environmental Adaptations

Definition:

Environmental and structural adaptations to the built environment that remove or reduce barriers and promote access to and within the built home, employment and community facilities for individuals with disabilities.

Environmental adaptations usually involve building construction, engineering, and architecture, but also include environmental controls and switches that can control a large portion of or an entire living environment. Environmental adaptations are typically permanent or semi-permanent structures, modifications or additions.

Decision Rules:

Adaptations or modifications to vehicles are classified under Vehicle modifications. Adaptations to furniture such as chairs, couches, beds, etc., would generally be classified under Mobility, Seating, and Positioning. Items or structures that are portable or temporary, rather than permanent or semi-permanent, is generally classified in another related category to address a functional limitation. For example, shower chairs, commodes, raised toilet seats and similar portable items should be classified in the daily living category where as a roll in shower, wall or floor mounted grab bars, installed ramps, etc. would be classified here because they become part of the building structure.

Examples:

- Accessible HVAC controls, accessible plumbing fixtures and controls
- Adapted playground equipment and structures
- Alarm and Security Systems
- Cabinetry and Storage equipment
- Door/Gate Openers including farm and ranch gates/latches
- Environmental controls and switches that control them (i.e., electronic systems that enable people to control various appliances, lights, telephones, security systems etc.)
- Flooring and Surface materials/Detectable warning surfaces
- General Environmental Access Products
- Lifts
- Lighting/lighting controls
- Ramps
- Signage/signaling products

- Workstations/Desks/Tables, Home-workplace adaptations
- Adapted farm equipment that is not reported as Vehicle Modification and Transportation such as sprayers, seeding systems, augers, etc.

Vehicle Modification and Transportation

Definition:

Products that give people with disabilities independence and enhance safety in transportation through adaptation of vehicles.

Decision Rules:

Vehicle ramps are classified in this category. Versatile/portable ramps (temporary adaptation) and wheelchair lifts (permanently installed in buildings) are classified under Environmental adaptations.

Examples:

- Adaptive shoulder and seat safety belts
- Tie downs and lock downs that secure the wheelchair to the vehicle floor
- Hand controls
- Extended directional mirrors.
- Vehicles and vans modified with lifts, ramps, raised roofs, etc.
- Adapted farm vehicles such as tractors and other self-propelled vehicles modified with hand controls, GPS, lifts and ramp systems.

Computers and Related

Definition:

Hardware and software products that enable people with disabilities to access, interact with, and use computers at home, work, or school. Includes modified or alternate keyboards, switches activated by pressure, touch screens, special software, voice-to-text software.

Decision Rules:

Classify standard computers and computer-related devices (those that will be used without any adaptations) in this category, along with input adaptations used to mitigate, compensate or address motor limitations. Do not include computer adaptations used to address vision or learning, cognitive or developmental limitations.

Examples:

- Standard software.
- Standard hardware.
- Computer accessories.
- Alternative keyboards and pointing devices.
- Switches and scanning software used for computer access.
- Touchscreens.
- Voice recognition systems.

Recreation, Sports, and Leisure Equipment

Definition:

Products not already classified in other categories that help persons with disabilities to participate in sport, health, physical education, recreation, leisure, and dance events.

Common subcategories:

- Toys and games.
- Sports equipment.
- Fitness equipment.
- Specialized wheelchairs and recreational mobility equipment.
- Musical instruments and related devices.
- Arts, crafts and photography equipment.
- Gardening and horticultural equipment.
- Hunting, fishing, shooting equipment.
- Camping, hiking and other outdoor recreational equipment.
- Audio and video entertainment equipment.

Decision Rules:

Devices intended to accommodate specific disabilities, such as hearing or vision, are assigned to those categories. Specialized products designed specifically for recreational, leisure or athletic pursuits are categorized here. Devices that may have other uses, but are selected as AT for a recreational setting, should be categorized here. Devices for environmental control that also serve as entertainment system controls (e.g. television remote) are classified according to their primary use.

Examples:

- Toys, adapted toys and games (includes toys used for developmental purposes such as teaching cause and effect.)
- Tennis wheelchairs; beach wheelchairs.
- Skiing equipment; sled/sledge hockey equipment.
- Gardening tools and equipment;
- Playing card shuffler;
- Adapted camera and other photography equipment;

- Adaptive exercise equipment (not used in a rehabilitation setting);
- Adaptive equipment for fishing, hunting, and camping;
- Adaptive musical instruments and accessories (not used in a school setting);
- Entertainment system remote control not used for lights, heat or other environmental control.