

PROCEDURE FOR CONDUCTING AN AT DEMONSTRATION

OVERVIEW:

This procedure is to define the process by which the VT AT Program conducts demonstrations of AT equipment.

A Demonstration:

- provides individual, guided experience with the device(s)
- is interactive, and is conducted in real-time in person or virtually
- allows comparison of the features and benefits of a particular device or category of devices
- is led by an individual with technical expertise related to the device(s).

A Demonstration is NOT:

- a training on the in-depth aspects of a device and its use
- an installation or equipment set-up/fitting
- a public training activity
- an archived presentation of devices. (a pre-programmed tutorial would not constitute a Demonstration)
- an evaluation with specific recommendations or report

POLICY

- Demonstrations can be requested by any member of the general public, as well as service providers.
- Demonstrations are primarily conducted in our Regional Tryout Centers.
- Demonstrations may be conducted virtually or in the field, such as Rehabilitation Centers, Schools, Vocational Rehabilitation District Offices, and Community Centers if travel to Regional Tryout Centers is not possible.

- Demonstrations take place during normal State of Vermont Operating Hours from 8:30am-4:00pm M-F and do not include weekends or holidays. Exceptions to these hours may be considered on a case-by-case basis by VATP Staff member in consultation with the AT Program Director.
- Demonstrations are conducted in a hands-on, interactive manner with both individuals and groups. It is encouraged for Demonstration recipients to be accompanied by supports (family members, VR Counselors, Case-managers, etc.) when appropriate.
- VATP staff will only provide services within the areas of their expertise. Any request for Demonstrations that falls outside of the limits of VATP staff expertise will be referred to appropriate provider.
- VATP staff will utilize a logical, systematic decision-making process of matching recipient's needs to the characteristics of specific devices and services. Steps of this process include:
 1. **Identifying tasks to be accomplished:** Staff will identify the task(s) an individual wants or needs to do that is impeded by a disability. Activities the person wants to be involved in throughout their environments, at home, at work, at school, and in the community will be considered.
 2. **Gathering background information:** Staff will gain an understanding of the individual regarding their functional abilities, personal characteristics, assistive technology experiences, and environments.
 3. **Matching equipment features to individual's needs:** Staff will have the expertise in the area of assistive technology to explain the variety of options and will match the individual with the appropriate equipment features.
 4. **Considering potential equipment:** Once equipment features have been identified, potential devices will be demonstrated and the individual will be able to explore this equipment.
 5. **Defining follow-up activities:** Staff will determine activities with which an individual may need assistance; such as: arranging a trial use of the equipment, purchasing information, training, funding avenues, or further device exploration.

- Recipients of the Demonstration should be prepared to and are responsible for recording information about devices demonstrated and referrals provided at the time of service.
- Specific contact information will be provided for all referrals resulting from the Demonstration. Referrals are made in the categories of service provider, vendor, repair service, or funding source.

PROCEDURE

1. Request for a Demonstration is made directly to any VATP staff member or as a result of an Information and Assistance Event.
2. VATP staff review Demonstration requests and gather appropriate background information to determine if the request can be met by VATP staff. If the request falls outside of VATP expertise, a referral to an appropriate outside provider will be made. VATP staff may elect to transfer to another VATP staff with better matching skills in consultation with the Program Director and the other staff member.
3. VATP staff may elect to have recipient complete an intake form and AT Consideration Checklist prior to scheduling the Demonstration to obtain necessary background information. This background information may also be obtained through a phone call or appropriate means of communication.
4. VATP staff is not required to request specific documentation, such as IEP's, Neuropsychological Evaluations, or Medical Records to prepare for a Demonstration, but may do so if additional background information is necessary to provide an appropriate demonstration. Should third party health data be required or deemed beneficial to the demonstration, the appropriate AHS documentation will be obtained. Link below: ([Microsoft Word - AHS Notice of Privacy Practices_100119.doc](#) (vermont.gov))
5. Once it is determined that a Demonstration will take place, a location and time will be agreed upon by all participants.
6. Demonstrations will be conducted by staff member(s) who have specific expertise and familiarity with the devices being



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- demonstrated, services being described, the needs of the recipient, and appropriate referrals. Necessary contact information will be provided for any referrals made.
7. Recipients of the Demonstration are responsible for recording information about devices demonstrated and referrals provided at the time of service. VATP Staff will not provide a written report.
 8. VATP staff will record necessary Federal Demonstration data in the AT4All Vermonters Database. Demonstration recipient's identifying information will not be associated with this data in AT4All (www.vt.at4all.com).
 9. All equipment utilized for the Demonstration will be returned to inventory by VATP staff.
 10. Demonstrations may lead to an Equipment Loan, (please refer to Equipment Loan Policies and Procedures).