GENERAL ASSISTIVE TECHNOLOGY FUND APPLICATION
Procedure Flow

1) The individual and/or IDT member collaborates with other members of the team to identify AT needs and researches or trials various AT options, as needed.

2) The individual and/or IDT member collaborates with other members of the team to prioritize which AT item(s) to include on the ATF application (ATF-app) in order to stay within the funding limits.

3) Individual and/or IDT member completes the ATF-app.

4) The ATF-app is forwarded to the Clinical Services Bureau AT Coordinator (CSB-ATC).

5) The CSB-ATC forwards the ATF-app to a CSB therapy review consultant for review.

6) The CSB therapy review consultant reviews the ATF-app for required elements.

7) If minimal additional information is needed to review the request, the CSB therapy review consultant may call or e-mail the Contact Person to request additional information before completing the review.

8) If the ATF-app is found to be complete and some or all items requested meet the requirements of the General AT Fund, the CSB therapy review consultant will complete the documentation at the foot of the form. If some portion of the request is denied, the CSB therapy review consultant will also complete the DDSD ATF Review form and return the documentation to the CSB-ATC. [go to #9]

9) The CSB-ATC enters the data into the ATF-app Log and sends a copy of the ATF-app to the identified State Fiscal Agent for funding. The CSB-ATF will enter the date it was sent to the State Fiscal Agent on the ATF-app. [go to #12]

10) If all of the ATF-app does NOT meet the funding requirements, the CSB therapy review consultant will complete the DDSD ATF Review form and the documentation at the foot of the ATF-app and forward both to the CSB-ATC. [go to #11]

11) The CSB-ATC enters the data into the ATF-app Log and returns the DDSD ATF Review form with the General ATF-app to the requestor.

12) The State Fiscal Agent creates and mails the funding check to the Contact Person.

13) When funding is received by the Contact Person, the AT item(s) are purchased within 30-days.

14) The Contact Person is responsible to fabricate/customize the AT, if applicable, and to arrange delivery of the AT item(s) to the individual within 30-days.

15) The Contact Person is responsible to provide the CSB-ATC with the associated receipts and any remaining funding monies within 30 days following purchase of the funded items. Readable scans or copies of the receipts are acceptable.

16) If purchased item(s) are used to fabricate or customize AT item(s), and those items are not ready for delivery to the consumer within 30 days following receipt of the check, the Contact Person must contact the CSB-ATC with an update every 30 days until the individual receives the equipment.

17) The CSB-ATC will complete any requirements as noted by the Clinical Services Bureau Chief.

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