

Assistive Technology Inventory Instructions

New Mexico DD Waiver - Clinical Services Bureau

What is an Assistive Technology Inventory?

- 1- An Assistive Technology (AT) Inventory is an accurate list of all current assistive technology in ongoing use by an individual, the location of use for each item, who should be contacted if there is a need regarding each item and dated comments regarding any changes to the equipment.

Who must have an Assistive Technology Inventory?

- 2- Each individual who uses AT must have an AT Inventory developed by members of their IDT.

What are the timelines for the Assistive Technology Inventory?

- 3- The initial AT Inventory will be created by the 190th day following the Annual ISP effective date of May 1, 2013 or after.
- 4- AT that is initiated during the ISP cycle will be added to the AT Inventory when it is placed with the individual for *ongoing use*.
- 5- AT that is placed for *trial use* will not be included in the AT inventory until the Contact Person determines it is appropriate for *ongoing use*. At that time, it will be added to the AT Inventory.
- 6- The AT Inventory shall be formally updated annually, by the 190th day following the person's ISP effective date. This is developed, distributed, maintained and monitored as noted in the applicable sections of this document.

Development

AT Inventory, AT Monitoring Forms, AT Inventory Instructions as well as the 10/1/2013 AT Inventory Memorandum can be found on the Clinical Services Bureau website at <https://nmhealth.org/about/ddsd/pgsv/clinical/therapy/>.

Who is responsible for the development of an Assistive Technology Inventory?

- 7- The responsibility for developing the AT Inventory will be as follows:
 - a. Therapists responsible for placing and supporting specific items of AT are responsible for developing portions of the AT Inventory.
 - b. Nurses responsible for supporting specific items included in the AT Inventory will be responsible for developing those portions of the AT Inventory.
 - c. In the absence of one or more clinical team members who are responsible for supporting AT items, the IDT must identify another team member to take on this role. That IDT member or members will be responsible for developing the AT Inventory. These IDT members may include the service coordinator, residential manager, program director, day activity supervisor, employment coach or other named member. For example, an OT may have placed a call bell system with the individual during a previous year. It works very well. The OT has faded from the team and is no longer involved. The individual does not have a PT or SLP who could support the item. The IDT must decide who will support this AT. The house supervisor was willing and able to be the Contact Person on the AT Inventory.

What should be listed on the AT Inventory?

- 8- Follow the directions on the AT Inventory itself to determine what may be listed and what does not need to be listed. Some helpful guidelines are noted below:
 - a. Items identified as Assistive Technology must have a specific adaptation or feature that assists in compensation for a disability experienced by the individual.
 - b. All "technology is not assistive technology". Just because an individual with I/DD has a cell phone does not mean that cell phone is AT unless there is an adaptation or feature that assists in compensating for a disability. If the person uses the technology in the same way and for the

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same purposes as a person without a disability might use it then the item is likely not "assistive technology".

- c. AT is an umbrella term that includes "adaptive equipment" and "personal support technology".
- d. The AT Inventory itself includes a list of some specific items that should be listed under "Other" including: Dentures/Partials, Glasses, Hearing Aids, Splints/Orthotics.
- e. The AT Inventory includes some specific items that are **not required** to be included on the AT Inventory - "No medical technology (i.e. enteral feeding equipment, mattress, bed, bedrails or equip identified in Health Care Plans) and No home modifications (i.e. ramps, grab bars or home modification items affixed to the home)."
- f. Communication Dictionaries are not AT. The Communication Dictionary is a WDSI meant to describe what particular behaviors might indicate a particular message. A communication dictionary does not need to be listed on the AT Inventory.
- g. Activity Supplies should not be listed on the AT Inventory unless the supplies (or tools) are specifically adapted such as: built-up handle paint brush, non-skid mixing bowl, etc.
- h. An individual may have "old AT" that is in the house but is not being actively used. The therapist is not required to list any AT that is not in active use.

How may the Assistive Technology Inventory be developed?

- 9- Those who are responsible for the development of the AT Inventory may circulate the document to other members of the IDT to complete their respective sections until finished.
- 10- Those involved may also choose to meet face-to-face or by phone to complete the AT Inventory or to plan for its completion.
- 11- The Case Manager should send reminders to the IDT members involved to get the process of creating or updating the AT Inventory started, if needed.

Distribution

How will the Assistive Technology Inventory be distributed when completed?

- 12- The final AT Inventory shall be sent to the case manager.
- 13- The case manager shall distribute the completed AT inventory to IDT members and to each provider agency where the individual uses AT, as indicated on the inventory.
- 14- Provider agencies will assure that the copy of the final AT Inventory is available for monitoring in each applicable location per the DD Waiver Standards – Appendix A, Client File Matrix.
- 15- Provider agencies will assist with the maintenance of the AT Inventory as specified in the 10/1/2013 AT Inventory Memorandum and DD Waiver Standards.

Updating

How may the Assistive Technology Inventory be updated?

- 16- Updates to the AT Inventory may be made by the Contact Person responsible for that piece of AT only.
- 17- Updates to the AT Inventory made in between formal updates may be made in ink, dated and initialed by the Contact Person directly on the copy of the document located at the site where the AT item is used. If the item is used in more than one location, the Inventory must be updated by the Contact Person in each location. AT Inventories for an employment or volunteer setting may not be available at the site of AT use. However, the agency which supports the individual must retain a copy.

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- 18- The Assistive Technology Inventory shall be formally updated annually, by the 190th day following the person's ISP effective date. This is developed, distributed, maintained and monitored as noted in the applicable sections of this document.

Monitoring

A form that may be used for AT Inventory Monitoring is located on the Clinical Services Bureau website at <https://nmhealth.org/about/ddsd/pgsv/clinical/therapy/> .

Who is responsible for monitoring the Assistive Technology Inventory?

- 19- The provider agency for each location where one or more items of AT are used is responsible to appoint a representative of that agency to monitor the AT Inventory. The persons who will monitor the AT Inventory will be identified to the IDT. Please see 10/1/2013 AT Inventory Memorandum on the CSB website and associated documents for further information.

How often shall the Assistive Technology Inventory be monitored?

- 20- The AT Inventory should be monitored monthly.

Who will be notified of a need discovered during monitoring?

- 21- The identified provider agency monitor will report any needed AT supports to the Contact Person identified to be responsible for that item on the AT Inventory.
- 22- Battery replacement is the responsibility of the monitoring agency. See "Guidelines for the Provision of Assistive Technology Services". Note that batteries may be obtained using the persons AT Fund. Access the Budget based AT fund for non JCMs and the General AT fund for JCMs.

Who is responsible to provide AT support, when needed?

- 23- The Contact Person identified on the AT Inventory is responsible to take action to resolve any needed AT support.