



Assistive Technology Advisory Council Quarterly Meeting Minutes
Monday, March 5, 2018
9:00 AM to 2:00 PM

Access to Independence
3810 Milwaukee Street
Madison, WI 53714

Action Items and Motion Items:

A. Action Items:

- 1. Action Item:** Lisa Sobczyk will send Jayne Bischoff information about Teachable.
- 2. Action Item:** Mason Aumanstal will send out a Doodle poll to each of the committees to schedule a conference call meeting.
- 3. Action Item:** Maureen Ryan, Lisa Sobczyk, and Mason Aumanstal will schedule a meeting to discuss the training options and next steps.

B. Motion Items:

- 1. Motion Item:** A motion was made by Doug Martens to approve the agenda. The motion was seconded by Kathy Massa. Motion carried.
- 2. Motion Item:** A motion was made by Doug Martens to approve the Council membership application of Rich Skerbitz. The motion was seconded by Jason Ostrowski. Motion carried.
- 3. Motion Item:** A motion was made by Jason Ostrowski to close the public comment period. The motion was seconded by Doug Martens. Motion carried.
- 4. Motion Item:** A motion was made by Jason Ostrowski to adjourn the meeting. The motion was seconded by Doug Martens. Motion carried.

C. Meeting Minutes

I. Welcome and Introductions by Jenesis Lindbo, Chairperson

Council Members Present: Shari Bruner (via teleconference), Ashley Walker (via teleconference), Kathy Massa (via teleconference), Jenesis Lindbo, Doug Martens, Jason Ostrowski, Megan Gerardy (via teleconference), Jayne Bischoff (via teleconference), and Julie Schulz (via teleconference).

DHS Staff Support Present: Lisa Sobczyk, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR); Amber Mullett, DHS, BADR; Mason Aumanstal, DHS, BADR; and Sara O'Donnell, DHS, BADR.



Guests: Cindi Pichler, IndependenceFirst; Lee Schulz, IndependenceFirst; Maureen Ryan, Wisconsin Coalition of Independent Living Centers, and Jim Denham, Wisconsin Council for the Blind and Visually Impaired (via teleconference); Calvin Richtig, Options for Independent Living.

II. Meeting was called to order at 9:11 a.m. by Jenesis Lindbo, Chairperson

The meeting was available via in-person attendance and via teleconference by calling (844) 341-6887 and using participant code of 174149. It was also available via Skype <https://meet.dhs.wisconsin.gov/lisa.sobczyk/TCR4JH16>.

III. Review and Approve the Agenda

- A motion was made by Doug Martens to approve the agenda. The motion was seconded by Kathy Massa. Motion carried. See Motion Item 1.

IV. Update on State AT Plan

Amber Mullett, Director, Office for the Promotion of Independent Living, Department of Health Services

- Recognition of Council and Subcommittee Members
 - Amber Mullett thanked members for their dedication and knowledge, and the time and effort they put in to developing the State Plan for Assistive Technology (SPAT).
- Justification for Changes made to the State Plan for Assistive Technology
 - The original SPAT document was very lengthy and included a great deal of information. The current version is a higher level document with simplified and broadened goals.
 - The content removed will be used to create work plans and the annual report. The work plans can then be updated and changed to reflect the State Plan.

V. State Plan for Assistive Technology FFY 2018-2020

- Amber Mullett asked Council members and stakeholders if they had any questions or concerns in regards to the current version of the SPAT and if any pertinent information was missing or not represented.
- Goal #1: Awareness - Increase awareness of assistive technology and the WisTech program.
 - A question was raised on how the goals will be measured.
 - They will be measured by the list of deliverables.
 - Feedback:



- Include Division of Veteran Affairs and Children’s Long-Term Support Waiver Program.
- Goal #2: Sustainability – Ensure sustainability and quality of assistive technology services supported by the WisTech program.
 - There were no comments or concerns raised by the Council or stakeholders.
- Goal #3: Knowledge – Provide professional training opportunities through the WisTech program.
 - The Council discussed the second objective which states: Increase the number of providers who are certified as Assistive Technology Professionals (ATP) in Wisconsin. Providers should be certified as independent assessors and that isn’t being expressed in the objective.
 - ILC staff can make recommendations and help consumers purchase equipment, but they don’t actually sell the equipment and make a profit.
 - It was suggested that an AT best practice document be created in order to address this concern. If State funds are to be used then the consumer will need to go through a not for profit service.
 - The DHS IRIS program has a best practice document. Language from the document could be used to create the AT best practice document.
 - Another suggestion was to create a conflict of interest determination document to ensure impartial assessments.
 - There is an Information and Communication Technology (ICT) code of ethics. Language from that document could be used to create the best practice document.
- Goal #4: Universal Accessibility – Ensure universal accessibility of the WisTech program.
 - Lisa Sobczyk commented that the work plan for this goal will further explain in detail the level of accessibility for meetings and trainings (fully accessible). It was suggested that language be added regarding chemical sensitivity as well as web accessibility.
 - Jayne Bischoff suggested checking the center for technology and disabilities for guidelines to accessibility.
 - As a result of the ICT training, technical assistance documents will be developed. A Teachable license was also purchased by IndependenceFirst for the network to take advantage of because it is accessible. Lisa Sobczyk will send Jayne Bischoff information about Teachable. See Action Item one.



- Assistive Technology Act Funds and Budget
 - Lisa Sobczyk shared that the state-level and state leadership activities are now listed as percentages rather than exact dollar amounts.
 - It was clarified that the percentages can fluctuate within the state leadership and state-level activities groupings, but no less than 60% can be spent on State-Level Activities and no more than 40%, can be spent on State Leadership Activities.
- Next Steps
 - The State Plan for Assistive Technology will go through the internal review process at DHS. There will then be a 30 day (fully accessible) public comment period. Once that period closes the State Plan will be submitted to the U.S. Department of Health and Human Services.

VI. State Assistive Technology Work Plan for FFY 2018

- Lisa Sobczyk shared the various template options for the work plan and asked the Council which format they prefer. A subcommittee could then be assigned to put the State Plan into the work plan and bring it back to the full council for review.
- The Council discussed the options and voiced their preferences. They liked the layout of the logic model and that it included a long-term outcome. They also wanted to include color/texture/initializing to code the tracking process of the outcomes.
- The AT and State Plan Development Committee was tasked with drafting the work plan.
 - Jenesis Lindbo has agreed to help on this committee as Ashley Walker is the only Council member currently on it.
- Maureen Ryan volunteered to be on the Data Collection Committee.
- Lee Schulz volunteered to be on the Collaboration and Outreach Committee.
- Jayne Bischoff will help with Collaboration and Outreach Committee.
- Mason Aumanstal will send out a Doodle poll to each of the committees to schedule a conference call meeting. See Action Item two.

VII. 2017 Annual Performance Report and Data Collection Improvements for FFY 2018

- Lisa Sobczyk shared database documents from the AT4All platform that are the baseline platform that everyone in the state of Wisconsin uses to track WisTech data.
- Due to changes in the Federal guidelines, the data for FFY 2017 was inconsistent among the ILCs and the data did not accurately reflect the consumers served.



- Lisa Sobczyk also shared a document provided by the Association of Assistive Technology Act Programs that showed data from the entire country.
- WisTech needs to develop procedures for best practices when entering data into the tracking systems for the ILCs. DVR will work to see how they are currently tracking data of consumers served.
- Incomplete data is removed from the overall count and therefore doesn't reflect the actual total of the consumers served throughout Wisconsin.
- WisTech Program Data Collection – FFY 2018
 - Lisa Sobczyk went through what will be different for the new data collection as required by the federal government.
 - Lisa Sobczyk also provided an excel sheet for the ILCs to enter data into that cannot be captured in AT4All.
 - Lisa Sobczyk provided an explanation of what each section is (demonstration, loan, device reuse, etc.).
 - Lisa Sobczyk also advised of the need to develop a uniform consumer survey for ILCs to use and edit as they see fit.
 - Finally, Lisa Sobczyk advised that the consumer success stories that were sent need improvement. Documents that will be provided will ask questions in a way that will help develop better anecdotal information. The packet lists questions to be asked that could better capture the success stories.
- Lisa Sobczyk went over tips for data entry in the AT4All platform and the WisTech Supplemental Data Form.
 - Lisa Sobczyk also identified concerns with AT4All
 - ILCs are tracking information how based on information that they previously received, but the data is inconsistent.
 - Wisconsin is using AT4All as a data management tool. It is outdated and the scope for its initial use is now outdated.
 - Information collected is not consistently asked with each entry.
 - Demographic information is not captured.
 - Categorical numbers were up this year, but they could have been shown to be even more successful if the information entered was fully complete and counted.
 - There should be a best practices solution as to how to best classify people demographically, if they do not provide the information themselves.



- The possibility of an exit survey was discussed.
- Lisa will work to create a standard with the program committee.

VIII. WisTech Training Survey Results

- Mason Aumanstal discussed the WisTech Training Survey Results for FFY 2018.
 - The results provided reflect information collected from the ILCs.
 - A lot of educators completed the survey.
 - There is a strong desire for Augmentative and Alternative Communication (AAC)/AT for communication and related apps.
 - There is a strong interest for education regarding the State AT Program.
 - The network expressed an interest in Information and Communication Technology (ICT), and Transition Training
 - Lisa Sobczyk shared what styles of training and training topics are being offered in other states: AT accommodations, workshop sessions, two-day transition training, high school pre-employment training, transition conferences, and regional fairs.
- Lisa Sobczyk discussed the WCILC AT/Home Mod Training Survey 2018 results.
- Potential Training Topics
 - Transition from Google to Microsoft: Google classrooms are very common in elementary, middle and high schools, while colleges and work places use Microsoft. The ILC network should be versed in both Google Classroom and Microsoft products since they provide assessments to children in schools as well as transition services into college and employment.
 - Accessibility features built into electronic devices and available apps: This could include phones and computers. Most features were invented as assistive technology, but were later mainstreamed for general public use due to convenience.
 - T-Coils and loop systems: ILCs not knowing how to operate or manage them if they don't have a staff person with a hearing impairment.
 - The Council discussed taking the top 5 training suggestions from the WisTech training survey and creating a new survey to see what trainings are desired.
 - Maureen Ryan, Lisa Sobczyk, and Mason Aumanstal will schedule a meeting to discuss the training options and next steps. See Action Item three.
- Upcoming Trainings



- Society's Assets in June.
- Options for Independent Living in July.
- Center for Independent Living of Western Wisconsin in August.

IX. Review AT Advisory Council Membership Applications

- Council members reviewed and discussed the submitted application.
- A motion was made by Doug Martens to approve the Council membership application of Rich Skerbitz. The motion was seconded by Jason Ostrowski. Motion carried. See Motion Item two.

X. Public Comment on Assistive Technology in the State of Wisconsin

- Comment from the public: The AT Council and subcommittees as a whole have done a great job developing the State Plan for Assistive Technology.
- A motion was made by Jason Ostrowski to close the public comment period. The motion was seconded by Doug Martens. Motion carried. See Motion Item three.

XI. AT Council Member Updates on Programs

- Doug Martens, Office for the Blind and Visually Impaired (OBVI)
 - OBVI staff will be teaching classes at Lions Camp in June for people with vision loss.
- Jason Ostrowski, Independent Living Council of Wisconsin (ILCW)
 - The Council has hired a new director, Jennifer Boyle.
- Jenesis Lindbo, Center for Independent Living
 - The Center is adding on an addition to the building and construction has been underway. Vending machines are being installed in the building and any earned money will go towards the Consumer Development Fund.
- Cindi Pichler, IndependenceFirst
 - There will be a statewide training, in collaboration with WisTech, to educate ILC staff about the new technology that is eligible for TEPP funding.

XII. Bureau of Aging and Disability Resources AT Program Updates

- Telecommunication Assistance Program (TAP) Advisory Committee is meeting Monday afternoon, March 5, 2018. . There was a rule change to Chapter DHS 78 (the TAP Program) and the Committee is working together to develop implementation guidelines.
- Independent Living Centers are working with the Universal Service Fund (USF) programs created by the Public Service Commission (PSC) to address



- telecommunication needs. The number of consumers utilizing the program is good, but the money is being spent a little slowly.
- The Office for the Blind and Visually Impaired (OBVI) and the Office of Physical Disabilities and Independent Living (OPDIL) have hired supervisors. The Office for the Deaf and Hard of Hearing (ODHH) is in the process of hiring a new supervisor.
 - It was suggested that a meeting take place between all supervisors within the Office for the Promotion of Independent Living (OPIL) to develop a proper AT referral system to the ILCs. ADRCs should also be invited to the meeting.
 - DHS administers the iCanConnect program. The program provides the Deaf-Blind population with subsidized equipment and training in order to effectively communicate and stay connected with friends, family and the world. Program spending is on track and they are stable financially.

XIII. Adjourn

- A motion was made by Jason Ostrowski to adjourn the meeting. The motion was seconded by Doug Martens. Motion carried. See Motion Item four.

The meeting adjourned at 1:53 p.m.