

January 2021 Interagency Committee Meeting Minutes

January 19th, 2021
10:00 – 10:30 am EST



1. Opening

Ms. Elizabeth Moya opened the meeting. No member presented an issue with being recorded. The meeting was called to order at 10:00 am.

Members Present: Ms. Elizabeth Moya, Mr. Horace Brown, Ms. Genevieve English-Charles

Staff Present: Ms. Hannah Brock

Members of the Public: Mr. Kent Carroll, Regional Reuse Centers and Regional Demonstration Centers staff

2. Approval of Agenda

No members of the public commented. No modifications were made to the agenda. Mr. Brown made a motion to approve the agenda. Ms. English Charles seconded the motion. The agenda was approved without any objection.

3. Approval of Minutes

No members of the public commented. No modifications were made to the December 2021 Interagency Committee meeting minutes. Mr. Brown made a motion to approve the minutes. Ms. English-Charles seconded the motion. The December 2021 Interagency Committee meeting minutes were approved without any objection

4. Regional Center Discussion about Local Agency Relationships | Hannah Brock

Ms. Hannah Brock opened the floor for ATAC members to introduce themselves to the centers. The Northeast RDC started the discussion and shared that they are partnering with schools in Duval County and reaching out to the Deaf community. The Atlantic RDC is reaching out to agencies on an as needed bases. The Southeast RDC has reached out to the brain and spinal cord injury program. The Fort Myers Reuse Center has on going active relationships with VR and other agencies. The Northwest RDC (FAAST Headquarters) has reached out to healthy start and learning and development office as well has other agencies. The Central RDC has had relationships with various state agencies. The Largo RRC has strong relationships in their area due to their emergency

response efforts. The Southwest RDC has reached out to different school districts and FIDDLERS. Ms. Moya thanked all the centers for joining the discussion.

5. State Agency Tool Kit Dissemination Plan | Hannah Brock

Ms. Brock briefly reviewed the dissemination plan. No further discussion was had. The plan was approved without any objection.

6. Action Items

Ms. Brock reviewed the 2020 Strategic plan year 2. The committee is on track and making progress.

Mr. Kent Carroll asked for clarification about how to apply to be a state representative.

7. Closing

Next Meeting- Wednesday April 20th, 2022, at 10:00 am. No public comment was made.

Mr. Brown made the motion to adjourn, and Ms. English-Charles seconded the motion. The meeting was adjourned at 10:30 am.

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1
2 An act relating to the Assistive Technology Advisory
3 Council; amending s. 413.407, F.S.; revising
4 provisions relating to the membership of and
5 appointments and reappointments to the Assistive
6 Technology Advisory Council; requiring council members
7 to select a chair from among the council membership;
8 revising provisions relating to committees appointed
9 to perform the council's functions; expanding the
10 council's functions to include fundraising activities;
11 providing an effective date.

12
13 Be It Enacted by the Legislature of the State of Florida:

14
15 Section 1. Section 413.407, Florida Statutes, is amended to
16 read:

17 413.407 Assistive Technology Advisory Council.—There is
18 created the Assistive Technology Advisory Council, responsible
19 for ensuring consumer involvement in the creation, application,
20 and distribution of technology-related assistance to and for
21 persons who have disabilities. The council shall fulfill its
22 responsibilities through statewide policy development, ~~both~~
23 state and federal legislative initiatives, advocacy at ~~both~~ the
24 state and federal levels ~~level~~, planning of statewide resource
25 allocations, policy-level management, and reviews of ~~both~~
26 consumer responsiveness and the adequacy of program service
27 delivery~~7~~ and by performing the functions listed in this
28 section.

29 (1) (a) The council shall be composed of:

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30 1. Persons ~~Individuals~~ who have disabilities and who are
31 assistive technology consumers or family members or guardians of
32 those persons ~~individuals~~.

33 2. A representative ~~Representatives~~ of a consumer
34 organization ~~organizations~~ concerned with assistive technology.

35 3. A representative ~~Representatives~~ of business and
36 industry, including the insurance industry, concerned with
37 assistive technology.

38 4. A representative of the Division of Vocational
39 Rehabilitation.

40 5. A representative of the Division of Blind Services.

41 6. A representative of a center for independent living ~~the~~
42 ~~Florida Independent Living Council~~.

43 7. A representative of CareerSource Florida, Inc.

44 8. A representative of the Department of Education.

45 9. A representative ~~Representatives~~ of any other state
46 agency ~~agencies~~ that provides or coordinates ~~provide or~~
47 ~~coordinate~~ services for persons with disabilities, if requested
48 by a majority vote of the council members.

49
50 ~~Total membership on the council may not exceed 27 at any one~~
51 ~~time. A majority of the members shall be appointed in accordance~~
52 ~~with subparagraph 1.~~

53 (b) Members of the council shall be appointed by the
54 Commissioner of Education from a list of candidates proposed by
55 the division director. However, a member who is a representative
56 of a state agency shall be appointed by the head of that state
57 agency.

58 (c) A majority of council members must ~~shall~~ be persons who

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59 have disabilities as defined in s. 413.20 and ~~s. 413.20(7)~~ who
60 are ~~also~~ consumers of assistive technology or family members or
61 guardians of such persons.

62 (d) Members of the council must be geographically
63 representative of the state and reflect the diversity of the
64 state's population with respect to race, ethnicity, gender, age,
65 type of disability, and type of disability-related services and
66 devices received.

67 (e)~~(d)~~ The members of the council shall select a chair ~~two~~
68 ~~co-chairs~~ from among the membership of the council.

69 ~~1. One co-chair may be selected from the group described in~~
70 ~~paragraph (c) and one co-chair shall be selected from the other~~
71 ~~council members.~~

72 ~~2. The chair~~ No co-chair may not be an elected member or an
73 employee of a state agency or of any political subdivision of
74 the state.

75 (f)1.~~(e)1.~~ Each member of the council shall serve for a
76 term of not more than 3 years, except that a member appointed to
77 fill a vacancy occurring before ~~prior to~~ the expiration of the
78 term for which a predecessor was appointed shall be appointed
79 for the remainder of such term.

80 ~~2. A~~ A ~~No~~ member of the council may not serve more than two
81 consecutive terms; however, any appointment under subparagraph
82 1., if for less than 18 months, is ~~shall~~ not ~~be~~ considered a
83 term for the purposes of this section.

84 3. A member who has served two consecutive terms and has
85 been retired from the council for at least 3 years ~~1 year~~ may be
86 reappointed to the council on the same basis as a new member.

87 (g)~~(f)~~ Any vacancy occurring in the membership of the

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88 council shall be filled in the same manner as the original
89 appointment. A vacancy does not affect the power of the
90 remaining members to execute the duties of the council.

91 (2) In addition to the other functions specified in this
92 section, the council shall:

93 (a) Act as the board of directors of a not-for-profit
94 corporation created by the division. Through the corporation,
95 the council shall provide direction to the Florida ~~Florida's~~
96 Alliance for Assistive Services and Technology, a project
97 sponsored by the department for the coordination and delivery of
98 appropriate, cost-effective, state-of-the-art assistive
99 technology services and devices.

100 (b) Appoint committees made up of members of the council to
101 focus on specific issues within the council's mandate.
102 Committees may request and accept in-kind contributions of
103 personnel from public or private entities to supply such
104 staffing as the committees deem necessary to carry out their
105 individual mandates. ~~These committees shall include, but are not~~
106 ~~limited to:~~

107 1. Members who are representatives of state agencies
108 serving on the committees ~~An interagency committee composed of~~
109 ~~those members representing state agencies. The interagency~~
110 ~~committee~~ shall work towards the development of cooperative
111 agreements among government agencies and perform such other
112 duties as the council deems appropriate.

113 2. Members who are representatives of state agencies
114 serving on the committees ~~The interagency committee's members~~
115 shall assign staff from their respective agencies to the
116 alliance, as an in-kind contribution for a specified period of

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117 time, to review federal and state legislation and agency
118 policies and practices and to identify both facilitators of, and
119 barriers to, accessibility and utilization of assistive
120 technology services, devices, and funding sources.

121 ~~2. A technology awareness committee to guide the council's~~
122 ~~public awareness, coordination, and collaboration activities.~~

123 ~~3. A public policy and advocacy committee to review federal~~
124 ~~and state legislation and agency policies and practices and to~~
125 ~~identify facilitators of and barriers to access and utilization~~
126 ~~of assistive technology services, devices, and funding sources.~~

127 (c) Review and approve all reports, recommendations, and
128 proposed actions of committee staff.

129 (d) Appoint the executive director of the alliance who is.
130 ~~The executive director shall be~~ responsible for the overall
131 administration and day-to-day direction of the alliance,
132 including the ~~as well as~~ supervision of all staff.

133 (e) Annually review and approve the strategic or business
134 plan of the alliance, as submitted by the executive director.

135 (f) Submit an annual comprehensive report of the activities
136 of the council, the corporation, and the alliance to the
137 division director.

138 (g) Perform ~~such~~ other functions, including fundraising
139 activities, as the council determines to be appropriate which
140 are comparable to functions performed by the council.

141 (h) Convene at least four meetings each year in locations
142 that ~~such places as~~ it determines to be necessary to conduct
143 council business and may conduct such forums or hearings as it
144 ~~the council~~ considers appropriate. The council shall make a
145 report of each meeting which must contain ~~shall include~~ a record

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146 of its discussions and recommendations and must, ~~all of which~~
147 ~~reports shall~~ be made available to the public.

148 (3) In accordance with Pub. L. No. 108-364, the council
149 shall:

150 (a) Investigate financing options that will increase access
151 to and funding for assistive technology devices and assistive
152 technology services.

153 (b) Develop assistive technology demonstrations,
154 reutilization programs, and loan programs.

155 (c) Provide training and technical assistance in order to
156 increase knowledge and awareness of the uses and benefits of
157 assistive technology devices and assistive technology services.

158 (d) Promote public awareness activities designed to provide
159 information relating to the benefits of assistive technology
160 devices and assistive technology services.

161 (e) Promote coordination and collaboration among public and
162 private entities that are responsible for policies, procedures,
163 or funding for the provision of assistive technology devices and
164 assistive technology services.

165 Section 2. This act shall take effect July 1, 2022.



Bylaws Manual

FLORIDA ALLIANCE FOR ASSISTIVE SERVICES & TECHNOLOGY

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FAAST.org

1 **BYLAWS OF THE**
2 **FLORIDA ALLIANCE FOR ASSISTIVE SERVICES AND TECHNOLOGY, INC.**

3
4 **ARTICLE I**

5
6 The Florida Alliance for Assistive Services and Technology (“FAAST”) as appointed by
7 Governor Lawton Chiles is the implementing agency for the Assistive Technology Act of
8 2004, Pub. L. No. 108-364.

9
10 By Florida Statute 413.407, FAAST was created as a not-for-profit corporation with the
11 Florida Assistive Technology Advisory Council (ATAC) serving as the corporation’s
12 Board of Directors.

13
14 FAAST qualifies as an exempt organization under 501(c)(3) of the Internal Revenue
15 Code.

16
17 **ARTICLE II**

18
19 **SECTION 1: NAME**

20
21 The name of the corporation is the Florida Alliance for Assistive Services and
22 Technology, Inc. (“FAAST”).

23
24 **SECTION 2: LOCATION (05/15/2018)**

25
26 The mailing and physical address for FAAST shall be:

27
28 820 E Park Ave, D-200
29 Tallahassee, FL 32301

30
31 **ARTICLE III - PURPOSE**

32
33 FAAST is organized exclusively for charitable, educational, and scientific purposes
34 pursuant to and for the purposes consistent with the mandates of §413.407, Florida
35 Statutes, hereinafter referred to as the “FAAST Statute”, consistent with the Technology-
36 Related Assistance for Individuals with Disabilities Act of 1988, as amended in 2004.
37 FAAST shall provide direction for the coordination and delivery of appropriate, cost-
38 effective, state-of-the-art assistive technology services and devices.

39
40 These bylaws shall be consistent and in accordance with the FAAST Statute. In case of
41 any inconsistencies with the purposes mandated by the FAAST Statute or any other
42 federal statute or regulation, the federal statutory or regulatory requirement shall have
43 precedence.

46 **ARTICLE IV**

47

48 **SECTION 1: GOVERNING BODY (5/18/16)**

49

50 The governing body of FFAST shall be the Assistive Technology Advisory Council
51 (“ATAC”), which shall act as the Board of Directors for the Florida Alliance for Assistive
52 Services and Technology, Inc. as set forth in the FFAST Statute. The ATAC shall be
53 responsible for formulating policies and approving procedures required to fulfill the
54 purpose of FFAST.

55

56 The purpose of the ATAC shall be to assist the state of Florida in carrying out the
57 activities under the Assistive Technology Act, Pub. L. No. 108-364, as may be
58 amended.

- 59 1. Advise and guide FFAST in the development, implementation, and evaluation of
60 the activities carried out through the State Plan for Assistive Technology,
61 including setting measurable goals.
62 2. Guide FFAST and ensure compliance with the provisions of the Assistive
63 Technology Act of 2004, Pub. L. No. 108-364,
64 3. Advise the Executive Director on ways to improve the delivery of AT services and
65 devices, including policy, regulations, procedures, and practices.

66

67 **SECTION 2: MEMBERSHIP**

68

69 The ATAC shall consist of the members as defined in the Technology Related
70 Assistance for Individuals with Disabilities Act of 1988 (Pub. L. No. 100-407), as
71 amended in 2004 (Pub. L. No. 103-218) and created by, and further defined by the
72 FFAST Statute.

73

74 **SECTION 3: COMPOSITION**

75

76 The ATAC shall consist of representatives from the following categories:

- 77 • Category 1: The ATAC shall consist of a majority, no less than 51 percent, of
78 individuals with disabilities that use assistive technology or the family members
79 or guardians of the individuals.
80 • Category 2: No less than one representative of consumer organizations
81 concerned with assistive technology.
82 • Category 3: No less than one representative of business and industry, including
83 the insurance industry, concerned with assistive technology.
84 • Category 4: No less than one representative from each of the following:
85 ○ the Division of Vocational Rehabilitation,
86 ○ the Division of Blind Services,
87 ○ the Florida Independent Living Council,
88 ○ Workforce Florida, Inc., DBA CareerSource Florida
89 ○ the Florida Department of Education, and

- other state agencies that provide or coordinate services for persons with disabilities when deemed appropriate by a majority of the ATAC.

Members appointed under categories 2, 3, and 4 shall not count toward the majority membership requirement established by category 1.

Total membership of the ATAC shall be in accordance with the Assistive Technology Act of 1998, as amended and the FFAST Statute.

Total membership of the ATAC may not be less than 15 members, nor exceed 27 members at any one time.

SECTION 4: VACANCIES

Vacancies occurring in the membership of the ATAC shall be filled as soon thereafter as may be convenient, but notwithstanding such vacancies the remaining members of the ATAC shall have authority to exercise the full powers of the ATAC. The Executive Committee shall evaluate candidates for ATAC membership and present qualified individuals to the full ATAC, which may then be forwarded to the Director of the Division of Vocational Rehabilitation and the Commissioner of Education.

SECTION 5: APPOINTMENT AND TERMS

Each member of the ATAC shall serve for a term of not more than three years, except for a member appointed to fill the unexpired term of a vacancy. The new member shall serve the remaining term.

No member of the ATAC may serve more than two consecutive full terms, however, any appointment under the preceding paragraph to fill a vacancy, if for less than eighteen months, shall not be considered a term for these purposes of this paragraph.

A member who has served two consecutive terms and has been retired from the ATAC for at least one year may submit an application to the ATAC on the same basis as a new member.

SECTION 6: REAPPOINTMENT

Once an ATAC member has served a full three-year term, or is at the end of an appointment term to fill a vacancy, a member must confirm that they want to serve a second term and must be reappointed by the Commissioner of Education.

The ATAC member must confirm in writing that they would like to serve a second term no later than six months prior to term end date. In the absence of confirmation in writing, it is assumed that the ATAC member does not wish to seek a second term.

134
135 Confirmation may be sent to the executive director or a member of the executive
136 committee. The executive committee must then confirm the reappointment for the ATAC
137 member's information to be sent to the Director of the Division of Vocational
138 Rehabilitation to follow the nomination process (see ARTICLE IV, SECTION 8:
139 NOMINATIONS for more details).

140
141 The executive committee may deny that the ATAC member be reappointed. If that is the
142 case, the executive committee must provide written documentation to the ATAC
143 member to justify their decision.

144
145 SECTION 7: NOMINATIONS

146
147 The Commissioner of Education shall appoint members from a list of candidates
148 proposed by the Director of the Division of Vocational Rehabilitation (DVR). The ATAC
149 shall recommend qualified candidates to the Director of DVR for appointment to fill
150 ATAC vacancies.

151
152 SECTION 8: LEAVE OF ABSENCE

153
154 Membership and appointments to the ATAC shall be in compliance with the FFAST
155 Statute. ATAC members may request in writing from the full ATAC, a leave of absence,
156 up to one year. Upon approval of a majority vote of the full ATAC, a leave of absence
157 shall be granted. A leave of absence will extend the length of term of the ATAC member
158 in exact proportion to the approved leave of absence. During the period of such leave,
159 this person does not count in quorum requirements.

160
161 SECTION 9: ATTENDANCE

162
163 ATAC Meetings.

- 164 • Attendance of at least 50% of ATAC meetings, per fiscal year, is required to
165 remain in good standing. Meetings may take place in person or by
166 teleconference.
- 167 • Meeting attendance will be reviewed annually and if the ATAC member has
168 attended less than 50% of meetings scheduled, the ATAC member will be
169 contacted by the co-chairs regarding corrective action.
- 170 • The co-chairs will be responsible for contacting ATAC members and discussing
171 any corrective action plans.
- 172 • ATAC members are asked to inform one or both of the co-chairs or the executive
173 director prior to an ATAC meeting of a known or pending absence.

174
175 Committee Meetings.

- 176 • ATAC members are expected to attend each committee meeting of the
177 committee(s) which they are assigned.

- 178 • ATAC members are required to attend a minimum of 50% of all committee
179 meetings of which they are scheduled to attend.
- 180 • Committee attendance will be reviewed quarterly and if the ATAC member has
181 attended less than 50% of meetings scheduled, the ATAC member will be
182 contacted by the co-chairs regarding corrective action.
- 183 • ATAC members are asked to inform the committee chair or the executive director
184 prior to an ATAC meeting of a known or pending absence.

185
186 SECTION 10: TERMINATION OF MEMBERSHIP
187

188 Removal. Any ATAC member may be removed by the ATAC upon recommendation of
189 the Executive Committee if any of the following conditions exists:

- 190 • The ATAC member no longer qualifies under the FAAST Statute;
- 191 • The ATAC member has more than 50% absences from ATAC or Committee
192 meetings within one fiscal year.
- 193 • The ATAC member engages in conduct that is in conflict with the Code of Ethics
194 and Conflict of Interest Statements.

195
196 SECTION 11: INDEMNIFICATION
197

198 No member shall be liable in money damages to any person by virtue of any action
199 taken as part of the member's responsibility unless:

- 200 • The member has breached their duties to FAAST, and said breach constitutes a
201 violation of criminal law which the member had, or should have had, reason to
202 understand was such violation;
- 203 • The member has conducted a transaction from which they derive an improper
204 benefit; or,
- 205 • The member has perpetrated an act committed in recklessness, bad faith,
206 maliciousness, or willful and wanton disregard of human rights, safety, or
207 property.

208
209 FAAST may purchase and maintain insurance on behalf of any person who is or was a
210 member, officer, employee, or agent of FAAST, or is or was serving at FAAST's request
211 as a member, officer, employee, or agent of another corporation, partnership, joint
212 venture, trust, or other enterprise against any liability asserted against them and
213 incurred by them in any such capacity or arising out of their status as such, whether or
214 not FAAST would have the power to indemnify them against such liability under the
215 provisions of these Bylaws.

216
217 SECTION 12: MEMBER RIGHTS AND RESPONSIBILITIES
218

219 Members serve without financial compensation but are entitled to be reimbursed for
220 approved travel expenses in accordance with FAAST's travel policy.

221
222

223 SECTION 13: CONFLICTS OF INTEREST

224

225 The ATAC shall require a signed Conflict of Interest statement from every ATAC
226 member on an annual basis.

227

228 No member of the ATAC shall participate in any discussion or vote on any matter in
229 which they have a potential conflict of interest due to having material economic
230 involvement regarding the matter being discussed. When such a situation presents
231 itself, the member must announce their potential conflict, disqualify themselves, and be
232 excused from the meeting until discussion is over on the matter involved. The chair of
233 the meeting is expected to make inquiry if such conflict appears to exist and the ATAC
234 member has not made it known. All ATAC members must faithfully conduct their duties,
235 in their assigned roles and tasks, for FFAST's purpose, benefit and interest. ATAC
236 members may not use their positions and affiliations with FFAST for personal benefit.
237 Staff and ATAC members must consider and avoid not only actual conflicts but also the
238 appearance of conflicts of interest.

239

240 SECTION 14: CODE OF ETHICS

241

242 The ATAC shall require a signed acknowledgement that the ATAC member has read
243 the Code of Ethics upon appointment to the ATAC and upon each revision.

244

245 **ARTICLE V – EXECUTIVE COMMITTEE**

246

247 SECTION 1: CO-CHAIRS (11/16/2017)

248

249 The members of the ATAC shall select two co-chairs from among the membership of
250 the ATAC. One co-chair must be selected from ATAC members who have disabilities
251 and are assistive technology consumers and one co-chair shall be selected from the
252 other ATAC members. No co-chair may be an elected member or an employee of a
253 state agency or of any political subdivision of the state.

254

255 The co-chairs of the ATAC shall have the powers and shall perform all the duties
256 commonly incident to and vested in the office of co-chair or president of an organization
257 including, but not limited to, chairing meetings of the executive committee and ATAC,
258 calling meetings, preparing or approving agendas for the meetings, having general
259 knowledge of the responsibility for supervision of the duties as the ATAC may
260 designate.

261

262 The duties of the co-chairs include:

263

- Be a ATAC member in good standing.

264

- Preside at all ATAC meetings.

265

- Chair and serve on the executive committee.

266

- Collaborate with the executive director to establish the agenda for meetings of
267 the ATAC and executive committee.

- 268 • Handle matters requiring ATAC attention before the next scheduled meeting and
- 269 shall notify all ATAC members within 72 hours, in writing, of any decision made.
- 270 • Appoint at-large members to the executive committee.
- 271 • Appoint and remove all committee members, with the exception of the elected
- 272 members of the Executive Committee.
- 273 • Appoint all committee and ad hoc task force chairs.
- 274 • Ensure that the functions of the ATAC as described in legislative regulations are
- 275 carried out.
- 276 • Promote the ATAC's collaborative working relationship with agencies of state
- 277 government in exercising their responsibilities to assistive technology users.
- 278 • Serve as the official spokesperson for the ATAC in all activities which the ATAC
- 279 may deem proper and at those times when it is necessary for an opinion to be
- 280 expressed for the ATAC but the ATAC has had no opportunity to act on that
- 281 issue. The co-chairs report said actions to the full ATAC at the earliest
- 282 opportunity.
- 283 • Provide support and guidance to the executive director in interpreting and
- 284 carrying out ATAC activities.
- 285 • Lead the executive committee in an evaluation of the executive director each
- 286 year.
- 287 • Encourage active involvement of all ATAC members.
- 288 • Oversee revision and review of the bylaws on an annual basis.
- 289 • Act as signing officers on organization accounts.
- 290 • Determine corrective action of members regarding meeting attendance or
- 291 conduct.
- 292 • Grant excused absences from ATAC meetings.
- 293 • Call and preside over special meetings of the ATAC when necessary.

294
295 Co-chairs will serve a one-year term. Co-chairs will be elected annually at ATAC's 4th
296 Quarter meeting. Co-chairs may be elected to successive terms barring any other
297 prohibition in these Bylaws.

298
299 Co-chairs will serve as ex officio members of each ATAC committee.

300
301 SECTION 2: TREASURER/SECRETARY

302
303 The members of the ATAC shall select a treasurer/secretary from among the
304 membership of the ATAC annually.

305
306 The treasurer/secretary shall have all the powers and shall perform all the duties
307 commonly incident to and vested in the office of treasurer and secretary and other
308 duties as the co-chairs may designate.

309

310 The treasurer/secretary shall be responsible for keeping records of ATAC actions,
311 including overseeing the taking of minutes at all ATAC meetings, ensuring meeting
312 announcements are sent timely, distributing copies of minutes and the agenda to each
313 ATAC member, and assuring corporate records are maintained. The
314 treasurer/secretary may delegate duties to the executive director or their designee
315 without ceding responsibility.

316

317 The duties of the treasurer/secretary include:

- 318 • Be member of the ATAC in good standing.
- 319 • Serve on the executive committee.
- 320 • Attend all ATAC and executive committee meetings.
- 321 • Work with the executive director to develop and submit the annual operating
322 budget in accordance with the upcoming year's federal and state allocations.
- 323 • Review FFAST's financial statements regularly and report to the executive
324 committee on a monthly basis and the ATAC on a quarterly basis.
- 325 • Report to the ATAC the results and recommendations of the annual independent
326 auditor's report.
- 327 • Ensure development of financial policies and procedures.
- 328 • Ensure the bylaws, Robert's Rules of Order and minutes from prior meetings are
329 available for reference at all ATAC meetings.
- 330 • Reviews staff draft of minutes and action items from previous ATAC meetings
331 prior to submission for review and acceptance.
- 332 • Maintains the official membership roll and communicates with designated staff to
333 properly manage term limits, category requirements, and attendance
334 requirements.
- 335 • Presides over roll-call for ATAC meetings and announces status of the
336 establishment of quorum.
- 337 • Act as temporary chair in the event neither co-chair is in attendance.
- 338 • Act as the Custodian of Records for the organization under Florida public record
339 law. The executive director shall act as the Custodian of Records Designee.
- 340 • Act as a signing officer on organization accounts.
- 341 • Perform other responsibilities assigned by the ATAC.
- 342 • Transfer, upon finishing term or resignation, all records to successor and orient
343 new treasurer/secretary.

344

345 The treasurer/secretary will serve a one-year term.

346

347 The treasurer/secretary will serve as an ex officio member of the New Horizon Loan
348 Program committee.

349

350 SECTION 3: STATE REPRESENTATIVE

351

352 The members of the ATAC shall select a state representative from among the
353 membership of the ATAC annually. The state representative must be a representative of

354 state, local governmental or non-governmental agencies or groups concerned with
355 assistive technology.

356
357 The duties of the state representative:

- 358 • Be member of the ATAC in good standing.
- 359 • Serve on the Executive Committee.
- 360 • Attend all ATAC meetings.

361
362 The state representative will serve a one-year term.

363 364 SECTION 4: EX OFFICIO MEMBERS

365
366 Ex officio members shall have all of the rights and obligations of the committees they
367 serve on.

368
369 Ex officio members shall count towards quorum of a committee if there are not enough
370 committee members present for quorum. Ex officio members do not count against
371 quorum if they are not present for a committee meeting. If ex officio members are in
372 attendance for a meeting, they are required to vote on any and all voting matters of the
373 meeting.

374 375 **ARTICLE VI – REGULAR MEETINGS**

376 377 SECTION 1: MEETINGS

378
379 The ATAC shall meet no less than four times per year, either in person or electronically.
380 Members may suggest meeting dates and locations.

381
382 The executive director shall be responsible for notifying members, distributing any
383 needed materials in advance, publishing the required notice to comply with the Florida
384 Open Meetings law, and making all other necessary arrangements. Specifically, all
385 meeting materials must be posted to the FFAST website and sent to ATAC or
386 committee members a minimum of seven calendar days before the meeting date.

387 388 SECTION 2: QUORUM

389
390 A quorum must be present before business is conducted by the Board or any of its
391 committees. A quorum is required to take any official action or pass any motion.

392
393 ATAC Meetings.

- 394 • A quorum for the ATAC is one half, plus one, of the voting membership of the
395 ATAC.
- 396 • Meetings may be held without a quorum, but no official action may be taken.

397
398 Committee Meetings.

- 399 • A quorum for a committee is one-third (1/3) or three members of the committee
400 membership, whichever is greater.

401
402 SECTION 3: MAJORITY VOTE

403
404 A majority is one half, plus one, of the voting members present at the meeting.
405

406 SECTION 4: PARLIAMENTARY PROCEDURES

407
408 Robert's Rules of Order, most recent edition, shall be followed by the ATAC in all cases
409 involving parliamentary procedure when such rules do not conflict with the provisions of
410 these bylaws. The rules may be suspended by a two-thirds (2/3) vote of the voting
411 members present at any meeting of the ATAC or its committees.

412
413 SECTION 5: VOTING METHODS

414
415 All ATAC and committee votes will be conducted according to requirements and
416 exceptions of Florida Statute 286.011, the Government in the Sunshine law.

417
418 SECTION 6: ACCESSIBILITY AND ACCOMMODATIONS

419
420 The ATAC shall only use accessible locations and methods for its meetings. The
421 executive director, in consultation with the ATAC co-chairs, shall designate meeting
422 locations and methods.

423
424 The ATAC shall provide reasonable accommodations for ATAC and committee
425 meetings to ATAC members and members of the public if requested in advance.

426
427 SECTION 7: MEETING AGENDAS

428
429 All members of the ATAC shall receive an agenda before each regularly scheduled
430 meeting. The executive director, in consultation with the ATAC co-chairs, shall prepare
431 the agenda.

432
433 Members shall have an opportunity to add, delete, or modify agenda items at the
434 beginning of all ATAC and committee meetings.

435
436 The ATAC may limit discussion on agenda items at ATAC meetings. Supporting
437 materials for agenda items shall be available in written form (accessible formats) and
438 supplied to the ATAC along with the agenda prior to the meeting.

439
440 SECTION 8: MEETING MINUTES

441
442 The minutes of each meeting shall be provided to the members of the Board within
443 seven calendar days after the meeting.

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ARTICLE VII - SPECIAL MEETINGS

Special meetings may be called for the ATAC or any committee. The members that may call special meetings are the co-chairs for ATAC meetings and the committee chairs for committee meetings.

The executive director shall be responsible for notifying members, distributing any needed materials in advance, publishing the required notice to comply with the Florida Open Meetings law, and making all other necessary arrangements. Specifically, all special meeting materials must be posted to the FFAST website and sent to ATAC or committee members a minimum of seven calendar days before the special meeting date.

Special meeting agendas are limited to the topics required to be handled before the next regularly scheduled meeting of the ATAC or committee. No business items may be considered during an emergency meeting that were not specified in the Notice of Emergency Meeting.

The provisions of Article VI, Section 2 through Section 8, shall apply to Emergency Meetings, except that Members shall not have an opportunity to add, delete, or modify agenda items at emergency meetings.

ARTICLE VIII - COMMITTEES

SECTION 1: EXECUTIVE COMMITTEE (05/15/2018)

An executive committee shall be elected by a majority vote of the ATAC, with the exception of two at-large members, who shall be appointed by the co-chairs and the NHLP committee chair, who is appointed by the co-chairs.

Each co-chair will individually appoint one of the two at-large members, separate and independent of the other co-chair's decision.

Candidates for election to the executive committee shall be those members who are eligible to serve, in accordance with the FFAST Statute, and consent to inclusion in the ballot.

The Executive Committee shall consist of no less than five and no more than seven members:

- The two Co-Chairs of the ATAC. (elected by ATAC)
- One (1) representative of state, local governmental or non-governmental agencies or groups concerned with assistive technology. (elected by ATAC)
- The Treasurer/Secretary. (elected by ATAC)
- The NHLP Committee Chair. (appointed by co-chairs)

- 489 • Optionally, one at-large ATAC member appointed by each co-chair
490

491 ATAC members must be in good standing to be eligible to serve on the executive
492 committee. Voting shall occur during the final quarterly ATAC meeting of FFAST's fiscal
493 year.
494

495 The duties of the executive committee:

- 496 • The Executive Committee shall be responsible for handling matters requiring
497 ATAC attention prior to the next scheduled meeting and such other duties as
498 shall be designated by the full ATAC.
499 • Makes recommendations to the ATAC regarding matters for which full ATAC
500 approval is necessary or desirable.
501 • Serves as the finance and audit committee by regularly reviewing FFAST
502 financial statements and overseeing the annual financial audit.
503 • Serves as the nominating committee by reviewing any applicants to the ATAC
504 and recommending applicants to the full ATAC for approval.
505

506 Roberts Rules of Order (most recent edition) shall serve as the parliamentary authority
507 to appeal decisions made by the Executive Committee.
508

509 The terms of the executive committee members shall be one (1) year ending on at the
510 conclusion of each 4th Quarter Annual Meeting where elections are held.
511

512 The co-chairs are the chairs of the executive committee and the ATAC. The executive
513 committee meets regularly as determined by the co-chairs.
514

515 SECTION 2: PUBLIC POLICY AND ADVOCACY COMMITTEE 516

517 A public policy and advocacy committee shall be appointed by the ATAC co-chairs.
518

519 The duties of the public policy and advocacy committee:

- 520 • To review federal and state legislation and agency procedures and practices and
521 identify facilitators of and barriers to access and utilization of assistive technology
522 services, devices, and funding sources.
523 • To review statewide policy development, both state and federal legislative
524 initiatives, advocacy at both the state and federal level, planning of statewide
525 resource allocations, policy-level management.
526

527 The committee will make recommendations to the ATAC regarding matters for which full
528 ATAC approval is necessary or desirable.
529

530 The terms of the public policy and advocacy members shall be one (1) year ending at
531 the conclusion of each 4th Quarter Annual Meeting where elections are held.
532

533 The committee chair is appointed by the co-chairs. The public policy and advocacy
534 committee meets regularly as determined by the committee chair.

535
536 SECTION 3: INTERAGENCY COMMITTEE

537
538 An interagency committee will be composed of the State Agency representatives and
539 members and shall be appointed by the ATAC co-chairs.

540
541 The duties of the interagency committee:

- 542 • Shall work towards the development of cooperative agreements among
543 government agencies and perform such other duties as the ATAC deems
544 appropriate.
- 545 • Shall assign staff from their respective agencies to the alliance, as an in-kind
546 contribution for a specified period of time, to review federal and state legislation
547 and agency procedures and practices and to identify both facilitators of, and
548 barriers to, accessibility and utilization of assistive technology services, devices,
549 and funding sources.

550
551 The committee will make recommendations to the ATAC regarding matters for which full
552 ATAC approval is necessary or desirable.

553
554 The terms of the interagency members shall be one (1) year ending at the conclusion of
555 each 4th Quarter Annual Meeting where elections are held.

556
557 The committee chair is appointed by the co-chairs. The interagency committee meets
558 regularly as determined by the committee chair.

559
560 SECTION 4: TECHNOLOGY AWARENESS COMMITTEE

561
562 A technology awareness committee shall be appointed by the ATAC co-chairs.

563
564 The duties of the technology awareness committee:

- 565 • Guides the ATAC's public awareness, coordination, and collaboration activities.
- 566 • Provides input on FFAST's outreach initiatives and publications.
- 567 • Works with staff to develop technology awareness projects.

568
569 The committee will make recommendations to the ATAC regarding matters for which full
570 ATAC approval is necessary or desirable.

571
572 The terms of the technology awareness members shall be one (1) year ending at the
573 conclusion of each 4th Quarter Annual Meeting where elections are held.

574
575 The committee chair is appointed by the co-chairs. The technology awareness
576 committee meets regularly as determined by the committee chair.

577

578 SECTION 5: NEW HORIZON LOAN PROGRAM COMMITTEE

579

580 A New Horizon Loan Program (NHLP) committee shall be appointed by the ATAC co-
581 chairs.

582

583 The duties of the NHLP committee:

584

- Reviews operations of the Financing Program, including loan review and procedures of the Financing Program.

585

586

- Works on behalf of FFAST to make, facilitate or guarantee loans.

587

- Develop programs to accommodate the needs of its loan recipients, to meet its fiduciary responsibilities, and to follow the appropriate sections of the Laws of Florida.

588

589

- Make determinations regarding fees for application, guarantee, closing, administrative or insurance purposes.

590

591

592

593 The committee will make recommendations to the ATAC regarding matters for which full
594 ATAC approval is necessary or desirable.

595

596 The terms of the NHLP members shall be one (1) year ending at the conclusion of each
597 4th Quarter Annual Meeting where elections are held.

598

599 The committee chair is appointed by the co-chairs. The NHLP committee meets
600 regularly as determined by the committee chair.

601

602 SECTION 6: SERVICE DELIVERY COMMITTEE

603

604 A service delivery committee shall be appointed by the ATAC co-chairs.

605

606 The duties of the service delivery committee:

607

- The committee shall solicit information from ATAC members and non-ATAC members representing private industry, agencies, and organizations serving people with disabilities.

608

609

- The committee shall review quarterly deliverable reports and service maps.

610

- The committee shall review collaborations with other agencies, organizations, and bodies providing assistive technology services and devices throughout Florida.

611

612

- The committee shall compare service delivery models from other assistive technology programs to determine effectiveness and efficiency of the Florida model.

613

614

- The committee shall assess Return on Investment of services to maximize taxpayer funding while also ensuring Floridians with disabilities assistive technology needs are met.

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620

621 The committee will make recommendations to the ATAC regarding matters for which full
622 ATAC approval is necessary or desirable.

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The terms of the service delivery members shall be one (1) year ending at the conclusion of each 4th Quarter Annual Meeting where elections are held.

The committee chair is appointed by the co-chairs. The service delivery committee meets regularly as determined by the committee chair.

SECTION 7: ADDITIONAL STANDING COMMITTEES

Additional standing committees may be established by the ATAC. Ad hoc committees can be established “as needed” by a standing committee, co-chairs, executive committee, or committee chairs. New committees must be budget neutral or have approval of the full ATAC.

SECTION 8: NON-ATAC MEMBERS ON COMMITTEES

Appointments to committees or ad hoc committees are not limited to ATAC members. Individuals with needed expertise and resources may apply to the ATAC to serve on committees or task forces.

Interested individuals must complete the application process for ATAC members and must receive majority support from the ATAC to begin committee service.

Non-ATAC members who have been appointed by the ATAC to serve on a committee have the full voting power of an ATAC committee member.

Non-ATAC members may serve a one-year committee term and shall be eligible for reappointment to serve a total of three-years on a committee. Non-ATAC members must complete the application process for each committee they wish to serve on.

The Executive Committee is not open to Non-ATAC committee members. Non-ATAC members are held to the same standards and requirements as full members (i.e., Sunshine law, conflict of interest, code of ethics, lobbying prohibitions, etc.)

ARTICLE IX

SECTION 1: ADMINISTRATION

The executive director, in accordance with the FFAST Statute, shall be the ATAC’s direct representative in the administrative management of FFAST, Inc. The executive director shall have general supervision over the property, business, and affairs of FFAST and shall perform all duties incident to such office, subject to the direction of the ATAC. The executive director shall have other such powers and duties as may be designated by the ATAC.

668 The executive director may execute, as an agent of FFAST, all deeds, mortgages,
669 bonds, contracts, and other obligations assigned to FFAST, subject to the direction of
670 the ATAC. Other obligations includes managing bank accounts, being a signatory on all
671 FFAST bank, deposit, and investment accounts. The executive director must receive
672 Executive Committee approval to open or close any FFAST bank, credit card, and
673 investment accounts.

674
675 The executive director shall ensure that minutes of all ATAC meetings are kept and
676 shall have general charge of records of FFAST. The executive director shall give all
677 ATAC members notice of all meetings. The executive director shall receive and have
678 charge of all financial instruments belonging to FFAST and shall administer them as
679 ordered by the ATAC. The executive director shall keep accurate financial accounts and
680 hold the same which are open for inspection and examination by the ATAC.

681
682 The executive director shall implement any strategic plan that has been approved by the
683 ATAC and shall regularly inform the ATAC about progress, impediments and changes
684 needed to execute the strategic plan.

685
686 The executive director has the sole authority to direct staff.

687
688 The executive director serves at the pleasure of the ATAC and can be removed from
689 their position in a two-thirds (2/3) vote of the full ATAC at a meeting where a quorum is
690 present. An emergency meeting may be called to terminate the employment of the
691 executive director if actions must be taken before the next scheduled quarterly ATAC
692 meeting.

693
694 At the end of the executive director's employment, the former executive director shall
695 turn over all FFAST property in their charge as directed by the co-chair(s) to either a
696 successor or to the ATAC in trust for a successor.

697
698 **SECTION 2: EXECUTIVE DIRECTOR'S REVIEW**

699
700 The ATAC shall be responsible for conducting the annual review of the executive
701 director.

702
703 One co-chair shall be responsible for compiling the results of the executive director's
704 annual review and sharing the results with the ATAC.

705
706 In the event that the executive director position becomes open, the ATAC will solicit
707 volunteers for a Search Committee; the committee will be established by the full ATAC;
708 the committee will refer to the ATAC Manual's procedures for hiring the executive
709 director.

710
711 **ARTICLE X FISCAL YEAR**

712

713 The fiscal year shall operate on the federal fiscal year, beginning October 1 and ending
714 on September 30 of each year.

715
716 Some contracts and agreements may operate from time to time on a fiscal year not
717 coinciding with the federal fiscal year. In these instances, the FFAST budget will show
718 the delineation as appropriate.

719
720 **ARTICLE XI APPLICABLE LAWS**

721
722 Applicable laws governing members of ATAC shall govern their responsibilities and
723 duties, both procedural and substantive, as members of the ATAC.

724
725 **ARTICLE XII AMENDMENTS TO THE BYLAWS**

726
727 The Bylaws may be amended or revised by a super-majority (2/3) vote by the full ATAC.
728 Such amendments or revisions must be presented in writing to the members of the
729 ATAC 15 working days prior to such vote.

730
731 **ARTICLE XIII DISSOLUTION OF THE ORGANIZATION**

732
733 As required in FFAST's Articles of Incorporation, upon the dissolution of the corporation,
734 its assets shall be distributed to the State of Florida, Department of Education, Division
735 of Vocational Rehabilitation, unless any particular identifiable asset enters the
736 corporation under conditions requiring that upon dissolution such asset be returned to
737 an identifiable person or entity that is exempt within the meaning of 501(c)(3).

738
739 The dissolution of FFAST shall be completed by a super-two-thirds (2/3) vote by the full
740 ATAC.

741



STATE AGENCY
TOOL-KIT



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OVERVIEW

What is FAAST?

The Florida Alliance for Assistive Services and Technology, Inc. (FAAST) is a 501(c)(3) nonprofit organization based in Tallahassee, FL. FAAST is federally funded by the Technology-Related Assistance or Individuals with Disabilities Act of 1988, as amended in 2004 and further defined by Florida Statute 413.407. FAAST is mandated under these statutes and is considered a quasi-public entity.

FAAST is Florida's assistive technology program.

What is Assistive Technology?

Assistive technology (AT) is any item, piece of equipment, or product system that is used to increase, maintain, or improve the functional capabilities of individuals who have disabilities and older adults. Assistive technology provides people who have disabilities the option to access education and the workplace, to live within their communities, and enjoy recreational activities. An assistive technology service directly assists an individual with a disability in the selection, acquisition, or use of an AT device.

Who Does FAAST Serve?

- **Individuals Who Have Disabilities**
 - Their Family Members, Guardians, and Authorized Representatives
- **Representatives of**
 - Education
 - Employment
 - Health, Allied Health, and Rehabilitation
 - Community Living
 - Technology

What are FFAST's Services?

- Assistive Technology Device Demonstrations
- Short-term Device Loans
- Training on Assistive Technology
- Information and Assistance
- Durable Medical Equipment Recycling and Refurbishing
- Assistive Technology Device and Services Financial Loans

FAAST Mission Statement

The mission of FFAST is to improve the quality of life for Floridians with disabilities by increasing access to assistive technology through empowerment and collaboration.



FAAST Vision Statement

FAAST envisions to be the leader in assistive technology resources and services in Florida.

FAAST Values Statement

Above all, Floridians with disabilities shall have the opportunity to pursue:

- **Knowledge** – Easy and open access to information about equipment, providers, techniques, networks, and other available resources related to assistive technology;
- **Choice** – Utilizing knowledge to empower one’s self without hindrance from disability, regulation, misinformation, or availability of resources; and
- **Independence** – Utilizing knowledge and choice to improve personal function and advocacy; leading to self-sufficiency, connection to community, and individual goal achievement.



In pursuit of these paramount values, FFAST abides by these guiding operating principles:

- **Empowerment** – Promoting the use of information and technology to provide opportunity, choice, and ultimately independence for individual consumers;
- **Assistive Technology** – Promoting the use of any electronic or mechanical device that allows a person to do things for themselves that might otherwise be difficult or impossible to do because of their disability;
- **Compassion** – Understanding, listening, and empathizing with the individual needs of every consumer;
- **Inclusion** – Encouraging all Floridians with a disability to consider assistive services and technology; while providing those services in an equitable manner; and
- **Collaboration** – Proactively seeking opportunities to partner with other public or private organizations, associations, groups, and/or individuals to improve awareness, choice, and independence among Floridians with disabilities.





FAAST Services

Device Demonstrations

Short-Term Device Loans

The device loan program provides short-term loans of assistive technology devices to individuals, employers, public agencies, or others seeking to meet the needs of targeted individuals and entities, including others seeking to comply with the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), The Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), And section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794). The purpose of a short-term device loan may be (1) to assist in decision-making before purchasing a device; (2) to serve as a loaner while the consumer is waiting for their device to be repaired or funded; (3) to provide an accommodation on a short-term basis; or (4) for professional development.

Training

Training activities are instructional events, usually planned in advance for a specific purpose or audience that are designed to increase participants' knowledge, skills, and competencies regarding AT. Such events can be delivered to large or small groups, in person, or via telecommunications or other distance education mechanisms. Examples of training include classes, workshops, conference sessions, and presentations that have a goal of increasing skills, knowledge, and competency.

To request FAAST for any AT training, contact Hannah Brock via email at HBrock@FAAST.org.



Information and Assistance

Information and assistance activities are conducted to provide individuals with accurate, timely, and complete responses to their requests for information about assistive technology devices and services and about the AT services offered by FAAST.

To request a general presentation on FAAST services, contact Whitney Doyle via email at WDoyle@FAAST.org.

Durable Medical Equipment Recycling and Refurbishing

Assistive technology reutilization program provides for the exchange, repair, recycling or other reutilization of assistive technology devices and durable medical equipment, which may include redistribution through device sales, loans, rentals or donations, carried out either directly or in collaboration with another entity.

Anyone in Florida can donate assistive technology or durable medical equipment to FAAST so that it can be transferred to someone in need. Floridians can also sell their no longer needed devices and equipment through FAAST's AT List. The AT List is a Craigslist's type web-page where individuals can post their devices/equipment for sale or donation. FAAST can assist with the transfer of devices/equipment between individuals, if needed. **The FAAST AT List can be found at <https://FAAST.org/listings/>**

Financial Loans

As a direct lender, FFAST makes financial loans to qualified individuals with disabilities and their families for assistive technology devices and services. FFAST's financial loan program provides financial loans for purchase of AT devices and services. FFAST also offers a telework and self-employment loan, which can assist with the funding of assistive technology and equipment for individuals who have disabilities for work or seeking self-employment opportunities. FFAST works with individuals who have low credit scores and fixed incomes.



Vision

What is Vision Assistive Technology? Assistive Technology for Vision is technology that helps people see better or better comprehend what they cannot see. Vision AT includes devices and software to magnify printed materials, provide auditory support, and support braille reading.

Where and when do individuals need to use Vision AT? Vision AT can be used in a variety of settings depending on the needs of the person. In fact, an individual may use multiple tools depending on the setting and what tasks he or she needs to complete. For example, a person with low vision may use a desktop electronic video magnifier to read in the school library or at their workplace, and a handheld magnifier could work in class or at home. A student who reads braille may use an electronic braille note-taker to complete assignments in class and an audiobook player to listen to books at home.

Who needs Vision AT? Individuals who are blind, have low vision, or conditions that limit their ability to comprehend visual stimuli may benefit from assistive technology for vision. Individuals with reading disabilities may also benefit from specific tools designed for the blind and visually-impaired, such as accessible text readers.

Why aren't glasses/corrective lenses enough? Many eye conditions cannot be fully corrected with glasses or surgical interventions. Assistive technology helps people with visual impairment to maximize the use of any remaining vision, and access their environment using other senses, such as hearing and touch. Some eye conditions are degenerative or unstable, meaning that the person could eventually lose more of their sight or even become blind. This makes learning braille, tactile, and navigation skills all the more important. When considering the needs of an individual with visual impairment, future needs should always be taken into account.

Vision AT DEVICES



■ Magnifiers

- [Pebble HD Handheld Magnifier](#)
- [Snow 10](#)

■ Screen Reading and Magnification

- [ZoomText Screen Magnifier and Reader](#)
- [JAWS Screen Reader](#)

■ Scan/Read Devices

- [Magnilink Voice 2](#)

■ Electronic Braille Devices

- [Brailiant Braille Notetaker](#)

Hearing

What is Hearing Assistive Technology? Many devices have been designed and developed for people with hearing loss. Such technology enhances sound or substitutes sound with visual or tactile signals. Hearing AT can be helpful anywhere that effective communication is needed (e.g., at home, in schools, movies, theater, the workplace, hospitals, and on the telephone)

When do I need to use them? Listening needs vary with the situation and the level of hearing loss. Some challenging environments might be restaurants, meetings, classes, houses of worship, social gatherings, public presentations, lectures, theaters, and home environments – TV, telephone, doorbell, smoke alarm, etc.

Who needs Hearing AT? Anyone who needs help with: face-to-face communication with others, enjoyment of electronic media (radio, stereo, television, movies, etc.), telephone, and awareness of environmental sounds or similar situations.

Why aren't hearing aids / cochlear implants enough? There can be environmental factors that further compromise your hearing: distance from the speaker, background noise, size, and acoustics of the room.

Hearing AT Devices



■ Listening Device

- [Comfort Contego Listening System](#)
- [Pocket Talker 2.0 Personal Amplifier](#)

■ Visual/Vibrating Alert Devices

- [Bellman Flash Alert System](#)
- [Sonic Bomb Alarm Clock With Bed Shaker](#)

■ Communication

- [Captioned Telephones](#)
- [Ubiduo](#)



Speech Communication

What is Assistive Technology for Speech/Communication? AT devices in this category are designed to assist people with speech disabilities with speaking and with face-to-face communication. These products include those that amplify voice in order for the person who cannot speak loudly to be sure her voice can be heard; products including software that produce speech output (either synthesized or digitized); products that produce text output for individuals who cannot speak (but who are not hearing impaired), as well as peripherals used for mounting speech generating devices.

When do I need to use them? People with speech communicate all of the time across all environments, so a person using augmentative and alternative communication (AAC) will need access to his AAC system/device all of the time!

Who needs AAC? Anyone who is not able to speak intelligibly, whether face-to-face or long distances, would benefit from AAC. This includes those who are born with disabilities affecting their speech (Ex. Autism, Cerebral Palsy, Down syndrome), those with acquired disabilities (Ex. Traumatic Brain Injury, Amyotrophic Lateral Sclerosis, Stroke), as well as those with temporary needs (Ex. Intubation during medical procedure prohibiting a person from speaking).

Why do people without speech not use AAC? Sometimes people are not aware of the tools available to assist people who have trouble communicating verbally. Speech pathologists get very little training on AAC, so they may not always know how to help match a person with a communication tool. Parents are sometimes scared that if their child uses an AAC device, then they will not develop speech, and there are also misconceptions on how to pay for these communication tools (See Commonly Asked Questions for more information.).

Speech Communication AT Devices

■ Communication Switches

- [BIGmack Communication Button](#)
- [iTalk 2](#)

■ Mid Tech Speech Generating Devices

- [GoTalk 9+](#)
- [7 level Communication Builder](#)

■ High Tech Speech Generating Platforms

- [NovaChat 10](#)
- [Tobii I Series](#)

■ Communication Apps

- [Proloquo2Go](#)
- [TouchChat](#)

Learning, Cognition, and Development



Reading

What is Assistive Technology for reading support? Assistive technology that provides reading support includes devices and software that help an individual read text (books, textbooks, websites) in a variety of ways beyond reading traditional text. AT for reading includes the use of hardware such as laptops, tablets, or dedicated devices for e-text or audio text. AT for reading also provides software that will convert printed text to digital text and read it aloud with a synthesized voice. AT reading support software is sometimes called literacy suite software. Text-to-speech is the term used to describe software that reads aloud digital text.

When do I need to use AT for reading? Depending on the needs of the individual, AT for reading support may be used in any environment where the individual needs to read traditional printed text such as a book, textbook, newspaper, community event program, or website content. Other individuals may switch between reading traditional text to using AT to play or read the text aloud. Alternating between these methods is useful when the individual may need to take a break from reading traditionally printed text.



Who needs AT to help with reading? Individuals may struggle with reading traditionally printed materials due to a physical limitation, visual impairment, or cognitive need such as dyslexia. A physical disability may prevent a person from holding a book or turning the pages. For individuals who are blind or have low vision, traditional printed text is difficult to read. Individuals may have an identified disability such as dyslexia and cannot decode text or comprehend the sentence structure. Still, others may be “unidentified” struggling readers. Individuals with language learning disabilities often struggle with making meaningful connections with printed text, as do individuals who are English Language Learners (ELLs) and individuals with cognitive disabilities.

Why? Having a print disability is a fairly common need, but using assistive technology to interact with printed text opens a whole new world to many struggling readers.

Reading AT Devices

Reading

- [“Very Hungry Caterpillar” Puppet and Props Set](#)
- [C-Pen Reader](#)



Writing

What is Assistive Technology for writing support? AT can be a big help to individuals who struggle with different types of writing challenges. There are AT tools that can make the physical act of writing easier. AT can also help individuals who have trouble with spelling and grammar and with organizing and expressing their thoughts.

When do I need to use AT for writing? AT for writing may be needed when the motor aspect of writing is difficult. Motor aspects of writing include: holding the writing utensil, stabilizing the paper, visually guiding the hand, moving the writing utensil along the paper, visual recall of the letter, kinesthetic memory of letter formation, and word formation and writing and re-writing as a part of the editing process. Writing support may be needed for individuals who have difficulty organizing and expressing their thoughts which are known as composition.

Who needs AT to help with writing? Struggling writers may be young students who are beginning to learn to use writing utensils and struggle with the motor aspects of writing. Individuals of all ages may continue to have difficulty with writing. Or, individuals may not struggle with the mechanics of writing but instead have difficulty with organizing before and while drafting or composing essays, letters, papers, or work assignments.

Why? Assistive Technology for writing mechanics and composition can provide the support to bridge the gap to the skills an individual needs. A number of learning and attention issues can cause trouble with writing. Individuals Kids who struggle with writing may have difficulty with handwriting, expressing ideas in writing, or both. Dysgraphia is a common reason that individuals struggle with writing.

When kids struggle with writing, they may be experiencing difficulty in two areas. One is the mechanics of handwriting. The other is expressing ideas in writing. Dysgraphia is a learning issue that can affect either area—or both.

Writing AT Device

■ Writing

- [Sta-pen Writing Aid](#)

Mathematics

Who needs AT to help with math? A number of learning and attention issues can cause trouble with math, but AT can be a huge help for students. Dyscalculia is one of the most common issues. As of right now, very few special education students actually advance into upper-level mathematics. Because of this, many students who struggle with mathematics become divided from their peers and thus experience great difficulty in their future education.

What types of AT tools are there for math support? Certain AT tools for math are common such as calculators and graph paper. There are lots of other AT tools that can be used for math, such as “low-tech” graph paper and rulers. Other AT supports include common adaptive tools such as manipulatives like blocks and number lines. Manipulatives are real or virtual objects that let kids solve math problems in alternative ways. More math AT includes math notation

tools, digital graphing tools, drawing tools, equation-solving tools, graphic organizers, text-to-speech, and dictation.

Why? Building mathematical skill has lifelong implications for students but can be easily overlooked. Basic life tasks such as paying bills, balancing a checkbook, creating budgets, arriving at work on time, and measuring are independent living skills that we all use. The ability to understand and think critically about numbers is vital for students to operate successfully in the real world.

How? Teaching mathematics than can no longer focus just on teaching procedures and providing students with the bare minimum knowledge of facts and equations. Students need to know why they are doing what they are doing. They need to understand the process of math rather than simply know how to use it. The bigger picture is how to assist students in gaining an understanding of the language of numbers and apply what they know to the problems they are encountering.

Where to access AT for math? You can find traditional “low-tech” classroom items such as large number papers, symbols, and graph paper with large graph squares at school supply stores. The student’s teacher may also have these items at the school. Schools will typically have adaptive tools to use for math issues, such as manipulatives which are blocks and/or number lines. Many math AT tools are being used on computer platforms such as desktop and laptop computers with built-in AT options like text-to-speech; mobile devices like tablets and smartphones with built-in AT, and Chromebooks and Chrome browser with math extensions downloaded.

Mathematics AT Device

■ Math

- [Coin-u-lator](#)

Organization

What is Assistive Technology for organization support? AT tools can help a person plan, organize, and keep track of his calendar, schedule, and homework. AT can be anything that helps support someone with weak organization skills that affect the ability to store and retrieve information for learning. Assistive technology can help students use self-monitoring techniques, visual organization, and time management. “Executive functions” are high-level mental abilities that direct attention and memory and help us to plan, organize, pay attention to and remember details, start and stop actions, form concepts and think abstractly.

When do I need to use them? Students need the right tools (such as notebooks and assignment pads) and basic study skills (such as reading and note-taking skills) to be successful in school.

Who? Weak executive functioning skills can be common in individuals with ADHD and learning issues like dyslexia. There are strategies that can be learned to help organize thoughts and belongings at home, school, work, and community. Why are strong organizational skills important? Strong or weak organization skills affect learning in four key ways:

- Following Directions
- Learning to Read
- Literacy Learning (Combination of Reading, Writing, and Grammar)
- Learning Math. See AT Discovery for Math

Where in an education setting is “organization” as a skill-set needed? To be successful throughout the educational process and school system, a student must develop good organization skills to make sure that he is not causing a barrier to the development of his tasks and projects.

Organization AT Device

■ Organization

- [Time Tracker Visual Timer](#)

Mobility, Seating, Positioning, and Orientation

What is Seating, Positioning, & Mobility Assistive Technology?

Examples of mobility devices include canes, walkers, crutches, orthotics and prosthetics, wheelchairs, scooters, and power chairs. Seating and positioning devices are used for reasons such as improving postural control and deformity management, pressure and postural management, and/or comfort and postural accommodation.

When and where do I need to use them? Seating, Positioning, and Mobility devices may be needed at any time and in any place.

Who needs Seating, Positioning, and Mobility AT? Seating, Positioning, and Mobility AT is important for people with disabilities who need assistance to achieve and/or maintain a position that enables them to participate in daily activities. It is important for anyone that has difficulty maintaining a functional seating position that allows purposeful movement. It is important for anyone who has difficulty moving from one area to another area.

Why is Seating, Positioning, and Mobility AT important?

By providing a functional seating position, AT can reduce or eliminate the need for human assistance for daily activities. It can reduce fatigue thereby, allowing the person to participate for longer periods of time and save energy for other tasks. Devices that aid in mobility allow a person to transition from one place to another to participate in daily activities. Someone with limited mobility may not even be able to leave his bed in the mornings without a device for support and safety.

Mobility, Seating, and Positioning AT Devices

■ Seating and Positioning

- Alternative Chairs or Desks, Feet Support
- Device Mounts

■ Mobility

- Wheelchairs, Rollators, Canes

Daily Living

What is Daily Living Assistive Technology? This category of Assistive Technology is often referred to as “adaptive equipment” or “aids to daily living.” These devices are most often used to help individuals complete everyday activities such as dressing, grooming, bathing, eating, hygiene, and meal preparation that would otherwise be difficult or impossible to complete due to physical limitations or other disabilities.

When and Where do I need to use them? Daily living tasks may take place in various places throughout the day: kitchen, dining room/cafeteria, restroom/bathroom, bedroom, and classroom.

Who needs Daily Living AT? Daily Living AT is appropriate for anyone who is not able to complete daily living tasks for themselves at the same level as their peers. This may be due to a physical or cognitive disability.

Why is Daily Living AT important? Daily Living AT can reduce or eliminate the need for human assistance with tasks that most people do for themselves. Increased independence with daily living tasks results in increased self-efficacy, which can carry over into other aspects of an individual's life.

Daily Living AT Devices



■ Eating

- [Liftware Level Spoon](#)
- [Calibowl](#)
- [Electric Jar Opener](#)

■ Dressing

- [Zipper Pull and Button Hooks](#)

■ Reminders

- [Automatic Pill Dispenser](#)



Environmental Adaptions

What are Environmental Adaptations? Environmental adaptations allow for manipulation of something in the environment that would otherwise be difficult or impossible to do due to a disability.

What are Environmental Controls? Environmental controls provide people with disabilities the ability to start, stop, or adjust electric or electronic devices.

Where and When do I need to use Environmental Adaptations or Controls? AT for environmental adaptations or controls is typically used to be able to operate battery-operated or electrical devices that require manipulation of something to be able to operate the device. An adaptation or control is put in place to make operating the device easier based on the individual's abilities. Devices that may need an adaptation or control can be found in all areas of a person's home, the workplace, and the community.

Who needs to use Environmental Adaptations and Controls? AT in this category is typically beneficial for someone with a physical disability that limits his upper extremity control. Fine motor delays, spinal cord injuries, neuro-degenerative disorders are a few of the disabilities that might benefit from Environmental Adaptations & Controls. Anyone with a condition that limits strength and/or endurance may also benefit from this AT category.

Why are Environmental Adaptations and Controls important? These adaptations and controls can reduce or eliminate the need for human assistance in operating everyday battery-operated and electrical devices. Increased independence with everyday tasks results in increased self-efficacy, which can carry-over into other aspects of an individual's life.

Environmental Adaption AT Devices



- **Switches**
 - [Jelly Bean Switch](#)
- **Communication/alert systems**
 - [Help Dialer 700](#)
- **Electrical Control Units**
 - [Powerlink 4](#)
- **Home Adaptations**
 - Wheelchair Ramps
 - Railing Handles, and Grab Bars
 - Shower and Toilet Chairs
- **Smart Home Devices**
 - Amazon Echo and Google Home
 - Alexa Enabled Appliances (i.e. Light Bulbs)



Vehicle Modification and Transportation



What is Vehicle Modifications Assistive Technology? Assistive technology for vehicle modifications include ramps, hand controls for braking and accelerating, modified steering controls, adjustable driver's seats, and automatic door openers.

When do I need to use them? Where and when do I need to use Vehicle Modifications Assistive Technology – Vehicle modifications options are available on almost any vehicle. The type and severity of disability and whether you are riding or driving will determine if your vehicle can accommodate the needed modification.

Who needs Vehicle Modifications AT? People who have upper body and/or lower limitations in strength, range of motion, and/or coordination may need vehicle modifications to drive. Anyone who needs to access their vehicle from a wheelchair will need vehicle modifications.

Why are Vehicle Modifications important? Having a vehicle and being able to drive means greater independence. However, people with physical disabilities are often not able to drive a vehicle and, families with a family member who has a disability can be limited in transporting that family member. Having a vehicle with modifications can make a difference in people with disabilities being able to ride in and/or drive a vehicle safely.

Vehicle Modifications AT Devices



■ Alternative Controls or Grip

- Hand Controls for Acceleration and Brakes, Spinner Knobs

■ Transfer Aids

- [Handy Bar](#)
- [Swivel Seat](#)

■ Lifts and Ramps

Computers and Related



What is Computer Access? When we talk about computers, we are referring to hardware and software products that enable people with disabilities to access, interact with, and use computers. Assistive devices in this category include modified or alternate keyboards, input and pointing devices such as large “mice” or

switches activated by pressure or some other means, and software including speech-to-text software. Even if the device is a “generic” product (e.g. a “vertical” mouse or large trackball), the product is considered assistive technology if it is needed by someone with a disability. Computer operating systems now come with many “built-in” accessibility features that may provide sufficient support when “turned on” and customized for the user.

When do I need to use AT for Computer Access? AT may be needed at any time and in many places. Whether in school, work, or in the community, computer use is important in all areas of our lives.

Who needs Computer Access AT? Anyone struggling with the three functional barriers: 1) providing computer input 2) interpreting output, and 3) reading supporting documentation. Individuals with motor, sensory, cognitive, or learning disabilities all can benefit from assistive technology options.

Why aren't computers more accessible? Too often, people think of accessibility as an add-on to a device or program. Increasingly today, developers and designers realize that maintenance becomes easier when accessibility is part of the basic design. Now, many smartphones, tablets, and computers also include screen readers, word prediction, and speech recognition.

Computer Access AT Devices



■ Alternate Keyboards

- [Maltron One-Handed Keyboard](#)
- [Tap Strap Wearable Keyboard](#)

■ Adaptive Mice

- [Big track Trackball Mouse](#)

■ Software/Alternate Access

- [Dragon Naturally Speaking](#)
- [PCEye Mini Eye Tracking](#)



Recreation, Sports, and Leisure

What is Recreation Assistive Technology? Assistive technology for recreation and leisure provides a way for people with disabilities to participate in preferred activities that they might not otherwise be able to do. Assistive technology for this category can include items for billiards, bowling, crafts, cycling, fishing, card games, board games, gardening, sports, and passive activities such as reading, listening to music, and watching television.

When and where do I need to use them? Everyone has opportunities every day to participate in recreation and leisure activities, at school, at home, and at work. If those activities cannot be completed in a typical manner due to a disability, assistive technology may assist the person to participate.

Who needs Recreation AT? Assistive technology for recreation and leisure can benefit people with a wide range of disabilities, including blindness/low vision, deafness/hearing loss, and physical impairments.

Why is Recreation AT important? Participation in recreation and leisure activities is important for physical, mental, and emotional well-being. When someone is not able to participate in a desired activity, assistive technology may be the avenue by which someone regains the ability to participate or is introduced to a new activity.

Recreation AT Devices

- **Switch Toys**
 - [Dolphin Silly Slides Switch Adapted Toy](#)
- **Games**
 - [X-box Adaptive Controller](#)
- **Outdoor Equipment**
 - [Firefly Wheelchair Attachment](#)
 - [GRIT Freedom Chair](#)
- **Music/Art Equipment**
 - [Skoog](#)



Regional Locations

FAAST has regional locations across the state to provide assistive technology services.

Regional Demonstration Centers

Regional Demonstration Centers (RDCs) provide device demonstrations, short-term loans, AT training, and information and assistance activities.

Atlantic RDC

Regions Served - Brevard, Orange, Seminole, and Volusia

University of Central Florida

3280 Progress Drive, Suite 250

Orlando, FL 32826

Tel: 407-823-4876 | AtlanticRDC@FAAST.org

Broward RDC

Regions Served - Broward

University of Miami Mailman Center for Child Development

1601 NW 12th Avenue #2018

Miami, FL 33136

Tel: 305-243-5706 | TTY:305-243-7885 | ANevares@Med.Miami.Edu

Central RDC

Regions Served - Hillsborough, Manatee, and Pinellas

Tampa General Hospital

6 Tampa General Circle, Room R214

Tampa, FL 33606

Tel: 813-844-7591 | TTY: 813-844-7767 | FAASTcen@TGH.org

Gulf Coast RDC

Regions Served - Escambia, Santa Rosa, Okaloosa, and Walton
Center for Independent Living of Northwest Florida
3600 North Pace Blvd.
Pensacola, FL 32505
Voice: 850-595-5566
Sorenson VRS: 850-208-3106
Info@CILNWF.org

Midland RDC

Regions Served - Hardee, Highlands,
Osceola, and Polk
Center for Independent Living in Central Florida
720 N Denning Drive
Winter Park, FL 32789
Tel: 407-623-1070 | Video Relay: 711
MidlandRDC@FAAST.org

North Central RDC

Regions Served - Alachua, Bradford,
Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Marion,
Suwannee, Union
Center for Independent Living of North
Central Florida
222 SW 36th Terrace
Gainesville, FL 32607
Tel: 352-378-7474
MBrisbane@CILNCF.org

Northeast RDC

Regions Served - Baker, Clay, Duval, Flagler, Nassau, Putnam,
and Saint Johns

Center For Independent Living of Jacksonville

2709 Art Museum Dr

Jacksonville, FL 32207

Tel: 904-399-8484

Info@CILJacksonville.org

Northwest RDC

Regions Served - Bay, Calhoun, Franklin,
Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Madison, Tay-
lor, Wakulla, and Washington

FAAST Headquarters

820 E Park Ave Ste D-200

Tallahassee, FL 32301

Tel: 850-487-3278 x 108

MBlimes@FAAST.org

South RDC

Regions Served - Miami-Dade and Monroe
University of Miami Mailman Center for Child Development

1601 NW 12th Avenue, # 2018

Miami, FL 33136

Tel: 305-243-5706 | TTY: 305-243-7885

ANevares@Med.Miami.Edu

Southeast RDC

Regions Served - Indian River, Martin,
Okeechobee, Palm Beach, and Saint Lucie
Center For Independent Living of Broward
4800 N State Rd 7 Suite 102
Fort Lauderdale, FL 33319
Tel: 954-722-6400
SoutheastRDC@FAAST.org

Southwest RDC

Regions Served - Collier, Hendry, Lee, Sarasota, Charlotte,
DeSoto, and Glades
Center For Independent Living of Gulf Coast
7011 Cypress Terrace Suite 103 Fort Myers, Florida 33907
Tel: 954-320-6860
SouthwestRDC@FAAST.org

West Central RDC

Regions Served - Citrus, Hernando,
Lake, Pasco, and Sumter
FAAST Headquarters
820 E Park Ave Ste D-200
Tallahassee, FL 32301
Tel: 850-487-3278 x 108
MBlimes@faast.org

Regional Reuse Centers

Regional Reuse Centers (RRCs) are the locations where assistive technology devices and durable medical equipment can be donated. They also house an inventory of devices/equipment that can be given to individuals in need.

Center for Independent Living of Northwest Florida

3600 N Pace Blvd, Pensacola, FL 32505

Voice: (850) 595-5566

TDD: (877) 245-2457

Email: Info@cilnwf.org

Center for Independent Living of Gulf Coast

7011 Cypress Terrace, Suite 103, Ft. Myers, FL 33907

Voice: (239) 260-4575

Toll-Free: 1 (855) 260-4575

Center for Independent Living Broward

4800 N. State Road 7, Suite 102, Ft. Lauderdale, FL 33919

Voice: (954) 722-6400

TTY: (954) 735-0963

Disability Achievement Center

12552 Belcher Rd South, Largo, FL 33773

Voice: (727) 539-7550

Email: Info@mydacil.org

CIL of South Florida

6666 Biscayne Blvd, Miami, FL 33138

Voice: (305) 751-8025

Videophone: (786) 347-7318

Email: Info@cilsf.org



Popular Website Links

AT List <https://FAAST.org/listings/>

The AT List is a Craigslist's type web-page where individuals can post their devices/equipment for sale or donation.

Explore AT <https://exploreat.net/>

Explore AT is a clearinghouse for information and resources on many different assistive technologies. This site has useful resources arranged by activity and disability, as well as links to other easy-to-use databases or websites that can help explain different AT devices.

FAAST Website <https://FAAST.org/>

Connect to all things Florida AT on FAAST's website.

FAAST Device Loan Library <https://FAAST.org/library/>

The online loan library is a list of all current AT devices in FAAST's inventory. You can check out an item to borrow right from the webpage.

Financial Loans <https://FAAST.org/services/financial-loans/>

FAAST financial loan program, New Horizon Loan Program, is an alternative assistive technology finance program under the Assistive Technology Act of 2004, Section 4 (e)(2)(A). The purpose of this program is to assist individuals with disabilities finance assistive technology at reasonable interest rates. The program also offers a telework and self-employment loan, which can assist with the funding of assistive technology and equipment for individuals for work or seeking self-employment opportunities. You can apply for a loan right from the webpage.

Frequently Asked Questions

Program Wide Questions

What services does FFAST provide?

- **We provide the following assistive technology services:**
 - Information and Assistance
 - Device Demonstration
 - Short-Term Device Loan
 - Training and Public Awareness
 - Device Reuse
 - State Financing

What is the difference between a Regional Demonstration Center and Regional Reuse Center?

The Regional Demonstration Centers' services focus on helping an individual learn which assistive technology device is the best fit for them. These services include information and assistance, demonstrations, device loans, and training. The Regional Reuse Centers use FFAST funds to distribute refurbished donated equipment and repair devices in their community. These services include assistive technology, open-ended device loans, repair, and hosting an AT List.

How do I locate a FFAST Regional Center?

FFAST has centers all around Florida, including six Regional Demonstration Centers, five Regional Reuse Centers, and a State Headquarters in Tallahassee, FL. To find the Center that serves a certain area, visit www.FFAST.org or call the Statewide Help Desk (844-353-2278).

How much do FFAST services cost?

FAAST services are free for Floridians!

How can someone I'm working with receive FFAST services?

If you're unsure of where to start or where to send someone, the Statewide Help Desk is a great resource to help guide anyone through FFAST resources. From there, FFAST can direct an individual to the right Regional Center based on what resources they are interested in and where they live. The Statewide Help Desk is a one-stop-shop for all things FFAST. The number for the Statewide Help Desk is 844-353-2278.

Who can receive FFAST Services?

- **Individuals who have disabilities**
- **Family members, guardians, and authorized representatives**
- **Representatives of**
 - Education
 - Employment
 - Health, Allied Health, and Rehabilitation
 - Community Living
 - Technology

What is the difference between FFAST assistive technology services and services from the Florida Division of Blind services?

FAAST services can work in collaboration with the Florida Division of Blind services to meet the needs of Floridians with visual impairments. FFAST staff can provide demonstrations and/or training of certain assistive technology that can assist low vision or blind individuals. In addition, clients can borrow the technology at no cost from FFAST for up to 30 days to find out if the technology would meet their needs. Finally, qualified individuals have the option of purchasing the technology for themselves through FFAST's financial loan program.

What is the difference between FAAST assistive technology services and services from the Florida Division of Vocational Rehabilitation?

FAAST services can work in collaboration with the Florida Division of Vocational Rehabilitation to meet the needs of Floridians with disabilities. FAAST staff can provide demonstrations and/or training of certain assistive technology that can help individuals be successful in the workplace. In addition, clients can borrow the technology at no cost from FAAST for up to 30 days to find out if the technology would meet their needs. Finally, qualified individuals have the option of purchasing the technology for themselves through FAAST's financial loan program.

What is the difference between FAAST assistive technology services and services from the Florida Department of Education?

FAAST services can work in collaboration with the Florida Department of Education to meet the needs of students with disabilities. FAAST staff can provide demonstrations and/or trainings of certain assistive technology that can help students be successful in the classroom. In addition, parents or professionals can borrow the technology at no cost from FAAST for up to 30 days to find out if the technology would meet their needs. Finally qualified individuals have the option of purchasing the technology for themselves though FAAST's financial loan program.

Device Demonstrations

How can an individual request a demonstration?

To schedule a demonstration, please call or email a local Regional Demonstration Center or the Statewide Help Desk at **844-353-2278** or **info@FAAST.org**.

Is a prescription needed from a health care provider?

No, a prescription is not needed to participate in a device demonstration.

Are these formal assistive technology assessments?

While these are not formal assessments, demonstrations are a helpful tool to allow an individual to have a hands-on comparison of similar devices.

Demonstrations will give someone a chance to narrow down which devices will and will not work for them. FFAST will help them navigate the device and teach them how to use it. To learn how to receive a formal assistive technology assessment, contact a local Regional Demonstration Center or the Statewide Help Desk at 844-353-2278 or info@FAAST.org.

After getting a demonstration, what are the next steps?

The next step is to try it at home! FFAST recommends borrowing the device to see if it fits in with an individual's daily schedule and lifestyle. The device may seem perfect during the demo, but a person may find they prefer something else during the trial.

How many devices can be shown in one demo?

FAAST can demonstrate several similar devices or multiple settings on a single device. Seeing various devices at once helps determine what features an individual prefers. An individual can also schedule several demonstrations if they need assistance with other tasks!

If an individual finds a device that is the right fit for them, can they buy it from FFAST?

FAAST does not sell any assistive technology, but we can help point that person in the right direction to purchase the device.

Does FFAST offer virtual demonstrations?

Yes! To schedule a virtual demonstration, contact a local Regional Demonstration Center.

Short-Term Device Loans

How does an individual request a device loan?

There are three ways to request a device loan:

1. Online through the device loan library at www.FAAST.org
2. Through a local Regional Demonstration Center.
3. Through the Statewide Help Desk.

How long can an individual borrow a device?

An individual can borrow a device for up to 30 days. FFAST can extend the loan period if they need more time deciding, waiting on funding, or during the repair of a device. FFAST understands that an individual may need more time with the device, but we also want to give everyone a chance to borrow it. FFAST will grant extensions if no one is waiting to borrow the device.

What if someone wants to try a device that is not listed on the FFAST website. How do they request it?

Just ask! FFAST has additional items located at the Regional Demonstration Centers that are available to borrow. If an individual has a specific device in mind, please reach out to a local Center for more information on the options.

Can a device be shipped to an individual? Do they have to pay for shipping?

Yes, FFAST can ship devices directly to an individual for free. When requesting a device loan from a local Regional Demonstration Center, let them know that the device should be shipped. Other pick-up methods are available such as curbside pick-up.

If someone requests a device online, how long does it take to receive it?

- After requesting a device loan, a local Regional Demonstration Center will
- contact that individual to complete an application. After the application is
- received, the processing time is about 3-7 days business days.

If someone borrows a device and they like it, can they keep it?

While an individual can not keep that device, FFAST will point them in the right direction to acquire their own!

How many devices can someone borrow at once?

FFAST allows a borrower to take home up to four devices at a time.

The device someone borrowed isn't what they expected and will not meet their needs. Can they borrow a different one?

An individual can borrow another device until they find what works best for them. A great thing about FFAST's device loan program is that an individual can keep trying before they commit to a device.

How much does it cost to borrow a device?

This service is free! If an individual requests the device be shipped to them, FFAST will cover the shipping both ways.

Now that an individual has found the device that will work for them, what funding resources does FFAST offer?

FFAST offers financial loans to acquire assistive technology. FFAST also has a Reuse program where they may find the device they were looking for at a Regional Reuse Center or on the AT List.

For insurance and funding questions, since everyone's situation may be different, an individual can call your Regional Demonstration Center or the Statewide Help Desk at 844-353-2278 or info@FAAST.org. FAAST also has videos that cover funding assistive technology on our training webinars and the FAAST YouTube channel.

Can someone borrow a device on behalf of a student/patient/employee?

Yes, an individual can borrow it on behalf of someone else. Whoever signs the device loan agreement is responsible for the return and upkeep of the device.



Training and Public Awareness



What size groups does FFAST offer training?

FFAST can provide training to individuals and any size group.

Can FFAST come to a home, office, or school for the training?

Anyone can schedule a training at an office and school by

contacting a local Regional Demonstration Center for their availability.

Does FFAST provide virtual training?

FFAST provides both in-person and virtual training. To schedule a training session, contact a local demonstration center. FFAST also offers bi-monthly assistive technology webinars. These are free live webinars with topics that range from products to funding. FFAST posts the recording of these webinars on the FFAST YouTube channel.

Can an individual pick the training topic?

If there is a specific topic you would like more training on, FFAST is happy to provide on-demand and customized assistive technology training.

Can anyone receive training on FFAST Services?

If an individual wants to know more about FFAST and the resources we provide, FFAST can schedule a presentation for them.

Financial Loans

What type of devices can an individual finance?

An individual can finance any type of assistive technology, including modified vehicles, accessible home modifications, and technology needed for employment.

What is the difference between a device loan and the New Horizon Loan Program?

The device loan program is a service that allows someone to borrow a device for a short period to help decide if this is the right device for them while waiting for funding or repair and to help them increase their knowledge of assistive technology. The New Horizon Loan Program is a financial loan program with flexible terms and lower interest rates that provide funding to purchase assistive technology.

Are there credit and debt-to-income requirements?

FAAST's program, while more flexible than traditional bank loans, still has some credit and debt-to-income limitations. The target guidelines are a credit score of 600, and a maximum debt-to-income is 50%; however, the entire credit history is reviewed, and FAAST works with each borrower to understand the reasons and causes of scores that might not fit into these guidelines.

An individual is on a fixed income. Can they receive a loan?

FAAST's program does not have income requirements and has been able to benefit individuals on a fixed income. The debt to income ratio will analyze their income amount compared to their housing and debt payments to determine if they meet the underwriting criteria guidelines.

What is the maximum amount an individual can finance?

The maximum loan amount for most secured loans is \$25,000 and up to \$40,000 for vehicle purchases based on additional underwriting criteria. For unsecured loans, there are also additional underwriting criteria for loans over \$12,000.

How does an individual qualify for a loan?

FAAST evaluates each client's ability to pay back a loan in manageable monthly payments. FAAST reviews their credit, debt to income and analyzes other criteria to make a loan decision. Any Florida resident who is an individual with a disability (or their family member, friend, or caregiver who is a Florida resident) may apply for a loan for consideration of approval.

How long does the process take?

Every application and situation is different; however, it is reasonable to expect a loan decision to be made within ten days - 2 weeks from the application date.

What is the monthly payment?

FAAST tries to work with our applicants to find manageable monthly payments. The monthly payments vary from client to client and are based on the amount financed, interest rate, and term length.

How long are the loan terms?

Loan terms may be as long as 60 months depending on the loan amount, type of assistive technology, and payments need of the borrower. For most vehicle loans, the term can be extended out to 84 months.

What are the interest rates?

FAAST's goal is to provide competitively, and in most cases, lower interest rates than a traditional bank would offer for similar loans. FAAST keeps the rates as low as possible to help borrowers avoid predatory lenders and keep monthly payments and terms within the borrower's capacity.

Recycling, Refurbishing, and Reuse

Are items posted on the AT List free?

- Any item posted by one of FFAST's five Regional Reuse Centers is free!
- Community members can sell their devices on the AT List and may have fees or shipping costs.

The device an individual wants on the AT List is far from them.

Does FFAST provide shipping?

- Since there are some large items on the AT List, it depends on the item and
- location. Please contact the Regional Reuse Center that posted the item to learn more about pick-up and delivery options.

Who is eligible to receive a device from the AT List?

FFAST allows all Floridians who have a disability, their family members, or their representatives to participate in this AT List.

How many devices can someone get at once?

It depends on the availability of the items and if several people are requesting the device. FFAST wants to give individuals as many as they need but want to make sure everyone has a chance to receive a device.

What type of devices are on the AT List?

FAAST typically receives a majority of donated durable medical equipment and aids for daily living; however, we accept all types of assistive technology!

Can anyone post a device on the AT List?

Yes! Anyone can either donate it to a local Regional Reuse Center or post it themselves on the AT List. To post an ad, visit

www.FloridaFAAST.org/classifieds

What kind of equipment donations does FAAST accept?

FAAST accepts all types of assistive technology! Contact a local Regional Reuse Center for more on how to donate a device.

Can FAAST bring the device to an individual?

Since some devices are large and resources may be limited to transporting the equipment, it is a case-by-case situation.

How long can someone keep the equipment?

An individual can keep the device for as long as they need it! FAAST only asks that they return it when they're done with it so someone else who needs it can use it, keeping the Reuse cycle going!

An individual's device is broken; can FAAST repair it?

The Regional Reuse Centers can repair broken assistive technology devices. A trained staff member or community partner will fix the device. Funds for this service are limited, so device repairs are on a first-come, first-serve basis.

How long do device repairs take?

Since every situation is different, repair wait times vary. To borrow a device during repair, ask a local Regional Reuse Center!

Definitions and Popular Terms

Assistive Technology (AT) is any item, piece of equipment, or product system that is used to increase, maintain, or improve the functional capabilities of individuals who have disabilities and older adults. Assistive technology provides people who have disabilities the option to access education and the workplace, to live within their communities, and enjoy recreational activities. (Page 8)

Assistive Technology Service - An assistive technology service directly assists an individual with a disability in the selection, acquisition, or use of an AT device. (Page 8)

Assistive Technology Training activities are instructional events, usually planned in advance for a specific purpose or audience that are designed to increase participants' knowledge, skills, and competencies regarding AT. (Page 8)

Augmentative and Alternative Communication (AAC) is a term that's used to describe various methods of communication that can help people who are unable to use verbal speech to communicate. AAC methods vary and may be personalized to meet each individual's needs. (Page 10)

Device Demonstration compares the features and benefits of a particular AT device or category of devices for an individual or small group of individuals. (Page 36)

Durable Medical Equipment (DME) is any equipment that provides therapeutic benefits to an individual in need because of certain medical conditions and/or illnesses. DME consists of items which: are primarily and customarily used to serve a medical purpose; are not useful to a person in the absence of illness or injury; are ordered or prescribed by a physician; are reusable; can stand repeated use and are appropriate for use in the home. DME includes, but is not limited to, wheelchairs (manual and electric), hospital beds, traction equipment, canes, crutches, walkers, kidney machines, ventilators, oxygen, monitors, pressure mattresses, lifts, nebulizers, Bili blankets, and Bili lights. (Page 6)

Financial Loans are monetary loans given to individuals for the purchase of AT devices and services. The purpose for the financial loan is to increase access to, and funding for, assistive technology devices and assistive technology services (which shall not include direct payment for such a device or service for an individual with a disability but may include support and administration of a program to provide such payment). (Page 7)

Information and Assistance activities are conducted to provide individuals with accurate, timely, and complete responses to their requests for information about assistive technology devices and services and about the AT services offered by FAAST. (Page 6)

New Horizon Loan Program (NHLP) is the name of the financial loan program at **FAAST**. (Page 33)

Reutilization is a term defined as the act of using something again for a particular purpose. (Page 6)

Short-Term Device Loan allows individuals, employers, public agencies, or others seeking to meet the needs of targeted individuals and entities, including others seeking to comply with the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), The Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), and section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the ability to borrow assistive technology devices for up to 30 days. (Page 4)



Contact FFAST

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Interagency Committee

Strategic Plan 2020 – Goal Tracking Year 2

Strategic Issue 1, Objective 2 - By September 30, 2022, increase awareness of FAAST to partner organizations and businesses.

Strategy 2-3: Foster relationship building between RDCs/RRCs with local state agency staff/offices to broaden interagency bandwidth.

- Due: 3/31/2022
- Staff Assigned: Whitney Doyle & Hannah Brock

Actions:

- COMPLETED - Introductions will be made between RDCs/RRCs and local state agency staff/offices
 - o 1/06/2022 RDCs/RRCs invited to January IA committee meeting
- Follow up before end of fiscal year to ensure a local connection has been made.

Completed Objectives

Strategic Issue 1, Objective 3 - By September 30, 2022, FAAST will have a statewide presence as the primary resource for assistive technology.

Strategy 3-3: Update the State Agency Toolkit with new branding guidelines and disseminate to state agencies.

- Due: 12/31/2021
- Staff Assigned: Whitney Doyle

Actions:

- COMPLETED - Sent State Agency Toolkit to Bella Business Solutions for updated branding
 - o 11/24/2021 Confirmed receipt
 - o 4/4/2022 Bella Business Solutions confirmed updated branding is complete; waiting to be sent to FAAST to begin dissemination plan
- COMPLETED - Develop dissemination plan for toolkit
 - o 1/6/2022 Draft plan added to January IA committee agenda
 - o 1/19/2022 Interagency Committee approved dissemination plan