

Assistive Technology Partnership (ATP) Your Checklist ✓ for What Happens Next

TECHNOLOGY SPECIALIST _____ DATE _____
PHONE _____

The Assistive Technology Partnership (ATP) is a state agency that works in cooperation with other state agencies to help identify solutions for your individual needs. The process includes:

- Your Nebraska VR (Vocational Rehabilitation) counselor will refer you to ATP.
- An ATP Technology Specialist will work with you to identify assistive technology to help you become employed or remain employed.
- ATP will submit an evaluation with recommendations to Nebraska VR.
- Nebraska VR will make the final determination for funding the recommendations.

This checklist outlines your responsibilities.

Use the check boxes below to help track your progress and meet the deadlines required to complete your project.

☐ **INITIAL APPOINTMENT**

An ATP Technology Specialist will contact you to schedule an appointment within 30 days after receipt of the referral. The Technology Specialist will complete an assessment of your needs to identify possible solutions.

APPOINTMENT SCHEDULED FOR _____

☐ **REQUEST FOR INFORMATION/EQUIPMENT LOANS**

Your technology specialist may need additional information from you in order to complete the evaluation.

INFORMATION REQUESTED _____

DATE INFORMATION PROVIDED _____

If you do not provide this information your case may be closed.

Your technology specialist may loan you equipment during this process. You will need to try loan items and provide feedback on how these items worked for you.

EQUIPMENT ITEMS LOANED/DATE _____

EQUIPMENT RETURN DATE _____

☐ **PERMISSION TO PROCEED FORM**

The Technology Specialist will mail you a Permission to Proceed Form. You will need to review this information and contact the Technology Specialist with any comments or questions.

The form needs to be returned or the Technology Specialist contacted within 2 weeks.

PERMISSION TO PROCEED FORM RECEIVED ON _____

DATE FORM MAILED _____

☐ **EVALUATION/VENDOR SUBMITTED TO VR COUNSELOR**

Once the technology specialist receives the permission to proceed form, he or she will obtain quotes from vendors. The evaluation and vendor doing your project will be submitted to your Nebraska VR counselor.

☐ **FUNDING**

Nebraska VR will make the final decision regarding funding. If funding is not available, you may need to complete a service and device application in order for ATP to identify other funding sources.

Please complete paperwork within 2 weeks to keep your project moving.

SERVICE AND DEVICE APPLICATION RECEIVED ON _____

COMPLETED SERVICE AND DEVICE APPLICATION MAILED ON _____

If you do not return the required paperwork within 30 days, your project will be closed.

☐ **SERVICE AUTHORIZATION**

When funding has been identified, you and the selected vendor will receive a Service Authorization from ATP. The authorization includes the name and contact information of the vendor and the cost of the project.

No changes or additions will be allowed unless you have approval from ATP.

SERVICE AUTHORIZATION RECEIVED ON _____

☐ **ACCEPTANCE AGREEMENT FORM**

ATP will need to verify that the service and/or equipment has been completed and delivered to your satisfaction by having you sign an acceptance agreement form. If you have any questions or concerns regarding the service and/or equipment you will need to contact the vendor directly.

ACCEPTANCE AGREEMENT FORM COMPLETED ON _____

Your Technology Specialist will contact you to check on the progress of the project.

Please notify ATP of any address or phone number changes
or if your situation changes and the project needs to be delayed.

If you have any questions about what happens next, please contact



Assistive Technology Partnership

Toll Free 877.713.4002

www.atp.nebraska.gov