

## How to Purchase AT (continued)

If the item is over \$100, the request must be approved by the AT Review Team. Upon entering the item on the AT Device page, SC will be prompted by the AT Review Team Chair to forward the AT Purchase Request Cover Letter (FS-42A) and AT Purchase Request Form (FS-42B) to the RP for completion. The completed forms should be submitted to the AT Review Team Chair by the deadline given. The AT Review Team will review the case within 10 calendar days of request date. The AT Review Team Chair will notify SC of the team's decision. If approved, SC can authorize the equipment on planned services and selected ATRC can proceed with purchase.

### **NOTES:**

- Purchase requests must be initiated prior to 90 days of the child aging out.
- Gait trainers, standers, and adapted seating are considered durable medical equipment (DME) and would typically be purchased through private insurance or Medicaid. DME vendors will work with the child's provider to purchase equipment. Please refer to your local Home Health Care Equipment & Supplies for a DME vendor.
- Non-Alternative Funding: The family, any agency funded by Medicaid, and agencies that do not have open year around application processes, such as Crusade for Children.
- If the child has Medicaid and the family allows the device to be billed to Medicaid, the purchased device will remain with the child after aging out. If the child does not have Medicaid, the purchased device can be purchased when the child ages out at a depreciated cost.

## Assistive Technology Resource Centers

EnTech	800-896-8941 enTECH@spalding.edu
Redwood	800-728-9807 ATRC@redwoodnky.org
Wendell Foster	800-209-6202 AT@wendellfoster.org

Note: There are two additional ATRC's in the state but they are not contracted with First Steps to provide rentals.

### First Steps to Assistive Technology Facebook Group

Search for *First Steps to Assistive Technology* and request to join the group. This will allow you to access information about AT resources & connect with other providers.

### Kentucky's Assistive Technology Locator

This website ([www.katsnet.at4all.com](http://www.katsnet.at4all.com)) is an online inventory system that allows consumers to view each ATRC's inventory of assistive technology devices. Consumers can create an account and request short term loans from any ATRC through this website.

### Assistive Technology Vendors

Ablenet	<a href="http://www.ablenetinc.com">www.ablenetinc.com</a>
Adaptive Mall	<a href="http://www.adaptivemall.com">www.adaptivemall.com</a>
APH	<a href="http://www.aph.org">www.aph.org</a>
Enabling Devices	<a href="http://www.enablingdevices.com">www.enablingdevices.com</a>
Flaghouse	<a href="http://www.flaghouse.com">www.flaghouse.com</a>
Performance Health	<a href="http://www.performancehealth.com">www.performancehealth.com</a>
Rifton	<a href="http://www.rifton.com">www.rifton.com</a>

# Assistive Technology Field Guide

Condensed instructions for the  
First Steps Provider

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*For detailed instructions, please refer to  
Policy & Procedures Chapter 9.  
Subject to change without notice.*

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## What is considered AT?

**Access:** Switches, switch interface

**Communication:** Low tech devices, single and multiple message communicators

**Daily Living:** Adapted utensils, scoop bowls and plates, bath seats, flexi cut cups (purchase only)

**Early Learning:** Switch adapted toys

**Mobility:** Crawlers, walkers, gait trainers

**Positioning:** Adapted seating systems, floor sitters, corner chairs, adapted strollers, positioning devices, standers

**Sensory Impairments:** Light box & materials, tactile objects

## What is NOT considered AT?

**Equipment or medical supplies prescribed by a physician for medical purposes.**

Feeding pumps, wheelchairs, splints, AFO's, braces, helmets, and eyeglasses.

**Generic items & toys used by all children.**

Car seats, high chairs, infant swings, potty chairs, computers, oral sensory toys, puzzles, etc.

**Standard equipment used by service providers in early intervention.**

Therapy balls, benches or mats, vestibular swings, horns, massagers, brushes, Zvibes.

**Weighted materials** due to lack of evidence in use with infants and toddlers.

Please refer to "**First Steps AT Equipment List**" for a list of commonly used equipment. This can be found in the First Steps to AT Facebook group and on the First Steps website:

<https://chfs.ky.gov/agencies/dph/dmch/ecdb/Pages/fs-enrollment.aspx>

## Assistive Technology Loans

**Purpose of a loan:**

- Short term use for a child whose needs will change quickly.
- Trial period to determine if equipment is appropriate before purchasing.

Recommended lengths for trial use vary based on cost of the equipment..

Under \$100	1-4 months
\$100-\$500	1-8 months
\$500 & up	1-10 months

Loans must be initiated within 60 days of aging out. First Steps will pay monthly fees for approved AT. Rental fees cannot exceed cost of the item. AT can be loaned from Assistive Technology Resource Centers (ATRC) that are contracted with First Steps.

## How to Add AT Loan to Plan

The **Requesting Provider (RP)** enters an AT Justification in the Communication Log stating the specific AT needed and how the device is linked to the child's outcomes. *Note: RP should document ongoing use of AT in their service logs to aide in future purchase requests.*

The **Service Coordinator (SC)** searches for availability on the Kentucky Assistive Technology Locator website ([www.katsnet.at4all.com](http://www.katsnet.at4all.com)) then contacts the appropriate ATRC to request equipment and inquire about cost and rental length. The SC completes the AT Device page for each item and authorizes ATRC on Planned Services.

The **ATRC** places a hold on equipment and submits a service log. Once approved by SLA, the ATRC will notify SC that equipment is ready for pick up or make arrangements for shipping to the POE Office. The SC will notify RP that equipment is ready and ensure the child receives AT on a timely basis.

## When to Purchase AT

- A trial loan has been conducted and the AT is appropriate for purchase.
- AT is needed for an extended period.
- The equipment is not available for loan due to sanitary reasons.

## How to Purchase AT

To submit a purchase request, **RP** enters an AT Justification in the Communication Log stating the specific AT requested for purchase and how the device is linked to the child's outcomes.

Since First Steps is payer of last resort, the **SC** seeks funding through all possible sources, including the child's private insurance or Medicaid, and agencies that offer ongoing grant opportunities, such as civic organizations, community groups, churches, and clubs (i.e. Kiwanis, Rotary Club, March of Dimes, etc.).

**SC** must document two alternate funding denials in the service log in addition to private insurance denial. Documentation must be specific and include who they spoke with, agency name, and reason for denial. Gait trainers, standers, and adapted seating are considered durable medical equipment and would typically be purchased through private insurance or Medicaid. If initially denied through these sources, the AT Review Team suggests that it be re-submitted or appealed if time permits. Medicaid may not be included as a funding denial.

If no other funding source is found, **SC** enters the item on the AT Device page. If cost is under \$100, SC can authorize device on planned services. ATRC will submit a service log and once approved by SLA, will purchase item and contact SC to arrange pick up or delivery.