Scope of Work

Article 1
PURPOSE

1.1 **Purpose**. The purpose of this grant is to provide assistive technology and adaptive equipment to enable a Person to lessen their dependence on supported employment services.

Article 2
DEFINITIONS

2.1 **Definitions.** In this contract, the following definitions apply:

"**Competitive Integrated Employment**" means work performed by Persons in the community alongside people of all abilities. The employer is not a contractor with the Department of Health and Human Services, Division of Services for People with Disabilities ("**DHHS/DSPD**"). Persons are compensated at or above minimum wage or comparable to people without disabilities who work in the same place and perform the same or similar work; and with equal access to opportunities for advancement and benefits.

"**Person**" means an individual who has an Intellectual Disability, or Related Condition, or Acquired Brain Injury as defined in Utah Administrative Code, Rule R539-1, is eligible to receive services through DHHS/DSPD, and is on the DSPD waiting list or currently receiving DSPD services.

"**Technology**" means assistive technology or adaptive equipment including communication devices, tablets, application purchases, headphones, accessible chairs, or other comparable items Technology includes the replacement of any technology or equipment listed above that is old or outdated.

Article 3
GRANTEE QUALIFICATIONS

3.1 **Grantee Qualifications.** The Grantee shall:

(1) be a Person, or a Person's caregiver or advocate;

(2) be in need of Technology for a Person who is in or looking for Competitive Integrated Employment and requires support for at least 80% of the time the person is preparing to go to work and on their job; and

(3) be in need of Technology listed on "Attachment A Pre-approved Technology," or have a written assessment from the Utah Center for Assistive Technology that demonstrates the Technology appropriately supports the Person in their Competitive Integrated Employment and lessens their need for any supports related to employment.

Article 4
SERVICE REQUIREMENTS

4.1 **Service Requirements.**

(a) The Grantee shall purchase or request DHHD/DSPD to purchase Technology specific to the Person's needs.

(b) If the Grantee requests DHHS/DSPD to purchase the Technology, it must be purchased from DHHS contracted vendors, when possible, or from a vendor who is willing to receive payment after the item has been received by the Person.

(c) If the Grantee purchases the Technology, DHHS/DSPD will reimburse the Grantee for the purchased item after receiving verification of the purchase.

(d) For communication applications and similar items, the Grantee shall purchase the item and request reimbursement from DHHS/DSPD.

(e) The Grantee shall ensure the Technology purchased is owned by the Person.

(f) The Grantee shall respond to a short survey 90 days after receiving the Technology.

4.2 **Limitation.** The Grantee shall NOT:

(1) request Technology that is covered by the Person's Medicaid or private insurance; and

(2) be reimbursed for or request DHHS/DSPD to purchase Technology that totals more than $5,000, unless:

(A) the Person is on the DSPD waitlist;

(B) the request is for a single piece of technology that costs over $5,000;

(C) the Grantee has demonstrated the technology will drastically improve the Person's ability to work; and

(D) the DHHS/DSPD Division Director or designee approves the request.

Article5
OUTCOMES

5.1 **Outcome.** The intended outcome of this grant is a decrease in Persons' employment supports through the use of Technology; and insight into the impact that using Technology has for Persons in Competitive Integrated Employment.

5.2 **Outcome Measure.** Number of hours of reduced employment supports.

5.3 **Outcome Reporting.**

(a) DHHS/DSPD will provide a survey to the Grantee 90 days after receiving the Technology. Reporting will include the Person's satisfaction level, change in target behavior or skills, and number of hours of reduced employment support.

(b) The DHHS/DSPD Employment Team will track Persons' survey results and any significant qualitative insights gathered.

Article 6
BILLING AND PAYMENTS

6.1 **Billing Requirements.** When the Grantee is purchasing the Technology and seeking reimbursement from DHHS/DSPD, within 90 days of purchasing the Technology, the Grantee shall submit via email to communityinclusionteam@utah.gov the following,:

(1) receipt for the Technology purchased;

(2) a signed DHHS/DSPD Form 295 CAPS payment form (sent to the Grantee by communityinclusionteam@utah.gov); and

(3) a completed Internal Revenue Services (IRS) form W-9 that has been signed within the last 6 months.