

## Colbert and Williams Consent Decree Programs

### Policies and Procedures:

## UIC Assistive Technology Unit

|                        |                               |
|------------------------|-------------------------------|
| <b>Policy Number:</b>  | P6.05                         |
| <b>Subject:</b>        | UIC Assistive Technology Unit |
| <b>Section:</b>        | P6 Special Processes          |
| <b>Scope:</b>          | Comprehensive Program         |
| <b>Effective Date:</b> | 2/1/2020                      |
| <b>Last Revision:</b>  | 8/26/2025                     |

### POLICY STATEMENT

Assistive Technology (AT) has the potential to help make the transition to community living possible and to enable individuals to maximize their independence and safety once in the community. Access to the following ten services provided by the UIC ATU is available to Class Members:

- Activities of daily living (ADL),
- Adaptive equipment (AE),
- Augmentative and Alternative communication (AAC),
- Computer access (CA),
- Electronic aids to daily living (EADL),
- Environmental modification (EM),
- Instrumental Activities of daily living (IADL)
- Seating mobility (STG),
- Wheeled mobility (manual and powered) (MM/MP), and
- Worksite modification (WSM).

### PROCEDURES

1. If the Prime Agency determines that a Class Member could benefit from the use of Assistive Technology, the Prime Agency should submit the appropriate forms following the Submission Requirements listed below.
2. In UIC ATU Phase 1 services, an Assistive Technology Specialist reviews referral documentation and evaluates the member for Assistive Technology in the areas of general activities of daily living (ADL) and mobility, including nonstandard durable medical equipment (DME) items.
3. In UIC ATU Phase 2 services, an Assistive Technology Specialist provides home modification services by visiting the apartment chosen (or being considered) by the member to assess the unit for work required to produce the required accessibility elements identified during Phase 1 services.
4. In UIC ATU Phase 3 services, an Assistive Technology Specialist implements devices identified during Phase 1 and evaluates for Assistive Technology needs in the area of instrumental activities of daily living (IADL). In the IADL areas, devices which address issues including meal preparation, eating, housekeeping, and laundry can be provided.
5. The UIC ATU offers additional services (e.g., AAC, AE, CA, STG, WSM) during Phase 1 or Phase 3 for Class Members that may benefit from them

### SUBMISSION REQUIREMENTS

- The Prime Agency shall submit applicable documents within five (5) business days of identifying a need.
- See Document Submission Policy (P0.01) and form 6.8 UIC ATU Contacts by Phase for contact and encryption information.

- For Phase 1 services, submit the UIC ATU Intake Form and the Comprehensive Service Plan (CSP), and the OT evaluation and/or Nursing Facility Face sheets.
- For Phase 2 services, submit the UIC ATU Request for Phase 2 Services Form and the Comprehensive Service Plan (CSP).
- For Phase 3 Services, submit the UIC ATU Request for Phase 3 Services Form and the Comprehensive Service Plan (CSP).
- When requesting Phase 2 services when the Class Member never received Phase 1 services, submit the UIC ATU Intake Form, the Comprehensive Service Plan (CSP), the OT evaluation, and/or Nursing Facility, and the UIC ATU Request for Phase 2 Services Form.
- When requesting a Phase 3 service when the Class Member never received Phase 1 service, submit the UIC ATU Intake Form, the Comprehensive Service Plan (CSP), the OT evaluation, and/or Nursing Facility, and the UIC ATU Request for Phase 3 Services Form
- Additional Services can be requested using the corresponding UIC ATU intake Form or UIC ATU Request for Phase 3 Services Form.

#### RELATED CLINICAL DOCUMENTS

- P3.01 Comprehensive Service Plan Development and Transition Planning
- 6.8 UIC ATU Contacts by Phase
- 6.9 UIC ATU Intake
- 6.10 UIC ATU Request for Phase 2 Services
- 6.11 UIC ATU Request for Phase 3 Services

Current versions of policies and clinical documents are available in the WebApp Library or at <https://colbert-williams.nursing.uic.edu/>.

#### REVISION & APPROVAL HISTORY

| Revision Number | Revision Date | Nature of Revision                                                                                                        | Approved By |
|-----------------|---------------|---------------------------------------------------------------------------------------------------------------------------|-------------|
| 1               | 4/8/2020      | New procedure                                                                                                             |             |
| 2               | 3/29/2021     | Updated formatting                                                                                                        |             |
| 3               | 7/17/2023     | Reviewed and updated for FY24 procedures. Definitions removed from policy and added to CCMTTP Policy Definitions document | V. King     |
| 4               | 2/4/2025      | Identified new location of policies. Removal of assessment requirement.                                                   | V. King     |
| 5               | 8/26/2025     | Reviewed for FY 26 Updates. Minor grammatical corrections.                                                                | V. King     |