

PROCEDURE BY WHICH VATP CONDUCTS TRAINING

OVERVIEW

This policy and procedure explains what an AT training is, how it might be requested, and how it would be completed.

Examples of training include:

- Classes
- Workshops
- Presentations

Goals of training include:

- Increasing skills
- Increasing knowledge
- Increasing competency

Training is not intended to only increase general awareness of AT. That would be categorized as a public awareness (PA) event.

POLICY

- Any agency or entity in Vermont can request AT training.
- Training is typically provided to groups,
 - Individual training requests made by members of the public are met by referral to outside providers. Exceptions may be made if VATP staff are providing individual training to a service provider who will in turn be training others on the use of devices. This is also known as "training the trainer."
- The preferred method to request a training is through the VATP website; however, they can also be made to any VATP staff member in-person, via telephone, or email.



State of Vermont
Vermont Assistive Technology Program

- VATP staff will make an initial contact with the requester within 2 business days.
- Requester must provide clarifying information to VATP staff regarding nature of training, total estimated number of anticipated participants, location, date, and time. This information must be gathered prior to VATP staff member vetting the request with other VATP staff.
- VATP staff will vet training requests with all VATP staff.
- VATP staff will ensure that any training provided will be within our scope of knowledge and expertise. If a request for training falls outside of our scope, they will be referred to another training source.
- VATP may charge for trainings provided by VATP staff members per our fee for service terms.
- VATP may arrange training to be provided by a non-VATP staff member. Fees will be developed accordingly with regard to trainer costs, venue, and peripheral expenses.
- VATP staff member receiving the request is responsible for recording it in the Public Awareness Calendar on the I: drive.
- VATP staff is responsible for gathering participant data related to number of participants, participant type and metro/non-metro status.
- VATP staff is responsible for completing necessary descriptors (outlined in Procedures) to complete federal data reporting.
- VATP staff is responsible for collecting VATP Training Evaluations.
- VATP staff is responsible for inputting the federal data in NATADS and providing AT Program Director with the evaluations for review.
- Trainings may be conducted using video conferencing when possible.



- VATP is required to hold at least one Information and Communications Technology training focused on accessibility of digital communications per fiscal year.
- *Note: AT Act Programs must conduct an activity related to both school transition as well as community living transition each year. These activities may be either a technical assistance (TA) initiative or training event.

PROCEDURE

1. An entity or organization requests training either through the VATP website, by phone, or email.
2. Training is assigned to VATP staff based on coverage zones.
3. VATP staff contacts the requester within two business days.
4. VATP staff will gather the required information to vet the request with other VATP staff members. This includes: all clarifying information regarding nature of training, total estimated number of anticipated participants, location, date, and time.
5. VATP staff will vet the request with co-workers. Collectively it will be determined if capacity and resources are available to meet the request. Determinations regarding fees will also be made.
6. Once it is determined that a training will take place, the staff member receiving the request will record it in the Public Awareness calendar in the ATP share drive. Do not include the number of participants.
7. VATP staff will administratively check out all necessary inventory from AT4All, pack and transport this equipment to the training.
8. VATP staff will take necessary evaluations and federal data collection sheet Data Collection> Data Collection Forms>Training Forms to be completed by participants at the training event.
 - a. Federal data collection sheet must include:



- i. Number of Participants
 - ii. Participant Type
 - iii. Metro/Non-Metro status
 - iv. Topic of Training (Products/Services; Funding/Policy/Practices; IT/Telecommunication Access; Combination of any or all of the above/Transition/Other)
 - v. Description of the Training Event (Note who conducted the training, characteristics of the audience, and title. In one sentence describe the topic, content, and/or approach of the training. In an additional sentence, summarize the positive result or intended impact of the training.)
 - vi. Note if the training is High Impact/Innovative or related to school or community Transition.
9. VATP staff record federal data and provide AT Program Director with the evaluations for review.
10. VATP staff is responsible for checking equipment back into inventory and restocking the equipment following a training event. AT Services Coordinator will restock paper materials following the training.
11. If fees are charged by VATP staff, staff must provide AT Services Coordinator with the name of the party and address. AT Services Coordinator will invoice the appropriate party following the completion of the training. Payment will be made directly to the VATP in the form of a check and will be processed by the AT Services Coordinator.

*For questions about trainings, please see [AT3's current guidance](#).