Technology Checklist

Designed for Providing Supports Remotely in the Employment & Community Settings

Hoff (2020)

Accessibility

- ☐ Are the controls on the device (on/off, volume, etc.) easily identifiable, or do they need to be marked?
- ☐ What are the accessibility features of the device that the individual should be aware of and use?
- ☐ Are there modifications needed to enhance the accessibility of the device?

Adaptions & Additions

- ☐ Does the individual need a stand or wall mount for the device so they can easily look at it while working, or for video observation of them while performing tasks?
- ☐ If the device will not be stationary, does the individual need a device or method to physically carry the device with them?

  Examples include: a) a waist mount tablet holder; b) a strap/shelf set-up so they can wear the tablet and look down at it as they are performing tasks; c) adding straps to the back of a tablet as a hand hold; d) a lanyard.
- ☐ Does the individual need a Bluetooth device, speakers, ear buds, or headphones?
- ☐ Does the individual need a carrying case for the device?
- ☐ If the individual works in an area that gets dirty, how will the device be protected?

Policy & Additional Considerations

- ☐ How will the device be secured from both unauthorized use, and theft?
- ☐ What are the parameters around use of the device and technology outside of work?
- ☐ What are the procedures for ensuring the device has power, and what is the charging schedule?
- ☐ Are there confidentiality and privacy issues that need to be addressed?
- ☐ What is the back-up plan if the device is lost, stolen, or stops working? Can the information in the device be easily replaced if needed?

pennsylvania
DEPARTMENT OF HUMAN SERVICES