Attachment C

**NCWorks Career Center**

**Assistive Technology Checklist**

**Career Center Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Career Center County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**A checklist for assistive technology, materials, accommodations, and staff competencies to better serve persons with disabilities.**

Mobility, Vision, Hearing, Computer Access, and Learning are functional areas to consider in assessing and supporting the federal programmatic and physical accessibility ADA requirements. These are general areas and suggestions of reasonable accommodations and are by no means a complete list. Check (ü) all that apply per center.

1. **Mobility**

* The center meets the programmatic and physical accessibility requirements according to the review for compliance with the Americans with Disabilities Act (ADA). This review is conducted by Mose Dorsey with the Division of Workforce Solutions or can be done by a local Division of Vocational Rehabilitation specialist.

1. **Vision\***

* Speech software for computers such as *Natural Reader* and microphone and headsets. With this free software you can copy, paste and edit text; and it will convert the text into spoken words.
* Use larger font on printed handouts when possible and audio description on videos such as closed captioning.
* Screen enlargement capability. This allows users with low vision to enlarge the print on the monitors by changing the magnifier settings or by using ZOOMTEXT software.
* A large monitor for people with low vision.
* Large keyboard caps and keyboard orientation aides for customers with low vision. Consider a workstation with key markings with enlarged letters and numbers on the keyboard and instructions.
* Paper materials are presented in contrasting colors (e.g., black and white)
* Please describe other option(s) not listed above, if applicable:

1. **Hearing\*\***

* Ubi-Duo, CapTel or similar device. These devices caption and display everything a person says on the phone or in person into text. Also consider using smart phone Speech to Text apps as an option.
* Amplified telephone capabilities.
* Offer a quieter place to interact.
* Closed-captioned setting available for videos or presentations, and staff has the training to quickly turn on captions
* Accommodate customers communicating in sign language. Smart phone apps such as the American Sign Language app can be used.
* Staff knows how to locate and secure sign language interpreting services.
* Please describe other option(s) not listed above, if applicable:

1. **Computer Access**

* A workstation or worktable that is height-adjustable for use by wheelchair users that offers alternative ways to access the computer, including for example: the capability to change from sit to stand.
* A workstation or worktable that is height-adjustable for use by wheelchair users that offers alternative ways to access the computer, including for example: a trackball or an alternate mouse, alternative keyboards, and/or a one-handed keyboard.
* A workstation or worktable that is height-adjustable for use by wheelchair users that offers alternative ways to access the computer, including for example: text-to-speech software, reading software, or word prediction software that helps people with limited use of their hands.
* Microphones and headsets
* Please describe other option(s) not listed above, if applicable:

1. **Learning**

* Materials are or can be made available in language that is easy to understand (3rd to 5th grade level).
* Capability to record presentations, discussions and/or written materials for customers who have difficulty taking notes. Smart phones also have this capability.
* Basic orientation materials can be made available in alternate formats (large print, Braille, audio, text, etc.) upon request.
* Materials can be made available that account for a variety of learning styles and are also accessible to people who have limited or no reading skills (e.g., pictures, videos and audio formats), upon request.
* Word prediction software that assists with literacy and support for Dyslexia, Dysgraphia, and Low Vision
* Please describe other option(s) not listed above, if applicable:

**Note:** Some of the software mentioned above can be found free on smart phones in the Play Store or App Store. Staff and customers can adjust the settings on their smart phones for more accessibility options as well. Some software and equipment can be rented at no charge at NCATP Exchange Posts provided by the North Carolina Assistive Technology Program.

Contact your North Carolina Assistive Technology Program (NCATP) regional representative for more guidance on available resources/equipment and service locations at [NCATP.org](https://www.ncdhhs.gov/divisions/vocational-rehabilitation-services/north-carolina-assistive-technology-program/ncatp) or call 919-859-8360.

\*If you have questions related to services for the blind, visit [DHHS Services for the Blind](https://www.ncdhhs.gov/divisions/dsb) for more information and to find your [regional district office](https://www.ncdhhs.gov/divisions/dsb/district-offices).

\*\* The specific accommodation that best assures effective communication varies, depending on the individual’s preferred communication method, type of setting, context and complexity of communication. As such, center staff should give primary consideration to the choice of aid or service requested by the person who is Deaf, Hard of Hearing or Deaf-Blind. If you have questions related to services for the deaf and hard of hearing, visit [DHHS Services for the Deaf and Hard of Hearing](https://www.ncdhhs.gov/divisions/dsdhh) for more information and to find your [regional district office](https://www.ncdhhs.gov/assistance/hearing-loss/regional-centers-for-the-deaf-hard-of-hearing).