TWC VR Blind Services Assistive Technology Trainer Guidelines and Procedures (MANUAL RETIRED 12/17/2019)

As of 12/17/2019, this manual has been retired. For current policies, procedures, and standards for the Texas Workforce Commission Vocational Rehabilitation Division, please refer to the following manuals:

- VR Standards for Providers (VR-SFP)
- Vocational Rehabilitation Services Manual (VRSM)

Notice: December 2019

This manual has been archived in PDF and Microsoft Word formats. Copies of this manual can be made available to VR staff and the general public upon request by sending an email message to vrsm.support@twc.texas.gov.

Chapter 1: Introduction to Assistive Technology Training
- Purpose and Location
- Overview of the DBS Curriculum
- Baseline Assessment
- Post-Training Assessment
- If More Training Hours Are Needed
- Problems with Equipment
- Questions about Training or Contracts

Chapter 2: Baseline Assessment
- 2.1 Determining Consumer Training Needs
- 2.2 Baseline Assessment
- 2.3 Performance Objectives and Measurements

Chapter 7: The Word Processor
- 7.1 Introduction to Word Processing (10 to 15 hours)
- 7.2 Performance Objectives and Measurements
- 7.3 Intermediate Word Processing (10 to 15 hours)
- 7.4 Performance Objectives and Measurements
- 7.5 Advanced Word Processing (4 to 6 hours)
- 7.6 Performance Objectives and Measurements

Chapter 8: Scanning and Embossing
- 8.1 Scanner Connected to a Computer (6 to 8 hours)
- 8.2 Performance Objectives and Measurements
- 8.3 Stand-Alone Scanner (4 to 6 hours)
- 8.4 Performance Objectives and Measurements
- 8.5 Embossing with Braille Translation Software (up to 4 to 6 hours)
- 8.6 Performance Objectives and Measurements

Chapter 3: Keyboard Skills Training

- 3.1 Minimum Typing Speed Requirement
- 3.2 Keyboard Skills Training
- 3.3 The QWERTY Keyboard (15 Hours)
- 3.4 Performance Objectives and Measurements
- 3.5 The Extended Keyboard (12 Hours)
- 3.6 Performance Objectives and Measurements

Chapter 4: Setting Up the Workstation

- 4.1 Setting Up the Workstation (4 to 6 Hours)
- 4.2 Performance Objectives and Measurements

Chapter 5: Operating System Features and Functions

- 5.1 Understanding the Structure of the Operating System (10 to 15 Hours)
- 5.2 Performance Objectives and Measurements
- 5.3 Operating System Options, Features, and Maintenance (10 to 12 Hours)
- 5.4 Performance Objectives and Measurements

Chapter 9: Notetakers

- 9.1 Introduction to Notetakers (3 to 6 hours)
- 9.2 Performance Objectives and Measurements
- 9.3 Advanced Functions of Notetakers (2 to 4 hours)
- 9.4 Performance Objectives and Measurements

Chapter 10: The Internet

- 10.1 Getting Started on the Internet (2 to 4 hours)
- 10.2 Performance Objectives and Measurements
- 10.3 Communicating by Email (3 to 5 hours)
- 10.4 Performance Objectives and Measurements
- 10.5 Exploring the World Wide Web (4 to 6 hours)
- 10.6 Performance Objectives and Measurements

Chapter 11: Post-Training Assessment

- 11.1 Purpose of the Post-Training Assessment
- 11.2 Conducting the Post-Training Assessment
- 11.3 Elements of the Post-Training Assessment

Chapter 6: Screen Readers

- 6.1 Screen Reader (12 to 15 Hours)
- 6.2 Performance Objectives and Measurements
- 6.3 Screen Magnification and Screen Review (6 to 8 Hours)
- 6.4 Performance Objectives and Measurements
- 6.5 Braille Access (5 to 7 Hours)
- 6.6 Performance Objectives and Measurements
- 6.7 Speech Recognition Access (60 to 90 hours)
- 6.8 Performance Objectives and Measurements

Chapter 12: Trainer Dos and Don'ts

- 12.1 Do
- 12.2 Don't
- 12.3 Things to Remember

Chapter 13: Training Expectations
Chapter 14: Training Reports

- 14.1 Information in the Training Report
- 14.2 Guidelines for Submitting Reports by Email
- 14.3 Report Requirements