National Center on Accessible Educational Materials

Intensive Technical Assistance Plan for Georgia

This version: 9/22/21

Table of Contents

CAST AEM Center Technical Assistance Team

[STATE] AEM Lead Contacts

[STATE] AEM Team

[STATE]'s AEM Vision

[STATE]'s AEM Goals

[STATE]'s AEM Objectives

TA Plan for Short-Term Objectives

TA Plan for Mid-Term Objectives

This version: 9/22/21

TA Plan for Long-Term Objectives

CAST/AEM Center Technical Assistance Team

The CAST AEM Center team is responsible for delivering the technical assistance (TA) activities described in this plan.

AEM Center Team Member	Project Role	Email
Cynthia Curry	Project Director	ccurry@cast.org
Luis Pérez	TA Specialist primary to AEM	lperez@cast.org
Janet Peters	TA Specialist secondary to AEM	jpeters@cast.org
Maggie Pickett	TA Specialist secondary to AEM	mpickett@cast.org
Sam Johnston	Subject Matter Expert, Postsecondary AEM	sjohnston@cast.org
Alison Driscoll	Subject Matter Expert, Postsecondary AEM	adriscoll@cast.org
Jess Gropen	Subject Matter Expert, Early Childhood AEM	jgropen@cast.org
Mia Gross	Project Manager	mgross@cast.org
Leslie O'Callaghan	Operations Coordinator	locallaghan@cast.org

Georgia Lead Contacts

The following members of [STATE]'s AEM Leadership Team serve as key contacts for the AEM Center team.

Key State Leader	Title	Email
Carson Cochran	Program Manager GIMC	ccochran@doe.k12.ga.us
Paula Gumpman	Program Specialist, Assistive Technology	pgumpman@doe.k12.ga.us
Gina Gelinas	Educational Outreach Manager	ggelinas3@gatech.edu

Georgia AEM Team

Members of Georgia's AEM Leadership Team have responsibilities related to moving the state toward the goals defined in this plan.

ST AEM Team Member	Agency	Title
Paula Gumpman	GaDOE	AT Advisor
Carson Cochran	GaDOE	AEM Advisor
Wina Low	GaDOE	Senior Program Manager
Shauntice Wheeler	GaDOE	Program Manager Online Professional Deveolpment
Franeka Colley	GaDOE	Curriculum Advisor
Travis Allen	GaDOE	Director Application Development
Udhya Arumugam	GaDOE	Senior Information Systems Manager
Deanie Fincher	GaDOE	Teacher Professional Development Advisor
Gina Gelinas	Georgia Tech – Tools for Life	Tech Act Advisor
Carolyn Phillips	Georgia Tech – Tools for Life	Tech Act Advisor
Andy Roach	Georgia State University	Post-Secondary Advisor

District Cohort Teams

Team Member	Agency	Title
Kristal Brown	Marietta-City Schools	Special Education Director
Torey Bradley	Marietta-City Schools	Educational Technology
Somer Smith	Marietta-City Schools	Assistive Technology Specialist
McKinley Johnson	Marietta-City Schools	General Education Instruction
Michelle Bealing-Sayles	Marietta-City Schools	Assistant Superintendent
Amy Penn	Paulding County Schools	Director of Special Education
Jeff Harris	Paulding County Schools	Educational Technology
Amanda Inman	Paulding County Schools	Assistive Technology
Yesenia Lopez	Paulding County Schools	Parent or Guardian of a student with a disability
Cecille Burton	Paulding County Schools	Assistive Technology Specialist
T Benefield	Paulding County Schools	Curriculum Director

This version: 9/22/21

Carmen Hewett	Paulding County Schools	Special Education Instruction
Dannison Curtis	Paulding County Schools	General Education Instruction
Lee Watson	Tift County Schools	Special Education Director
Kim Bruce	Tift County Schools	Administrator
April Johnson	Tift County Schools	Assistive Technology
Sonia Gray	Tift County Schools	Special Education Instruction
Trista Clemons	Tift County Schools	Educational Technology
Beth Rehberg	Tift County Schools	Assistive Technology

Georgia's AEM Vision

All Georgia students will have access to educational materials in the most appropriate format and with the technology to make those formats accessible.

Georgia's AEM Goals for 2024

1. Create Implementation manual and other documents and resources (Q1, Q2, Q3)
2. Enhance and/or create data collection tools and analyze data to guide TA under a model of general supervision and Georgia's Continuous Improvement Plan (Q5, Q6)
3. Design a platform and continually update with resources created during the AEM Cohort. (Q4, Q3)
4. Integrate AEM in other existing GaDOE projects (Q1)

Georgia's AEM Objectives

The State AEM Leadership Team identifies objectives and aligns them under each Quality Indicator.

Year(s)	QI 1 Coordinated system for provision of AEM and AT	QI 2 Acquisition and provision in a timely manner	QI 3 Written Guidelines	QI 4 Comprehensive learning opportunities and technical assistance	QI 5 Systematic data collection process	QI 6 use of Data to guide change	QI 7 Allocation of resources
2021-22	Update Current Documentation to reflect new information and trends	Update Current Documentation to reflect new information and trends	Update Current Documentation to reflect new information and trends	Creation of Platform to begin to disseminate collected information. Create webinar series continuing to promote existing support and supply relevant information for AT and AEM Use social media posts from GaDOE level to highlight work.	Enhance the special factors to tie AT and AEM consideration together Add elements to existing surveys to collect AT and AEM availability, understand and usage.	Review and analyze GoIEP data for the following points: • Number of students using AT/state and /group • Number of students using AEM /state and /group • Number of students using AT and on GAA /state and /group • Number of students using AEM and on GAA • Number of students using AT requiring AEM, but No AT listed • Compare AT listed with number of seats of TextHelp software.	Establish an external system of support for the free-to-district acquisition of AEM in all formats. Launch Initiative "Take a Minute"

This version: 9/22/21

Year(s)	QI 1 Coordinated system for provision of AEM and AT	QI 2 Acquisition and provision in a timely manner	QI 3 Written Guidelines	QI 4 Comprehensive learning opportunities and technical assistance	QI 5 Systematic data collection process	QI 6 use of Data to guide change	QI 7 Allocation of resources
2022-23	Development of a consolidated AT/AEM Implementation Manual	Development of a consolidated AT/AEM Implementation Manual	Development of a consolidated AT/AEM Implementation Manual	Continue to update web platform and disseminate information. Use social media posts from GaDOE level to highlight work		Review and analyze data from parent, post-secondary, and technology surveys Review and analyze data from initiative surveys in collaboration with district staff	Review external system of support and make necessary adjustment to services provided. Launch Initiative "uPAR"

Year(s)	QI 1 Coordinated system for provision of AEM and AT	QI 2 Acquisition and provision in a timely manner	QI 3 Written Guidelines	QI 4 Comprehensive learning opportunities and technical assistance	QI 5 Systematic data collection process	QI 6 use of Data to guide change	QI 7 Allocation of resources
2023-2024	Integrate GaDOE cross-agency projects interconnecting AT and AEM resources			Use social media posts from GaDOE level to highlight work

Provide targeted technical assistance to districts based on review of data from surveys and or GoIEP data | | Use data collected in surveys to create presentations for state-wide and national distribution. | Review external system of support and make necessary adjustment to services provided. |

TA Plan Objectives (Jan '21 - May '22)

The State AEM Leadership Team identifies key tasks for reaching short-term objectives and collaborates with the AEM Center to determine TA needed.

Objective	Key Tasks	Team members involved in supporting the objective	TA to be provided by the AEM Center	Timeline
1. Technical Assistance Documents and Resources	Develop Simple information Documents • AT • AEM Update Existing Documents • Set up review team • Determine criteria for revision • Select Current Documents that need to be updated • Review documents and complete revisions • Publish Review SAMR model Implement AT/AEM shorts (webinar series) • AEM and UDL • AT and AEM work together • Legal Requirements for AT and AEM • Resources available through GaDOE • AT/AEM in the IEP meeting and classroom	Paula Gumpman Andy Roach Frankia Colley Deanie Fincher Carson Cochran	Provide resources and sample language; serve as reviewers and make recommendations Provide exemplars of teacher lesson plans built around UDL Provide resources and guidance documents	Summer 2021 Summer/Fall 2021 Summer/Fall 2021 Fall/Winter/Spring 2021-22 Fall/Winter/Spring 2021-22

This version: 9/22/21

Objective	Key Tasks	Team members involved in supporting the objective	TA to be provided by the AEM Center	Timeline
	• Braille production • Core Vocabulary • Switches • TextHelp's reading and writing • TextHelp's Equatio • TextHelp's WriQ • Classroom Notetaking Take a minute • Create Documents (Fall 21) for IEP Team talking points • Checklist of curriculum that the students will be using. • Surveys (Pre and Post) • Purchase Bling • Design Buttons/stickers, etc. (Summer 21) • Count of teachers/team members participating (Fall 21) • Introduce to Cohort LEA (Fall 21) • Animated video for districts to share (Summer 21) • Issue pre-Surveys (Fall 21) Begin Social Media Campaign at GaDOE level	Paula Gumpman Carson Cochran Paula Gumpman Cohort Districts Carson Cochran	Serve as collaborators in implementation	Fall/Winter Spring 2021-22 Summer 2021

This version: 9/22/21

Objective	Key Tasks	Team members involved in supporting the objective	TA to be provided by the AEM Center	Timeline
			Promote the campaign via CAST social media channels	
2. Data Collection and Usage	Identify all surveys that may be of benefit (Fall 21) Technology question(s) - pointing information back to Tech for AT program, Is there local guidance on selecting accessible curriculum building-wide? (what to ask) Chris Shealy – September pull Chris in loop for next month's meeting Include: • Tech survey o Technology Survey (what information do we need to know and to measure over time - is the technology in classrooms that are being counted annually accessible to (screen readers, digital text, dictation options – is there a part of 508 that we need to know that districts and schools are aware of?) Meet with Zelphine, Udyha, Carson and Paula. TextHelp software, any district information provided for acquiring AEM. Vetting building level acquired materials. (follow within 3 cohort districts and rollout of TextHelp). https://www.texthelp.com/resources/training/read-write/data-desk/ • Parent Survey	Travis Allen Udhya Arumugam Paula Gumpman Carson Cochran Gina Gelinas	Serve as collaborative thought providers	Spring/Summer/Fall 2021

Objective	Key Tasks	Team members involved in supporting the objective	TA to be provided by the AEM Center	Timeline
	○ set a meeting with Anne Ladd, and Jamila about adding ONE question to the survey) Survey opens in January. • Post-Secondary Survey ○ Post-secondary survey: to determine who is using AEM and AT. Create appropriate questions Incorporate questions into current surveys Launch Surveys Pull and Analyze Data from: GOIEP	Carson Cochran Udhya Arumugam Carson Cochran Paula Gumpman		Fall 2021 Fall 2021 Winter 2022 Spring/Summer 2022
3. Information Platform	Platform Development • Design new AEM webpage • Present design to IT Web team • Publish site.	Paula Gumpman Udhya Arumugam IT development team	Serve as collaborative thought partners; provide resources/examples for web page	Summer/Fall 2021
4. Align Programs	Messaging • Invite program's in a brief overview of Cohort Goals • Set up times to discuss how AT/AEM can be infused into these programs	Wina Low Carson Cochran Paula Gumpman	Co-present/participate as requested	Fall 2021 Winter 2022

This version: 9/22/21

This version: 9/22/21

TA Plan Objectives (June '22 - June '23)

The State AEM Leadership Team identifies key tasks for reaching mid-term objectives and collaborates with the AEM Center to determine TA needed.

Objective	Key Tasks	Team members involved in supporting the objective	TA to be provided by the AEM Center	Timeline

1. Technical Assistance Documents and Resources	**Review of Documents**
	• OK AEM link
	• Florida Technical Assistance Paper Accessible Instructional Materials
	• AT - GaDOE AT Webpages
	• Georgia AT and AEM State Rules PDF
	
	Select items to incorporate
	• Definition AEM/AT
	• Timely Provision, Policy Brief by Joanne Karger 2021 CAST PDF, Decision-Making and Accessible Formats CAST Webpage
	• Appendix: Technical Assistance documents - POUR from CAST
	• Checklists for accessibility national consortium from Washington University examples of POUR
	• Updated AEM in the IEP guide. (CAST)
	• Guideline's acquisition/procurement of AEMS
	   ○ Flowcharts, diagrams, and/or checklists
	   ○ IEP team documents for upcoming textbooks and curriculum materails
		Carson Cochran
		Paula Gumpman
		Gina Gelinas
			Support review as requested
			
			Support identification of items and associated content
				Summer 2022
				
				Summer 2022
				
				Fall 2022
				
				Fall 2022

This version: 9/22/21

Objective	Key Tasks	Team members involved in supporting the objective	TA to be provided by the AEM Center	Timeline
	Create a table of Contents for the Document Collect Information from Cohort Districts regarding how they have aligned their purchasing of curriculum materials to align with accessibility standards. Operation uPAR • Create documentation and pre/post surveys • Introduce to cohort LEAs • Select 1-2 Schools/Cohort LEA • Purchase (spring 22) • Onboard Training (summer/fall) • Administer pre-surveys • Implement Continue Social Media Campaign at GaDOE level	Carson Cochran Paula Gumpman Cohort Districts Carson Cochran Carson Cochran	Facilitate information gathering with the Cohort Serve as collaborative thought partners Continue to promote via CAST social media channels	Fall 2022 Ongoing
2. Data Collection and Usage	Review data and analyze • Surveys and conduct analysis (Check in with districts for licenses used.) • GoIEP data of AEM and AT usage Support districts with "take a minute data review and analysis, tie in general supervision and system of	Carson Cochran Paula Gumpman Carson Cochran Paula Gumpman	Serve as collaborative thought partners Serve as collaborative thought partners	Fall 2022 Fall 2022

Objective	Key Tasks	Team members involved in supporting the objective	TA to be provided by the AEM Center	Timeline
	continuous improvement. Is there a way of getting information back from teachers on how they are using the materials, "report a bug" idea. Look at patterns. Survey schools to determine what ATIA training is most valuable related to AT and AEM. Use school data to provide guidance on future technical assistance needs. Pull and Analyze Data from: GOIEP	Cohort Districts Carson Cochran Paula Gumpman Udhya Arumugam Carson Cochran Paula Gumpman	 Facilitate collaboration with ATIA representatives Serve as collaborative thought partners Serve as collaborative thought partners	 Fall 2022 Fall/Winter 2022
3. Information Platform	Select tools from CAST and ATIA that best support Comprehensive learning opportunities	Carson Cochran Paula Gumpman	best links to use from CAST website for stakeholders' access to PD; request additional resources needed to effectively support districts	Winter/Spring 2022
4. Align Programs				

This version: 9/22/21

TA Plan Objectives (July '23 - July '24)

The State AEM Leadership Team identifies key tasks for reaching long-term objectives and collaborates with the AEM Center to determine TA needed.

Objective	Key Tasks	Team members involved in supporting the objective	TA to be provided by the AEM Center	Timeline
1. Technical Assistance and Resources	Continue Social Media Campaign at GaDOE level	Carson Cochran	Continue to promote via CAST social media channels	Ongoing
2. Data and Data Usage	Review data and analyze changes in data from previous years • Surveys and conduct analysis (Check in with districts for licenses used.) • GoIEP data of AEM AT usage • Review Cohort Pull and Analyze Data from: GOIEP	Carson Cochran Paula Gumpman Udhya Arumugam Carson Cochran Paula Gumpman	Serve as collaborative thought partners	Fall 2023
3. Information Platform	Stories from the Trenches • Solicit Anonymous lessons learned (QIAT?) problems with the acquisition and implementation of AEM/AT - look for any observable patterns. • Build story boards (how you want to tell the stories) • Create document or presentation • Publish	Cohort districts Carson Cochran Paula Gumpman Gina Gelinas	Support around scenarios for that shows how a request is processed from the beginning to the end in all accessible formats.	Winter/Spring 2024

This version: 9/22/21

Objective	Key Tasks	Team members involved in supporting the objective	TA to be provided by the AEM Center	Timeline
4. Align Programs				

Parking Lot: Self-Advocacy (OR Learner Backpack) and Expectations of adults for students 9/22/21