

IRN End of Year Grant Summary Report
Grant year: 2012-2013

Date: **January 2014**
 Grant Agreement number (EDS#): **A58-1-11DL-001**
 Project acronym: **PATINS-ICAM**
 Project title: **Promoting Achievement through Technology and INstruction for all Students/Indiana Center for Accessible Materials**
 Period covered: **July 1, 2012 – June 30, 2013**
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Summary and Results

The PATINS Project, Indiana Department of Administration/Indiana Department of Education sole source renewable grant was awarded on July 1, 2012, which is when implementation officially began for the grant year reflected in this report. The PATINS Project provides Indiana's local educational agencies with a complete Accessible Instructional Materials delivery process, including NIMAS files. The following 8 major operational goals of the PATINS Project were implemented to support the Indiana Department of Education and its local educational agencies in addressing the statutory and final regulatory NIMAS, Accessible Instructional Materials, assistive technologies, and technical assistance requirements of the Individuals with Disabilities Education Act of 2004. All goals and deliverables were successfully implemented, providing benefit toward several Part B SPP Indicators, especially indicators 3, 4, 5, 7, 13. Details and supporting data regarding each of the 8 major operational goals are listed in the subsequent section below.

1. **ICAM Student Registration and Ordering System Management & Oversight**
2. **Enhance the DataLYNX System**
3. **Coordination with NIMAC- State Contact**
4. **Facilitate and Improve Web Portals**
5. **ICAM Product Delivery**
6. **Provide Technical Assistance & Training**
7. **Provide a Refurbished Computer Program**
8. **Implement an AIM Targeted Technical Assistance Grant to LEAs**

A total of 14 staff at 5 Regional Operational Sites, each with a Lending Library, and one Indiana Center for Accessible Materials (ICAM) make up the PATINS Project-ICAM. During this 2012-2013 grant year, the project integrated 2 new Regional Coordinators, 2 new Regional Assistants and a new State Director. The PATINS Project regularly partners and collaborates with the Indiana Resource Centers and the other IDOA/IDOE sole source grant awardees. The project also partners with the Indiana Education Service Center and the Miami Prison Braille Program for production of Braille, Braille Ready files, large print, ePubs, html, and accessible PDFs.

Project Milestones, Accomplishments, and Timeline

During the 2012-2013 grant year, PATINS successfully operated within budgetary, legal, and scope of grant constraints to provide a variety of deliverables, services, and products as approved by IDOE/IDOA. A selection of grant implementation highlights are stated below. Additional information with regard to specific deliverables and timelines for each of the 8 major goals and their corresponding deliverables are included in the attached GANTT chart.

1. **ICAM Student Registration and Ordering System Management & Oversight**
 - a. The ICAM registered **531** students
 - b. The ICAM facilitated **236** downloads of Read:OutLoud assistive tech. text to speech software.
 - c. The ICAM facilitated **94** downloads of ePub Converter assistive tech. software for eBook creation.
 - d. The ICAM facilitated **106** downloads of ReadHear assistive tech. software text to speech.
2. **Enhance the DataLYNX System**
 - a. The PATINS Director, ICAM and IERC staff Continued the refinement of the ICAM user ordering interface

and database management with a new, more efficient system and created new training videos and materials and distributed accordingly.

3. **Coordination with NIMAC- State Contact**
 - a. The ICAM downloaded **167** unique tiles/files from the National Instructional Materials Access Center.
4. **Web Portals**
 - a. There were **23,312** unique visits to the PATINS main website page www.patinsproject.com
 - b. There were **4,679** unique visits to the ICAM main website page (13535 total hits) www.icam.k12.in.us
 - c. There were **5,810** unique visits to the PATINS Rapid Fire Blog. <http://icam.edublogs.org>
 - d. There were **941** unique visits to the ICAM Dispatch Blog, which was brand new this year. <http://nepatins.edublogs.org>
 - e. Published approximately **40** PATINS Rapid Fire Blog postings on accessible materials creation, implementation, assistive technology and universal design and **40** ICAM Dispatch Blog postings on accessibility, announcements, tips, and resources for increased access in Indiana's schools.
5. **ICAM Product Delivery**
 - a. ICAM received, reviewed, and fulfilled **4,572** requests for alternate/accessible textbook materials.
 - b. ICAM served **1,656** unique student requests; an average of **138**/month.
 - c. ICAM sent **4,246** specialized formats per LEA request (Braille, Large Print, NIMAS, PDF, BRF)
 - d. ICAM sent **1,396** NIMAS locked/sealed files per LEA request.
 - e. ICAM received and responded to **4,242** requests for assistance from LEAs and other state educational organizations.
6. **Technical Assistance & Training**
 - a. 5 Regional Operational Technical Assistance Support Centers, fulfilled **5,973** requests from LEA stakeholders for **Technical Assistance** (*phone, email, in-person, live online*) and **2,734** LEA requests for more general information from LEA Stakeholders.
 - b. Delivered a documented **148** local or regional trainings to **2,348** LEA participants on Accessible Instructional Materials and Assistive Technology. This represents an **increase of approx. 20%** over the previous grant year.
 - c. PATINS Staff delivered an additional **17 state and national presentations** at such conferences as the Assistive Technology Industry Association and the National Council of Administrators of Special Education.
 - d. 5 Regional Lending Libraries of Assistive and Accessible Technologies; Loaned **1,544** items to LEAs for the purpose of trial/data collection to make more informed and beneficial purchases.
 - e. Implemented the successful return of the **PATINS State Conference** after a hiatus of 4 years providing 50 concurrent sessions including hands-on computer labs, and 2 keynotes of 2 days.
 - f. Implemented one of PATINS most successful **Tech Expo's** for 450 attendees, 67 vendors/presenters, 13 staff, a new, more accessible venue, and two new features; QR Code name badges and handouts online in the cloud.
 - g. Actively collaborated with and supported other Indiana Resource Networks, Sole Source providers, and pre-service students on 40 individual occasions.
 - h. Added 2 new 60-minute captioned video interviews to PATINS Video Collection Library, accessible 24/7. One interview on the importance of accessible materials in schools featured a 2nd grade boy who was the winner of the braille challenge. The other interview was with the Director of Technical Assistance of the National AIM Center.
 - i. Continued the "Live PATINS TV" twice per month video series and successfully broadcasted (and recorded/captioned) 3 sessions at the Tech Expo and 3 State Conference sessions and nearly 30 regular episodes in collaboration with CIESC Media Staff.
 - j. Continued our collaboration with Ohio and Michigan on providing/sharing webinar training opportunities and UDL needs assessment survey.
 - k. Planned and scheduled the 2013 PATINS State Conference with regard to dates, location, keynote presenters, call for proposals and format.
 - l. Served on the Students With Disabilities and Statewide Assessments Workgroup, IRN collaborations & meetings, the Deaf-Blind Advisory Board, the ISTE SETSIG Advisory Board, the National AIM and the National NIMAS Advisory Boards. PATINS staff attended **387** meetings and conducted **137** meetings.
7. **Refurbished Computer Program**
 - a. The PATINS Refurbished Computer Program received, refurbished, and delivered more than **80** free computer systems to Indiana schools.
8. **AIM Targeted Technical Assistance Grant**

- a. Successfully guided 10 additional IN school districts through the PATINS Targeted Technical Assistance Grant in the process of implementing an action plan to meet the 7 AIM Quality Indicators.

Project Evaluation

All PATINS Project stated objectives and deliverables for the 2012-2013 grant cycle were met and the cumulative data for the grant cycle is reported in the above sections of this report. The PATINS Project utilizes a variety of evaluation procedures and data collection methodology for the various activities including in-house monthly regional data collection per deliverable area and LEA request, monthly statewide data compilation, monthly and year end reporting to both the fiscal agent and to the IDOE. Additional measures include website stats, training initial evaluations and follow-up evaluations, online course participation surveys, teacher interviews, on-site observations, student and instructor registrations, and ICAM trouble tickets.

Products

There were **23,312** unique visits to the PATINS main website page, **4,679** unique visits to the ICAM website and **5,810** to the PATINS Rapid Fire Blog and **941** unique hits to the ICAM Dispatch blog, which was just initiated this year. The PATINS-ICAM deliverables stated above and in the included GANTT chart are disseminated in a variety of ways that are increasingly paperless and include; Project Listserves, National & State Conferences/Workshops, Hands-on Trainings and Information Fairs, Webinars and Virtual Trainings, PATINS Project Rapid Fire Blog, ICAM Blog, On-line Technical Training and Video Tutorials, Podcasts, On-site Coaching & Mentoring, IDOE Learning Connection, Project's On-Line Forums, Web links with other state and national sites, PATINS Facebook, PATINS Twitter, PATINS YouTube Channel, PATINS Tech Expo, and PATINS State Conference.

Lessons Learned from Project Implementation

The PATINS Project Grant has been renewed by the Indiana Department of Education for 2013-2014 operations and will continue to implement many of the 2012-2013 deliverables including the following. Areas targeted for improvement include a gradual move toward restructuring of PATINS service delivery and more effective and efficient data collection, analysis, and guidance. The PATINS Deliverables directly served more than 200 school districts during 2012-2013, but that can certainly be expanded to a much broader reach.

- A range of technical assistance services and professional development opportunities for the purpose of supporting student access to the curricula (including face-to-face, on-line and virtual PD opportunities and technical assistance (both at the region and the state level);
- A web based "one-stop shop" – The Indiana Center for Accessible Materials - for local educational agencies to register students with a print disability, order specialized formats of print instructional material, acquire free special software tools for creating accessible instructional materials for the classroom, receive information on legal obligations to serve print disabled students, and other valuable resources;
- The PATINS Refurbished Computer Program that provides refurbished computer systems to local educational agencies for use with disabled, disadvantaged or at-risk students;
- The PATINS and the ICAM web portals will be utilized for information dissemination on the project's services, resources and vendor discounted pricing for Indiana schools.

New initiatives for the 2013-2014 grant cycle:

- The PATINS ICAM will continue to develop and receive enhancements to the new system from this past year's major revisions as the project continues to build a more user friendly web based student registration and ordering system for accessible instructional materials. This revision will entail the extensive customization of a new web database system and migration of data from the old version to the new one. In addition, improved training and technical support will be a major focus of ICAM services along with improved collaboration with national sources of accessible materials and services.
- The PATINS TTA Grant opportunity will begin expanding to include more comprehensive student identification procedures
- The PATINS TV initiative will be expanded to incorporate a more comprehensive and cohesive relationship with our assistive technology vendors by interviewing and highlighting one vendor per month.
- PATINS will support the technical assistance grant awards through the IDOE to LEAs directly and also by providing a 2-day state conference on content and implementation and two 1-day follow up trainings on AIM/AT/UDL Implementation for a total of a minimum of 4 statewide trainings.

Appendices or Attachments

- Budget Attached
- Deliverables (GANTT Chart) Attached

Please submit electronically to Kristan Sievers-Coffer, ksievers@doe.in.gov.

PATINS Project 2012-2013 Products and Services

Activity		Person(s) Responsible	Qt 1 2012			Qt 2 2012			Qt 3 2013			Qt 4 2013		
			To Be Completed By			To Be Completed By			To Be Completed By			To Be Completed By		
5d	Receive, process, catalog, and deliver braille, large print, BR files, HTML, epub, accessible pdfs, specialized aids and equipment orders from the ICAM System	IERC Staff	X	X	X	X	X	X	X	X	X	X	X	X
5e	Coordinate delivery Learning ally and Bookshare to DRM/authorized teachers	ICAM Librarian & ICAM IT Specialist	X	X	X	X	X	X	X	X	X	X	X	X
5f	Transcribe/convert and produce braille, braille ready files, accessible pdf, HTML, and epub files of core instructional materials	IERC Staff	X	X	X	X	X	X	X	X	X	X	X	X
5g	Prepare, disseminate and update annual inventory information	IERC Staff	X	X	X	X	X	X	X	X	X	X	X	X
5h	Prepare, update, compile and submit APH Federal Quota Legally Blind Report	IERC Project Director/IERC Librarian	X	X	X	X	X	X	X	X	X	X	X	X
6	Technical Assistance & Training	PATINS Associate Director - Manager												
6a	Provide state-wide training opportunities on assistive/accessible technologies and their use in the classroom through a universal design for learning perspective to all stakeholders.	PATINS Director	X	X	X	X	X	X	X	X	X	X	X	X
6b	Provide Training and technical assistance on implementing assistive technology and accessible instructional materials for the classroom to regional stakeholders	PATINS Regional Staff	X	X	X	X	X	X	X	X	X	X	X	X
6c	Maintain & update lending libraries	PATINS Regional Staff	X	X	X	X	X	X	X	X	X	X	X	X
6d	Develop on-line training resources on implementing AIM & AT in the classroom.	PATINS Regional Staff	X	X	X	X	X	X	X	X	X	X	X	X
6e	Update on-line training materials for NIMAS conversion	ICAM Team	X	X	X	X	X	X	X	X	X	X	X	X
6f	Provide TechExpo for stakeholders on accessible technologies	PATINS Admin. Ass. & PATINS Regional Staff											X	
6g	Provide consultation services to families and other stakeholders on accessing the curriculum	PATINS Regional Staff	X	X	X	X	X	X	X	X	X	X	X	X
6h	Maintain a virtual training center	NE PATINS Coordinator & PATINS Regional Staff	X	X	X	X	X	X	X	X	X	X	X	X
6i	2012 Fall Conference on AIM	PATINS Regional Staff		X										
6j	Collaborate with and support the Gates Foundation grant winner, Bartholomew County School Corporation, regarding appropriate tools to support accessible curricula in a UDL Middle School	PATINS Director, SE Regional Site Coordinator, ICAM Center	X	X	X	X	X	X	X	X	X	X	X	X
7	Refurbished Computer Program	PATINS Project Director - Manager												
7a	Acquire donations from national, state, local resources	Refurbished Computer Manager	X	X	X	X	X	X	X	X	X	X	X	X
7b	Partner with state salvage	Refurbished Computer Manager	X	X	X	X	X	X	X	X	X	X	X	X
7c	Partner with local equipment recycled	Refurbished Computer Manager	X	X	X	X	X	X	X	X	X	X	X	X
7d	Provide federal tax valuation forms to donors	Refurbished Computer Manager	X	X	X	X	X	X	X	X	X	X	X	X
7e	Refurbish donated computers & install operating and application software	Refurbished Computer Manager	X	X	X	X	X	X	X	X	X	X	X	X
7f	Maintain database of donations	Refurbished Computer Manager	X	X	X	X	X	X	X	X	X	X	X	X
7g	Fill application requests from LEAs	Refurbished Computer Manager	X	X	X	X	X	X	X	X	X	X	X	X
7h	Maintain database of completed systems sent to LEAs	Refurbished Computer Manager	X	X	X	X	X	X	X	X	X	X	X	X
7i	Provide monthly reports on the program	Refurbished Computer Manager	X	X	X	X	X	X	X	X	X	X	X	X
7j	Deliver refurbished computers to applicant as needed	Refurbished Computer Manager & PATINS Regional Site Coordinators	X	X	X	X	X	X	X	X	X	X	X	X
8	AIM Targeted Technical Assistance Grant	PATINS Director												
8a	Application & Selection Process for 10 new TTA Grantees (5 each semester)	PATINS Director			X									X
8b	LEA Plan Development of TTA for AIM	PATINS & ICAM Assigned Staff						X						X
8c	Technical Assistance & Training for creating accessible curricula and learning environments through the universal design for learning perspective	PATINS & ICAM Assigned Staff	X	X	X	X	X	X	X	X	X	X	X	X
8d	Data analyse on systemic effectiveness and change	PATINS & ICAM Assigned Staff												X
8e	LEA summative report on the impact of TTA	PATINS Director + LEA Lead												X
8f	Completion and sign off on the 2011-2012 TTA Grantee's district plans for implementing AIM	PATINS Director + LEA Lead						X						X

PART I -- NARRATIVE BUDGET (List Actual Expenditures)

Project Name:

PROJECT NUMBER: A58-1-11DL-001

ACCOUNT NO.	EXPENDITURE DESCRIPTION	SUBTOTAL	LINE ITEM TOTAL
1. CERTIFIED SALARIES: (include number and type of personnel paid)			
1	Project Director	\$ 79,807.75	
1	SE PATINS Regional Site Coordinator	\$ 60,287.94	
1	NW PATINS Regional site Coordinator	\$ 68,768.17	
	TOTAL CERTIFIED SALARIES		\$ 208,863.86
2. CERTIFIED FIXED CHARGES/FRINGE BENEFITS: Fixed Charges/Fringe Benefits should be based on actual known costs or an established formula. Fixed charges/fringe benefits listed below are for the personnel listed under CERTIFIED SALARIES above and only for the percentage devoted to the project.			
	a) Social Security (no more than 7.65% of certified salaries)	\$ 15,978.09	
	b) Group Insurance	\$ 20,183.56	
	c) Teacher Retirement	\$ 12,104.94	
	d) Other Fixed Costs (itemize below) may include but are not limited to: Dental, Vision, Life and LTD insurances, workmen's compensation, unemployment compensation, annuities and severances)		
	Workmen's compensation	\$ 271.11	
	LTD Insurance	\$ 921.48	
	Term Life	\$ 198.00	
	TOTAL CERTIFIED FIXED CHARGES / FRINGE BENEFITS		\$ 49,657.18
3. NON-CERTIFIED SALARIES: (include number and type of personnel paid)			
1	Central Site Coordinator	\$ 72,287.23	

1	Project Planner/Coordinator	\$	46,185.92	
1	SE PATINS Regional Site Coordinator	\$	60,499.94	
1	SW PATINS Regional Site Coordinator	\$	67,160.36	
1	ICAM IT Technical Assistant	\$	34,094.75	
1	ICAM Admin. Assistant	\$	17,221.66	
1	ICAM Library Consultant	\$	46,188.21	
1	SE Support Personnel	\$	18,062.01	
1	SW Support Personnel	\$	9,000.00	
1	NE Support Personnel	\$	9,104.94	
1	NW Support Personnel	\$	26,991.54	
	TOTAL NON-CERTIFIED SALARIES			\$ 406,796.56
4. NON-CERTIFIED FIXED CHARGES/FRINGE BENEFITS: Fixed Charges / Fringe Benefits should be based on actual known costs or an established formula. Fixed charges / fringe benefits listed below are for the personnel listed under NON-CERTIFIED SALARIES above and only for the percentage devoted to the project.				
	a) Social Security (no more than 7.65% of non-certified salaries)	\$	29,399.47	
	b) Group Insurance	\$	69,450.12	
	c) PERF (use rate approved by individual corporations)	\$	54,316.80	
	d) Other Fixed Costs (itemize below) may include but are not limited to: Dental, Vision, Life and LTD insurances, workmen's compensation, unemployment compensation, annuities and severances)			
	Workmen's compensation	\$	994.03	
	Life	\$	422.20	
	LTD Insurance	\$	3,655.31	
	TOTAL NON-CERTIFIED FIXED CHARGES / FRINGE BENEFITS			\$ 158,237.93
5. TRAVEL BY TYPE OF PERSONNEL): (do not include travel costs associated with inservice training . Inservice travel costs should be included under Section 9 -- Inservice Training).				
	Central Staff Travel Expenses	\$	3,336.47	
	NE Staff Travel Expenses	\$	3,392.33	
	NW Staff Travel Expenses	\$	3,842.95	
	SE Staff Travel Expenses	\$	2,891.85	
	SW Staff Travel Expenses	\$	2,725.49	
	ICAM Staff Travel Expenses	\$	2,232.15	

	TOTAL TRAVEL		\$ 18,421.24
6. CONTRACTED SERVICES: (list the type of contracted services provided -- not the vendor's name)			
	PATINS Refurbished Computer Program Management	\$ 65,000.00	
	Services for Visually Impaired (IERC)	\$ 806,734.91	
	Presenters	\$ 21,291.31	
	Conference Venues + Rental Cost(s)	\$ 66,241.08	
	Rent and Facility Support for 6 Locations	\$ 163,778.63	
	Online Meetings, Webinars, Web Hosting and Video Services	\$ 13,070.65	
	ICAM Maintenance and Consulting Services	\$ 21,740.00	
	Transitional Staff Consulting for SE and Director	\$ 14,370.02	
	Liability Insurance for 6 sites	\$ 7,040.75	
	Audio book AMP services	\$ 398,480.00	
	TOTAL CONTRACTED SERVICES		\$ 1,577,747.35
7. MATERIALS AND SUPPLIES: (include the total amount used to purchase testing, programmatic and/or office materials and supplies)			
	Materials/Supplies		\$ 19,148.24
8. EQUIPMENT: Enter the total amount of equipment purchases. Provide list of equipment on a separate sheet. Equipment is defined as "tangible, non-expendable/non-consumable personal property over \$500 having a useful lifespan of more than one year.			
	Equipment		\$ 10,874.87
9. INSERVICE TRAINING: (include amounts for speaker fees, substitutes, travel, registration, etc. Please be specific by listing type of costs below)			
	Conference Registrations	\$ 11,447.20	
	Conference Travel	\$ 13,722.55	
	TOTAL INSERVICE COSTS		\$ 25,169.75
10. OTHER SERVICES: (include a specific description of services to be provided)			
	Postage	\$ 3,211.23	
	Printing	\$ 4,653.05	
	Telephone/Internet	\$ 3,356.53	
	Other Purchased Services	\$ 955.58	

