

# Criteria for Inclusion in the Resource Database

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## **Assistive Technology (AT) Company Database**

Iowa COMPASS has free information about assistive technology products, manufacturers and vendors. This information is maintained in a separate database, not available online\*. Please contact Iowa COMPASS via email or by calling the toll-free number about these topics. If your organization wishes to be listed in the separate, offline database, please contact Iowa COMPASS and request to be included in the AT Company Database.

\*Note: Vendors who install adaptive transportation equipment, sell used adapted vehicles or rent adapted vehicles are included in the online Resource Database. See inclusion criteria below.

## **Resource Database**

### **Introduction:**

The Resource Database contains information about programs and services including descriptions of services provided, contact information, eligibility requirements and so on. The Resource Database is available online ([www.iowacompass.org](http://www.iowacompass.org)) for use by the general public and is used internally by Iowa COMPASS staff to assist consumers.

This policy outlines what information is included in and excluded from the Resource Database. The purpose of the policy is to improve the consistency and uniformity of database content.

“Disability-specific” is a term used throughout this policy. “Disability-specific” signifies an organization that directly relates to people with disabilities or their families or their friends. “Disability” includes physical and mental impairments, diseases and health conditions. It also includes the following mental health diagnoses: learning disorders, ADHD/ADD and developmental disabilities (including autism spectrum disorders). Iowa COMPASS does not include mental health resources for any other mental health populations except those services specifically mentioned in Inclusion #7. “Disability-specific” examples include: Goodwill Industries, Easter Seals and the Medicaid Brain Injury Waiver.

### **Guidelines:**

- Iowa COMPASS will generally consider 30 miles outside of Iowa as a reasonable distance to travel for services that are already widely available in Iowa.
- If a service/organization does not meet the inclusion criteria below, it is therefore excluded.
- Inclusion does not imply endorsement and omission does not indicate disapproval.
- **This policy reflects only what we are including or excluding now, not what we would consider including or excluding in the future. Iowa COMPASS welcomes discussions with potential funders on category inclusions of interest to them.**

### **Inclusion Criteria for the Resource Database:**

Iowa COMPASS includes:

1. Information and referral services of the following organizations: Area Agencies on Aging, 2-1-1 call centers and Iowa Foster and Adoptive Parents Association.
2. Disability-specific services that maintain information about and link individuals who are in need of specialized services to community resources over the phone for free (known as “information and referral lines”)
3. Disability-specific services that provide informational support and an empathetic listener over the phone for free (known as “helplines”)
4. The following statewide crisis intervention hotlines: Iowa Sexual Abuse Hotline, Iowa Domestic Violence Hotline, and Foundation 2’s Crisis Center, Iowa DHS’s Child Abuse Reporting program and Iowa DHS’s Dependent Adult Abuse Reporting program.
5. The following assistive technology services (including those exclusively limited to seniors):
  - a) Accessible vehicle rental services that focus on rentals to people with disabilities
  - b) Services that modify vehicles to make them accessible to people with disabilities
  - c) Assistive technology product demonstration centers
  - d) Free assistive technology listing services
  - e) Home modification services that are primarily for people with disabilities or contractors who have received accessibility training. Iowa COMPASS encourages Certified Aging in Place Specialist (CAPS) training and Iowa Contractor Network (ICN) training.
  - f) Not-for-profit assistive technology loan closets (i.e. loans out assistive technology equipment)
  - g) Services that assess the needs of individuals and develop the particular type of assistive technology product they require (including seating and positioning services that evaluate individuals for customized molds/impressions for wheelchair cushions)
  - h) Services that provide for free or that provide financial assistance to purchase or repair assistive technology or home modifications
  - i) Used vehicle sales which specialize in accessible vehicles
6. Services that pay for or provide for free single shoes or pairs of shoes for individuals with two different-sized feet
7. The following services intended for individuals with mental health needs:
  - a) Community Support Services (CSS)

- b) Community Supported Living (CSL)/ Supported Community Living (SCL)/Home-based Habilitation services
  - c) Day habilitation services
  - d) In-home psychiatric nursing services
  - e) Intensive Psychiatric Rehabilitation (IPR) services
  - f) Intermediate Care Facilities for Persons with Mental Illness (ICF/PMIs) (including those exclusively limited to seniors)
  - g) Prevocational services
  - h) Residential Care Facilities for Persons with Mental Illness (RCF/PMIs)
  - i) In-home and in-facility respite care services
  - j) Sheltered workshops
  - k) Supported employment services
8. Nonacademic disability-specific classes, lessons and instruction (for example: dance classes, Braille instruction, independent living skills instruction, distance education courses) including those for entrepreneurs and business owners with disabilities
  9. Transition services for students with disabilities
  10. Scholarships for primary and secondary students with disabilities (note: postsecondary scholarships are included in the lookup record chart below in Inclusion #53)
  11. Disability-specific preschools, primary schools, secondary schools, colleges and other postsecondary opportunities that are located in Iowa
  12. Early Intervention Programs intended for children with disabilities/delays (for example: Early ACCESS, Early Head Start and Head Start)
  13. Skilled nursing facilities that provide services to children age 17 or under
  14. Clinics that provide a comprehensive set of disability services for a range of disabilities such as The University of Iowa Children's Hospital's – Center for Disabilities and Development and Children's Hospital & Medical Center of Omaha
  15. The following in-home health services:
    - a) In-home health aide services
    - b) In-home nursing services
    - c) In-home personal care assistance services
    - d) Telemedicine services
    - e) In-home therapy services
  16. Government-run health insurance programs
  17. Counseling/planning assistance services for government-sponsored health insurance
  18. The following public assistance programs:
    - a) State Supplementary Assistance Program
    - b) Social Security Disability Insurance (SSDI)
    - c) Supplemental Security Income (SSI)
    - d) Interim Assistance Reimbursement (IAR)
  19. The following complaints agencies:
    - a) Department of Inspections and Appeals (DIA)
    - b) Long-Term Care Ombudsman offices
    - c) Office of Iowa Citizens' Aide/Ombudsman
  20. The following living settings:
    - a) ICF/MRs (intermediate care facilities for people with intellectual disabilities)
    - b) Group homes/waiver homes for adults and children (for example, Supported Community Living)
    - c) RCFs (residential care facilities)
    - d) RCF/MRs (residential care facilities for people with intellectual disabilities)

21. Disability-specific financial assistance and loans (including those for entrepreneurs and business owners with disabilities)
22. Disability-specific programs that provide items for free
23. Wish foundations
24. The following money management services:
  - a) Representative payee services
  - b) Support broker services
  - c) Day-to-day money management services (such as check writing and checkbook balancing) intended for people with disabilities
25. Organizations that issue special parking permits to people with disabilities
26. Driving evaluation services
27. Transportation services that are intended primarily for people with disabilities
28. Medical escort services
29. Centers for Independent Living (CILs)
30. Orientation and mobility training intended for people who are blind/visually impaired
31. Supported Community Living (SCL) services
32. Services that provide and/or train service animals
33. Telecommunication relay services and video relay services
34. Child care services specifically for children with disabilities
35. Adult day care services
36. Day habilitation services for people with developmental disabilities
37. The following employment services specifically intended for people with disabilities:
  - a) Career development services
  - b) Center-based employment (also known as sheltered workshops)
  - c) Job matching services
  - d) Job search guidance services
  - e) Job training (for example: internships)
  - f) Prevocational training
  - g) Supported employment services (for example: enclaves, job coaching)
  - h) Vocational assessment/evaluation services
  - i) Vocational rehabilitation services
38. Disability-specific case/care management services
39. In-person and over-the-phone reassurance services
40. Friendly telephoning, friendly visiting and live-in companion services
41. Disability-specific peer to peer networking (also known as peer matching), mentoring and pen pal services
42. Disability-specific support groups
43. The following disability-specific, exclusively web-based services:
  - a) Live chat groups
  - b) Online discussion groups and listservs
  - c) Social networking services
44. Minor home repair, yard maintenance and housekeeping services intended for people with disabilities
45. In-home and in-facility respite care services intended for people with disabilities
46. Services offering disability-specific social activities, recreational activities (including sports, games, music groups and so on), and day and overnight camps located in Iowa
47. Reading services for people with disabilities (such as radio reading services and telephone newspaper reading services)

48. Disability-specific charter groups and field trips/excursions that have pickup locations in Iowa
49. Disability-specific travel planning/booking services
50. The following legal services when they are intended primarily for people with disabilities:
- Alternative dispute resolution
  - Individual advocacy
  - Legal counseling
  - Legal representation
  - Paralegal counseling
  - Self-representation assistance
51. Evacuation assistance registries of people with disabilities who may require special assistance in the event of a disaster or emergency
52. Disability-specific home safety evaluation services
53. The following publications in place of individual service records:

<b>Publication</b>	<b>Service Type</b>
<i>Publication: Disaster Preparedness for People with Disabilities</i>	N/A
<i>Finding Accessible Housing</i>	Accessible housing/listings
<i>Finding Assistive Technology Device Loan Programs</i>	Informal loan closets
<i>How to Find and Access Student Disability Services</i>	Post-secondary student disability services
<i>Individuals with Disabilities Education Act as a Source for Assistive Technology Funding in Iowa</i>	N/A
<i>Microboards in Iowa</i>	Microboards organizations for people with disabilities
<i>Psychological Evaluations: What Every Parent Should Know</i>	School-based psychological evaluation services
<i>Publication: Guardianship/Conservatorship Papers</i>	Information about guardianships and conservatorships
<i>Publication: How To Ask Private Agencies For Help Paying For Assistive Technology</i>	Information about how to ask private agencies for help paying for assistive technology
<i>Section 504 as applied to Elementary, Secondary and Postsecondary Education</i>	N/A
<i>Tax Information for People with Disabilities</i>	Tax information tailored for individuals with disabilities
<i>Workers' Compensation as a Source for Assistive Technology Funding</i>	N/A

54. The following lookup records in place of these categories:

<b>Lookup Record Name (s):</b>	<b>Category:</b>	<b>Referring to:</b>
Workshops, seminars and conferences lookup	Individual workshops, seminars & conferences	DisabilityTraining.org
General Prescription Medication Assistance Lookup	Individual financial assistance for prescription medications intended for the general public	University of Iowa Hospitals and Clinics' Department of Social Service
Iowa Legislature General Assembly - Legislator lookup	Individual federal and state senators/representatives	Iowa Legislature General Assembly
Iowa Public Transportation lookup	Individual disability-related public transportation services	Iowa Public Transit Association and Iowa Office of Public Transit
List of Post-Secondary Academic Scholarships for Students with Disabilities	Individual post-secondary academic scholarship information	Disability Resource Library
Ticket to Work Employment Network Providers	Individual Employment Network providers approved for the Ticket to Work program	MAXIMUS, Iowa WIPA (Work Incentive Planning and Assistance) Coordinators
Legal Representation/Legal Counseling - SSI/SSDI	Legal representation and/or legal counseling about SSI (Supplemental Security Income) and SSDI (Social Security Disability Insurance)	Local phonebooks, 211 agencies
Legal Representation/Legal Counseling - Special Needs Trusts	Legal representation and/or legal counseling intended for the general public about special needs trusts	Local phonebooks, Iowa State Bar Association, 211 agencies
Legal Representation/Legal Counseling - Special Education Issues	Legal representation and/or legal counseling intended for the general public about special education issues	ASK Resource Center, Iowa State Bar Association, 211 agencies
Legal Representation/Legal Counseling - Public Accommodations	Legal representation and/or legal counseling intended for the general public about public accommodations	State and local Human & Civil Rights Offices
Legal Representation/Legal Counseling - Medicaid/Medicare Issues	Legal representation and/or legal counseling intended for the general public about Medicaid/Medicare issues	Iowa State Bar Association, 211 agencies
Legal Representation/Legal Counseling - Employment Issues for Employees	Individual lawyers/attorneys offering legal representation and/or legal counseling intended for the general public about employment issues for employees (not employers)	Iowa State Bar Association, 211 agencies

Legal Representation/Legal Counseling - Conservatorships/Guardianships	Individual lawyers/attorneys offering legal representation and/or legal counseling intended for the general public about conservatorships and guardianships	Local phonebooks, Iowa State Bar Association, 211 agencies
Technology Act Administrative Agencies	Individual Technology Act programs	State Assistive Technology Act Programs Lookup

**Services/Organizations Not Eligible for Inclusion:**

1. Secondary services. A secondary service is a service of an organization available only to individuals that are already enrolled in or receiving another one of the organization's services. In other words, a secondary service is not an entry-point service. (For example, a residential group home provides transportation services only to their residents. In this example, the residential group home is the primary service and the transportation is the secondary service.) We may mention secondary services in records in which the primary service meets our inclusion criteria. Secondary services are not searchable in the Resource Database.
2. Services that are limited exclusively to seniors unless specifically included above
3. Any organization that Iowa COMPASS has adequate reason to believe may spread hatred or have a philosophy that could be hurtful to the well-being of individuals, groups or the community as a whole
4. Organizations Iowa COMPASS is unable to contact for updates will be considered for exclusion
5. Organizations that have been in existence for less than one year (exceptions may apply)
6. Organizations and services intended to serve primarily other organizations, businesses or service providers unless specifically included above
7. Resources that are not available to Iowa residents (this exclusion item includes organizations which offer services that are only accessible outside of Iowa that are already offered by organizations located in Iowa)

**Inclusion Procedure:**

For more information about adding your organization to the Resource Database, visit <http://www.referweb.net/compass/Request.aspx>.

**Appeals/Complaints Process:**

To appeal an organization's exclusion from the database or discuss any complaints, please contact Iowa COMPASS' Database Manager. To appeal the Database Manager's decision, please contact Iowa COMPASS' Director of Operations. Both can be reached by emailing [iowa-compass@uiowa.edu](mailto:iowa-compass@uiowa.edu), calling 1-800-779-2001 or sending postal mail to: Iowa COMPASS, Center for Disabilities and Development, 100 Hawkins Dr. #295, Iowa City, IA 52242.