



Pass It On Center National Task Force Kick-Off Meeting

Hosted by:

The Pass It On Center

National Assistive Technology Device Reutilization Coordination and
Technical Assistance Center

May 8 – 9, 2007

Renaissance Hotel Airport, Atlanta, Georgia

Establishing A Team of Experts in AT and Other Disciplines to Advise the Center on Issues of National Significance in the Reuse of AT and to Assist the Center in Carrying Out Its Mission.

AGENDA

Objectives:

- To frame and agree upon the process and protocols by which the Task Force will operate
- To review and finalize National Task Force Study Group topics and teams
- To build and enhance relationships among Task Force members
- To provide a forum for sharing and exchanging information about AT Reuse

Tuesday, May 8

10:00 a.m. Welcome, Introduction, and Purpose

Carolyn Phillips & Joy Kniskern
Pass It On Center Management Staff
Georgia Department of Labor, Tools for Life

Jeremy Buzzell, Program Specialist
Rehabilitation Services Administration
U.S. Department of Education

10:30 a.m. AT Reuse Background and History

An overview of Federal involvement in AT Reuse will include a focus on challenges to the field.

Jeremy Buzzell

11:15 a.m. Development of the Pass It On Center

The mission, activities and plans for the Pass It on Center will be shared.

Carolyn Phillips & Joy Kniskern

- 11:30 a.m. A Study Group Approach to Getting Our Tasks Accomplished**
A plan of operations for the Task Force will be presented, with an opportunity for Task Force members to make recommendations to finalize Study Group priorities, teams, and the proposed operational process for the Task Force.
- 12:15 p.m. LUNCH – Guest Speaker, John H. Hager, Assistant Secretary for the Office of Special Education and Rehabilitative Services**
- 1:15 p.m. A Walk Through the Task Force Study Groups**
The National Task Force is designed to operate via Study Groups focused on particular topics. An overview of the plan for these subgroups will be presented and discussed to finalize Study Groups. The Task Force as a whole will have the opportunity to comment on and make recommendations to inform the work of the Study Groups related to:
- National Classification System
 - Liability & Sanitization
 - Outcomes Measures
 - Medicaid AT Reutilization
- 2:30 p.m. Refreshment Break**
- 2:45 p.m. Continue A Walk Through the Task Force Study Groups**
- AT Reutilization and Vendor Issues
 - Successful Practices, Policies, Procedures (3Ps) and Quality Indicators (QI)
 - Disaster Response
 - Useful Life and End-of-Life
- 4:30 p.m. Wrap Up & Close Formal Meeting**
- 5:00 p.m. Tapas and Rounds**
Task Force members will have an opportunity to meet with others on Study Groups to explore issues and network. Discussions around Study Group topics will lay more foundation for work tasks during Day Two.
- 7:00 pm Adjourn**

DAY TWO

Wednesday, May 9, 2007

9:00 a.m. Recap of What We Learned on Day One & Day Two Logistics

Joy Kniskern & Carolyn Phillips

9:30 a.m. Individual Study Group Meetings

Task Force members participate in facilitated discussions with their study group:

- National Classification System
- Liability & Sanitization
- Outcomes Measures
- Medicaid & AT Reutilization

Study groups will develop specific ideas, recommendations, and plans for future work. Task Force members not assigned to one of these groups may choose to observe any of them at this time.

11:00 a.m. Refreshment Break and Check Out

11:30 a.m. Individual Study Group Meetings

Task Force members participate in facilitated discussions with their study group:

- AT Reutilization and Vendor Issues
- Successful Practices, Policies, Procedures (3Ps) and Quality Indicators (QI)
- Disaster Response
- Useful Life and End-of-Life

Study groups will develop specific ideas, recommendations, and next steps. Task Force members not assigned to one of these groups may choose to observe any of them at this time.

1:00 p.m. Working Lunch -- Report Out

A representative from each Study Group will report back to the Task Force on ideas, recommendations and next steps.

2:00 p.m. Wrap-Up and Next Steps

2:30 p.m. Adjourn and Thank You!