

To: Illinois Directors of Special Education

From: Peggy Childs, Executive Vice President Infinitec/UCP-Seguin of Greater Chicago

Date: February 21, 2019

RE: Infinitec FY20 Agreement for Services

We are writing to invite you to participate in the services provided by **INFINITEC**. Infinitec provides state of the art **assistive and instructional technology equipment services, technical support, information, online training with testing, enhanced by the popular user-friendly learning management system, ENGAGE**. In addition, Coalition members can add their own content to a secure section of the Online Classroom, which we call **PRIVATE CONTENT**. Coalition members have shared the following feedback about Infinitec:

- *We value the 600+ online professional programs for credit addressing topics such as autism, reading, and writing.*
- *We have found the online commonly required trainings very useful including, Universal Precautions, Bloodborne Illnesses, Concussions, Suicide Prevention, Bullying etc.*
- *We are excited to see that Infinitec has developed an extensive administrative learning path system in which we can select online programs and assign staff to view. The program provides progress, quizzes passed and completion reporting for administrators and the assigned staff.*
- *We like the infrastructure and the intuitive format of the ENGAGE, Learning Management System (LMS), and really appreciate Infinitec's ability to assist us to customize presentations to fit our district policy.*
- *The addition of closed captioning for the online presentations was very much appreciated.*
- *We have found the database analysis system developed for selection of mobile device apps (iPad, IPod, etc) very useful.*
- *We definitely use the volume discounts on software made available via the annual GROUP BUY.*
- *We see great value in avoiding re-inventing the wheel by sharing resources via this online Infinitec infrastructure*
- *We value the 3000 textbooks and novels digitally ready for our students with print challenges via INFINITEXT.*
- *We are particularly pleased that we are not just purchasing a packaged service but rather Infinitec develops services and products as we request them to address our needs.*

The FY20 Illinois Infinitec Coalition participation fee will be 60 cents per child (Pre-K through 21 years old) enrolled in each agency's local school district(s). This count will be based on the 2018-2019 Fall Housing Report as submitted to ISBE.

We are looking forward to another year of wonderful training and further strengthening the Illinois assistive and educational technology services provided to students with learning differences.

If you have questions or would like a webinar to learn more, please contact Peggy Childs, pchilds@ucpnet.org. She can be reached by phone at 708-444-8460 ext. 228.

To renew your Illinois Infinitec membership,
Please FAX to 708-444-4204 by April 11, 2019

**SIGNED MEMBERSHIP RENEWAL
NOTICE AND DISTRICT
INFORMATION FORM**

OR – Mail to P. Childs, 7550 W. 183rd Street, Tinley Park, IL 60477

Infinitec Assistive Technology Center
7550 W. 183rd Street □ Tinley Park, IL 60477
708-444-8460 ext. 228 / 708-444-4204 (fax)

Membership Renewal Notice
Infinitec Assistive Technology Coalition
2019-2020

On behalf of our Agency: SPEED S.E.J.A. District 802, this notice is submitted to confirm our renewal for participation in the Infinitec Assistive Technology Coalition for FY 2020 (July 1, 2019 through June 30, 2020).

We understand and agree to participation fees as outlined below and explained in Attachments I and II.

AT Coalition Fees

- ☐ The annual membership fee is equal to the amount of 60 cents per child enrolled in each agency's local school district(s). This count will be based on the previous Fall's annual local district enrollment count form filed with the ISBE. The minimum fee assessed will be \$975 and the maximum is \$39,999*
(maximum applies to school districts and individual cooperatives with total student enrollment of up to 74,000 students).
- ☐ Membership fees will be used primarily to fund the equipment program, training, online services, development and provision of resources, and the cost of administration of the coalition.
- ☐ Collaboration/Training is provided as requested via fee for service. Fees are listed in Attachment I
- ☐ Equipment rental fee one-twentieth (5%) of the replacement cost of the item borrowed per month and graduated fees beyond 3 months. Designated rental credit will be applied towards purchase. Please refer to Attachment II.

Signature/Position

Date

Please enter your agency name, sign, and attach "District Information."

Fax by April 11, 2019 to

708.444.4204

Or mail to:

P. Childs □ UCP/Infinitec □ 7550 W. 183rd St. □ Tinley Park, IL
60477

Questions? 708.444.8460 ext. 228 (Peggy)
Or ext 241 (Vicki)

District Information Form

Please list information for each district served by your agency.

This is helpful to ensure UCP knows which districts are eligible to participate in coalition activities. Secondly, the numbers of districts and schools are helpful for pursuing grants, etc.

Please complete and attach District Information Form to Membership

Renewal and fax to **708-444-4204** by **April 11, 2019**. Or mail to:

P. Childs - UCP/Infintec - 7550 W. 183rd St. - Tinley Park, IL 60477



Name of School District	School District Number (#)	Superintendent	Number of Schools in	Enrollment
Prairie Hills	144	Dr. Kimako Patterson	7	2,827
Homewood	153	Dr. Dale Mitchell	3	2,000
Flossmoor	161	Dr. Dana Smith	5	2,313
Matteson	162	Dr. Bloudean Davis	7	2,657
Park Forest	163	Dr. Joyce Carmine	6	1,778
Brookwood-Glenwood	167	Ms. Bethany Lindsay	4	1,152
Sauk Village	168	Dr. Donna Leak	3	1,353
Ford Heights	169	Dr. Gregory Jackson	2	466
Chicago Heights	170	Mr. Thomas Amadio	11	3,114
Sandridge	172	Dr. Mike Kuzniewski	1	362
Steger	194	Dr. Patricia Hahto	3	1,447
Crete-Monee	201U	Dr. Kar Caglianese	9	4,657
Bloom Township	206	Dr. Lenell Navarre	2	2,996
Rich Township	227	Dr. Johnnie Thomas	3	2,942
Homewood-Flossmoor	233	Dr. Van Mansfield	1	2,815
Total				32,879

Attachment I

COLLABORATION and TRAINING FEE SCHEDULE

(EFFECTIVE JULY 1, 2017)

Half Day Training (per presenter)

1-3 hours, includes ¼ day prep time \$450

Full Day Training (per presenter)

3-5 hours, includes ½ day prep time \$900

Standard Collaboration \$900

Collaborations focus on an individual student's needs or on a classroom request.

Requires background information, IEP and video (preferred)

Collaboration service includes:

- Pre-visit phone call to gather information
- Scheduling of collaboration
- One collaborative on-site session
- On-site team meeting (same day as observation)
- One report (either standard or alternate funding format)
- Thirty minute phone in to IEP meeting
- Access to a 1 hour follow up training via webinar or at Infinitec Technology Coalition Center

Extended Collaboration option \$1200

Collaborations focus on an individual student's needs.

Requires background information, IEP and video (preferred)

Extended Collaboration service includes:

- Pre-visit phone call to gather information
- Scheduling of collaboration
- One collaborative on-site visit with 2 professionals for observation and AT trials
 - OR
- Two collaborative on-site visits with 1 collaborator for observation and AT trials
 - OR
- Two collaborative on-site visits with 1 collaborator.
 - Visit 1: observation and AT trials
 - Visit 2: student specific follow up **training** for school team
- One report (either standard or alternate funding format)
- Thirty minute phone in to IEP meeting
- Access to a 1 hour follow up training via webinar or at Infinitec Technology Coalition Center

AAC Coaching Collaboration (\$1975.00)

- Paperwork includes three Infinitec forms, IEP and video
- Pre-visit phone call to gather information
- One collaborative on-site visit
- One report (either standard or alternate funding format)
- Thirty minute phone in to IEP meeting
- On-site Coaching Follow Up Visit 1: 1 full day training
 - Two hour overview of technique (training)
 - Goal setting for team (e.g., partner augmented input, prompting, vocabulary selection, etc.)
 - Identify team members for coaching (up to three members)
 - Vocabulary planning with daily schedule
 - Strategy demonstration by collaborator in real time
 - Baseline video
- On-site Coaching Visit 2: 2-3 hour visit (One hour per team member)
 - Further strategy demonstration by collaborator
 - Staff member performs strategy
 - Discussion
- Virtual Visit 3: 30 minutes with each team member
 - Pre-recorded video or live video of strategy by staff member
 - Discussion
- On-site Coaching Visit 4: 2-3 hour visit (One hour per team member)
 - Further strategy demonstration by collaborator
 - Staff member performs strategy
 - Discussion
 - Video of strategy to compare to baseline

Attachment II

Infinitec Billing & Service Procedures

Effective July 1, 2018

EQUIPMENT RENTAL PROGRAM

The primary goal of the Assistive Technology Equipment Rental Program is to ensure that member agencies have current equipment when needed for **trial usage** prior to purchase of equipment.

Items are rented only upon receipt of agreement signed by AT Coalition authorized liaison. Information needed for equipment rental agreement includes:

- Name of member agency making request
- Name of Assistive Technology Specialist recommending usage
- Name of student (classroom & teacher if for classroom usage)
- Student's birth date
- Name of student's school of attendance with phone #, fax number, address and contact person
- Name/number of attending district
- Name/number of resident district
- Dates of rental
- Name of device and any required accessories
- Signature of Coalition Liaison and District Representative
- Shipping preference with shipping destination and contact person

RENTAL FEES

0-3 mos.	5% of equipment cost per month - creditable towards purchase
4-6 mos.	7% of equipment cost per month—not creditable towards purchase
7-12 mos.	10% of equipment cost per month—not creditable towards purchase
13-14 mos.	15% of equipment cost per month—not creditable towards purchase

If agency pays rental fees for 14 continuous months, then ownership of the device will be transferred to that agency.

Member agency pays for shipping plus a handling fee of 20% of the shipping cost.

BILLING

Equipment billing begins date item leaves equipment library.

Note:

- Rental is based on monthly (30 day) increments
- Equipment may be rented maximum of 3 months, unless:
- If no pending request for equipment, then user may rent for additional months.
- If the item is not returned to equipment library within 30 days of the rental start date, the next month's rate is charged---no partial month billings. This applies year round including summer months.
- If item is returned within 5 business days, the invoice is voided, with only a \$10 restocking fee and shipping costs, if applicable, applied. Please refer to "Five Day Loan Policy" for specific guidelines for use of this provision, located at www.myinfinitec.org under "Member Center" > Forms > Member Equipment Forms.
- If user chooses to retain rather than return the device, then up to 3 months of "paid rental" on the item will be credited towards purchase price of equipment. When purchasing, please be advised that the equipment being purchased is the equipment currently on loan with the student.
- Member agency will pay within 60 days of invoice.
- If any invoices are unpaid for over 90 days, then new equipment may be put on hold until member agency pays delinquent invoices.