



Texas Workforce Commission  
Vocational Rehabilitation Services  
**Assistive Technology Services for Customers  
with Visual Impairments Referral**

**Customer Information**

<b>Service Requested:</b>			
<b>VR Counselor Name:</b>	<b>Caseload Number:</b>	<b>Contact Number (include area code):</b>	
<b>Trainer Name and Contractor Agency:</b>		<b>Date of Referral:</b>	
<b>Customer's Name:</b>	<b>Customer's date of birth:</b>	<b>Customer's Primary Language:</b>	
<b>Customer's street address:</b>	<b>City:</b>	<b>State:</b>	<b>ZIP Code:</b>
<b>Customer's Contact Number (include area code):</b>		<b>Alternate Contact Number (include area code):</b>	
<b>Best Day(s) to Contact (if any):</b>			
<b>Customer's Educational and/or Vocational Goal(s):</b>			
<b>Visual Diagnosis:</b>			
<b>Visual Acuity:</b>	<b>O D (right eye):</b>	<b>O S (left eye):</b>	<b>Visual Fields:</b>

**Other Additional Information:**

**Circumstances that May Impact Services**

<b>Secondary Disability:</b>	
<b>If secondary disability is deaf blindness, what is the customer's primary form of communication?</b>	
<b>Level of Education:</b>	<b>Known Health Issues/ Safety Concerns:</b>

**Additional Information:**

**Customer's Hardware and Software**

<b>List the customer's current hardware:</b>
<b>List the customer's current software:</b>

## AT Training Guide Topics

Select all check box(s) that apply and provide a description of the skill after the colon, if applicable.

Key Boarding Skills:

Setting up the Workstation:

Operating Feature, Function, and Maintenance:

Screen Readers, Screen Magnification, Braille Access, and Speech Recognition Access:

The Word Processor:

The Internet and the World Wide Web:

Viewing and Creating Microsoft PowerPoint Presentations:

Viewing and Creating Spreadsheets using Microsoft Excel:

OCR Software with scanner/cameras, stand-alone OCR Devices, and Braille Translation Software with Braille embossers:

Braille Note Takers:

Mobile Operating Systems:

Computer Skills and Mobile Operating System Skills Post Training Assessments:

Other:

## Service Delivery Methods:

Assistive Technology Evaluation and Keyboarding must be provided in person.

**VR Counselor approves all other AT training to be provided using the following delivery method:**

**(Note any exceptions in additional comments)**

Only in-person

Only remotely

In person and/or remote as dependent on customer's needs

**Note:** Remote service delivery must be face-to-face and/or real time interaction. Voiced telephone and text communication are not acceptable. (see SFP 3.4.8)

**Additional Comments, if any:**

## Training Location(s)

Select the check box(s) below that apply.

Customer's home/family home

Customer's work site

Customer's school or vocational training site

AT service provider's facility

Unknown

Other (specify):

## Additional Information Provided by TWC-VR at Referral

Assistive Technology Evaluation Report, if applicable

Other: