

Purchase Guidance

COVID-19 Appendix K Flexibilities

Assistive Technology for Telehealth

- Allows individuals to purchase devices that facilitate coordination and use of services through telehealth. We will gather information through a form to connect the individual with the technology that will best meet their needs. To make a request, a Support Coordinator will utilize the following forms:
 - Assistive Technology Device Request Form: Request for a tablet device capable of video conferencing for telehealth use and other equipment needed
 - Assistive Technology Equipment and Installation Request Form: Request for assessment and installation of equipment. The assessment may include equipment such as sensors, door alarms, or other smart home technology. Assessment and installation may be completed by a vendor or traditional provider if needed.

Purchase of COVID-19 Related Supplies

- PPE Request Form: Allows individuals to request PPE items including masks, gloves, bleach, disinfectant wipes, and thermometers. Disbursement of supplies is subject to availability and funding.

How to access all request forms:

- The report can be found in the USTEPS Report Portal under the “Support Coordination” category
- The report is called “COVID 19 Purchase Request Forms”
- This will show the Support Coordinator caseload with the three forms for each individual

Note: Once requests are submitted, DSPD will complete purchases. Equipment will be delivered to the address listed in USTEPS unless otherwise specified by the Support Coordinator in the form. Please make sure that the address is up to date. Assistive technology for telehealth or purchase of COVID-19 related supplies will not require an RFS.