Introduction to

AIM
Accessible Instructional Materials

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Introduction to AIM
Accessible Instructional Materials

- **This presentation will:**
    - Define AIM and identify accessible formats
    - Provide a brief overview of legal requirements
    - Explain key vocabulary to increase conversational knowledge
    - Explain the process to acquire AIM
    - Review eligibility criteria for acquiring AIM from the various sources
    - Identify web-based resources for additional information

Key Vocabulary
… more acronyms

- *What is AIM?*
  - —Accessible Instructional Materials
  - —Accessibility refers to providing access for all people, including people with disabilities, to instructional materials.

What are Accessible Formats?

1. Braille

2. Large Print

3. Audio

4. Digital Text

What are the Requirements Under the Law?

- Copyright Law (1931) – Library of Congress
- Chafee Amendment (1996) to Copyright Law
- IDEA 2004
  - **300.172** – Access to Instructional Materials
  - **300.210** – Purchase of Instructional Materials
- Oregon Administrative Rules
  - **581-011-0052** – Accessible Instructional Materials Required
  - **581-015-2060** – Accessible Materials
  - **581-022-1640** – Instructional Materials Adoption
  - **581-022-1622** – Independent Adoptions of Instructional Materials

Key Vocabulary
… more acronyms

- *NIMAS*
  - National Instructional Materials **Accessibility Standard**

- *NIMAC*
  - National Instructional Materials **Access Center**

Library Of Congress
Copyright Eligibility Criteria

- **The following persons are eligible for such services:**
  - *Blind persons* whose visual acuity, as *determined by a competent authority*, is 20/200 or less in the better eye with correcting glasses, or whose wide diameter if visual field subtends an angular distance no greater than 20 degrees.
  - *Persons with visual disability*, with correction and regardless of optical measurement, is *certified by competent authority* as preventing the reading of standard printed material.

Library Of Congress
Copyright Eligibility Criteria

- **Continuation…**
  - Persons *certified by competent authority* as unable to read or unable to use standard printed material as a result of *physical limitations*.
  - Persons *certified by competent authority* as having a *reading disability resulting from organic dysfunction and of sufficient severity* to prevent their reading printed material in a normal manner.

Library Of Congress
Copyright Eligibility Criteria

- **"Competent Authority" means:**
  - In cases of ***blindness, visual disability, or physical limitations***… defined to include doctors of medicine, doctors of osteopathy, ophthalmologist, optometrists, registered nurses, therapists, professional staff of hospitals, institutions, and public or welfare agencies (e.g. social workers, case workers, counselors, rehabilitation teachers, and superintendents).
  - In cases of ***reading disability from organic dysfunction***… defined as doctors of medicine who may consult with colleagues in associated disciplines.

Chafee Amendment 1996
to Copyright law

- Limits production of specialized formats exclusively for the use by "blind or other people with [print] disabilities"
- "Authorized entity" means a nonprofit or government agency that provides specialized services to "blind or other people with [print] disabilities"
- It is not an infringement of copyright for an "authorized entity" to reproduce and to distribute copies
- Reproduction or distribution in a format other than specialized is an infringement of copyright

IDEA 2004

- **300.172 – Access to Instructional Materials**
  - State must adopt the National Instructional Materials Accessibility Standard (NIMAS)
  - State must define "timely manner"
  - Responsibility to ALL students who require AIM

- **300.210 – Purchase of Instructional Materials**
  - Districts who coordinate with NIMAC require publishers to prepare and deliver electronic files to the NIMAC
  - Districts who choose not to coordinate with NIMAC are still require to provide AIM to students in a timely manner; District provides an assurance to the State

Oregon Administrative Rules

- **581-011-0052 – Accessible Instructional Materials Required**
  - During instructional materials adoption process, procurement contracts… Dept of Ed shall enter into a written contract with publishers… require the publisher to prepare… and provide to the NIMAC… electronic files

- **581-15-2060 – Accessible Materials**
  - School districts must ensure the timely provision of print instructional materials… that comply with NIMAS for students who are blind or print disabled
  - School districts must ensure the timely provisions of instructional materials in accessible formats to children who need [it]… who are not blind or print disabled

Oregon Administrative Rules

- **581-022-1640 – Instructional Materials Adoption**
    - Districts shall select and provide… instructional materials and resource materials in accordance with the NIMAS; process for selecting and adopting… shall include… citizen and parent involvement
    - District process must identify whether [to or not to] coordinate with the NIMAC when purchasing materials
    - Districts that do not coordinate with the NIMAC must provide instructional materials to persons who are blind and persons with print disabilities in accessible formats
    - "Timely manner" means the materials are available at the same time materials are available for students who do not need materials in alternate formats
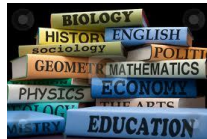
Oregon Administrative Rules

- **581-022-1622 – Independent Adoptions of Instructional Materials**
    - Amended 5/2012 based on House Bill 4014 (Mandate Relief) which no longer requires districts to report independent adoption information to the State
    - The administrative head of the district must provide to the district school board "a statement of assurance that the independently adopted instructional materials will comply with the most current National Instructional Materials Accessibility Standard (NIMAS) specifications regarding accessible instructional materials".

What are we talking about...
"Print Instructional Materials"?

- IDEA 2004 defines "print instructional materials" as:
  - Printed textbooks
  - Related printed core materials
  - Written and published primarily for use in elementary school and secondary school instruction
  - Required by SEA or LEA for use by students in a classroom

Does a Student "NEED"
Accessible Instructional Materials?

- Students with a variety of disabilities may need AIM because they understand the content, but are unable to read or access the print materials in the standard format
- Students can access the content through specialized formats

Who Decides The "NEED" For Accessible Instructional Materials?

- Members on IEP teams or 504 Plan teams
- Other district created teams
- "team decision" based on the need for access

What Might a Team Consider?

- Teams consider a student's possible need for access related to known data and information such as:
  - cognitive ability
  - sensory
  - physical
  - reading level (decoding, word recognition, comprehension, fluency, etc.)
  - grades
  - classroom performance
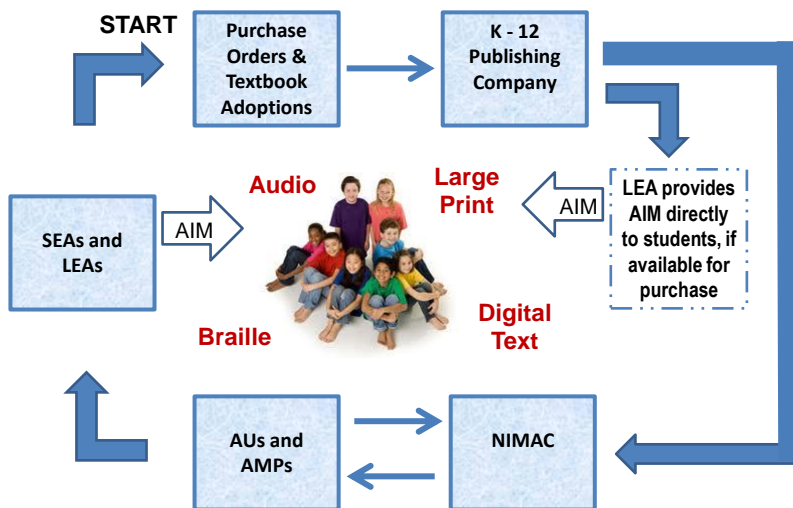 - academic proficiency

When the Team is Addressing the Need…

- Consider the student's preferences
- Consider which format will best enable the student to:
    —access information contained in the printed materials,
    —work as independently as possible,
    —develop literacy skills, and
    —participate in educational activities

Key Vocabulary
… more acronyms

- *AU*
    — Authorized User is an agent or coordinating agency with access to the NIMAC database and who may download NIMAS source files

- *AMP*
    — Accessible Media Producer are eligible to download source files directly from the NIMAC as agents or authorized users

Learning Ally)) ((
Making reading accessible for all.

www.bookshare.org

What is the Process?

- Districts need to include NIMAS language in purchase agreements with textbook publishers.
- When a district adopts materials, they must insist that publishing companies develop and offer AIM products.
- If AIM products are available for purchase, it is purchased and provided directly to the student.
- If AIM products are not available for purchase, but NIMAS language was included in the purchase agreement, the publisher prepares and sends a NIMAS file to the NIMAC.

What is the Process?

- *NOTE: If NIMAS language was not included in the purchase agreement, the district is still responsible to obtain/create and provide AIM to eligible students.*
- NIMAC stores the NIMAS file; a request is made to download the file by an AU or AMP.
- AU or AMP converts the NIMAS file into an alternate "ready file" format for use by the district.
- District obtains the "ready file" format and provides materials to the student.

Sources to Acquire AIM

- NIMAC (through an AU or AMP only)
- AU or AMP
  - Bookshare
  - Learning Ally
  - Oregon Textbook & Media Center (OTMC)
- Publishers
- Other sources – public domain
- Locally created

Let's Take a Closer Look
"Option 1"

- NIMAC
- National repository for electronic files of textbooks and core related materials in the NIMAS file format
- Only an AU or AMP can access a NIMAS file from the NIMAC

Let's Take a Closer Look
"Option 2"

- AU or AMP
- Examples: Bookshare and Learning Ally
- Local option: Oregon Textbook and Media Center (OTMC) which provides materials for student who are blind and visually impaired.

Let's Take a Closer Look
"Option 3"

- Publishers
- Provides digital files which are created for a cost to anyone interested in purchasing them
- At this time, the available selections are limited

Let's Take a Closer Look
"Option 4"

- Other sources
- Anything commercially created (free or fee-based, web-based, teacher-created for use, public domain, and others)
- This option may not always be of quality and you get what you pay for in many cases

Let's Take a Closer Look
"Option 5"

- Locally created
- Districts create AIM by scanning documents or textbooks with publisher permission
- Anyone choosing this option must follow copyright requirements and obtain permission
- When in doubt, it is best to ask the publisher and get permission

Let's Talk About Eligibility

- A student's identified needs, based on his/her disability, will determine where accessible instructional materials can be obtained
- Not all students are eligible to access materials from all resources due to copyright protection

NIMAC
"Exclusive Source"

- In order to obtain an alternate file of "printed instructional materials" (textbooks, core materials) from the NIMAC, the student must:
  - —require AIM determined by at team,
  - —meet IDEA eligibility (DB, BVI, OI, SLD); receive services and/or supports on an IEP, and
  - —meet Copyright eligibility *(blind, visual disability, physical limitation, reading disability of organic dysfunction of sufficient severity)*

Student Meets IDEA
Eligibility Only

- Student is not eligible to obtain an alternate file of "printed instructional materials" (textbooks, core materials) from the NIMAC or AU/AMP
- Examples: OHI, ED, ASD, ID, CD, DHI, TBI
- District is still responsible to provide AIM to the student, if the student requires AIM as determined by the IEP team
- District can acquire AIM from:
  - ➢ Publishers
  - ➢ Other Sources
  - ➢ Locally created

Student Meets Copyright Eligibility Only

- Student is not eligible to obtain an alternate file of "printed instructional materials" (textbooks, core materials) from the NIMAC or AU/AMP
- District is still responsible to provide AIM to the student, if the student requires AIM as determined by the 504 Plan team
- District can acquire AIM from:
  - ➢ Publishers
  - ➢ Other Sources
  - ➢ Locally created

The "Other" Students
Not Eligible Under IDEA or Copyright

- Student is not eligible to obtain an alternate file of "printed instructional materials" (textbooks, core materials) from the NIMAC or AU/AMP
- District is still responsible to provide AIM to the student, if the student requires AIM as determined by "a team"
- District can acquire AIM from:
  - ➢ Publishers
  - ➢ Other Sources
  - ➢ Locally created

Accessible Media Producers (AMP's) In Oregon

- Oregon Textbook Media Center (OTMC)
- Learning Ally
- Bookshare

Oregon Textbook Media Center (OTMC)

- Student who are blind or have low vision
- Serves all Oregon regional programs, Oregon School for the Deaf and Oregon Commission for the Blind
- Located at Willamette ESD under contract with the state

Oregon Technology Media Center (OTMC)

- Textbooks and supplementary educational materials
- Braille, large print & audio
- Technical assistance on locating resources and in the use of the technology
- State tests in both Braille and large print

Oregon Technology Media Center (OTMC)

- http://www.wesd.org/sped/otmc

- Contact regional vision teacher for your area

Learning Ally

- Audiobooks
  - Textbooks
  - Literature titles
- Over 75,000 titles
- Human read audiobooks
- Nonprofit
  - Membership fee

Learning Ally

- Individual membership
- Group membership
  - Yearly, three year and site license plans
  - ReadHear software
  - Audio app
  - Teacher Ally
  - VOICEtext

Learning Ally

https://www.learningally.org/

Bookshare

- Accessible books and periodicals for readers with print disabilities
- Bookshare® is free for all U.S. students with qualifying disabilities
  - U.S. Department of Education Office of Special Education Programs (OSEP).
- Approximately 185,000 digital books, textbooks, teacher-recommended reading, periodicals and assistive technology tools.
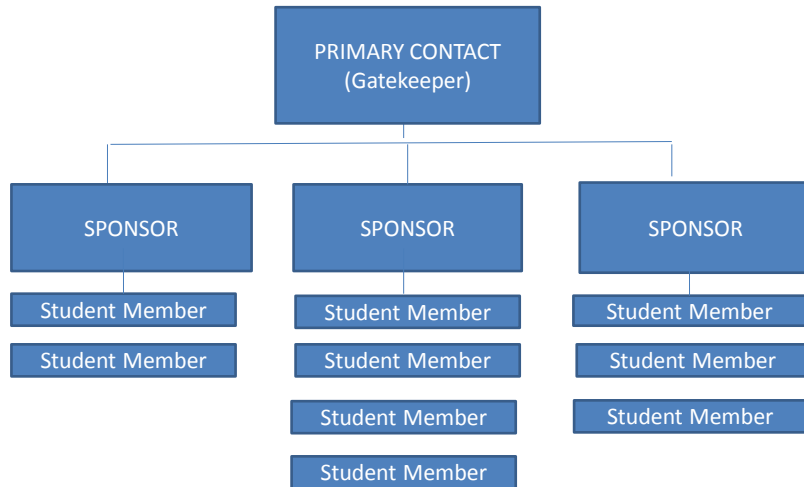
Bookshare

- Membership is available to individuals with qualifying print disabilities and to organizations supporting those individuals.
- Members have an IEP for NIMAS materials
- The responsibility of certification is on the professional signing the Proof of Disability form to confirm that each Member meets the copyright definition.
- Only Members can download copyrighted books. (Public domain can be downloaded by anyone, with or without a membership.)

Bookshare

www.bookshare.org

Organizational Structure

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                    ┌─────────────────────┐
                    │  PRIMARY CONTACT    │
                    │    (Gatekeeper)     │
                    └─────────────────────┘
                              │
        ┌─────────────────────┼─────────────────────┐
   ┌─────────┐          ┌─────────┐          ┌─────────┐
   │ SPONSOR │          │ SPONSOR │          │ SPONSOR │
   └─────────┘          └─────────┘          └─────────┘
```

SPONSOR	SPONSOR	SPONSOR
Student Member	Student Member	Student Member
Student Member	Student Member	Student Member
	Student Member	Student Member
	Student Member	

How to Get Training and Technical Assistance

OTAP

**Oregon Technology
Access Program**

*Training
Technical assistance
Lending library
Referral process
Information dissemination
AIM specific services*

Oregon Technology Access Program
OTAP

➢ Provide direct training in the uses of technology for children with disabilities.

➢ Provide technical assistance to parents, teachers and related services staff.

➢ Collect and disseminate information about technology resources.

➢ Link children, parents and school personnel to assistive technology resources.

OTAP
Training

➢ Regional workshops are provided across the state

➢ Workshops specific to agency needs

➢ Workshops for parents and parent resource agencies

➢ Presentations to groups, agencies, colleges

➢ Training links on the OTAP website

OTAP
Technical Assistance

➢ On-site technical assistance

➢ Technical support by contacting OTAP

➢ Technical support through the OTAP website

OTAP
Lending Library

➢ Equipment and software loans

➢ Available to schools and families

➢ Short term trial period

➢ Lending Library Catalog
   (on the OTAP website)

OTAP
Referral Process

➢ OTAP helps to link children with disabilities and their families to available services in Oregon.

➢ Information available on the OTAP website or by contacting OTAP.

OTAP
Information Dissemination

➢ OTAP has developed written manuals and informational pamphlets.

➢ Information available on the OTAP website, in the OTAP newsletter and by contacting OTAP.

OTAP
AIM Specific Services

➤ AIM training
  ➤ Regional AIM workshops to administrators and school personnel
  ➤ AIM training specific to districts
  ➤ AIM training for parents and parent resource agencies
  ➤ AIM training at OTAP AT Now! Conference
➤ Loan Library items for AIM
➤ AIM information pamphlets
➤ AIM Technical assistance
➤ AIM links on the OTAP website

Web-Based Resources for
More Information

- National Center on Accessible Instructional Materials – http://aim.cast.org
- The PALM Initiative (Purchase Accessible Learning Materials) – http://aim.cast.org/learn/practice/palm
- Oregon Department of Education – http://www.ode.state.or.us/search/page/?=1827
- Oregon Technology Access Program – www.otap-oregon.org
- Oregon Textbook and Media Center – www.wesd.org/sped/otmc
- Bookshare – www.bookshare.org
- Learning Ally – www.learningally.org/oregon

How to Contact ODE

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www.otap-oregon.org