Center for Instructional Supports and Accessible Materials (CISAM) Services

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Center for Instructional Supports and Accessible Materials (CISAM)

Statewide project serving students with print disabilities:
- Reading Disabilities
- Physical Limitations
- Blindness and Visual Impairments
Vision

To improve the achievement outcomes of Ohio’s students through the timely provision of accessible educational materials and services.
Mission

- Promote educational opportunities for students with print disabilities and their families.
- Provide quality accessible educational materials (AEM).
- Offer professional development/learning opportunities.
- Provide technical assistance.
Learning Objectives

- Learn about CISAM services and how to access our services.
- Learn what are accessible educational materials (AEM).
- Understand why AEM are required and how they support student learning.
- Know where and how to obtain AEM.
- Access online tools and resources.
What are AEM?

AEM are:
• Educational materials produced or rendered in accessible media.
• Educational materials transformed into the specialized formats.

Audio  Braille  Digital Text  Large Print
The Decision-Making Process

Three Options for the Decision-Making Team:

1. **Standard Materials**
   - Grade-level-based

2. **Same Content in One or More Specialized Formats**

3. **Modified Content or Alternative Materials**
“Simply Said”

Please click on slide to start video clip
WHY PROVIDE AEM?

Educational materials can be a barrier.

AEM remove that barrier.
The Individuals with Disabilities Education Act (IDEA) requires school districts to provide AEM to students with print disabilities.
National Instructional Materials Accessibility Standard (NIMAS)

NIMAS:

- Included in *Individuals with Disabilities Education Act (IDEA) 2004*

- Technical standard used by publishers to produce source files in multiple specialized formats for school-age students with print disabilities.

- Addresses the timely delivery of textbooks in specialized formats including braille, large print, digital text, and audio.

- **CISAM’s** role is to assist school personnel in locating specialized textbooks for eligible Ohio students.
Students with print disabilities, including students who are blind and visually impaired, need:

- Equal access to quality AEM
- Timely manner
- Same time as their peers receive their textbooks
Eligibility for AEM

Visual Impairment

Blindness

Physical Impairment

Reading Disability

For more information on the eligibility of students for AEM, go to the NIMAS brochure at the website listed below.

cisam.ossb.oh.gov/docs/NIMAS/NIMASBrochure.pdf
What is the Impact of AEM?

2-19-43
Dear SCTSA,

Thank you for the special stuff. It helps me see better. The books help me work. The paper makes my writing neater. Thank you so much.

For,
Harlesbee
How are AIM Selected?

1. List the materials used across the curriculum.
2. Consider the instructional content.
3. Select the formats needed.
4. Match formats to materials.
AIM Navigator
aim.cast.org/experience/decision-making_tools/aim_navigator

• Online interactive tool
• Facilitates process of decision-making around AEM for individual student
• Four major decision points
  • Determination of need
  • Selection of formats
  • Acquisition of formats
  • Selection of supports
AIM Explorer

Free software simulation tool to help struggling readers, educators, and families decide which supports might enable the student to access and understand text.

Combines grade-level digital text with access features common to most text readers and other supported reading software.

Presents options in a logical sequence.

Options: magnification, custom text and background colors, text-to-speech, text-highlighting, and layout.
How Do You Acquire AEM for a Student with a Print Disability?

To request AEM, complete a CISAM Materials Request Form available at our website:

cisam.ossb.oh.gov/docs/AccessibleMaterials/CISAMMaterialsRequestForm.pdf
Materials Request
Center for Instructional Supports and Accessible Materials
5250 N High Street
Columbus, Ohio 43214
Fax 614.644.9254
http://ciasm.oeeb.oh.gov
Form Revised 11/30/2014

Student Number
School Year

Please Check Primary Category:
- Visual Impairment:
  - Large Print
  - Braille
- Specific Learning Disability
- Orthopedic Impairment
- Other:

Please Check One:
- Public School
- Private School
- Registered in Another State

Please Check Format of Accessible Educational Material (AEM) Request. Indicate multiple preferences and/or order of preferences:
- Hard Copy Braille
- Hard Copy Large Print
- Digital Text
- Audio
- Instructional Aid

1. Comment:
Title/Item:
Series Title:
Publisher:
ISBN:
Copyright: APH Catalog #

2. Comment:
Title/Item:
Series Title:
Publisher:
ISBN:
Copyright: APH Catalog #

3. Comment:
Title/Item:
Series Title:
Publisher:
ISBN:
Copyright: APH Catalog #

4. Comment:
Title/Item:
Series Title:
Publisher:
ISBN:
Copyright: APH Catalog #

Please make a copy for your records. Incomplete forms will be returned to the requestor.
How the Center for Instructional Supports and Accessible Materials (CISAM) Processes Requests for Accessible Instructional Materials (AIM)

CISAM receives a request for AIM (braille, large print, digital, and/or audio) on a CISAM Materials Request form. Requestors should order AIM in March preceding the school year in which the AIM will be used so that students have the materials to start the new school year. CISAM takes the following steps to process a request for AIM:

- CISAM searches the CISAM collection to see if the AIM is available. If the AIM is available, CISAM sends the AIM to the student or designated person from the CISAM collection.

- If an alternate copyright date of the same AIM is available in the CISAM collection, this option is provided to the requestor.

- If the AIM is not available from the CISAM collection, CISAM searches the Louis Plus Database, Bookshare, Learning Ally, and the National Instructional Materials Access Center (NIMAC).

- If the AIM is available from the American Printing House for the Blind, Inc. (APH) and the student is legally blind and registered with Federal Quota, CISAM orders the AIM from APH using Federal Quota funds.

- If the student is not registered with Federal Quota and the AIM is not available from APH, but the AIM is available from one of the other sources, i.e. Bookshare, Learning Ally, then CISAM provides the source to locate the AIM to the requestor.

- If a literary braille textbook published before August 18, 2006 is not available from any source, on the requestor’s behalf, CISAM can request an electronic publisher’s file for producing the textbook from the publisher. CISAM works with the requestor to locate a braille producer.

- If a large print or braille textbook is not available from any source, a school district can request that CISAM submit a request to the APH Accessible Textbook Department to produce the textbook. See the APH website at aph.org for more information.

- If a large print textbook is not available from any source, a school district can submit a print copy of a textbook to the CISAM Accessible Materials Production Center (AMPC) to have staff chop the spine off the print textbook and scan it into the computer to produce a word file/pdf of the textbook (files include images when available).

- For eligible students, CISAM notifies the school district that a National Instructional Materials Accessibility Standard (NIMAS) source file may be available from the publisher for textbooks sold in Ohio. The CISAM AMPC can work with the school district to produce a formatted file of the textbook.

- If a requested braille item is not available from the CISAM collection or any other source, CISAM asks if the school district wants a cost estimate from Grafton Braille Service Center (GBSC) for the production of the textbook.
Who Can Submit CISAM Materials Requests?

On behalf of students with print disabilities, the following personnel can submit CISAM Materials Requests:

- Teachers
- Supervisors
- Administrators
Requestors can:

- Email to jsiens@cisamoh.org or khouston@cisamoh.org
- Fax to 614-644-8254
- Mail to CISAM, 5220 N. High Street, Columbus OH 43214
When Do You Submit Requests?

Requestors should:

• Submit requests in March preceding the year in which the AEM will be used.
• Provide email addresses.
• Provide summer contact information.
How Does CISAM Process Requests?

How the Center for Instructional Supports and Accessible Materials (CISAM) Processes Requests for Accessible Educational Materials (AEM)

cisam.ossb.oh.gov/docs/AccessibleMaterials/HowCISAMProcessesMaterialsRequests.pdf
CISAM maintains and distributes a collection of AEM:

- 57,034 total (5-26-15)
- 4,612 in stock
- 52,422 in circulation
Federal Quota Program

- Annual Registration of Legally Blind Students
- Each student generates $298.45
- AEM from American Printing House for the Blind
Sources of AEM

- Bookshare
- Learning Ally
- Louis Plus Database (for other sources)
CISAM AMPC provides a CD containing requested formats

cisam.ossb.oh.gov/docs/AccessibleMaterials/FormatsForAEM.pdf
GBSC produces quality:

- Braille textbooks
- Tactile graphics

[Link to GBSC Brochure](cisam.ossb.oh.gov/docs/Brochures/GBSCBrochure.pdf)
BEST Grant

- U.S. Department of Education/Rehabilitation Services Grant
- Focuses on braille literacy
- Approximately $540,000 over five years (2014-2019)
BEST Grant

- Professional Development
- Technical Assistance
- Product Development
- Incidental Braille Production Centers
What PD/Learning Opportunities Does CISAM Offer?

- CISAM Professional Development Calendar: [cisam.ossb.oh.gov/docs/ProfessionalDevelopment/ProfessionalDevelopmentCalendar2014_2015.pdf](https://cisam.ossb.oh.gov/docs/ProfessionalDevelopment/ProfessionalDevelopmentCalendar2014_2015.pdf)
- CISAM AIM Modules (CAM)
- CISAM AIM Training Series (CATS)
- Information Sharing Meetings for Administrators and Supervisors Serving Students with Visual Impairments
CISAM AIM Module is a self-paced online course.

- Free to access the content
- For more information: nwoet@nwoet.org or 1-800-966-9638
- Participants can earn professional development, graduate credit, or access on their own for the content.
CISAM AIM Module (CAM)

- **Module 2: AIM and AT** covers AEM and assistive technology.
- **Module 1: AIM Intro** provides overview of AIM/AEM.

aim.infohio.org
The CISAM AIM Training Series (CATS) is a free, self-paced online series comprised of five modules focusing on accessible instructional materials (AIM).

- Module 1 – AIM Introduction
- Module 2 – Braille and Large Print
- Module 3 – Audio and Digital Text
- Module 4 – CISAM Services
- Module 5 – PALM Initiative

You can access the series at: cisam.ossb.oh.gov/ProfessionalDevelopment.php
What TA Services Does CISAM Offer?

- Free technical assistance services related to hardware and software needs of students with print disabilities
- Resource information
CISAM Services

View the CISAM brochures:
cisam.ossb.oh.gov/Brochures.php
RESOURCES – ACCESSIBLE MATERIALS

- American Printing House for the Blind (APH) [aph.org](http://aph.org)
- Bookshare [bookshare.org](http://bookshare.org)
- Center for Applied Special Technology (CAST) [cast.org](http://cast.org)
- Learning Ally [learningally.org](http://learningally.org)
- Library Service for the Blind and Physically Handicapped [loc.gov/nls/](http://loc.gov/nls/)
- National Braille Press [nbp.org](http://nbp.org)
- National Center on Accessible Educational Materials (AEM) [aem.cast.org](http://aem.cast.org)
- National Instructional Materials Access Center (NIMAC) [nimac.us](http://nimac.us)
RESOURCES – PHYSICAL LIMITATIONS

• How Assistive Technology Enables Dreams
  http://www.edutopia.org/assistive-technology-enabling-dreams-video

• National Center on Accessible Instructional Materials – Disability-Specific: Physical Disability
  http://AEM.cast.org/learn/disabilityspecific/physical#.UkGnt8afgbI

• National Association of Special Education Teachers – Orthopedic Impairments
  http://www.naset.org/orthopedicimpairment2.0.html

• Student Essay: Successful Use of Assistive Technology
  Click to view Video

• WebAEM – Motor Disabilities
  http://webAEM.org/articles/motor/
RESOURCES – SPECIFIC LEARNING DISABILITY

- Council for Exceptional Children – Division of Learning Disabilities [teachingld.org](http://teachingld.org)
- International Dyslexia Association [interdys.org](http://interdys.org)
- Learning Disabilities Association [ldnatl.org](http://ldnatl.org)
- National Center for Learning Disabilities [nclld.org](http://nclld.org)
RESOURCES – SUPPORT SERVICES

- Assistive Technology of Ohio atohio.org
- Council for Exceptional Children-Ohio cec-ohio.org
- Ohio Center for Autism and Low Incidence (OCALI) ocali.org
- Ohio Coalition for the Education of Children with Disabilities ocecd.org
- Ohio Department of Education/Office for Exceptional Children education.ohio.gov/Topics/Special-Education
- Ohio School for the Deaf Outreach ohioschoolforthedeaf.org/Outreach
RESOURCES – VISUAL IMPAIRMENTS

• American Council of the Blind (ACB) acb.org

• American Foundation for the Blind (AFB) afb.org

• Association for Education and Rehabilitation of the Blind and Visually Impaired (AER) aerbvi.org

• Braille Formats (online version) – Principles of Print to Braille Transcription, 2011 brl.org/formats/

• Council for Exceptional Children – Division of Visual Impairments cecdvi.org

• Family Connect familyconnect.org

• Hadley School for the Blind hadley.edu
RESOURCES – VISUAL IMPAIRMENTS

- National Association for Parents of Children with Visual Impairments (NAPVI) [spedex.com/napvi](http://spedex.com/napvi)
- National Braille Association (NBA) [nationalbraille.org](http://nationalbraille.org)
- National Federation of the Blind (NFB) [nfb.org](http://nfb.org)
- Ohio Center for Deafblind Education (OCDBE) [ohiodeafblind.org](http://ohiodeafblind.org)
- Perkins School for the Blind [perkins.org](http://perkins.org)
- Seedlings Braille Books for Children [seedlings.org](http://seedlings.org)
- Texas School for the Blind and Visually Impaired (TSBVI) [tsbvi.edu](http://tsbvi.edu)
How Do I Contact CISAM?

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Thank you for your time!

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