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ABSTRACT

The second edition of this guide to assistive technology for memory and organization is intended for professionals working with people who have learning disabilities, attention deficit disorders, neurological conditions, and psychological problems. It contains expanded and new appendices as well as new information about free Internet resources, retail stores, a special section on technology designed to help students with organizing their daily lives, a section featuring products under development, and a sampling of "first hand accounts" written by people who use technology for memory and organization. Section 1 offers a framework for choosing technology for memory and organization and covers asking questions prior to selecting technology, the requirements of the task and the person, device-related features, the environment, sources for purchase and funding, and first-hand accounts. Section 2 provides an overview of assistive technology products including medication reminders, calendar and activity management, other daily activities, products for students, and products under development. Seven appendices include: mail order catalogs, manufacturers and developers, software, free Internet resources, retail stores and their typical products, people and organizational resources, and selected articles and books. (Contains 23 references.) (DB)

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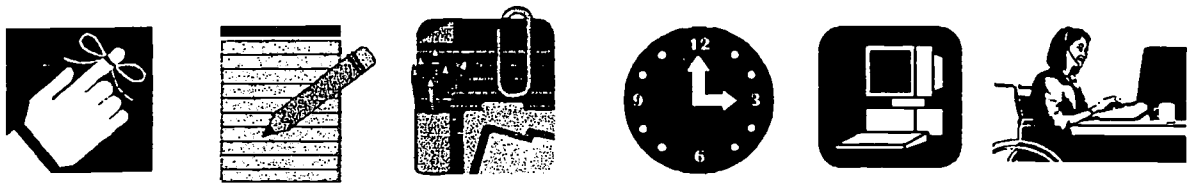

A RESOURCE GUIDE TO ASSISTIVE TECHNOLOGY FOR MEMORY AND ORGANIZATION

2nd edition

by

Kathy McHale
Edited by: Sara McHale

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A RESOURCE GUIDE TO ASSISTIVE TECHNOLOGY FOR MEMORY AND ORGANIZATION

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INTRODUCTION

Welcome to the second edition of the Resource Guide to Assistive Technology for Memory and Organization! This edition contains expanded and new appendices, including information on people and organizational resources, free Internet resources, retail stores, and a listing of selected articles and books. It also includes a special section on technology designed to help students with organizing their daily lives, and a new section called "In the Pipeline", which features a product still under development at the time of the writing of the Resource Guide. We include for the first time a group of "first hand accounts" written by people who use technology for memory and organization, sharing their successes and difficulties, their adaptations to make the technology work for them, and more. Lastly, there is an index to this edition of the Resource Guide. If you find a reference to a product in the text, you can refer to the index to find out the location of contact information about that product.

This Resource Guide is designed to help you in decision-making about assistive technology for memory and organization as well as to provide information about a number of products that are available. The appendices provide contact information for specific products. No endorsement is made of any specific product. But we do hope you find the guide useful in identifying technology that will be useful to you.

People may have difficulty with remembering and being organized for many different reasons. Learning disabilities may affect the ability to remember various types of information, and attention deficit disorders can make organization of daily life difficult. Neurological conditions such as seizure disorders or head injuries may also result in memory and organization problems. Difficulty concentrating and remembering may also accompany depression. Then, there's the hectic pace and complications of modern life that may cause people with no disability at all to seek help related to memory and organization.

Fortunately, a wide variety of devices and systems are available to help with memory and organization, including the following: computer software for agendas, for calendars or for organizing written work; software for financial management; voice recording reminders and cassette

recorders; medication reminders; alarms and timers; electronic personal organizers; and low tech items and techniques such as color-coding.

In addition, there are products that can work well for those who have special needs. For example, individuals who are deaf or hard of hearing may want a vibrating alarm clock to place under a pillow, or an individual who is not able to read may benefit from the use of a picture-based daily planner.

Finding and using the right technology for memory and organization can lead to a decrease in anxiety, an increase in self-confidence, better health, a greater ability to accomplish goals, and improved family relationships. I have personally seen the difference a $.99 pill reminder can make in each of these areas. The search is definitely worth it!

We welcome your feedback about the usefulness of this guide and your suggestions for additional technology or resources to include.

TECHNOLOGY FOR MEMORY AND ORGANIZATION is a business that provides consulting services and training for adults and children to help them identify and use assistive technology for tasks involving memory and organization. If you would like assistance in selecting technology, please call us at (781) 444-0297.

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A very special thanks to the contributors of first hand accounts, Gayle Yarnall of Adaptive Technology Consulting; Duane Davis of TickleBox and the contributors from his web site; Samantha Scolamiero of the Brain Trust; and Susie Sussman of the American Coaching Association.

And, last but not least, thanks to my daughter Sara, for her computer and editorial assistance, her own first hand account, and her infinite patience!

I. A FRAMEWORK FOR CHOOSING TECHNOLOGY FOR MEMORY AND ORGANIZATION

A. ASKING QUESTIONS PRIOR TO THE SELECTION OF TECHNOLOGY

In this section of the Resource Guide, we will present a series of questions related to the use of assistive technology for memory and organization. These questions are designed to identify information that will help you to select the most effective technology for augmenting memory and organizational skills.

We believe that the most effective use of technology will come about when a good match is made among the following four factors:

A) the task that the individual wishes to perform

B) the individual's goals, abilities, disabilities, and preferences

C) the physical features of available technology

D) the environment in which the technology will be used.

The following brief example will illustrate the interaction of these four factors.

An individual may need a device to alert her audibly to the need to do an activity at home, perhaps to leave for an appointment. She may wish to use an alarm clock for this, realizing that it can perform the task that she wishes to have performed, i.e., to be reminded when it is time to do a particular activity. (Factor A above - the task that the individual wishes to perform with the assistance of technology.)

If the individual has very sensitive hearing and a strong startle reflex (Factor B above - the individual's goals, abilities, disabilities, and preferences), then the person may not want to use an alarm with the loud "brrrring" of the typical alarm clock. (Factor C above - the physical features of the available technology). Fortunately, there are a wide variety of alarm clocks available with alarms that are either soft or not startling. For example, there are clock radios that can be set to a favorite station, humorous alarm clocks that play a version of reveille, or clocks that play nature sounds.

The choice of an alarm clock presumes that this device will be used in a person's home. If the person needs to be reminded of an activity while outside of the home, a wearable or otherwise portable device would need to be identified and additional consideration given to the desirability of a particular type of output in the environment where it would be used. (Factor D above - consideration of the environment)

After considering all these factors, the individual may decide that the clock with a humorous alarm is the best choice.

Many people use a trial and error approach to discovering appropriate devices for help with tasks requiring memory and organization. In fact, this may well be a satisfactory approach in many situations. Furthermore, even with the most carefully considered decisions, there will still be an element of trial and error involved.

However, some false starts, bad experiences, and abandoned technology can be avoided by addressing the four factors above prior to select a device.

In this guide, we propose a series of questions that will obtain information to help bring about a good match among all the factors.

B. QUESTIONS RELATED TO THE REQUIREMENTS OF THE TASK

1. **QUESTIONS:** What is the task related to memory and organization that you wish to accomplish?

Major areas to consider in answering this question are the **frequency** of the task, the **timing**, and **the length and content** of the material one wishes to remember. This can be done by trying to state in simple sentences the specific task or tasks one wishes to perform.

Example A:

ANSWER: "I need to remember to take one pill in the morning and one pill at night every day. (frequency and timing) The pills are small tablets. (content of the material one wishes to remember.

Example B will illustrate a more complex answer to this question covering several areas of need:

ANSWER: "I need to remember when my daily appointments are." (frequency and timing)

I need to remember when it is time to leave for appointments in order to allow for adequate travel time. (frequency and timing)

I need to remember what to bring with me to appointments. (content)

I need to remember what tasks need to be done before an appointment (content)

I need to avoid conflicts in scheduling future appointments. (content)

Most appointments can be listed using 3-4 words. Most of the things I need to remember to do or bring can generally be described in 4-7 words. (content)

The above answers to the question point toward a number of possible general areas of technology in this guide.

For instance, medication reminders and organizers are designed to provide assistance in remembering medication and might be helpful to the individual in Example A above.

Calendar management systems, whether paper or computerized, are designed to provide assistance in remembering and scheduling appointments, and may be helpful to the individual in Example B above. Used well, they will help prevent conflicts in scheduling. One can also build travel time into the use of a calendar by entering: "leave for..." as an actual appointment itself. Thus, to build in travel time for a dentist appointment at 10:00, one might enter an appointment at 9:45 as "Leave for dentist."

Most calendar systems will allow for entries of this sort of data. However, not all calendar management systems will include adequate space for "to do" lists for tasks that may be related to appointments. Then one will need either to find a calendar system that does or look for a way to manage a daily to do list outside of the calendar.

C: QUESTIONS ABOUT THE PERSON WHO WILL USE THE TECHNOLOGY

The next questions relate to the individual who will be using the technology. These questions will address the individual's goals, preferences, and abilities and disabilities.

1. What are the individual's long term and short term goals that technology might be able to help accomplish?

Independence comes to mind as a frequent goal. Where two devices may be equally useful to accomplish a task, an individual whose goal is independence may choose a simpler device that can be operated without prompting or programming by another person. On the other hand, a more complex device may be selected as being most appropriate and recognized as something the individual could learn to use over time. The provision of ongoing instruction may then need to be built into plans related to the use of a device.

Another individual's goal may be to increase communication. Difficulties with memory or organization may be getting in the way of an individual's ability to stay in touch with friends, for instance. Someone who cannot remember phone numbers, where he has left his address book, or even to enter addresses and phone numbers into an address book, may benefit from a programmable memory telephone.

2. Does the person have preferences for the type of technology or special features related to the technology?

Individuals may have preferences related to the technology that they wish to use. It may be helpful to identify these preferences, especially if doing so helps to increase the likelihood that technology will actually be used on a daily basis. Naturally, a preference may not be as strong a factor in selection as a special need or a disability, but it is still a factor worth considering.

Individuals may have preferences about the type of technology to be used. The example that comes to mind immediately is the strong preference some people have for the use of paper daily organizers rather than electronic or computerized ones, or vice versa.

Preferences may also relate to the input or output features of a device, such as a preference for a product with a keyboard data entry option rather than one that requires handwritten entries.

Preferences may also relate to other features such as color or style. For some individuals, any product will do as long as it is purple! One might also consider whether preferences can be addressed by adding or applying a feature. One group of students at a high school in New York were motivated to actually use their lap top computers when the computers were painted day glo orange!

3. What abilities or disabilities does the individual have that will affect the use of technology?

It is important to identify both abilities and disabilities. The former will assist in using or learning to use a device, while the latter may or may not impact the use of technology.

For example, the **ability to read** is a critical component of using many technologies that rely on text for input or output, not to mention the need to be able to read and decipher instructional manuals. However, an inability to read does not preclude the use of technology for memory and organization. There are picture-based daily organizers, for example, and picture memory phones. Specially designed instruction and online support might replace the need to read an abstruse technical instruction manual.

Fine motor skills are another important skill area that will impact the selection of technology . Many products have small areas for handwritten calendar entries or data entry. Individuals with good skills in those areas will have many choices of products. Individuals whose fine motor skills constitute a disability due to such conditions as spasticity, carpal tunnel syndrome, arthritis or neuromuscular conditions may need to pay special attention to their ability to use a specific device, looking carefully at, and even trying out, its input and output features. They may also need to consider alternatives for the input of data, or may need to use a combination of devices. For example, rather than trying to use a hand-held PC with a very small keyboard, an individual might use a large PC keyboard to enter data for a daily calendar that is then downloaded to a Data Link Watch.

During the course of the day when the individual is away from the PC, he or she might use a voice recording memo device to record ongoing additions or changes to the calendar.

In considering an individual's **vision**, one might ask the following questions: What size numerals or letters is the individual able to read? Is there a need for bold print or capital letters? Does the individual have difficulty tracking scrolling letters? Is there a need for good contrast between foreground and background? Is there a need for simplified displays to minimize visual distraction? Is there a need for voice input and output rather than print? Is the person able to read Braille?

There are many different devices and types of technology available to meet the needs of individuals with visual disabilities, and there are many specialized catalogs and even retail outlets that can meet those needs.

An individual's **hearing** abilities and disabilities may also affect the ability to use technology. One might ask: Are there particular ranges of sounds or types of sounds that the individual cannot hear? Much of the technology used to aid one's memory provides an audible alarm or reminder, such as a beep, a voice, or a ring. Some devices may be adjustable to a volume that the individual can hear. If this is not possible, vibrating or flashing products are available. Where necessary, products can be combined to achieve the desired goal. For example, a vibrating watch could remind a person to take medication from a pill reminder at a particular time.

Products that are used primarily for organization, such as many calendar software products, may require no adaptation at all for use by a person with special needs related to hearing.

Cognitive abilities and disabilities also need to be considered. A person with a cognitive disability affecting the ability to read may be able to use a picture reminder or a verbal reminder system. Individuals who have difficulty remembering a sequence of activities may benefit from products designed to provide verbal, step by step instructions for performing complex tasks or remembering lists of activities. If a person has difficulty remembering instructions on how to use a complicated, multi-"buttoned" device, there are a number of devices available that

can be operated by using just two buttons. For instance, there are simple digital memo devices with just two buttons, one for play and one for record. If individuals need visual or concrete reminders of what they need to do, products such as the **EZ Pocket** are available to provide immediate, concrete information about what needs to be done when.

Some people who have difficulty at first remembering how to use a particular device, due to short-term memory problems or problems integrating information, may very well be able to remember in the long term, given adequate instruction and repetition.

Lastly, some individuals may need more than just an alarm to remind them of what it is that they need to do. They may benefit from a product in which recorded or text prompts are provided when the alarm goes off.

D. WHAT ARE THE PHYSICAL FEATURES OF THE DEVICES BEING CONSIDERED?

When a number of possibly useful products have been identified through considering the tasks to be performed, and an individual's goals, abilities, disabilities, and preferences, the various physical features of individual products need to be considered. A series of questions about input, output, and other physical features of products and devices are presented below.

1. Questions related to input:

What type of information can be entered?

Is it alphabetical only, numerical only, or an alpha-numeric combination? Picture or object?

What length of messages can be entered?

What information fields or categories are already programmed into the device?

What is the mode of entry for information or to activate the device?

Keyboard? Push-Button? Voice? Handwriting? Other?

How many alarms can be set, if applicable?

Can alarms to set to repeat automatically, or must the device be reset each time?

How far forward can alarms be set?

Can a "warning" be incorporated, e.g., a pre-alarm that goes off five minutes before the the actual alarm?

How many steps must be remembered to enter data?

Are prompts provided for using the product, thus minimizing the number of steps to be remembered? Are summaries of instructions available on the product itself?

2. **Questions related to output:**

How is information displayed?

Is it text? What size and type of letter? Can the font size or type style be changed?

Is it numerals? What size and type of numbers?

What are the foreground/background colors of the display? Can they be changed?

If pictures, can they be personalized (i.e., can stock photos be replace by actual photos?)

Is the passage of time displayed continuously?

In numbers?

Spatially or visually?

How complex is the display of information? If complex, are there options that allow one to simplify the display?

Is the device available in different colors, thus lending it to color-coding?

If the product provides alarms, in what mode does the alarm work?

Auditory? Is it a voice, ring, beep, or musical sound? Is the volume adjustable?

Visual? Is it flashing? blinking?

Tactile? Is it a vibrating alarm?

How much information is conveyed in the alarm? Is it the alarm only? Or can a message, either verbal or text be provided when the alarm goes off?

3. Questions about general physical features:

What is the size of the device?

How much does it weigh?

What is the structure of the device? Does it have a cover? Carrying case?

If the device is electronic, can it be battery operated?

If the device is a computer, what hardware and software are used?

The responses to these questions about the features of devices and products can then be compared to the answers to the previous questions about an individual's needs and preferences to determine the suitability of an individual device or product.

E. WHAT ENVIRONMENTAL CONSIDERATIONS MAY IMPACT THE SELECTION OF TECHNOLOGY FOR MEMORY AND ORGANIZATION?

In the section we will consider the situation in which the product will actually be used.

1. Can this product be incorporated easily into the individual's present daily routine of activities? For example, if a person routinely uses a wristwatch, incorporating a wristwatch with alarms will likely fit well into the daily routine. If a person regularly carries a particular backpack or purse, a product that fits easily into that backpack or purse will be least likely to be forgotten or lost. This is not to say that a product that requires a change in the daily routine should not be considered if it represents the best technology otherwise. However, it may be helpful to find a device that fits easily into the person's routine.

2. Are there social considerations related to the environment in which the device will be used? This question most clearly relates to the matter of audible alarms. Students in a classroom or people working in a quiet office may prefer a vibrating pocket alarm or wristwatch rather than a beeping one. On the other hand, someone working in a lively, noisy environment may prefer a loud alarm that they will not be able to miss. Another social consideration centers on what will happen if the person is not able to use the product or device independently at first. Are there people willing and able to provide necessary assistance or training?

3. Will the device require that one be near an electrical outlet, or have spare batteries available? If so, one will need to assure that electrical outlets are available or that spare batteries are on hand.

4. Will the individual need a device that is portable? The answer to this question will determine what types of products are suitable, but will also raise issues about the need for a carrying case or the need for a way to attach the device to the person or another object so it is not lost.

F. PUTTING IT ALL TOGETHER TO SELECT TECHNOLOGY; SOURCES FOR PURCHASE AND FUNDING

The very first step in selecting technology is to look at the technology the person is currently using to accomplish tasks related to memory and organization, and to try to identify what works, what does not work, and why. Going through the list of questions to identify which features are leading to success or failure may be most helpful.

For example, an individual may presently be using a small hand-held computer to keep track of appointments and things to do. This may work very well except when he thinks of an item to add to his to do list while he is riding in the car. Carrying a small voice-activated tape recorder in the car may help to solve this problem. In this case, **adding a piece of technology** will solve the problem.

On the other hand, because a product seemed too complicated, a person may have abandoned a particular piece of technology that is potentially useful. For example, a person may have purchased a beeping pill reminder, but have been intimidated by the instructions provided for setting the alarm. Perhaps a period of verbal instruction and demonstration of how to set the alarm will enable the person to use that beneficial feature. In this case, **adding a service** solved the problem.

Lastly, a person may find that an existing piece of technology is not useful because of an intrinsic gap between the four factors mentioned in this guide and the technology that has been purchased. For example, a person with significant fine motor problems due to arthritis may not be able to open the cover of a small electronic data organizer that she has been trying to use. Identifying this type of problem may point to the need for a **new piece of technology** altogether. For

example, the individual may need to use a handheld organizer that has no cover, but performs the same functions as one with a cover.

The answers to the series of questions in this section of the Resource Guide will both suggest possible useful technology and help one to evaluate individual products. Section II of the Resource Guide, an overview of products available, can be used in combination with those questions to identify specific products and resources.

SOURCES FOR PURCHASE AND FUNDING:

Many products that are helpful for memory and organization are not costly at all, while others, particularly computer-based systems, can be quite costly. If the technology is needed to accomplish a vocational goal, funding may be available through a state-sponsored vocational rehabilitation program or through an employer as an ADA accommodation. Independent living programs may provide Title VII Part B funds for technology for individual's whose goal is not employment, but independent living. For children, funding for technology needed to accomplish educational goals may be available through an IEP or Section 504 Plan.

In this Resource Guide in **Appendix F, People and Organizational Resources**, there is a listing of New England state assistive technology projects, the departments of education, and vocational rehabilitation services. Each of these places may be of assistance in obtaining funding, depending on the reason for needing technology.

In the First Hand Accounts that follow, you will read stories of how individuals discovered and learned to use technology for memory and organization. Many of the accounts will illustrate how successful matches can be made among the four factors we have considered in this section, that is, the task, the individual, the physical features of devices and the environment.

FIRST HAND ACCOUNTS

On the following pages, you will find first hand accounts written by individuals who use, or help family members to use, technology for memory and organization. Contributors were encouraged to write about what works for them, but also about what doesn't work and about how they have modified existing technology to make it work for them.

Readers are invited to contribute their own first hand accounts for the next edition of the Resource Guide. The deadline for the next edition is December 1, 1999. For further information, contact Kathy McHale at (781) 444-0297 or send an email to kmchale@mediaone.net.

On the Voice Diary and Parrot Plus:

"I will start by explaining that I am totally blind and my opinions about personal organizers will be those of someone using the products without vision. I know people who are sighted who use the **Parrot Plus**, one of the products I will describe, because it has a visual display.

"The first devices that I used were really only digital recorders. Many people really like these products. They are less expensive and very small. They have recording times that range from 1 to about 20 minutes. I found the ones I used confusing because I had no way to easily search for messages or phone numbers. I also found the keyboards confusing and with some I had trouble knowing if they were on or off. I find both **the Parrot Plus** and **the Voice Diary** delightful products with wonderful features. I will explain a bit about how I use them and how they differ.

"I started out using the **Voice Diary**. The unit weighs just a few ounces and can easily be held in one hand. With a little practice I could hold the unit in the palm of my hand and use the fingers on the same hand to use the various functions. You can perform the basic functions on the **Parrot Plus** in this way but you need two hands for the fancy stuff. The **Voice Diary** has very clear speech and recording ability. The speech on the **Parrot** is not quite as clear. The shape of the **Voice Diary** is a little harder to fit in pockets than that of the **Parrot Plus**. The **Voice Diary** runs on a built in battery. The unit needs to be plugged into the wall a few hours every day, but it can be used when it is plugged in. The **Parrot Plus** uses four AAA batteries and they work for two to three months. If they are changed correctly, data is not lost. The keys are larger and easier to find on the **Voice Diary** but the key logic is a little clearer on the **Parrot Plus**. The shape of the **Parrot Plus** is flat and most of the keys are covered when not in use. This allows it to be stored in a pocket or purse with less chance of inadvertently turning the unit on.

"The recording time on the **Voice Diary** is one half hour and only fifteen minutes on the **Parrot Plus**. The **Voice Diary** has a daily pad feature that lets you store a list of things you need to do on a certain date and move them to a different date if you don't complete the list. You also have the ability to set daily, weekly, monthly, or yearly reminders. You do not have these features im the **Parrot Plus**. I find setting alarms a little complicated in the **Voice Diary**. Both systems have voice activated phone books

but I think the **Parrot's** phone book is much easier to use. The **Voice Diary** is more expensive than the **Parrot Plus**, but the price has come down. Both units can be set up by a blind person but a sighted person will appreciate the display on the **Parrot Plus**. Both units have a calculator, calendar, and clock. The **Voice Diary** has a stopwatch.

"I have become extremely dependent on these products. The two features I use most often are the phone book and calendar. In the **Voice Diary** I use the daily pad to list things I need to do and I do the same thing with the calendar in the **Parrot Plus**. In the **Parrot Plus** I set an alarm to remind me that there is something I need to do. I always keep the unit near me so I can record the task and put it out of my mind. Believe it or not this actually allows me to get a better night sleep.

"I love the phone book. I just say the name I want and the unit repeats it back to me. I then can hold the device up to the phone and a series of tones dial the phone for me. If I am somewhere the phone won't work with an automatic dialer, or if I need to give the phone number to someone, the number is spoken. I can find phone numbers faster than any of my sighted friends. I also use the system as a travel alarm. For traveling I prefer the **Parrot Plus** because I don't have to worry about plugging it in. Outlets in hotels are always behind heavy furniture."

(from Gayle Yarnall, President, Adaptive Technology Consulting, Inc. Gayle sells both the **Voice Diary** and the **Parrot Plus** through her company. Contact information is in Appendix F.)

On the Tickle Box: (as posted on the **Tickle Box** web site, reprinted with permission from Duane Davis)

1) "We have sat down with Christina and explained the program, and she has had input into the tasks that **TickleBox** monitors and prompts. That does not mean to say that she likes all of them, but she is in agreement the tasks are reasonable. We have tried to explain what the teaching lesson is in each task and how it will effect her future life. She understands that the program is designed to keep her focused and completing her home and school assignments.

"We started using **TickleBox** about the 1st of October, and finally got settled in to knowing what we were doing about the middle to third week in October.

"Prior to **TickleBox**, it seemed like we were always saying to Christina, Do This, Do That, or have you done this or that yet. We have not made the transformation yet, nor has Christina become a child doing all her tasks on time and in the way they should be done. BUT, she knows she is accountable to **TickleBox** and if she completes (usually) 90% of her assigned tasks each week, the established reward will be given to her. We feel progress is being made both in our personal relations, in that we are not on her all the time and she is taking hold and doing more of the things she should. On Time!!! ...

"After a three week vacation during the holidays we are looking forward to working with Christina, by way of **TickleBox** again. Three weeks without **TickleBox** helped us realize, how much it helped us in keeping Christina on track.

"Don't be mistaken, it is hard work for us too, but it sure beats the "Do This", "Have You Done That", all the time. " by Donald Gage - **TickleBox** web site

2) "**TickleBox** has been the perfect complement to the behavior management system we've been using at home and in school for the past 2 years... We recently revised Ilashim's IEP and had the use of the word prompter added to ensure he would be able to use it in school for as long as needed. It is listed under "Appropriate classroom modifications" in the Assistive Devices category. The letter you

provided for the schools was a great help in assuring them that the prompter would be used only as an assistive device." by Candi on the **TickleBox** web site

3) "[My son] is a 13 yr old who doesn't like to be told what to do--even nice reminders---and also has severe ADHD. At his last school he did not receive his noon medication 21 days--he had been forgetting to go and the school wasn't calling me to let me know he as forgetting to come to the clinic. He got many Ds that quarter!!

"The emphasis at school is that teens now need to be on their own--they now need to be responsible--no more breaks!! While we all think this is a great idea, things are different for ADHD kids--by definition. A prompter (pager) helps these kids remember to be responsible. Also the programming feature of **TickleBox** lets the kid be in control--they gain self pride and respect--and things just go smoother. by Barb Day on the **TickleBox** web site.

Data Link Watch by Timex:

"I use a **Data Link** watch made by Timex. It interacts with Microsoft Schedule+ (and the next generation Microsoft scheduling program whose name escapes me this minute.) Anyway, the fact that it is a wristwatch is wonderful because you always have it with you. Its features include alarms, appointments, phone numbers and a to do list. And it holds several hundred pieces of information. I have found it to be easy to use and very helpful."

(from Susan Sussman, Director, American Coaching Association)

Psion Series 5 palm top computer:

"I can say that having a **Psion** Series 5 palm top computer that I take with me everywhere has helped improve the quality of life. I use it to keep phone numbers easily accessible and seachable by a key word for example.

"But of significant value is the audio output feature and the ability to program alarms in my own voice. I remind myself to "drink water", "eat something" and "take vitamins" at regular intervals. [Because I have] a brain injury, keeping well hydrated and taking some supplements such as Vitamin B for the nervous system has helped me to improve. The **Psion** reminds me to keep on track with a schedule for these things. Without water, I get severe headaches. This is really a preventive measure. It helps a lot.:

(from Samantha Jane Scolamiero, Founder of The Healing Exchange BRAIN TRUST)

Sharp Electronic Organizer:

"I use a Sharp Electronic Organizer to help me remember addresses and phone numbers of my friends, family members, and doctors. I also use it to keep track of birthdays and appointments, as well as notes to myself about different things I want to remember. I need my organizer because I have virtually no short-term memory whatsoever, due to some neurological disorders.

"My organizer has also helped me keep track of the results of some blood tests that are done every three or four months. Also, I use it to remind me of things that I need to tell my friends. The features I find most helpful are the three different address books, the calendar and schedule functions,

and the memo function. It wasn't easy at first to learn how to work it, but only because the instruction manual was ambiguous about how to perform certain things. However, once I mastered it, it got easier and less frustrating.

"Once I mastered how to use my electronic organizer, the only "trick" I have is to not lose the instructional manual.

(from Sara McHale)

Kitchen timer:

"When I am absorbed in a project, I tend to hyperfocus, losing track of time and the other things that I need to be doing. On occasion, for instance, I've let the sprinkler water the lawn for an hour at a time while I blissfully worked on a project, or left my daughter waiting to be picked up at the bus stop while I am engrossed in a phone conversation

"Fortunately, I've found a no-cost, low tech way to solve this problem. I use the timer built in to my kitchen stove every single day to remind me when to stop doing what I'm doing and do something else. If the timer broke, I would have to either have it fixed right away or find a suitable replacement.

"There are a couple of features of this particular timer that make it the right one for me. First of all, the timer's alarm is loud enough that I can hear it in any part of the house. Given my slight hearing loss, this is a very important consideration. The timer's alarm is also continuous. It doesn't shut itself off after a certain length of time. If for some reason the alarm does not at first penetrate my consciousness, eventually the persistent rrring does get through

"There are times when I am especially busy and have actually forgotten why I have set the alarm. I stand there turning off the timer and asking myself, "Now what is it that I'm supposed to be doing?" When I know my life is particularly frazzled and I'm likely to forget why I set the alarm, I write myself a note and put it near the timer reminding me of what I need to do at the time the alarm goes off.

"The only time this system does not work is when I think I have set the timer, but actually haven't. I have not figured that one out yet!

"I know there are other products or combinations of products that could serve the same function - a voice organizer with an alarm for instance, or a personal electronic organizer that could display a text reminder. But for me, right now, the kitchen timer and an occasional post it note work just fine when I work at home!

(from Kathy McHale, Technology for Memory and Organization)

II. AN OVERVIEW OF ASSISTIVE TECHNOLOGY PRODUCTS FOR MEMORY AND ORGANIZATION

We will start this section of the guide with a discussion of **MEDICATION REMINDERS.** The technology in this area lends itself quite easily to illustrating how to pose the various questions related to the task, the individual, the environment, and product features. Thus this section will serve as a model for the other overviews of technology that follow. Specific information about products and basic contact information about their sources is listed at the end of the first section. More detailed contact information is available in Appendices A and B.

MEDICATION REMINDERS:

Medication reminders come in a variety of forms, from simple one or two compartment plastic pill holders to elaborate computerized automatic dispensing systems.

Requirements of the task considerations might include the answers to such questions as:

Are you taking tablets or capsules rather than liquid? Container pill reminders work only with solid forms of medication. If your medication is liquid, you can use reminder alarm devices, such as watches, alarms clocks, or paging services to remind you when it is time for medication.

How often do you need to take the medication? If once a day, a single seven day dispenser may work. If more often, you can try combining two or more different single seven day dispensers. There are also larger dispenser products with compartments for as many as four different times per day, for seven days for a total of 28 compartments.

What size are the tablets or capsules? Dispensers come with several different compartment sizes, including some specifically designed for large pills or large quantities of pills to be taken at the same time.

Next you might look at **the person who will be using the technology** and his or her particular goals, abilities and disabilities, and preferences.

For some people, a simple plastic pill reminder, placed in a strategic location, will be enough of a cue for them to remember to take their medication. However, some individuals may need an alarm to remind them that it is time to take medication. There are portable pillboxes with timers built in and compartments to hold medication such as the **Pill Box Timer** available at Walgreens, the

MedScheduler Plus and **Med-on-Time** from Medport, and the **4 Alarm Pill Box and Alarm Clock** from Independent Living Aids. The **E-Pill Medtimer** can even be set for up to 31 different alarms during the day, while the **Aqua Pill Timer**, a portable pill reminder with alarm, can be filled with a supply of water. Some of these timers have reset buttons, while others automatically beep at the same time every day. Individuals who would forget to reset an alarm may benefit from the products that automatically reset themselves.

Two watches are specifically designed to be used as medication reminders with alarms. The **Health Watch** has an audible alarm, can display up to 8 daily reminders to take medication, records 42 days of information on medication taken, and can transfer data between your computer and the **Health Watch**. The **WatchMinder,** which has a vibrating alarm, is preprogrammed with specific text messages relating to taking medication that can be chosen to be displayed at specific time. It also has preprogrammed messages related to other typical activities.

CompuMed is a computerized system with alarm that dispenses the appropriate medication at the appropriate time. The alarm does not stop until the medication has been removed from the dispensing tray. Information about medication actually taken is recorded.

Individuals who are blind can find pill dispensers with Braille labels and some with large print letters in catalogs such as MaxiAids and Independent Living Aids. Talking watches and audible reminder systems, as described above, may be a better choice than reminders with LCD displays of information for individuals with visual impairments, and are widely available in mail order catalogs geared to individuals with visual impairments (See Appendix A).

Individuals with fine motor difficulties may benefit from using either the jumbo pillboxes whose compartments are easier to open or the ones that have sliding rather than snap closings, such as the **MediSet Pill Organizer** from Walgreens.

Individuals who are deaf or hard of hearing and need alarms to remind them of the time to take medication could use either a vibrating watch or a vibrating pocket timer (MaxiAids), making sure that the number of alarms that can be set corresponds to the number of times a day you need to be reminded to take a medication. Some vibrating watches available now, such as the **WatchMinder**,

include text messages when the alarm goes off. There are also vibrating paging systems that can be used in combination with computer software, such as **Tickle Box** for children and **Reminder Xpress** for adults.

Some people find that the familiarity and immediacy of a pager system works well for them and is easily integrated into their daily lives. There are several paging systems that are designed primarily for medication reminders, such as **RX Minder, E-pill, PageMinder**, and **RXPager.** These can typically be used with your own pager, PCS phone, or Beepwear watch. Medication schedules are sent to the company, and then relayed to your pager at the appropriate time.

A handheld computer with an alarm function could also be programmed to serve as a medication reminder, with either beeping alarms (**Palm Pilot** and others) or voice alarms (**Psion**)

Individuals who benefit from color coding may find it useful to buy pill reminders in different colors. For example, one seven day pill reminder comes in both yellow and blue. A simple color coding mnemonic would be using the yellow reminder for morning medication, and the blue for evening.

Environmental concerns might include considerations about the desirability of an audible alarm or a vibrating, non-audible alarm. If a vibrating alarm is preferred for environmental reasons, the products listed above for individuals who are deaf or hard of hearing could be used. Families with children may want to use a medication dispenser with a child-resistant locking system, such as the Child-resistant **MediSet Pill Organizer** from Walgreens. If you need to carry your medication with you during the course of the day, a portable system will be needed. Some devices are portable by nature due to their small size. Others, such as the **Pill Organizer and Travel Case** or the **7 Day Travel Pill Chest** from MaxiAids, are designed so that a daily segment of the dispenser can be removed and carried with you.

Sometimes a combination of devices will need to be used to achieve the best results. When all of the individual's abilities, disabilities, goals and preferences; the task; the environment; and features of available products are taken into consideration, there may not be one particular product that has all the necessary features.

LIST OF PRODUCTS FOR MEDICATION MANAGEMENT:

The following is a list of some of the pill boxes, reminders, organizers, and reminder paging systems that are mentioned in the previous section. Complete contact information is available in the Appendices of this Guide.

From **MaxiAids Catalog**: 800-522-6294

a. Pill Organizer - 7 compartments in one container, marked in Braille and standard alphabet for each day of the week.

b. Pill Organizer and Travel Case - $, 7 separate daily organizers, with four compartments for each day, and a traveling case

c. 7 Day Travel Pill Chest - $6.98, 7 separate pill holders, 4 compartments, fits into a plastic base.

d. Braille Pill Box - $3.49

e. Mediplanner 1 - $4.50, weekly medication planner with 28 compartments

f. Mediplanner II - $4.85 - 28 compartments, raised letters and dots.

g. Med Stacker - $12.95, multiple compartments for each day, $12.95

h. Aqua Pill Timer - $24.95

i. Vibrating Pocket Timer - $24.95

From **Independent Living Aids Catalog**: 800-537-2118

j. Pill organizer - $.99, one compartment for each of seven days of the week

k. Weekly Pill dispenser - $3.95, 28 compartments, four per day, time of day labels only

l. Extra Large Pill Dispenser - $6.95, same as above, but with larger compartments

m. Rainbow Pill Holders - $8.45, color coded pill holders, 28 compartments, each day can be removed

n. Jumbo Portable Pill Box with Tactual Markings - $4.95, 28 compartments, raised lettering, removable

o. 4 Alarm Pill Box and Alarm Clock - $14.95, 4 alarm times, 3 compartments for pills

p. ILA Pillbox and Timer - $10.95, holds one day's supply of pills, easy to reset alarm

From **Walgreens** Drug Store:

q. 7 day Vitamin/Medication Container - $1.59, one compartment for each of seven days

r. Large Compartment 7 Day Vitamin/Medication Container - $2.29, same as above, but larger

From **Walgreens** (Cont.)

s. Daily (4 compartment) Vitamin/Medication Container - $1.49

t. One Day at a time Weekly Medication Container - $7.99, 28 compartments

u. 2 setting Pill Box Timer with Sliding Cover - $9.99, electronic alarm, with compartments for pills

v. Child-resistant MediSet Pill Organizer - $9.99, 28 compartments, sliding lids, locking mechanism

Other products mentioned in this section:

E-Pill MedTimer: 800-549-0095

Health Watch: 800-732-2592

WatchMinder: 800-961-0023

MEDPort (MedScheduler Plus, Med-On Time): 800-299-5704

CompuMed: 800-722-4417 (manufacturer) or from Colonial Medical Alert: 800-323-6794

Paging services:

E-pill: 800-549-0095

PageMinder: 888-882-7787

RX Pager: 888-200-1074

Tickle Box, RX Minder, Lifeminder, and Reminder Xpress: 888-302-0110

CALENDAR MANAGEMENT:

Under this general category we include the many different products available to assist individuals in remembering appointments and things to do. Such products also often include other information management capabilities, such as address and phone listings. However, in this section we are primarily looking at those products that help you to be where you need to be at the right time or to do what needs to be done at the right time.

Products range from simple paper calendars and small memo systems to hand-held computers and computer-linked paging systems.

Requirements of the task considerations might include the answer to such questions as:

Do you need just a calendar system in which dates and times for appointments can be scheduled? Or do you need a product that includes a list of to do items that can be done at various times as well?

How much space do you need for each entry? How many entries per day do you need?

Do you need instant access to phone numbers as well as date and time information? Do you need to be able to bring up or locate an information file in connection with a particular date and time of an event on your calendar?

Next you might look at the **person who will be using the technology** and his or her particular goals, abilities, and disabilities, and preferences. One of the major decisions revolves around whether to use a paper system, a voice recording system, a computer based system, some combination of the three, or a more concrete system. Comprehensive calendar management systems are available in all these modes.

In many cases, personal preference will lead you to choose one mode or the other. Some people are just more comfortable using a paper-based system, finding it familiar, easiest to manage, easy to learn to use, free of technological problems and perfectly adequate for their needs. Even within the category of paper systems, there is enormous variation. Some calendars are quite simple, like the free small calendar available at Hallmark Card stores every year. Others are very elaborate, including daily reminders of mission statements and goals, financial records, address listings and more. Paper based

systems can be found in office supply stores, drug stores, and stationery stores as well as in mail order catalogs.

For individuals who are blind and prefer a paper system, there is a Braille desk calendar, while for those who have low vision there are large print wall and desk calendars. People who are not able to read can use a picture-based daily planner with removable cards picturing daily activities, such as the **Plan Your Day planner** from the Attainment Company. Individuals who have fine motor difficulties may find the spaces in many paper organizers and calendars too small. They may wish to use large print calendars to allow more space for written entries.

Some people may prefer a voice recording memo system for their calendar management. Voice recording calendar management systems can range from inexpensive 20 second message recording systems to computer based systems with alarms that remind you of appointments in your own voice. The new **Dragon Naturally Organized** product by Dragon Systems allows one to download voice entries directly from a handheld voice organizer to a computer using ACT! contact and calendar management software. Voice entries are translated into text by the voice recognition software from Dragon Systems.

Voice recording systems can provide ease of data entry on the spur of the moment, as when one is riding in a car. Individuals with fine motor problems may also find it easier to record memos and appointments rather than writing them down or entering them into a computer based system. Individuals who are blind may wish to use a sight-free voice recording system such as the **Voice Diary**. The **TimePAD** and the **DigiPAD** from the Attainment Company allow individuals with cognitive impairments to hear up to five recorded messages at specified times during the course of the day.

Computer based systems can be developed using various products developed specifically for calendar management, such as **DayTimer Organizer 2000**, **Names and Dates**, **Lotus Organizer 5.0**, **Sidekick**, **Franklin Day Planner**, **Calendar Creator**, **Microsoft Schedule+** and **Outlook**, and **Symantec ACTI**. In addition, products that are useful for calendar management sometimes are pre-loaded on new computer systems. It is certainly worth exploring the software that comes with your computer to see what sort of calendar management software is already there. Sometimes the software

may be in unexpected places. For example, the Greetings Workshop CD-Rom that comes with some Packard Bell systems would seem to be designed primarily for making greeting cards and banners, but it includes a quite useable calendar and reminder program system as well. Many organizing software products allow one to print out a daily schedule as well as to keep the schedule on the computer.

Individuals with Internet access may want to use some of the free Internet-based resources listed in Appendix D of this Guide. Most of them will send email to remind you of appointments; some provide reminders on your screen as part of a screen saver or wallpaper. Some people use other types of existing technology creatively, such as sending themselves email messages about things they need to do or remember, or sending themselves messages on their own answering machine to remind them of something.

Other software for calendar and activity management is designed to meet special needs. The **Planning and Execution Assistant and Trainer** from Attention Control Systems is designed for individuals with cognitive disorders, providing what they describe as "computer simulated frontal lobe functions." Mastery Rehabilitation Systems' **Essential Steps** software is customized to meet a variety calendar and activity management needs for individuals with special needs, especially cognitive needs. Parrot Software produces the **Time Management Plus** program for functional daily planning for adults and adolescents with cognitive or language disorders. As part of its comprehensive neurorehabilitation services, the Institute for Cognitive Prosthetics will develop specially designed computer software, called **Computer- Based Cognitive Prosthetics**, when that is necessary to enhance a person's ability to meet the goals they have set. The Attainment Company produces a **PlanYour Day CD ROM** that enables a non-reader to set up a talking picture schedule on the computer, choosing appropriate pictures from those available and setting a digital clock for each activity. Humanware, Inc. produces **Keysoft Productivity Software** which is designed for individuals who are blind and use speech synthesizers for computer access. It includes a calendar/scheduler program, among others.

One key concern in choosing a system is whether or not you need an alarm to remind you of appointments, and if so, whether you want to use an audible alarm or a vibrating one. If you need an alarm and prefer a paper system, a combination of products would need to be used, for instance, a

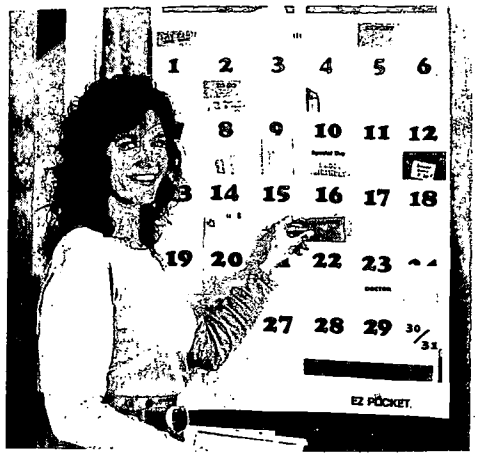
watch with an audible or vibrating alarm in addition to the paper organizer. **DayTimers** makes a small audible alarm device that fits into their paper organizers. Some voice recording organizers do come with alarms, but most do not and would need to be combined with an alarm system if that is needed. Some desktop computer software products do come with alarms that will work when you are within hearing or visibility distance of the computer. If portability of the alarm system is required, a handheld computer could be used. **Psion 3 and 5** series handheld computers allow one to set alarms to play messages in one's own voice, and are portable by definition. Some systems, like the **Palm Pilot** and other handheld organizers, feature PC connectivity that would allow one to transfer data to a portable system. Both the **Data Link Watch** and the **Health Watch** allow one to download alarm data to a watch. The **WatchMinder** provides a vibrating alarm and the display of preprogrammed text messages. Lastly, some paging systems such as **TickleBox** can remind one of appointments and to do list items with both text reminders and vibrating alarms.

With the recent explosion in the number of manufacturers producing handheld computers, there are now many choices available for individuals who have strong preferences or needs for a particular type of visual display. Those who prefer a graphical display, such as that found in Windows or a Macintosh computer, can now find several models of handheld computers that are based on Windows CE, such as Casio's **Cassiopeia**, Hewlett-Packard's **Jornada,** Philips' **Nino, and** Uniden's **Everex.** The Casio, Hewlett Packard and Philips models also come with color display as an option, which can benefit those who prefer the attention grabbing possibilities of a color display. Those who prefer a text or monochrome display may prefer the **Palm Pilot** or versions of other handhelds that come with text or monochrome display options.

The preferred mode of data entry is another vital consideration when looking at handheld computers. Some products involve learning a simple handwritten alphabet, others require the use of a stylus, and some come with standard QWERTY keyboards.

Some people manage their calendars or activities best by using what we will term a "concrete" or visual system. This system eliminates the middle step of writing down or recording something that needs

to be done. In a concrete or visual way, the individual is directly reminded of what they need to do. The EZ Pocket is one product that does this. Bills, appointment cards, notes, etc., are placed in pockets in a wall hanging so that one sees what needs to be done when. Each pocket is numbered for a day of the month



Environmental concerns might include considerations about the desirability of an audible alarm, the need for portability or connectivity to a PC, the need for battery back up, etc. "Loseability" is also one factor that may affect a decision about technology. Much technology for calendar management is small and could easily be lost. This might lead one to consider how the technology can be attached in some way to the person so it is not so easily lost, as in a wristwatch or by a chain, as the old pocket watches were.

Technology which fits most easily into a routine and "always has its place" is least likely to be misplaced. If there is a risk that valuable data may be lost, the need for a backup system arises. This may be via connectivity to a PC, through hard or disk copies of files saved on a computer, or through duplicate copies of valuable information.

LIST OF PRODUCTS FOR CALENDAR MANAGEMENT:

a. Braille Desk Calendar (MaxiAids) - 800-522-6294

b. Plan Your Day (Attainment Company - 800-327-4269

c. Dragon Naturally Organized - 800-503-7266

d. Voice Diary - www.voicediary.com or (978) 462-3817

e. TimePAD and DigiPAD (Attainment Company) - 800-327-4269

f. DayTimer 2000 - 800-225-5005

g. Names and Dates - www.blocksoft.com

h. Lotus Organizer - 800-346-6392

i. Sidekick - 800-203-0620

j. Franklin Day Planner - 800-654-1776

k. Calendar Creator - 800-826-0706

l. Microsoft Outlook and Schedule+ - 800-426-9400

m. Symantec ACT! - www.symantec.com

n. Planning and Execution Assistant and Trainer - www.brainaid.com

o. Essential Steps (Mastery Rehabilitation Systems) - 800-859-2828

p. Time Management Plus (Parrot) - 800-PARROT1

q. Institute for Cognitive Prosthetics - 800-837-5640

r. Plan Your Day CD ROM - 800-327-4269

s. Keysoft (Humanware) - 800-722-3393

t. DayTimers - 800-225-5005

u. Psion - 800-99PSION

v. Palm Pilot - www.palmpilot.com

w. Data Link Watch (Timex) - 800-367-8463

x. Health Watch - 800-732-2592

y. WatchMinder - 800-961-0023

z. Tickle Box - 888-4TICKLE

aa. Casio - www.casio.com

bb. Hewlett Packard - 800-825-5497

cc. Philips - www.philips.com

dd. Everex - 800-EVEREX1

ee. EZ Pocket - 800-681-8681

OTHER DAILY ACTIVITIES:

In this category, we look at technology that helps with remembering anything other than things that need to be done at a specific time, and with being organized in the home, office, or other environment.

Much technology is available to help with contact management, that is, the management of telephone numbers, phone numbers, email addresses, etc. Both computer software and paper products are available to handle these tasks for individuals with a variety of abilities and disabilities. Address books are available in Braille and large print. Computer software that is compatible with voice synthesizers is available to manage addresses and phone numbers. (Humanware's **Keysoft**) Many computers come with built in email address management systems.

Small electronic personal data organizers that include calendars and address/phone books are widely available in drug stores, retail stores and office supply stores. The compatibility of these devices with an individual's visual and fine motor skills is extremely important. Appendix B lists many manufacturers of such technology, but a visit to a local retail store is probably the simplest way to identify such technology.

Memory phones, which eliminate the need to use an address book for frequently called numbers, are also widely available. Phones with memory dialing are available for individuals who have additional special needs related to vision, hearing and fine motor skills. For individuals who are not able to read, photo phones are available. These products are listed in Appendix A, Mail Order Catalogs, although special phones, such as large button phones with memory, can sometimes be found in consumer electronics stores as well.

For the general organization of home or office, products to help with color coding or with establishing "a place for everything, and everything in its place" can be found in office supply stores, hardware stores, or specialty shops. A truly amazing variety of generic products exist. Individuals with special needs related to vision or physical dexterity can consult the mail order catalogs listed in Appendix A.

Notetaking is an activity that is often recommended as a way to help with remembering what one needs to do or what one wants to remember. There are a number of products available that go beyond paper and pencil to help one to take notes. **Cross Pad** is a new product from the Cross Pen company. It allows the user to take notes on a standard pad of paper and have those notes transferred in one's own handwriting to a computer, using a PC link. This may be helpful for individuals with short term memory problems who have difficulty trying to copy information from a piece of paper into the computer using a keyboard. **Aria**, available from the MaxiAids catalog, allows a Braille user to take notes on a small computer based notetaking system. The **AlphaSmart** is a keyboard with memory that can store text, such as notes taken in class, and then be used to download the notes to a computer. Light and inexpensive, it is frequently used in school systems to help children take notes in class. The recording function on voice organizers and some handheld computers can also be used for notetaking, as can the "memo" function on some personal electronic organizers.

The next section of the Resource Guide will provide some information about some technology that is specially designed to help students with their work.

LIST OF PRODUCTS IN THIS SECTION:

a. Keysoft (Humanware) - 800-722-3393

b. Cross Pad - 800-510-9660

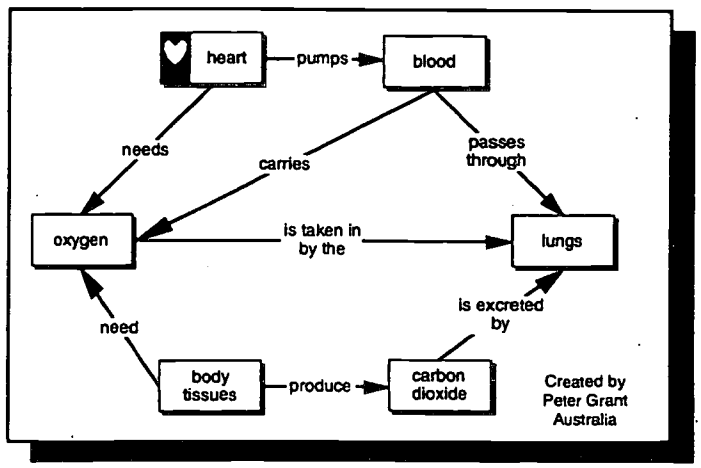
c. Aria (MaxiAids) - 800-522-6294

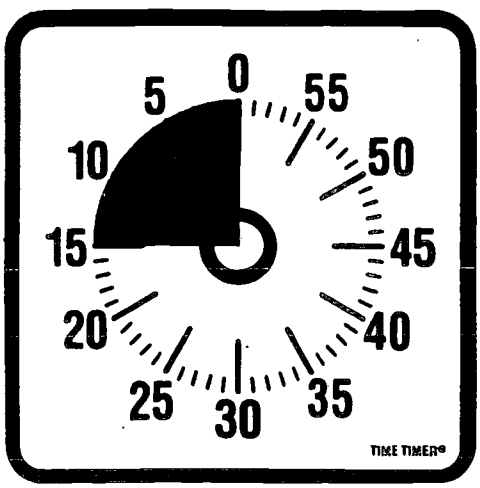
d. AlphaSmart - 888-274-0680

The following products are designed for children and adolescents to help with organizing school work or with remembering the specific things that are part of the daily lives of students.

Inspiration software is a visual learning tool that allows you to create concept webs and maps to show the relationship between ideas. It helps students to develop ideas, organize thoughts, plan, and brainstorm. It is prewriting tool for students who have visual strengths but who struggle with text or with the organization of essays and term papers. A click of the mouse transforms a visual diagram into a typical text outline. **Inspiration** is available on CD-ROM for IBM and Macintosh. The cost varies depending on the edition purchased. Call 800-877-4292 or go to www.inspiration.com.

Inspiration®





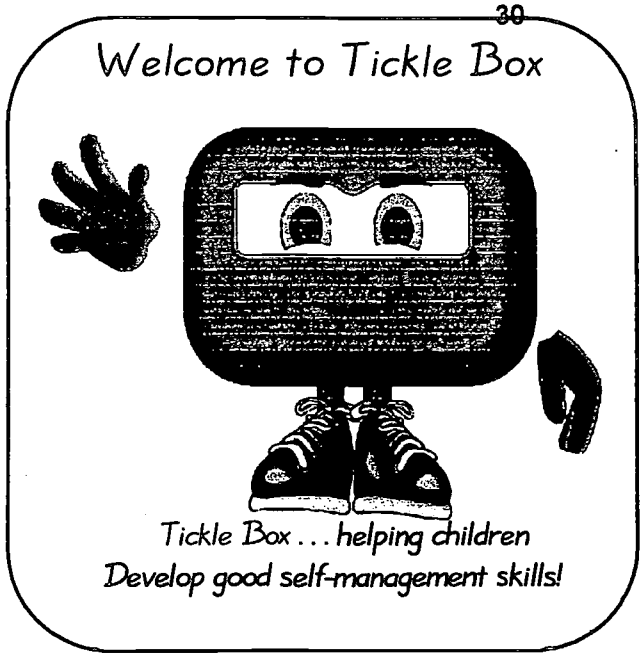
U.S. PATENT NO. D369, 619, & 5,662,479

TIME ◎ TIMER

U.S. PATENT NO. D369, 619, & 5,662,479

The **Time Timer** is a timer designed to reinforce the concept of passing or elapsing time. When the **Time Timer** is used, a brightly colored indicator on the timer shows how much time is left, and moves continuously to show time passing. This makes it useful in conveying the amount of time left even if a person does not look at the hands or numbers on the clock face. The Time Timer costs $25-$35 and is available through (513) 561-2599.

Tickle Box is a reminder tool for children. On a PC, adult and child develop a reminder list for the child for the next day and send the list to a paging service. The messages are sent the next day to a vibrating prompter that the child wears to school. At the appropriate time, a text or audio message tells the student what needs to be done. A PIN is required in order to send messages to the prompter during the course of the day. A system of rewards can be included. Tickle Box is available for PC-based systems through www.ticklebox.com or 1-888- 4tickle.



Successful Planning and Time Management for Students with the Revolutionary

Spectra®PLANNER

The **Spectra Planner** is a unique memory and learning tool to assist with organization. The Planner comes in two formats: a large (8.5 X 11 in.) size with blocks for assignments and a smaller (5.5 X 8 in.)size with a time format (8 am to 8 pm). The larger planner is aimed at the academic year and runs July-June. The smaller version runs January through December. Each model is similarly color-coded by days of the week. Moreover, the planner presents a week at a time beginning with Mondays and month-to-do list in view all month long. Each planner comes with a set of planning stickers appropriate to its user. Call (978) 682-1579 or go to www.andovercounseling.com. Cost: $19.95.

Plan Your Day Curriculum includes student and instructor resources for a picture-based daily planner system. Students use an appointment book to hold cards with pictures of their daily activities. Laminated choice cards include such activities as have a snack, go to the doctor, take your medication, etc. CD-ROM version for Windows or Macintosh lets students set up and print out a picture based schedule. The Curriculum including the daily planner and instructor's guide costs $99, the CD ROM, $59. Call Attainment Company at 800-327-4269, or Technology for Memory and Organization, (781) 444-0297.

The Homework Organizer is an assignment notebook system to help students get organized. Designed to reduce disorganization and teach organizational skills, it includes spaces to record daily assignments and parts of long term assignments; a "reminder finder" icon system to help students remember what to bring home; a weekly afterschool homework schedule planner; homework tips; long term assignment tips; monthly calendar; a grade saver; a list of teacher's office hours; and a place to list study buddies and their phone numbers. 81/2 X 11 inches, 3-hole punched. Call 800-944-6886 to order or for more information.

IN THE PIPELINE

Featuring products still under development at the time of the writing of the resource guide

The WatchMinder is a new sports watch that will be available in July, 1999. Designed by Dr. Laurence Becker for adults and children with attention disorders, its special features make it useful for others as well, including the elderly and individuals with hearing impairments, learning disabilities, or any other disability that results in the need for an alarm to remind you when to do things.

*Artist conception, actual watch size and shape may vary.

The watch is preprogrammed with over 70 messages that can be activated up to 16 times a day in the alarm reminder mode, or at fixed intervals in the training mode. Messages will repeat the next day unless changed.

At the selected alarm time, the watch vibrates for 2.5 seconds and the appropriate message blinks for 5 minutes. There is no audible alarm. Thus, this watch is useful when the person's disability, the environment, or the person's preference calls for a vibrating alarm rather than an audible one.

Among the 57 messages available in the reminder mode are the following:

Go Dr.	Do teeth	Ck email	Go bank	Go bed
Go coach	Do pet	Ck orgzr	Go store	Take bath
Go mtg	Call home	Copy HW(Homework)	Pay bills	Meds 1,2,3, or 4

In the training mode, messages include, among others,

Stretch	Foll dir	Hand up
Sit	Relax	Ignore

The WatchMinder is available at $79.95(Introductory price) from 800-961-0023 or at www.watchminder.com. Complete contact information is available in Appendix B, p. 2.

APPENDIX A: MAIL ORDER CATALOGS OFFERING A VARIETY OF PRODUCTS FOR MEMORY AND ORGANIZATION

Ann Morris Enterprises, Inc.
890 Fams Court
East Meadow, NY 11554-5101
Toll free phone: 800-454-3175
Phone: (516) 292-9232
FAX: (516) 292-2522
Email: annmor@webspan.net
Web site: www.annmorris.com

Products: Digital and tape recorders
Watches, clocks and timers, including talking and large numeral products
Leather organizers and document holders,
Fluid level markers
Large print check registers, address books and calendars
Braille calendar
Pill organizer

Attainment Company
PO Box 930160
Verona, WI 53593-0160
Toll free phone: 800-327-4269
Toll free FAX: 800-942-3865
Web site: www.attainment-inc.com

Products: **TimePAD** and **DigiPAD** digital auditory cueing products
Plan Your Day picture-based daily planner
Plan Your Day picture-based software and **Plan Your Day** video

Bossert Specialties, Inc.
3620 East Thomas Rd., Suite D-124
Phoenix, AZ 85018
Toll free phone: 800-776-5885
Phone: (602) 956-6637
FAX: (602) 956-1008
Email: ira@bossertspecialities.com
Web site: www.syspac.com/~bossert

Products: Talking alarm clocks and watches
Large print address book

Brave Products for a Brave New World
New World Technologies
110 Greene Street, No. 5100
New York, NY 10012
Toll free phone: 877-50BRAVE
Phone: (212) 941-4633
FAX : (212) 274-8527
Email: brave@nwt.com
Web site: www.nwt.com

Products: **Palm Pilot** handheld computers; **Psion** handheld computers; **Windows CE** software for handheld computers.

Hartling Communications, Inc.
44 Mall Road, Suite G-17
Burlington, MA 01803
Phone: (781) 272-7634
TTY: (781) 270-6710
FAX: (781) 229-9161
Email: hartcom@ultranet.com
Web site: www.hartling.com

Products: TTYs with memory
VCO and amplified memory phones
Flashing alarm clocks

HITEC Group International, Inc.
8160 Madison Avenue
Burr Ridge, IL 60521
Toll free phone: 800-288-8303
Toll free TTY: 800-536-8890
Toll free FAX: 888-654-9219
Web site: www.hitec.com

Products: Big button, speaker and cordless memory phones
Compact and standard TTY's with number memory
Vibrating and talking alarm clocks
Photo phones
Vibrating watches

holdeverything
PO Box 7807
San Francisco, CA 94120-7807
Toll free phone: 800-421-2264
Web site: www.holdeverything.com

Products: Home and office organizing products

Independent Living Aids
27 East Mall
Plainview, NY 11803
Toll free phone: 800-537-2118
Phone: (516) 752-8080
FAX: (516) 752-3135
Email: techsupport@independentliving.com
Web site: www.independentliving.com

Products: Large numeral watches and alarm clocks
Vibrating and talking alarm clocks
Many different medication reminders
Big button and picture phones
Memory phones
Cassette recorders
Personal pager

Lifestyle Fascination
1935 Swarthmore Avenue
PO Box 3023
Lakewood, NJ 08701-8123
Toll free phone: 800-669-0987
FAX: (732) 364-4448
Web site: www.lifestylefascination.com

Products: Voice and nature sounds alarm clocks
Speaker phone with data organizer
Photo and number memory phones
Digital memo recorder with alarm
Voice Organizer
Watches with alarms

The Lighthouse Inc.
111 E. 59th Street, 12th Floor
New York, NY 10022
Toll free phone: 800-829-0500
FAX: (212) 821-9727
Email: lighthousecatalog@lighthouse.org
Web site: www.lighthouse.org

Products: Talking watches, timers and clocks
Big button memory phones
Large print timers
Large print address books

LS&S Group Inc
PO Box 673
Northbrook, IL 60065
Toll free phone: 800-468-4789 to order
Toll free TTY: 800-317-8533
Phone: (847) 498-9777
FAX: (847) 498-1482
Email: info@lssgroup.com
Web site: www.lssgroup.com

Products: Photo, VCO, big button, and amplified memory phones
Talking and low vision watches
Braille, talking and low vision alarm clocks and timers
Wireless personal pager

Maxi Aids
42 Executive Blvd.
Farmingdale, NY 11735
Toll free phone: 800-522-6294
Phone: (516) 752-0521
TTY: (516) 752-0738
FAX: (516) 752-0689
Email: sales@maxiaids.com
Web site: www.maxiaids.com

Products: Talking and low vision watches
Large print and braille address books
Talking, vibrating and flashing alarm clocks
Digital memo recorders and organizers
TTY and big button memory phones
Large print and braille calendars
Talking, vibrating and flashing timers
Large print check register
Tape recorders
Medication reminders
Pager systems

Sharper Image
650 Davis Street
San Francisco, CA 94111
Toll free phone: 800-344-4444
Toll free FAX: 800-552-2525
Phone: (415) 344-4444
Email: care@sharperimage.com
Web site: www.sharperimage.com

Products: Voice recording handheld computer/organizers
Rolodex REX PC companion organizer

Signals Catalog
Clarke School for the Deaf
37 Round Hill Road
Northampton, MA 01060-2199
Phone/TTY: (413) 584-3450 ext. 1175
FAX: (413) 587-0383
Email: adc@clarkeschool.org
Web site: www.clarkeschool.org

Products: Vibrating and flashing alarm clocks and bed shakers
Notewriter NCR paper

APPENDIX B: MANUFACTURERS AND DEVELOPERS OF TECHNOLOGY FOR MEMORY AND ORGANIZATION

The first group of manufacturers and developers on this list sell their devices and products directly to consumers. A list of manufacturers and developers whose products are available in retail stores begins on p. B-4. Software products are listed in Appendix C.

AlphaSmart by IPD Inc.
Intelligent Peripheral Devices, Inc.
20380 Town Center Lane, Suite 270
Cupertino, CA 05014
Toll free phone: 888-274-0680
Phone: (408) 252-9400
FAX: (408) 252-9409
Email: info@alphasmart.com
Web site: www.alphasmart.com

Product: **AlphaSmart,** a lowcost portable keyboard with memory that allows one to take notes anywhere and then transfer the text to a computer by a transceiver or by infrared.

Attention Control Systems, Inc.
650 Castro St., Suite 120-197
Mountain View, CA 94041
Phone: (650) 494-2002
FAX: (650) 493-2002
Email: cortex@brainaid.com
Web site: www.brainaid.com

Product: **PEAT - Planning and Execution Assistant and Trainer**, a handheld computer based calendar, to do list and address book. Text to speech output is available.

CompuMed
One Pitchfork Road
Meeteetse, WY 82433
Tollfree phone: 800-722-4417
Phone: (307) 868-2555
Web site: www.compumed.com

Product: Computerized medication dispenser with audible and text messages alerting to the need to take medication.

E-Pill
70 Walnut Street
Wellesley, MA 02481-2175
Toll free phone: 800-549-0095
Toll free FAX: 800-549-0095
FAX: (781) 235-3252
Email: info@epill.com
Web site: www.epill.com

Products: **E-Pill**, a pager-based medical reminder service that can be used with beepwear, a PCS cellular phone, a Seiko message watch as well as with pagers; **Epill Medtimer** with up to 31 alarm settings a day and a built in place to store medication in the timer.

EZ Pocket
191 University Boulevard #265
Denver, CO 80206
Toll free phone: 800-681-8681
Phone: (303) 671-5419
Web site: www.ezpocket.com

Product: **EZ Pocket** "one-stop action paper organizer", a fabric wall hanging product with pockets for each day of the month to hold bill, notes, etc., as a visual reminder of tasks to be done.

Get Organized!
8 Sunrise Circle
South Hadley, MA 01075
Toll free phone: 800-944-6886
Phone: (413) 532-6666
FAX: (413) 532-6666

Product: **The Homework Organizer** assignment notebook and guide especially designed to teach organizational skills. Uses picture icons as reminders of what to bring home.

Page Minder
3623 South Avenue
Springfield, MO 65807
Toll free phone: 888-882-7787
Phone: (417) 882-7787
FAX: (417) 882-7797
Web site: www.pageminderinc.com

Product: **Page Minder**, a paging reminder service for medications, and also for appointments, daily living tasks, etc.

Phonic Ear, Inc.
3880 Cypress Drive
Petaluma, CA 94954-7600
Toll free phone: 800-227-0735
Phone: (707) 769-1110
FAX: (707) 769-9624
Email: marketing@phonicear.com
Web site: www.phonicear.com

Product: **Easy Listener Personal FM system**, a wireless FM microphone and personal receiver, that helps individuals with auditory distractibility to concentrate in classrooms, lectures, etc.

Recall Services, Inc.
Medical Reminder Systems
95 Main Street
Maynard, MA 01754
Toll free phone: 800-732-2592
FAX: (978) 897-9998
Email: info@recallrx.com
Web site: www.recallrx.com

Product: **Health Watch**, using infrared technology and a programming cradle provides medication reminders and stores 40 days of data that can be uploaded to a PC. Provides reminders to refill prescriptions. Medication schedule is entered on a PC then downloaded to the watch via programming cradle. Audible alarm.

Redwood Medical Computer Systems
PO Box 2286
Aptos, CA 95001-2286
Toll free pager: 888-200-1074
Phone: (831) 661-2210
FAX: (831) 476-2192
Web site: www.rxpager.com

Product: **RxPager** service using Air Touch paging service, sends messages to take medication.

Spectra Incorporated
555 Turnpike Street, #47
North Andover, MA 01845
Phone: (978) 682-1579
FAX: (978) 689-4582
Email: andcou@aol.com
Web site: www.andovercounseling.com

Product: **Student Planner** specifically designed for college and high school students with learning disabilities; uses color coding, consistency and colorful stickers to aid in the organization of information.

Time Timer
PO Box 43363
7707 Camargo Road
Cincinnati, OH 45243
Toll free phone: 877-771-TIME
Phone: (513) 561-2599
FAX: (513) 561-4699

Product: **The Time Timer**, a timer that visually displays the amount of time remaining after the timer has been set.

Voice Diary
Technology Center, D.N.
Misgav 20179 Israel
Phone: 972-4-990-6034
FAX: 972-4-990-6355
Web site: www.voicediary.com

Product: Voice organizer called the **Voice Diary** comes with alarms and is especially useful for individuals with visual impairments, ADD and dyslexia.

WatchMinder
PO Box 19565-226
Irvine, CA 92623-9565
Toll free phone: 800-961-0023
FAX: (949) 854-1843
Web site: www.watchminder.com
Email: addhelper@watchminder.com

Product: The **WatchMinder** (available by July, 1999), a watch programmed with messages that can be selected to appear at specific times during the day, accompanied by a vibrating alarm.

The following manufacturers sell their products in retail stores, such as office supply, computer or drug stores, as well as on the Web or in mail order catalogs.

Casio
570 Mount Pleasant Avenue
Dover, NJ 07801-1600
Phone: (201) 361-5400
FAX: (201) 361-3819
Web site: www.casio.com

Products: Handheld computers, including color display and Windows CE compatilibity.
Watches, including data base watches
Personal electronic organizers.

Cross Pen Computing Group (A.T. Cross)
1 Albion Road
Lincoln, RI 02865
Toll free phone: 800-510-9660
Phone: (401) 333-1200
FAX: (401) 334-4351
Web site: www.cross-pcg.com

Product: **Cross Pad**, a portable digital notepad, with upload capabilities to a PC, allowing handwritten entries to be transferred directly to the computer.

Day-Timers Inc.
One Day-Timer Plaza
Allentown, PA 18195-1551
Toll free phone: 800-225-5005
Toll free FAX: 800-452-7398
Web site: www.daytimer.com

Products: Paper based **DayTimer** organizer systems

Dragon Systems, Inc.
320 Nevada Street
Newton, MA 02160
Phone: (617) 965-5200
FAX: (617) 965-2374
Toll free phone: 800-503-7246

Products: **Dragon NaturallyOrganized** software and digital speech recorder that interact with ACT! database for to do lists, appointments, email, etc.

Everex Systems Inc.
5020 Brandin Court
Fremont, CA 94538-3140
Phone: (510) 498-1111
Toll free phone: 800-EVEREX-1
Web site: www.everex.com

Product: **Freestyle** palmtop PC with Beam link for email and pager messages, voice reminders, calendar, phone numbers, voice retrieval, up to 60 minutes of recording time.

Franklin Covey Company
2200 West Parkway Blvd.
Salt Lake City, UT 84119-2099
Toll free phone: 800-654-1776
Toll free TTY: 800-729-1492
Phone: (801) 975-1776
Web site: www.franklincovey.com

Products: **Franklin Day Planner** products and students planners, including **Premium** Agenda, a student planner for high school and elementary students, available June, 1999 and the **Collegiate Planner** for college students.

Franklin Electronic Publishers
One Franklin Plaza
Burlington, NJ 08016-4907
Toll free phone: 800-266-5626
FAX: (609) 239-5950
Web site: www.franklin.com

Products: **REX** electronic organizers with PC synchronization capabilities
Rolodex electronic organizers
Flash electronic organizer for children, with PC download using DataLink

Hewlett Packard
3000 Hanover Street
Palo Alto, CA 94304
Phone: (650) 857-1501
Toll free for sales and support locations: 800-825-5497
Toll free phone: 888-999-4747
Web site: www.hewlett-packard.com

Products: **Jornada** handheld computers with voice recording memos, appointment calendars, and phone books; some models come with Microsoft Pocket Outlook.

IBM
New Orchard Road
Armonk, NY 10504
Phone: (914) 499-1900
Toll free: 888-411-1WEB
Web site: www.pc.ibm.com/us/workpad

Products: **Workpad PC Companion** handheld computer, providing instant mobile access to address book, calendar, memo pad, to do lists, and downloaded emails.

MEDPort, Inc.
23 Acorn Street
Providence, RI 02903
Toll free phone: 800-299-5704
Phone: (401) 273-0444
FAX: (401) 273-0630
Web site: www.medportinc.com

Products: Electronic medication reminders, including **MedScheduler PLUS**: **Med-on Time**; **Lens Track** and **Kind Remind**. Products either beep or have an indicator light as a cue.

Palm Computing, Inc.
a 3COM Company
5400 Bay Front Plaza, Mail Stop #10112
PO Box 58007
Santa Clara, CA 95052-8007
Phone: (408) 326-9000
FAX: (408) 326-7565
Web siteS: www.palmpilot.com

Products: Palm Pilot handheld computers with PC synchronization, some with paging capacity to handle to do lists, appointments, addresses and phone numbers

Panasonic Co.
Matsushita Electric Company of America
1 Panasonic Way
Secaucus, NJ 07094
Phone: (201) 349-7000
Web site: www.panasonic.com

Products: Electronic organizers
Tape recorders
Memory telephones

Philips Electronics
100 E. 42nd Street
New York, NY 10017
Phone: (212) 850-5000
FAX: (212) 850-7350
Web site: www.philips.com

Products: Nino Windows CE handheld computers, some with color display and digital recording capabilities, for contact, to do list, calendar management.

Psion Inc.
150 Baker Avenue Ext.
Concord, MA 01742
Toll free phone: 800-99-PSION
Phone: (978) 371-0310
FAX: (978) 371-9611
Web site: www.psioninc.com

Products: Palmtop computers with built in agenda, database, alarm clock, spreadsheet, word processing with keyboard data entry and voice message recording.

Seiko Instruments USA Inc.
Consumer Products Division
2990 W. Lomita Blvd.
Torrance, CA 90505
Phone: (310) 517-7810
FAX: (310) 517-7793
Web site: www.seiko-usa-cpd.com/cpd
Email: cpd.info@seiko-la.com

Products: **Travel Alarm Collection**, including alarm clocks with reminder capabilities and the **Organizer Collection**, including travel clocks with phone organizers and traditional electronic organizers, for storing notes, appointments with alarms, and names and numbers.

Sharp Electronics International
Sharp Plaza
Mahwah, NJ 07430-2135
Toll free phone: 800-BESHARP
Phone: (201) 529-8200
Web site: www.sharp-usa.com

Products: **Wizard** electronic organizers
Zaurus PC companions
Handheld computers
Mobile organizers
Cordless memory phones

Sony Electronics International
One Sony Drive
Park Ridge, NJ 07656
Phone: (201) 930-1000
FAX: (201) 358-4060
Web site: www.sony.com

Products: Digital voice recording organizers, some with alarms
Tape recorders

Timex
PO Box 310
Middlebury, CT 06772
Toll free phone: 800-367-8463
Phone: (203) 573-5000
FAX: (203) 573-5143
Web site: www.timex.com

Products: **Data Link** watch and calendar management software that downloads data from computer monitor.
Beepwear watch that combines watch and pager.
Other watches, some with alarms.

Uniden America
4700 Amon Carter Blvd.
Fort Worth, TX 76155
Toll free phone: 800-297-1023
Web site: www.uniden.com

Products: Home organizers, combining phone, calendar, address book, electronic notepad, with a keyboard.
Laptop/palmtop computers with voice recording and notetaking features, Windows CE based.
Wireless and cellular phones with memory

Voice It Worldwide Technologies
2643 Midpoint Drive
Fort Collins, CO 80525-4428
Toll free phone: 800-2211-7711
Phone: (970) 221-1705
FAX: (970) 221-2058
Email: custserv@voiceit.com
Web site: www.voiceit.com

Products: **Voice It** voice recording organizers, ranging from simple recording devices to complex ones with alarms. Speech to text synthesizer and PC link capabilities available.

Voice Powered Technology International, Inc.
212 W. Easy Street, Ste. 106
Simi Valley, CA 03065
Phone: (805) 578-8330
Web siteS: www.vpti.com

Products: **IQ-VOICE Organizer** for keeping track of appointments, phone numbers, schedules, to do lists, etc., with reminders in your own voice.

APPENDIX C: SOFTWARE FOR MEMORY AND ORGANIZATION

The first six companies on this list produce software designed to meet the needs of individuals who have special needs or products that are generally not found in retail stores, but can be ordered directly from the developer. A list of software products commonly found in retail stores begins on p. C-3

Adaptive Learning Company
6300 Power Ferry Road, Suite 600-305
Atlanta, CA 30335
Phone: (404) 303-7537
Toll free to order Tickle Box: 888-4TICKLE
FAX: (404) 255-2684
Web site: www.ticklebox.com

Products: **Tickle Box** software and prompter system to help children remember what they need to do during the day. Includes an optional reward program.
Reminder Xpress software and prompter system for adults.
Rx Minder medication and prescription reminder software (available 6/99) for use with email, pagers, and cell phones.

ASCD (The Association for Supervision and Curriculum Development
1703 North Beauregard Street
Alexandria, VA 22311-1714
Toll free phone: 800-933-2723
Phone: (703) 578-9600, then press 2
FAX: (703) 575-5400

Products: **Search Organizer** software, manual and demonstration video for use with middle school students; and **Make It Happen! Inquiry and Technology in the Middle School Curriculum**, incorporating Search Organizer Software. Developed by the Education Development Center, this software and curriculum are especially helpful for students whose learning disabilities affect the ability to organize information.

Attainment Company Inc.
PO Box 930160
Verona, WI 53593-0160
Toll free phone: 800-327-4269
Toll free FAX: 800-942-3865
Email: info@attainment-inc.com
Web site: www.attainment-inc.com

Product: **Plan Your Day CD-ROM** enables one to set up a talking picture schedule on the computer, choosing from 85 activities, sequencing them, and setting a digital clock for each activity. The schedule can be printed for students to follow during the day.

HumanWare, Inc.
6245 King Rd.
Loomis, CA 95650
Toll free phone: 800-722-3393
Phone: (916) 652-7253
FAX: (916) 652-7296
Email: info@humanware.com
Web: http://www.humanware.com

Product: **KeySoft Productivity Software,** designed for individuals who are blind and use speech synthesizers for computer access, includes word processor, spell check, scientific calculator, calendar/scheduler, address list manager and communications program.

MASTERY Rehabilitation Systems
105 Bala Avenue
Bala Cynwyd, PA 19004-3307
Toll free phone: 800-859-2828
Phone: (610) 664-2025
FAX: (610) 664-1099
Email: mastery@esteps.com
Web site: www.esteps.com

Products: **Essential Steps** custom designed integrated software, including The To Do List, The Telephone Log, The Scheduler, and more. Special education module designed to help organize and track homework assignments, take notes, etc.

Parrot Software
PO Box 250755
West Bloomfield, MI 48235
Toll free phone: 800-PARROT1
FAX: (248) 788-7681
Email: catalog@parrotsoftware.com
Web site: www.parrotsoftware.com

Products: Computer software programs for people with cognitive, language and memory disorders, primarily for remediation rather than compensation.
Time Management Plus software is designed to help with functional daily planning by cognitive/language disordered adults and adolescents

The generic software products listed below are commonly available in retail stores. They may also be purchased directly from the manufacturer.

Block Financial Software
4435 Main Street, #500
Kansas City, MO 64111
Phone: (816) 931-0711
FAX toll free: 800-457-9526
Email: customerservice@blocksoft.com
Web site: www.blocksoft.com

Product: **Names and Dates** software with appointment scheduler with alarms, address book, calendar, and to do list. Inexpensive and designed to be easy to use.

Day-Timers, Inc.
One Day-Timer Plaza
Allentown, NA 18195-1551
Toll free phone: 800-225-5005
Toll free FAX: 800-452-7398
Web site: www.daytimer.com

Products: **Organizer 2000** calendar manager with synchronization capabilities to handheld computers, and ability to print pages for Day-Timer planners; express alarm allows use of alarm function when software is not running.
Address Book software for managing addresses, phones numbers, email addresses and notes.
HomeLife Organizer with on screen calendar, to do lists, home filing system, message center, and address book.

Dragon Systems, Inc.
320 Nevada Street
Newton, MA 02160, USA
Phone: (617) 965-5200
FAX: (617) 965-2374
Web site: www.dragonsystems.com

Products: **Dragon Naturally Organized**, a combination of a handheld voice recording organizer and software that enables data to be downloaded directly from voice entry to ACT! contact management software.

Franklin Covey Company
2200 West Parkway Blvd.
Salt Lake City, UT 84119-2099
Toll free phone: 800-654-1776
Toll free TTY: 800-2729-1492
Phone: (801) 975-1776
Web site: www.franklincovey.com

Products: **Franklin Day Planner** software, includes calendar management with appointment alarms and search function. Allows printing of Franklin Day Planner pages and can synchronize with Palm Pilot.

Inspiration Software Inc.
7412 SW Beaverton Hillsdale Hwy, Ste. 102
Portland, OR 97225-2167
Toll free phone: 800-877-4292
FAX: (503) 277-4676
Email: webmaster@inspiration.com
Web site: www.inspiration.com

Product: **Inspiration** visual organizer software helps with the visual development and organization of ideas. Uses concept maps and webs to show relationships between ideas and reveals new relationships. A tool for brainstorming, planning, and outlining. Easily converts from visual diagram to structured text outline.

The Learning Company
One Athenaeum Street
Cambridge, MA 02142
Toll free phone: 800-826-0706
Phone: (617) 494-1200
FAX: (617) 494-1219
Web site: www.learningco.com

Products: **Calendar Creator 6.0 Deluxe,** featuring on-screen scheduler with recurring events and popup alarms, compatibility with handheld computers, an integrated address book, and calendar-making software.

Address Book 6.0 Deluxe for Windows, for contact management, including Internet access, event reminders, and label maker.

The Learning Studio
500 West End Ave., 12B
New York, NY 10024
Phone: (212) 874-2427
FAX: (212) 580-7759
Email: info@thelearningstudio.com
Web: http://www.thelearningstudio.com

Product: **Studentworks** software is a set of graphic organizers that are related database files for vocabulary, word games, notetaking, bibliography making, paragraph, sentence structure and writing organization. Designed for use in a group setting.

Lotus Development Corporation
55 Cambridge Parkway
Cambridge, MA 02142
Toll free phone: 800-346-6392
FAX: (617) 693-3899
Web site: www.lotus.com/organizer

Product: **Lotus Organizer** software that integrates a calendar, to do list, address book, call reminder system and notepad. Can be synchronized with hand-held devices. **Organizer 5.0** allows scheduling of group meetings over the Internet.

Microsoft Corporation
One Microsoft Way
Redmond, WA 98052
Toll free phone: 800-426-9400

Products: **Microsoft Outlook** coordinates email, personal calendar and group scheduling, contact information, to do lists in one application.

Microsoft Schedule+ provides a way for individuals and networked teams to manage and share calendars, tasks and contacts.

Starfish
1700 Green Hills Road
Scotts Valley, CA 95066
Phone: (831) 461-5800
FAX: (831) 461-5900
Web site: www.starfish.com
To order software call PC Connections: 800-203-0620

Products: **Sidekick** software for calendar, contact and communication management.
True Sync software used with Rolodex REX for synchronization between REX and PC's.

SVE and Churchill Media
6677 N. Northwest Hwy.
Chicago, IL 60631
Phone: 800-829-1900
Fax: 800-624-1678
Email: CustServ@svemedia.com.
Web site: http://www.svemedia.com

Product: **Calendar Fun with the Lollipop Dragon** helps students learn about calendars and create their own to print in color or black and white.

Symantec
10201 Torre Avenue
Cupertino, CA 95014-2132
Phone: (408) 253-9600
FAX (408) 253-3968
Web site: www.symantec.com

Product: **ACT! 4.0** contact management database including calendar showing daily, weekly, monthly, and up to three months ahead; to do lists; on screen alarms; printing of pages for 30 different paper organizers. Can also be used with Dragon Systems **Naturally Organized** for mobile voice-to-text data entry.

APPENDIX D: FREE INTERNET RESOURCES FOR MEMORY AND ORGANIZATION

A great number of free Internet resources are available to help you manage your calendar, remember birthdays, etc. The list below includes a number of these resources. Information was accurate as of the date of publication of the Resource Guide.

New or additional resources can be found through various search engines. For example, Yahoo! has a list of reminder services and personal web-based calendars at www.yahoo.com under Home>Reference>Calendar. The Mining Company also maintains a web page on online calendars.

Most calendars require you to register before using them.

Abrio - www.abrio.com - free public or private group or individual calendar, to do list and address book.

AnyDay.Com - www.AnyDay.com - free online calendar

Appoint.net - www.appoint.net - free online calendar

Calendar Zone - www.calendarzone.com - free calendars to print out

Corkboard - www.pcdynamics.com a free screensaver program with post it-type notes

Daily Drill - http://www.dailydrill.com/ - comprehensive calendar combined with public events information for Boston, Washington and New York.

Daytimer - www.daytimer.com - go to Day-timer digital for personal calendar system

FreeMinder - http://www.cvp.com/freemind/ - free email reminder service

Hallmark - www.hallmark.com - free email reminder service

Jump - http://www.jump.com - now in public testing phase, includes email reminders and can synchronize with PCs and handhelds, for individual and group schedules.

Remind Umail - http://calendar.stwing.upenn.edu - free email reminder service

Schedule Online - www2.scheduleonline.com - now in public testing phase, includes calendar, to do list and address book

Super Calendar - www.supercalendar.com - Color coded group and individual calendar

Web Address Book - www.webaddressbook.com - calendar, to do lists, addresses, etc.

When.com - www.when.com - individual or group calendar with special events information

Yahoo! Calendar - www.yahoo.com - free online calendar and reminder service

APPENDIX E: RETAIL STORES AND THEIR TYPICAL PRODUCTS

Micro Center - www.microcenter.com

- Computer software
- Handheld computers

Comp USA - www.compusa.com

- Handheld computers
- Cross Pad
- Software

Staples - www.staples.com

- Office supplies, such as file folders, bulletin boards, etc.
- Paper-based organizers and calendars, desk and wall
- Handheld computers
- Electronic organizers
- Software
- Alarm clocks
- Voice organizers and digital memo recorders
- Cross Pad

Office Max - www.officemax.com

- Handheld computers
- Cross Pad
- Office supplies, such as file folders, bulletin boards, etc.
- Digital memo recorders and voice organizers

Office Depot - www.officedepot.com

- Phones with memory
- Handheld computers
- Office supplies, such as file folders, bulletin boards, etc.
- Computer software
- Cross Pad

Circuit City - www.circuitcity.com

- Handheld computers
- Voice organizers and digital and tape recorders
- Clock radios
- Phones with memory
- Digital memo recorders and voice organizers
- Pagers

Sears - www.sears.com

- Phones with memory
- Electronic organizers

CVS - www.cvs.com

- Paper based planners
- Stationery supplies
- Standard and large print address books
- Electronic organizers
- Paper based organizers
- Pill organizers
- Kitchen timers, digital timers

Walgreens - www.walgreens.com

- Paper based organizers
- Pill organizers, including electronic ones
- Alarm clocks and timers
- Address books
- Watches

OSCO Drugs

- Stationery supplies
- Pill reminders
- Day planners
- Watches

Franklin Covey - www.franklincovey.com or 800-654-1776

- Paper based organizers and calendars
- Handheld computers and software
- Electronic organizers

Best Buy - www.bestbuy.com

- Handheld computers
- Computer software
- Phones with memory
- Pagers

The Vision Store (Massachusetts only) - (617) 972-9114 for locations

- Talking watches and clocks
- Large print calendars, check registers and address books
- Large print, talking and braille kitchen timers
- Talking microwave

The Optelec Magnification Center
36 Waltham Street
Lexington, MA 02421

- Large print timers
- Large print address books and check registers
- Big button memory phones
- Talking watches

APPENDIX F: PEOPLE AND ORGANIZATIONAL RESOURCES

All the resources listed below provide services related to memory and organizational issues, even though that may not be the main focus of the organization. Some resources provide assistive technology services; others primarily provide disability-related information.

Where appropriate, national contact information is provided to help you locate local chapters of organizations, businesses, and agencies. Because Technology for Memory and Organization has served primarily the New England area, more detail is included on organizations in this area. We welcome your ideas on organizations from your area that should be added to this list of people and organizational resources!

Adaptive Technology Consulting, Inc.
PO Box 778
Amesbury, MA 01913
Phone: (978) 462-3817
FAX: (978) 462-3928
Email: gyarnell@adaptivetech.net
Web site: www.adaptivetech.net
Contact: Gayle Yarnall, President

Provides assistance in selecting, purchasing and learning how to use an adapted technology product or system with a special focus on individuals who are blind or visually impaired, with a goal of finding the right system for each individual at the lowest cost. Provides on site training and support on the total system.

ADD Coaching
264 Grove Street
Wellesley, MA 02482
Phone: (781) 237-3508
Web site: www.addbrain.com
Contact: Nancy Ratey, Ed.M.

Provides one on one coaching; trains and supervises coaches; and consults on ADD to groups and organizations. Master Certified Coach and Disability Specialist. Co-founder and co-director of the National Coaching Network. Author and lecturer.

ADD Warehouse
300 Northwest 70th Avenue, Suite 102
Plantation, FL 33317
Toll free phone: 800-233-9273
Phone: (954) 792-8100
FAX: (954) 792-8545
Web site: www.addwarehouse.com

A source for books, videos, and training products all related to attention deficit disorder.

AD-IN (The Attention Deficit Information Network)
475 Hillside Avenue
Needham, MA 02494
Phone: (781) 455-9895
FAX: (781) 444-5466
email: adin@gis.net
Web site: www.addinfonetwork.com

A non-profit volunteer organization offering support and information to families of children with ADD, adults with ADD and professionals through a nationwide network of 500 AD-IN chapters. Provide information on training programs and speakers; present conferences and workshops for parents and professionals on ADD research, issues, and treatment.

The Andover Counseling Center
555 Turnpike Street Suite 47
North Andover, MA 01845
Phone: (978) 682-1579
Fax (978) 689-4582
Web site: www.andovercounseling.com

Provides licensed psychological counseling services, including a specialty in ADD/LD in children and adults. Have developed 1) **ADDMazement** software to guide professionals through the "maze of Attention Deficit Disorder and 2) **The Spectra Planner**, an age-specific daily organizer especially suited for individuals with learning/attentional problems middle school through adulthood.

Assistive Technology Inc.
7 Wells Avenue
Newton, MA 02459
Toll free Phone: 800-793-9227
Phone: (617) 641-9000
FAX: (617) 641-9191
Email: customercare@assistivetech.com
Web site: www.assistivetech.com

Develops technology for communication and learning using customizable hardware and software tools. The **Companion** authoring tool is a software product allowing customization of computer applications, either picture-based or text based and could be used to keep track of daily activities.

Bell Atlantic
Center for Customers with Disabilities
380 Locke Drive
Marlboro, MA 01752
Toll free phone: 800-974-6006 V/TTY

Provides free or reduced cost telephone equipment to individuals with cognitive, hearing, motion, speech or vision disabilities that require the use of special telephone equipment. For cognitive impairments, picture telephones with memory dialing are available; other phones with memory dialing are available for low vision, hearing, motion and speech disabilities.
(Serves Massachusetts residents only; for information about services available in other states, contact your local telephone company)

Bluestone & Associates
170 Gore Street #406
Cambridge, MA 02141
Phone: (617) 494-9192
FAX: (617) 679-0748
email: bluestone@mediaone.net
Web site: www.bluestoneassociates.com
Contact: Ruth Bluestone

Provides customized assessments and training for individuals with neurological impairments, including selection of hardware and software, for handheld, laptop, and desktop computers. Will go to client's home or workplace.

Boston Public Schools Special Education Technology Resource Center
At Emmanual College
400 The Fenway
Boston, MA
Phone: (617) 635-9079
Contact: Kristen Eichle

Provides services to teachers in the Boston Public Schools on selecting and using technology to assist students with special needs, including using **Inspiration**. Makes recommendations on low tech through high tech devices such as digital recorders to help students remember assignments. Waiting list for participation in programs.

The Brain Trust
Kendall Square Box 425743
Cambridge, MA 02142-0014
Phone: (617) 623-0066
FAX: (617) 623-2203
Email: info@braintrust.org
Web site: www.braintrust.org
Contact: Samantha Scolamiero

Runs online support groups for a variety of neurological conditions beginning with brain tumors. These forums are self-help, peer to peer groups, with some medical professionals and researchers participating as well.

Bridges Associates Inc.
712 Main Street
Hyannis, MA 02601
Phone: (508) 790-1333
Toll free: 800-790-1890
Email: bridges@capecod.com
Web site: www.bridgesassociates.com
Contact: Mary Jane Beach, Director

Provides programs and services through learning specialists for learning disorders, learning disabilities, attention deficit disorder and special needs. Provides education and training including computer training. Develops resources, materials and tools. Private non-profit organization.

CAST (Center for Applied Special Technology)
39 Cross Street, Suite 201
Peabody, MA 01960
Phone: (978) 531-8555
TTY: (978) 538-3110
FAX: (978) 531-0192
E-mail: cast@cast.org
Web site: www.cast.org

Develops technologies to support students with LD in writing, organization, planning and follow through. Now developing **WebTrekker**, a Web-based learning and productivity software tool built upon CAST's ULTimate ReaderTM. It will help students with learning disabilities to plan, search, analyze, read, organize, and present information from the Web.

Center on Technology and Learning Disabilities
The Frostig Center
971 N. Altadena Drive
Pasadena, CA 91107
Phone: (818) 791-1255
Contact: Marshall Raskind

Assesses and trains individuals for their assistive technology needs, trains professionals to use the technology and conducts research to evaluate assistive technologies and their benefits to persons with learning disabilities

CHADD
8181 Professional Place, Suite 201
Landover, MD 20785
Toll free phone: (800) 233-4050
Phone: 301-306-7070
FAX 301-306-7090
Web site: www.chadd.org

A national organization with more than 500 chapters, provides support and information for children and adults with AD/HD. Sponsors annual conference on latest research and treatment for AD/HD.

Colonial Medical Alert Systems
14 Celina Avenue, Unit #15
Nashua, NH 03063
Toll free Phone: 800-323-6794
Toll free FAX: 800-326-8405
Phone: (603) 881-8351

Local distributor for **CompuMed** automated medication dispenser, available also with a monitoring program or with a personal emergency response system. **(For information on distributors in your area, contact Compumed at 1-800-722-4417 or visit the website at www.compumed.com.)**

Commonwealth Learning Center
12 Highland Avenue
Needham, MA 02494
Toll free phone: 800-661-6671
Phone: (781) 444-5193
FAX (781) 444-5582
Contact: Sharon Marsh, D.Ed., Director

Provides one on one assistance to students so they can succeed in school. Students are taught to organize their time and materials within the context of the student's own curriculum. Students learn to use a master notebook according to a system adapted from the Landmark Study Skills program.

Easter Seals Assistive Technology Center
484 Main Street
Worcester, MA 01608
Toll free Phone: 800-244-2756 ext. 431
Toll free TTY: 800-564-9400
Phone: (508) 751-6431
FAX: (508) 831-9768
Email: mcauslin@eastersealsma.org
Web site: www.eastersealsma.org

Have a computer and assistive technology demonstration center, featuring software, hardware and products for adaptive computer access. **Inspiration** and **Co-writer** are available for demonstration. No fee for demonstrations, but an appointment is necessary. Evaluation and consultation services are available on a fee for service basis. Long term computer loans available. **For information on Easter Seals programs in your geographical area, contact 800-221-6827 (toll-free) or visit the web site at** http://www.easter-seals.org.

Education Development Center
55 Chapel Street
Newton, MA 02458-1060
Toll free phone: (800) 225-4276.
Phone: (617) 969-7100
Web site: www.edc.org
Contact: Judith Zorfass

A non-profit education organization engaged in research and program development. Developers of the **Make It Happen Curriculum,** including **I Search** software to help middle school students to organize and carry out research projects; videos including **"Write Tools for Angie"** showing the use of a Braille N Speak for notetaking and **"Multimedia and More"** showing the use of Hypercard software to help organize a group writing project. www.edc.org/FSC/NCIP includes information and a bibliography on organizing tools.

Federation for Children with Special Needs
1135 Tremont Street, Suite 420
Boston, MA 02120
Toll free Phone: (800) 331-0688 (in MA)
Phone: (617) 236-7210
Fax (617) 572-2094
Email: fcsninfo@fcsn.org
Web site: www.fcsn.org

A non-profit organization providing advocacy and resources related to children with special needs. Sells **A Family Guide to Assistive Technology,** a book designed to help parents learn more about assistive technology and to understand the processes for acquiring assistive technology.

Insight Education Center for Parents and Teachers
PO. Box 626
Bryantville, MA 02327
Phone: (781) 294-8004

Provides parents and teachers with strategies and information on child development and behavior management. Many classes cover topics relevant to working or living with a child with ADD or learning disabilities.

Institute for Cognitive Prosthetics
33 Rock Hill Road, Suite 310
Bala Cynwyd, PA 19004
Toll free phone: 800-837-5640
Phone: (610) 664-3585
Email: icpinfo@brain-rehab.com
Web site: www.brain-rehab.com
Contact: Elliot Cole, Ph.D.

The Institute provides: 1) comprehensive neurorehabilitation services to patients and their families, including Computer-Based Cognitive Prosthetic interventions. 2) training for rehabilitation professionals and 3) technology transfer from computer science to brain injury rehabilitation for developing evaluation and treatment technology and delivery systems.

Institute for Community Inclusion/UAP
Children's Hospital
300 Longwood Avenue
Boston, Massachusetts 02115
Phone: (617) 355-6506
Fax: (617) 355-7940
TTY: (617) 355-6956
Email: ici@a1.tch.harvard.edu
Web site: http://web1.tch.harvard.edu/ici/

A university affiliated program providing training and consultation; clinical, consultative, and employment services; research, and dissemination of publications and materials to promote interdependence, productivity, and inclusion in school and community. **School Tech** project deals with assistive technology for school aged children.

Job Accommodation Network
JAN/West Virginia University
918 Chestnut Ridge Road
PO Box 6080
Morgantown, WV 26505-6080
Phone: (304) 293-7186
Toll free phone: 800-526-7234 (V/TTY)
Web site: http://janweb.icdi.wvu.edu/

An international toll-free consulting service providing information about job accommodations and the employment of people with disabilities. JAN also provides information regarding the Americans with Disabilities Act (ADA).

KTN International
5 Terramar Lane
Nashua, NH 03062
Phone: (603) 888-4449
Web site: www.KtnOnline.com
Contact: Judith Liran, Owner

Sells the **Voice Diary** and **Parrot Digital Voice Recorder** and provides one on one customer service related to these products. Also sells talking watches, timers, and alarms and other talking products for individuals who are blind or visually impaired, or who otherwise need talking products.

LDResources
Anne and Richard Wanderman
202 Lake Rd.
New Preston, CT 06777
Phone: 860-868-3214 (voice/fax)
Email: richard@ldresources.com; anne@ldresources.com
Web site: www.ldresources.com

Maintain a web site of resources for the learning disabilities community, including a lengthy list of articles and essays on technology topics such as the **AlphaSmart Keyboard**, structured writing and list making, **Voice Organizers**, computers and software, and much more. Produce The LD Reader which includes short reviews of electronic and other tools.

The Learning Disabilities Association of Massachusetts (LDAM)
1275 Main Street
Waltham MA 02454
Phone: (781) 891-5009

Non profit volunteer organization composed of parents, professional and adults with LD. It sponsors conferences for adults and children; publishes a quarterly journal, provides referrals, educational programs and teacher training and circulates information on legislative issues. **For information on local chapters of LDA,visit the web page at http://www.ldanatl.org or call (412) 341-1515.**

McGowan Publications
PO Box 3
Brooks, GA 30205
Toll free phone to order: 800-897-0999
FAX: (678) 817-0078

Publishes **Learning Disabilities and Assistive Technology: An Emerging Way to Touch the Future** which offers individuals with learning disabilities and service providers a look at how AT can accommodate the unique needs of individuals with learning disabilities.

Memory and Cognitive Assessment Program at
Rhode Island Hospital
Physicians Office Building, Suite 430
110 Lockwood Street
Providence, RI 02903
Phone: (401) 444-4500
FAX: (401) 444-6643
Contact: Robert Stern, Ph.D.

Offers neuropsychological evaluation and treatment of memory and other cognitive functions in cases of stroke, traumatic brain injury, and Alzheimer's and other forms of dementia. Provides diagnosis, suggests individualized management strategies and provides support and education to caregivers.

MICRO Center Computer Education
727 Memorial Drive
Cambridge, MA 02130
Phone: (617) 234-6416
FAX: (617) 234-6408

Offers courses in **Quicken**, **Microsoft Outlook**, and **ACT! 4.0** contact management software. **For the location of a MICRO Center Computer Education in your geographical area, visit the web site at http://www.microcenter.com**

National Adult Literacy and Learning Disabilities Center/AED
1875 Connecticut Avenue, NW
Washington, DC 20009
Phone: (202) 884-8185
FAX: (202) 884-842
Web site:www.nifl.gov/nalldtop.htm

Promotes awareness about the relationship between adult literacy and learning disabilities, helps the literacy practitioners to identify and serve adult students with suspected or diagnosed learning disabilities, and produces and refines materials that enhance the knowledge base for adult literacy and learning disabilities

National Brain Injury Association
105 North Alfred St.
Alexandria, Virginia 22314
Phone: (703) 236-6000
Fax: (703) 236-6001
Web site: www.biausa.org

Promotes awareness, understanding and prevention of brain injury through education, advocacy, research grants and community support services. Web site offers connections to state programs throughout the country.

New England Professional Organizers (NEPO)
83-7 Staniford Street
Newton, MA 02466
Phone: (617) 332-8838
FAX: (617) 332-9025
Contact: Judith Yellin

Provides referrals to an organizer who can provide one on one assistance with space organization, document management, financial management, relocation services, time management, etc. Services are provided to both adults and children. Some organizers have specific experience helping individuals with disabilities or ADD.
To find a local chapter of NAPO, the national association for professional organizers, visit the web site at http://www.napo.net or call (512) 206-0151.

RESNA
1700 N. Moore St., Ste. 1540
Arlington, VA 22209-1903
703-524-6686; 703-524-6639 (TDD)
FAX: 703-524-6630
E-mail: natloffice@resna.org
Web site: http://www.resna.org

An interdisciplinary association that strives to improve the potential of people with disabilities to achieve their goals through the use of technology. Sponsors an annual conference including many sessions on assistive technology and publishes books on assistive technology.

Spaulding Rehabilitation Hospital - ATEC
125 Nashua Street
Boston, MA 02114
Phone: (617) 573-2928
Web site: www.spauldingrehab.org
Contact: Murdo M. Dowds, Jr., Ph.D. (for assisted cognition)
Suzanne Dagesse (for other assistive technology needs)

Provides assistive technology evaluations and training for assisted cognition as well as for a variety of other areas such as computer access, augmentative communications, environmental control, positioning and mobility, etc.

Technology for Memory and Organization
185 Lindbergh Avenue
Needham, MA 02494
Phone: (781) 444-0297
Contact: Kathy McHale, Owner
Email: kmchale@mediaone.net

Provides consulting and training to individuals to help them select and learn to use technology to help with memory and organization. Author of the **Resource Guide to Assistive Technology for Memory and Organization** and various fact sheets such as **Tech Tips for School** . Gives presentations to groups. Reseller for **Attainment Company**, **EZ pocket**, and other products.

VISION Community Services, Division of Massachusetts Association for the Blind
The Store
23 Elm Street
Watertown, MA 02472
Toll free phone: 800-852-3029 (in MA)
Phone: Watertown - (617) 926-4232
Email: mablind@tiac.net
Web site: www.mablind.org

Run stores in Watertown, Springfield, Fitchburg, and Worcester selling specialized products and providing personalized instruction on such products as talking watches, alarms, and clocks; large print check registers, calendars and address books. Also run peer support groups and elder rehabilitation project, and AIDS-related sight loss projects. Bell Atlantic equipment program agent.

STATE AGENCIES AND FEDERALLY FUNDED ASSISTIVE TECHNOLOGY PROJECTS:
The listings below are for the New England states.

To locate your state's assistive technology project, visit the RESNA web site at http://www.resna.org/taproject/sta_acomp.html

To locate your state education or vocational rehabilitation agency, look in the state government listings in your phone book,

CONNECTICUT ASSISTIVE TECHNOLOGY PROJECT:
Department of Social Services, BRS
25 Sigourney St., 11th Floor
Hartford, CT 06106
Toll free phone: 800-537-2549 (In-State)
Phone: (860) 424-4881
TTY: (860) 424-4839
FAX: (860) 424-4850
E-mail: cttap@aol.com
Web site: www.techact.uconn.edu/

Connecticut Department of Education
Room 305
State Office Building
165 Capitol Avenue
Hartford, CT 06106-1080
Phone: (860) 566-5061
FAX: (860) 566-8964
E-Mail: ctsde@aol.com
Web site: www.state.ct.us/sde

Commission on the Deaf and Hearing-Impaired
1245 Farmington Ave.
West Hartford, CT 06107-2668
Toll free phone/TTY: (800) 708-6796
Phone: (860) 566-7414

Board Of Education & Services For The Blind
184 Windsor Ave.
Windsor, CT 06095
Toll free phone: 800-842-4510 (In state)
Phone: (860) 602-4000
FAX: (860) 602-4020
TTY: (860) 602-4002

The Bureau of Rehabilitation Services
Department of Social Services
25 Sigourney Street
Hartford, CT 06106
Toll free phone: 800-537-2549
Phone: (860) 424-4845

MAINE CONSUMER INFORMATION AND TECHNOLOGY TRAINING EXCHANGE (MAINE CITE):
Maine CITE Coordinating Center
UMS Network for Ed. & Tech. Services
46 University Drive
Augusta, ME 0433
Phone: (207) 621-3195 (V/TTY)
FAX: (207) 621-3193
E-mail: kpowers@maine.maine.edu
Web site: www.mecite.doe.k12.me.us

Maine Department of Education
23 State House Station
Augusta, ME 04333-0023
Phone: (207) 287-5800
TTY: (207) 287-2550
FAX: (207) 287-5900
Web site: http://janus.state.me.us/education

Maine Vocational Rehabilitation
Phone: (207)-624-5300

Maine Deaf/Hearing Impaired
Phone: (207)-624-5318

MASSACHUSETTS ASSISTIVE TECHNOLOGY PARTNERSHIP:
MATP Center
Children's Hospital
1295 Boylston Street, Suite 310
Boston, MA 02115
Toll free phone: (800) 848-8867 (V/TTY, In-State)
Phone: (617) 355-7153
TTY: (617) 355-7301
FAX: (617) 355-6345
Web site: www.matp.org

Massachusetts Department of Education
350 Main Street
Malden, MA 02148
Phone: (781) 388-3300
FAX: (781) 388-3396
E-Mail: www@doe.mass.edu
Web site: www.doe.mass.edu

Massachusetts Commission for the Blind
88 Kingston Street
Boston, MA 02111
Toll free phone: 800-392-6450
Toll free TTY: 800-392-6556,
Phone: (617) 727-5550
FAX: (617) 727-5960
Electronic Bulletin Board: (617) 451-5327.

Massachusetts Rehabilitation Commission Central Office
Fort Point Place
27-43 Wormwood Street
Boston, MA 02210-1616
Toll free phone: (Voice or TTY) 800-245-6543
Phone: (617) 204-3600
FAX: (617) 727-1354

Mass Rehab **LD/ADD Task Force** - Call Angelica Sawyer at (617) 661-3117 for information.

Statewide Head Injury Program
27-43 Wormwood Street
Boston, MA 02210
Phone : (617) 727-8732 (voice/TTY)
Fax : (617) 727-1354
E-mail : dkamen@state.ma.us

Massachusetts Commission on the Deaf and Hard of Hearing
210 South Street, 5th Floor
Boston, MA 02111
Phone: (617) 695-7500
TTY: (617) 695-7600
FAX: (617) 695-7599

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Concord, NH 03301
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Phone: (603) 224-0630 (V/TTY)
FAX: (603) 226-0389
Web site: www.iod.unh.edu/projects/spd.htm

NH Department of Education
101 Pleasant Street
Concord, NH 03301-3860
Toll free phone: 800-339-9900
Phone: (603) 271-3494
Fax: (603) 271-1953

Vocational Rehabilitation
78 Regional Drive
Concord, NH 03301
Toll free phone: 800 299-1647
Phone: (603) 271-3471
Includes: Vocational Rehabilitation, Services for the Blind & Visually Impaired and Services for the Deaf & Hard of Hearing

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Providence, RI 02903
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Phone: (401) 421-7005
TTY: (401) 421-7016
FAX: (401) 421-9259
E-mail: solson@atap.state.ri.us
Web site: www.atap.state.ri.us

Rhode Island Department of Elementary and Secondary Education
255 Westminster Street
Providence, RI 02903-3400
Phone: (401) 222-4600
FAX: (401) 222-6033
E-Mail: ride0015@ride.ri.net
Web site: http://instruct.ride.ri.net

Rhode Island Vocational Rehabilitation Services
D.H.S./O.R.S.
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Providence, RI 02908
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Weeks Building, First Floor
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FAX: (802) 241-2174
E-mail: lynnec@dad.state.vt.us
Web site: www.dad.state.vt.us/atp/

Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501
Phone: (802) 828-3135
FAX: (802) 828-3140
Web site: www.state.vt.us/educ

State of Vermont Department of Aging and Disabilities
103 S. Main Street
Waterbury, Vermont 05671
Phone: (802) 241-2400
Web site: www.dad.state.vt.us/dbvi/

Division of Vocational Rehabilitation
Division for the Blind and Visually Impaired

APPENDIX G: SELECTED ARTICLES AND BOOKS ON ASSISTIVE TECHNOLOGY FOR MEMORY AND ORGANIZATION

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