

Center for Instructional Supports and Accessible Materials (CISAM) Services

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Center for Instructional Supports and Accessible Materials (CISAM)

**Statewide project serving students
with print disabilities:**

- 💧 **Reading Disabilities**
- 💧 **Physical Limitations**
- 💧 **Blindness and Visual Impairments**



Vision

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



Mission

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



Learning Objectives

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

What are AEM?

AEM are:

- Educational materials produced or rendered in accessible media.
- Educational materials transformed into the specialized formats.

Audio

Braille

**Digital
Text**

**Large
Print**

The Decision-Making Process

Three Options for the Decision-Making Team:

1

Standard Materials

Grade-level -
based

2

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

3

**Modified
Content or
Alternative
Materials**

“Simply Said”



Please click on slide to start video clip

WHY PROVIDE AEM?

Educational materials can be a barrier.

AEM remove that barrier.

Obligation to Serve Students

The Individuals with Disabilities Education Act (**IDEA**) requires school districts to provide **AEM** to students with print disabilities.

National Instructional Materials Accessibility Standard (NIMAS)

NIMAS:

- Included in *Individuals with Disabilities Education Act (IDEA) 2004*
- Technical standard used by publishers to produce source files in multiple specialized formats for school-age students with print disabilities.
- Addresses the timely delivery of textbooks in specialized formats including braille, large print, digital text, and audio.
- **CISAM's** role is to assist school personnel in locating specialized textbooks for eligible Ohio students.

Timely Manner

[34 CFR 300.172(3)]

Students with print disabilities, including students who are blind and visually impaired, need:

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

Eligibility for AEM

**Visual
Impairment**

Blindness

**Physical
Impairment**

**Reading
Disability**

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

cisam.ossb.oh.gov/docs/NIMAS/NIMASBrochure.pdf

What is the Impact of AEM?

2-19-13

Dear SCT&AM,

Thank you for the special stuff. It helps me see better. The books help me work.

The paper makes my writing neater. Thank you so much.

Form
Harley's book

How are AIM Selected?

List the materials used across the curriculum.

Consider the instructional content.

Select the formats needed.

Match formats to materials.

AIM Navigator

aim.cast.org/experience/decision-making_tools/aim_navigator

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

AIM Explorer

aem.cast.org/supporting/aim-explorer.html - .VRRLPVyw5v4

- Free software simulation tool to help struggling readers, educators, and families decide which supports might enable the student to access and understand text
- Combines grade-level digital text with access features common to most text readers and other supported reading software
- Presents options in a logical sequence
- Options: magnification, custom text and background colors, text-to-speech, text-highlighting, and layout

How Do You Acquire AEM for a Student with a Print Disability?

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

[cisam.ossb.oh.gov/docs/
AccessibleMaterials/
CISAMMaterialsRequestForm.pdf](https://cisam.ossb.oh.gov/docs/AccessibleMaterials/CISAMMaterialsRequestForm.pdf)



MATERIALS REQUEST

Center for Instructional Supports
and Accessible Materials

5220 N High Street
Columbus, Ohio 43214
fax 614.644.8254
<http://clsam.ossb.oh.gov>

Form Revised 11/3/2014

Request # _____

Date _____
Requestor Name _____ Job Title _____
Facility _____
Fax Number of Facility _____
Facility Address _____
City _____ Ohio Zip _____
Student's School District of Attendance _____
Phone () _____ Summer Phone () _____
E-mail _____ **Summer E-mail** _____
Ship-to-Name (if different) _____
Facility _____
District _____ County _____
Ship-to-Address _____
City _____ Ohio Zip _____

STUDENT

Student Number _____
School Year _____

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

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

Please Check Format of Accessible Educational Material (AEM) Request. Indicate multiple preferences and/or order of preferences:

Hard Copy Braille Hard Copy Large Print Digital Text Audio Instructional Aid

1

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

CISAM use only

Action _____ FQO# _____
Title Code _____
Match _____
Audio _____
Alternates _____

Hard Copy Braille Hard Copy Large Print Digital Text Audio Instructional Aid

2

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

CISAM use only

Action _____ FQO# _____
Title Code _____
Match _____
Audio _____
Alternates _____

Hard Copy Braille Hard Copy Large Print Digital Text Audio Instructional Aid

3

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

CISAM use only

Action _____ FQO# _____
Title Code _____
Match _____
Audio _____
Alternates _____

Hard Copy Braille Hard Copy Large Print Digital Text Audio Instructional Aid

4

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

CISAM use only

Action _____ FQO# _____
Title Code _____
Match _____
Audio _____
Alternates _____

Please make a copy for your records. Incomplete forms will be returned to the requestor.



**How the Center for Instructional Supports
and Accessible Materials (CISAM)
Processes Requests
for Accessible Instructional Materials (AIM)**

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

- CISAM searches the **CISAM collection** to see if the AIM is available. If the AIM is available, CISAM sends the AIM to the student or designated person from the CISAM collection.
- If an **alternate copyright date** of the same AIM is available in the CISAM collection, this option is provided to the requestor.
- If the AIM is not available from the CISAM collection, CISAM searches the [Louis Plus Database](#), [Bookshare](#), [Learning Ally](#), and the National Instructional Materials Access Center ([NIMAC](#)).
- If the AIM is available from the American Printing House for the Blind, Inc. (APH) and the student is legally blind and registered with [Federal Quota](#), CISAM orders the AIM from APH using Federal Quota funds.
- If the student is not registered with Federal Quota and the AIM is not available from APH, but the AIM is available from one of the other sources, i.e. [Bookshare](#), [Learning Ally](#), then CISAM provides the **source** to locate the AIM to the requestor.
- If a literary braille textbook published before August 18, 2006 is not available from any source, on the requestor's behalf, CISAM can request an **electronic publisher's file** for producing the textbook from the publisher. CISAM works with the requestor to locate a braille producer.
- If a large print or braille textbook is not available from any source, a school district can request that CISAM submit a request to the [APH Accessible Textbook Department](#) to produce the textbook. See the APH website at [aph.org](#) for more information.
- If a large print textbook is not available from any source, a school district can submit a print copy of a textbook to the **CISAM Accessible Materials Production Center (AMPC)** to have staff chop the spine off the print textbook and scan it into the computer to produce a word file/pdf of the textbook (files include images when available).
- For eligible students, CISAM notifies the school district that a National Instructional Materials Accessibility Standard ([NIMAS](#)) source file may be available from the publisher for textbooks sold in Ohio. The **CISAM AMPC** can work with the school district to produce a formatted file of the textbook.
- If a requested braille item is not available from the CISAM collection or any other source, CISAM asks if the school district wants a cost estimate from [Grafton Braille Service Center \(GBSC\)](#) for the production of the textbook.

Who Can Submit CISAM Materials Requests?

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

- Teachers
- Supervisors
- Administrators

How Do You Submit a CISAM Materials Request Form?

Requestors can:

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

When Do You Submit Requests?

Requestors should:

- Submit requests in March preceding the year in which the AEM will be used.
- Provide email addresses.
- Provide summer contact information.

How Does CISAM Process Requests?

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

cisam.ossb.oh.gov/docs/AccessibleMaterials/HowCISAMProcessesMaterialsRequests.pdf

CISAM Collection

CISAM maintains and distributes a collection of AEM:

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

Federal Quota Program

- Annual Registration of Legally Blind Students
- Each student generates \$298.45
- AEM from American Printing House for the Blind
- Eligibility Guidelines at:
cisam.ossb.oh.gov/docs/FederalQuota/QuotaRegistration/2015/2015FQGuidelines.pdf

Sources of AEM

- Bookshare
- Learning Ally
- Louis Plus Database (for other sources)

CISAM Accessible Materials Production Center (AMPC)

CISAM AMPC provides a CD containing
requested formats

[cisam.ossb.oh.gov/docs/
AccessibleMaterials/FormatsForAEM.pdf](http://cisam.ossb.oh.gov/docs/AccessibleMaterials/FormatsForAEM.pdf)

Grafton Braille Service Center

GBSC produces quality:

- Braille textbooks
- Tactile graphics

cisam.ossb.oh.gov/docs/Brochures/GBSCBrochure.pdf

BEST Grant

- U.S. Department of Education/
Rehabilitation Services Grant
- Focuses on braille literacy
- Approximately \$540,00 over five years
(2014-2019)

BEST Grant

- Professional Development
- Technical Assistance
- Product Development
- Incidental Braille Production Centers

What PD/Learning Opportunities Does CISAM Offer?

- CISAM Professional Development Calendar: cisam.ossb.oh.gov/docs/ProfessionalDevelopment/ProfessionalDevelopmentCalendar2014_2015.pdf
- CISAM AIM Modules (CAM)
- CISAM AIM Training Series (CATS)
- Information Sharing Meetings for Administrators and Supervisors Serving Students with Visual Impairments

CISAM AIM MODULE (CAM)

CISAM AIM Module is a self-paced online course.

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



aim.infohio.org

CISAM AIM Module (CAM)

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



aim.infohio.org

CISAM AIM TRAINING SERIES (CATS)

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

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



You can access the series at:

cisam.ossb.oh.gov/ProfessionalDevelopment.php

What TA Services Does CISAM Offer?

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

CISAM Services

View the CISAM brochures:

cisam.ossb.oh.gov/Brochures.php



RESOURCES – ACCESSIBLE MATERIALS

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

RESOURCES – PHYSICAL LIMITATIONS

- How Assistive Technology Enables Dreams
<http://www.edutopia.org/assistive-technology-enabling-dreams-video>
- National Center on Accessible Instructional Materials – Disability-Specific: Physical Disability
<http://AEM.cast.org/learn/disabilityspecific/physical#.UkGnt8afgbl>
- National Association of Special Education Teachers – Orthopedic Impairments <http://www.naset.org/orthopedicimpairment2.0.html>
- Student Essay: Successful Use of Assistive Technology
[Click to view Video](#)
- WebAEM – Motor Disabilities <http://webAEM.org/articles/motor/>

RESOURCES – SPECIFIC LEARNING DISABILITY

- Council for Exceptional Children – Division of Learning Disabilities teachingld.org
- International Dyslexia Association interdys.org
- Learning Disabilities Association ldnatl.org
- National Center for Learning Disabilities ncld.org

RESOURCES – SUPPORT SERVICES

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

RESOURCES – VISUAL IMPAIRMENTS

- American Council of the Blind (ACB) acb.org
- American Foundation for the Blind (AFB) afb.org
- Association for Education and Rehabilitation of the Blind and Visually Impaired (AER) aerbvi.org
- Braille Formats (online version) – Principles of Print to Braille Transcription, 2011 brl.org/formats/
- Council for Exceptional Children – Division of Visual Impairments cecdvi.org
- Family Connect familyconnect.org
- Hadley School for the Blind hadley.edu

RESOURCES – VISUAL IMPAIRMENTS

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

How Do I Contact CISAM?

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Ohio

**Department
of Education**



**NATIONAL CENTER ON
ACCESSIBLE INSTRUCTIONAL MATERIALS**