



iPod Issue Checklist

Finding a job is hard enough, but what happens once you have one? Young adults with disabilities often have difficulty with learning job responsibilities and expectations. However, that ubiquitous smartphone can be used to support work skills. This checklist provides guidance to service providers or anyone working with individuals with disabilities transitioning to employment.

This iPod Issue checklist is provided by Carrie Clawson, OTR/L, ATP, and AT Specialist for Virginia's Department for Aging and Rehab Services, from her webinar entitled "*Handheld Technology Supports and Transition to Employment,*" which taught some techniques on how handheld technology can help when navigating the transition to employment. Ms. Clawson has 20 years of experience in rehabilitative and assistive technology services.

The webinar was aired May 30, 2017 and can be seen here:

<http://ctdinstitute.org/library/2017-05-31/handheld-technology-supports-and-transition-employment>



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iPod Issue Checklist

- Case applied to iPod
- Create Apple ID, password and ID recorded for client
- Apps downloaded as needed
- Email account sync
- Information entered/moved to new iPod as needed
 - If lots of info, sign out of iCloud
 - back up iPod using new Apple ID
 - Enable new iPod to the backup
 - Otherwise use AirDrop for pictures and Notes
- Enable Back up in iCloud, explain back up process
- Process for selecting apps reviewed
 - Orientation to App Store
 - Use of Reviews to choose apps
- Review procedure for powering on/off, charging
 - Recommend charging when battery life below 20% when possible
- ICE entered in contacts, and AT Specialist's contact
- Serial number recorded for VR Counselor (in service note)
- Have client sign Receipt of Merchandise form



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