

Work Autonomy

A Person-Centered Accommodation Tool



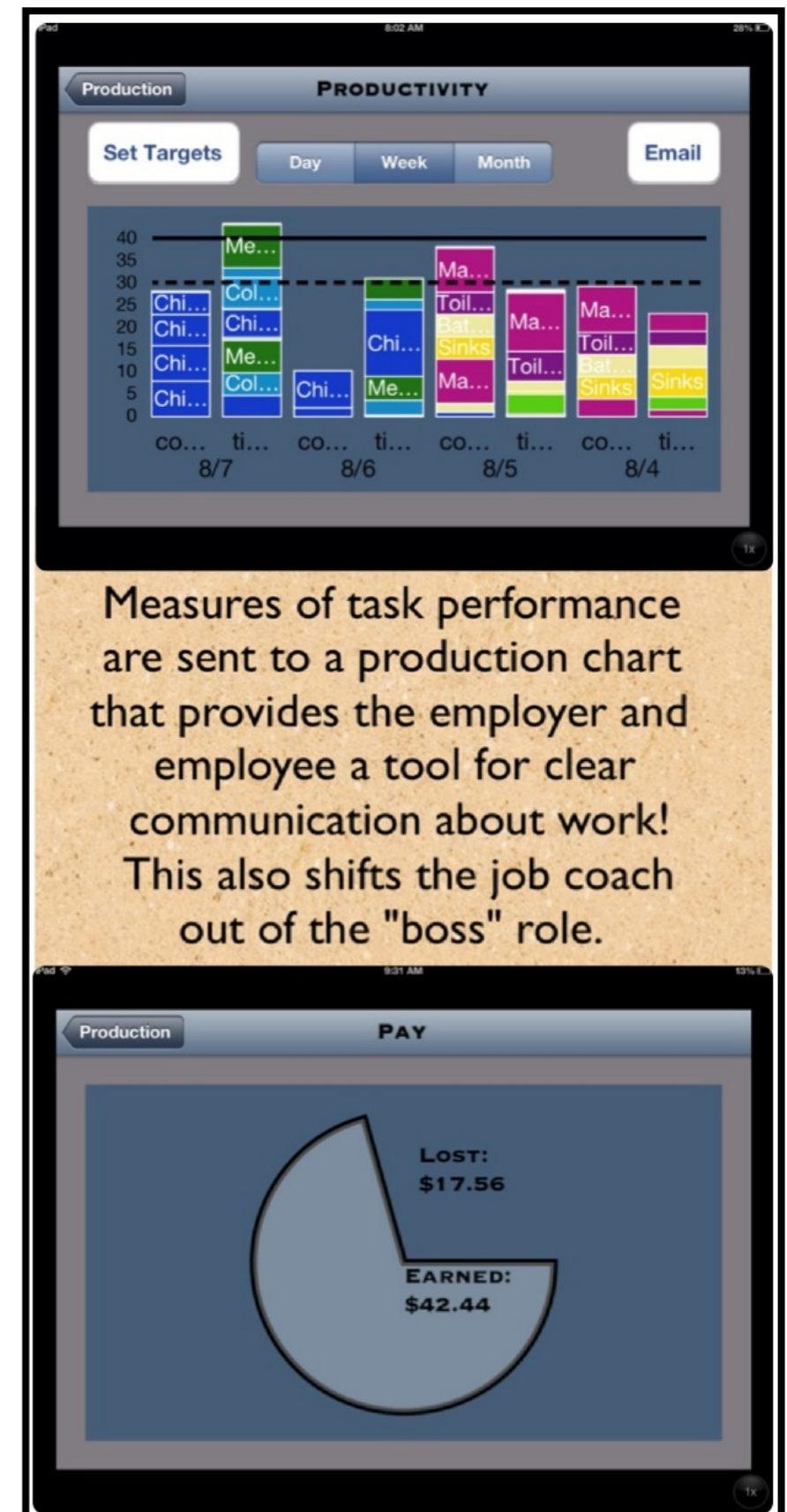
Programming Guide

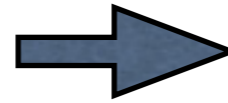
Allowing users to capture
their own experience
customized to their needs.



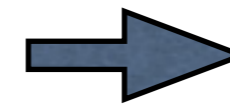
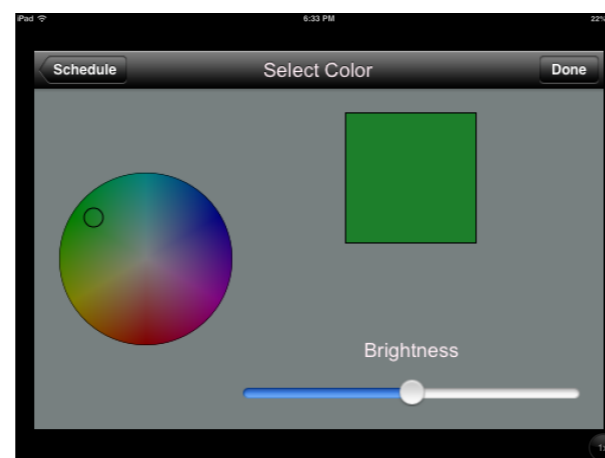
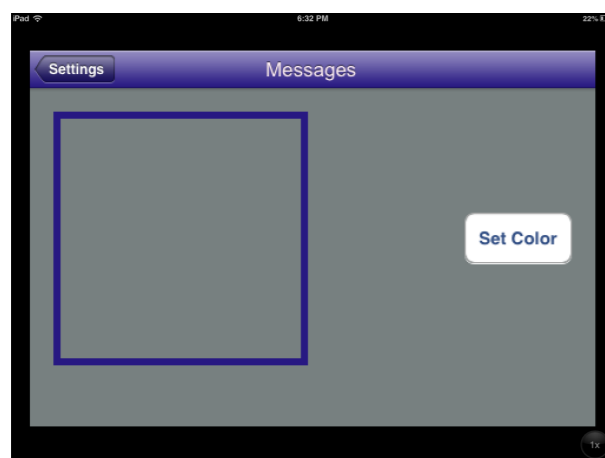
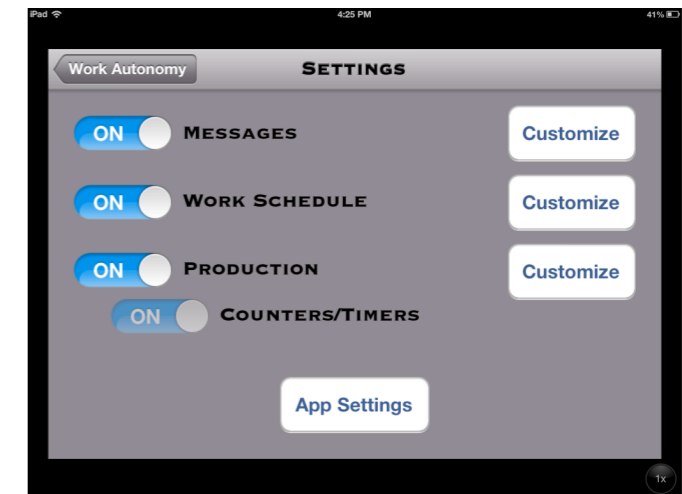
**Proven
Strategies
Made More
Accessible
thru
Technology**

**Currently
Available on
Apple devices:
iPhone,
iTouch, iPad &
iPad Mini**

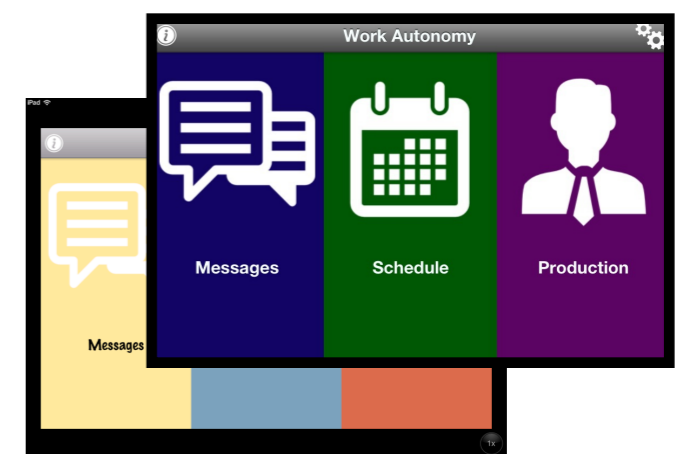




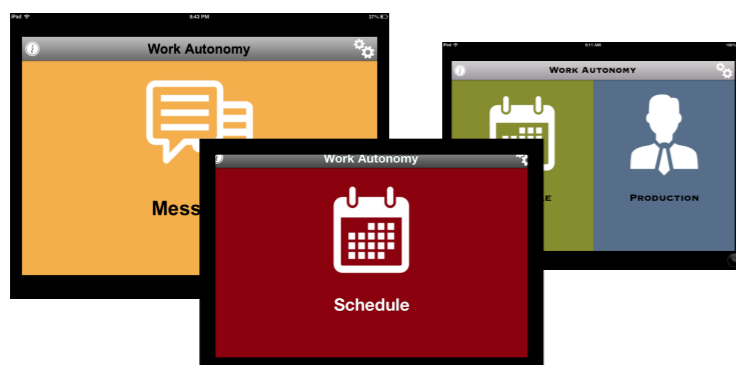
Go to settings to set your preferences for sections, font size, background colors, etc.



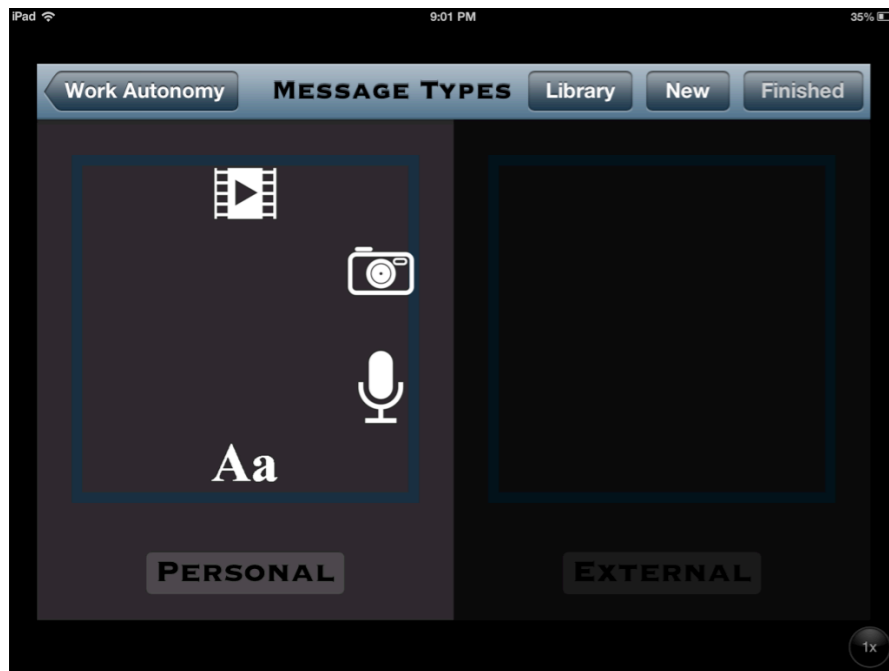
Pick colors



- Turn sections on and off:**
- ✦ Messaging to capture & share messages across environments.
 - ✦ Scheduling to capture & track tasks.
 - ✦ Production to monitor progress, earnings, expectations.



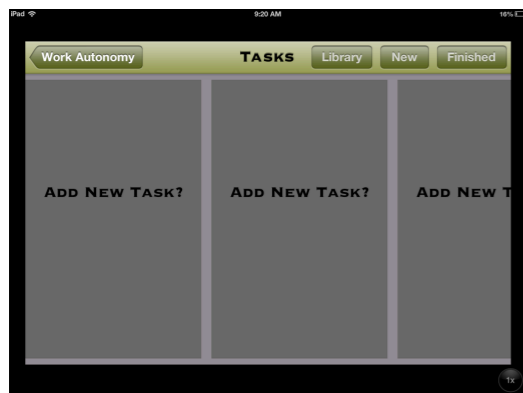
If the message is about for or from the person, they are capturing & sharing it.



Touch the MESSAGE SECTION -2 squares appear. Touch the square you want to record and options appear to capture video, photo, text and/or voice.

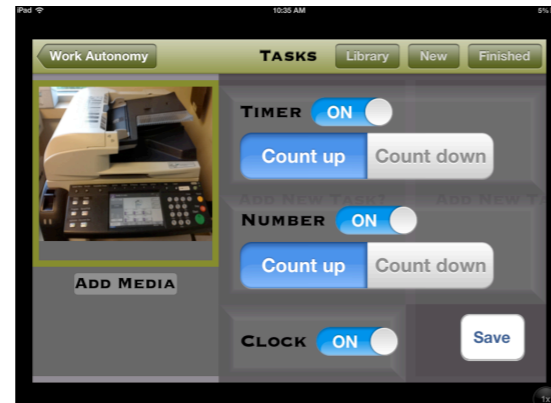
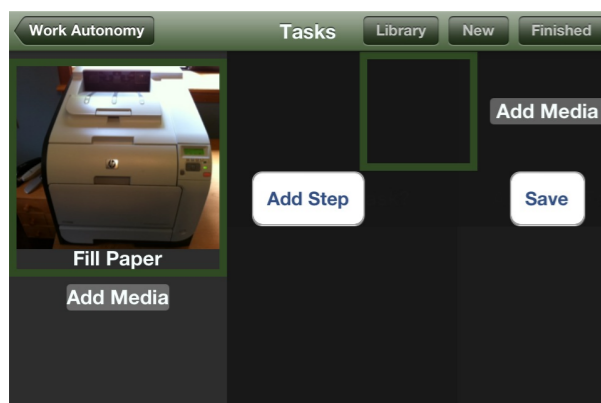
“Personal” is where the user records messages:
Sharing with coworkers, “I went skiing this weekend.”
Ordering lunch, “I’d like a hamburger, well done, please.”

“External” is where others record messages:
Family messages, “Reid would like to take the 15th-17th off, his brother will be in town.”
Employer messages, “The office is going to be closed the 4th-8th for renovations.”



Touch SCHEDULE SECTION, then touch “Add New Task?” and you will be able to capture your job tasks in a sequence from left to right.

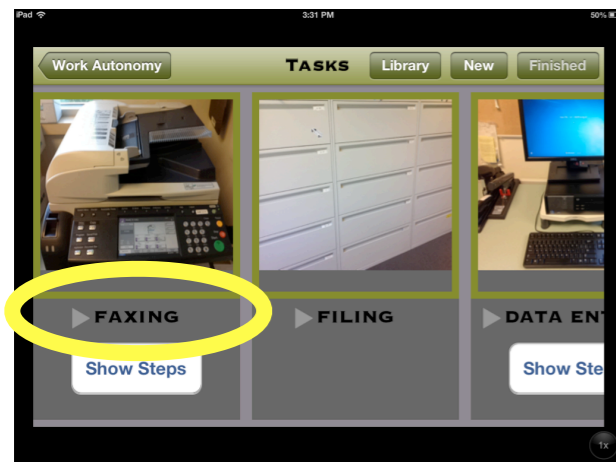
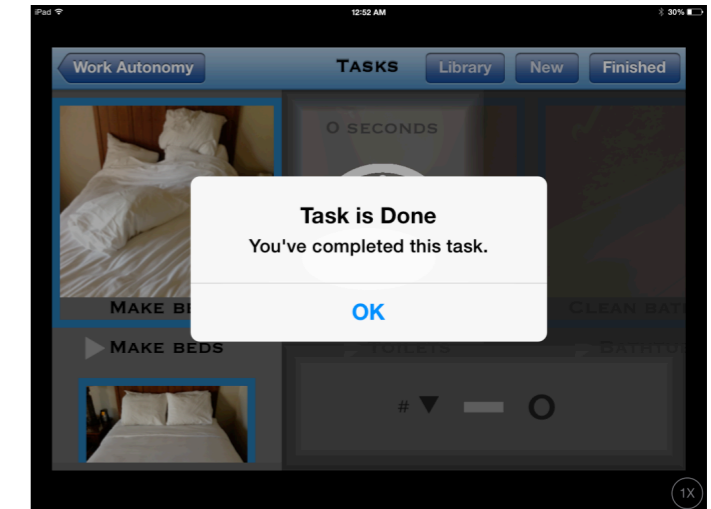
Touch the button “Break Down” if you want to capture smaller steps for a task. Steps will scroll below the main task photo. “First, then” concepts can also fit into this structure. Touch “Save” once steps are captured or if additional steps are not needed.



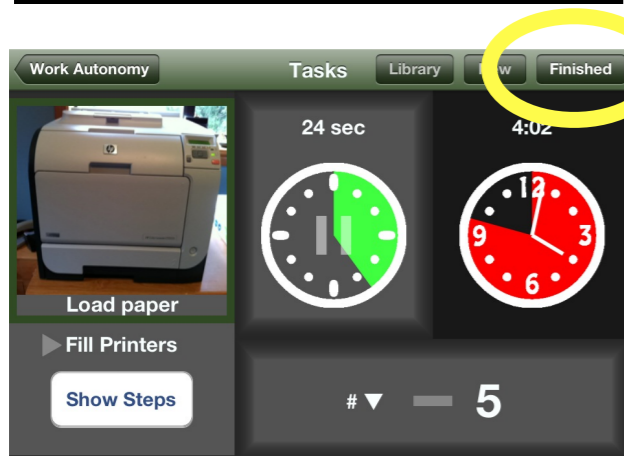
Once you save, you have the option to set parameters defining expectations for the task- how will you measure work production- timing? counting? following a scheduled timeframe? *(more detailed information in Walk Thru links)*



When you set the clock or set the timer or number counter to count down, you will define specifics, like 5 printers to load, 10 minutes to complete task, 11:30 lunch, etc. When using the schedule, these parameters will bring an alarm to the screen when the goal is met.



Once your schedule is set, you're ready to use it! Touch the title of the 1st task (gray arrow on the left notes the title) and the measurements you set will show on the screen. When you touch the timer it begins to run. When you touch the counter, it adds numbers completed or counts down from number required. In this example, the task has been running for 24 seconds, with 5 printers to complete. The clock is set to 4:50 to alert the user its time to pack up for home. Timer colors count: green for seconds, red for minutes, blue for hours.



When you press "Finish" the next task in the schedule automatically starts. Or when the alarm comes on screen, touch "OK" and the next task with its parameters appears onscreen.

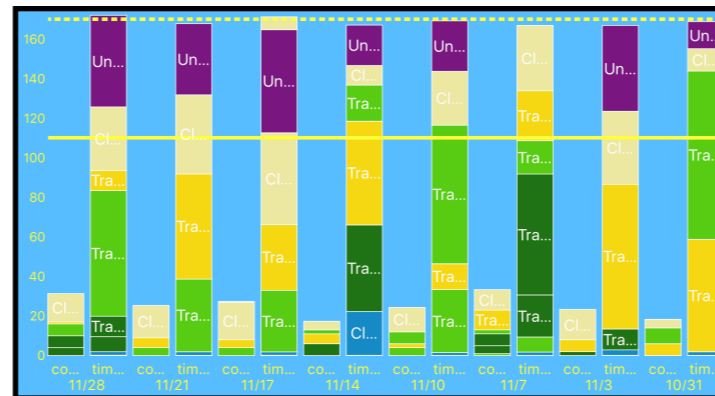
We recommend at least setting the timer to count up for each task and the clock set for breaks and end of shift. The timer and counter automatically send data to the production section. You can move in and out of more than one task schedule, the data accumulates & reflects all the work done in a day.

Note: the design of the wA app is made to be accessible to the user with a disAbility. There is no option to import pictures, instead the user is present to capture the entire sequence. This allows for the most concrete understanding of tasks. All schedules created are saved & can be found in the library.

When you open the **PRODUCTION SECTION**, you will see two graphs reflecting the results of your work. *Productivity*: An employer can set the target rates for timed and/or counted work and review it with their employee. Now the user and the employer have a concrete way to communicate directly about work expectations and performance.

You can view results from the day, week or month. This page can be emailed to your boss, coach, etc. These graphs have been powerful tools to increase production for many of the people we coach. It allows a right-relationship with the coach. Instead of cheerleading or continuously cuing the person in the job, we use the Work Autonomy app to capture and reflect the employers instruction and expectation. The measurement is set by the employer and the coach is there as an accommodation to reach the goals.

We work with the supervisor to meet with the employee daily, weekly or monthly, depending on need, to look at this chart and give feedback. Sometimes it is as simple as a thumbs up.

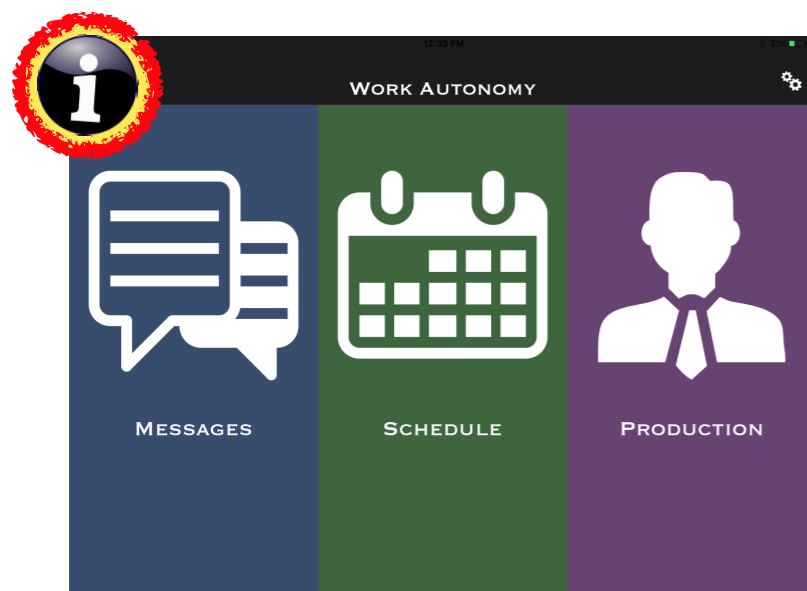
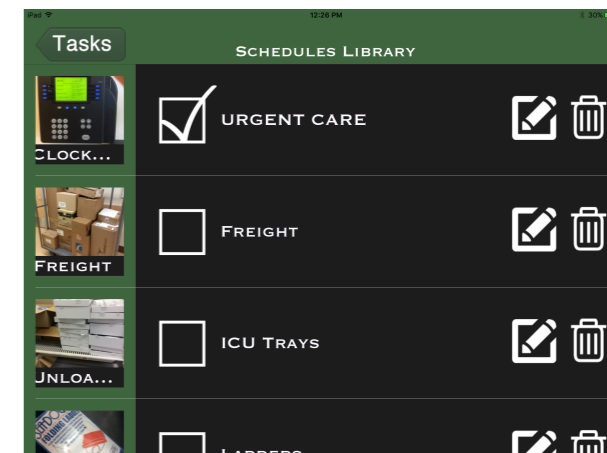
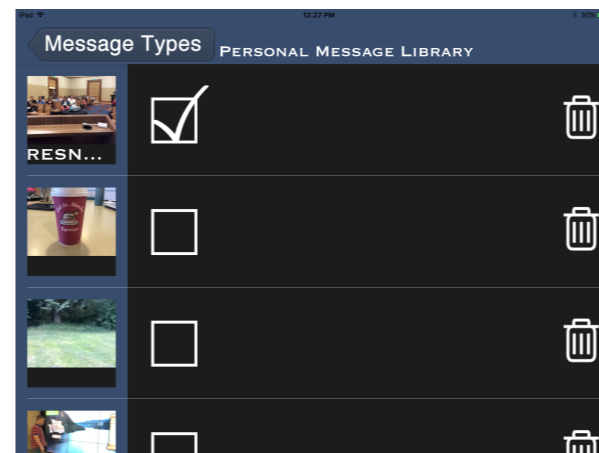


Pay: Back in settings, under production, input your hourly rate and weekly work hours.

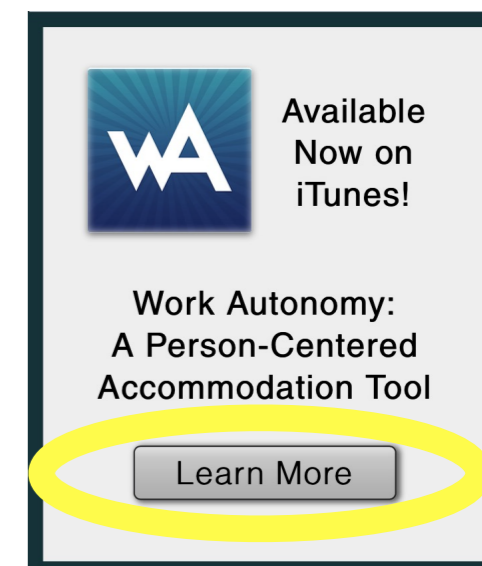
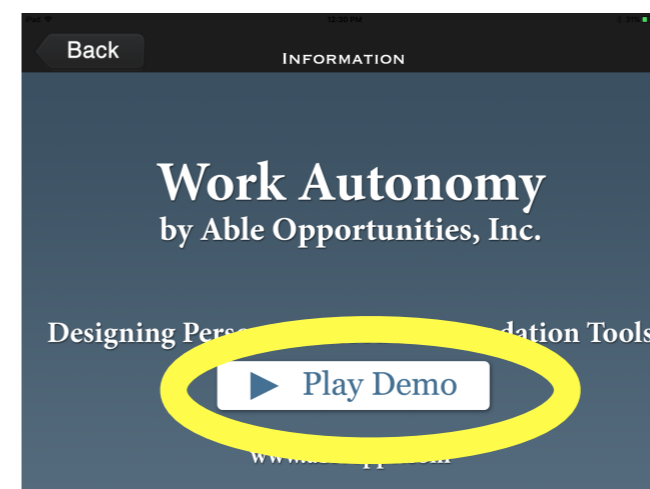
Make sure the timer is running during your entire shift to see your time translated into dollars. Production = Earnings.



*** Everything captured (messages, schedules) is automatically saved in the library within the section, and can be recalled and reused. The most recently used is listed first. Different task schedules might reflect a M,W,F and a different T, TH routine. Or a morning and an afternoon routine. Or a list of recipes for learning how to cook. Possibilities are endless.**



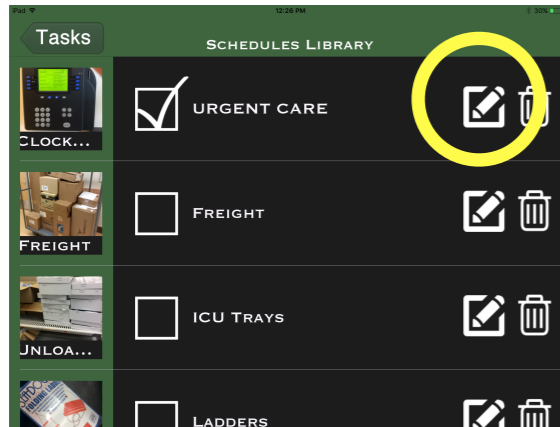
Press the "i" in the top left corner of the app to go to the information page. Press "play demo" to go to our website where you will find a video training series.



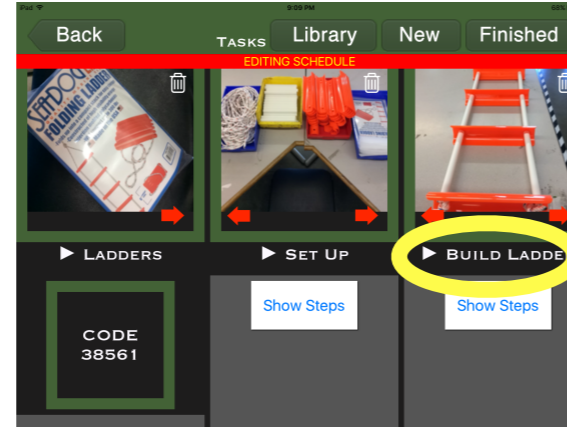
Congratulations, you have completed the programming instruction. Work Autonomy is a visual, intuitive program- it takes more words than actions to describe. Watch the videos! Have fun, explore programming ideas. The structure allows for very specific and personalized content in accessible flow.

The editing feature is described in the final page of this training doc.

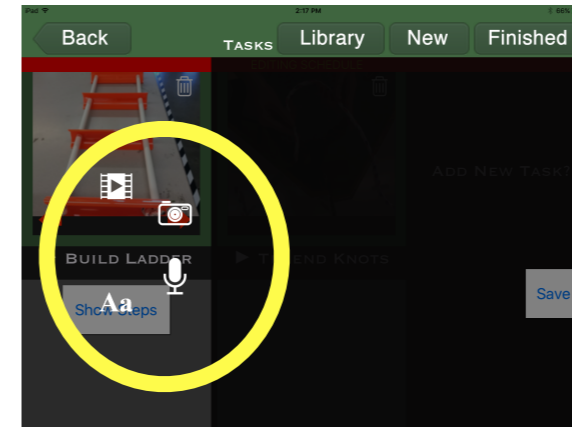
EDITING - all task schedules can be edited.



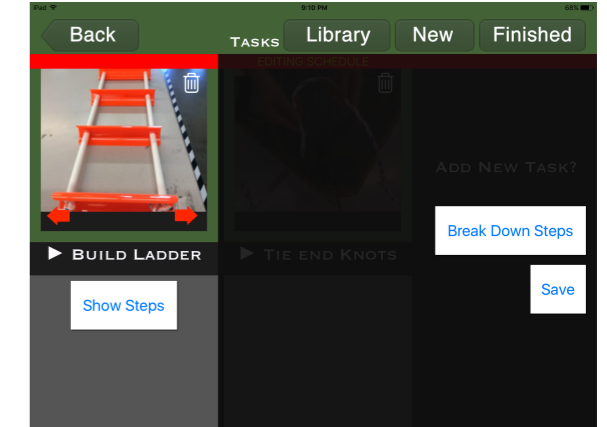
1. Open the library in the messaging or schedule section, find the task you want to change and select the edit icon.



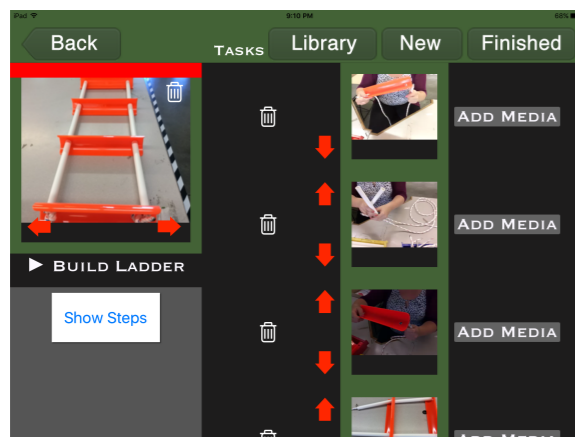
2. A red bar appears across the top of the screen. Open the task you want to change. To change steps you must go through the main task.



3. Touch the name of the task and the four capture options appear. Or use the red arrows to move tasks position left to right.

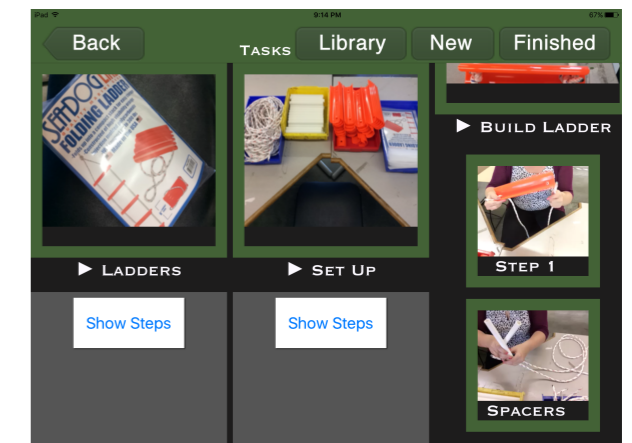
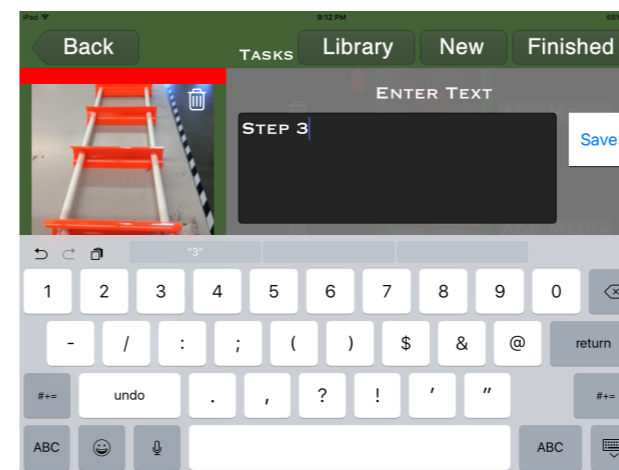


4. Or if you want to change the breakdown steps, open the main task, hit save and then hit "Break Down Steps"



5. From here you can move, replace or add steps.

In this example, I forgot to put text on each step and went back in to add it. We recommend text on all steps to ensure staff call it the same thing when supporting someone.



6. Hit the back button from any point in the process and your changes will be saved.