

Vision Assistive Technology Initial Evaluation REFERRAL PROCEDURE

Starting Fall of 2013, please use the **NEW PROCEDURE** outlined below to refer a student receiving vision services for an Assistive Technology Initial Evaluation.

NEW REFERRAL PROCEDURE

Note: Prior to submitting a Vision Assistive Technology Referral, the Vision teacher, EVS Supervisor, classroom teacher and other school staff working with the student should discuss what supports are presently in place and how the student will benefit from an IEP-driven device.

- I. The vision teacher or referral source must get an **APPROVAL FROM THE EVS SUPERVISOR** or a coordinator of the District 75 Assistive Technology evaluation team.
- II. The SBST (school psychologist) or regional contact person (for private schools) will create a "Request for a Re-Evaluation" document in SESIS and then immediately finalize it. **THE VISION TEACHER/REFERRAL SOURCE MUST FACILITATE AND ENSURE THAT THIS IS DONE OTHERWISE PARENTAL CONSENT FORM WILL NOT GENERATE.**
- III. The **School's SBST** creates an ASSESSMENT PLANNING DOCUMENT (**APD**) for an Assistive Technology Evaluation: (Student > Create New Document > Assessment Planning). After you select ASSESSMENT PLANNING, enter "Vision Assistive Tech Eval D75" in the Comment box and click on the green "Go" button then the "Create" button. It is the responsibility of the vision teacher/referral source to alert the SBST to create the APD.
 - a. In the "New Testing" section of the ASSESSMENT PLANNING document, check yes for New Testing needed and enter "District 75 Vision Assistive Technology evaluation" in the "Reason for new testing:" box. Do not enter anything in the "Parent Gave consent" or the "Assessment Needed" areas. Click on the "Save, Done Editing" button.
 - b. A **Signed CONSENT FOR ADDITIONAL ASSESSMENTS** needs to be faxed into SESIS whatever the APD's Referral Type is (i.e. Re-Evaluation, Annual Review, or a Mandated 3-Year Re-evaluation). This consent is signed by the student's parent/guardian. To access the consent form and print it out, above the "Actions:" you will see "Select: ↓ Assessment Planning". Click on the down arrow and select Consent for Additional Assessment. Print out the Consent for Additional Assessment and have the student's parent or guardian sign it. This document is faxed into SESIS to be part of the APD. Once the consent is signed and faxed into SESIS as part of the APD, check "Yes" in the "Parent Gave Consent" and enter the date you received the form.
 - c. Within the ADP, the Assessment Needed column should indicate: **Assistive Technology for D75.**

d. Within the ADP, the Evaluator column should indicate:
Request for Assistance.

IV. Create the **ASSISTIVE TECHNOLOGY EVALUATION REFERRAL (D75)**:
This is the responsibility of the vision teacher.

1. Click on the Student's Name in SESIS.
2. On the Top Bar, click on "Documents."
3. Click on the "Create New Document" dropdown menu.
4. Scroll all the way down the end of the list, and under the section of Assistive Technology, select "Assistive Technology Evaluation Referral (**D75**)."
5. Click "Go," enter "Vision Assistive Technology Referral" in the Comments box, then click "Create."
6. Fill out ALL applicable items on the Referral Form. Include the points that you discussed with the EVS Supervisor and other school staff when you sought approval for this referral:
 - a. The reason why the student will benefit from an IEP-driven device.
 - b. Include at least 3 Assistive Technology goals you want the student to achieve.
 - c. The vision teacher/referral source will complete the District 75 Vision Assistive Technology Evaluation Referral form which should be downloaded from the District 75 Assistive Technology website. Please make sure to have all teachers and service providers who work with the student complete their section of the referral form.
 - d. Vision teacher/referral source will fax the completed District 75 Vision Assistive Technology Evaluation Referral form into SESIS as an attachment to the "Assistive Technology Evaluation Referral (D75)" document.
 - e. If not already in SESIS, the assigned vision teacher will fax the most current eye report and Functional Vision Assessment into SESIS as Documents Related to IEP.

It is **VERY IMPORTANT** that the above points are **CLEARLY STATED** within the referral and all of the necessary documents are faxed into SESIS. Missing documents will delay the approval and scheduling of the Assistive Technology Evaluation.

7. Do NOT fill out the "Approval Status" and "Evaluators" in the last portion labeled "Section to be completed by the Office of Technology Solutions."
8. HOWEVER, you SHOULD fill out the **ADDITIONAL INFORMATION** text box with the following:
 - (a) Indicate the **DATE when your SUPERVISOR APPROVED** the referral of this case.
 - (b) Indicate that **SBST had already setup the APD with a "Request for Assistance"** (you **MUST** confirm this directly by checking Assessment Planning Document in SESIS).

NOTE: Items (a) and (b) above MUST be indicated in the Additional Information section and all of the requested forms and documents must be faxed into SESIS, otherwise the referral WILL NOT BE APPROVED by Technology Solutions. It will be returned to you.

9. After typing the required information in the **ADDITIONAL INFORMATION** section, click "Save, Done Editing."
10. On the Actions bar on top, click on "More Actions."
11. Select "Change Status of this Document."

12. Click on dropdown menu and select “Review.”
13. On the new webpage that appears, **SEND A NOTIFICATION** to the following persons:
 - a. To **THE EVS SUPERVISOR**.
 - b. To the student’s **School’s SBST** contact person.
 - c. To **Karen Gorman (ID: KGORMAN)**.
 - d. To **David Cohen (ID: DCOHEN2)**.
 - e. To the **School Contact Person** for this student’s evaluation (if this is not you).

NOTE: If any of the above personnel are not notified, the referral WILL NOT BE APPROVED by Technology Solutions. It will be returned to you.

14. Click “Accept” then click “OK” to finish changing the document’s status to Review.
15. Standby for a confirmation from Technology Solutions that the Referral had been approved and that the status of the document had been changed to FINAL. The case will then be assigned to Evaluators who will contact you about the Referral.

If you have any questions about the Assistive Technology Referral and Evaluation process, contact Karen Gorman, kgorman@schools.nyc.gov, (212) 802-1530, or David Cohen, dcohen2@schools.nyc.gov, (917) 256-4238.