

Assistive Technology Initial Evaluation REFERRAL PROCEDURE

NOTE: District 75 Students requiring communication intervention must first have experiences with Alternative Communication WITHIN their school program using **PROGRAMMATIC EQUIPMENT**.

REFERRAL PROCEDURE

- I. **Get an APPROVAL FROM YOUR SUPERVISOR:** Discuss with your Supervisor why the student will benefit from an IEP-driven device. Point out the student's strengths which indicate that he/she will be a successful user of IEP-driven assistive technology equipment. For students being referred for an AAC device, please refer to the skills checklists below:

Skills Checklist for Static Display AAC Device:

<http://schools.nyc.gov/documents/d75/technology/assistive/Quick/Skills%20Checklist%20for%20use%20of%20a%20STATIC%20DISPLAY%20AAC%20Device.pdf>

Skills Checklist for Dynamic Display AAC Device:

<http://schools.nyc.gov/documents/d75/technology/assistive/Quick/Skills%20Checklist%20for%20use%20of%20a%20DYNAMIC%20DISPLAY%20AAC%20Device.pdf>

- II. **Request your School's SBST to create an ASSESSMENT PLANNING DOCUMENT (APD) for an Assistive Technology Evaluation:** Your school's SBST is usually the School Psychologist. If the student is not yet due for an Annual Review or 3-Year Review, SBST would need to create the APD as a Re-Evaluation type, and you may be asked to create a Request for Reevaluation in SESIS so that they can successfully prepare the APD (do not confuse this document with Assistive Technology Re-Evaluation request, which is for students with AT already in their IEP).

IMPORTANT: Please make sure that SBST is aware of the following:

- a. 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. This document is faxed into SESIS to be part of the ADP.
- b. Within the ADP, the Assessment Needed column should indicate: **Assistive Technology for D75.**
- c. Within the ADP, the Evaluator column should indicate: **Request for Assistance.**

III. Create the **ASSISTIVE TECHNOLOGY EVALUATION REFERRAL (D75)**:

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" then click "Create."
6. Fill out ALL applicable items on the Referral Form. Include the points that you discussed with your Supervisor when you sought approval for this referral:
 - a. The reason why the student will benefit from an IEP-driven device.
 - b. The student's strengths which indicate that he/she will be a successful user of IEP-driven assistive technology equipment.

It is **VERY IMPORTANT** that the above points are **CLEARLY STATED** within the referral.

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.
- If you want perform a **SCHOOL-BASED EVALUATION**, indicate this also in this section. Technology Solutions will then contact you on the next steps to take in this process.

NOTE: Items (a) and (b) above **MUST be indicated** in the Additional Information section, 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:
- To your **SUPERVISOR**.
 - To your **School's SBST** contact person.
 - To **Karen Gorman (ID: KGORMAN)**.
 - 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.

NOTE: If more than a week had passed and you have not received a confirmation yet from Technology Solutions about the Referral being received, send an email to Karen Gorman (kgorman@schools.nyc.gov).