

IEP-DRIVEN EQUIPMENT PROCUREMENT

by PT SIT Team

IEP-Driven equipment is an equipment that a student requires to utilize **in the school** to benefit from his/her educational program. It should be an IEP team decision. It does not include equipment that a student uses at home, in the community **and** in school such as glasses, orthotics, walker, wheelchair etc. In general, IEP-driven equipment stays in school and is funded by the DOE.



IEP-driven equipment may be ordered for use by one student, or it may be ordered for use by multiple students. If an equipment is ordered for use by one student and that student transfers to another school, the equipment follows him/her. In contrast, Programmatic Equipment is equipment that a school purchases for use by any of their students who require such equipment. For example, a school may purchase and install a commode in the bathroom for use by any student in their school. It's not attached to or indicated on any single student's IEP.

A justification letter is required and the need for this equipment must be indicated in the **Management Needs** section. The student's IEP and **Present Level of Performance** must also reflect the need for the equipment. Best practice is to discuss the need of the student with the supervisor prior to adding the item to the IEP. Equipment may be available at another site and procurement form won't need to be filled out. Please note that prior to ordering one, some vendors may loan equipment for a student to try out.

Indicate IEP-Driven-Equipment on the IEP

IEP-driven equipment should be an IEP team decision, and may be added to the IEP during an IEP meeting. IEP-driven equipment must be listed under the "Management Needs" section of the IEP. The below sample shows 2 ways IEP-driven equipment may be indicated on the IEP:

MANAGEMENT NEEDS

THE NATURE (TYPE) AND DEGREE (EXTENT) TO WHICH ENVIRONMENTAL AND HUMAN OR MATERIAL RESOURCES ARE NEEDED TO ADDRESS NEEDS IDENTIFIED ABOVE:

Access to adapted classroom chair
Access to a lift for toilet transfers

1. IEP-driven equipment to be used by one student only

- This may be appropriate when:
 - The student requires equipment for most hours of the day (and therefore, cannot be shared by any other student)
 - Equipment is designed to fit only that specific student
 - Any other reason that restricts use by any other student
- In the above example, by simply stating "Adapted classroom chair", this indicates that the chair is for use only by that one student. May indicate access to adapted chair when sitting for more than certain minutes.

2. IEP-driven equipment that may be used by multiple students
 - This is appropriate if:
 - The student requires equipment only for short periods of time during the day
 - Equipment is designed to fit different body sizes or structures
 - This is always preceded by the phrase “access to”. In the above example, by stating “Access to a lift for toilet transfers”, this indicates that the school needs to have a lift available for the student to use for toileting but the student does not need to have his/her own lift.
 - Shared equipment has the added advantage of less storage needs in the school when equipment is not in use.

Order IEP-Driven Equipment

Look for the item on shopdoe.com. If the item cannot be found, call the vendor to see if they have a contract with the DOE and whether that specific item is listed under the contract. If yes, get the item number, description, and price. Complete the Procurement form with the information.

If the equipment is not under contract and the equipment is available from more than one vendor, you will need to contact at least 3 vendors for quotes/bids for the same or similar equipment, including tax, shipping and handling on the letter head. Complete the Procurement form with information from the lowest quote/bid. Attach all 3 quotes/bids to the Procurement form.

If the equipment is not under contract and the vendor is the only company that makes/sells the product, then have the vendor write a letter stating cost of equipment and a statement that they are the “sole vendor” of that specific equipment. Attach this letter to the Procurement form.

The OT/PT must submit to their Clinical Supervisor:

1. Student NYC ID # in SESIS
2. Present level of Performance, Management Needs and Measurable Annual Goals sections of the IEP
3. Letter of Justification
4. Procurement form with appropriate attachment (e.g. Quote from vendor or page from FAMIS)

The Clinical Supervisor will either approve and then submit the appropriate paperwork or will access the equipment from another school. A SIT can be sent to assist you with measurement and in exploring other possible options.

Guide Questions for a Justification Letter

1. What are the student’s participation restrictions? (Participation restrictions are difficulties in performing societal or life roles; for example, difficulty in playing with peers during recess or inability to consume lunch with peers in the lunchroom during mealtime.)
2. What are the student’s activity limitations? List specific tasks. (Activity limitations are difficulties in performing specific tasks or activities, such as writing, sitting, eating, or walking.)
3. What are the student’s impairments? (Impairments refer to deficits in anatomical structure and physiology, such as weakness, limited range of motion, decreased postural control, or sensory deficits.)
4. What equipment could address the above concerns?
5. How does the equipment allow the student to participate in the school/classroom?

Sample Justification Letter

(Date)

Dear (Supervisor),

I am writing to you regarding (student's name), a student who attends (school name). He/She has a diagnosis of (state the diagnosis) which has resulted in the student's (inability or difficulty) performing (specific school tasks). Therefore, he/she is unable to access and participate in educational opportunities afforded to his/her peers.

The IEP team and I recommend that (piece of equipment) be ordered for (student's name). This equipment will enable him/her to (list school tasks). As a result he/she will be able to participate along with peers in (state area of school function, eg. the classroom, lunchroom, etc.). (*If you are ordering a customized equipment, you must specify why customized equipment is more suitable than prefabricated equipment.)

Please note measurements attached. Feel free to contact me at (phone number, email, etc.) should you have any questions.

Sincerely,