

D75 ASSISTIVE TECHNOLOGY REFERRAL in SESIS:

Follow the steps outlined below to submit a D75 Assistive Technology REFERRAL (i.e. a request for an Assistive Technology Evaluation):

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, and near the bottom of the menu, under the section *ASSISTIVE TECHNOLOGY*, select "Assistive Technology Evaluation REFERRAL (D75)."
 5. Click "Go" then click "Create."
 6. Fill out ALL applicable items on the Referral Form.
 7. DO NOT fill out the last portion labeled "Section to be completed by the Office of Technology Solutions."
 8. After filling out the Referral Form, click "Save, Done Editing."
 9. On the Actions bar on top, click on "More Actions."
 10. Select "Change Status of This Document."
 11. Click on dropdown menu and select "Review."
 12. On the new webpage that appears, SEND A NOTIFICATION to the following persons by entering their USER ID on the bottom box:
 - a. To your School's SBST/IEP Contact Person (this is usually the School Psychologist).
 - b. To Karen Gorman (User ID: UKGORMAN)
 - c. To Yourself or the School Contact Person for this student's evaluation if this is not you.
- NOTE: You may use the Look Up feature to search for User IDs.
13. Click "Accept" then click "OK" to finish changing the document's status to Review.
 14. If the student's IEP is IN SESIS, you are done with the process of submitting a referral. Check your MESSAGES in SESIS regularly for notices, alerts, or appointment confirmations from Technology Solutions.

15. If the student's IEP is NOT IN SESIS, you MUST fax Pages 1, 3, and 5 of the most recent IEP into the SESIS system. To fax these documents, follow the following steps closely:
- a. While still in SESIS and with the Assistive Technology Referral form open (but not in Edit Mode), locate the Actions bar on top and click on "Print."
 - b. Select "FAX Coversheet."
 - c. On the new window that appears, click on the CATEGORY dropdown menu, and choose "Assistive Technology Referral Form District 75."
 - d. Click on the FORM dropdown menu, and choose "Assistive Technology Referral Evaluation Referral (District 75)."
 - e. On the box labeled "Date Received," enter the date when you are sending the fax.
 - f. On the box labeled "Name of Person Uploading Document," enter your name.
 - g. Click Print.
 - h. Collect the FAX Coversheet from the printer (do NOT write anything on the sheet).
 - i. Fax this cover sheet together with Pages 1, 3, and 5 of the student's most recent IEP to this number:

(877) 449-8416
 - j. After 10-15 minutes, the documents you faxed should be found in SESIS. Check the student's Document Page if the faxed documents are already reflected as an attachment (under Assistive Technology Evaluation Referral - D75).
 - k. Keep the Fax confirmation sheet and cover sheet for your records BUT DO NOT RE-USE the cover sheet for faxing any other documents into SESIS.
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WHAT HAPPENS NEXT...

Karen Gorman, the Coordinator of Assistive Technology for D75, will review all submitted referrals and will assign it to Assistive Technology Evaluators. Upon being assigned a referral, the evaluator/s will contact the referring school staff either by telephone or email regarding the next steps to be made.

The OPTION for a SCHOOL-BASED EVALUATION...

Upon being contacted by Assistive Technology Evaluators, School Staff needs to inform the Evaluator if they have had the opportunity to assess the student on a specific device, and if they feel qualified to make the appropriate device recommendation for the student. After a discussion about the staff's observations/assessment, the evaluator would decide if a recommendation is appropriate. If so, the staff will then be instructed on how to proceed to make the equipment recommendation/delivery process quicker. Otherwise, the evaluator will schedule an evaluation date for the student.

District 75 trains school staff to prepare school-based Assistive Technology Evaluations for their students. In this regard, skills checklists have been prepared for the two general types of Augmentative Alternative Communication (AAC) Devices recommended by Technology Solutions (links below):

Skills Checklist for use of a 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 use of a DYNAMIC Display AAC Device:

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

These checklists should aid everyone in understanding the fundamental abilities required for effective AAC device use, which in turn will hopefully increase the number of appropriate recommendations and reduce unnecessary frustration for our students from inappropriate referrals.