

State Guidelines for Assistive Technology Evaluations

When School Staff is capable of preparing their own Assistive Technology Evaluation, they must conduct the evaluation and prepare the report adhering to the same guidelines as the Technology Solutions Evaluation Team. The guidelines have specific requirements that are detailed below.

Following submission of a Referral in SESIS, School Staff will be contacted by a Technology Solutions Evaluator. If they are prepared to “***do their own evaluation***” they must inform the Evaluator. School Staff will then be provided with a template to use for the evaluation report. The completed template should be sent back to the Evaluator to be reviewed. If all the information needed is complete and the recommendation is deemed appropriate, the Evaluator will facilitate getting the report uploaded into SESIS, will acquire the equipment for the student, and will provide the School Staff and the SBST instructions on how to add this information properly into the IEP.

NOTE: Prior to entering a Referral into SESIS for an Initial AT evaluation, School Staff must first clear each case with their supervisor.

Assistive Technology Evaluation Guidelines **(based on NY State Guidelines)**

- 1. Evaluations must be done by more than one person, preferably 3, to ensure the best possible unbiased outcome. The evaluators must be from more than one discipline.**
- 2. The parents must be notified and must consent to the evaluation.**
- 3. The parents must be invited to attend. It is not mandatory that they do attend but they must be invited to do so.**
- 4. More than one option must be considered for the student. The recommended device must be tried with the student prior to making a recommendation.**
- 5. The evaluation is to take place in a quiet environment.**
- 6. The student should be observed prior to the evaluation in his or her classroom setting.**
- 7. The report must include background information and any medical documentation that would impact the recommendations for the equipment.**
- 8. The current state of the child must be detailed as well as the desired outcomes with the technology in place.**
- 9. Goals specific to the recommended technology must be included in the report.**
- 10. All details for what is being recommended must be included (make, model, manufacturer, peripherals required, etc.).**

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