

Procedure for D75 SBST to Request for Assistive Technology

1. Karen Gorman notifies the SBST/School Psychologist, the School Contact Person, and the Evaluator/s assigned to the case (through a SESIS message) when an Assistive Technology Referral is approved and set to “Final” status.
2. The SBST/School Psychologist fills out a “**Consent for Re-evaluation/Additional Assessments**” form (Page 182 of NYC DOE SOPM 2008). This is sent to the student’s parent/guardian to obtain a signature signifying consent.
3. Upon receipt of a signed “Consent for Re-evaluation/Additional Assessments” form, the SBST/School Psychologist opens an **ASSESSMENT PLANNING** document in SESIS (Student → Create New Document → Assessment Planning).
 - 3.1 Upload the signed “Consent for Re-evaluation/Additional Assessments” form into SESIS by printing a **FAX COVERSHEET** under the ASSESSMENT PLANING document:
 - 3.1.1 Click “Print.”
 - 3.1.2 Select “FAX Coversheet.”
 - 3.1.3 On the new window that appears, click on the CATEGORY dropdown menu, and choose “Assessment – Planning.”
 - 3.1.4 Click on the FORM dropdown menu, and choose “Consent for Additional Assessments (New Testing Needed).”
 - 3.1.5 On the line labeled “Date Received,” enter the date when you received the signed consent.
 - 3.1.6 On the line labeled “Did Parent Consent?” click YES.
 - 3.1.7 Click Print.
 - 3.1.8 Collect the FAX Coversheet from the printer (do NOT write anything on the sheet).
 - 3.1.9 Fax this coversheet together with the signed Consent for Additional Assessments form to this number: (877) 449-8416
 - 3.1.10 After 10-15 minutes, the document you faxed should be found in SESIS. Check the student’s Document Page if the faxed documents are already reflected as an attachment (under Assessment Planning).
 - 3.1.11 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.

- 3.2 Open the **ASSESSMENT PLANNING** document and click “Edit this section.” Scroll down to the section labeled NEW TESTING:
 - 3.2.1 Check the box for “New testing needed.”
 - 3.2.2 On the text box under “Reason for new testing,” type “*Student was referred for Assistive Technology evaluation on (date of referral).*”
 - 3.2.3 Check the box for “Parent gave consent.”
 - 3.2.4 Under the column labeled “Assessment Needed,” select “**Assistive Technology for D75**” from the dropdown list.
 - 3.2.5 Under the column labeled “Evaluator,” select “**Request for Assistance**” from the dropdown list.
 - 3.2.6 Click “Save, Done Editing.”
4. The SBST/School Psychologist should now send a message to the following to indicate that the Assessment Planning document had been created for a D75 Assistive Technology Evaluation:
 - 4.1 Karen Gorman
 - 4.2 School Contact Person
 - 4.3 Evaluator/s assigned to the case
5. The SBST/School Psychologist’s completion of the Assessment Planning document allows the Evaluator/s to create the Assistive Technology Evaluation in SESIS. The SBST/School Psychologist should now stand by for an email from the Evaluator/s indicating that the Assistive Technology Evaluation had been completed and set to “Final” status.
6. Upon receipt of this message from the Evaluator/s, the SBST/School Psychologist should re-check the Assessment Planning document. It should now indicate the NAME of the Assistive Technology Evaluator and the DATE the evaluation was completed.
7. The SBST/School Psychologist may now change the status of the Assessment Planning document from “Draft” to “FINAL.”
 - 7.1 On the Actions bar on top, click on “More Actions.”
 - 7.2 Select “Change Status of This Document.”
 - 7.3 Click on dropdown menu and select “Final.”
 - 7.4 Click “Accept” then click “OK.”