Procedure for SBST to Request for a D75 Assistive Technology Evaluation

1. When an Assistive Technology Referral is approved and set to "Final" status, Karen Gorman notifies the SBST/School Psychologist, the School Contact Person, and the Evaluator/s assigned to the case (through a SESIS message).

2. The SBST/School Psychologist creates an **ASSESSMENT PLANNING** document in SESIS (Student → Create New Document → Assessment Planning).

IMPORTANT!!!
Please note that **ONLY UPON CREATION** of the **ASSESSMENT PLANNING** document, uploading of a **SIGNED CONSENT**, and indication of a "**REQUEST FOR ASSISTANCE**" will Technology Solutions be able to **PERFORM THE ASSISTIVE TECHNOLOGY EVALUATION**.

   2.1 Under the section "New Testing," check the box for "New testing needed."
   2.2 On the text box under "Reason for New Testing," type "*Student was referred for Assistive Technology evaluation on (date of referral)*."
   2.3 Under the column labeled "Assessments Needed," select "***Assistive Technology for D75***" from the dropdown list.
   2.4 Click "Save, Done Editing."

3. After saving, a message will appear at the top of the Assessment Planning document. The "**Consent for Additional Assessments**" letter is created by clicking on the message.

   3.1 The letter is filled out completely.
   3.2 The letter is printed by clicking the "Print/Send Letter" button on the top bar.
   3.3 The letter is sent to the student's parent/guardian to obtain a signature signifying consent.

4. Upon receipt of a signed "Consent for Additional Assessments" letter, the SBST/School Psychologist uploads it into SESIS by printing a **FAX COVERSHEET** for the letter.

   4.1 Open the "Assessment Planning" document.
   4.2 On the top bar, click on the arrow beside the word "Select," then click on "Consent for Additional Assessments."
   4.3 Clicking the "FAX Coversheet" button on the top bar of the document.

      4.3.1 A new window will appear. Click on the CATEGORY dropdown menu, and choose "Assessment – Planning."
      4.3.2 Click on the FORM dropdown menu, and choose "Consent for Additional Assessments (New Testing Needed)."

4.3.3 On the line labeled “Date Received,” enter the date when you received the signed consent.
4.3.4 On the line labeled “Did Parent Consent?” click YES.
4.3.5 Click Print.
4.3.6 Collect the FAX Coversheet from the printer (DO NOT write anything on the sheet).
4.3.7 Fax this coversheet together with the signed “Consent for Additional Assessments” form to this number: **(877) 449-8416**
4.3.8 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.
4.3.9 Keep the Fax Confirmation Sheet and Coversheet for your records BUT DO NOT RE-USE the Coversheet for faxing any other documents into SESIS.

5. From the student’s document page, re-open the **ASSESSMENT PLANNING** document.

   5.1.1 Scroll down to the bottom of the page, and under the column labeled “Evaluator,” select “***Request for Assistance***” from the dropdown list.
   5.1.2 Click “Save, Done Editing.”

Again, please note that **ONLY UPON CREATION** of the **ASSESSMENT PLANNING** document, uploading of a **SIGNED CONSENT**, and indication of a “**REQUEST FOR ASSISTANCE**” will Technology Solutions be able to **PERFORM THE ASSISTIVE TECHNOLOGY EVALUATION**.

6. The SBST/School Psychologist should now send a message to the persons below to indicate that the Assessment Planning document had been created and consent had been obtained for a D75 Assistive Technology Evaluation. Send the message to:
   6.1 Karen Gorman
   6.2 School Contact Person
   6.3 Evaluator/s assigned to the case

7. The SBST/School Psychologist’s completion of the Assessment Planning document and consent letter 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.

8. 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.

9. The SBST/School Psychologist may now change the status of the Assessment Planning document from “Draft” to “FINAL.”

    9.1 On the top bar, click on “More Actions.”
    9.2 Select “Change Status of This Document.”
    9.3 Click on dropdown menu and select “Final.”
    9.4 Click “Accept” then click “OK.”