

Assistive Technology D 75

Procedures for Transitioning of IEP mandated Assistive Technology Devices and Equipment:
There are several instances when a student's IEP mandated equipment needs to change location.

1. School-to-School Transfer

If a student is changing school sites but is remaining within D75, it is the **sending** schools responsibility to ensure that the IEP mandated equipment transitions with the child. This can be done in several ways, but must be documented.

- a. Parents can sign out the equipment and take responsibility to ensure that the device is with the student when he or she is in attendance at the new school site.
- b. Someone from the school can deliver or mail with return receipt the equipment to a specified contact person at the new site. (In some cases there is equipment that is large and remains in classrooms, other equipment is portable and travels from home to school with the student.)

2. School-to-School transfer out of D 75

- a. If a student is leaving a D75 program but remains in the state of NY and is still receiving services through D75 (this may be if a child is attending a private or religious school placement as the choice of the family or the family has won suit to have their child attend another school outside the DOE due to a specific need), D75 is still responsible for maintaining and supporting the AT device if it is on the IEP and not otherwise specified as part of the new school program.

Therefore the sending school or family would be responsible as indicated in # 1above.

- b. If the student is leaving the state and is going to another school system entirely, the device is then returned to Technology Solutions. It is the responsibility of the school where the child was last attending to collect this equipment and arrange for it to be brought back to Technology Solutions where it can be re-purposed for another student.
- c. At request, parents can ask to hold onto the equipment until the new school system is able to procure the device on their end. In the case of a communication system, we would not want the student to be without the ability to communicate for any period of time. If this is the case the parents would sign the device out in a letter and supply Technology Solutions their new contact information as well as supply us with a contact at the new school district or site. If the equipment has been indicated on the IEP, it needs to be replaced and supplied by the new school district.

Graduating Students:

If students are aging out of the system and are reliant on Assistive Technology for communication or access to writing, the service providers at the school are responsible for initiating the Medicaid process to obtain the equipment after graduation. This process takes a few months and should be initiated the in the spring prior to graduation. The company that

manufactures the device can be contacted to supply the "Medicaid Packet". There will be information that the family will need to fill out as well as a copy of the IEP, updated progress note and copy of the Technology Evaluation all indicating the required need for this equipment. Once the packet is complete it can be sent to Medicaid for processing. If this is done in a timely manner the new equipment should be provided to the family and the DOE equipment can be returned by the school to Technology Solutions.

If there are any additional or related questions regarding transition of IEP mandated Assistive Technology Equipment please contact:

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