

# WRITTEN PROCEDURES



What's That???

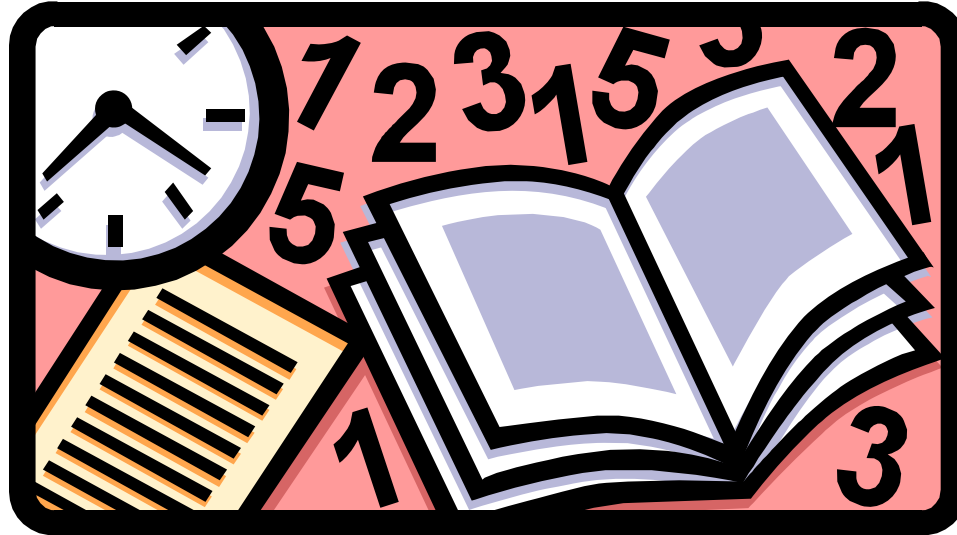


# Why do we need written policies and procedures for AT?



- Align AT devices and services with DOE Memorandum #04-63: Competencies for Assistive Technology Assessments (10/15/04)
- Standardize the AT process throughout your district
- Help staff to understand how to obtain AT services and devices
- Clarify role of LATS, and other specialists

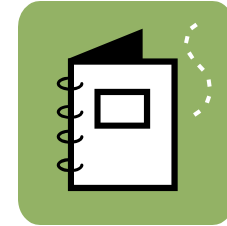
# Where do I begin?



- Separate Manual
- Included in District ESE procedures



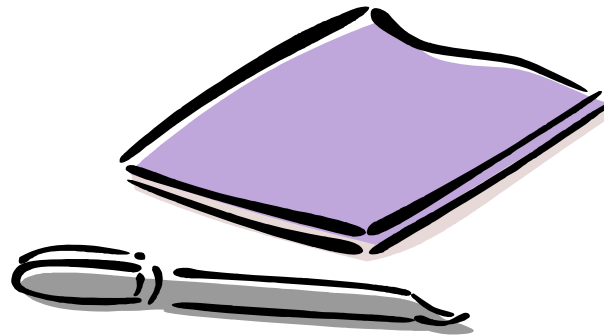
# COVER



- What are you going to call your manual?
- LATS Team name
- Manual
- Handbook
- Guide

# INTRODUCTION

- Purpose of the manual
- Who is the target population of this information?
- Who provides these services in this district
- Laws governing AT
- Questions answered in the manual



# AT Procedures

- What are the steps you take prior to conducting an AT evaluation?
- What are the steps you take when providing equipment to students?



# The Referral Process



- Who can make a referral
- What areas of AT are covered by your team
- Distinguish between first time referrals and follow-up referrals

# The Role of the AT Team

- Define services your team offers
  - Evaluation
  - Follow-Up
  - Training
  - Equipment information
  - Equipment loan
  - Consultation and Education
- Contact information

# **School Based Multidisciplinary Team Members and Their Role in the AT Process**

- ESE Teacher
- Speech/Language Pathologist
- Mainstream and Support Teachers
- Physical Therapist
- Occupational Therapist
- Vision Teacher
- Paraprofessional/Associated Personnel
- Parent/Caregiver
- Adaptive Physical Education Teacher
- Behavior Specialist
- Bus Personnel

# Assistive Technology and the IEP

- Documenting the need and use of AT to access the curriculum
- The IEP Team may utilize an AT screener/checklist to document any AT currently being used, or to determine the need for a referral for evaluation
- A policy for transferring AT to home, other districts, other schools or other agencies needs to be stated

# APPENDIX

- Referral forms
  - For Initial evaluation and/or follow-up
- Implementation forms
- Pre-referral questionnaires
- Assistive Technology Screening/Checklist
- Glossary of terms

# Glossary of terms

