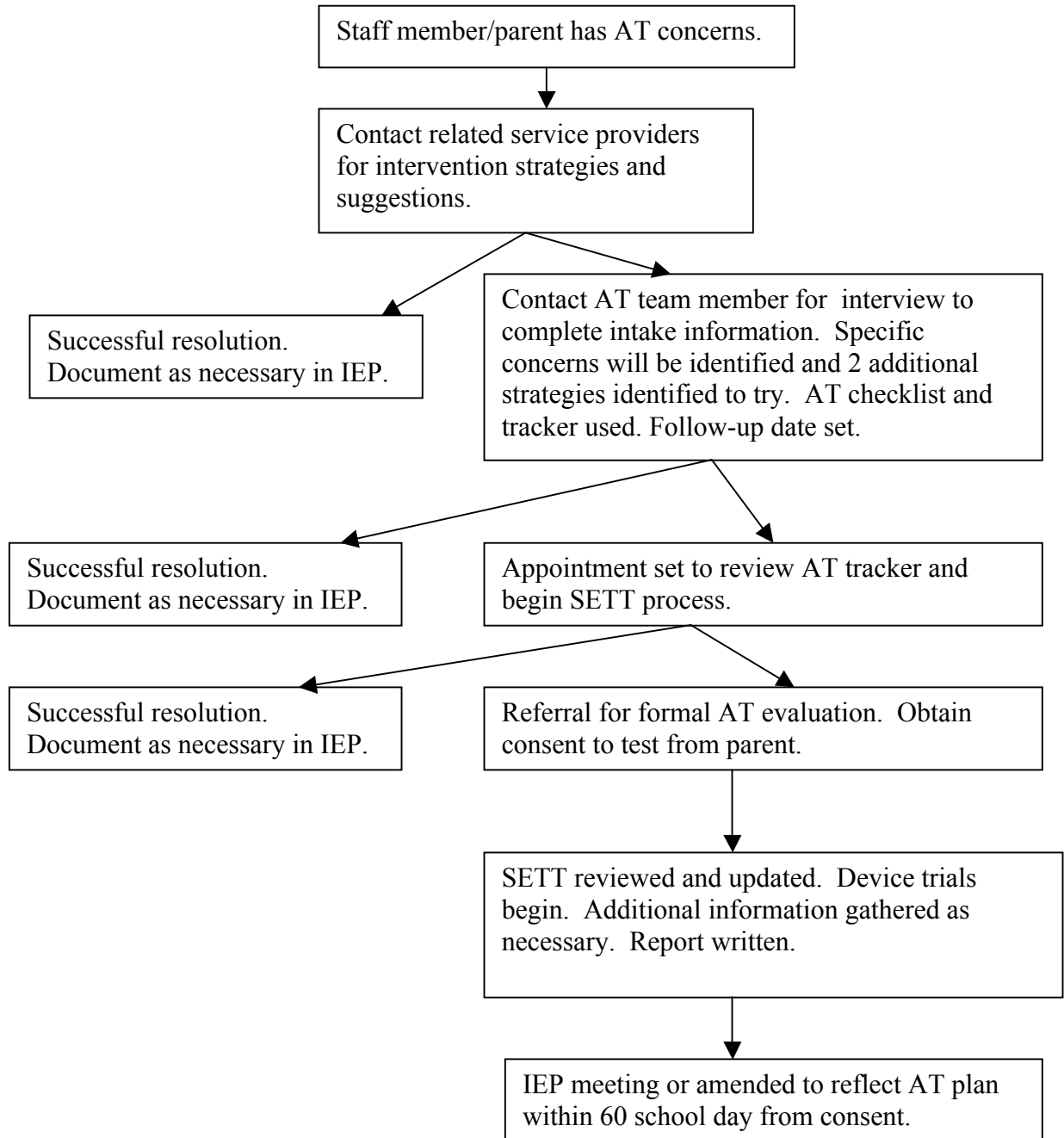




## Assistive Technology Process Flow Chart



### Please Note:

At any point in this process, if the parent makes a formal request for an AT evaluation, contact the AT team to begin the process to get consent. This will shorten the timeline for problem-solving (60 school days for evaluation, report, and IEP changes), and may not allow adequate time for device trials.

1. A parent or a staff member has an Assistive Technology concern.
2. Contact related service personnel in your building for ideas on intervention strategies or suggestions.
  - a. If the need is met, the process stops and information is documented as necessary
  - b. If additional help is needed, proceed to next step.
3. Contact AT team contact for a phone interview.
  - a. General intake information will be gathered.
  - b. Specific concerns for the student will be identified (Which IEP goal/IEP identified need is not being met?) and 2 additional strategies will be decided upon to try with the student using the AT checklist.
  - c. The AT tracker should be used for documentation.
  - d. A date will be set for follow-up on success of strategies.
  - e. If the need is met, the process stops and information is documented as necessary.
  - f. If additional help is needed, proceed to next step.
4. An appointment is set with AT team member(s) to review the AT tracker and begin the SETT process with the student.
  - a. The team will work together to complete information on Student, Environment, Tasks, and Tools.
  - b. An action plan for addressing the student AT trials will be developed
  - c. If the need is met, the process stops and information is documented as necessary.
  - d. If additional help is needed, proceed to next step.
5. Referral for a formal AT evaluation. Obtain consent to test from parent.
6. Evaluation begins.
  - a. SETT information reviewed and updated.
  - b. Additional information gathered as needed by the evaluation team.
  - c. Trials using devices begins and data collected on success.
  - d. AT evaluation report in written.
7. IEP meeting for amending to reflect AT plan is completed within 60 school days from obtaining consent.