

Assistive Technology Procedures for IEP Teams

Assistive Technology is an on-going process that is reviewed annually at the IEP. All IEP team members are responsible for the Assistive Technology Plan.

AT Consideration	<p>The IEP team uses the Consideration Guide to lead discussion about the assistive technology needs of the student. The Consideration Guide must be completed for every initial and review IEP. Outcome of consideration is documented in text area under consideration checkbox.</p> <p>See Assistive Technology Flow Chart and Consideration Guide</p>
Referral for AT Service	<p>When decisions about AT needs are beyond the scope of the IEP team, the case manager completes a referral form (initialed by sped coor). The referral is forwarded to the local designated AT staff person and ISD AT Consultant. For <i>initial</i> evaluations, the REED process must be followed.</p> <p>See Request for AT Assistance Form</p>
SETT evaluation	<p>AT staff & case manager schedule a team meeting and facilitate a SETT framework eval. A report is generated and emailed to school staff. Hard copy is sent to parents.</p> <p>See SETT Form</p>
Equipment trials	<p>Equipment may be available through the ISD lending library or MITS for trial. AT staff will obtain equipment, deliver it and provide training, if necessary.</p> <p>District will provide time for staff training and ensure the device is in working order. Contact AT staff after trouble shooting device problems.</p>
Data collection	<p>IEP team will use Data Collection Guidelines and Data Collection Sheet to record effectiveness of AT for Assistive Technology Plan.</p>
Assistive Technology Plan and IEP documentation	<p>IEP team documents that the student has an Assistive Technology Plan in the Supplemental Aids & Services section of the IEP.</p> <p>AT <i>categories</i> that the student is using should be documented in the comments section under the Consideration checkbox on the IEP. For example, "John uses assistive technology for reading and written expression – see AT Plan."</p> <p>IEP team tracks effectiveness of AT items on the Assistive Technology Plan.</p>