

Cerebral Palsy of New Jersey

To the Child Study Team Case Manager:

An augmentative communication evaluation is a team process. That means we do not do this alone—we need to work with the IEP team. Here’s an outline of what we will need to begin.

Before the Evaluation

- Decide what you expect the student outcome to be for the evaluation**
“What would you like to see the student do, that they cannot do now?”
- Identify related goals from the student’s IEP**

Step 1: Intake and Pre-Evaluation

Our Responsibilities	Your Responsibilities
Background information is gathered from IEP team members	<input type="checkbox"/> Send all information described in the Checklist (form 1)
Evaluation is scheduled. Outline of Eval: <ul style="list-style-type: none"> ◆ Team Meeting: 30 minute meeting with IEP team ◆ (if at the school) Observation: 15-30 min ◆ Evaluation: 2 hours, with student, and at least 1 school staff person ◆ Wrap-up: Meeting with at least yourself, to discuss findings and next steps. 	Arrange for team members to be available <ul style="list-style-type: none"> <input type="checkbox"/> For Team Meeting (parent, yourself, speech therapist, at least 1 teacher, and any other members who would be implementing recommendations) <input type="checkbox"/> At least 1 staff person to work with us during the 2 hour evaluation. (person who will be most involved in implementing recommendations)

Step 2: Day of the Evaluation

Our Responsibilities	Your Responsibilities
As outlined above.	If at the school, arrange for rooms for: <ul style="list-style-type: none"> <input type="checkbox"/> Team meeting, and <input type="checkbox"/> Evaluation itself
<u>Wrap-up</u> : Device Trial Request Form is left with child study team case manager, or main contact person	<ul style="list-style-type: none"> <input type="checkbox"/> Decide whether you wish to approve recommended trial and technical assistance <input type="checkbox"/> Return form to arrange for device trial

Step 3: Device Trial

After the evaluation, we will **recommend a communication system or device for the student to use on a trial basis**. A trial period (4 weeks) is necessary to determine whether or not the new system will be compatible with the person's needs.

(Note: Medicaid **requires** a trial period.)

Our Responsibilities	Your Responsibilities
<ul style="list-style-type: none"> ◆ Ship device by UPS to person indicated on the Device Trial Request Form ◆ Provide Technical Assistance, if approved 	<ul style="list-style-type: none"> <input type="checkbox"/> Arrange for staff to be released for technical assistance training during the trial period, and to spend time getting to know the device on their own.
	<ul style="list-style-type: none"> <input type="checkbox"/> Measure performance of student during trial
We will arrange for UPS to pick up the device	<ul style="list-style-type: none"> <input type="checkbox"/> Have device re-packaged and ready to be returned for the date indicated on the loan form.
	<ul style="list-style-type: none"> <input type="checkbox"/> Communicate to us the results of the trial, and whether or not you want us to submit a request for funding to Medicaid/Medicare/Private Insurance.

Step 4: Submitting to Medicaid / Medicare / Private Insurance for Purchase of Device

If a medical funding source will be used to purchase the equipment, then we will write a report in medical terms, and perform the following functions.

Our Responsibilities
<ul style="list-style-type: none"> ◆ Prescription with Doctor's Original Signature: We will send a prescription (to be signed and returned to us), to the student's physician, documenting the medical need.
<ul style="list-style-type: none"> ◆ Assignment of Benefits form: We will send the device vendor's Assignment of Benefits form to the student's family. This form must be sent back to us.
<ul style="list-style-type: none"> ◆ Submit Paperwork to Vendor: To include: prescription, the device vendor's Client Information form, copy of the Medicaid card, and the report of our evaluation and trial).
<ul style="list-style-type: none"> ◆ The report will be cc'd to the child study team case manager

Step 5: Implementing and Supporting AAC Device Use In Daily Life

Obtaining a device is just the beginning. Once you've heard from the vendor that the device has been approved, then **please contact us** to begin the implementation phase.

Implementation begins with a written action plan that provides detailed information about how the AAC system will be used in specific educational settings, what training and support are needed, and who will do it.