

## Cerebral Palsy of New Jersey

Assistive Technology evaluations are a team process. That means we do not do this alone—we do this with you, and anyone who is providing support to you. Here’s an outline of what we will need to begin.

### Before the Evaluation

- Decide what your goals are for the evaluation**  
“What would you like to do, that you cannot do now?”

### Step 1: Intake and Pre-Evaluation

Our Responsibilities	Your Responsibilities
Background information is gathered	<ul style="list-style-type: none"> <li><input type="checkbox"/> Send any relevant reports</li> <li><input type="checkbox"/> Tell us everything you think we need to know to help you toward your goal.</li> </ul>
Evaluation is scheduled. The appointment is generally 2 hours long. Our staff will tell you what will happen during the evaluation	<ul style="list-style-type: none"> <li><input type="checkbox"/> Make yourself available for this time.</li> <li><input type="checkbox"/> If there are people who support you who should be there, make sure that they are available for the evaluation.</li> </ul>

### Step 2: Day of the Evaluation

Our Responsibilities	Your Responsibilities
As above.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Make sure we have room to meet</li> <li><input type="checkbox"/> Have available or bring any technology you currently use</li> </ul>

### Step 3: After the Evaluation

Our Responsibilities	Your Responsibilities
Our report will be sent to your counselor within 2 weeks.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Contact your counselor to get a copy</li> <li><input type="checkbox"/> Meet with them to talk about the evaluation</li> <li><input type="checkbox"/> Decide what equipment should be purchased</li> <li><input type="checkbox"/> Decide what training is needed to integrate the technology into your daily use.</li> </ul>

## **Next Steps: Implementing and Supporting Assistive Technology**

Obtaining the assistive technology is just the beginning. Once you've made the decision to order the assistive technology, then **please contact us** to begin the implementation phase.

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

If you have any questions, please don't hesitate to give me a call: 888-322-1918, x595, or e-mail me: [jnigl@advopps.org](mailto:jnigl@advopps.org).

Sincerely,

Judy Nigl  
Administrative Assistant  
Assistive Technology Services