



Cerebral Palsy of New Jersey

To the Child Study Team Case Manager:

Assistive Technology evaluations are 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	Send: <ul style="list-style-type: none"> <input type="checkbox"/> Student Referral form, with attachments <input type="checkbox"/> AT Evaluation Questionnaires (Parent, Teacher & Aide, OT)
Evaluation is scheduled. Outline of Eval: <ul style="list-style-type: none"> ◆ <u>Team Meeting</u>: 30 minute meeting with IEP team ◆ <u>Observation</u>: 15-30 minutes, in class ◆ <u>Evaluation</u>: 2 hours, with student, and at least 1 school staff person ◆ <u>Wrap-up</u>: 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.	Arrange for rooms for: <ul style="list-style-type: none"> <input type="checkbox"/> Team meeting, and <input type="checkbox"/> Evaluation itself (can be same room)

Step 3: After the Evaluation

Our Responsibilities	Your Responsibilities
Our report will be sent to you within 2 weeks.	<ul style="list-style-type: none"><li data-bbox="870 346 1430 449"><input type="checkbox"/> Decide whether you wish to approve recommended assistive technology and technical assistance<li data-bbox="870 470 1430 573"><input type="checkbox"/> Return Student Referral form to arrange for technical assistance and begin the implementation process

Next Steps: Implementing and Supporting Assistive Technology in the Classroom

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.

Sincerely,

Judy Nigl
Administrative Assistant
Assistive Technology Services