Assistive Technology Referral & AAC Evaluation Process

Procedural and Synergy processes	Forms
Intake with AT Special Factors Checked •Review AT Qualification form to identify if accommodation warrants special factors to be checked on IEP •If special factors is still checked inform AT Department 　　•With informing AT Department describe what the accommodation is and if AT consult minutes are included	☐ 🗐 AT Qualifications ☐ Contact AT Department
Request for screening • Teacher requests AT/AAC screening by emailing the AT/AAC	
Screening • Assistive Technology Specialist observes student in classroom to make plan: 　　**•If student has AT mins and needs consult**, then need is addressed. 　　**•If student does not have AT mins or if they need an AAC Evaluation,** then Assistive Technology Specialist submits referral form to Home District for approval, citing initial screening notes for context and consideration. •Assistive Technology Specialist will update teacher regarding plan •Teacher notifies student's parent/guardian that a referral has been made **Upon approval from the District Representative,** teacher contacts IEP team to schedule SETT meeting. This meeting should include teacher and parent/guardian	☐ <u>Referral form sent to DR</u> ☐ AT Evaluation Planning Meeting Notice
Evaluation • Student, Environment, Task, and Tools (SETT) Meeting attended by IEP team and led by AT and/or SLP • If AAC Evaluation is indicated, then parent/guardian signs consent form • Notes from meeting are documented, become baseline for AAC Evaluation	☐ MESD Consent for evaluation ☐ MESD SETT meeting notes
Trials •To initiate trials, SLP submits baseline data (SLP Communication portfolio) •First trial begins (no longer than 30 days per trial, unless documented reason) •SLP submits data following each trial, in order to justify and inform the next trial • **Should the AAC Eval take longer than 60 school days for any reason**, then a Prior Written Notice will be sent to the IEP team to update re: trials progress after every additional 30 calendar days • After completing trials, SLP and AT complete evaluation report based on trial data	☐ MESD SLP Communication portfolio ☐ <u>MESD SLP trial data report form</u> ☐ Synergy: Prior Written Notice (+30 calendar days)
Review • Team meeting is offered and scheduled in order to review AAC evaluation results • IEP Amendment proposed to update the PLAAFP and accomodations, if needed	☐ Synergy: Evaluation Review Meeting notes

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• The Assistive Technology Specialist may assist team with moving forward towards next step (e.g., funding, loan item, etc), if requested	⌑ Synergy: IEP amendment & Prior Written Notice
Assistive Technology Specialist uploads AAC evaluation packet and signed forms into Synergy, and delivers paperwork to Teacher to file in student's SPED file	

<mark>* Please reach out to your TOSA if you have any AAC/AT referral questions</mark>