Assistive Technology Process Flow Chart

Staff member/parent has AT concerns.

Contact related service providers for intervention strategies and suggestions.

Contact AT team member for interview to complete intake information. Specific concerns will be identified and 2 additional strategies identified to try. AT checklist and tracker used. Follow-up date set.

Successful resolution. Document as necessary in IEP.

Successful resolution. Document as necessary in IEP.

Appointment set to review AT tracker and begin SETT process.

Successful resolution. Document as necessary in IEP.

Referral for formal AT evaluation. Obtain consent to test from parent.

SETT reviewed and updated. Device trials begin. Additional information gathered as necessary. Report written.

IEP meeting or amended to reflect AT plan within 60 school day from consent.

Please Note:
At any point in this process, if the parent makes a formal request for an AT evaluation, contact the AT team to begin the process to get consent. This will shorten the timeline for problem-solving (60 school days for evaluation, report, and IEP changes), and may not allow adequate time for device trials.
1. A parent or a staff member has an Assistive Technology concern.

2. Contact related service personnel in your building for ideas on intervention strategies or suggestions.
   a. If the need is met, the process stops and information is documented as necessary
   b. If additional help is needed, proceed to next step.

3. Contact AT team contact for a phone interview.
   a. General intake information will be gathered.
   b. Specific concerns for the student will be identified (Which IEP goal/IEP identified need is not being met?) and 2 additional strategies will be decided upon to try with the student using the AT checklist.
   c. The AT tracker should be used for documentation.
   d. A date will be set for follow-up on success of strategies.
   e. If the need is met, the process stops and information is documented as necessary.
   f. If additional help is needed, proceed to next step.

4. An appointment is set with AT team member(s) to review the AT tracker and begin the SETT process with the student.
   a. The team will work together to complete information on Student, Environment, Tasks, and Tools.
   b. An action plan for addressing the student AT trials will be developed
   c. If the need is met, the process stops and information is documented as necessary.
   d. If additional help is needed, proceed to next step.

5. Referral for a formal AT evaluation. Obtain consent to test from parent.

   a. SETT information reviewed and updated.
   b. Additional information gathered as needed by the evaluation team.
   c. Trials using devices begins and data collected on success.
   d. AT evaluation report in written.

7. IEP meeting for amending to reflect AT plan is completed within 60 school days from obtaining consent.