

# SELPA DISTANCE LEARNING-ATC ASSESSMENT PROCESS

District submits the ATC Referral Packet. Referral must include: 1. Adaptive Technology Referral (Assessment form) 2. Consent to Share Information 3. IEP Assessment Plan document, completed, signed, and dated. ATC personnel will determine if referral meets eligibility criteria (LI or Severe Communication Needs). ATC personnel will initiate contact with district team within 5 days of receiving completed Referral Packet.

Meets eligibility criteria: LI or Severe Communication Needs

Does not meet eligibility criteria. ATC notifies referring school district within 5 school days.

File Review

Intake meeting with district team & parent(s): Assess equipment in remote location and access to computer, phone, camera along with in-home support person's availability to engage in training & downloading apps.

Determine and select appropriate HIPAA/FERPA compliant video conferencing tools.

Team determines that an AT assessment is appropriate through online platforms and a written proposal is submitted to the district with proposed timeline for AT assessment to be completed.

Team determines that an in-person AT assessment is required and notifies district. The district will determine next steps.

1. Observe student during Zoom with teacher/therapists, during daily routines.  
2. Diagnostic tools

Skills Assessment/Observations

Device Equipment Trials

1. ATC obtains and programs device.  
2. Equipment will be deliver to home following Safe Handling Protocols.  
3. Parent/support person training sessions with district staff present in sessions.  
4. Collect data

Report written, findings and recommendations are shared with the district. Attend IEP meeting.