



EXECUTIVE DIRECTOR
Angela Zajac

ASSISTIVE TECHNOLOGY (AT) PACKET

IEP teams are required to consider each student's assistive technology needs for the purposes of maximizing a student's ability and independence within the curriculum and/or school environment.

The purpose of an Assistive Technology (AT) Consultation is to determine the specific school-related task(s) the student is having difficulty completing, identifies the barriers within the school environment, and select supports, services, strategies, modifications, and/or tools that may help alleviate these barriers. Therefore, AT Consultations are completed on a case by case basis. It involves a thorough assessment of the student's needs prior to the acquisition of a device/intervention. The process is ongoing, and incorporates collaboration, teaming, problem-solving, and at times an evaluation and/or training.

During this very individualized process, information (data) is collected and used by the AT specialist and the student's IEP team to make decisions regarding a student's use of a specific AT intervention and/or service. Working together, the IEP team which includes the AT Specialist develops a plan to incorporate the student's use of AT in the educational environment and/or home for the purposes of furthering levels of independence and ability to become a more active learner.

Eisenhower Cooperative Assistive Technology recommendations are based upon information gathered about the student, environment, task, and tools (technology options). Considerations for use of assistive technology may include but are not limited to concerns or difficulty in one or more of the areas noted on the Intake Questionnaire.

The Assistive Technology Packet includes:

- Educational Team Intake Questionnaire
- Parent Questionnaire
- Communication Questionnaire

The Educational Team and Parent Intake Questionnaires are designed to provide a more comprehensive representation of the student's abilities and challenges.

The additional Communication Questionnaire is only required, if the IEP Team is considering Assistive Technology for Augmentative & Alternative Communication.

ASSISTIVE TECHNOLOGY PROCESS:

1. Initiation of an AT Consultation begins when the IEP Team submits a completed **Request for Eisenhower Cooperative Service Form** and the **AT Packet** to the Cooperative's Executive Director.
 - A. The Request for Service form and the AT Packet forms are located on the Eisenhower Cooperative website: www.eisencoop.org.
 - B. The AT Packet forms are form-fillable. Download the forms, complete electronically, save, and print.
 - i. Complete the AT Packet in its entirety collaborating with the student's team members when and where appropriate.
 - ii. There are 3 sections to the Packet: The Educational Team Intake Questionnaire, Parent Intake Questionnaire, and a Communication Questionnaire. **Only complete the Communication Questionnaire when communication is an area of concern, and needs to be addressed through assistive technology.**
2. Add the AT Specialist to the student's IEP Team.
3. Once the forms are received at Eisenhower Cooperative, the Executive Director will sign and forward to the AT Specialist.
4. The AT specialist will then contact the student's team and arrange an appointment to:
 - i. Complete a student observation, collaborate with the student's IEP Team.
 - ii. When and where appropriate, begin a short trial with a technology intervention.

ASSISTIVE TECHNOLOGY CONSULTATION:

5. The AT specialist and the IEP Team work together to implement an extended trial using identified AT intervention(s).
 - A. AT Specialist will explore training opportunities for the AT intervention(s).
 - B. AT Specialist works with the team exploring potential opportunities for the student to use the intervention in various environments, settings, and/or activities.
 - C. The IEP Team collects data pertaining to the use of and level of independence the intervention provides the student.
 - D. Following the above, the AT specialist will generate a report that discusses the findings and a discretionary plan of action.
 - i. The report is discussed at an IEP meeting where a plan of action for AT use and/or implementation is documented.
 - ii. The AT Specialist will support the team in preparing and writing IEP Goals and Objectives that include the use of the identified AT.

ASSISTIVE TECHNOLOGY FOLLOW-UP

6. The AT specialist will remain available to the educational team for follow up and discussion of the effectiveness of the intervention as requested by the educational team.
7. The educational team is responsible for making decisions regarding the long term use of the assistive technology.

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