

EXECUTIVE DIRECTOR

Angela Zajac

## Assistive Technology Request for Services Process

If you have a student you feel may need services from the Eisenhower Cooperative Assistive Technology Department, please fill out an Assistive Technology Request for Services form linked→[HERE](#).

After this has been filled out, it will automatically be sent to your District's designated representative for approval. Once approved, it will be forwarded by the Cooperative's Executive Director to the AT Department.

An Eisenhower Cooperative Assistive Technology Specialist will review the request and contact the team with an electronic questionnaire specific to the type of request. Once this has been completed, the AT Specialist will set up a time to observe the student/classroom or complete the requested training(s).

For Student or Classroom Consultations, an AT Specialist will observe and possibly complete assessments to help determine the tools to best fit the student's (students') needs. A short trial may be conducted at this time. Should it be determined that an extended trial is necessary, the team can request AT Equipment using this link→[HERE](#). Extended trials last approximately 4 months. The team will be required to take data to determine the effectiveness of the tool. At the end of the trial, the team will look at the data and decide to proceed toward obtaining the tool through the district, Medicaid, private insurance, etc. or if a different tool should be trialed. As long as the team is working towards obtaining the tool, they can continue to use the Cooperative Equipment. Once the equipment has been obtained, the tool will be returned to the Cooperative for future trials with other students.

**There are no longer forms that need to be printed, filled out, and returned to the Cooperative as everything is now completed electronically.**

Possible services provided by the Eisenhower Cooperative Assistive Technology Specialist are listed below. If there is something that the AT Specialist can help you with but is not listed, please choose *other* and describe what you need. We will do our best to meet your needs.

- Classroom Consultation
- AT Consultation (for individual student)
- AAC Consultation (for individual student)
- Additional Check-In/Classroom Visits
- Follow Up Consultation (for students who had an AT/AAC consultation in past 12-18 months)
- Training (classroom)
- Training (building/district)
- Additional Meeting Time
- Other:\_\_\_\_\_

Assistive Technology Request for Services Form can be found linked→[HERE](#). It can be found by navigating to [www.eisencoop.org](http://www.eisencoop.org) → Information and Resources tab → Cooperative Forms tab → Assistive Technology Request for Services form. These are categorized by school district. It is the School District's responsibility to inform the parent(s)/guardian(s).

Assistive Technology Equipment can be requested through this link→[HERE](#). It can be found by navigating to [www.eisencoop.org](http://www.eisencoop.org) → Programs and Services tab → Assistive Technology tab → AT Equipment Request Form. Once filled out, the AT Specialist will contact the requestor with arrangements for pickup/delivery.