

Assistive Technology Consultation Procedure

Referral

1. A referral is made when an IEP team considers Assistive technology services as potentially necessary and educationally relevant for a student. The IEP team may contact the CETT team at cettteam@colonial.net for a referral packet.
2. The referral packet is to be completed by the teacher or others working with the student. Then the packet is reviewed and signed by the Program Director or Principal and returned to the CETT team along with a copy of the **STUDENT'S CURRENT IEP**.
3. The CETT team will review the referral and may contact the referring person to request additional information. A Pre-Consultation Packet may be sent to further define the student needs.

Consultation:

4. The Consultation will be conducted with some or all members of the student's IEP team. Those contacted may include the parents, regular education teacher, special education teacher, related services (PT, OT, Speech-Language Pathologist, Vision Specialist etc) and Administrators.
5. The CETT Team will contact the teacher to arrange a time to observe the student in the classroom environment.
6. A Consultation Planning meeting where team members may discuss their concerns, the specific academic difficulties the student is experiencing and what resources are currently available to the student.
7. CETT Team staff will brainstorm with the team regarding possible solutions, modifications/adaptations, possible items to be field tested, referrals that might be needed and other possible resources or materials that might be helpful in addressing the student's Assistive technology needs.
8. The CETT Team will provide Consultation Meeting Notes, which will include: decisions made, actions to be taken and recommendations. A team meeting can be scheduled to discuss the Consult Meeting Notes.

Training and Field Testing

9. If equipment is determined to be necessary and educationally relevant, it is field tested for 4 weeks to determine if it meets the student's educational needs. During this period, training for the staff or the student may be arranged. If the field-tested items are demonstrated to meet the student's needs, the CETT team will help to procure that equipment for long-term use by the student by providing company contact information. If the field-tested items do not meet the student's educational needs, the team may suggest additional field test equipment to try. The process continues until the appropriate equipment and/or materials are found.

Follow-up

10. The CETT team will conduct a follow-up if requested after two months or other designated period to review the student's status.

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