

Procedure for SBST to Request for a D75 Assistive Technology Evaluation

1. When an Assistive Technology Referral is approved and set to "Final" status, Karen Gorman notifies the SBST/School Psychologist, the School Contact Person, and the Evaluator/s assigned to the case (through a SESIS message).
2. The SBST/School Psychologist creates an **ASSESSMENT PLANNING** document in SESIS (Student → Create New Document → Assessment Planning).

IMPORTANT!!!

Please note that **ONLY UPON CREATION** of the **ASSESSMENT PLANNING** document, uploading of a **SIGNED CONSENT**, and indication of a **"REQUEST FOR ASSISTANCE"** will Technology Solutions be able to **PERFORM THE ASSISTIVE TECHNOLOGY EVALUATION.**

- 2.1 Under the section "New Testing," check the box for "New testing needed."
 - 2.2 On the text box under "Reason for New Testing," type "*Student was referred for Assistive Technology evaluation on (date of referral).*"
 - 2.3 Under the column labeled "Assessments Needed," select "**Assistive Technology for D75**" from the dropdown list.
 - 2.4 Click "Save, Done Editing."
3. After saving, a message will appear at the top of the Assessment Planning document. The "**Consent for Additional Assessments**" letter is created by clicking on the message.
 - 3.1 The letter is filled out completely.
 - 3.2 The letter is printed by clicking the "Print/Send Letter" button on the top bar.
 - 3.3 The letter is sent to the student's parent/guardian to obtain a signature signifying consent.
 4. Upon receipt of a signed "Consent for Additional Assessments" letter, the SBST/School Psychologist uploads it into SESIS by printing a **FAX COVERSHEET** for the letter.
 - 4.1 Open the "Assessment Planning" document.
 - 4.2 On the top bar, click on the arrow beside the word "Select," then click on "Consent for Additional Assessments."
 - 4.3 Clicking the "FAX Coversheet" button on the top bar of the document.
 - 4.3.1 A new window will appear. Click on the CATEGORY dropdown menu, and choose "Assessment – Planning."
 - 4.3.2 Click on the FORM dropdown menu, and choose "Consent for Additional Assessments (New Testing Needed)."

- 4.3.3 On the line labeled “Date Received,” enter the date when you received the signed consent.
 - 4.3.4 On the line labeled “Did Parent Consent?” click YES.
 - 4.3.5 Click Print.
 - 4.3.6 Collect the FAX Coversheet from the printer (DO NOT write anything on the sheet).
 - 4.3.7 Fax this coversheet together with the signed “Consent for Additional Assessments” form to this number: **(877) 449-8416**
 - 4.3.8 After 10-15 minutes, the document you faxed should be found in SESIS. Check the student’s Document Page if the faxed documents are already reflected as an attachment under Assessment Planning.
 - 4.3.9 Keep the Fax Confirmation Sheet and Coversheet for your records BUT DO NOT RE-USE the Coversheet for faxing any other documents into SESIS.
5. From the student’s document page, re-open the **ASSESSMENT PLANNING** document.
 - 5.1.1 Scroll down to the bottom of the page, and under the column labeled “Evaluator,” select “**Request for Assistance**” from the dropdown list.
 - 5.1.2 Click “Save, Done Editing.”

Again, please note that **ONLY UPON CREATION** of the **ASSESSMENT PLANNING** document, uploading of a **SIGNED CONSENT**, and indication of a “**REQUEST FOR ASSISTANCE**” will Technology Solutions be able to **PERFORM THE ASSISTIVE TECHNOLOGY EVALUATION.**

6. The SBST/School Psychologist should now send a message to the persons below to indicate that the Assessment Planning document had been created and consent had been obtained for a D75 Assistive Technology Evaluation. Send the message to:
 - 6.1 Karen Gorman
 - 6.2 School Contact Person
 - 6.3 Evaluator/s assigned to the case
7. The SBST/School Psychologist’s completion of the Assessment Planning document and consent letter allows the Evaluator/s to create the Assistive Technology Evaluation in SESIS. The SBST/School Psychologist should now stand by for an email from the Evaluator/s indicating that the Assistive Technology Evaluation had been completed and set to “Final” status.
8. Upon receipt of this message from the Evaluator/s, the SBST/School Psychologist should re-check the Assessment Planning document. It should now indicate the NAME of the Assistive Technology Evaluator and the DATE the evaluation was completed.

9. The SBST/School Psychologist may now change the status of the Assessment Planning document from “Draft” to “FINAL.”
 - 9.1 On the top bar, click on “More Actions.”
 - 9.2 Select “Change Status of This Document.”
 - 9.3 Click on dropdown menu and select “Final.”
 - 9.4 Click “Accept” then click “OK.”