

Marion County Assistive Technology Team

Procedures for addressing assistive technology

- I. Concerned staff member identifies a need
 - A. Prioritize the student's need.
 1. Look at what is affecting the student's learning the most. Each deficit must be addressed individually and at separate times.
 2. Address the most important first and then move on to other issues if they aren't resolved.
- II. Complete the Framing Questionnaire and Pre-Referral Checklist, Form A
 - A. Each chosen intervention on the Pre-referral Checklist must be implemented and documented a minimum of two weeks. Pick an opportune time to implement the intervention and stick to that time frame.
- III. Consult with a MATT member
 - A. If the problem is resolved, continue with the intervention, expanding it to other environments.

OR
 - B. Pending review, notify the parent and obtain consent to evaluate student.
- IV. Consent is obtained
 - A. Re-establish contact with the AT representative
 1. AT team may require a team meeting to specify student's needs
 - 2.. Evaluation will be completed within 60 days of consent.
 - B. Fill out the Referral Form, Form B
 1. This form should include information from the student's IEP team, not just one professional.
 2. Forward copies of the Framing Questionnaire and the Preferral Checklist and the Referral Form to the MATT representative.
- V. Assistive Technology Team will begin the SETT (Setting the Stage for Success) process.
 - A. See SETT framework document for information about this process
- VI. The Assistive Technology representative will research options and consult specialists and make recommendations for tool trials.
 - A. Implement recommendations with tool trials and data collection
 - B. You must complete the Tool Trial Data Collection Form, Form C and forward it to the MATT representative following conclusion of the tool trial.
- VII. IEP held to develop plan of action and document *successful* interventions..