

Vision Assistive Technology Evaluation REFERRAL PROCEDURE

REFERRAL PROCEDURE FOR STUDENTS ATTENDING NON-PUBLIC SCHOOLS

Note: Prior to submitting a Vision Assistive Technology Referral, the vision teacher, student's family, CSE, classroom teacher, and other school staff working with the student should discuss what supports are presently in place and how the student will benefit from an IEP-driven device. Please confirm that there is a current eye report (less than 12 months old) from the student's doctor as well as a current Functional Vision Assessment (also less than 12 months old) in SESIS. You can download the eye report form from this link:

<https://edvisionservices.org/Formsupdated/PDFForms/E12SEyeReportFormRev03-2021.pdf>. If a new Functional Vision Assessment is needed, contact the EVS Director, Greg Santamoor, gsantamoor@schools.nyc.gov, and the EVS Evaluation Coordinator, currently Cynthia Zambardino, czambardino2@schools.nyc.gov.

- I. The CSE contact person (for non-public schools) will create a "Request for a Re-Evaluation" document in SESIS and then immediately finalize it. **PLEASE ENSURE THAT THIS IS DONE OTHERWISE PARENTAL CONSENT FORM MAY NOT GENERATE CORRECTLY.** The **CSE CONTACT** creates the PWN – REEVALUATION document for an Assistive Technology Assessment: (Student > Create New Document > PWN - Reevaluation). Select "**Assistive Technology for D75 Assessment**" as the assessment. Within the PWN – Reevaluation document, generate and print out the **CONSENT FOR ADDITIONAL ASSESSMENTS** form and have the student's parent or guardian sign it. Once signed and returned, it should be faxed into SESIS to be part of the PWN – Reevaluation. The consent must be uploaded to SESIS before continuing.
 - a. If it cannot be faxed in, the SBST should instead directly upload it and create two events. The first should be logged as mail and the second should be logged as phone. In the description, note that it is a workaround and consent was received. "Two outreach attempts were recorded" will appear under the Date of Consent for New Testing when the APD is created.

- II. Once the consent has been uploaded into SESIS, the **CSE CONTACT** creates an ASSESSMENT PLANNING DOCUMENT (**APD**) for an Assistive Technology Evaluation: (Student > Create New Document > Assessment Planning). After selecting ASSESSMENT PLANNING, enter "Vision Assistive Tech Eval D75" in the Comment box and click on the green "Go" button then the "Create" button.
 - a. In the "New Testing" section of the ASSESSMENT PLANNING document, check yes for New Testing needed and enter "District 75 Vision Assistive Technology evaluation" in the "Reason for new testing:" box. The "Parent Gave consent"

information should have automatically been completed by the PWN – Reevaluation document. Under "Assessments Needed" select "Assistive Technology for District 75" and "Request for Assistance" under "Evaluator." Click on the "Save, Done Editing" button.

III. Create the **ASSISTIVE TECHNOLOGY EVALUATION REFERRAL (D75)**:
If the vision teacher has access to SESIS, this is their responsibility. If not, the CSE Contact will have to create it.

1. Click on the Student's Name in SESIS.
2. On the Top Bar, click on "Documents."
3. Click on the "Create New Document" dropdown menu.
4. Scroll all the way down the end of the list, and under the section of Assistive Technology, select "Assistive Technology Evaluation Referral (**D75**)."
5. Click "Go," enter "Vision Assistive Technology Referral" in the Comments box, then click "Create."
6. Fill out ALL applicable items on the SESIS Assistive Technology Referral document. Make sure to get input from the student's vision teacher and school staff if they do not have access to SESIS.
 - a. Select "Vision" from the "Type of Referral" drop down list.
 - b. The "Contact in the school" should be the student's vision teacher and the "SBST Contact Person" should be the member of the CSE coordinating the AT evaluation.
 - c. Fill out all applicable fields on the referral document. The vision teacher should fill out (or provide the information for) the following sections:
 - i. Student's Current State
 - ii. Home Environment
 - iii. Student Desired State
 - iv. And finally complete the section marked "FOR VISION AT ASSESSMENTS ONLY".
 - d. In the Student Desired State section please include at least 3 goals you want the student to achieve using Assistive Technology. These goals should describe what the student is expected to be able to achieve using Assistive Technology and do not have to be specific to a device. They should also provide information regarding the reason why the student will benefit from an IEP-driven device and how Assistive Technology will remediate issues accessing the curriculum.

It is **VERY IMPORTANT** that the above points are **CLEARLY STATED** within the referral and that all of the necessary documents are uploaded or faxed into SESIS. Missing documents will delay the approval and scheduling of the Assistive Technology Evaluation.

7. **Do NOT fill out** the "Approval Status" and "Evaluators" in the last portion labeled "Section to be completed by the Office of Technology Solutions."
8. In the **ADDITIONAL INFORMATION** text box at the bottom of the document, please enter the name, phone number, & email address of the person at the school the evaluators should contact to schedule the evaluation. Also Indicate that **SBST had already setup the APD with a**

“Request for Assistance” (you MUST confirm this directly by checking Assessment Planning Document in SESIS).

NOTE: Items above **MUST be indicated** in the Additional Information section and all of the requested forms and documents must be faxed into SESIS, otherwise the referral **WILL NOT BE APPROVED** by Technology Solutions. It will be returned to you.

9. After typing the required information in the ADDITIONAL INFORMATION section, click “Save, Done Editing.”
10. On the Actions bar on top, click on “More Actions.”
11. Select “Change Status of this Document.”
12. Click on dropdown menu and select “Review.” **DO NOT SELECT “FINAL” FROM THIS MENU.** On the new webpage that appears, **SEND A NOTIFICATION** to the To the D75 Vision Technology Coordinator, **David Cohen (ID: DCOHEN2)**. If there is anyone else at the CSE who needs to be notified, include them as well.
13. Click “Accept” then click “OK” to finish changing the document’s status to Review.
14. Once the referral is processed, you will receive a confirmation email that the referral has been approved and that the status of the document has been changed to FINAL. The case will then be assigned to an evaluation team who will contact you about the referral and to schedule the evaluation.

If you have any questions about the Assistive Technology Referral and Evaluation process for students mandated for Vision Services, contact the D75 Vision Technology Coordinator, David Cohen, dcohen2@schools.nyc.gov, (917) 256-4238.