

## Vision Assistive Technology Evaluation REFERRAL PROCEDURE

**Note:** Prior to submitting a Vision Assistive Technology Referral, the vision teacher, EVS Supervisor, 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.

The vision teacher or referral source must get an **APPROVAL FROM THE EVS SUPERVISOR** or a coordinator of the District 75 Assistive Technology evaluation team. If the student attends a DOE public or charter school. If the student attends a DOE public or charter school, you also need to notify the EVS Technology Liaison, Vincent Pedulla, via email (vpedulla@schools.nyc.gov) that a Vision Assistive Technology Referral is in process.

- I. The SBST (school psychologist) or CSE contact person (for non-public schools) will create a "Request for a Re-Evaluation" document in SESIS and then immediately finalize it. **THE VISION TEACHER/REFERRAL SOURCE MUST FACILITATE AND ENSURE THAT THIS IS DONE OTHERWISE PARENTAL CONSENT FORM MAY NOT GENERATE CORRECTLY.**
- II. The **School's SBST** creates the PWN – REEVALUATION document for an Assistive Technology Assessment: (Student > Create New Document > PWN - Reevaluation) and works with the **Vision Teacher** to fill it out. Within the PWN – Reevaluation document, the **CONSENT FOR ADDITIONAL ASSESSMENTS** form needs to be generated. The consent form can be located by clicking on the arrow next to PWN – Reevaluation at the top left of the screen (under the "My Home Page" button). Print out the PWN – Reevaluation and the Consent for Additional Assessment 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.
- III. The **School's SBST** creates an ASSESSMENT PLANNING DOCUMENT (**APD**) for an Assistive Technology Evaluation: (Student > Create New Document > Assessment Planning). After you select ASSESSMENT PLANNING, enter "Vision Assistive Tech Eval D75" in the Comment box and click on the green "Go" button then the "Create" button. It is the responsibility of the vision teacher/referral source to alert the SBST to create the APD.
  - 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.

IV. Create the **ASSISTIVE TECHNOLOGY EVALUATION REFERRAL (D75)**:  
This is the responsibility of the vision teacher.

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. Include the points that you discussed with the EVS Supervisor and other school staff when you sought approval for this referral.
  - a. Select "Other" from the "Type of Referral" drop down list and enter "Vision" in the "Other device description" box.
  - b. The "Contact in the school" should be the student's vision teacher and the "SBST Contact Person" should be the member of the SBST coordinating the evaluation for the school.
  - c. In the "Related Services" section, please make sure that all services the student is mandated to receive are noted and the mandates are entered. This ensures that the evaluation team includes the necessary members and that a second visit for the evaluation will not be needed.
  - d. 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.
  - e. The vision teacher/referral source will complete the District 75 Vision Assistive Technology Evaluation Referral form which should be downloaded from the District 75 Assistive Technology website. Please make sure to have all teachers and service providers who work with the student complete their section of the referral form.
  - f. Once completed, the District 75 Vision Assistive Technology Evaluation Referral form needs to be faxed into SESIS as an attachment to the "Assistive Technology Evaluation Referral (D75)" document.
  - g. If not already in SESIS, the assigned vision teacher will fax the most current eye report and Functional Vision Assessment into SESIS as Documents Related to IEP.

It is **VERY IMPORTANT** that the above points are **CLEARLY STATED** within the referral and that all of the necessary documents are 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:
  - (a) Indicate the **DATE when your SUPERVISOR APPROVED** the referral of this case.
  - (b) 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 (a) and (b) 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. Once you have completed step 9, notify the EVS Technology Liaison, Vincent Pedulla, via email (vpedulla@schools.nyc.gov) that you have completed a Vision Assistive Technology Referral and it is ready for him to review. IF THE STUDENT ATTENDS A NON-DOE PRIVATE SCHOOL, SKIP THIS STEP AND PROCEED TO STEP 13.
11. Once the EVS Technology Liaison has confirmed that the Vision Assistive Technology Referral has been properly completed, you will be notified that you can put the “Assistive Technology Evaluation Referral (**D75**)” SESIS document into review.
12. In SESIS, open the “Assistive Technology Evaluation Referral (**D75**)” SESIS document.
13. On the Actions bar on top, click on “More Actions.”
14. Select “Change Status of this Document.”
15. Click on dropdown menu and select “Review.” **DO NOT SELECT “FINAL” FROM THIS MENU.**
16. On the new webpage that appears, **SEND A NOTIFICATION** to the following persons:
  - a. To **THE EVS SUPERVISOR**.
  - b. To the student’s **School’s SBST** contact person.
  - c. To the D75 Vision Technology Coordinator, **David Cohen (ID: DCOHEN2)**.
  - d. To the EVS Technology Liaison, **Vincent Pedulla, (ID: VPEDULLA)**.
  - e. To the **School Contact Person** for this student’s evaluation (if this is not you).
17. Click “Accept” then click “OK” to finish changing the document’s status to Review.
18. 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 EVS Technology Liaison, Vincent Pedulla, vpedulla@schools.nyc.gov. If the student attends a non-public school, the contact is the D75 Vision Technology Coordinator, David Cohen, dcohen2@schools.nyc.gov.