

Vision Assistive Technology Evaluation REFERRAL PROCEDURE

REFERRAL PROCEDURE FOR STUDENTS ATTENDING NON-DOE 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.

- 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. **THE VISION TEACHER/REFERRAL SOURCE MUST FACILITATE AND ENSURE THAT THIS IS DONE OTHERWISE PARENTAL CONSENT FORM MAY NOT GENERATE CORRECTLY.**
- II. The **CSE CONTACT** creates the PWN – REEVALUATION document for an Assistive Technology Assessment: (Student > Create New Document > PWN - Reevaluation). 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 **CSE CONTACT** 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.
 - 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. Do not enter anything in the "Parent Gave consent." 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):** 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. 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 staff member who the evaluators should contact when they schedule the evaluation. SESIS will not let you enter the name but please enter the phone number and email address. The "SBST Contact Person" should be the CSE Contact person.
 - 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 should complete the [District 75 Vision Assistive Technology Evaluation Referral](#) form. Please make sure to have all teachers, related service providers, and other school staff 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 most current eye report and a Functional Vision Assessment (if available) should be uploaded 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 sat the bottom of the document:
 - (a) Enter the name of the contact who the evaluators should contact to schedule the evaluation. Please include their phone number, email address, and the school address. If anyone else should be contacted (such as parent, RSA vision teacher, other school staff, etc.), please include their contact information as well.
 - (b) Indicate that **CSE has 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. On the Actions bar on top, click on “Set Document....”
11. Select “Status from Draft to Review.” **DO NOT SELECT “FINAL” FROM THIS MENU.**
12. On the new webpage that appears, **SEND A NOTIFICATION** to the following persons:
 - a. To **David Cohen (ID: DCOHEN2)**.
 - b. Any additional **CSE Members** involved in this student’s evaluation.

NOTE: If David Cohen is not notified through this method, the referral **WILL NOT BE PROCESSED.**

13. Click “Accept” then click “OK” to finish changing the document’s status to Review.
14. Once the referral is received and 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 the school 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 David Cohen, dcohen2@schools.nyc.gov, (917) 256-4238.

The name should be entered in the Additional Information section at the bottom of the page, along with the school address and any other contact information (parent, other school staff, etc)