UAAACT Team Summary Report

Please report the number of students served and the number of UAAACT hours for the period of June 1, 2010 to May 31, 2011. This report should be completed by the UAAACT Team Leader and turned in to Nadean Lescoe by Friday, June 11, 2011. If your report is not received by June 15, your team hours and number of students will be recorded as zero and your equipment budget for the 2011-12 school year will be calculated accordingly.

Email report to: lescoen@ogdensd.org or mail to: Nadean Lescoe, Ogden City School District, 490 Gramercy Ave, Ogden, UT 84404. If you want to mail your report after May 26th, send it to Nadean's home address, 2990 South 1000 West Nibley Utah 84321. If you have questions for Nadean after May 26th, call her home phone at 435-752-5902.

Team Letter _____ Submitted by _____

Phone Number of Person Submitting Report _____

Email address of Person Submitting Report _____

Total Number of Students served by this team during the reporting period _____

Total Number of UAAACT hours provided during this reporting period _____

Total Number of UAAACT equipment items provided to students, parents and IEP teams during

this reporting period _____

Definition of a Student

The student has been referred to the UAAACT team for an evaluation. The UAAACT team has provided some level of service to the student or the student's educational team (IEP team, 504 team or regular education team) during this school year. *The UAAACT referral form for this student is in the UAAACT team file.* The same student can be counted only once during the reporting period even if that student was served by more than one UAAACT team member.

Definition of Hours- UAAACT service hours are hours of service provided by a UAAACT team member only when acting as a UAAACT team member and not as a member of the student's education team. For example: If a UAAACT team member is the direct service provider for a student who has been evaluated by the UAAACT team, they would not count their scheduled service time for that student as UAAACT hours. The UAAACT team member would count their time spent in providing a UAAACT evaluation or follow-up service for that student.

In an evaluation where five team members serve one student for one hour, each team member records one hour of service. When the team leader tallies the team members hours, filling out the UAAACT Team Summary Report, there would be five hours of service for that student. But

they still only served one student. If one team member spends 3 hours writing a student report, that would count as 3 hours.

The following services may count as UAAACT hours: Evaluation or assessment, follow-up services, travel to UAAACT activities, training provided to a parent, student, or education team, report writing, equipment management or self training on UAAACT equipment.

Definition of Equipment Items Provided

If your UAAACT team provides something physical (AAC device, switch, software, PECs pictures printed with Boardmaker) to a student, teacher or parent, you should count that as an item checked out. If a team uses an item from the UAAACT central inventory with more than one student, then count each time the equipment is used with a new student.

What is the best way for teams to keep a count of items checked out? Each team has Filemaker Pro software. When UAAACT members borrow equipment from the central UAAACT inventory, we print and keep a copy of the checkout form. All the forms are filed away. At the end of the year, we count the checkout forms in the file and our report is done. Teams could (should) do the same thing. We just need a number from each team at the end of the year indicating how many items have been loaned to students, parents and teachers. We collect data (numbers of items checked out) to verify the UAAACT funds are being wisely used.