

## UAAACT Evaluation Check List

Student \_\_\_\_\_ School \_\_\_\_\_  
District \_\_\_\_\_

Date Completed

Duties

- |       |  |
|-------|--|
| _____ | 1. Case manager is assigned (usually a UAAACT member who works in the school district where of the referred student)                       |
| _____ | 2. Case manager contacts by phone call or with a letter the following individuals to schedule initial appointment:                         |
| _____ | a. Principal of referred student's school  |
| _____ | b. Teacher of referred student.  |
| _____ | c. Individual who initiated the referral   |
| _____ | d. Parent of referred student  |
| _____ | 2. Determine which UAAACT team members will participate in the assessment and inform each team member of his or her role in the assessment |
| _____ | 3. Send a copy of the referral form and other pertinent information to each UAAACT team member who will participate in the assessment.     |
| _____ | 4. Conduct a team planning meeting or conference call to:  |
| _____ | a. Determine needs and decide types of assessment needed   |
| _____ | b. Determine each team member's role   |
| _____ | c. Prepare a list of equipment/materials needed and who will transport these items   |
| _____ | d. Decide the date of the initial evaluation and set a schedule for the day.   |
| _____ | e. Arrange transportation of team members if necessary   |
| _____ | f. Discuss parent involvement at the initial evaluation  |
| _____ | g. Case manager outlines what additional information is needed and coordinates initial visit   |
| _____ | h. Arrange back-up plan in case of snow, illness, etc.   |
| _____ | 5. Case manager makes second call to the student's teacher   |
| _____ | a. Requests any additional information   |
| _____ | b. Schedule visit  |
| _____ | c. Confirm date and time   |
| _____ | d. Arrange location/space within the student's school for the assessment and trial use of equipment  |
| _____ | e. Clarify what will occur during the evaluation and who will participate  |
| _____ | 6. Case manager or designee calls parent/guardian to:  |
| _____ | a. Invited them to the evaluation  |
| _____ | b. Inform of assessment time and place   |
| _____ | c. Become acquainted with the parent   |
| _____ | d. Begin positive public relations   |
| _____ | e. Obtain information, as necessary  |

7. Conduct/supervise the assessment including :

- \_\_\_\_\_ a. Student observation
- \_\_\_\_\_ b. Teacher interview
- \_\_\_\_\_ c. Parent interview
- \_\_\_\_\_ d. Students trial use of a variety of assistive technology devices

8. Conduct post assessment team meeting including:

- \_\_\_\_\_ a. Brainstorm solutions
- \_\_\_\_\_ b. Prepare status notes.
- \_\_\_\_\_ c. Select a team member to share assessment information

9. Conduct summary meeting with IEP Team and Parents

- \_\_\_\_\_ a. The UAAACT team shares information and explores resources and plans for implementation of assistive technology devices
- \_\_\_\_\_ b. Provide one or more assistive technology devices for a trial use period of 30 days to three months.
- \_\_\_\_\_ c. Provide basic instruction on how to use the assistive technology product or products the student will use during the trial use period.
- \_\_\_\_\_ d. Have a member of the IEP team sign for the equipment if you leave UAAACT equipment for trial use.
- \_\_\_\_\_ e. Schedule a follow-up visit, usually within four weeks, to provide additional training, add vocabulary to an AAC device, or review student progress.
- \_\_\_\_\_ f. Give a copy of the status notes to a member of the IEP team. The case manager keeps a copy of the status notes for the team records and to refer to when preparing the more formal written report.
- \_\_\_\_\_ g. Leave IEP team members with data collection forms and provide instructions for their use.
- \_\_\_\_\_ h. Provide the parents and members of the IEP team with the case manager's contact information and conclude the visit
- \_\_\_\_\_ i. Students trial use of a variety of assistive technology devices

10. Prepare reports as follows:

- \_\_\_\_\_ a. Complete the "formal" report within two weeks of when the assessment is complete. Formal reports should be sent to parent, teacher, and student file
- \_\_\_\_\_ b. Provide the IEP team with a brief report on each follow-up visit.
- \_\_\_\_\_ c. a copy of the brief report kept in the team file for use in preparing the more formal report at the conclusion of the evaluation.

11. Follow-up

- \_\_\_\_\_ a. schedule additional visits with the student, IEP team members, or parents
- \_\_\_\_\_ b. Determine which UAAACT team members will participate in the follow-up visit
- \_\_\_\_\_ c. Status notes are left at with the IEP team after each UAAACT team visit