

59 | AT Implementation

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Quality Indicator for Assistive Technology: AT Implementation

Promising Practices

1. All team members collaborate in the development of a comprehensive AT implementation plan.
2. AT is fully integrated into the student's curriculum and daily activities.
3. Responsibility for implementation is consistently shared among team members across all environments.
4. Multiple strategies are provided. Students are consistently encouraged to select and use the most appropriate strategy for each task.
5. Ongoing AT training is provided to student, family, and staff as needed, based on changing needs.
6. AT implementation is based on initial assessment data and is consistently adjusted as needed based on student progress.
7. Equipment and materials are effectively managed and maintained so that students consistently have access to the equipment and materials they require.

Resources for developing Operational Procedures

- See AT TA Guide pages 21-23 for information on AT Implementation.
- See Appendix C for additional AT Implementation resources.

Worksheets

Teams may use the following AT Implementation form - ***AT Implementation Organizer***

(Implementation Organizer Worksheets begin on page 62)

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Sample Operational Procedures for AT Implementation

Our Local Education Agency, _____ (*name of school/district*), has chosen collectively to use the following steps to record information about AT in the IEP using the following guidelines:

For each student on an IEP who is using assistive technology (AT), the student's IEP team will implement the student's AT intervention program as outlined in the student's IEP. An AT implementation plan worksheet/organizer will be used as a guide in implementing the AT intervention program in a way that ensures execution of the plan and accountability of the team.

Our district has chosen collectively to use the _____ (*i.e., Assistive Technology Implementation Organizer or other equivalent form*) to plan for the AT use of each and every student on an IEP who needs AT. This plan outlines the projected outcomes of the intervention, the action steps required to achieve the outcomes, the staff responsible for implementing the action steps, and a plan for evaluating the effectiveness of the intervention. This form will be kept _____ (*name location for hardcopy / digital file*) and disseminated to staff via _____ (*provide information on how staff will be notified that the form exists*).

The IEP team will follow school system procedures to ensure that the recommended assistive technology is made available to the student as required in the IEP.

The IEP team will contact _____ (*provide Name / Email / Phone; ex. the school system assistive technology specialist*) to obtain the required AT if it is not readily available in the school setting. The required assistive technology may be available in another school, in the school system's loan program, or through Oklahoma ABLE Tech's device loan program: <http://at.okstate.edu/>. If the device is available from the district, the school staff will follow procedures to obtain the device from the district. Oklahoma ABLE Tech has AT devices that can be borrowed for multiple reasons including helping IEP teams complete AT Assessments to determine what device(s) best meets the student's educational needs.

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The IEP team will coordinate installing, modifying, customizing, and programming the obtained assistive technology to meet the student's individual needs. For assistance with items borrowed from Oklahoma ABLE Tech, please contact ABLE Tech directly. Once AT is acquired for the student to use long-term, it is best to contact the specific equipment vendor for technical assistance and training. If help is needed to coordinate technical assistance and training on a piece of equipment, please contact Oklahoma ABLE Tech.

The school staff will participate in professional learning courses as needed to obtain the skills and expertise necessary to implement the assistive technology intervention program. Professional learning courses are conducted through Oklahoma ABLE Tech. In-person trainings as well as an online curriculum, videos, and archived webinars are available on the website at www.okabletech.org. Additional professional development trainings on specific AT devices or services may be coordinated through ABLE Tech when requested. Refer to Oklahoma ABLE Tech's training page at www.okabletech.org.

The IEP team will ensure that the assistive technology is made available in all relevant environments. If the student requires the assistive technology in the home setting, the IEP team will make note of this in the IEP. Per the Individuals with Disabilities Education Act (IDEA), it is an IEP team decision whether or not the AT travels home with the student.

The school staff will ensure that the available assistive technology is integrated into all appropriate curricular activities.

When equipment is not in working order, the school staff will contact _____ (*provide Name / Email / Phone; ex. the school system assistive technology specialist*) to obtain directions as to how they should proceed in getting the device repaired. Repairs will be completed in a timely manner and alternative solutions will be provided to the student while repairs are being made.

The AT intervention program will be modified as needed based on student needs and curriculum.

The student's IEP team may request assistance from _____ (*provide Name / Email / Phone; ex. the school system assistive technology specialist*) when needed. The following types of assistance are available:

- Device Customization
- Device Maintenance and Repair
- Device Loan Program
- Device Training and Support

Once completed, the implementation plan form will be kept _____ (*name location for hardcopy / digital file; ex. in the student's cumulative file*).

Signed Into Effect on _____ (*insert date*)
by _____ (*Administrator's signature who approved guidelines/procedures*).

From *Education Tech Points: A Framework for Assistive Technology*
Chapter - Pulling it All Together. Georgia Model Operating Guidelines (GPAT)
Local School System Assistive Technology Guidelines and Procedures, pages 16 and 17
Pre-made forms are available through the Education Tech Points:
A Framework for Assistive Technology CD.