

“Look fors” when visiting Assistive Technology Teams

It is helpful to provide space between the questions to allow room for taking notes.

1. AT team

- Do you have a team?
- Who is on the team?
- What are the roles and responsibilities of your team (function)?
- How often do you meet?
- Do you have a mission statement, goals or vision that you can share?
- Do you have a brochure you would be willing to share?
- Does AT have a separate budget within the school division that can be used to purchase AT materials? If not where do funds come from?
- Who coordinates the AT team? Is this a paid position, full time? Does the coordinator have other responsibilities within the school division as well?
- Do you have a job description for the AT coordinator?
- How do you identify replacement team members when members leave?
- How are decisions made regarding new AT purchases?

2. Inventory

- Do you have an AT lab?
- If so, how did you acquire space, furniture and equipment for the lab?
- If so, what do you use the lab for and who provides coverage?
- What inventory system do you use?
- Who is in charge of inventory?
- Where are items stored?
- How do you handle low tech items? Replacement of, check out, storage etc.
- If teachers purchased AT with their funds, or if schools purchased AT for their school, is this part of inventory? Where is it housed?
- What are check out/check in procedures?
- How are teachers informed of what items the school division has in inventory?

3. IEP

- Do all of your IEP teams know about AT?
- How do you make sure that AT is considered at the IEP?
- Do you have a form that you use?
- How is AT written into the IEP?
- How do you track what AT the student has or is using?

4. Professional Development

- Do you have a training schedule for AT related workshops?
- When do you provide training?

- Do you use a needs assessment to identify staff training needs?
- How does your AT team stay informed about current AT developments?

5. Assessment

- Who is on your assessment team?
- How do you handle referrals for an AT evaluation?
- What forms do you have teachers and parents complete and sign prior to an assessment?
- How do you write up the AT assessment? Who receives the completed evaluation? Is it kept in the student's confidential file?
- Do you do follow up data on what AT is being tried and how successful?
- What do you do if you do not have the capacity to complete an AT evaluation? Do you refer to an outside agency?

6. Forms

- Would you be willing to share any of your AT forms with us?