

According to IDEA and the CT guidelines for occupational therapy and physical therapy, students must be eligible for special education to receive a related service. The related service (i.e. occupational and/or physical therapy) must be necessary for the student to benefit from their education.

Assistive technology is any item, piece of equipment or product system that is used to increase, maintain, or improve the functional capabilities of individuals with disabilities. Under IDEA assistive technology can be used in the educational setting to provide a variety of accommodations, support, or adaptations for students with disabilities.

REFERRAL FOR EVALUATION/ASSESSMENT:

- *Classroom/special education teacher* will complete the appropriate OT and/or PT Assessment Criteria Sheets or AT Screener to determine areas of concern, include classroom samples if OT is indicated.
- *Administrator or Designee* will schedule a PPT/504 Meeting to recommend testing and obtain parental/guardian permission for testing.
- After the meeting, the *Administrator or Designee* should complete the following information to the District and/or School's Special Education Director/Supervisor with a copy of the following:
 - **ACES Clinical Services Referral Form** indicating "***Evaluation/Assessment***" with requested services checked (OT/PT/AT)
 - **Signed Notice and Consent to Conduct an Initial Evaluation/Reevaluation** with OT/PT/AT indicated and signed by parent/guardian
 - **Authorization for Exchange of Information** completed with at least Physician indicated and signed by parent/guardian
 - OT/PT Criteria Sheets or AT Screener (if applicable)
 - Classroom samples (if an OT evaluation is indicated, if available)
- *District and/or School's Special Education Director/Supervisor* will authorize referral by signing and dating the ACES Clinical Services Referral Form and forwarding the above mentioned to the Clinical Services Office using one of the following methods:
 - Mail: ACES-Clinical Services, SDA Building, 205 Skiff Street, Hamden, CT 06517
 - Email: ETSSECR@aces.org (Clinical Services office staff only)
- *Clinical Services staff* will schedule and complete assessment(s) and will contact the PPT chair/504 Coordinator to schedule a meeting. (Assessment and draft IEP, if appropriate, are submitted and reviewed at the meeting; a meeting must be convened to review assessment even if no service is recommended.)

REFERRAL FOR SERVICES AS INDICATED IN THE CURRENT IEP (Students transferring into the school district with a current/active IEP OR only indirect/consultation is recommended):

- If a student enters the school with an active IEP/504 Plan for the current academic year and direct and/or indirect OT, PT, and/or AT services are indicated, the *Administrator or Designee* should immediately forward the following to the to the District and/or School's Special Education Director/Supervisor:
 - **ACES Clinical Services Referral Form** indicating "***Services to Continue as Indicated***" with OT/PT/AT indicated and service frequency noted
 - **Authorization for Exchange of Information** completed with at least Physician indicated and signed by parent/guardian
 - IEP/504 Plan, ONLY if IEP is NOT located in CT-SEDS or is from outside the state with OT/PT/AT services indicated in Related Services, Indirect Services, and/or Team Recommendations
- *District and/or School's Special Education Director/Supervisor* will authorize referral by signing and dating the ACES Clinical Services Referral Form and forwarding the above mentioned to the Clinical Services Office using one of the following methods:
 - Mail: ACES-Clinical Services, SDA Building, 205 Skiff Street, Hamden, CT 06517
 - Email: ETSSECR@aces.org (Clinical Services office staff only)
- *Clinical Services staff* will begin services upon receipt of the referral.