



TechACCESS Referral Process 2022-2023

TechACCESS provides services that include individual assessments/evaluations, consultations and device trainings. Formal assessments and trainings are provided in the areas of Assistive Technology and Augmentative Communication services. Services can be provided in the classroom/school setting or here at our center.

When making a referral to TechACCESS for an Assistive Technology Evaluation, the following information is needed in order to begin the process. Students **cannot** be scheduled without this information:

- **Authorization to Provide Services which specifies what type of AT service is being requested**
Signed by Administrator with fiscal responsibility. It is important that the payment source is identified before the referral is made.
- **TechACCESS Referral for Assistive Technology Form**
- **Current IEP and any current relevant evaluations** (educational, therapeutic, neuropsychological, vision, vocational, etc.)
- **Consent to Evaluate and Release of Information forms**
Signed by parent/guardian
- **Contact person who can act as a liaison between us, student and family**

It is important that all members of the team are included in the evaluation process regardless of how services are delivered.

Since many of our clients may use Assistive Technology in a variety of classes and settings, it is important to note which goals are to be addressed within the evaluation.

If a training is requested on equipment that TechACCESS has not recommended, we will require an "Initial Assessment." This assessment will include a consultation with the client to review their needs and the equipment. If the clinician agrees with the recommendations and feels training is warranted/appropriate, the services can be provided by TechACCESS. If the clinician disagrees, a letter can be provided as to why.

TechACCESS cannot set up equipment (unless we have recommended it) as we cannot be responsible for matching specifications, etc. We suggest that when vendors are contacted to provide quotes for equipment, a request for set up and installation is included.

Please email or mail information to:

TechACCESS

ATTN: Jennifer Martinous

161 Comstock Parkway 02921

or Fax: (401)463-3433

If you have any additional questions, please contact: Jennifer at (401)463-0202 or jenm@techaccess-ri.org.