



ASSISTIVE TECHNOLOGY TIP SHEET September 2016

Assistive Technology Device: The Individuals with Disabilities Education Act (IDEA) Part C defines **Assistive Technology Device** as any item, piece of equipment, or product system, whether obtained commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve the functional capabilities of an infant or toddler with a disability.

To document Assistive Technology (AT) on Bridges, the BabyNet Primary Service Coordinator will:

1. Conduct an IFSP Change Review meeting to complete Assistive Technology Assessment, BN020-A, and summarize results on the Communication Log. Select Administrative Record Review.
2. When the need for AT is confirmed by the AT Assessment, add the AT Service to the **Planned Services** Screen.
 - a) Enter the Outcome #'s that the AT will address.
 - b) Enter the Start Date as the date of the IFSP when the AT was added to the plan.
 - c) Enter End Date, (6 months from Start Date).
 - d) Check Accept Service.
 - e) For Permit Insurance and Permit Medicaid, if the payor source is Part C, no check is required. If the payor source is insurance or Medicaid, and the parent has given consent, check the appropriate box.
 - f) Under Service Name, select Assistive Technology Device*2.
 - g) Select the AT provider and provider name associated with the agency. When the provider is an internet provider, select BabyNet State Office, (BNSO).
 - h) Select Provide Resources as the Method of Delivery.
 - i) Select Individual as the Intensity option.
 - j) Select Home as the Setting option.
 - k) Enter 1 and Semi-annually as the Frequency option.
 - l) Enter 1 HR as Length option.
 - m) Select the appropriate Payer Source.
 - n) Justification related to Non-Natural Environment is not required.
 - o) Document in Note Section, the name of the AT Device and the provider rate. When the provider is an internet provider, enter the company name where the item will be obtained.
 - p) Save all documentation.
 - q) Finalize IFSP.
3. Once notified by BabyNet State Office Representative that the item is ordered, ensure that the Provider delivers the item to the child.
4. When the item is received by the child, notify BabyNet State Office Representative of delivery and document in Communication Log.