

Maryland State Department of Education  
**Division of Rehabilitation Services**  
**Assistive Technology Provider Service Report Requirements**

**Time frame for reporting.** Within 14 days of a completed assessment or setup/training service, the service provider will forward to the DORS counselor a typed report. Invoices for services will not be processed for payment unless the related report including required content has been received by DORS.

**Contents of reports.** All reports shall include the following:

- Date of Report
- Consumer Name
- Social Security Number
- Date of Birth
- DORS counselor
- Service provided/referral question(s)
- Provider name, phone, email
- Provider organization
- Provider signature

**AT Assessment Reports** shall also include:

- **History**, including education, work history, consumer's view of the reason for referral, disability, any previous use of AT.
- **Individual participation.** Content must reflect that the individual participated in the initial interview, understands the purpose of the assessment and has reviewed and discussed recommendations related to goals.
- **Assessment environment**
  - Date(s) of assessment
  - Location of assessment
  - Tools, equipment, assessments used to evaluate needs (include a variety of tools from different manufactures in actual or simulated work/home environments)
- **Functional Limitations**
  - Evaluator observations
  - Concerns or special issues
- **Outcome/Results**
  - Summary of findings
  - Recommendations
  - Training needs
- **Equipment/Software Recommendations – see below**

**Equipment/Software Recommendations.** If equipment is recommended for purchase:

- All products must be sufficiently specified:
  - Generic product specifications are required for computers and "mainstream" peripherals.

- All other equipment recommendations, including software, must explicitly cite the exact product name (including model and version number, if applicable) and contact information for the manufacturer.
- Cost estimate must be included.
- Vendors should be recommended if dealers for the prescribed equipment are limited.
- The AT service provider must provide a written estimate of the cost of setup and installation of all equipment
- The service provider must provide a written plan and estimate of the cost of providing training to the consumer with the prescribed equipment.

**Setup and Training Services Reports.** In addition to "contents of reports" listed above, reports shall succinctly address:

- Purpose or objective of the service
- Location of the service and list of participants
- For training, description of the curriculum objectives and measured outcomes
- Results achieved and concerns identified in the provision of the service.

**Assessment of AT Reports.** In determining the usefulness of AT Reports, DORS staff will be looking for the following:

- Report received within 14 days of services
- All content areas addressed
- Referral questions were addressed
- Data and outcomes support the recommendations
- Information is clearly understandable
- Detailed recommendations are given including specific ordering information if applicable.