

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.