

PROCEDURES FOR ORDERING EQUIPMENT FOR STUDENTS WITH ORTHOPEDIC IMPAIRMENT

All low incidence orders for students with orthopedic impairments attending general education sites are processed through the District's Occupational Therapy and Physical Therapy Office. The procedure for ordering material and/or equipment for students with orthopedic impairments is outlined below:

1. Assessment Process

The student is identified as having a need for equipment through an assessment (formal or informal, as appropriate) and the results of that assessment indicate the student will require adaptive equipment in order to access his/her educational environment. At the IEP meeting the assessed need for specialized material and equipment is documented in the present level of performance, and in FAPE Part 1 under Low Incidence Support and Low Incidence Equipment.

2. IEP documentation

The following IEP pages must accompany all orders submitted for processing:

- *Page 1:* Student information
- *Page 3:* Must document need for specific type of equipment (i.e. pencil grip, trackball, adapted seating system, adapted scissors, etc.) making sure to use generic descriptors and NOT specific product (brand) names in present levels of performance
- *Page 4:* Determination of special education Low Incidence eligibility
- *Page 5:* Goals to be formulated related to item(s) needs, if appropriate
- *FAPE Part I:* Indicate that student qualifies for LI funding, and document materials and equipment. Indicate specific accommodations including any specialized equipment
- *FAPE Part II:* If student is served through itinerant program indicate in Services.
- *Page 10:* Parent must sign IEP, agreeing to at least therapy services/need for equipment

3. Procurement of Equipment for Students at General Education Sites

Before ordering equipment, therapists should do the following:

- A trial should be conducted by the site-based OT or PT to ensure correct size and type of equipment;
- After identifying the appropriate seating or positioning equipment, including treatment tables and adapted equipment for hygiene, the site-based OT or PT can then procure the equipment either by transferring the equipment from one site to another or by ordering a new piece of equipment;
- All efforts should be made to use preexisting equipment rather than ordering new equipment. Parts and accessories are available at the Inventory bin sites.

4. Transferring Equipment

- If transferring from an active school to the receiving school (please see Transportation Section on p.5 of this document), the therapist responsible for the equipment taken from that school should complete the *Outgoing Equipment Transfer Form* (Attachment I) and email it to their school or special education administrator. This is to ensure that they are aware that equipment is being taken off campus. The therapist responsible for procuring the equipment for their site (receiving school) should complete the *Incoming Equipment Transfer Form* (Attachment J) and email it to the school or special education administrator.
- If transferring from an Inventory bin to the receiving school (please see Transportation Section on p.5 of this document), please complete the *Incoming Equipment Transfer Form* (Attachment J). If there is no LI number, please contact Related Services at Beaudry for a number. This form should be emailed to the administrator/Special Education personnel at the receiving school.
- Send these documents to Related Services at Beaudry: The *Incoming Equipment Transfer Form* (Attachment I), the *Request for Low Incidence Equipment or Materials* and *Request for New Low Incidence Expenditure* (Attachments D and E), and appropriate IEP pages (see information in #2 *IEP Documentation* above) should be sent to Related Services at Beaudry in order to justify the need for that specific student. A copy of their assessment for review by the LI therapist should be attached if the IEP is unclear.
- If there is no available equipment within the District Inventory, the school therapist will:
 - Use the *Request for Low Incidence Equipment or Materials* and *Request for New Low Incidence Expenditure* forms (Attachments D and E) to order new equipment, attaching the same IEP pages as listed above. In addition, they will submit a photocopy of the equipment, a blank order form from vendor, and current quote from a vendor. Send this information via school mail to the therapist responsible for reviewing LI orders for review (LI therapist).
 - The LI therapist will review the order request and forward to Related Services Administrative Coordinator for processing or return to therapist if revisions are necessary.
 - Check on an ongoing basis to see if equipment has arrived at school site.

5. Procurement of equipment for students at special education sites (Except Marlton and Blend)

If the LI equipment is for a student at a special education site, the paperwork must be submitted to the school administrator or designee for signature. It must then be submitted to the LI therapist for review and processing or returned to school if revisions are necessary.

6. When students transfer out of LAUSD but remain in the state of California, specialized equipment that has been purchased for that student's exclusive use through LI funds the equipment must follow the student to the new school. It is the new district's responsibility to transport and maintain the equipment. If the equipment is shared by more than one student, the equipment does not go with the student to the new district. It is the new district's responsibility to order appropriate equipment for the student.
7. Delivery of Equipment (General Education Campus):
- Once equipment is received at the school site indicated on the *Request for LI Equipment or Materials* form (Attachment D), the provider receiving the equipment is to immediately contact Related Services at 213-241-6200 to note delivery and obtain an LI identification number.
 - Label the equipment with LI identification number.
 - Submit all invoices/paperwork related to the equipment to: Beaudry Building, 18th Floor, Related Services, Attn: LI
 - If there are any questions, providers are to call their senior or coordinating therapist.

Delivery of Equipment (Special Education Campus):

- Once equipment is received at the special education site, school personnel are to sign and date the packing slip and FAX it immediately to the low incidence clerk at 213-241-8436.
- Inventory numbers are not assigned centrally for LI equipment at special education sites (with the exception of Frances Blend School). It is each school site's responsibility to maintain its own LI equipment inventory as part of its annual equipment inventory (see Low Incidence Equipment Inventory section on page 6 of this document) and to assign and label all equipment with an LI inventory control number as soon as it arrives on campus.
- Schools and programs will receive a yellow copy of the P.O. and a copy of the order after it has been processed in IFS.
- Please provide Related Services with a contact name if there are questions regarding an order if it has been determined that the contact will be someone other than the administrator of the school or program.