

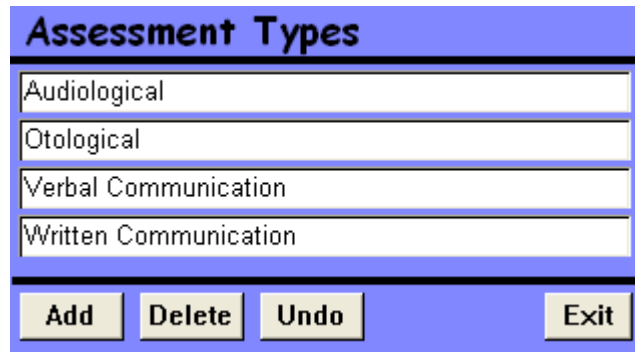
AT Tracker Quick Reference Guide

*To add information on any form, you must first click on the [ADD] button. To edit information on any form, you must first click on the [EDIT] button and then [SAVE] your changes.

Administration > System Settings

You can track information by individual year for several agencies. Click [EDIT] to change agencies and then [SAVE], then all information displayed on all other forms will be for that particular agency and year.

File Maintenance > Setting up some basic information first might help speed up data entry, however this information can be changed or added to as needed.



Assessment Types	
Audiological	
Otological	
Verbal Communication	
Written Communication	

Add **Delete** **Undo** **Exit**

1. *Assessment Types* – this form is used to list the types of assessments that you would be conducting, such as a Verbal or Written



Assistive Technology Team		
Name	Conducts Assessments	Provides Tech Support
Jana Altizer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Janelle Rogers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Michelle Hardy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Rashida Weaver	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Add **Delete** **Undo** **Exit**

2. *AT Team* – this form is used to list your staff that would be conducting assessments or providing support or both

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The screenshot shows a form titled "Equipment Categories" with a blue header. Below the header are three text input fields containing "Communication Device", "CPU", and "Desktop". At the bottom of the form are four buttons: "Add", "Delete", "Undo", and "Exit".

3. *Equipment Categories* – this form is used to list generic equipment categories that will aid you in sorting through your equipment inventory

The screenshot shows a form titled "Exceptionalities" with a blue header. Below the header is a table with two columns: "Code" and "Description". The table contains five rows of data. At the bottom of the form are four buttons: "Add", "Delete", "Undo", and "Exit".

Code	Description
AU	Autism
DD	Developmental Delay
GT	Gifted and Talented
HI	Hearing impaired
OI	Orthopedically impaired

4. *Exceptionalities* – this form is used to list the types of exceptionalities or disabilities that you will most likely encounter

The screenshot shows a form titled "Equipment Funding Sources" with a blue header. Below the header is a section labeled "Name" with three text input fields containing "Medicaid", "Private Insurance", and "School System". At the bottom of the form are four buttons: "Add", "Delete", "Undo", and "Exit".

5. *Funding Source* – this form is used to list the various funding sources used in purchasing your equipment

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Site Type Codes	
Code	Description
E	Elementary
H	High School
M	Middle School

Add
Delete
Undo
Exit

6. *Site Types* – this form is used to list the types of locations that your team would be visiting, such as Elementary or High school

Sites Serviced					HISD Audiology
Add Edit Save Undo Delete Exit					
Site ID	Site Name	Agency ID			
001	Austin High School	39 ▾			
Contact (Principal, Director, Manager, etc.)		Phone Number	Fax Number	Type	
Susan Jenkins		(225) 355-7936	(225) 356-7806	H ▾	
Address Line 1			Line 2		
2525 Wyandotte Street			PO Box 25		
City	State	Zip Code	Country		
Houston	TX	70805-0025	USA		

7. *Sites Serviced* – this form is used to gather information about each site, such as address, contact person, and phone

Equipment ID	Serial Number	Model Number	Agency ID
00017162 R	00017162	571 T	39 ▾
Purchase Date	Purchase Cost	Equipment Category	Manufacturer
	\$0.00	SolarisTransmitter ▾	
Equipment Vendor	Funding Source		Other
Description		Comments	
CH 30			

This Equipment is Checked Out To: Mathew Martinez (39)

8. *Equipment Inventory* – this form is used to gather information about each piece of equipment purchased, such as funding source, cost, and serial number

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9056201 - Dell 15 inch Monitor						
	Check-Out Date	Check-In Date	Due Date	Personal ID	Name	Site ID
▶	10/1/2004		5/30/2005	46	Moore, Michelle	001
	12/1/2003	9/30/2043		39	Martinez, Mathew	001

Check Out
Check In
Usage Report
Delete

- This form has a *Usage History* section that acts as a quick reference for when a piece of equipment was checked out and when it is due back. You can check equipment out and back in from this section by simply clicking on the corresponding button.

413326 T - CH B1			
Sent In	Rec'd Back	Maintenance/Repair Description	Phone Number
		Maintainence/Repair Facility	Contact Person
▶	11/3/2003	Won't boot/Replaced Hard Drive	Dell (225) 235-9432
	11/30/2003		Mr. Dell

Add
Undo
Delete
Report

- There is also a *Maintenance History* section that details any maintenance performed on the equipment

Search by Number
Search by Name

Personal ID Number 46	First Name Michelle	Last Name Moore	<input type="checkbox"/> Referral <input type="checkbox"/> Assessment <input type="checkbox"/> Support <input checked="" type="radio"/> New <input checked="" type="radio"/> Existing Open Form
Birth Date 9/12/1988	Age 15	Gender F	Exceptionalities HI OHI DD
Evaluation Date (enter date and/or comment) 09/30/03		Re-Eval Date 9/30/2006	Re-Eval Note
Site ID 001	Austin High School		Contact Angela Thomas SLP
Room No. 5	AT Service Provider Michelle Hardy	Parent's Name(s) Mike and Melissa Moore	
Home Phone (225) 652-2358	Work Phone (256) 247-8623	Address 1234 West Smith Street	City Houston
State TX	Zip Code 21574-2465	Country USA	Agency ID 39
Comment This student is beginning to use sign language in addition to other communication devices.			

Print Personal Info

- Personal Information* – this form is used to gather information about each student, such as Date of Birth, Social Security Number, and parental contact information.

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The Personal Information form also has check boxes on it that can take you directly to a new or existing Referral, Assessment, or Support form for the student. This form has a nice search tool on it to quickly find a student by name or social security number (as does the Referral, Assessment, and Support forms).

To check out equipment, click the Assign Equipment button.
To unassign equipment, uncheck it below.

Equipment Currently in Use		
Equipment ID	Description	Checked Out
9302221 T	CH 39	<input type="checkbox"/>
9304118 R	CH 39	<input checked="" type="checkbox"/>

Equipment Usage History					
Equipment ID	Description	Check Out Date	Check In Date	Site Name	Contact
9304118 R	CH 39	8/21/2003	9/3/2003	Martinez, RC EI	Pat Har
9304118 R	CH 39	9/8/2003	9/8/2003	Martinez, RC EI	Pat Har

- This form has an *Assigned Equipment* section that allows you to quickly check equipment out or back in for a student. Simply click on the [Assign Equip] button and fill out the required information on the pop-up form. If the equipment that you want to assign is not listed, it has either already been checked out or it has not been entered in the system yet. You can easily add the equipment to the inventory by clicking on the [Add New Equip] button. After adding the equipment, you will need to go back and select it out of the drop down list and then click on the [Check Out] button. You should then see it automatically appear in the “Equipment Currently in Use” section. To check a piece of equipment back in, simply click on the check box under “Checked Out” and that piece of equipment will automatically appear under the “Equipment Usage History” section.

Nereyda Alamillo

Related Document Links

- This form also has a section where you can attach documents to a particular student’s record. Under the *Related Document Links* click on [Insert Link] and you will be able to browse your system for your document and attach it to the record.

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Personal ID Number 46		Michelle Moore		Personal Information		<input type="checkbox"/> Assessment <input type="checkbox"/> Support <input checked="" type="radio"/> New <input checked="" type="radio"/> Existing		Open Form					
Referral Number 1	Referral Rec'd 9/30/2003	Referral Completed By Michelle Hardy			Site ID 001								
Referred By Susan Jenkins		Relationship to Michelle Moore Speech Therapist			Phone Number (225) 325-6871		Year 2002						
Assessment Needed <input checked="" type="checkbox"/>	Assessment Type Needed Written Communication		Tech Support Needed <input checked="" type="checkbox"/>		Evaluation Contact Lisa Jackson		Phone Number (225) 355-7936						
Referral Notes													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date</th> <th>Note</th> </tr> </thead> <tbody> <tr> <td>10/15/2003</td> <td>Observation was completed and Assessment has been scheduled for 10/31/03.</td> </tr> </tbody> </table>										Date	Note	10/15/2003	Observation was completed and Assessment has been scheduled for 10/31/03.
Date	Note												
10/15/2003	Observation was completed and Assessment has been scheduled for 10/31/03.												
Delete Note													

10. *Referrals* – this form is used to document the receipt of a referral and whether or not an assessment is required.

Personal ID Number 46		Michelle Moore		Year 2002	Referral Number 1	Personal Information		View Referral					
Assessment Number 1	AT Team Member(s) Michelle Hardy		Assessment Date 10/31/2003	Observation Date 10/15/2003	Site ID 001								
Permission Rec'd 10/20/2003	AT Decision Rec'd <input checked="" type="checkbox"/>		Training Needed <input checked="" type="checkbox"/>		Persons to be Trained Parents, Teacher, and Speech Therapist			Date Report Sent to Eval Contact 11/5/2003					
Assessment Recommendations and Notes													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date</th> <th>Recommendation</th> </tr> </thead> <tbody> <tr> <td>11/2/2003</td> <td>Michelle should have access to a computer both at home and in the classroom.</td> </tr> </tbody> </table>										Date	Recommendation	11/2/2003	Michelle should have access to a computer both at home and in the classroom.
Date	Recommendation												
11/2/2003	Michelle should have access to a computer both at home and in the classroom.												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Note</th> </tr> </thead> <tbody> <tr> <td>It would be ideal if Michelle could have a laptop that she would be responsible to carry with her between home and school.</td> </tr> </tbody> </table>										Note	It would be ideal if Michelle could have a laptop that she would be responsible to carry with her between home and school.		
Note													
It would be ideal if Michelle could have a laptop that she would be responsible to carry with her between home and school.													
Delete													

11. *Assessments* – this form is used to document the results of an assessment

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Personal ID Number 46	Michelle Moore	Year 2002	Tech Support No. 1	Personal Information	View Referral
Site ID 001	Referral Number 1	Training Required? <input checked="" type="checkbox"/>	Persons to be Trained Parents, Teacher, and Speech Therapist		
Support/Training Visit Notes					
Date	AT Team Member	Support Type	TS Note		
11/15/2003	Michelle Hardy	Training	Parents did not show up for training. Training was provided to both the Teacher and the Speech Therapist on various software		
Delete Note					
Record: 1 of 1					

12. *Training/Support* – this form is used to document the request for assistance as well as the associated resolution
- This form has an *Assigned Equipment* section used to quickly review any equipment assigned to a student or to check equipment out or back in for a student as a result of the support visit
 - This form also has a *Related Document Links* section similar to the one on the Personal Information form.

Search All Data	Your Agency Name Here Year - 2002										
<table style="width: 100%;"> <tr> <td style="width: 40%;">Select Assessment</td> <td style="width: 20%; text-align: center;">Personal Information</td> <td style="width: 40%;">This form is View Only. Data cannot be modified.</td> </tr> <tr> <td> <table style="width: 100%;"> <tr> <td style="width: 50%;">By Number</td> <td style="width: 50%;">By Name</td> </tr> <tr> <td>987654321</td> <td>Person, Sample</td> </tr> </table> </td> <td></td> <td></td> </tr> </table>	Select Assessment	Personal Information	This form is View Only. Data cannot be modified.	<table style="width: 100%;"> <tr> <td style="width: 50%;">By Number</td> <td style="width: 50%;">By Name</td> </tr> <tr> <td>987654321</td> <td>Person, Sample</td> </tr> </table>	By Number	By Name	987654321	Person, Sample			
Select Assessment	Personal Information	This form is View Only. Data cannot be modified.									
<table style="width: 100%;"> <tr> <td style="width: 50%;">By Number</td> <td style="width: 50%;">By Name</td> </tr> <tr> <td>987654321</td> <td>Person, Sample</td> </tr> </table>	By Number	By Name	987654321	Person, Sample							
By Number	By Name										
987654321	Person, Sample										
Referrals											
Referral #	Date	Referred By	Phone #	Relationship							
1	2/3/02	name of person	2258374543	teacher, parent, etc.							
2	3/12/03	referred by									
Assessments											
Referral #	Assessment #	Date	AT Team Member	AT OK	Training Needed	Persons to be					
1	1	10/31/02	Jane Doe	Yes	Yes	persons to be					
2	1		Jane Doe	No	No						
2	2			No	No						
Support/Training											
TS Number	Referral #	Training Required	Persons to be Trained								
1	1	Yes	Names of person(s) to be trained								
Exit											

AT Tracker has nice search tools under the **Search/View Data** section of the Main Menu. The *Search All Data* form can be used to pull up all Referrals, Assessments, and Support provided as well as any equipment checked out for a particular student, either by name or social security number. The *Referral*, *Assessment*, and *Tech Support Search* forms are similar to the *Search All Data* form where it would be specific to the student selected, however it would only display

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information according to the associated form selected. The *Equipment Search* form lists all equipment (either in use or available) by category, student, or site.

The screenshot shows a software interface with a blue background. On the left, under the heading "Select Report", there is a list of report types with checkboxes. "Assessment Report" is checked. Other options include "Assessments - AT Team Member Not Assigned", "Assessments - AT Decision Pending", "Assessments - Training Required", "Referrals - With Assessment Pending", "Tech Support/ Training Report", "Summary Report" (with radio buttons for "Assessment" and "Support"), "Re-Evaluations Due", "Equipment Inventory Report", "Equipment - In Use", "Equipment - Available", "Equipment Maintenance/Repair History", and "Equipment Usage History". On the right, under "Select Filter", there are several dropdown menus: "Personal ID #:", "Site:", "Site Type:", "AT Team Member:", "Equipment ID:", "Equipment Category:", and "Date Range:" (with two input boxes and a "to" label). Below the filters is a "Select Equipment Report Sort" section with radio buttons for "by Equipment" and "by Person". To the right of this is a "Note Pad" icon and the text "Note Pad - enter, save, and print notes". At the bottom are two buttons: "Preview Report" and "Exit".

Under **System Settings** on the Main Menu you will find a handy tool for reports, which offers several different types of reports with several filtering options. Also, under System Settings you will find:

1. *Archive Data* – is used to select specific students to be removed from your active database and saved to a different file (C:\Program Files\ATTSv2.3\Archive\TrackerArchive.mdb). You can use the *Import* function to bring the records back into the database if necessary.
2. *Import Data* – is used to bring back archived records or add new records to the database from another copy of AT Tracker.
3. *Link Data* – is used to redirect your information to a network drive

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Special Note:

A new installation process has been developed for Assistive Technology Tracker Plus (ATTP). The installation process will check your computer to see if you have Microsoft Access Runtime 2000. If Runtime 2000 is not present on your computer it will be installed. Runtime 2000 is needed to operate ATTP. The only time that Runtime 2000 will be used is when you open ATTP. This will not interfere with the Microsoft Access Runtime for Access 2002 or 2003 already installed on your computer.

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