



<p><b>Title:</b> Center for Deaf and Hard of Hearing Education Assessment Team Technical Assistance Procedures</p>	<p><b>Policy #:</b> IDOH-WCF-Center-Assessment-Technical Assistance</p>
<p><b>Scope:</b></p> <p><input type="checkbox"/> All Staff</p> <p><input checked="" type="checkbox"/> Limited Staff:</p> <p style="padding-left: 40px;">Center for Deaf and Hard of Hearing Education</p>	<p><b>Approvals:</b></p> <p style="text-align: center;"><i>Lindsay M. Weaver</i></p> <hr style="width: 20%; margin: auto;"/> <p style="text-align: center;">Lindsay M. Weaver, MD, FACEP</p>
<p><b>Effective dates:</b> 01-Jul-25 to 30-Jun-26</p>	<p style="text-align: center;">June 30, 2025</p> <hr style="width: 20%; margin: auto;"/> <p style="text-align: center;">Date</p>

## Purpose

To ensure technical assistance from the Center’s Assessment team members are provided systematically and educational evaluations align with IC 20-35-11 as well as IAC Article 7 as a means to promote positive outcomes for deaf and hard of hearing children in Indiana.

## Definitions

**Technical Assistance:** targeted support in the form of consultation, observation, case conference participation, or educational evaluation

**Educational Evaluation:** (IC 20-35-11-2.2) procedures used to provide information about a student’s disability or suspected disability for the case conference committee to determine the following:

- (1) Whether a student is eligible for special education and related services
- (2) If eligible, the nature and extent of the special education and related services that the child needs

**Assessment Navigator:** liaison between families and evaluators, ensuring smooth communication, access to resources, and a structured assessment process



## Policy Statement

Technical Assistance by the Center for Deaf and Hard of Hearing Education assessment team members as subject matter experts is available upon request. Technical Assistance supports the timely and appropriate services and supports for deaf and hard of hearing children. The type of technical assistance is based on the needs of the deaf and hard of hearing child(ren), the knowledge and experience of professionals responsible for their educational needs, and capacity of the Center.

## Procedures and Responsibilities

Initial referral processing originates upon receipt of referral documentation through the REDCap referral form. This processing involves including electronic/written confirmation of referral receipt with referral source and family, creation of child file, and gathering of additional records.

File review is completed by assessment team members upon receipt of complete referral documentation and necessary records to determine technical assistance recommendation. Review and planning of technical assistance includes the local educational agency responsible for the child's education with parental consent.

Upon completion of the file review process, communication by Center staff via written or electronic avenues with family and referral source, local educational agency responsible for the child's education and school attending with parental consent is initiated to share plan and commence scheduling.

Information and services provided include sharing of existing resources and referral to other entities as appropriate to that child's and family's needs. Resources and referrals are provided via electronic and/or written communication.

For educational evaluations, evaluation areas are determined based on reason for referral and file review.

An assessment team member is assigned as facilitator, to serve as liaison for referral source, family, local educational agency, school attending, and other providers. An assessment navigator is available during an educational evaluation process involving the Center.

Written educational evaluation reports are provided as record of information from the file review; the evaluation results and recommendations related to educational services and supports. Assessment areas and professionals involved are clearly documented within each



evaluation report. Reports are provided at least one week prior to a case conference to the family and local educational agency and any other entity requested in writing by the parent.

## Legal Authorities and References

IC 20-35-11-4(2) Provide family support from birth through twenty-one (21) years of age by any of the following:

- (A) Connecting families to existing public and private resources for information and services, which may include any of the following:
  - i. First Steps agencies
  - ii. Deaf mentors
  - iii. Interpreting agencies
  - iv. Hearing health care professionals
  - v. Educational professionals

IC 20-35-11-4(3) Develop and ensure comprehensive educational evaluations that:

- (A) Consider the full continuum of communication options;
- (B) Make available the following professionals licensed under the IC 25-35.6-3
  - i. A speech-language pathologist licensed under IC 25-35.6-3.
  - ii. A school psychologist licensed under the department.
  - iii. An occupational therapist licensed under IC 25-23.5.
  - iv. A physical therapist licensed under IC 25-27.
  - v. A certified listening and spoken language specialist.
  - vi. An American Sign Language specialist, as defined by the National Association of State Directors of Special Education.
  - vii. An audiologist licensed under IC 25-35.6-3.
  - viii. A deaf educator licensed under IC 20-28-5.

## Forms

[Request for Technical Assistance from Center's Multidisciplinary Team](#)