



ORDERING PROCEDURES FOR VISUAL IMPAIRMENT PROGRAM

All low incidence orders for the visually impaired, including VI Resource Room, VI Low Incidence Learning Centers, and VI Special Day Programs are handled through the District's Visually Impaired (VI) Program. The procedure for ordering low incidence materials and equipment for visually impaired students is outlined below.

1. Assessment Process

Documentation is received from ophthalmologist or optometrist that an impairment in vision exists at the level of disability. Following receipt of eye medical information, an assessment of the student's functional vision is conducted by a credentialed Teacher of the Visually Impaired. The assessor documents in the assessment report the need for specialized materials, equipment, and services related to the student's visual impairment.

At the IEP the assessed need for specialized material, equipment and services is documented in the Present Level of Performance (PLP), and in FAPE Part I under Low Incidence Support, Instructional Accommodations and Low Incidence Equipment.

2. IEP Documentation

The following IEP pages must accompany any equipment order submitted for processing:

- *Page 1:* Student information.
- *Page 3:* On PLP, document eye condition and type of vision impairment; need for specific type of VI equipment making sure to use generic descriptors and NOT specific products.
- *Page 4:* Determination of eligibility (VI). Be sure and indicate whether student is blind (BL) or partially sighted (PS).
Goal: If the specialized VI material or equipment is required for academic support
- *FAPE Part I:* Indicate that student qualifies for LI funding under Visual Impairment, and document materials and equipment. Indicate specific accommodations including reading medium, and specific equipment.
- *FAPE Part II:* If student is served through itinerant program indicate in Related Services section the code (02) Blind/partially sighted.
- *Page 10:* Parent signature indicating agreement with at least LI components of the IEP and need for equipment and/or materials.

3. Procedure for Ordering Equipment

To request specialized books or equipment, the VI teacher will email the Specialized Materials and Equipment Coordinator for the VI Program. The coordinator completes an order form and the teacher will receive a reference number for their order. If the order is for equipment, it must be documented through the student's IEP goals and objectives unless it is considered a stock VI item (e.g. magnification device, slant board, specialized software, etc.). A copy of the student's current IEP must accompany the request, along with Attachment D.



A search is made for the books/equipment requested. The search may involve: (a) checking the existing VI database to see if a copy is available in the inventory or if a VI Resource Room has a copy that can be borrowed; or (b) searching CA VI List-Serv for books and materials. This includes searching Instructional Materials Ordering and Distribution System (IMODS), Clearinghouse for Specialized Material and Technology (CSMT), American Printing House Louis Data Base, Recordings for the Blind and Dyslexic (RB&D), and Amazon.

If the equipment must be purchased, a written quote from the vendor is acquired. Once the item is approved by the Low Incidence Coordinator, it is submitted.

4. Receiving and Inventory Procedure for LI Materials and Equipment

Once the materials and equipment are received, they are processed. An identifying number is assigned to the item and the information is entered into the VI inventory system. All materials must be labeled with an identifying number/code.

For individual equipment, whether newly purchased or distributed from the VI existing inventory, teachers, students and their families are given a "Responsibility Contract" (Attachment F). On this form they sign that they agree to maintain the equipment in good working order before equipment is distributed.

5. Shipping and Distribution of LI Materials and Equipment

The materials are shipped and/or delivered through the following methods: (1) items that are shipped are bundled at the Braille Resource Center (BRC) and sent to the teacher at their mailing school; (2) teachers may pick up their material at the Braille Resource Center; or (3) the Orientation and Mobility Instructor (O&M Instructor) may deliver items when they are going to see one of their students at a nearby school. The identifying number/code, VI teacher, student's last name, and date of circulation are entered into the VI inventory system.

6. LI Inventory Requirements

Each school must also keep a Low Incidence Inventory of materials or equipment. At the end of each year, the school is responsible for updating the LI inventory. The inventory must be updated to reflect the current status of the equipment, including newly acquired items, and items removed for servicing. The inventory should be current and available upon request.

When a low incidence piece of equipment or material is no longer needed by the student(s), it is taken off the campus inventory and sent back to the BRC for distribution to another student.

All Questions Regarding Low Incidence Materials/Equipment should be referred to the Specialized Materials and Equipment Coordinator for the VI Program at the Braille Resource Center at (323) 669-4380.