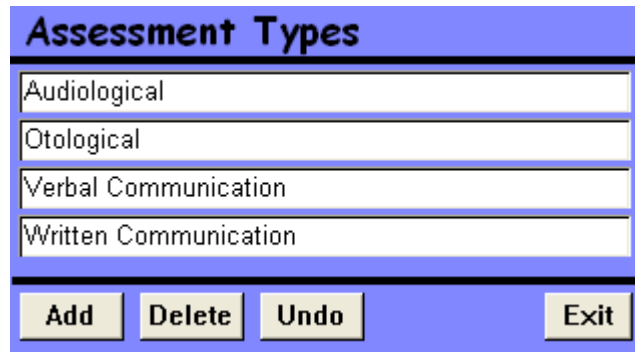# AT Tracker Quick Reference Guide

*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. Assess*ment 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	☑	☑
Janelle Rogers	☑	☑
Michelle Hardy	☑	☑
Rashida Weaver	☑	☑

[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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Equipment Categories

Communication Device
CPU
Desktop

Add | Delete | Undo | Exit

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

Exceptionalities

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

Add | Delete | Undo | Exit

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

Equipment Funding Sources

Name
Medicaid
Private Insurance
School System

Add | Delete | Undo | 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

9056201 - Dell 15 inch Monitor

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

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			Phone Number
	Rec'd Back	Maintenance/Repair Description	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	Moore, Michelle ▼

Personal ID Number	First Name	Last Name
46	Michelle	Moore

☒ Referral ☒ Assessment ☒ Support
○ New ● Existing   Open Form

Birth Date	Age	Gender	Exceptionalities
9/12/1988	15	F ▼	HI ▼ OHI ▼ DD ▼

Print Personal Info

Evaluation Date	(enter date and/or comment)	Re-Eval Date	Re-Eval Note
09/30/03		9 /30/2006	

Site ID		Contact
001 ▼	Austin High School	Angela Thomas SLP

Room No.	AT Service Provider	Parent's Name(s)
5	Michelle Hardy	Mike and Melissa Moore

Home Phone	Work Phone	Address	City	State
(225) 652-2358	(256) 247-8623	1234 West Smith Street	Houston	TX

Zip Code	Country	Comment	Agency ID
21574-2465	USA	This student is beginning to use sign language in addition to other communication devices.	39

9. *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).

- 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.

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

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

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.

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

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

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 form another copy of AT Tracker.
3. *Link Data* – is used to redirect your information to a network drive

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<u>Special Note:</u>

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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