

## 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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Equipment Categories	
Communication Device	
CPU	
Desktop	
<b>Add</b>	<b>Delete</b>
<b>Undo</b>	<b>Exit</b>

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
<b>Add</b>	<b>Delete</b>
<b>Undo</b>	<b>Exit</b>

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	
<b>Add</b>	<b>Delete</b>
<b>Undo</b>	<b>Exit</b>

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

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

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
	<b>Check Out</b>		<b>Check In</b>		<b>Usage Report</b>	<b>Delete</b>

- 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	Maintenance/Repair Description	Maintainence/Repair Facility	Phone Number
► Rec'd Back	11/3/2003	Won't boot/Replaced Hard Drive	(225) 235-9432
	11/30/2003	Dell	Mr. Dell
	<b>Add</b>		<b>Undo</b>
	<b>Delete</b>		<b>Report</b>

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

Search by Number		Search by Name		
Personal ID Number	First Name	Last Name	Referral   Assessment   Support	
46	Michelle	Moore	<input checked="" type="radio"/> New <input type="radio"/> Existing <input type="checkbox"/> Open Form	
Birth Date	Age	Gender	Exceptionalities	
9/12/1988	15	F	HI   OHI   DD	
<b>Print Personal Info</b>				
Evaluation Date   (enter date and/or comment)		Re-Eval Date	Re-Eval Note	
09/30/03		9/30/2006		
Site ID	Austin High School			
001	Contact 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).

The screenshot shows the AT Tracker Personal Information form for student Nereyda Alamillo. At the top, there is a note: "To check out equipment, click the Assign Equipment button. To unassign equipment, uncheck it below." Below this is a section titled "Equipment Currently in Use" with a table:

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

Below this is a section titled "Equipment Usage History" with a table:

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 Hart
9304118 R	CH 39	9/8/2003	9/8/2003	Martinez, RC EI	Pat Hart

- 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.

The screenshot shows the AT Tracker Personal Information form for student Nereyda Alamillo. Under the "Related Document Links" section, there is a table:

ATTackerChange.doc
*

At the bottom of the table are two buttons: "Insert Link" and "Delete Link".

- 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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<b>Personal ID Number</b> 46	Michelle Moore	Personal Information	<input type="checkbox"/> Assessment <input type="checkbox"/> Support <input type="radio"/> New <input type="radio"/> Existing	<input type="button" value="Open Form"/>				
<b>Referral Number</b> 1		<b>Referral Rec'd</b> 9/30/2003	<b>Referral Completed By</b> Michelle Hardy					
<b>Referred By</b> Susan Jenkins		<b>Relationship to Michelle Moore</b> Speech Therapist		<b>Site ID</b> 001				
<b>Assessment Needed</b> <input checked="" type="checkbox"/>		<b>Assessment Type Needed</b> Written Communication	<b>Tech Support Needed</b> <input checked="" type="checkbox"/>	<b>Evaluation Contact</b> Lisa Jackson				
<b>Phone Number</b> (225) 325-6871		<b>Phone Number</b> (225) 355-7936		<b>Year</b> 2002				
<b>Referral Notes</b>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Date</th> <th style="width: 90%;">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.							
<input type="button" value="Delete Note"/>								

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

<b>Personal ID Number</b> 46	Michelle Moore	<b>Year</b> 2002	<b>Referral Number</b> 1	Personal Information	<input type="button" value="View Referral"/>				
<b>Assessment Number</b> 1		<b>AT Team Member(s)</b> Michelle Hardy		<b>Assessment Date</b> 10/31/2003	<b>Observation Date</b> 10/15/2003				
<b>Site ID</b> 001									
<b>Permission Rec'd</b> 10/20/2003		<b>AT Decision Rec'd</b> <input checked="" type="checkbox"/>		<b>Training Needed</b> <input checked="" type="checkbox"/>					
				<b>Persons to be Trained</b> Parents, Teacher, and Speech Therapist					
				<b>Date Report Sent to Eval Contact</b> 11/5/2003					
<b>Assessment Recommendations and Notes</b>									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Date</th> <th style="width: 90%;">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: 10%;">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.									
<input type="button" value="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										
<b>Support/Training Visit Notes</b> <table border="1"> <tr> <th>Date</th> <th>AT Team Member</th> <th>Support Type</th> <th>TS Note</th> </tr> <tr> <td>11/15/2003</td> <td>Michelle Hardy</td> <td>Training</td> <td>Parents did not show up for training. Training was provided to both the Teacher and the Speech Therapist on various software</td> </tr> </table> <p><a href="#">Delete Note</a></p> <p>Record: <a href="#">◀◀</a> <a href="#">◀</a> <a href="#">1</a> <a href="#">▶</a> <a href="#">▶▶</a> <a href="#">* of 1</a></p>						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
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										

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.

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

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.

**Select Report**

**Assessment Report**

**Assessments - AT Team Member Not Assigned**

**Assessments - AT Decision Pending**

**Assessments - Training Required**

**Referrals - With Assessment Pending**

**Tech Support/ Training Report**

**Summary Report**  **Assessment**  **Support**

**Re-Evaluations Due**

**Equipment Inventory Report**

**Equipment - In Use**

**Equipment - Available**

**Equipment Maintenance/Repair History**

**Equipment Usage History**

**Select Filter**

Personal ID #:

Site:

Site Type:

AT Team Member:

Equipment ID:

Equipment Category:

Date Range:  to

**Select Equipment Report Sort**

**by Equipment**

**by Person**

**Note Pad** - enter, save, and print notes

**Preview Report**

**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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## NOTES

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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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Technical Support: Email: [sherry@adaptive-sol.com](mailto:sherry@adaptive-sol.com)