



**PROCEDURES FOR ORDERING EQUIPMENT FOR STUDENTS  
WITH SEVERE ORTHOPEDIC IMPAIRMENTS**

All low incidence orders for students with orthopedic impairments, attending sites within the LAUSD Special Education Local Plan Area (SELPA), are processed through the District's Related Services department within the Division of Special Education. The procedure for ordering material and/or equipment for students with orthopedic impairments is outlined below:

1. Assessment Process

The student is identified as having a need for equipment through an assessment (formal or informal, as appropriate) and the results of that assessment indicate the student will require adaptive equipment in order to access his/her educational environment. At the IEP meeting, the assessed need for specialized material, equipment, and supports is documented in the IEP.

2. IEP Documentation

The following IEP pages must accompany all orders submitted for processing:

- Page 1: Meeting and Student information
- Page 3: Present Levels of Performance: Must document need and rationale for specific type of equipment (i.e. pencil grip, trackball, adapted seating system with supports, adapted scissors, etc.) making sure to use generic descriptors and NOT specific product (brand) names in Present Levels of Performance. Include underlying impairments relating to the need for equipment/supports.
- Page 4: Eligibility: Determination of special education Low Incidence eligibility
- Page 5: Goals: Goals must contain the item(s) identified in areas of need. Changing tables and mechanical lifts/slings do not require a goal; these types of items should be identified in FAPE 1 within Accommodation, Modifications, Supports/Other Supports section.
- FAPE Part I: Eligibility, Placement and Supports: Indicate that student qualifies for LI funding, and document materials and equipment. Indicate need, if any, for changing table and or mechanical lift/sling in Accommodation, Modifications, Supports section.
- Page 10: Consent for Special Education: Parent must sign IEP agreeing to the need for equipment.

3. Procurement of LI Equipment for Eligible Students

Before ordering equipment, therapists should do the following:

- A trial should be conducted by the site-based OT or PT to ensure correct size and type of equipment.



- Check inventory bins for available equipment. All efforts should be made to use preexisting equipment rather than ordering new equipment. Parts and accessories are available at the inventory bin sites.
- After identifying the appropriate seating or positioning equipment, including changing tables and adapted equipment for hygiene, the site-based OT or PT can then procure the equipment either by transferring the equipment from one site to another or by ordering a new piece of equipment.

#### 4. Transferring Equipment

- If transferring LI equipment from one District school/site (originating school/site) to another District school/site (receiving school/site) for student use, the originating school/site therapist should update the centralized document/database. Low Incidence equipment may be transported via LAUSD Truck Operations or other viable means.
- If transferring LI equipment from a District inventory bin to a District school/site for student use, the inventory bin therapist should update the centralized document/database. Equipment should be transported via LAUSD Truck Operations or other viable means.
- If transferring LI equipment from a non-District school/site (e.g. independent charter or other school district within California) to a District site (receiving District school/site or inventory bin), the District school/site therapist should update the centralized document/database. Equipment transportation shall be funded by the non-District originating school/site.
- If transferring LI equipment from a District site (school/site or inventory bin) to a non-District school site (e.g. independent charter or other school District within California), the District site therapist should update the centralized document/database. Equipment transportation shall be funded by the non-District school/site.
- If there is no available equipment within the District inventory bins, the school therapist will:
  - Use the *Request for Low Incidence Equipment or Materials* and *Request for New Low Incidence Expenditure* forms (Attachments D and E) to order new equipment, attaching the same IEP pages as listed above. In addition, they may submit a photo of the equipment or a blank order form from vendor. A current quote from a vendor is required. This documentation should be sent via school mail to the therapist responsible for reviewing LI orders for review (Local District LI therapist).
  - The LI therapist will review the order request and forward to Related Services Administrative Coordinator for processing or return to therapist if revisions are necessary.
  - Check on an ongoing basis to see if equipment has arrived at school site.



5. In accordance with the California Department of Education, when students transfer out of LAUSD to a different school District or an independent charter but remain in the state of California, specialized equipment that has been purchased for that student's exclusive use through LI funds can remain with the current District. If the equipment is shared by more than one student, the equipment does not go with the student to the new District/charter. If the current District determines that the equipment is not needed for other students, equipment can be given to the new District (must be within California boundaries).
6. It is the new/receiving District's/independent charter's responsibility to request and transport and maintain the equipment. It is the new District's/independent charter's responsibility to order any new equipment for the student.
7. Delivery of Equipment:
  - Once newly ordered equipment is received at the school site indicated on the *Request for Low Incidence Equipment or Materials* form (Attachment D), the provider receiving the equipment is to immediately contact the Related Services LI Order support staff via email or fax to note delivery and obtain an LI identification number.
  - Label the equipment with the assigned LI identification number with black permanent marker.
  - Submit all invoices/paperwork related to the equipment to: Beaudry Building, 17<sup>th</sup> Floor, Related Services, Attn: LI Order Support
  - If there are any questions, providers are to contact their Senior Therapist or Specialist.