

Collaboration Procedures for Coalition Liaisons

Effective July 1, 2026

1. To initiate a request for collaboration, the Coalition Liaison must complete and submit the following materials to the Assistive Technology Coalition Center. **It is essential that the AT Coalition Center receives these materials at least 10 school days prior to the scheduled collaboration.**

Required materials for Infinitec Coalition Services:

- Request for Infinitec Coalition Services
- Student Background Information form
- Student Current Performance form
- Copy of Student's current IEP
- Video of Student (preferred)



2. The AT Coalition Center contacts the Infinitec Assistive Technology Collaborator to initiate an in-district or cooperative collaboration with the IEP team.
3. The AT Collaborator contacts the designated school representative directly to schedule both the virtual data-gathering meeting and the on-site school observation in order to gather additional information about the student's strengths and needs.
4. Once the collaboration is scheduled, the Coalition Liaison checks with the school team to determine whether substitute coverage or additional supports are needed to allow team members to fully participate. Collaborations should be scheduled within 30 calendar days of receiving the completed referral packet.
5. Within 30 days of the collaboration meeting—and no later than 60 days from receipt of the referral packet—the Assistive Technology Collaborator completes the Assistive Technology Collaboration Summary Report.
6. The Infinitec Collaborator will schedule additional visit(s) if extended or coaching collaboration services have been requested.
7. The Assistive Technology Center sends the Assistive Technology Collaboration Summary Report (no report with supported assessment option) and the corresponding service invoice to the Coalition Liaison. The Liaison then distributes the report and processes payment for services.
8. The Collaborator is available for a 30-minute phone conference, as needed, to review and discuss the report with the team.
9. The school team obtains the assistive technology (AT) for trial and collects data on its use within the school environment. Based on the data collected, the team then determines which tools are appropriate for purchase.
10. Following the collaboration, the team may schedule a one-hour follow-up training, either virtually or in person at UCP Seguin/Infinitec Southwest.