

NWRES D Assessment Center Plan

Overview

As part of NWRESD's Comprehensive Distance Learning Plan, providers will serve students and families remotely to the greatest extent possible, including many assessment procedures that would normally be conducted in person. In some cases, however, it may not be possible to complete an assessment procedure virtually, either because of the nature of the assessment itself or because the child and family experience difficulties accessing the virtual assessment tool. NWRESD's Assessment Center Procedures are designed to ensure safe, effective, and valid administration of procedures.

Determining the need for an in-person assessment or service:

- All evaluations and itinerant services must follow the process outlined in [Decision Flowchart: Onsite Services to Students and Families](#) and decisions are made on a case by case basis and require approval from the Superintendent.
- There are two services that are exceptions:
 - Audiological appointments may be completed without prior authorization.
 - Physical Therapists must complete the [Equipment in the Home Considerations](#) and obtain permission from the supervisor.

Use of District Assessment Centers

If using a District Assessment Center outside of NWRESD, the District plan must be reviewed by your supervisor, the NWRESD Registered Nurse, and your Executive Director. Your supervisor will meet with you prior to the service or assessment to ensure that you are fully trained in all aspects of the district plan.

Professional Considerations

- Evaluators should review and align with best practice recommendations related to their specific areas of practice (School Psychology, SLP's, OT's, etc.)
- Evaluators must follow regulations and legal requirements from federal, state, and licensing boards
- Evaluators must develop competence with assessments capable of being administered from a distance by practicing, studying, consulting with other professionals and engaging in professional development
- Professionals should use their clinical judgement to determine if assessments that include physical distancing are appropriate for a particular examinee, referral question,

and situation. Documentation of all considerations, procedures, and conclusions remains a professional responsibility and should be well documented in the student's psychoeducational report.

- Additional Guidance:
 - [Guidance for Special Education Evaluation During Covid-19](#) from Oregon School Psychology Association
 - [Oregon Commission on ASD Updated Position Paper on ASD Evaluations During COVID-19 Social Distancing Measures](#)
 - [NASP COVID-19 Resources: See Considerations for Academic Assessments and Interventions Upon Return to School & Considerations for Academic Screening Upon the Return to School](#)
 - [Equipment in the Home Considerations](#)

Evaluation Protocol

Family Interview and Procedure Review

In order to prepare families for their appointment, at least 24-hours prior to conducting an in-person evaluation, the evaluator will complete the health questionnaire, review the evaluation process, and describe health and safety procedures.

Evaluator Arrival

- Follow [NWRESD site access protocols](#) to entering the building.
- You should arrive 30 minutes prior to your first evaluation.
- Don your mask before entering the building. Masks are required at all times inside the building. If you or a student or parent needs a disposable mask, they are located at the reception desk. [Face Covering / Mask Protocol](#)
- Verify the room has been sanitized by examining the Cleaning log at the entrance door.
- If you need assistance, contact the service center Coordinator:

Evaluator Test Room Setup

- Test rooms should have adequate air circulation. If possible, open any doors and windows.
- Ensure that all assessment materials are prepped and ready for use prior to student and family arrival.
- Review the [Isolation Protocol](#) and locate PPE needed to enact isolation should a student develop symptoms during the assessment.

Student and Parent Arrival

- Parents should follow signage for parking.
- Parents just stay in their vehicles and text the number on the sign in the parking lot. Parents please include the student's name and who they will be testing with.
- The evaluator will greet the family in their vehicle from a distance of at least 6 feet at their designated time and complete the Health Questionnaire Form (page 10) prior to the family getting out of the car.
- The evaluator will take the temperature of the student and any adults who will be entering the building. Anyone who has a fever (temperature above 100.4), or cough, or shortness of breath, or are ill, or have been in contact with someone with COVID-19 in the last 14 days, will not be allowed to enter the building.

- Ensure adults and children follow [Face Covering Protocols](#):
 - Adults are required to wear a mask and respect 6' social distancing while in the building.
 - Students kindergarten and up will also be required to wear a mask while in the building.
 - Students ages 2-5 will be encouraged to wear a mask with parent permission.
 - Students under age 2 should never wear a mask.

Transition to the Testing Room

- Parents will be instructed to wait in the parking lot unless the child is under age 6 or needs additional support to get situated due to developmental needs.
- Have students wash or sanitize their hands after entering the building.

During Testing

- Face coverings will be worn at all times unless the assessment requires otherwise (in which case a face shield should be worn and 6' physical distance enacted).
- When closer than 6 feet apart, a plexiglass shield can be placed between the child and the examiner (this will not replace a mask/face covering requirement).
- Test materials that will be touched by your child will be disinfected beforehand.
- If any materials must be shared between the child and the examiner, hand sanitizer will be used before and after.
- Students may take breaks as needed (consistent with standardization procedures) in the testing location at their end of the table.
- If a student under age 6 needs to use the restroom during testing, the parent will escort the student to the designated restroom. Ensure that the student has washed hands and used sanitizer before resuming the assessment.

Post Assessment

- The examiner will escort the student to the parking lot, maintaining 6 feet of distance.
 - Watch for other students arriving, walking to or from the restroom, or being dismissed at the same time.
- Families promptly leave the parking lot after your test has concluded. Explain to parent results will be shared and reviewed during the eligibility meeting.
- Wipe down door handles, tables, chairs, face shields, testing materials, and plexiglass shield after each student.
- Follow the [Testing Materials](#) Cleaning Protocol for the test you administered.
- Update the Room Cleaning Log.

- Allow 30 minutes between appointments for materials to dry.

Items to Disinfect Prior to Leaving:

- Table, chairs, face shields, plexiglass etc.
- Light switch in exam room
- Door handles to all entrances
- [Testing Materials](#) Cleaning Protocol

PT Equipment Fitting Protocol

Prior to conducting equipment fittings, Physical Therapists must complete the [Equipment in the Home Considerations](#) form and obtain permission from your supervisor.

If using an NWRESA Assessment Center, follow all protocols outlined in this document.

Appointment / Evaluation Procedures

- Appointments will minimize contact time, with 30 minutes between to allow for thorough cleaning and dry-times of disinfectants.
- When possible and weather permitting, fittings can be completed in the parking lot to maximize air flow.
- Wear face coverings at all times. If there is risk of transmission of fluids due to the student's disability, wear a face shield in addition to the mask.

Audiology Protocol

Audiology appointments can be made without pre-approval.

If using an NWRESA Assessment Center, follow all protocols outlined in this document.

Appointment / Evaluation Procedures

- Appointments will minimize contact time, with 30 minutes between to allow for thorough cleaning and dry-times of disinfectants.
- Minimize time in small rooms.
- Minimize the number of adults in the room together.
- When possible and weather permitting, fittings can be completed in the parking lot to maximize air flow

Wear face coverings at all times. If there is risk of transmission of fluids due to the student's disability, wear a face shield in addition to the mask. A clear mask can be worn.

Orientation and Mobility Protocol

Follow all guidelines for the Evaluation Protocol, including the pre-evaluation interview and health screening on the day of the appointment.

Transportation Protocol:

- Driver and student will wear face covering at all times while in the vehicle.
- Teacher disinfects van prior to teacher and student entry and again after each student leaves at the end of the lesson. Teacher focuses on places most frequently touched (door handles, seatbelts, arm rests, window seams).
- Only one student will be transported in the vehicle at a time.
- No public transportation allowed.
- Prior to loading from home/school:
 - Teacher will complete the health screening form and take the temperature of all children and adults. Anyone who has a fever (temperature above 100.4), or cough, or shortness of breath, or are ill, or have been in contact with someone with COVID-19 in the last 14 days, will need to be rescheduled.
 - Both teacher and student use hand sanitizer.
- Student sits in the back row of the van (at least 3' from the teacher), in combination of seatbacks providing a physical barrier between passenger and driver.
- Windows open if weather permits.

Lesson Protocol:

Face Coverings:

- Teachers and students will wear masks at all times.
- Teacher reviews with the student expectations for social distancing, sanitizing, and wearing mask.
- Hand sanitizer is to be used throughout the lesson when any contact is made with features of the environment.
- If the teacher needs to make physical contact with the student during the lesson, they will use sanitizer before and after touching the student.
- Students will sanitize their cane before/after lessons.

- Teacher supports maintaining physical distance in all activities to the maximum extent possible.
- Teacher will work “face covering breaks” into the lesson as needed. (add information about duration, distance)

Public Spaces:

- No riding on tri-met bus, MAX, street car, or any forms of public transportation at this time.
- Lessons will take place either in a school building (if open for services to students) or outdoors.

Health Questionnaire Form

Student Name	_____	Grade / Age	_____
Evaluator	_____	School	_____
Guardian Name	_____	Contact Number	_____
Language	_____	Testing Date / Time	_____
Date of Form Completion	_____		_____

Temperature _____

Health Questions	Yes	No
Has the child or any household member been exposed to a person with COVID-19 in the past 14 days?		
Is the child or any household member experiencing an unusual cough, or shortness of breath, or fever?		
Does the child or any household member have symptoms of diarrhea, vomiting, headache, sore throat, or rash?		

If the answer to any of the above questions is “YES,” reschedule the appointment.