What is a Consultation?
The PACER Simon Technology Center (STC) offers free, informal assistive technology consultations for children and adults with disabilities in Minnesota. A consultation at PACER is a way to explore educational software and assistive technology in a stress-free, collaborative environment. This is not a formal assessment or evaluation but rather a starting point to locate technology that may help people with disabilities become more independent at home, school, or work.

Application Process
Although the consultation is provided free of charge, before the consultation application can be processed and an appointment scheduled, the STC must first receive a $50.00 refundable security deposit. The deposit can be made by credit card by calling the Simon Technology Center at 952-838-9000 or can be submitted by check and mailed to the address below. If making the deposit by check, please add “consult deposit” and the last name of the individual attending the consultation in the memo area of the check. Consultation appointments are scheduled during business hours on Mondays, Wednesdays, Thursdays, and Fridays and take place at the PACER, Simon Technology Center in Minneapolis. Each consultation lasts approximately one to one-and-a-half hours.

Mail Deposit To:
PACER Simon Technology Center
8161 Normandale Boulevard
Minneapolis, MN 55437-1044

*Deposits for consultations are refunded at the appointment. Deposits will be processed and you will be charged if you do not appear for the scheduled appointment and/or do not contact the STC prior to the day of the appointment to reschedule.

Before the Consultation
Once the application form and deposit are received, an assistive technology specialist will be in contact to schedule the consultation. Because the consultation is customized to meet individual needs, the assistive technology specialist may ask further questions to best determine appropriate assistive technology.

During the Consultation
We encourage a team approach and recommend that the child or adult with a disability, family members, teachers, and professionals be present during the consultation. During the consultation, the assistive technology specialist will provide guidance and “hands-on” experiences based on the information provided on the application form. The assistive technology specialist will demonstrate a variety of software, and adaptive equipment such as alternative keyboards, voice recognition, augmentative communication devices, and switches, as needed. Information about purchasing or upgrading technology, where to buy software and peripherals, and how to hook up adaptive equipment will be discussed during the consultation. At the end of the consultation, the assistive technology specialist will return your $50 deposit and explain the services of the STC Library, if appropriate.
Consultation Application
Items marked with an asterisk (*) are required.

**Individual Information**

Name:__________________________
Disability:__________________________

Parent/Guardian Name(s)
(if applicable): ____________________________

Relationship to Individual
(if applicable): ____________________________

Address: ____________________________

City:____________ State: __________ Zipcode:____________

Phone (home/cell): Home________________________ Cell __________________________

E-Mail: ____________________________

Date of Birth:____________ Grade (if applicable):____________________

Primary Language:_______

Have you attended a consultation in the past: ☐ Yes  ☐ No

Best means to contact (phone/email): ____________________________

**Photo Release Permission (Optional)**

I give unconditional permission to PACER Center, Inc. to videotape/photograph me or my child(ren) and to use the photographs for: general education about PACER and children and adults with disabilities and for fundraising purposes.

☐ Yes (sign or type below)  ☐ No

Signature:__________________________ Date:____________

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**Please list persons who will also attend the consultation (teacher, PCA, therapist, or family member)**

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So we can provide useful information, please completely answer all of the questions that follow.

**Purpose of Consultation**

What would you like to accomplish during the consultation with the Simon Technology Center?

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Please check all areas that you would like to explore during the consultation:

- □ Reading
- □ Science
- □ Recreation
- □ Communication
- □ Toys
- □ Computer Access
- □ Cause and Effect
- □ Math
- □ Writing
- □ Keyboarding
- □ Living Skills
- □ Environmental Controls

Comments:

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**Technology**

Are any of the following assistive technologies currently being used at home, school or work?

- □ Alternative Mouse
- □ Vision Aids
- □ Environmental Controls
- □ Switches
- □ Alternative Keyboard
- □ Writing Aids
- □ Voice Recognition
- □ Adapted Toys
- □ Communication Devices

Other:

If you own a computer what kind of operating system does it have? □ Windows □ Mac

Is the computer currently used at: □ Home □ School □ Work

Comments:
Background Information

Please describe gross motor skills (large muscles for sitting, standing)

Please describe fine motor skills (small muscles for eating, writing)

Does the individual have a vision impairment? ☐ Yes ☐ No

Please describe:

Does the individual wear glasses? ☐ Yes ☐ No

Does the individual have a hearing impairment? ☐ Yes ☐ No

Please describe:

Does the individual wear hearing aids? ☐ Yes ☐ No

Please describe skills the individual is currently learning?
Describe strengths, learning styles, interests, motivators, and dislikes that may help us in planning for the appointment.

Should we be aware of any environmental allergies (latex, cleaning products, etc.) that maybe encountered during the appointment?

Would low-lighting or sensory tools (beanbag chair, sensory balls, break, etc.) be beneficial during the consultation?

Please share any additional information that might be relevant as we plan for the consultation.

Thank you for taking the time to complete this consultation form. It will help in making the most of your consultation at PACER.