

Technical Assistance Agreement Form

The Project For New Mexico Children and Youth Who Are Deafblind staff are available to provide technical assistance to families, school districts, and service agencies that have students listed on the Federal Register of Deafblind Students in the State of New Mexico. This is accomplished through person-centered, best practice approaches that focus on building the capacity of local teams, on empowering families, and on fostering the self determination of the individual. These services are at no cost to families, school districts, and other agencies with students on the registry. We do ask that a collaborative team approach be utilized whenever possible that involves those team members that have a significant impact on the daily functioning of the student. In an effort to make the technical assistance meaningful, efficient, and successful, the roles and responsibilities of the project staff and the agency/school shall be defined as follows:

Project staff/consultants agree to:

- Notify school/agency administration of any requests for T.A. that involves staff, physical space, and or resources of the agency/school.
- To develop a service plan with the school/agency to identify the purpose, goals, key participants, and implementation and evaluation strategies to meet the specific needs identified.
- To schedule T.A. during times that attempt to accommodate all persons involved.
- To provide a summary of technical assistance services to the school at the conclusion of the agreement.
- To evaluate the effectiveness of the T.A. provided.
- To be available for follow-up activities/interventions as identified by the team members.

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School/agency staff agree to:

- To identify all participating staff who may need to be aware of the project's role.
- To identify a contact person within the school to coordinate and communicate with project staff.
- To assure that all classroom staff and appropriate team members are available and prepared to meet with project staff on scheduled visits.
- To contact the project if the student is ill or if the teacher cannot be directly available to participate.
- To assist with obtaining parent consent and participation in the T.A. process.
- To clarify responsibilities of classroom staff and educational team for developing a service plan and implementing recommendations.

Please contact project staff if you have any questions regarding this agreement. We look forward to working with you!

_____ Teacher/School Representative	_____ Date
_____ Project Staff/Consultant	_____ Date
_____ Parent/Guardian	_____ Date
_____ Other	_____ Date

**The Project for New Mexico
Children & Youth Who Are
Deafblind**



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