

B-1 Screening/Eval Process

Margaret makes initial contact with child's parent schedules the screening appointment with parents/child.



Margaret writes up the prior written notices for screening.



Margaret screens all children under the age of 1. (Remember - parent may request full evaluation without screening or if child passed screening).



If child passes screening and will NOT go into evaluation: Margaret completes letter to referral source and NEW Process Dates & Data Sheet for child and forwards to Debbie.



Margaret will place child's name and date of birth on the Google Follow Up Calendar.



If child goes into evaluation, Margaret writes up the prior written notices for evaluation, Gives Parent Rights, and gets signatures.
**If child has documented vision or hearing diagnosis, Vision Consultant or Teacher of the Deaf and Hard of Hearing, will be consulted and included in the evaluation.



Margaret notifies Roxie of the need for evaluation and Roxie schedules visits for evaluation for all team members.



Roxie completes Health and Developmental History, Family Needs and Routines summary, has parents sign release of information.

Sheri evaluates Cognitive, Communication, Hearing / Vision screening for children and observation.

***All team members submit monthly availability to Roxie as well as when their schedule changes to minimize double booking and rescheduling of appointments.



Margaret Evaluates Gross and Fine motor skills, observations (Sensory if needed), and puts in pertinent medical information from medical reports.



Margaret, Sheri and Roxie write up respective portions of the evaluation summary and/or evaluation report and eligibility criteria, pertinent pieces of IFSP and/or IEP



Vision Consultant or Teacher of the Deaf and Hard of Hearing documents pertinent information.



Roxie adds the list of items to be discussed at the meeting.



Margaret puts in the transition grid, services page, writes up the prior written notice for plan for child under Age 1 year. (DRAFT of plan).



Sheri contacts Lori M to request assignments of primary service providers for children.



Sheri contacts the case manager/team members to request they notify Roxie of dates/times they would be available for an initial team meeting and gives them access in sped forms



Roxie schedules the initial team meeting and notifies all team members.

Margaret attends and facilitates the initial team meeting.



Margaret updates the IFSP/IEP with information from the team meeting and gives the IFSP to Lori for signature and notifies Sheri plan has been handed off for signature.



Sheri writes up outcome summary and Logs Outcome Data.



Sheri logs the enrollment record, reviews and finalizes the plan and PWN, sends out copy to parents (social workers/guardian ad litem, etc.) along with letter to parents/others, Sends letter to referral source, print/sends data sheet & NEW Process Dates & Data sheet to Debbie, transfers case manager in Sped Forms, hands file off to case manager.



Roxie, Sheri and Margaret log any contacts or attempts to contact family in the communication log and log their attendance for evaluation in the attendance log on Sped Forms.



Margaret does follow up contacts for children who have passed Screening. Margaret places child's name and date of birth on the Google Follow Up Calendar.



Margaret does follow up contact for children who have passed Evaluation. Margaret places child's name and date of birth on the Google Follow Up Calendar.