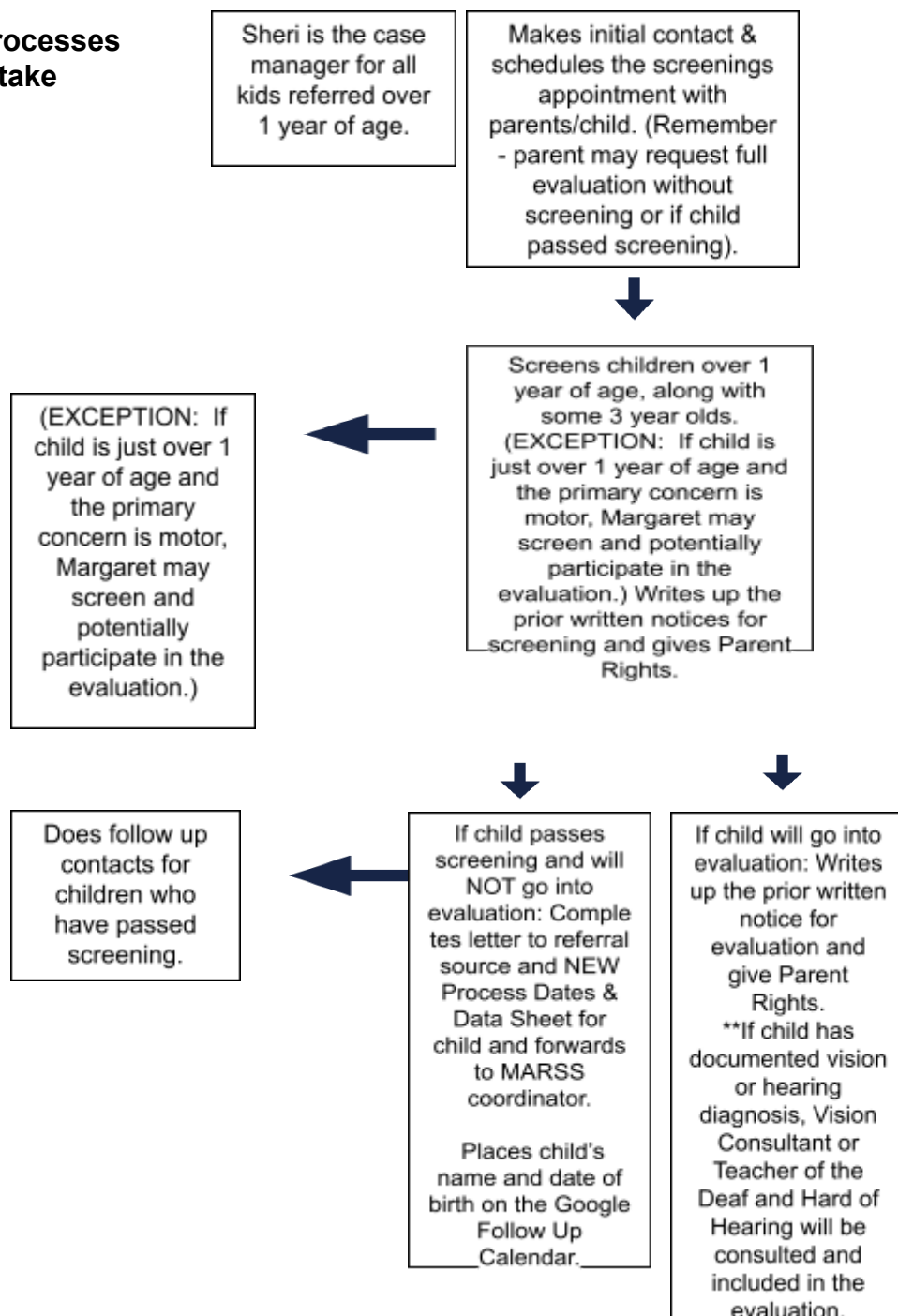


1-2 Screening/Eval Process

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

Margaret Sheri Roxie Sara Truax/Myriah Becker Others

Processes Intake



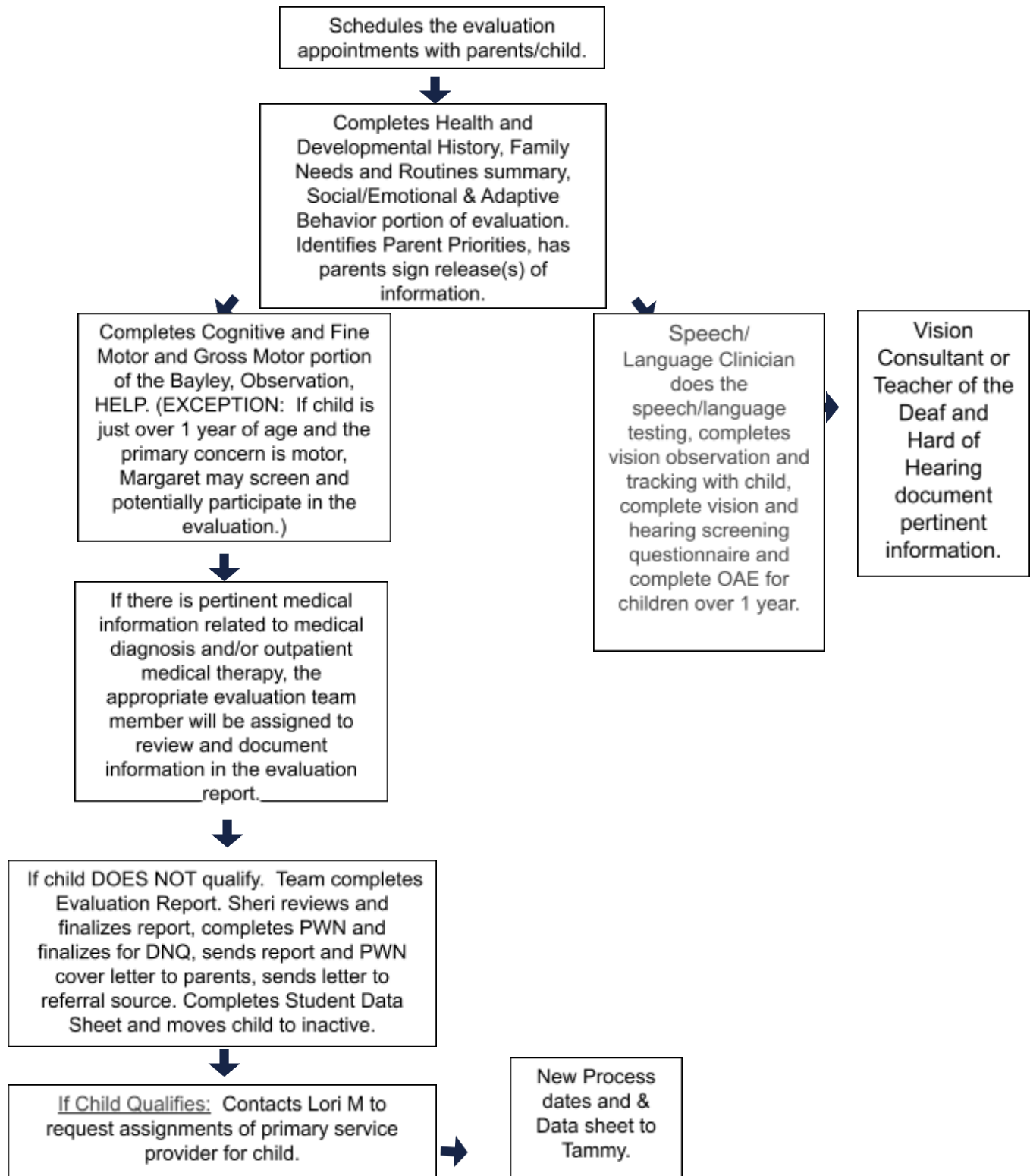
Margaret

Sheri

Roxie

Sara or Myriah

Others



Margaret**Sheri****Roxie****Sara or Myriah****Others**

Does follow up
contact for
children who
have passed
evaluation.

Contacts the PSP to
request they notify
Roxie of dates/times
they would be available
for an initial team
meeting and gives them
access in Sped Forms.
Include due date &
typical parent
scheduling preference.

Places child's
name and date
of birth on the
Google Follow
Up Calendar.

Sheri and Roxie and Speech/Language Clinician write up respective portions of the evaluation
summary and/or evaluation report, IFSP, IEP. Sheri, Roxie, and speech therapist 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.(This applies to any eval team member.)

Works with Speech
Clinician to draft the
family priorities and
goals for the
child/family.

Adds the list of items to be
discussed at the meeting
on IFSPs.

Works with Sheri to
draft the family priorities
and goals for the
child/family.

Completes IFSP
DRAFT with services,
transition, Prior Written
Notice.

Sets up the staffing date
and location for the initial
team meeting, cc: all eval
team members, notify
PSP.

Writes up outcome
summary.

Attends and facilitates
the staffing/initial team
meeting (Sheri is
available to run them if
needed or Speech
Clinician may be asked to
run a meeting if needed.)

Logs the enrollment
record, review and finalize
the plan and PWN, send
out copy to parents (social
workers/guardian ad litem,
etc.), letter to the referral
source, print/send data
sheet & NEW Process
dates & Data sheet to
Debbie, transfer case
manager in sped forms,
hand file off to case
manager.

Updates the IFSP/IEP
with information from the
team meeting and gives
the IFSP to Lori for
signature, notifies Sheri
plan has been handed off
for signature, and gives
Sheri the working file.