**ASD Eligibility Process**

**Step by Step - When Initiated by Site Teams**

1. \_\_**Initial discussions** about the need for ASD evaluation to determine eligibility at team meeting or IFSP meeting (parent may or may not be involved at this point depending who brought up concerns)
   * Team considers child’s current skills and needs in 4 areas associated with autism (communication, social interactions, unusual responses to sensory experiences, and restricted repetitive or stereotypic patterns of behavior)
     + \_\_Complete EI/ECSE pre-referral checklist on student you are considering as needed
     + \_\_Review intervention data to date (does student respond to ASD-based strategies)
     + \_\_Inform parent ASD Evaluation is being considered and obtain concerns and perspectives
     + \_\_**Submit Referral to Regional Autism Program**\*If recent **Medical Diagnosis**:\_\_obtain release of information and acquire testing results
   * Prior to Pre-Planning Meeting(Staffing) **review file** to look at previous testing results and medical history
     + \_\_Include ASD Consultant \_\_consider other disability categories
2. \_\_Hold **Staffing to Prepare for Evaluation Planning Meeting** to confirm need for evaluation--Scheduled by Service Coordinator
   * \_\_Consult with IFSP team members and other ancillary staff to determine what further testing/components will need to be completed to determine Eligibility
   * \_\_Fill out top portion of **Evaluation Planning Form** along with the Procedures portion on the bottom. (fill in who will complete testing if it is known at this time-not required yet)
   * \_\_Pre-fill out the Consent for Evaluation Request with proposed procedures that will be used to determine Eligibility for ASD if consent is given.
3. \_\_Service Coordinator sets up **Evaluation planning/Consent** meeting with team & parents
   * \_\_**Send Meeting Notice**: Invite the professionals who will be participating in the evaluation. (SLP, ASD consultant, OT, school psych, etc-)-not required to attend, but best practice to invite them.
     + \_\_Review concerns and data with parents
     + \_\_Request Consent for ASD Evaluation (review procedures and assessments needed and provide descriptions)
     + \_\_Obtain exchange of info with child’s physician (if not already attained)
     + \_\_Review evaluation process if consent is provided
       1. \_\_offer Parental Guide to ASD Eligibility Process

(found in Forms section under ASD Evaluation/Eligibility)

1. \_\_Turn Completed Evaluation Planning Form into Site Coordinator to be signed off on.
   * **\_\_**Service Coordinator will notify team members that Consent has been signed to initiate the Evaluation.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Evaluation Procedures and Eligibility Meeting\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Evaluation Procedures**: Each team member coordinates and completes their designated procedure/s as detailed on the Evaluation Planning Form.
   * Obtain **Medical Statement/Health Assessment Statement** from child’s physician. \*make sure to check boxes 5 & 6 on the form found in ecWeb
   * Complete **Developmental Profile**: describe the child’s historical and current characteristics that are associated with ASD Use: \_\_File Review \_\_Parent Interview (can be done during home visit) \_\_Teacher Interview/Input
   * **3 Observations** \_\_#1 Home Observation-SC will schedule \_\_#2 classroom(other setting) observation \_\_#3 Observation with direct interaction (can be done by SLP during FCA)
   * **Communication Assessment of semantics & pragmatics**: \_\_Functional Communication Assessment (done by SLP only)
   * **Behavior Rating Tool that identifies Characteristics of ASD**: \_\_ABC\_\_ASRS Parent and/or Teacher \*if needed \_\_\_CARS 2 \_\_\_ADOS 2 (Consult with ASD Consultant)
   * **OTHER: Assessment necessary to determine Impact of Disability (Sensory Profile, AEPS, previous evaluation data, etc.)**
   * **OTHER: Any additional assessments necessary to determine educational needs**
   * **Teacher Report Section** \_\_Teacher information form can be filled out (not required but recommended)
   * **Input results into the ASD Evaluation report in ecWeb**
   * \_\_Inform Service Coordinator when completed
2. \_\_Service coordinator reviews and edits report. (ASD Consultant may support this part if involved)
3. \_\_Service coordinator schedules and facilitates pre-eligibility meeting with team if needed
4. \_\_Service coordinator schedules and facilitates eligibility and IFSP meeting
   * \_\_**Send Meeting Notice**: Invite all necessary members to the meeting since adjustments will be made to the IFSP
     + Bring Parental Rights, ASD Evaluation Report, ASD Eligibility Statement, Current IFSP to review and adjust