**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