***ASD Eligibility Process: Step by Step - When Initiated by Eval Team***

***An ASD evaluation would be initiated by the eval team when:***

1. The child has a medical diagnosis of ASD.
2. The parents specifically mention concerns about ASD and the team concurs that ASD is a suspected disability.
3. As the evaluation progresses, the team suspects ASD may be an area of suspected disability, and the child’s reluctance to participate in the evaluation will significantly reduce the likelihood that reliable scores can be obtained.

Two or three ASD evaluation steps will be completed during the evaluation with Eval Team:

1. Functional Communication Assessment
2. One observation, either indirect or direct, depending on when and where the functional communication assessment is completed.
3. Second observation, if the Functional Communication Assessment is completed in the home or second setting.

**Steps Completed by Eval Team When ASD is Considered at the Initial Evaluation**

1. **ASD evaluation planning discussion with parents** 
   * \_\_ Team, including parents, 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 pre-referral checklist as needed.
     + Parental concerns and perspectives
   * \_\_ The team reviews the ASD process using the *Parental Guide to ASD Evaluation*
   * \_\_ Parental consent to evaluate for DD eligibility is obtained as well as consent to evaluate for ASD eligibility with proposed procedures. See *ASD Evaluation Planning Form/Checklist* for required and recommended components.
     + \_\_ Consult with Coordinator or ASD Consultant if considering ADOS-2 or CARS-2 administration for behavior rating tool
   * \_\_ If team determines it is appropriate to consider DD eligibility and initiate the ASD evaluation at the time of the initial evaluation, the team completes the ASD Evaluation Planning Form/Checklist (bright blue form). This form will establish responsibilities and timelines of the Eval Team members.
   * \_\_ Obtain permission to exchange information with child’s physician as well as other medical providers using the Health consent.
   * \_\_ Service Coordinator submits Evaluation Planning form to Coordinator for review and tracking. Evaluation planning form, initialed by Coordinator, should be retained in the original file sent to the site.
2. **Evaluation**

**Potential ASD evaluation steps completed at Initial Evaluation After Completing Evaluation to consider DD eligibility.**

* + To begin considering ASD, complete:
    - \_\_ **Functional Communication Assessment (SLPs only)**
      * In most instances, the SLP should schedule a home visit to complete the components of a Functional Communication Assessment. In rare instances, the Functional Communication Assessment might be completed at the time of the initial evaluation.
      * Include Functional Communication Assessment in ASD evaluation report following ASD report instructions.
    - **Observation(s)**
      * \_\_ The observation completed as part of the initial evaluation appointment should be used as the first ASD observation.
      * \_\_ A direct-interactions observation *may* also be done if the Functional Communication Assessment is done in the home or second setting.
        + If the Functional is done at the initial evaluation appointment - Only one observation (direct interaction observation) can be completed.
        + If the Functional is done in a second setting - Two observations can be included, the indirect at the initial evaluation appointment and direct in the second setting with Functional Communication Assessment.
      * \_\_ Include information regarding all observations into the four defining areas, as appropriate, in the ecWeb ASD report. Include examples of the behaviors observed with supporting evidence.

1. **Report writing and Eligibility**
   * \_\_ Consider DD eligibility at the time of initial evaluation appointment and complete EI or ECSE evaluation report, as soon as possible. (\*If a child does not qualify for an eligibility, the Eval Team will need to complete *all* components of the ASD evaluation. Refer to notes at the end of this document)
   * \_\_ Enter relevant information into the ASD evaluation report as soon as possible, given the site team needs to continue the ASD evaluation process.
   * \_\_ Attempt to participate in the ASD eligibility meeting when the site has completed the ASD evaluation, whenever schedules will allow.
2. **Communicating with the Site**
   * To ensure the site team is aware an ASD evaluation has been initiated:
     + \_\_ Include the Evaluation Planning Form/Checklist in the original file sent to the site.
     + \_\_ Include the following information in the site notification email:
       - Team determined that ASD is a suspected disability and consent was obtained on (date)
       - Indicate that DD eligibility was completed and the date
       - Indicate when DD report will be completed and relevant information included in the ASD report
       - Offer to attend the eligibility meeting, when given at least two weeks’ notice
     + \_\_ Copy the site notification email into the Contact Log.
3. \_\_ **Complete ASD Regional Referral** as a request for assistance with ASD eligibility evaluation.
4. **After IFSP is complete and child is receiving services, IFSP site-based team completes ASD evaluation (see ASD Eligibility Process When Initiated by the Site-based IFSP Team)** 
   * IFSP site-based team completes remaining steps needed to review eligibility – Obtain **Medical Statemen**t, complete **File Review**, collect **Teacher Information**, collect **Family Information** and **Home Observation**, and complete **Observation 2** (if not completed by Eval Team), rating scale, etc.

*All ASD evaluation activities will be complete by the Evaluation Team when a child does not meet DD eligibility criteria or the family does not want to access ECSE services. In those instances, the directions in the document titled ASD Eligibility Process Step by Step- When Initiated by Site Teams should be followed. Also, contact Eval Team Coordinator and Intake Manager in order to communicate about additional time to complete evaluation components.*

***ASD Eligibility Process: Step by Step***

***For Site-Based Teams***

**Steps 1-4: Preparation and Planning**

1. \_\_**Initial discussions** about the need for ASD evaluation to determine eligibility at home visit, 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
     + \_\_Review intervention data to date (Does student respond to ASD-based strategies?)
     + \_\_Inform parent ASD Evaluation is being considered and obtain input if not already involved
     + \_\_**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 **Pre-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.

1. \_\_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 (ask if child has a medical diagnosis)
     + \_\_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.

**Steps 5-9: 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 Language Assessment (done by SLP only)
  + **Behavior Rating Tool that identifies Characteristics of ASD**:  \_\_ABC\_\_ASRS Parent and/or Teacher  \*Consult with ASD Consultant if considering \_\_\_CARS 2 or  \_\_\_ADOS 2
  + **OTHER: Assessment necessary to determine Impact of Disability (Sensory Profile, AEPS, 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

1. \_\_Service coordinator reviews and edits report.  (ASD Consultant may support this part if involved)
2. \_\_Service coordinator schedules and facilitates pre-eligibility meeting with team if needed.
3. \_\_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