

ASD Eligibility Process Step by Step: When Initiated by the Evaluation Team

An ASD evaluation would be considered by the eval team when:

- A. The child has a medical diagnosis of ASD.
- B. The parents specifically mention concerns about ASD and the team concurs that ASD is a suspected disability.
- C. 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 to three ASD evaluation steps will be completed during the evaluation with Eval Team:

1. Social Communication Assessment
2. The direct observation in a natural setting.
3. The observation completed during the initial evaluation might also be used in the ASD evaluation.

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 2 areas and 7 domains associated with autism (social communication & restricted, repetitive patterns of behavior interests or activities).
 - 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.

- __ For evaluations that will be completed by a site team, the Service Coordinator scans the Coordinator-reviewed Evaluation Planning form, signed consent to evaluate, and signed ROI for physician to the site-based Service Coordinator.

2. Evaluation

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

- To begin considering ASD, complete:
 - __ **Social Communication Assessment (SLPs only)**
 - The SLP should schedule a home visit to complete the components of a Social Communication Assessment if the initial appointment was not conducted in the natural setting.
 - Include Social Communication Assessment in ASD evaluation report following ASD report instructions.
 - **Observation(s)**
 - __ The observation completed as part of the initial evaluation appointment could be used as the first ASD observation.
 - __ A direct-interactions observation/observation in the natural setting will also be done when the Social Communication Assessment is done in the home or second setting.
 - __ The observation completed during the initial evaluation may also be used in the ASD evaluation, although efforts to observe the child in an unstructured setting with peers must occur for at least one observation of the three.
 - __ Include information regarding all observations into the two defining areas, as appropriate, in the ecWeb ASD report. Include examples of the behaviors observed with supporting evidence.
 - **Vision Screening:**
 - __ Ask parents to complete Vision Screening Checklist
 - **Hearing Screening:**
 - __ Ask parents to complete the Hearing Screening Checklist
 - __ At a minimum, attempt an OAE hearing screening. If child will not tolerate ear probes at the time of evaluation, the Hearing Screening Checklist will offer evidence of a hearing screening.
 - If hearing concerns were noted using the OAE or checklist, the child should be referred for a hearing screening/evaluation at the ESD.

3. 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.

4. Communicating with the Site

- To ensure the site team is aware an ASD evaluation has been initiated:
 - __ Scan and sent the Coordinator-reviewed Evaluation Planning form, signed consent to evaluate, and signed physician ROI to the site-based Service Coordinator.
 - __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.

5. __**Complete ASD Regional Referral** as a request for assistance with ASD eligibility evaluation.

6. **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 Statement**, complete **File Review**, collect **Teacher Information**, collect **Family Information**, complete remaining **Observation(s)**, and obtain **standardized rating scale**.

All ASD evaluation activities will be completed 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 also be considered. Also, contact Eval Team Coordinator and Eval team Manager regarding additional time need to complete evaluation components.