

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 the 2 areas and 7 domains associated with autism (social communication & restricted, repetitive patterns of behavior interests or activities)
 - **__Complete EI/ECSE pre-referral checklist 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. **__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. **__Evaluation planning/Consent** meeting with team & parents
 - **__Send Meeting Notice:** Invite parents and 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.
 - **__ At Meeting:**
 - **__Review concerns and data with parents**
 - **__Review evaluation planning form and evaluation process (offer Parental Guide to ASD Eligibility)**
 - **__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)**
4. **__Turn Completed Evaluation Planning Form** into Site Coordinator
 - **__Service Coordinator notifies team members that Consent has been signed to initiate the Evaluation.**

Evaluation Procedures and Eligibility Meeting

5. **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
 - Look for **Vision & Hearing Screening** Checklists in ecWeb archive. If they can't be found, ask parents to complete the forms.
 - Complete **Developmental History**
 - Use: __Quick/Full File Review __Parent Interview __Teacher Interview/Input
 - **3 Observations** __#1 Home Observation-SC will schedule __#2 classroom observation(or other unstructured setting that includes peer interaction) __#3 Observation with direct interaction (can be done by SLP during FCA)
 - **Social Communication Assessment:** to look at functional expressive/receptive comm.(verbal & non-verbal), pragmatics in natural contexts, & social understanding of behavior/reciprocity __SCA (done by SLP only)
 - **Standardized Autism Identification 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
6. __Service coordinator reviews and edits report. (ASD Consultant may support this part if involved)
7. __Service coordinator schedules and facilitates pre-eligibility meeting with team if needed
8. __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