

ASD Identification Team Planning Worksheet

General Logistics

Who will be the contact person in the community for this project?

What is the best day and time for team meetings?

What is the current process for autism eligibility evaluations?

Which kids will be seen by the ASD Identification Team (AIT), e.g., all children < 5 years of age or select children?

Who will receive the referrals to the AIT?

How will appointments be made with the autism eligibility staff and the health care professional?

What steps need to be completed to make sure health professionals can bill and be reimbursed for the time they spend evaluating kids and families?

What about children with no health insurance?

Evaluation Logistics

Will the team evaluate kids together (concurrently) or separately (sequentially)? If kids and families are evaluated sequentially, who will see them first?

If children are evaluated sequentially, how will information be shared?

How will information about both diagnosis and autism eligibility be communicated to the families (and continue to meet requirements of OARs)?

What is the process the AIT will follow if there is disagreement among team members? Who should the AIT contact when they are referring children to the regional center for evaluation?

How will reports and completed evaluation forms be stored, as per current process for both educational and medical staff?

Other Questions

Who in your community should know about the project and how will you inform them?

What is the process for conducting program evaluation, (for example, keep track of # local meetings, conference calls and who attends; # of kids referred and evaluated, # referred to Regional Center for further evaluation, etc.)

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