

► ELIGIBILITY EVALUATION

1. RESOURCE COORDINATOR

1. RC completes the Intake and determines that eligibility evaluation is needed because:
 - Referral and intake information indicate ASQ screening not warranted due to potentially eligible delays
 - Parent declines ASQ screening and requests a full eligibility evaluation
 - Child did not pass the ASQ screening
 - RC unable to complete ASQ
2. RC obtains verbal consent to complete the eligibility evaluation (*Prior Written Notice and Consent for Evaluation*)
3. RC emails Lead Clinician (cc: REIC) that child requires eligibility evaluation due to one of the reasons indicated above.

2. LEAD CLINICIAN/SERVICE PROVIDER:

1. Lead Clinician assigns evaluator (temporary process during COVID-19 requires only one evaluator)
2. Evaluator will contact family within 5 working days to schedule the eligibility evaluation. If evaluation scheduled for virtual meeting, Evaluator obtains *Verbal Consent for Virtual Services* (if not already completed and uploaded in EdPlan).
3. Evaluator confirms appointment with family by text or email.
4. Evaluator reviews Intake information in EdPlan
 - If the RC was unable to complete the ASQ, the evaluator has the option to complete an ASQ before proceeding to eligibility evaluation. Review and obtain verbal consent (*Prior Written Notice and Consent for Screening*)
5. Evaluator completes evaluation using the Developmental Profile III (DP-3). A second assessment tool is not required.

Note: For children who are born prematurely and their expected due date is in the future, use the date of the evaluation as the date of birth in the DP-3 system.

6. Clinical observation/Child assessment information is completed on Evaluation page in EdPlan

The screenshot shows a portion of the EdPlan interface. At the top, there is a green header bar with the text "Date Administered:" followed by a white input field and a calendar icon. Below this is a blue header bar with the text "Clinical Observations/Developmental Needs". The main content area is a large white text box with a vertical scrollbar on the right side. To the right of the text box, there is a small blue icon with the letters "abc" and a checkmark.

7. Evaluator administers the MCHAT on children 18-30 months
8. Evaluator ask family if their child has had a vision or hearing screening in the last 6 months
9. MECATS is completed in EdPlan
10. Evaluator writes “teleconference” (or FaceTime or Skype or Zoom) next to parent/caregiver name on signature page in EdPlan
11. Evaluator signs name and finalizes the MECATS
12. Evaluator obtains verbal agreement with eligibility results. Verbal agreement is documented on the *SoonerStart Verbal Consent Page*.
13. Evaluator uploads completed SoonerStart Verbal Consent Page to Edplan document page
14. Evaluator uploads DP-3 Score Report to EdPlan document page
15. Evaluator sends copy of DP-3 Score Report, MECATS and *SoonerStart Verbal Consent Page* to family by text, email or mail. (Ask family how they would like to receive their copy)
16. Evaluator notifies Resource Coordinator and Lead Clinician via email the results of the evaluation
 - If child is eligible, Lead Clinician assigns service provider and notifies RC via email

3. RESOURCE COORDINATOR

1. RC completes Prior Written Notice to family:
 - a. If eligible, schedule IFSP with family and assigned provider.
 - b. If not eligible, inactivate record.



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