

DASHBOARD-JAN. 7, 2013

REFERRAL PROCESS		
Below Expectations (1,2)	Meets Expectations (3)	Exceeds Expectations (5)
	<p>Family prepared for 1st visit from phone call</p> <ul style="list-style-type: none"> _ Clear expectations of what to expect in visit _ Aware of video and had opportunity to watch _ Visit at time convenient to family _ Parent received Notice of Eval/Assessment _ Parent aware of ECI Team _ Translation / Interpretation if needed _ Documentation completed in Pre-enrollment <p>Tab</p> <ul style="list-style-type: none"> _ Parent given opportunity to invite others _ Preparation for assessment complete _ ECI Team members review record prior to visit <p>visit</p> <ul style="list-style-type: none"> _ Preparation for assessment complete _ ECI Team members review record prior to visit 	<ul style="list-style-type: none"> _ Contact with family made/attempted within 24 hours of referral _ Thorough documentation of scheduling attempts with family/referral source _ Documentation initiated or RBA with information shared by family- -Family prepared with items for assessment
PRE-ENROLLMENT VISIT		
	<p>Introductions</p> <ul style="list-style-type: none"> _ Clarify roles (SC, Team) _ Contact info given for Team members /Director _ Identify surrogate /train if appropriate <p>Procedural Safeguards</p> <ul style="list-style-type: none"> _ Review Rights Handbook and provide copy and signature <p>Information Shared</p> <ul style="list-style-type: none"> _ Role of caregiver/parent _ Natural Environment/routines _ No use of jargon _ Family Cost Share _ Transition-Serve up to three-Beyond ECI _ Health Safety Information _ Absent without Notification _ Resources _ Scheduling/Calendar <p>Information Gathered</p> <ul style="list-style-type: none"> _ Rights Receipt _ Notice 	<ul style="list-style-type: none"> _ Discuss video Q/A _ One Team member initiates conversation with parent while other team member warms up to child _ Both parents equally include _ Lack of dual conversations

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	<ul style="list-style-type: none">_Consents for release of information_Family Cost Share entered into Tab_Concerns of the family-reason for referral	
SCREENINGS		
	<ul style="list-style-type: none">_Developmental Screening if appropriate including purple packet and ASQ-SE_If Medical Diagnosis-purple packet and ASQ-SEAll Screenings<ul style="list-style-type: none">_Notice and Consent completed_Complete Assessment/Screening Tab_Complete Eval Tab_Upload Screenings/consents_Results of screening shared with family	
COMMENTS		

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EVALUATION		
	<p> <input type="checkbox"/> Notice Consent (BDI/HELP) <input type="checkbox"/> Family involved in assessment <input type="checkbox"/> BDI administered appropriately <input type="checkbox"/> No Repetition in questioning <input type="checkbox"/> Appropriate Team <input type="checkbox"/> BDI uploaded <input type="checkbox"/> Evaluation Tab completed <input type="checkbox"/> If Medical Diagnosis-No BDI completed <input type="checkbox"/> Medical Documentation available/ uploaded <input type="checkbox"/> *Complete Screening section <input type="checkbox"/> Complete HELP and / or PLS 5 as appropriate <input type="checkbox"/> Upload tool <input type="checkbox"/> Eligibility Statement completed/Diagnosis code entered or Child not eligible <input type="checkbox"/> Complete dismissal tab and notify Tammy Gilbert <input type="checkbox"/> Follow Along offered <input type="checkbox"/> Case Management Note PERSON CENTERED APPROACH EVIDENT <input type="checkbox"/> Responsive to family <input type="checkbox"/> Family felt comfortable <input type="checkbox"/> Active Listening <input type="checkbox"/> Open Ended Questions <input type="checkbox"/> Cultural Competency Documentation <input type="checkbox"/> Submitted according to timelines <input type="checkbox"/> All blanks completed </p>	<p> <input type="checkbox"/> Family involved in play with child <input type="checkbox"/> One person facilitates and one person scores/scripts <input type="checkbox"/> RBA completed while also noting BDI items <input type="checkbox"/> Parent not repeating their story- Information brought forward <input type="checkbox"/> HELP completed along with BDI, if questionable </p>
COMMENTS		