

M-Team Evaluation Procedures for School-Aged Children Being Evaluated for ASD Eligibility

Effective date: 8/1/18

This document was created as a collaborative effort by speech-language pathologists, school psychologists, and occupational therapists to aid evaluation team members in conducting comprehensive evaluations efficiently. The purpose of these guidelines is to reduce redundancy and to allow clear and consistent guidelines for professionals to complete an evaluation that follows Article 7 guidelines and maintains a high level of quality. Professionals must use norm-referenced measures whenever appropriate or possible and share the results of those measures among evaluation team members throughout the evaluation period to aid in team decision-making.

Evaluation	Psych Responsibilities	SLP responsibilities	OT Responsibilities
Pre-Referral Team	Psych is notified about student concerns, Psych attends	SLP is notified about student concerns. SLP may attend	OT is notified about student concerns.
Referral	<p>Psych communicates with parent regarding concerns/ need for testing.</p> <p>Psych communicates with SLP & OT regarding ASD referral.</p> <p>Psych generates the IIEP consent to include both Autism and Language Impairment (LI) when Autism is under consideration, unless the student is already eligible under LI.</p> <p>If the student is already eligible for LI, Psych communicates with SLP regarding referral and together determine if new core language testing is necessary and in which cases LI reevaluation is needed.</p>	<p>SLP will be notified of the time of the parent consent meeting and will attend if schedule allows.</p> <p>If the student is already eligible for LI, SLP communicates with Psych regarding referral and together determine if new core language testing is necessary and in which cases LI reevaluation is needed.</p>	OT will be notified of the time of the parent consent meeting and will attend if schedule allows.
Consent and Timeline	<p>Psych records the date of consent received and the evaluation deadline date.</p> <p>Psych communicates via written communication with all team members that consent has been received and the evaluation deadline date, and the date that the evaluation information needs to be to the psych in order to compile their M-team report.</p> <p>Psych faxes or uploads the signed consent and enters the consent date into IIEP at earliest convenience.</p>	SLP begins tracking evaluation process.	OT begins tracking evaluation process.

Evaluation	<p>Psych or educational specialist completes the academic assessment of listening comprehension (LC) and oral expression (OE) within approximately 30 school days and communicates all subtest score results with SLP.</p> <p>Psych shares with SLP results of available rating scales that relate to pragmatic/social communication skills.</p>	<p>SLP conducts the pragmatic & social communication assessments and considers whether or not additional assessments of expressive/receptive language are necessary based on Psych scores.</p> <p>SLP will conduct a core language assessment if achievement OE/LC scores are <85.</p>	<p>OT conducts assessment of sensory and motor responses.</p>
Report and Recommendations	<p>Psych prepares the background, academic, medical, and social/developmental sections in addition to the direct observation and present academic levels as part of the comprehensive report.</p> <p>Psych inserts the M team evaluation information into the appropriate sections of the comprehensive evaluation report.</p> <p>Psych signs the report as multidisciplinary team leader.</p> <p>Psych (if preferred) seeks out the evaluation team members for signatures on the report</p>	<p>SLP collaborates with and electronically submits to the Psych the testing scores/tables, interpretation of scores, and recommendations for eligibility and programming based upon testing scores.</p>	<p>OT collaborates with and electronically submits to the Psych the testing scores/tables, interpretation of scores, and recommendations for eligibility and programming based upon testing scores.</p>
Scheduling	<p>If an initial evaluation, Psych coordinates scheduling the case conference and optional parent meeting.</p>	<p>If a reevaluation, Teacher of Record coordinates scheduling of case conference and optional parent meeting.</p>	
(optional) Parent meeting	<p>Psych communicates time/date of parent meeting with the SLP in advance.</p> <p>Attends with copies of all evaluation documents.</p>	<p>SLP & OT communicates with Psych preference to attend parent meeting.</p> <p>Attends parent conference if desired or requested by Psych or parent.</p>	
Case Conference	<p>Psych attends case conference.</p> <p>Psych presents evaluation data on behalf of SLP if SLP unable to attend.</p>	<p>If student is eligible for LI, SLP attempts to attend case conference.</p> <p>If student is not eligible for LI, SLP communicates with Psych to determine if their attendance at case conference is required. (Psych preference is considered.)</p>	<p>If OT services are recommended, OT attend case conference as necessary.</p>