

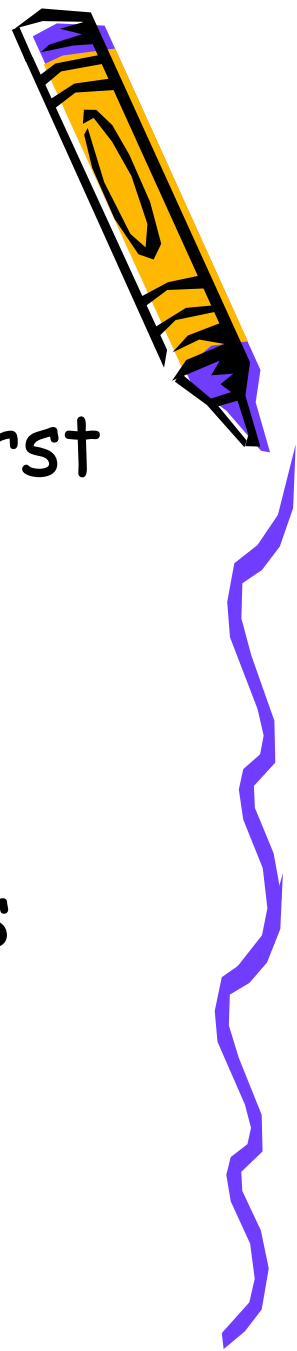
Preschool Assessment Team (PAT)

Flowchart and procedures for the
evaluation process

Originally Created 12-6-11; Updated 8-14-12, 11-29-12, 8-13-13, 11-5-14

Preschool Intake Process

(Done by Preschool Intake Coordinator and
Intake Secretary)



- Transition Meeting if child is in First Steps
- PS 1 completed
- STN requested
- Screening within 10 days if child is not in First Steps



Preschool Intake Process



- IIEP is started
- Parents sign consent or refusal
- Case History is filled out for referral
- Vineland is completed
- BASC is completed if behavioral concerns
- Referral is logged (Intake Secretary)
- Folder is created (Intake Secretary)



Preschool Assessment Process



- Psych and PAT teacher are notified and given access to IIEP (PS Intake Coordinator)
- Intake secretary assigns additional team members
- Parents contacted to schedule Evaluation and Case Conference (Intake Secretary)



PS Assessment Process

(Done by Intake Secretary)

- Initial letter and paperwork mailed to parents
- Folder is filed by evaluation date
- Spreadsheet is then sent to all stakeholders with upcoming Evaluations, Case Conferences, and Potential Eligibility Areas, including:

Student names and corporation

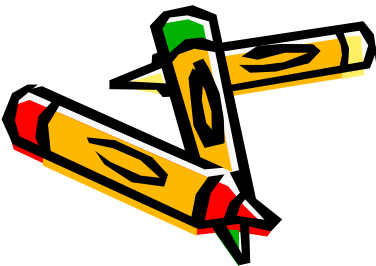
Pending evaluation date and CC date

Team members needed in addition to PAT psych and PAT teacher

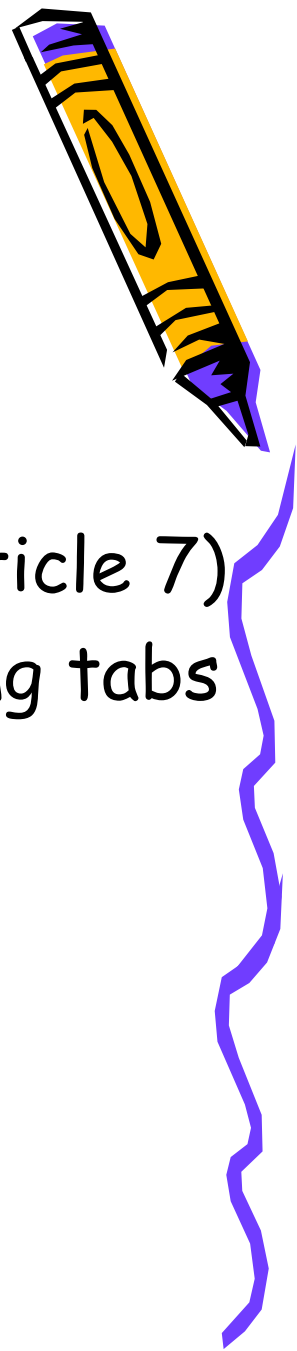


PS Assessment Process

- Parent given reminder call prior to evaluation (Intake Secretary)
- Team evaluation, scoring, staffing, reports and IIEP completed through Eligibility (PAT Team)
- Initial findings, proposed eligibility/ recommendations and notification of case conference mailed to parents and receiving preschool staff given access in IIEP (PAT Psychologist)



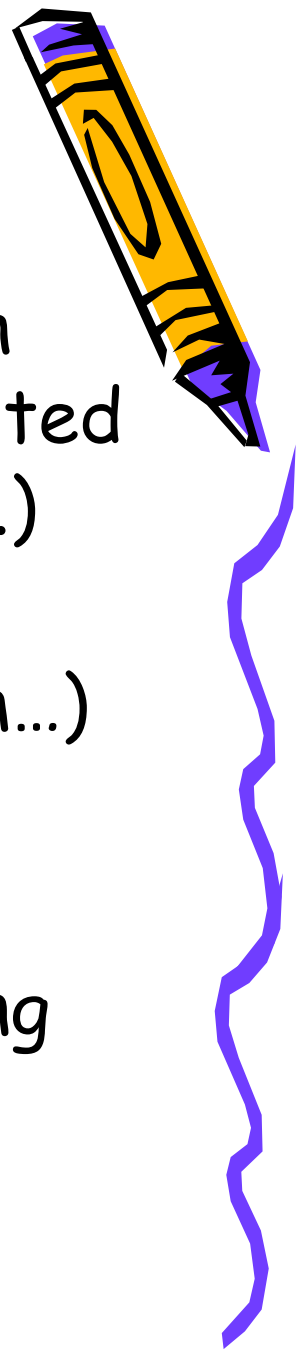
Case Conference Process



- Case Conference held (Parents, Multidisciplinary Team member, PAR, receiving TOR/SLP, and others per Article 7)
- Receiving TOR/SLP completes remaining tabs in IIEP after Eligibility
- Receiving PS staff review goals and provisions



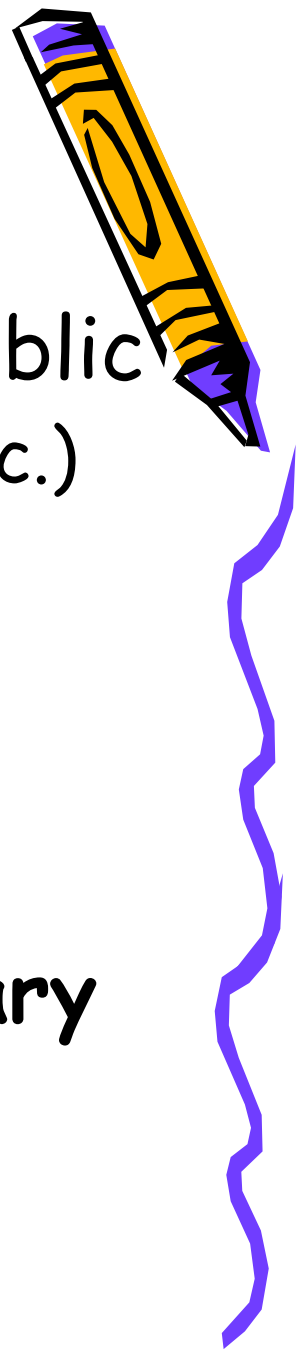
Case Conference Process



- Receiving PS staff provide parents with preschool handbook and teacher requested forms (supply list, volunteer forms, etc.)
- Required school forms completed (registration form, transportation form...)
- PAT provides additional resources to parents (information folder)
- Student files are forwarded to receiving teacher and/or SLP



Post Case Conference Process



- EES turns red files over to the Public Agency Rep. / Corporation (PAT Psyc.)
- TOR gives access to additional receiving staff (OT, PT, Program Support...)
- Teachers notify therapists, transportation and **school secretary** of placement



Post Case Conference Process



- TOR faxes signed IEP
- Teachers contact parent regarding classroom placement- AM or PM as determined by their corporation (if not previously determined at CC)
- Recommended therapies scheduled (by SLP, OT, PT)



Notes on Reevaluations

- Please refer to the "Preschool Reevaluation Process" document (online and now you have a hard copy)
- Please do not submit incomplete packets to the team (all violators will be forced to do their own reevaluation!)
- Students going to kindergarten next year...

