

Therapy Screening/Evaluation Process

PLEASE NOTE: Students whose only eligibility is Speech/Language are not qualified for OT or PT evaluation unless evaluation for therapy is part of a full case study.

- 1) Teacher requests Screening Form from Therapist
- 2) Teacher completes screening form.
- 3) Teacher acquires parent signature to approve screening and discusses reasons for screening
- 4) Therapist completes back of screening form
- 5) Screening form sent to Julie
- 6) Director approves\disapproves evaluation

Upon approval:

- 7) Data collection form is sent to teacher and teacher is reminded to schedule domain meeting

At the domain meeting:

If Parent completes and signs Release of Information (Available at www.ocecil.org)
then Parent signs Consent for Evaluation
and Completed forms are sent to OCEC

——— OR ———

If Parent refuses to sign Release of Information
then Parent is given blank Physician's Order to acquire PO from doctor
and ***Consent of Information is composed, but Parent will NOT be asked to sign Consent for Eval until after PO has been received (clock starts ticking when parent signs Consent)***
Upon receipt of PO, Parent is asked to sign Consent for Evaluation

- 8) Completed Data Collection Form is returned to Julie with any other documents pertinent to evaluation.
- 9) When packet is complete, therapist schedules evaluation.
- 11) Therapist gives the original report and a copy for the doctor to Julie.
- 12) Julie mails report to Dr.

All documents related to screenings will be date stamped when they arrive at the coop.

Teacher: Please keep this form for reference during the therapy screening/evaluation process for this student.