Preschool Evaluation - Role Based Workflow

CPSE
Start

1. Create Initial Referral

2. Complete PWN-- add additional assessments if applicable

3. Send the **PWN** and **Social History Package (SHP)** to the parent

4. Add a student to MDE/PRAC waitlist

10. Approve/Reject **PWN: Request for Addtional Assessments** within 3 business days

11. Send **PWN: Request for Additional Assessments** to the family for signature.

15. Review and approve assessments.

17. Approve STAC-5s

End

MDE/PRAC

5. Select student from waitlist and add student to worklist

6. Schedule the Social History Meeting

7. Complete the Social History Package

8. Hold social history meeting and obtain **Consent for Initial Evaluation**

9. If additional assessments are requested, complete the **Request for Additional Assessments**

12. Upload signed **Consent for Additional Assessments**

13. Complete the Assessment Planning grid for all assessments.

14. Complete assessments, upload reports and submit.

16. Submit STAC-5s for approval (only MDEs must upload STAC-5 form)

Key

CPSE Functionality

MDE or PRAC Functionality

Note: The Evaluation workflow contains flexibility, so there are several steps that may be completed in a different order than what is depicted here. For example, assessment planning may be completed before additional assessments are requested, and also after. Another example: consents do not need to be uploaded in order to begin drafting assessments but must be uploaded before finalizing assessments.