

# MULTIAGENCY, MULTIDISCIPLINARY TEAM ASSESSMENT-MMTA PROCESS

| Early Start Client  | First contact<br>Schools (not Early Start)   | First contact<br>Regional Center (not Early Start)   |   |   |   |  |
|---|--|--|---|---|---|--|
| <ol style="list-style-type: none"> <li>1. 2.6 IFSP. Decision for MMTA. MMTA information sheet used. Release signed</li> <li>2. Regional Center Service Coordinator informs assigned Regional Center clinician and clinical support staff</li> <li>3. Schools develop/send out Assessment Plan</li> <li>4. Schools/Regional Center set date together- inform Service Coordinator</li> <li>5. Schools call/send letter to parent regarding assessment date</li> <li>6. Assessment held</li> <li>7. Post assessment conference (<i>same day when possible</i>)</li> <li>8. Separate written reports</li> </ol>                                       | <ol style="list-style-type: none"> <li>1. Referral received by school</li> <li>2. Pre-Assessment planning with family. (<i>Indication of need for MMTA</i>). MMTA explained to family using information sheet. Family encouraged to call Regional Center</li> <li>3. Schools obtain parent consent for release of information. Fax to Regional Center</li> <li>4. Schools gather all relevant therapy/ medical records with parent consent</li> <li>5. Schools develop/send out Assessment Plan. (<i>Family makes call to Regional Center</i>)</li> <li>6. Once signed, schools call Regional Center's Intake Service Coordinator to see if intake process is in place or to expect call from parent</li> <li>7. Schools schedule MMTA with Regional Center Clinician</li> <li>8. Steps 5-8 from column 1</li> </ol> | <ol style="list-style-type: none"> <li>1. Referral received by Tri-Counties Regional Center</li> <li>2. Indication for MMTA. Regional Center Intake Service Coordinator will ask if schools contacted. Will encourage to contact school and give phone number/contact name</li> <li>3. (<i>If parent contacts school</i>) Ask if in process at Regional Center</li> <li>4. Schools obtain release of information and fax to Regional Center</li> <li>5. Schools develop/send out Assessment Plan</li> <li>6. Regional Center obtains all relevant records and forwards to school</li> <li>7. Schools schedule MMTA with Regional Center Clinician</li> <li>8. (<i>Same as column 2</i>)</li> <li>9. (<i>Same as column 2</i>)</li> </ol> |   |   |   |  |
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