

MULTIAGENCY, MULTIDISCIPLINARY TEAM ASSESSMENT-MMTA PROCESS

Early Start Client	First contact Schools (not Early Start)	First contact Regional Center (not Early Start)				
<ol style="list-style-type: none"> 1. 2.6 IFSP. Decision for MMTA. MMTA information sheet used. Release signed 2. Regional Center Service Coordinator informs assigned Regional Center clinician and clinical support staff 3. Schools develop/send out Assessment Plan 4. Schools/Regional Center set date together- inform Service Coordinator 5. Schools call/send letter to parent regarding assessment date 6. Assessment held 7. Post assessment conference (<i>same day when possible</i>) 8. Separate written reports 	<ol style="list-style-type: none"> 1. Referral received by school 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 3. Schools obtain parent consent for release of information. Fax to Regional Center 4. Schools gather all relevant therapy/ medical records with parent consent 5. Schools develop/send out Assessment Plan. (<i>Family makes call to Regional Center</i>) 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 7. Schools schedule MMTA with Regional Center Clinician 8. Steps 5-8 from column 1 	<ol style="list-style-type: none"> 1. Referral received by Tri-Counties Regional Center 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 3. (<i>If parent contacts school</i>) Ask if in process at Regional Center 4. Schools obtain release of information and fax to Regional Center 5. Schools develop/send out Assessment Plan 6. Regional Center obtains all relevant records and forwards to school 7. Schools schedule MMTA with Regional Center Clinician 8. (<i>Same as column 2</i>) 9. (<i>Same as column 2</i>) 				
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