

PLANNING CHECKLIST

Planning Checklist

Page
145

PLANNING CHECKLIST

District Feeding Team Referral Process

1. Feeding Team Members assigned and regular meeting time established:

Feeding Team Members:

Speech-Language clinician(s): _____

Occupational Therapist(s): _____

Consulting Nurse(s): _____

Registered Dietician: _____

Special Education/Consulting teacher: _____

Others knowledgeable about feeding and swallowing disorders: _____

Regular meeting time established:

Day/Time _____

2. Referral received by Feeding Team: Initial information is shared at the regularly scheduled meeting of the feeding team, the referral is documented and a case manager is assigned:

Method determined for initial referral to team: (ie, name of single point of contact)

Form developed to document date, person referring, student name, concerns, etc.

Criteria established for assigning team member to act as case manager for purposes of specific evaluation: _____

Duties established for case manager, ie:

Sends Permission to Evaluate form for parent signature permitting evaluation to proceed _____

Arranges times/dates for observation and file review _____

3. Permission to Evaluate and Release of Information forms are sent to the child's parent for signature permitting the evaluation to proceed, and for information to be obtained from medical or other sources:

Case manager sends Release of Information form to parent for signature allowing physician to release medical reports to district

Case manager sends signed Release of Information and request for information to doctor to obtain information from medical or other sources

Additional duties determined by team: _____

4. When permission is received, the case manager sets up a time for observation and file review:

Process determined for contacting school to set up observation: _____

5. Observation takes place and anecdotal data is recorded :

Form developed for recording observation data _____

6. Form for documenting feeding concerns is given to teacher and parent:

Form developed for recording information gathered from teacher and parent (via interview form or other method)

Other forms developed as needed: _____

7. Further observation by additional feeding team members takes place, if needed:

Method determined for initiation of observation by additional team members

Forms developed for recording information gathered during oral motor evaluation

8. Further evaluation by medical or other outside resource is recommended, if needed:

Method developed for determining whether further evaluation is needed, e.g. medical evaluation or other information _____

Format developed for contacting parent to request permission to initiate further evaluation _____

Format developed for contacting physician to request medical information

9. Alternative plan developed if the parent or physician refuses to have additional medical evaluation performed, or if the results of the evaluation prohibit the child from being fed orally at school:

Method developed for documenting alternative plan: _____

10. Recommendations are made to the school-based IEP/IFSP Team and a feeding plan is developed:

- Formats developed for documenting safe and/or remedial feeding program _____

11. Staff is trained and follow-up reviews planned on a schedule decided by Feeding Team:

- Methods developed for documenting staff training _____

- Recommended schedule for follow-up training decided by team _____

- Methods developed for insuring and documenting ongoing monitoring and follow-up training _____
