

1

Referral Submission

Point of Contact (POC) submits completed Initial Assessment, 60-Day Review or 90-Day Review Referral Form and Authorization to the QEN Program for processing

2

Referral Review

QEN Program reviews the referral to ensure all necessary information is provided. If incomplete, the QEN Program will notify the POC

3

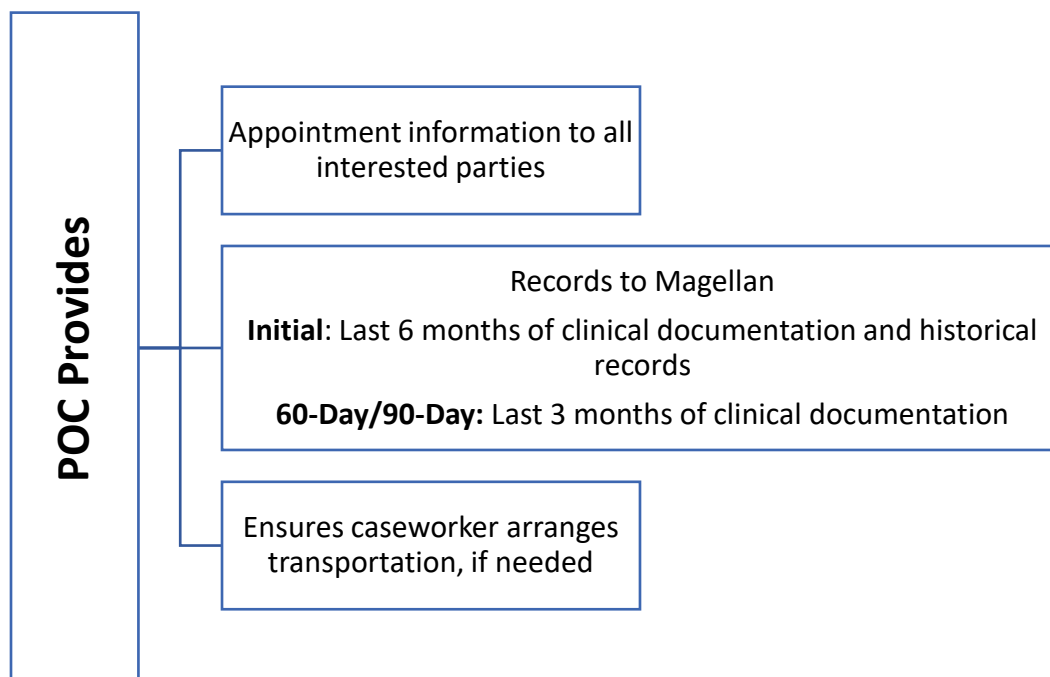
Assigning a Qualified Evaluator (QE)

QEN Program assigns a QE (based on location and availability) and schedules the Initial Assessment within 5 business days or 90-Day Review/60-Day Review within 10 business days

4

Notification

QEN Program notifies POC via Notice of Suitability (NOS)



5

QE Conducts Assessment or Review

QE conducts Initial Assessment, 60-Day Review, or 90-Day Review via secured video teleconferencing, QE's office, on-site at facility or telephonic (OOS only)

Evaluation includes:

- Records review
- Interview with the child
- Collateral contacts, if available

6

QE Completes Assessment or Review

QE completes the report and submits to the QEN Program within 3 business days of evaluation

7

Quality Review

QEN Manager or designee reviews the QE's report for Statutory and DCF compliance

8

Submission to POC

QEN Program submits report to the POC within 3 business days of receipt from QE

9

POC Distributes Report

POC distributes the report to all stakeholders

