

## QEN BQRTP Referral Guide

### Qualified Evaluator Network

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### Referral Submission

Point of Contact (POC) submits completed Preliminary Recommendation Assessment, Full Assessment, 90-Day Review or Reconsideration Referral Form and Authorization to the QEN Program for processing.

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### Referral Review

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

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### Assigning a Qualified Evaluator (QE)

QEN Program assigns a QE (based on location and availability), and schedules as follows:

- Preliminary Recommendation Assessment  
Within 1 business day
- Full Assessment  
Within 5 business days
- 90-Day Review  
Within 14 business days

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### Notification

QEN Program notifies POC via Notice of Child Interview.

## POC Provides

Appointment information to all interested parties	<p>Records to QE</p> <p><b>Preliminary</b> Comprehensive Placement Assessment + Supporting Documentation</p> <p><b>Full, 90-Day Review &amp; Reconsideration</b> Current documentation not available in facility records.</p>
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## QE Conducts Assessment or Review

QE conducts Preliminary Recommendation Assessment, Full Assessment, 90-Day Review or Reconsideration at determined location (QE's office, on-site at facility, secured video conferencing, etc.).

### Preliminary Recommendation Assessments include:

- A face-to-face attempt with the child
- Review of the Comprehensive Placement Assessment
- The reasons that support the preliminary recommendation for placement

### All other Assessments/Reviews include:

- Short-term and long-term mental and behavioral health goals
- Child and Adolescent Needs and Strengths (CANS) assessment (if recommendation is rendered)
- A review of prior treatment records
- Interview with collateral contacts
- The recommendation of the child's treating clinical professional
- An interview with the child (face to face or telehealth)

## QE Completes Assessment or Review

QE completes the report and submits to the QEN Program within the following timeframes:

- Preliminary Recommendation Assessment  
Within 1 business day of evaluation
- All other Assessments/Reviews  
Within 3 business days of evaluation

## Quality Review

Manager, Service Operations QEN or designee reviews the QE's report for FL Administrative Rules and DCF compliance.

## Submission to POC

QEN Program submits report to the POC within the following timeframes:

- Preliminary Recommendation Assessment  
Within 1 business day of receipt from QE
- All other Assessments/Reviews  
Within 3 business days of receipt from QE

## POC Distributes Report

POC distributes the report to all interested parties.