QEN – Suitability Assessment Referral Guide
Qualified Evaluator Network

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)**

Within in 1 business day of the referral, the QEN Program assigns a Qualified Evaluator (QE)

4	**Notification**

Within 2 buisness days of the referral, the QEN Program notifies POC via Notice of Suitability (NOS), which includes the name of the QE, time of the appointment and any other relevant information.

POC Provides

Appointment information to all interested parties	Records to QE Initial: Last 3 months and historical records. 60-Day/90-Day: If the child is in a facility, current documentation not available in facility records. If child is in the community, all records from last 3 months.	Ensures caseworker arranges transportation, if needed

| 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
- Face-to-face or secured video teleconferencing interview (in-state)
- Telephonic or secured video teleconferencing interview (OOS)
- Collateral contacts, if available
- Completion of the CANS assessment

| 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** |

Manager, Service Operations QEN or designee reviews the QE's report for Statutory and DCF compliance.
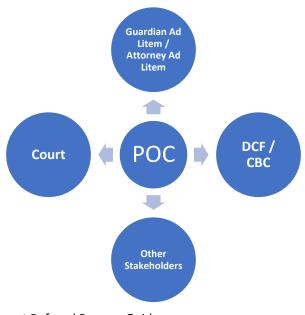
| 8 | **Submission to POC** |

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.