

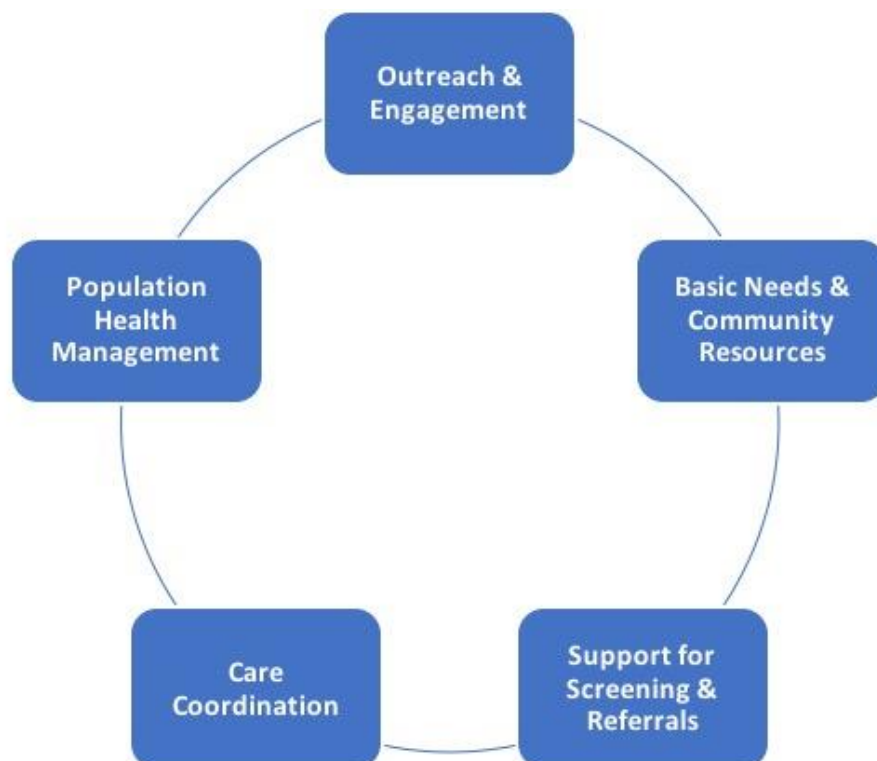
AUTISM SPECTRUM DISORDERS MINI WORKBOOK

TEAM UP FOR CHILDREN
COMMUNITY HEALTH WORKERS

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How to use this workbook	
Goals for this workbook	<ul style="list-style-type: none"> • Workbooks are designed to accompany the core framework for CHW work within Team Up with 5 core areas described below • Depending on the site, CHWs may work more in one core area than another • Each site has the flexibility to adapt the CHW role within core areas to best match the needs of families in their sites • CHWs should coordinate with their clinical care teams on all tasks • CHWs should direct work outside of the core areas back to clinical care team • CHWs should use this workbook to guide their work with families • Workbooks accompany the learning community modules (webinars) by topic area
Adapting this workbook	<ul style="list-style-type: none"> • This workbook may be adapted to better match each site's needs and clinical protocols • Core topic areas in this workbook reflect the core framework and should not be changed to ensure similarity across sites using this CHW curriculum • Please maintain all acknowledgements of this work



OVERVIEW	
Autism Spectrum Disorders (ASD)	<p>Core symptoms:</p> <ul style="list-style-type: none"> • Social deficits • Language impairment • Repetitive behaviors • Associated with sleep and eating difficulties, sensory issues, mood and anxiety issues <p>Families may:</p> <ul style="list-style-type: none"> • Feel like it's typical for children to be delayed in their language, sleep, eating and other behavioral issues • Describe feeling overwhelmed by the prospect of something being "wrong" with their child • Feel like they lack skills to help child
CHW-Role in ASD	<ul style="list-style-type: none"> • Engage families in the process of diagnosis and providing services for child <ul style="list-style-type: none"> ○ Early Intervention (EI) services ○ Developmental assessment ○ Outpatient/In-home services ○ Entitlement programs like SSI • When necessary, provide education on child growth and development and offer support for parents appropriate • Coordinate care and help navigate medical and community-based systems as needed <ul style="list-style-type: none"> ○ Assist with referrals ○ Assist with initiating early intervention (EI) services and/or school-based services ○ Assist with additional outpatient or in-home services
 Screener	<p>M-CHAT-R</p> <ul style="list-style-type: none"> • <i>Your child's primary care provider has completed a screener with you about your child.</i> • <i>Do you have any questions about this screener that we can address with the primary care provider?</i>

ENGAGEMENT	
Logistics	<input type="checkbox"/> Review the “ask” from providers about working with family <input type="checkbox"/> Review the medical chart <input type="checkbox"/> Gather materials needed to meet with family
Introduce yourself	<p><i>-Hello, my name is ____ and I am a CHW/FP part of your medical team. I usually help families access resources and services and can offer ongoing support to you as needed. Your child’s provider asked me to talk to you about ____.</i></p> <p><i>-Do you have time now to talk about this?</i></p>
Set an Agenda	<p><i>-I am going to talk about _____. (Setting an appointment, referral to EI, diagnostic assessment)</i></p> <p><i>-Do you have anything else that you would like to talk about?</i></p>

EDUCATION	
Child Growth and Development	<p><i>-I have some materials here on how children grow that may be useful.</i></p> <p><i>-Do you have any questions or concerns about how your child is growing? We can loop back with your child’s provider. We can loop back with your child’s provider.</i></p>
ASD Symptoms and Screener	<p><i>-Do you have any questions or concerns about the screener that you filled out? Can we write down any additional questions you might have for your child’s provider?</i></p>
Referrals for Early Intervention	<p><i>-EI, or early intervention, is a nice program that helps young children keep up with their growth. (Reference child development materials)</i></p> <p><i>-The way EI works is that we complete this referral, the agency will call you to set up an initial visit where they will go to your home and “play” with your child.</i></p> <p><i>-After that visit, they will let you know if your child should receive regular EI services.</i></p> <p><i>-Regular EI services means that someone will go to your home or to your child’s daycare center to “play” with them for about an hour or so.</i></p> <p><i>-The nice thing about EI is that you get to learn new tips on helping your child develop, including some nice parenting tips</i></p>
Explain the EI process	
Address barriers or concerns	<p><i>-What do you think? Is this something you’d be willing to try?</i></p> <p><i>-What might make it difficult for you to try this?</i></p> <p><i>-Some families report that they didn’t want someone coming into their home, but after they started, they really enjoyed the convenience and learned a lot from the process.</i></p>

<p>Create an action plan</p>	<p><i>-I am going to send this referral over to the EI agency. They will call you in a week. If they don't call you, you will call them at this number_____.</i></p> <p><i>-I will call you on (date) in a week to see when the appointment is.</i></p> <p><i>-You can always reach me at _____.</i></p>
<p>Diagnostic Process</p> <p>Explain the Process</p> <p>Address barriers or concerns</p> <p>Create an action plan</p>	<p><i>-Your child's provider is referring your child for a developmental assessment. What do you think about this?</i></p> <p><i>-We are going to submit a referral to (provider/clinic/hospital). -Typically, the way this will work is you will have to go in for an intake and fill out paperwork. You may have 2 or 3 appointments total. You bring your child only for one of those and they will complete an assessment that looks like they are just "playing games" with your child to see if there are any other treatments or services that will help your child.</i></p> <p><i>-What do you think? Is this something you'd be willing to try? -What might make it difficult for you to try this? (Ask about specific barriers: Transportation, childcare for other children, work demands, stigma?)</i></p> <p><i>-I am going to send this referral over to the _____. They will call you in a week. If they don't call you, you will call them at this number_____.</i></p> <p><i>-I will call you on (date) in a week to see when the appointments are scheduled for.</i></p> <p><i>-You will need to bring paperwork to the appointment. I can help you fill that out or get any documents you might need.</i></p> <p><i>-You can always reach me at _____.</i></p>
<p>Services</p> <p>Explain Services</p> <p>Address barriers or concerns</p>	<p><i>-Your child's provider thinks you and your child might benefit from seeing a _____ for services to help your child with _____.</i></p> <p>(Explain the type of service. You may have to do some research or ask another team member to help you learn about how these services work.)</p> <p><i>-What do you think? Is this something you'd be willing to try? -What might make it difficult for you to try this? -Some parents like to talk to other parents. Would you like us to connect you to other parents through support groups?</i></p>

Create an action plan	<p>-You will need your child's diagnostic report to start these services.</p> <p>-You will need to call _____ to start the process.</p> <p>-I will make the referral and they will call you.</p> <p>-I will call you on (date) in a week to see when the appointment is.</p> <p>-You can always reach me at _____.</p>

APPLICATION: Care Coordination & Key Tasks	
Engagement	<input type="checkbox"/> Highlight strengths of the child and family <input type="checkbox"/> Bring out hopes for the child and family <input type="checkbox"/> Give tips on positive parenting <input type="checkbox"/> Are there psychological or cultural barriers? <input type="checkbox"/> Did you offer any parenting support and resources?
Referrals for Early Intervention	<input type="checkbox"/> Does the family understand why the child is being referred? <input type="checkbox"/> Did you talk about child growth and development? <input type="checkbox"/> Does family have all necessary information for EI services? <input type="checkbox"/> Did you address barriers or concerns? <input type="checkbox"/> Did you create an action plan? <input type="checkbox"/> Did you loop back with PCP? <input type="checkbox"/> Did you document in the EMR? <input type="checkbox"/> Do you have signed medical releases? <input type="checkbox"/> Any other important information?
Diagnostic Process	<input type="checkbox"/> Does family have all necessary information for the diagnostic process? <input type="checkbox"/> Did you address barriers or concerns? <input type="checkbox"/> Does family need help scheduling appointments? <input type="checkbox"/> Does the family need help filling out paperwork or bringing materials? <input type="checkbox"/> Does the family need transportation to the appointments? <input type="checkbox"/> Did you document in the EMR? <input type="checkbox"/> Do you have signed medical releases? <input type="checkbox"/> Any other important information?
Services	<input type="checkbox"/> Does family have all necessary information to access services? <input type="checkbox"/> Did you address barriers or concerns? <input type="checkbox"/> Does family need help scheduling or coordinating appointments? <input type="checkbox"/> Does the family need transportation to appointments? <input type="checkbox"/> Did you document in the EMR? <input type="checkbox"/> Do you have signed medical releases? <input type="checkbox"/> Any other important information?

NAVIGATION PATHWAYS: Population Health Management		TIMELINE
Pre-diagnosis	<ul style="list-style-type: none"> • Screening and education on referral process <ul style="list-style-type: none"> ○ MCHAT • Referral to Early Intervention assessment • Referral to school-based assessment • Referral to diagnostic assessment • Signed releases for coordination of care across systems <ul style="list-style-type: none"> ○ EI services ○ Any other medical releases 	Within 2 weeks of positive screen in primary care
Diagnostic Stage	<ul style="list-style-type: none"> • Diagnostic Assessment Process: <ul style="list-style-type: none"> ○ Forms, Scheduling appointments ○ EI Forms: IFSP • Logistical barriers: <ul style="list-style-type: none"> ○ Transportation, appointment times, childcare • Cultural and Psychological barriers: <ul style="list-style-type: none"> ○ Perceived need and importance of assessment ○ No cultural reference for “autism” or “developmental problems” 	Within 6 weeks of positive screen
Post-Diagnosis	<ul style="list-style-type: none"> • The Diagnostic report <ul style="list-style-type: none"> ○ Recommendation for services ○ Diagnosis ○ Patient and Family Rights • School-based services/ EI Services <ul style="list-style-type: none"> ○ EI referral process ○ Aging out of EI ○ IEP process • In-home or Outpatient Services: <ul style="list-style-type: none"> ○ ABA, Speech, OT, PT, Social Skills Groups ○ Behavioral Health Services ○ Parenting management support 	Within 6 weeks of diagnostic assessment

RESOURCES	
Child Development	<ul style="list-style-type: none"> • Boston Basics http://boston.thebasics.org/ • CDC Act Early Resources and Milestone Tracking App https://www.cdc.gov/ncbddd/actearly/freematerials.html • Thom’s Developmental Checklist http://www.thomchild.org/Resources.htm
ASD Overview	<ul style="list-style-type: none"> • Team Up Learning Community Modules • Autism Speaks https://www.autismspeaks.org/
Parenting Resources	<ul style="list-style-type: none"> • Center for Disease Control (CDC) Positive Parenting Tips Handouts https://www.cdc.gov/ncbddd/childdevelopment/freematerials.html • Zero-to-Three Parenting Resources https://www.zerotothree.org/parenting

ASD Referral, Assessment and Services Checklist			
	KEY TASKS	DATE COMPLETED/ TEAM MEMBER	TIMEFRAME
REFERRAL STAGE	Family Permission to refer		
	Information and education on referral process		
	Schedule assessment appointment with family		
	Obtain signed medical releases		
PRE- DIAGNOSIS STAGE	Help family complete required paperwork <ul style="list-style-type: none"> • Parent questionnaires • School questionnaires • If previous EI services, IFSP and EI records • MCHAT screen • Signed EI release 		
	Problem-solve barriers to appointment attendance		
ASSESSMENT STAGE	Call Family 3 days before scheduled assessment appointment		
	Address logistical barriers for completion of assessment		
	Help with rescheduling appointment if necessary		
	Check in up to 3 days after the completed assessment		
	Document parent report on assessment in EMR		
	Request copy of assessment for primary care provider		
SERVICES STAGE	Go over assessment report with family if possible		
	Help family schedule services for child <ul style="list-style-type: none"> • ABA • IEP • Speech • Counseling 		
	Help family access or continue with EI services		
	Address barriers to service engagement		
	Help family with any community-based services		
	Document information in EMR		
	Connect with primary care team for any additional follow up		