

Application Station Exercises Checklist

At the end of Module 7 of the SC 101 Orientation training, you will submit all application station exercises. The checklist below was designed to help ensure that you fax all of the necessary documents for each module and to provide us with contact information if we need to contact you.

Fax all documents to Self Study at: **317-644-8099**

Service Coordinator's (SC's) Name: (PLEASE PRINT LEGIBLY)

SC's Supervisor's Name: (PLEASE PRINT LEGIBLY):

SC's Cluster: _____

SC's Contact Information:

a. Email _____

b. Phone # _____

c. Fax # _____

d. Supervisor(s) email(s)

Module 1

- Application Station cover sheet – signed by you and your supervisor
- LPCC Meeting Observation (2 pages)
- Provider Matrix for PT
- Provider Matrix for OT
- Provider Matrix for SLP
- Current Summary of Activity for Early Intervention Service Coordination
- Local community resources (list of 5)

Module 2

- Application Station cover sheet – signed by you and your supervisor

Module 3

- Application Station cover sheet – signed by you and your supervisor
- Your role as a SC (p.30) and your answer to Question 5 (p.30)
- Intake Session Observation (4 pages – 2 for each observation)
- Copy of brochure from Hoosier Healthwise
- Copy of brochure from CSHCS
- Copy of brochure from MCH
- Copy of your SPOE's referral form

Module 4

- Application Station cover sheet – signed by you and your supervisor
- Scenario responses form
- ED Team Scheduler Meeting form
- ED Team Observation #1 (2 pages)
- ED Team Observation #2 (2 pages)

Module 5

- Application Station cover sheet – signed by you and your supervisor
- Leaning into Discomfort Summary
- Initial IFSP Observation #1 form (2 pages)
- Initial IFSP Observation #2 form (2 pages)
- Outcomes pages from IFSP to accompany the scenarios

Module 6

- Application Station cover sheet – signed by you and your supervisor
- SPOE's 1st Quarterly Home Visit form
- SPOE's 10-day prior, written notice form
- Annual IFSP Meeting Observation (2 pages)

Module 7

- Application Station cover sheet – signed by you and your supervisor
- 30-month Referral Meeting Interview (2 pages)
- 270-90 Transition Meeting Observation (1 page)
- Part B Personnel Meeting summary (1 page)
- Non-Part B contact summary (1 page)
- Steps to Success at Age 3 summary
- Self-Assessment Results Log
- Printed copy of your SC101 Competency Assessment Results Page
- Application Station Exercises Checklist – make sure profile information above is complete

Be sure that all pages that have a signature block are signed by you and your supervisor.

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