

**Application Station Exercises Checklist
For Intake Coordinators**

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

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

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

Intake SC's Cluster: _____

Intake SC's Contact Information:

a. Email _____

b. Phone # _____

c. Fax # _____

d. Supervisor(s) email(s)

Total number of pages faxed, including this checklist and cover page:

Module 1

- Signed copy of Attestation Statement
- LPCC Meeting Observation (1 page)
- Local community resources (list of 5)

Module 2

- Signed copy of Attestation Statement (which includes your score on the self-assessment activity)

Module 3

- Signed copy of Attestation Statement
- Your description of your role as a SC
- Intake Session Observation (6 pages – 2 for each observation)

Module 3 (continued)

- Copy of brochure from Hoosier Healthwise
- Copy of brochure from CSHCS
- Copy of brochure from MCH
- Initial Credential – Service Coordination Summary of Activity

Module 4

- Signed copy of Attestation Statement
- Scenario responses form
- ED Team Evaluation Cluster Process and Procedures form (1 page)
- ED Team Observation #1 (2 pages)
- ED Team Observation #2 (2 pages)

Module 5

- Signed copy of Attestation Statement
- Leaning into Discomfort Summary
- Initial IFSP Observation #1 form (2 pages)

Module 6

- Signed copy of Attestation Statement
- Elements of Good Documentation (1 page)

Module 7

- Signed copy of Attestation Statement
- 30-month Referral Meeting – Interview with Service Coordinator (2 pages)
- Transition Meeting – Interview with Service Coordinator (2 pages)
- 270-90 Transition Meeting (1 page)
- Part B (select and submit one)
 - Part B Coordinator Contact (1 page)
 - Meeting with Supervisor/Training Coordinator – Part B (1 page)
- Steps to Success: Transition at Age 3 summary (1 page)
- Self-Assessment Results Log
- Application Station Exercises Checklist – make sure your profile information on page 1 of this checklist is correct.

Module 8 – Competency Assessment

- Printed copy of your SC101 Competency Assessment Results Page

Fax to Self Study at: 317-644-8099