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| **Georgia Tools for Life** |
| FLOW CHART FOR DBHDD PROJECT |
| Working Draft |

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| Ben  9/28/2016 |

**STAGE 1: Referral**

Confirming email

Referral (form)

GATFL INTAKE

(PORTAL)

PLA’s

Notification of selection

Forms Packet Invite to Research Survey

Create record

PASTA DATABASE

SRI DATABASE

Research DATABASE

Notification of referral Contact info Link to SRI Record

Interview Process

(Pat)

Assignment Process

(Martha)

**STAGE 2: Prep for Eval**

Assignment Process

(Martha)

Interview Process

(Pat)

Enter/Update

Demographic Data

PASTA DATABASE

Enter/Update

Record

Assign

Assign

Report on Assigned Indiv.

Assign Team Members to AT Eval

Interview

Demographics

Got Forms?

Answer questions

Update

SRI DATABASE

Resch DATABASE

**STAGE 3: AT Eval**

Team Members

Assigned to AT Eval

Schedule Eval

Forms Signed? Answ. Questions?

Consent to participate in research?

Survey?

NCI Goals, objectives

Baseline

AT Eval/ recommendations

Provide AT (Loan)

Observations on first use

Date for next observation

Face-to-Face Eval

**STAGE 4: Post Eval**

Second Face-to-Face session (AAC)

Other Reporting

(As Required)

Enter update

SRI DATABASE

Research DATABASE

Team Members

Assigned to AT Eval

Detail

PASTA DATABASE

**STAGE 5: Follow Up**

Face-to-Face Follow-up:

AT delivery/transfer

Final data collection

Observations

Anecdotes

Survey

Enter update

Enter update

Telephone Follow-up

Team Members

Assigned to AT Eval

Interview Process

(Pat)

PASTA DATABASE

SRI DATABASE

Research DATABASE

**STAGE 6: Research & Reporting**

DBHDD Reports

(monthly)

Research DATABASE

SRI DATABASE

PASTA DATABASE

Count of Indiv.. served progress by stage

# by region

# by disability

# participating in research

AT recommended

Anecdotes

Other?

DBHDD Invoices

(monthly)

ATPS

NCIS

Impact of AT on Individual – based on modified SPP

Impact of AT on Individual per Core Indicators

Accounting of hours and

Evaluation

Training

Research

Other?

AT purchased for kits, for individuals