Application Process

A step-by-step guide of our application process
Dear Parent/Guardian,

Thank you for choosing Children's Autism Center for your child. To begin the enrollment process, you will need to turn in the following:

1.) All forms in this folder
   - Enrollment application – please complete in full
   - Patient Registration Form
   - Consent to Release Information – to be able to access information from other pertinent agencies such as school, doctors or other service provider that will help as we develop the treatment plan
   - Consent to video
   - Payment Policy – please read and sign
   - Self Help Checklist
   - Home Situations Questionnaire

2.) Initial or most recent diagnosis report from the diagnosing physician or clinician- this report must contain the following:
   - Diagnosis of Autism – stated clearly with the diagnosis code for autism
   - Test used to diagnose autism
   - Diagnosing doctor’s signature

3.) Copy of insurance card/cards – front and back

Children’s Autism Center has four locations:

- **South** – 5601 Coventry Lane, Fort Wayne
- **North** – 6131 North Clinton, Fort Wayne
- **Angola** – 100 Growth Parkway, Angola
- **Columbia City** – 500 N Oak Street, Columbia City

Please indicate on the application which location you prefer.

Thank you for your interest in the Children’s Autism Center – if you have any questions during this process, please contact me at 459-6040.

Sincerely,

LouAnn B Stone, MA
Intake Coordinator/Family Support Specialist
Application Process

We strive to make this process go smoothly and as quickly as possible for our families. Following is a general timeline and explanation of each step in the process.

Thank you for choosing Children’s Autism Center.

1. **Application Phase: 2-7 days**
   
   Once the application packet is returned with all needed documents, we will get eligibility from your insurance company. The Intake Coordinator will inform the family of the estimated cost involved prior to moving forward in the process.

2. **Assessment Phase: 3-5 weeks**
   
   The authorization for assessment is requested from your insurance company. After approval, the assessment will be in four phases.

   **Phase One: Parent interview** – The interview will allow our team to gain additional information about your child prior to the in center assessment. This takes about 45 to an hour and is conducted in your home.

   **Phase Two: In-Center Assessment** - The Clinical Supervisor will conduct a skills assessment with your child while the parent meets with the Intake Coordinator to review the parent handbook and CAC policies and procedures. This takes approximately one hour.

   **Phase Three: Vineland Assessment** - The Clinical Supervisor will conduct a parent interview to complete the Vineland Assessment as a measure of adaptive behavior. This takes 60 - 90 minutes and can be done the same day as the in center assessment or on a different day.

   **Phase Four: Treatment plan meeting**. The Clinical Supervisor will meet with the parent to review the treatment plan. This is a time for the parent to collaborate with the Clinical Supervisor on the initial treatment plan.

3. **On-Boarding Phase: 2-3 weeks**
   
   It take up to 10 to 14 days for a treatment plan to be approved. The Intake Coordinator will contact you as soon as we have the authorization. At this time we can coordinate a start date for services.