CORE CONCEPT

Autism Centre and Early Intervention Management Course: Referral, Teams and Family Programmes

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Introduction:

Autism centre and early intervention management, covering referral, teams and family programmes, is a 1-week course for managers of autism centres, early intervention services and disability charities that ends with an Autism Centre Service Operating Plan for a case centre. Many centres hold long waiting lists, run speech, occupational therapy and behaviour staff in silos and cannot show what changed for each child. Nominees already lead a centre or charity service and work through case files built on intake logs, session diaries and outcome ratings. CoreConcept Training Center delivers this autism centre management course.

Course Objectives:

- Map a referral and diagnostic pathway from first concern through screening, intake triage and assessment to service start, with a controlled waiting list
- Choose between multidisciplinary, interdisciplinary and transdisciplinary team models and set the role of a primary service provider for each family
- Plan therapist caseloads, weekly intensity hours, session rotas and room use so that speech, occupational therapy and behaviour sessions are delivered as booked
- Design parent coaching and caregiver training offers built on routines-based interviews, home visits and the individualised family service plan
- Organise planned transitions from the centre to nursery, kindergarten or school, with handover files and joint visits
- Measure child and family outcomes with entry and exit ratings, family surveys and a quality indicator set, and assemble an Autism Centre Service Operating Plan

Target Audience:

- Centre management teams accountable for intake, staffing, budgets and service quality in autism or developmental centres
- Early intervention service teams responsible for home-based and centre-based support for young children and their families
- Clinical coordination teams that allocate speech, occupational therapy and behaviour staff across caseloads
- Charity and non-profit programme teams that fund, commission or run autism and disability services for families
- Quality and family liaison teams responsible for parent feedback, complaints, outcome reporting and service reviews

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Course Outline:

Day 1: Autism and Early Intervention Service Landscape and Centre Baseline

- Autism Spectrum Service Needs Across Early Childhood Age Bands
- Centre-Based, Home-Based and Blended Early Intervention Delivery Models
- Family-Centred Practice Principles Applied to Centre Governance
- Demand Profile by Referral Source, Age and Waiting Time
- Autism Centre Current-State Baseline Checklist and Gap Log

Day 2: Referral Pathways, Intake Triage and Team Models

- Referral and Diagnostic Pathway Map From First Concern
- Developmental Screening Tools Overview for Intake Triage Decisions
- Waiting List Prioritisation Rules and Interim Family Support Offer
- Multidisciplinary, Interdisciplinary and Transdisciplinary Team Models Compared
- Primary Service Provider Model and Key Worker Assignment

Day 3: Caseload Planning, Session Scheduling and Family Programmes

- Caseload Weighting Grid for Speech, OT and Behaviour Staff
- Weekly Intensity Hours and Session Rota Planning Template
- Routines-Based Interview and Eco-Map for Family Goal Setting
- Individualised Family Service Plan Structure and Review Cycle
- Parent Coaching Curriculum and Caregiver Group Training Calendar

Day 4: Transition to School, Quality Assurance and Outcome Measurement

- Transition Planning Timeline and School Handover File
- Child Outcomes Summary Entry and Exit Rating Process
- Family Outcomes Survey Design and Satisfaction Feedback Loop
- Centre Quality Indicator Set for Access, Intensity and Outcomes
- Common Failure Cases in Missed Sessions, Drop-Out and Staff Turnover

Day 5: Case Study and the Autism Centre Service Operating Plan

- Case Centre Intake Log, Waiting List and Session Diary Review
- Case Referral Pathway and Team Model Redesign Options
- Case Staffing, Caseload and Room Capacity Plan
- Case Parent Coaching, Transition and Outcome Dashboard
- Autism Centre Service Operating Plan Completion and Peer Defence

Skills You Will Gain:

- Referral Pathway Design
- Intake Triage Governance
- Transdisciplinary Team Leadership
- Therapist Caseload Weighting
- Session Rota Planning
- Parent Coaching Programme Design
- School Transition Coordination
- Child and Family Outcome Reporting

Why Attend This Course:

- Deliver an Autism Centre Service Operating Plan for a case centre to the centre director and the board or funding committee
- Decide which children enter services first, which team model suits each family and how many sessions each caseload can carry
- Avoid growing waiting lists, idle therapist hours and family drop-out that weaken service value and funding cases
- Share the pathway map, caseload grid, family plan template and outcome dashboard with coordinators and therapy leads

Conclusion:

Back at work, the participant presents the Autism Centre Service Operating Plan to the centre director, the board and the funding committee. Leadership uses it to approve the referral pathway, waiting list rules, the team model, staffing levels and the parent coaching calendar. Coordinators use the caseload grid and session rotas to rebuild weekly timetables. After the first quarter under the plan, the centre should compare waiting times, delivered intensity hours, family drop-out and entry and exit outcome ratings with the baseline and revise the weaker parts.

Frequently Asked Questions FAQ:

What should participants know before an autism centre and early intervention management course?

Participants should already manage, coordinate or fund an autism centre, an early intervention service or a disability charity programme. Anonymised intake logs, session diaries or outcome reports from their own service help during the case study day.

How does autism centre and early intervention management differ from a special education or therapy technique course?

It covers how the service is run: referral pathways, intake triage, team models, caseloads, parent coaching, school transition and outcome reporting. Special education courses address classroom teaching in schools, and therapy courses teach clinical techniques to practitioners.

Why does autism centre and early intervention management use a primary service provider model?

A primary service provider gives each family one main contact who brings in speech, occupational therapy and behaviour colleagues as needed. Families receive one plan instead of several, and caregivers are coached to use strategies across daily routines.

What do participants take back from the autism centre and early intervention management course?

Participants take back an Autism Centre Service Operating Plan for a case centre, with a referral pathway map, waiting list rules, a caseload weighting grid, a parent coaching calendar and an outcome dashboard to adapt to their own service.