

P.E.P. Center Enrollment Process

Steps & Timeline Estimation

Email Updates will be provided at each step to the best of your ability

1. Meet & Greet with Tour

- Completed by caregiver or support coordinator

2. Formal Request for Enrollment submission

- Request Enrollment is on website www.thepepcenter.com
- Completed by caregiver or support coordinator

3. Assessment at P.E.P.

- Schedule with Marisa, Program Manager
- Completed by Chief Operating Officer, Nicole Scaglione
- Requires ½ day attendance with parent/caregiver

4. P.E.P. submits Goal & Interventions/Assessment to Support

Coordinator

- Within 1-2 weeks of Assessment date

5. Authorization Submission by Support Coordinator

- Within 1-3 weeks of P.E.P. Submission of Goals & Assessment

6. Authorization Approval by Detroit Wayne Integrated Health Network

- Unpredictable, but typically 2 days – 2 weeks after authorizations are submitted by support coordinator

7. Schedule Official Start Date

- Scheduled with Marisa, Program Manager for a
- Monday, Wednesday or Friday only

Please allow for approximately 2 months total from Formal Enrollment to Start Date with timely submission of requested items