

P.E.P. Center Enrollment Process

Steps & Timeline Estimation

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

1. Meet & Greet with Tour

- Request should be completed by caregiver or support coordinator
- MUST bring or email copy of the following:
 - i. IPOS
 - ii. Behavior treatment plan
 - iii. Crisis/safety plan

2. Inform support coordinator of intent to attend P.E.P. Center

- Caregiver needs to inform support coordinator of decision to attend

3. Formal Request for Enrollment submission

- Completed by caregiver or support coordinator
- Request Enrollment is on website www.thepepcenter.com
 - i. Select **Attending P.E.P.** on menu bar
 - ii. Select “I WANT TO ATTEND PEP” on drop down menu

4. Assessment at P.E.P.

- Schedule with Marisa, Program Manager
- Requires ½ day attendance with parent/caregiver

5. P.E.P. submits Goal & Interventions/Assessment to DWIHN

- Within 1-2 weeks of Assessment date

6. Authorization Submission by Support Coordinator

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

7. Authorization Approval by Detroit Wayne Integrated Health Network

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

8. 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