**Service Coordinator**

Notes:

* Do not schedule *Mary* for more than **7 evaluations a week**
* Do not schedule *Mary* for more than **2 evaluations a day**
* If Lisa does not have at least 5 BDI schedule a week, talk to Marla
* Schedule Mary for all Spanish referrals

If scheduling Mary for Tremonton, do not schedule Mary and Lisa at the same time

Schedule with **Lisa** up to 4 weeks out

If Lisa can’t within 4 weeks, schedule with **Mary** up to 4 weeks out

If Emma can’t within 4 weeks, schedule with **Lisa** up to 4 weeks out

If Emma can’t within 4 weeks, schedule with **Mary** up to 4 weeks out

If Kevin can’t within 4 weeks, schedule with **Emma** up to 4 weeks out

Schedule with **Kevin** up to 4 weeks out

If Kevin can’t within 4 weeks, schedule with **Mary** up to 4 weeks out

Schedule with **Emma** up to 4 weeks out

If Emma can’t within 4 weeks, schedule with **Kevin** up to 4 weeks out

Schedule with **Mary** up to 4 weeks out

If Mary can’t within 4 weeks, schedule with **Kevin** up to 4 weeks out

If Kevin can’t within 4 weeks, schedule with **Emma** up to 4 weeks out

**Ashlyn**

**Lindsey**

**Jamie**

**Jacque**

**London**

**Heather**

**Kathryn (Box Elder)**

If you still can’t find an open evaluator contact Marla

**Service Coordinator**