

What Information Should I Bring to My Child's Evaluation?

Required:

- Completed Intake Questionnaire and Health Record Form
- A copy of your insurance card, if billing insurance
- Form of payment for co-pays, co-insurance, and/or deductibles
- Mental Health Records

School Records:

- Current IEP Document or 504 Plan (if applicable)
- Eligibility Reports
- All Evaluation Reports (Speech/ Language, Occupational Therapy and/or Psychoeducational)
- Most recent report card
- Most recent F-CAT scores (or other standardized test scores)
- FAIR Testing scores
- Any information on discipline reviews

Medical Records including:

- Psychological or Psychiatric
- Neurological or Developmental
- Therapies – Speech, Occupational, Physical etc.

Other Medical Records, if there were:

- Birth complications during pregnancy or after birth
- Current vision status / evaluation
- Current hearing status / evaluation
- List of current and past medications (both prescription and over-the-counter including “supplements” and “natural”) – see Health Record Form to document medications
- Records of illnesses, surgeries, accidents, head injuries and hospitalizations
- Specialized therapies, such as Applied Behavior Analysis (ABA) or other therapies

Additionally:

- Activities to keep your child occupied at various times throughout the day, such as a book or Gameboy/DS Lite
- Snacks for breaks during the testing sessions -- because of the variety of dietary restrictions we customarily do not offer food or snacks in our office
- It is important your child is well rested and free from illness for the evaluation. If your child is not feeling well (vomiting, diarrhea, greenish discharge from the nose, was put on an antibiotic within the last 24 hours or is running a fever) we ask that you call to reschedule the appointment for another day.
- A sweater or jacket is also recommended, just in case it gets a little chilly.
- *****Please administer or bring any regularly scheduled medication.*****
- *****Please bring prescription glasses or hearing devices if your child uses them.*****

Services Offered

The Division of Neuropsychology at Arnold Palmer Hospital for Children specializes in the neuropsychological evaluation of toddlers, children, and adolescents. A neuropsychological evaluation provides an understanding of a child's cognitive and behavioral profile of strengths and weaknesses. A child's strengths and weaknesses are usually assessed through the use of paper and pencil type tests, completing visual puzzles or word problems, and/or engaging in computer tests. Information regarding behavior and emotion is collected through direct observation, an interview with parents and patient, and the completion of parent and teacher questionnaires/checklists. This information is used to develop recommendations for interventions and to guide treatment planning.

Preparation for Testing

It is important for your child to be well rested and appropriately fed prior their evaluation. Toddlers and younger children can be told they are going to meet a new doctor, complete some puzzles, and play some "thinking games." Older children and adolescents may be told they will spend their day talking with the doctor and completing different types of tests. Tests may include memory games, puzzles, academic tasks and "brain teasers". Some tests may be fun, while others may be boring! If children ask, "Why do I have to do this?" you can explain to them these types of tests help identify what they do best, and what is harder for them. By identifying their strengths and weaknesses, we can best identify ways to support things that are difficult for them, such as paying attention, solving math problems, or organizing homework.

Parents should plan to remain in the waiting area during testing sessions unless other arrangements have been specifically discussed with us prior to the appointment.

Appointments

Please arrive on time to all of your scheduled appointments. Once you arrive to your initial appointment, your completed intake questionnaire, health record form, and copies of school and medical records will be collected from you. You will also read and sign additional paperwork and your insurance card will be photocopied.

The first step in the assessment process is a parent interview. The interview usually takes between 40 and 50 minutes. Your primary questions and concerns will be discussed. You will be asked a variety of questions regarding your child's functioning. The doctor may ask you to expand upon some things you have already written down in the Intake Questionnaire. Older children and adolescents customarily participate in the interview process, if it is considered appropriate to do so. However, you will always be given the opportunity to talk to your child's doctor privately (without your child present) if there are concerns you have that you do not feel comfortable sharing in front of him or her.

Once the interview is complete, the doctor will discuss the initial test plan with you, and testing will begin. The doctor may administer part or all of the tests to your child, or a Psychometrist (a master's level professional with training in psychology and standardized psychometric test administration) will conduct the testing. *If your child is very young or has difficulty with sustaining*



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attention, your initial appointment may only be 2-3 hours long: one hour for the interview and 1-2 hour to begin testing. Future testing sessions will be scheduled for you in 1-hour or 2-hour blocks, depending upon your child's abilities. *If your child is older and/or is able to test for longer periods of time*, testing will usually take up the remainder of the day after your interview. You will be asked to wait in the waiting area while your child participates in testing. At that time you will likely be asked to complete behavior checklists pertaining to your child's emotional and behavioral well-being. A parent or guardian should remain on the premises at all times. Your child will be given short breaks as needed. An hour lunch break is taken around noon, if applicable.

A 40-50 minute feedback session will be scheduled approximately three weeks after your child's testing session is completed. This allows the doctor time to obtain and score teacher report measures and to integrate and interpret all of the results obtained from the interview, testing session, and from the parent and teacher checklists. Children who could benefit from listening to the doctor explain their results in a kid-friendly manner should accompany their parents to feedback sessions. However, unless your child is older, much of the feedback session will need to be conducted with the parent(s) alone, so please bring someone to watch your child in the waiting area if he or she is too young to wait by themselves. A final copy of your written report will customarily be mailed to you within 3-4 weeks after your feedback session.

Testing of Young Children

The ability of toddlers and preschoolers to participate in testing is variable and unpredictable. Testing sessions with young children last only as long as they are able to actively participate, and maintain adequate attention and effort. If they become fatigued and/or uncooperative, testing will be discontinued, and an additional session will be scheduled.

Cancellation Policy

Except for rare emergencies, we will see you or your child at the time scheduled. If you need to cancel or reschedule your appointment, please call us as soon as possible so we can offer your appointment time to another patient. If you cancel your appointment less than 24 hours in advance or do not show at the scheduled appointment time, you will be charged a \$75.00 fee for the missed appointment. Please note, most insurance companies will not reimburse you for missed appointments and you remain responsible for these charges.

Confidentiality and Release of Information

Psychological services are best provided in an atmosphere of trust. Because trust is so important, all services are confidential except with your written authorization to release specific information to specific individuals or under other conditions and as mandated by Florida and Federal law and our professional codes of conduct/ethics. These exceptions are discussed in the *Notice of Privacy Practices* that is either enclosed or will be provided to you at your initial visit to our office.

Records

We will review all testing results during our feedback session, and offer you opportunities to review the testing data with us. You will receive a written report summarizing the findings after the



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feedback session. This report will include a summary and interpretation of all of the results obtained from your child's testing, as well as impressions from observations, clinical records, parent interview, and parent and teacher report measures/checklists. We will forward copies of the final report to others only with specific, written consent from you. Because of the proprietary nature of testing materials, we will release raw testing data only to other appropriately credentialed professionals (except as otherwise required by law).

Legal Proceedings

If you are involved in a court proceeding and a request is made for information concerning our professional services, such information is protected by the psychologist-patient privilege law, but there is limited protection for information conveyed to others employed by or consulting to Arnold Palmer Hospital (APH) under the law. Our practice cannot provide any information without your written authorization or a court order. A court order may force us to reveal information, in which case we will reveal only the minimally acceptable amount of information. If you are involved in or contemplating litigation, consult with your attorney in order to determine whether a court would likely order us to disclose information. Also, if a complaint or lawsuit is filed against anyone affiliated with APH Pediatric Neuropsychology Specialty Practice, we may disclose relevant information regarding the patient in order to defend ourselves.

Working with Minor Children

For patients under the age of eighteen (18) years, the law may provide parents with the right to examine the minor child's records. Privacy is often crucial in order to obtain valid evaluation results. If, in the course of an evaluation or consultation with a minor child, he or she reveals to us information he or she does not want shared with parents or guardians, we usually do not reveal such information unless we believe there is a high risk the minor will seriously harm him/herself or others. In this case, we will notify him or her of the intent to notify his/her parents or legal guardian(s).

Contacting

If you need to leave a message, every effort will be made to return your call promptly within 24 to 48 hours with the exception of holidays and weekends. Please make sure your message includes your name and correct phone number. We do not provide on-call coverage 24 hours per day, 7 days per week. In emergency or crisis situations, please contact your primary care physician / pediatrician, call 911 or go to the nearest hospital emergency department.