

NYC Evaluation Checklist

Child's Name: _____ **ID#:** _____ **DOB:** _____

Team members: _____

***Date of referral to conduct the evaluation: _____

Prior to evaluation:

- Contact family to arrange evaluation within 24 hours. Date contacted: _____
- Remind family to have *Health Status Form* available at time of evaluation.
- Make sure all testing materials are clean and that you have all necessary protocol and testing materials ready for the evaluation.

During the evaluation:

- Have *Evaluation Consent Form* signed before beginning evaluation. Fax to Adrienne: 516-577-9611.
- Have the *NYC Delay Form* signed if there is a delay in conducting the evaluation. Fax to Adrienne.
- Confirm spelling of all names and DOB.
- Conduct a *Parent Interview*. (Discuss and note the parent's concerns, priorities and resources related to the *child's developmental status and progress*).
- Offer a *Family Assessment*. (Discuss and note the parent's concerns, priorities and resources of the *family* related to enhancing the child's development).

Following the evaluation:

- Score your tests as soon as possible.
 - Call parents and discuss your individual findings. Date results were discussed with family: _____
- ***Add contact date to your individual written evaluation report.

Report Writing:

- Include the child's NYC referral identification number.
- Add a description of the assessment process and conditions.
- Include information from the parent interview, clearly indicating: *Concerns;*, *Priorities;*, *Resources;*.
- Include information from the family assessment (if conducted), clearly indicating: *Concerns;*, *Priorities;*, *Resources;*.
- Indicate the date the evaluation was discussed with the family at the end of your report.
- Include an attestation statement.
- Proofread your report.
- Submit your report in a timely manner.

Conclusion:

- Designate a team member to discuss findings and eligibility with the family; offer assistance in understanding the results.
- Note the **date of discussion:** _____
- Add the **date of discussion** to the end of the summary narrative with a statement about whether or not the family agrees with the findings.

Special Note:

- If you are conducting a bilingual evaluation, include a bilingual summary narrative.
- If the family requests an English only summary narrative, note that in your report and summary narrative.