

Nassau and Suffolk Evaluation Checklist

Child's Name: _____ DOB: _____

Team members: _____

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

Prior to evaluation:

- Contact family to arrange evaluation within 24 hours. Date contacted: _____
- Make sure all testing materials are clean and that you have all necessary protocol and testing materials ready for the evaluation.
- When scheduling with family briefly go over concerns to make sure the correct assessments are used during the evaluation

During the evaluation:

- Have *Evaluation Consent Form and Medicaid form* signed before beginning evaluation. Fax to Frances: 516-577-9606.
- 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*)
- Offer a *Family Assessment*. (Discuss and note the parent's concerns, priorities and resources of the *family*).
- Ask the parent if the child's behaviors were typical

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:

- Add a description of the assessment process and conditions. Include: lighting, space, response of child, etc.
- Include information from the parent interview, clearly indicating: *Concerns;*, *Priorities;*, *Resources;*.
- Include information from the family assessment (if conducted), clearly indicating: *Concerns;* *Priorities;*,
- For Summaries, a statement must be included regarding the families access to transportation
- A statement regarding if the child's behavior was typical is required in all reports
- Use parent friendly language and explain technical information in lay terms.
- Include an ICD-10 code, CPT code, and your NPI number
- 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. (Within 3 days of conducting the evaluation)
- If bilingual evaluation, indicate languages in which testing items were presented and response of child.
- If bilingual evaluation, a bilingual disclaimer must be in the report when using standardized scores
- If a supplemental evaluation is being done, evaluator must put in the summary of report saying whether the service is being recommended or not
- If a core evaluation is being done, a statement must be put in summary of whether the child is eligible for Early Intervention services or not.

Conclusion:

- Special Educator will discuss findings and eligibility with the family; offer assistance in understanding the results.
- Add the *date of discussion* to the end of the summary of MDE with a statement about whether or not the family agrees with the findings. If bilingual evaluation indicate language used during discussion.
- If you are conducting a bilingual evaluation, include a bilingual summary narrative.
- If the family requests an English only summary of MDE, note that in your report and summary of MDE.