

## **JUNE SHELTON SCHOOL and EVALUATION CENTER**

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### **SHELTON EVALUATION CENTER PATIENT SERVICES AGREEMENT**

Welcome to the Shelton Evaluation Center. This agreement contains important information about the center's professional services and business policies, including the nature of you or your child's evaluation, the fee arrangement, and the confidentiality of information. Although this document is long and sometimes complex, it is important that you read it carefully before the evaluation. When you sign this document, it will represent an agreement between you and the Shelton Evaluation Center (SEC). Please read it in advance and plan on meeting to discuss the agreement and any questions you may have at the time of the evaluation. The evaluation cannot proceed until you have fully read and understood this agreement in its entirety.

For divorced families, a copy of the divorce decree must be provided in advance of the child's evaluation to verify the parent(s) legal right to requests this evaluation and to consent to the procedures conducted by the SEC. Please submit only those pages that pertain to the custody agreement. In the case of parents in the midst of a divorce, a copy of the temporary orders must be provided. The SEC must have the consent of the parent(s) who has the legal right to consent to the procedures conducted by this evaluation center. If someone other than a parent has temporary or permanent guardianship of the child being evaluated, that individual will need to provide that legal documentation as well as consent.

### **PROFESSIONAL SERVICES**

Clients are evaluated to establish a learning, behavioral, and/or psychological profile in order to recommend the most appropriate accommodations and remediation. The SEC conducts psychoeducational, neuropsychological, and psychological evaluations. The professionals conducting the evaluation will determine what tests should be administered according to the needs of the individual being evaluated. Three types of evaluations are administered:

- A psychoeducational evaluation assesses learning difficulties and may include measures of intellectual/cognitive ability, attention, auditory and visual processing, oral and written language ability, fine and gross motor development, memory, executive functioning, visual-spatial ability, and academic skills. If needed, neuropsychological measures will be included in this battery. Further, we may also screen for anxiety and/or depression.
- An Autism Spectrum Disorder evaluation assesses more specific social and behavioral difficulties and may include measures of social communication, behavior, and social skills. If needed, we may also screen for anxiety and/or depression.
- An evaluation specific to the diagnosis of Attention Deficit/Hyperactivity Disorder (ADHD) focuses solely on ADHD and is conducted over a half day. It includes intelligence testing, a structured interview, behavior rating scales, a continuous performance test, and a brief written report. If problems beyond the ADHD symptoms are noted during this evaluation, further testing may be recommended.

To schedule an appointment for an evaluation, the client or client's parent(s) must return the deposit, SEC parent or client questionnaire, rating forms, copies of previous evaluation(s), recent report cards, and any standardized test results. This information is critical as the SEC uses it to plan the evaluation process. The evaluation cannot begin without these items. Based on these documents and other intake information, the SEC will determine the nature of the primary

evaluation. The specific nature of the primary evaluation will be discussed with parent(s) the morning of the evaluation during the consent process. Following the completion of the primary evaluation, additional testing may be deemed necessary in order to obtain a complete and accurate picture of the client's functioning. If this is necessary, the SEC staff will discuss the need for further testing and the additional fees prior to scheduling this testing.

The SEC employs Licensed Psychologists, Educational Diagnosticians, Licensed Professional Counselors, and Licensed Psychological Associates. Because the SEC is also a training facility, professionals in training may be here observing. Licensed professionals supervise all professionals in training. For information regarding the differences in training and education of Licensed Psychological Associates (LPA) and Licensed Psychologists (LP), please visit [www.tsbep.texas.gov/files/forms/LPA%20Independent%20Practice%20brochure.pdf](http://www.tsbep.texas.gov/files/forms/LPA%20Independent%20Practice%20brochure.pdf).

This consent covers the entire evaluation process. Consent is voluntary and may be revoked at any time.

## **EVALUATION PROCEDURES**

Typically, the primary evaluation is a full day of testing. Testing will begin at either 8:30 am or 8:45 am, depending on the age of the client. Parents will need to discuss and sign the consent form at the beginning of the evaluation day and be interviewed by the primary evaluator prior to or at the beginning of the evaluation day. There is a lunch break from 11:30 to 12:30. For child clients, a parent(s) will need to be available to take the child to lunch off site. This break provides a time for the client to relax and refuel for the afternoon portion of the testing. Typically the evaluation ends around 3:00 pm. Younger clients may end sooner while older clients may end later. Some clients test rapidly and others test more slowly. Some clients may require additional time to complete testing. Also, some children become overly tired and are unable to provide adequate focus and effort. In that case, the evaluator will inform parents and make arrangements for an additional testing session. Typically parents are not required to stay at the SEC during their child's testing. However, they may do so if they wish. In some situations, parents may be asked to stay based on the needs of their child.

If the client has been diagnosed with Attention Deficit/Hyperactivity Disorder and is taking prescribed medication, the medication should be taken as usual the morning of the evaluation. Any other prescribed medications should be administered as directed the day of testing. Please contact the SEC if you have any concerns regarding the possible impact of your child's medication on his or her testing performance.

If a scheduled evaluation or consultation must be cancelled or rescheduled, the SEC requires a 24-hour notification. Appointments scheduled for Monday must be cancelled the previous Friday morning

## **REPORTING PROCEDURES AND RECORD KEEPING**

After the evaluation is completed, a parent conference will be scheduled to communicate results and recommendations. This usually occurs within two weeks of the completed evaluation. It is best for both parents to attend if the client is a child or adolescent. For some adolescents, it is appropriate that they attend the reporting conference as well. This will be based on the evaluator's recommendation. Childcare is not available.

A written report will be available within 4 to 6 weeks of the reporting conference. The report will include the presenting problem, relevant history, observations during testing, test results, interpretations, and recommendations. A pdf version will be emailed and the original report will be mailed to the parent(s) or guardian(s).

Records are stored at the Shelton Evaluation Center for 7 years after the last date of service or until 5 years after a minor reaches the age of majority. For security purposes, a copy of the final report will be stored electronically. Only SEC staff and a data base administrator have access to these reports.

## **FEE SCHEDULE**

A non-refundable \$500.00 deposit for all evaluations is due at the time initial paperwork is returned to the SEC. The balance, payable **by check or cash or credit card**, is due the day of the evaluation. The fee for the primary psychoeducational evaluation is \$2,500.00. The fee for a half-day evaluation of a child 4 years of age or younger is \$1500.00. If an Autism Spectrum Disorder evaluation is added for a child 4 years of age or younger, the fee is \$500.00. The fee for an Autism Spectrum Disorder evaluation following a psychoeducational evaluation for clients 5 years of age and older is \$800.00. The fee for an ADHD evaluation is \$1000.00. Some Saturday appointments are available for a fee of \$2,700.00. A consultation fee of \$200.00 an hour is charged for any services beyond those already described.

If during the course of the primary evaluation, it becomes apparent that other areas of functioning (e.g. autism spectrum, personality, behavior) require further investigation, additional testing will be recommended. This will require an additional day of testing and further fees. The need for additional testing and the associated fees will be discussed in advance of scheduling that testing.

Our fees cover a review of client history and previous evaluations, interviews with parents and/or clients, administration of all necessary tests, scoring and interpretation of results, consultation with SEC staff members, the reporting conference, and a written report with diagnoses and recommendations specific to the client's needs. Reports will not be released unless the fee has been paid in full.

## **LIMITS OF CONFIDENTIALITY**

The law protects the privacy of all information obtained during the evaluation process. In most situations, the SEC can only release information about the evaluation if the client, parent, or guardian signs a written Release of Information. A Release of Information is specific to an individual, another professional, school or agency. If a current Shelton student is being evaluated, the SEC will need access to all of the student's Shelton School records. You should be aware that, pursuant to Texas law, test data can only be released to trained mental health professionals.

There are some situations where the SEC is permitted or required to disclose information without either a consent or a Release of Information. These include:

1. If a client is involved in a court proceeding and a request is made for information concerning the client's evaluation, such information is confidential. The SEC cannot provide any information without the client's or client's legal representative's written authorization. However, if the SEC receives a court order, the SEC may disclose information without the client's consent or authorization. If the client is involved in or contemplating litigation, the client should consult his/her attorney to determine whether a court would likely order the SEC to disclose information.
2. If the client's records are subpoenaed as part of a criminal investigation, the SEC must disclose the client's records without the client's consent or authorization.
3. If a client makes a complaint or files a lawsuit against the SEC, the SEC may disclose relevant information regarding the client without the client's consent or authorization in order to defend itself.

There are some situations in which the SEC is legally obligated to take action. These include:

1. If SEC has cause to believe a child under age 18 has been or is at risk to be abused or neglected (e.g. physical injury, a substantial threat of harm, mental or emotional injury, or any kind of sexual contact or conduct) or that a child is a victim of a sexual offense, the law requires the SEC to make a report to the appropriate governmental agency. This is usually the Texas Department of Family and Protective Services. Once such a report is filed, the SEC may be required to provide additional information to this agency.
2. If during the course of an evaluation the SEC learns that a client has been sexually abused or exploited by a mental health professional, state law requires the SEC to report this information to law enforcement and the professional's licensing board.
3. If the SEC determines that there is a probability that the client is in imminent danger of harming himself/herself or others, the SEC may contact family members or others (e.g. medical, mental health, or law enforcement personnel) to provide protection for the threatened individuals.

By signing this agreement, you give the SEC express permission to take any and all of the above actions. While this written agreement of exceptions to confidentiality should be helpful in informing you about potential problems, it is important that any questions or concerns be discussed. The SEC reserves the right to seek legal advice if a question should arise regarding disclosure of confidential information that the SEC is unable to answer on its own.

Your signature below indicates that you have read the information in this document and agree to abide by its terms during our professional relationship.

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Signature of Client Date

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Signature of Parent or Guardian, if client is a minor Date

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Signature of Primary Evaluator Date

**The Shelton Evaluation Center Staff**

**Laure Ames, Ph.D.**

Director, The Shelton Evaluation Center  
Licensed Professional Counselor-Supervisor  
Licensed Psychological Associate with Independent Practice

**Katherine Sulak, M.Ed.**

Certified Educational Diagnostician

**Jacquelyn Pack, Ph.D.**

Licensed Psychologist  
Licensed Specialist in School Psychology

**Debbie Ripchick, Ed.D.**

Certified Educational Diagnostician

**Joyce Pickering, Hum. D., CALT, Q**

Executive Director Emerita  
The Shelton School and Evaluation Center

**Stephanie McCain, M.A.**

Licensed Professional Counselor  
Licensed Psychological Associate with Independent Practice  
Licensed Specialist in School Psychology

**Catherine Harris, S.S.P.**

Licensed Psychological Associate with Independent Practice  
Licensed Specialist in School Psychology

\*\*\*\*If client is 18 years of age or older, consent is given for results to be shared with parents.

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Name

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Date