

## **Steps for referral for Psychological Evaluation**

The need for psychological evaluation could come from a number of places. These may include: recommendation from mental health specialist; SFP disability analyst; or as a result of the score on the Learning Need Screening (DHS 0421).

When a referral is being made there are some considerations and steps to ensure the process goes smoothly.

### ***Connection with Child Welfare***

Determine if Child Welfare has an open case for your customer. If there is an open case you will need to contact the worker to determine if the customer has already participated in an evaluation or is in the referral process. If they have, please complete the appropriate release of information forms to secure a copy.

### ***Once you know a referral is needed, check and make sure:***

- The customer has medical coverage, and
- The provider accepts the customer's medical coverage

*Note: The evaluation must be at no cost to the customer. TANF/JOBs funds may not be used to pay for medical expenses.*

***What the provider will need:***

- A short write up explaining why we are referring the customer for a psychological evaluation. Include information we may want to know such as possible accommodation needs, strengths, potential barriers, etc. Include observation, which may provide information to the provider. Make sure to include any pertinent information regarding your customer's language, communication or cultural considerations.

If this referral is the result of a Learning Needs Screening (DHS 0421) include this in information in the write up and along with a copy of the DHS 0421. Explain we will need the provider to consider a possible learning disability. See the examples of the DMAP 729 forms below.

- [DMAP 729](#) – Administrative Medical Examination/Report Authorization (Medical Records Request) with codes and descriptions of requested procedures
  - Example of Psychological Evaluation Referral
  - Example of Psychological Evaluation and Learning Disability Testing Referral
  - Example of Psychological Evaluation and Neurological Testing Referral
- [DMAP 729A](#) – Comprehensive Psychiatric or Psychological Evaluation
- [DMAP 729F](#) – Mental Residual Function Capacity Report
- [DMAP 729G](#) – Rating of Impairment Severity Report

- Potential Accommodations tools (located on the SSP Staff Tools Website). Send the following:
  - [Potential Accommodations for Cognitive Disorders](#)
  - [Potential Accommodations for Mental Health Disorders](#)
  - [Potential Accommodations for Specific Learning Disabilities](#)
  - [Potential Accommodations for Substance Use Disorders](#)
- Your contact information: Name, Job Title, Phone Number and Physical and Email Addresses.

***Helping the process move smoothly for our customers***

- Explain the evaluation may take four to six hours and they should be prepared.
- DHS can provide transportation and child care support for attending the evaluation.
- Work with the customer and provider to help make sure the customer attends the scheduled evaluation.
- Provide a reminder call the day before and morning of the customer's evaluation.
- Check-in with the customer after the evaluation.

## ***When the psychological evaluation reports are received***

- Review the report or reports and staff with appropriate Self-Sufficiency personnel to determine next steps, appropriate case plans and potential referrals to other agencies or programs.
- What to look for in the report(s):
  - Diagnosis – *the identification of the nature of an illness or other problem by examination of the symptoms.*
  - Prognosis – *a forecast of the likely course of a disease or ailment.*
  - Treatment recommendations and information
  - Strengths and potential barriers
  - Accommodation needs
  - Reading and comprehension levels
  - Need for additional testing
  - Etc...
- Input diagnosis and accommodation information into the TRACS Disability/Limitation records. Remember each diagnosis will need its own records. This is the same for accommodations with each needing a separate record. The guide, *TRACS Disability and Limitation Page Resource Guide – July 2015*, can be found [here](#).