



A Diagnostic & Treatment Clinic

CHILDREN'S PROGRAM

Children • Teenagers • Families • Adults

Dear Caseworker:

Please refer to the following checklist to be sure we receive the necessary information regarding the client(s) to be evaluated:

- **Caseworker's Referral and Planning Letter** (see below)
- Consent to Treat form (light purple)
- Release to Disclose Confidential Information (light pink)
- Privacy Practices: Acknowledgement and Consent (bright salmon)
- Achenbach Child Behavior Checklist "Ages 1½ -5" **or** "Ages 6-18" (bright blue)
- Conners Teacher Questionnaire for Ages 6-18 (light green)
- Teacher's Report Form for Ages 6-18 **or** Caregiver-Teacher Report Form for Ages 1½ -5 (light green)
- ITSEA Report Form for ages 12-18 months (white)
- Adult Information Form for adult clients (bright blue)

A primary component of the information you provide is the caseworker's **Referral and Planning Letter**. This will assist our clinicians in having readily available, prior to the assessment, both the history and facts of the case and the questions you'd like answered so they may make the best clinical judgment in how to proceed with the assessment. In addition, the precise and detailed information you provide may shorten the time it takes to complete the written reports, so that our clinicians can focus on the psychological aspects of the assessment and less time rewriting documented aspects of the case history.

In addition, please send (either paper copies or via email) recent copies of court reports, prior psychological and/or mental health evaluations (if done elsewhere), parent psychological evaluations, IEP's, abuse and/or neglect evaluations (e.g. CARES, Imani, Liberty House, etc.), therapy summaries, and a letter from the therapist if there are any questions or concerns he/she would like addressed.

Please do not send case narratives (307's) as we do not need them. Also note: we reserve the right to shred any documents we receive that we deem not clinically necessary.

If there is information you must fax, please confine the faxed information to ten pages or less.

We hope this letter is helpful to you as the information you provide is extremely important in the overall clinical picture. If you have any questions, please call me at 503-452-8002 x 133.

Sincerely,

(Ms.) Michael Wood, M.S.W.
Intake