



Maine Child Psychology LLC
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MaineChildPsych.com

Maine Child Psychology Psychological Evaluation Referral Checklist

It is our goal to provide accurate, thorough, efficient and helpful psychological evaluations while trying to minimize unnecessary paperwork. To this end, the following documents are **required** before we schedule a psychological evaluation:

- Child Development Services (CDS) **Referral for Evaluation Form**
- Maine Department of Education **Parental Consent for Evaluation**, with 'Psychological Evaluation' checked, marked as approved, and signed by parent, guardian, or educational advocate
- CDS **Parental Consent to Share Data and Seek Payment for Evaluations form** (or CDS **Financial Resources Form**)
- ❶ Maine Child Psychology **Authorization to Obtain Protected Healthcare Information**, signed by parent or guardian
- ❶ **Achenbach Child Behavior Checklist** completed by the parent, guardian, or other caretaker (e.g., step-parent) who knows the child best
- CDS **Confidential Child and Family History Questionnaire** - OR - ❶ Maine Child Psychology **Background Information Form**

❶ **Maine Child Psychology will provide copies of these forms to your office.**

The following documents are **strongly recommended** and very helpful to an accurate and thorough psychological evaluation. We would like to receive these documents prior to the evaluation date if possible:

- Individualized Education Program (IEP) or Maine's Part C Program/Early Intervention Program Individual Family Services Plan**, if one exists.
- Maine Department of Education **Written Notice** if an IEP/IFSP meeting has been convened to recommend an evaluation - OR - most recent **Written Notice** if referral is for triennial reevaluation.
- Previous evaluations including any prior psychological evaluation, and other developmental, educational or medical evaluations if conducted within the past 18 months
- Report of current **Observation in the Learning Environment**, conducted by CDS staff or affiliates. *MCP staff can conduct an observation in the learning environment if requested as part of the referral.*
- MCP Structured Observations of ASD Characteristics** if the child is referred for assessment of an autism spectrum disorder. *MCP staff can conduct the structured observations if requested as part of the referral.*
- ❷ **Achenbach Caregiver-Teacher Report Form** (1 copy), completed by preschool teacher, daycare provider, special instructor, adult support, or other developmental service provider
- ❷ **MCP Report on Preschool Participation Form** completed by the preschool teacher or daycare provider, if the child is in a preschool program or structured daycare.

❷ **Maine Child Psychology will provide copies of these forms to your office and will communicate with the school, daycare, or other providers to request this information if desired.**

Questions? Problems? Can't obtain some of the documents listed above? We're here to help!
Call us at **(207) 221-2631**.