



**Maine Child Psychology LLC**  
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MaineChildPsych.com

### **Maine Child Psychology Psychological Evaluation Referral Checklist**

It is our goal to provide accurate, efficient, and helpful psychological evaluations while trying to minimize work for case managers and service providers. When referring children to Maine Child Psychology for evaluation, please submit the following required documents:

Child Development Services (CDS) required referral documents:

- CDS Referral for Evaluation Form.**
- Maine Department of Education **Parental Consent for Evaluation**, with 'Psychological Evaluation' checked, marked as approved, and signed and dated by parent, guardian, or educational advocate.
- CDS Parental Consent to Share Data and Seek Payment for Evaluations** form (not required for CDS Pay).

Other required documents:

- Maine Child Psychology **Background Information Form OR** the CDS **Confidential Child and Family History Questionnaire**
- If the child being referred attends a public or private preschool or daycare, the preschool teacher or daycare provider will complete the **MCP Report on Preschool Participation Form**
- Reports of specialty or medical evaluations if these cannot be accessed in CINC (for example, reports of assessments performed by external agencies that have not been reported in or uploaded to CINC).
- Optional: Maine Department of Education **Written Notice** if an IEP/IFSP meeting has been convened to recommend an evaluation.

MCP will electronically send to parent/preschool or daycare:

- Achenbach Child Behavior Checklist** to be completed by the parent, guardian, or other caretaker (e.g., step-parent) who knows the child best (*please include parent email in referral*)
- Achenbach Caregiver-Teacher Report Form** to be completed by preschool teacher, daycare provider, special instructor, adult support, or other developmental service provider if the child is in daycare or preschool or receiving ongoing special education or developmental services (*please include teacher/daycare provider email in referral*)

We will review the following documents in CINC if we are able to access CINC and these documents exist there:

1. **Individualized Education Program (IEP) or Maine's Part C Program/Early Intervention Program Individual Family Services Plan**, if one exists.
2. Previous specialty evaluations (either listed in the Evaluations/Assessments tab or the Uploaded tab)
3. Eligibility Observation Summary conducted by CDS staff or affiliates.

Please send additional documents you feel will be helpful to us when we evaluate this child. Thank you!

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