Quick Guide

The following illustrates the workflow, sequential steps that may be taken when the program supervisor and psychologist receive a referral from clinical staff, in need of a psychological evaluation of a client/member, to assist in diagnostic clarification and treatment planning.

1. Clinical staff believe diagnositic clarification is needed to assist with treatment planning.
2. In consultation with other care team members, including the assigned psychiatrist, a referral is completed by clinical staff and submitted to the program supervisor.
3. The program supervisor reviews the referral and assigns a psychologist.
4. The psychologist consults with the referring clinical staff and obtains any additional information needed to clarify the referral question.
5. The psychologist develops a battery of tests that will answer the referral question.
6. The psychologist obtains consent (if consent is not on file) from the client/member or parent/legal guardian (if a minor), prior to the evaluation, as well as any needed Authorizations to Use/Disclose PHI.
7. Information from collateral sources are obtained as needed, such as clinician and family clients/caregivers.
8. After the psychological evaluation is completed, and scoring and results are obtained, a psychological evaluation report is completed that details the information gathered, test results, interpretation, and recommendations based on the referral question.
9. A feedback session, on the findings, is provided to the referring clinical staff and client/member and family clients/caregivers as appropriate.
10. The psychological evaluation report and all raw testing materials is stored according to the program's policy and consistent with APA principles, standards, and guidelines.