Step-by-Step Procedures for School-Based Evaluations **Christina M. Pate (573)884-0377**

PRE-EVALUATION

STEP 1: SCHOOL/ AGENCY SEEKS EVALUATION FROM MU-ACC

- School/Agency obtains Parental Consent (using their own form)
- Complete MU-ACC Referral Form
- Attach/enclose ***ALL*** relevant documentation of previous/ concurrent evaluations
- Attach/enclose copy of parental consent from school/agency

STEP 2: REFERRAL FROM SCHOOL/ AGENCY TO MU-ACC

- Mail or Fax Referral Form & Documentation To MU-ACC at (573) 884-3399. (ATTN: CHRISTINA PATE)
- Notify MU-ACC of Referral Submission (patecm@missouri.edu or (573) 884-0377)
- MU-ACC will contact school/agency representative to confirm receipt of referral form and records/ documentation

EVALUATION: PART I

Step 1 : ALL PARTIES COMPLETE FORMS

- MU-ACC will send school/agency a confirmation letter of referral and all documents needed to schedule an appointment
- School/Agency will distribute forms to appropriate parties (e.g., teachers, parents, etc.)
- School/Agency will collaboratively decide on type of evaluation & ACC will provide estimate of cost
- All forms must be completed and returned to the MU-ACC within ***two weeks in order to prevent delays in scheduling your appointment***

Step 2: SCHEDULE ASSESSMENT

- MU-ACC will notify school/agency once the evaluation forms are completed and received MU-ACC (when appropriate)
- location, and date/time

EVALUATION: PART II

STEP 1:EVALUATION VISIIT

- Parents, teachers, or other individuals scheduled to take part in the evaluation should be notified in advance the date(s)/time(s). It is recommended that these individuals be provided a reminder and the MU-ACC be contacted immediately upon notice of cancellation or rescheduling.
- Appropriate school staff should be notified of the evaluation and to expect clinicians observing in multiple environments within building (when necessary).

STEP 2: SCHEDULE OF EVENTS

- A clinician/psychologist from MU-ACC will arrive at site; please notify our staff of directions and/or if special instructions (e.g., checking-in, etc.) are warranted
- Please provide MU-ACC staff with a contact within the building and notify staff
- Specific arrangements regarding procedures will be arranged with school representative when clinician/psychologist arrives prior to conducting evaluation procedures

EVALUATION: PART III

Step 1: EVALUATION RESULTS

- School/Agency will be contacted by MU-ACC to schedule a staffing meeting (when appropriate) or to confirm completion of the report to be mailed
- **Note***: Due to HIPAA restrictions, evaluation results and/or reports will not be discussed via email or sent via fax unless specific arrangements have been made and appropriate forms have been signed*

STEP 2: FEEDBACK

- Report is mailed to school/ agency (when appropriate)
- Clinician/psychologist will arrive at school/agency to provide feedback with appropriate staff/parents

POST-EVALUATION

STEP 1: BILLING

- MU-ACC will mail an invoice for the evaluation procedures along with expenses incurred for gas/ mileage (when appropriate)

STEP 2: PAYMENT

- Mail or Fax payment to:
  MU-ACC
  205 Lewis Hall
  Columbia, MO 65211
- Fax to (573) 884-3399
- Please call the MU-ACC main office (573) 882-5092 for billing questions.