

Center for Children with Special Needs
Floating Hospital for Children
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Dear Parent(s):

Thank you for your interest in having your child seen at the Center for Children with Special Needs. In order to gain a comprehensive view of your child we need to collect information from the family, the school, the primary care physician and other individuals involved with your child.

Please have the following forms completed by the appropriate individuals and returned to us as soon as possible. **When all the forms are returned we will make an appointment for your child's evaluation.** Please contact us at (617) 636-9433 if you have any questions about the forms or the evaluation process.

Information to be supplied by the family:

- Parent questionnaire*
- Authorization to release/obtain records*
- Copies of any medical, neurological, psychological, educational or psychiatric evaluations
- Copies of scores from achievement tests given in school (such as California Achievement Tests, Comprehensive Tests of Basic Skills)
- Copies of report cards and of any previous evaluations.
- If in special education, copies of CORE/TEAM evaluations and most recent IEP (Individual Education Plan) *(please note that we cannot make copies here).*

Information to be supplied by the school:

- School questionnaire* completed by primary teacher or teaching team.
- Additional *Observer Report Forms* may be completed by additional teachers or guidance counselors

Information to be supplied by the Physician:

- Physician questionnaire*

Other information:

- The *Observer Report Form* may be completed by other family members (such as non-custodial parent), tutor or another adult who has frequent contact with the child.
- If child is receiving counseling, it would be helpful if the therapist would send a brief report.

Appointment Scheduling

Please indicate on the parent questionnaire if you are requesting a specific type of evaluation. Otherwise we will schedule a meeting with a developmental/behavioral pediatrician, a psychologist, a speech-language pathologist, an educational specialist, a nurse practitioner, a social worker, or a combination.

Please note that there have been recent changes in many insurance companies' policies regarding testing (by pediatricians, psychologists, educational specialists, etc.) which may not be covered or may require pre-authorization. Additional information about this issue is attached. Please read it carefully in order to understand what your options are for receiving coverage for our services. In order to be seen by one of our developmental-behavioral pediatricians you will need to obtain a referral from your child's primary care physician.

The Evaluation

The parent interview is a critical element of the evaluation and **we strongly recommend that both parents and/or other caregivers attend.** If a parent or important caregiver cannot attend it would be helpful if he or she could write down some observations and concerns so we can get a more complete picture of the child's functioning. Please do not bring other children to the appointments, or bring someone to watch them in the waiting area.

Because the Center for Children with Special Needs is part of a teaching hospital, the evaluation may be conducted by a professional in training. These trainees are supervised by board-certified developmental/behavioral pediatricians or licensed professionals in the trainee's field.

After the Evaluation

We will provide a written report of the results of our evaluation and our recommendations. These reports are sent to the parent(s) and the child's primary care physician. Reports are not generally sent to the school unless the school has paid for the evaluation or it is specifically requested. Most families will review the evaluation and then provide copies for the school.

If you have any questions about the intake process, evaluations or other services at the CCSN, please do not hesitate to contact us (617-636-9433). We look forward to working with you and your child.