

STRATEGIC EVALUATIONS

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Comprehensive Psycho-Educational Evaluation

Process Information—2018

1. INITIAL FORMS EMAILED TO FAMILY

- This packet includes consent forms, directions to our office, fee agreement, pre-assessment statement, and developmental history form.
- Parents are asked to return the consent form, fee agreement, and developmental history form to our offices at least **2 weeks prior to the Parent Intake**.
- ***Half of the assessment fee is due with these forms.***

2. PARENT INTAKE APPOINTMENT

- This is a **1 hour parent-only session** (*one or both parents*). **Students are not included in this meeting**, and our office policy is that children cannot be left unattended in the waiting room. **Please make other arrangements for child care during this time.**
- When you arrive, you will spend 15 to 30 minutes completing **questionnaires** about your child.
- Once questionnaires are complete, we will talk with you about your child's history and current situation and make sure we understand all of your questions and concerns.
- If not included with your intake packet, please bring any previous testing (school or private), standardized test results, report cards, and any other records you think will be helpful.
- ***The second half of payment for testing is due at this time.***

2. SCHOOL OBSERVATION (if needed, grades K – 5)

- Dr. O'Hagan and Dr. Stall will determine if this is a needed component of the evaluation. If necessary, this observation will take place prior to testing, and they will arrange this directly with your child's teacher after you sign a form giving them permission to do so.

3. STUDENT TESTING SESSIONS

- Testing takes place over **THREE (3) *testing sessions*** with your child. Each session will be scheduled for 2 to 2.5 hours.
- Parents usually leave during testing appointments but are welcome to remain in our waiting room, if desired. Please be aware that there is no Wi-Fi available in our

waiting room, and parents are asked to refrain from talking on cell phones in the waiting room or hallways of the building. A list of options for working or shopping in the area can be provided.

4. PARENT FEEDBACK APPOINTMENT

- This is a 2 hour parent-only session. Unless discussed in advance, BOTH parents are to attend this feedback. Phone conferencing is not an option for this session. If there is a change in one parent's availability, we will reschedule. Again, children do not attend this session.
- This feedback session is typically scheduled within two weeks of the testing.

5. STUDENT FEEDBACK APPOINTMENT

- This is a session that varies in length from 30 – 90 minutes.
- Initially, either Dr. O'Hagan or Dr. Stall meet with your child; after this discussion (which can last 15 to 60 minutes), parent(s) join the session to complete the feedback.
- The goal of this session is to increase the student's understanding of strengths and weaknesses and promote self-acceptance. Typically, any diagnoses or recommendations made are discussed during this time.

6. WRITTEN REPORT

- A detailed report is shared directly with the family, typically within two weeks of the feedback session.
- Written reports are NOT shared directly with the school or any other provider except under special circumstances in which a written permission (Release of Information form) has been obtained.

7. SCHOOL MEETING (If requested)

- Many parents request that Dr. O'Hagan or Dr. Stall accompany them for a school meeting to share results with teachers and/or other support staff.
- This meeting is initiated by the parents, and our hourly fee is charged, as this is not included in the assessment fee.

FINANCIAL EXPECTATIONS

1. Once testing is scheduled, you will receive a packet from us that will include a pre-assessment statement.
2. Half of the billed payment is **due 2 weeks prior to your parent intake session**. *Please include this payment with your initial paperwork packet, which you may choose to mail or drop off at the office. Our building is open from 7:30 to 5:30. If our suite is open, please leave your packet in the basket located on the counter to your right. If our suite is locked, please drop your packet in the mail slot. Please let us know if you have dropped this off.*
3. The second half of payment is **due at the parent intake**.
4. The amount typically billed is as follows: \$2700, K-4th grade, \$2850, 5th-7th grade, \$3000, 8th grade and older. For those students in grades 7 and higher who are being evaluated for the first time, additional fees may be incurred due to the higher demands to document history.
5. Any additional consultation time after the evaluation is complete will be billed at \$150 per hour.
6. Payment by check is preferred. If needed, we do have a credit card payment option.
7. Once all testing is complete, we will provide you with a statement (a superbill including the diagnostic and procedure codes) for your records. We cannot provide this until testing is complete.
8. Please be aware that we are not able to fill out detailed insurance forms. We will include information that may be needed by insurance on the superbill. The diagnostic codes associated with this evaluation are 96101 and 96118.

If you have any questions regarding the assessment or billing and payment policies, please let us know.

Main office line: 303-758-0744

Email address: strategicevaluations@gmail.com

Website: TBD

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