



Procedures for Requesting Psychological Services

1. Parent contacts teacher for possible evaluation OR
2. Teacher wants to refer a student for evaluation for suspected ADHD, CAPD, ASD, or Dyslexia and contacts SSC.
3. SSC obtains signed DOE “Consent for Services and Release of Information” for referral to Project ASSIST;
4. SSC forwards consents to Project ASSIST Family Service Coordinator (FSC);
5. SSC goes to web site at: <http://assist.army.mil>;
6. Select “Consultation”;
7. Select “[Enroll a student into Project ASSIST](#)” (secured site)
8. Select “[Add child](#)” and enter information requested;
9. Print child information with access code.
10. Project ASSIST psychologist reviews referral:
 - The FSC will arrange meeting with school personnel/parents (SST) to determine eligibility for a Project ASSIST evaluation.
11. Meet for SST meeting. If student qualifies for Project ASSIST and requires a formal evaluation.
 - FSC enrolls parents on the Project ASSIST data base
 - FSC enrolls teacher on the Project ASSIST data base
 - Parents Complete Project ASSIST consents
 - FSC instructs parents on WEB-based questionnaires
 - FSC instructs teacher on WEB-based questionnaires
12. DOE will forward academic/achievement testing (i.e. WISC-III; WJ-R) data to Project ASSIST FSC if completed.
13. If warranted, Project ASSIST FSC will arrange with the teacher for video taping of the student in the classroom. Consents from the parents of the student sitting next to the identified child (yoked-control) is obtained by DOE staff and forwarded to the Project ASSIST FSC.

14. Project ASSIST psychologist will present findings and recommendations for modifications at the eligibility conference.

15. Parents will evaluate the evaluation process.