

**ARIZONA SUPREME COURT  
ADMINISTRATIVE OFFICE OF THE COURTS  
JUVENILE JUSTICE SERVICES DIVISION  
Contract Year 2009-2010  
SERVICE SPECIFICATIONS  
NEUROPSYCHOLOGICAL EVALUATION  
Service Code 124**

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**SERVICE DEFINITION:**

This service provides for specific assessment and/or consultation to determine and address behavioral health problems and may recommend or advise certain treatment interventions. Consultation may consist of providing assistance in planning, developing and implementing programs or treatment plans as well as staff consultation and/or training.

**STANDARDS/LICENSURE REQUIREMENTS:**

Psychologists must be licensed by the Board of Psychologists Examiners under Arizona Revised Statutes, Title 32, Chapter 19, and Articles 2 & 3. Contractor shall provide evaluation services only if it is within his/her scope of practice and be able to demonstrate experience and training if requested. All testing must be performed through standardized and non-abbreviated psychometric assessments unless abbreviated assessments are clinically appropriate. All diagnostic statements shall conform to current DSM IV terminology.

**USE OF PSYCHOMETRISTS:**

The use of psychometrists by the contractor is permitted for the administering of testing instruments and scoring. Psychometrists must possess a minimum of a bachelor's degree with a major in psychology or a closely related field of study. An application can be submitted to the AOC requesting a waiver for psychometrists who do not meet the educational requirement. Psychometrists must have completed training in administering and scoring tests under the supervision of a licensed psychologist or neuropsychologist to include satisfactory completion of coursework in test interpretation, psychometrics and measurement theory, and educational statistics. Certification by the National Association of Psychometrists (NAP) is preferred.

Contractor shall maintain a personnel file on all psychometrists who provide direct service to clients. A complete personnel psychometrist file shall include:

1. Qualifications to provide the service, including a record of dates and locations of work experience, education, and training as it relates to service;
2. Documentation of NAP certification, as applicable;
3. Compliance with the fingerprinting requirements and notarized criminal history affidavit form as specified in Paragraph 27 of the AOC Standard Terms and Conditions;
4. Compliance with the confidentiality requirements as specified in Paragraph 21 of the AOC Standard Terms and Conditions;

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5. Copy of signed conflict of interest agreement, as it pertains to the psychometrist and client relationship;
6. Copy of insurance as specified in Paragraph 19 of the AOC Standard Terms and Conditions;
7. Copy of the signed service agreement which must incorporate and reference the AOC Standard Terms and Conditions and relevant AOC service specifications.

**UNITS OF SERVICE:**

One unit equals one hour. Evaluations may be requested as an Evaluation Addendum, Evaluation Update or a Comprehensive Evaluation in accordance with this specification.

**SERVICE GOALS:**

To assess behavioral health and emotional needs of the individual within the individual's cultural context and delineate between the neurologically based causes for behavior versus an emotional dysfunction.

**SERVICE TASKS:**

For any standard psychological assessment, the tasks listed below must be completed.

1. Review referral material and questions, inclusive of the client's individual education plan information (IEP) when applicable, assess the individual's readiness for testing, develop an evaluation strategy, and answer the stated referral question.
2. In accordance with testing strategy, identify the tests used and conduct any or all of the following:
  - a. intellectual testing
  - b. personality testing
  - c. projective testing
  - d. Specialized testing for specific disabilities, if applicable
3. Conduct collateral interviews with:
  - a. probation officer: to obtain the reason for the request of service, to identify client issues to be addressed, and to highlight any present concerns impacting the client and family. If the Contractor has obtained comprehensive written information that is

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deemed current and relevant to complete an evaluation than the collateral interview is discretionary;

- b. parent/guardian: to determine family history information inclusive of family dynamics and functioning, and parental impressions of the presenting problems or concerns of the client. If the Contractor has obtained comprehensive written information that is deemed current and relevant to complete an evaluation than the collateral interview is discretionary;
  - c. interested parties: to gather information from school personnel, assigned case managers, counselors and others, who have been directly involved with the client and family. If the Contractor has obtained comprehensive written information that is deemed current and relevant to complete an evaluation than the collateral interview is discretionary.
4. Provide a written report containing the following within ten (10) business days of evaluation appointment:
- a. test results;
  - b. interpretations of the data;
  - c. clinical and collateral interview findings;
  - d. diagnostic statement which conforms to current DSM IV terminology;
  - e. specific treatment recommendations;
  - f. identified information and sources used in the completion of the evaluation which may include, but is not limited to, collateral interviews, prior psychological evaluation reports, disposition reports, and police reports.
5. Provide testimony at court hearings if necessary.

**CONTENT OF CLIENT RECORD:**

Paragraph 45-b of AOC Standard Terms and Conditions for Independent Practitioners (T&C IP) and Paragraph 50-b of AOC Standard Terms and Conditions for Full Procurement (T&C FP) are not applicable to this service. The required client record items for this service are listed below.

At a minimum, the record for each client shall include the following:

1. Client assessments and evaluations as specified in Paragraphs 41 and 42 of the T&C IP and Paragraph 46 and 47 of the T&C FP, including pertinent notes taken during the evaluation

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- process and interviews, as applicable, with client, family, probation officer and/or other key persons interviewed;
2. Copies of any consultation reports, evaluations and referral material conducted by other agencies, professionals or physicians which are relevant to treatment and/or services to be provided by the Contractor;
  3. Referral source summary, including the reason for referral, presenting problem and medications and dosage at the time of referral;
  4. Evaluation report required by Paragraph 49-c of the T&C IP and Paragraph 61-c of the T&C FP; and document the date and method of report dissemination to identified parties;
  5. Fully documented incident reports as required by Paragraph 50 of the T&C IP and Paragraph 62 T&C FP;
  6. Notations of communications pertinent to the client's well-being or treatment;
  7. A copy of the signed SAF for initiating services;
  8. Documentation of the client's receipt of his/her rights as required in Paragraph 28-a of the T&C IP and Paragraph 29-a of the T&C FP, and reference to ARS 36-504;
  9. Notation of communication regarding the occurrence of the evaluation service and all attempts made to conduct a collateral interview with the client's parent(s), probation officer, guardian or designated representative, if person(s) was not involved in the evaluation process;
  10. All raw test data required by Paragraph 14 - e of the T&C IP and Paragraph 14 - d of T & C FP;
  11. An informed consent signed by the client's parent, guardian, or designated representative, except when testing is mandated by law or government regulations; or a copy of the client's signed Terms and Conditions of Probation; or a copy of the client's signed Terms of Release Conditions; or a copy of the court minute entry ordering the completion of an evaluation.

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**QUALITY REVIEW AND ASSURANCE:**

The AOC may periodically require the Contractor to participate in a peer review process to ensure that the Contractor is providing quality evaluations and maintaining acceptable service delivery standards. The AOC may also periodically request that the juvenile courts complete a questionnaire in order to evaluate the content and usefulness of the Contractor's written evaluations.

**NEUROPSYCHOLOGICAL EVALUATION:**

**Comprehensive Neuropsychological Evaluation:**

Maximum time allowed: up to 12 hours including report writing. This evaluation will result in a comprehensive understanding of the emotional and behavioral needs of the client and family and will delineate between the neurologically based causes for behavior versus an emotional dysfunction. The report must include test results; interpretation of the data; a diagnostic statement which conforms to current DSM IV terminology; clinical and collateral interview findings and specific treatment recommendations. A re-evaluation may occur ten (10) months after a comprehensive evaluation or if an evaluation update will not adequately address reason for referral.

**Evaluation Update:**

Maximum time allowed: up to 4 hours including report writing. This evaluation updated may include additional testing, review of records/information and/or clinical interview and will result in a written report updating existing information that was previously cited in an evaluation prepared within the preceding ten (10) months or less and will make specific treatment recommendations, identify significant changes or address further need for evaluation. The Contractor may request a comprehensive re-evaluation if it is determined an evaluation update will not adequately address reason for referral.

**Evaluation Addendum:**

Maximum time allowed: up to 2 hours including written documentation. The addendum may be conducted when there is a need for clarification of the client's issues and/or new information has emerged within the past ninety (90) days. An evaluation addendum does not include client contact.

**Professional Consultation:**

Consultation may include, but not limited to, multi-disciplinary team staffing, court testimony, client and parent explanation of findings or on site case consultation as requested and authorized by the referral source. Consultations must be billed in fifteen (15) minute increments.

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I have read and fully understand the requirements to provide neuropsychological evaluations, agree to all requirements and restrictions and propose the following rate:

<u>Evaluation Addendum</u> (service code 118)	Proposed rate \$ _____ / hour
<u>Evaluation Update</u> (service code 119)	Proposed rate \$ _____ / hour
<u>Neuropsychological Evaluation</u> (service code 124)	Proposed rate \$ _____ / hour
<u>Professional Consultation</u> (service code 180)	Proposed rate \$ _____ / 15 minutes

\_\_\_\_\_  
Provider Signature / Date

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**AOC USE ONLY: DO NOT FILL IN BEYOND THIS LINE**

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<u>Evaluation Addendum</u> (service code 118)	Final rate \$ _____ / hour
<u>Evaluation Update</u> (service code 119)	Final rate \$ _____ / hour
<u>Neuropsychological Evaluation</u> (service code 124)	Final rate \$ _____ / hour
<u>Professional Consultation</u> (service code 180)	Final rate \$ _____ / 15 minutes

Other agreement: \_\_\_\_\_

\_\_\_\_\_  
Provider Signature / Date

\_\_\_\_\_  
AOC Signature / Date