

## **General Guidelines for Documentation of ADD/ADHD**

In order to be considered for medication treatment of ADD/ADHD, a student must submit appropriate testing/documentation of their disorder that meets the following guidelines. Student Health Services reserves the right to request a reassessment if the documentation submitted does not meet the following guidelines.

All documentation must:

- Include a specific diagnosis based on the DSM IV diagnostic criteria of the student's disability
- Include an individualized history of the student's educational, medical and family histories as related to the learning disability/attention deficit disorder. Should include interviews from the patient and parent or/and teacher. Report should demonstrate a lifelong history of learning difficulties across multiple domains ruling out other disorders (depression, anxiety and learning disabilities)
- Be conducted and signed by a licensed professional, i.e., licensed educational psychologist, clinical psychologist, learning disabilities specialist
- Include recommendations for accommodations including the use of medication
- Testing must have been completed within the last five (5) years.

An appropriate psycho-educational evaluation including comprehensive testing in each of the following areas must be submitted with all documentation:

**Aptitude** – The evaluation must include either of the following intellectual assessments, complete with all subtests (including optional) and standard scores reported.

- Wechsler Adult Intelligence Scale (WAIS-III or WAIS-R)
- Woodcock-Johnson Psycho-educational Battery-Revised (WJ-III or WJ-R): Part I, Tests of Cognitive Ability
- Kaufman Adolescent and Adult Intelligence Test
- Stanford-Binet Intelligence Scale (4<sup>th</sup> ed.)

**Achievement** – The evaluation must include either of the following comprehensive achievement batteries, complete with all subtests and standard scores reported.

- Wechsler Individual Achievement Test – II
- Woodcock-Johnson Psycho-educational Battery – III: Tests of Achievement
- Nelson-Denny Reading Test
- Woodcock Reading Mastery Tests – Revised
- Test of Written Language (TOWL-3)
- Scholastic Abilities for Adults (SATA)

**Information processing** – The evaluation must include specific area of information processing: short and long term memory, sequential memory, auditory and visual perception/processing , processing speed.

- Woodcock-Johnson Psycho-Educational Battery-(WAIS III or WJ-R)
- Wechsler Memory Scale (WMS-III or WMS-R)
- Learning Efficiency Test-II

**History** – A clinical interview to determine history of attentional problems.

**Attention** – An assessment of attentional factors must be included, i.e. Questionnaires, checklists.

**Medical evaluation** – The student's current medical doctor must include a statement on letterhead, typed, and signed providing evidence of an attention deficit disorder, a history of the student's attentional problems especially related to learning, and a history of the medication taken including current medication.

Please call the case manager if more information is needed at 806-743-2848. You can also have reports faxed to our office at 806/743-2122.