

Area: Program Services
Subject: Reevaluation
Policy No.: 122

POLICY

It is the policy of the Center for Communication Disorders to follow-up on recommendations for reevaluation in a timely fashion.

PURPOSE

The purpose of this policy is to provide clients with the opportunity for follow-up services when they are necessary and have been recommended.

PROCEDURES

1. When a recommendation for reevaluation is made, Center staff will discuss the recommendation with the client.
2. The client will be informed if this reevaluation can be provided at the Center, and that they will be contacted for an appointment before the recommended date.
3. Center staff who make a recommendation for reevaluation will provide the pertinent information to the clerk in charge of scheduling evaluations, so that the information can be entered into the Center's diagnostic database.
4. Reevaluation contacts will be documented on the chronological summary of activity forms in the client's record.