

Informed Consent for Psychoeducational Assessment

Prior to beginning an assessment, informed consent is obtained from clients 18 years of age and older. It is also required of parents or legal guardians of young people under the age of 18. Assessments are not conducted without the permission of the capable child, adolescent or adult, and such permission may be withdrawn at any time.

Professional Qualifications

Dr. Reist is the Clinical Director of Midtown Psychological Services. She has provided mental health services for well over 20 years including community agencies, schools, hospitals, corporate, and private practice settings. In 2005, after completing her doctorate in psychology at the University of Toronto, she became registered as a Psychologist in Ontario. Dr. Reist is licensed to provide psychological services to children, adolescents, adults, couples, and organizations. Her areas of speciality are in clinical, counselling, and school psychology.

For many years Dr. Reist served as a consulting psychologist for the Toronto District School Board and regularly sat on Identification, Placement, and Review Committee (IPRC) panels. Dr. Reist supervises colleagues preparing for registration with the College of Psychologists of Ontario and has served as Adjunct Clinical Supervisor for the School and Clinical Child Psychology Program at OISE/University of Toronto.

As a Psychologist practicing in the province of Ontario, Dr. Reist and those she supervises are accountable to the College of Psychologists of Ontario, which is responsible for the licensing and regulation of Psychologists in this province. The contact information is:

College of Psychologists of Ontario
110 Eglinton Avenue West, Suite 500
Toronto, Ontario M4R 1A3
(416) 961-8817
www.cpo.on.ca

Description of Assessment Services Provided

The goal of a psychoeducational assessment is to answer questions concerning issues related to cognitive, intellectual, academic, social, emotional, and/or behavioural functioning. This is generally accomplished through standardized testing (e.g., intelligence, academic, personality tests), informal testing, interviews, questionnaires, observations, and review of previous records or reports. Each assessment typically involves a few visits for a background interview, individual assessment sessions, and a feedback interview. Under Dr. Reist's supervision, a qualified intern or associate may be assigned to assist on all or part of your assessment. The scores will be interpreted according to evidence based research and guidelines from the scientific and professional literature. The results of the assessment include a detailed description of current levels of functioning in the areas assessed, a diagnosis (if appropriate), as well as detailed recommendations. Feedback is provided both in a face-to-face meeting and in the form of a written report.

When clients are children, it is best to prepare your child to help as much as they can, by supplying full answers, making an honest effort, and working to their potential. This ensures that results are



as accurate as possible. With your permission, we may also speak with the child's teacher and/or school administrators.

It is important that all young children remain safe while visiting our office. We ask that parents accompany their children to the office and wait in the waiting room or close by. Children should not be dropped off and will only be released to their legal guardians.

Each appointment is a significant commitment, so please see my cancellation policy below.

Diagnoses

Diagnoses are technical terms that describe the nature of your problems and whether they are short-term or long term problems. If we use a diagnosis, it will be discussed with you. All of the diagnoses we use come from a book titled the *Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-V)* and the *International Statistical Classification of Diseases and Related Health Problems 10th Revision (ICD-10)*.

Benefits and Risks

The benefits of taking part in a psychoeducational assessment include the provision of a detailed description of strengths and needs in the areas covered by the assessment (e.g., intellectual, academic, social and emotional functioning) and specific recommendations for building on strengths and addressing areas of difficulty. This information may be used to access accommodations and other special education services within schools, colleges or universities. It will include programming suggestions for teachers or tutors, and may also be used to guide family physicians in choosing appropriate medication, etc.

Psychological assessment typically presents a relatively low risk to participants. It is possible that clients may feel anxious about being "tested;" however, we are trained to detect and respond sensitively to indications of anxiety. It is also important that test results and written reports be used with discretion in order to ensure that clients are not adversely affected by inappropriate use of such information.

Confidentiality

With a few exceptions you have the absolute right to confidentiality. This means that we cannot share what you have told us with anybody without your consent to do so. We may legally speak to another regulated health care provider without your consent, but we would only do so when necessary for the delivery and management of your health care, or in the case of an emergency. You may direct us in writing to share information with whomever you deem necessary and you may revoke that permission at any time.

There are times when confidentiality must be broken without your consent. These circumstances include:

- If there is reason to believe that you are at serious and imminent risk of physically harming yourself or another person.
- If there is reason to believe that a child is suffering from abuse and/or neglect.
- If you were sexually abused by another regulated health professional.
- A court has subpoenaed client records.

When confidentiality is broken, every effort is made to release only the necessary information.



Information pertaining to assessments, including written reports, may only be released to other parties with the informed consent of legally authorized persons (usually the person who gave the initial permission for the assessment). Please note that in the case of parents who are separated or divorced and there is joint custody, we do not keep secrets from either parent and will provide upon request a copy of the report to each parent.

If you communicate with our office by email, please be aware that email is not completely confidential. All emails are retained in the logs of your or our Internet provider. While under normal circumstances no one looks at these logs, they are, in theory, available to be read by the system administrator(s) of the Internet service provider. Any email we receive from you, and any responses that we send to you will be saved and kept in your file. For more information, please see our Social Media Policy.

Please note that your insurance company may call our office to confirm invoices submitted. Only date, service provided to you, and the amount paid will be confirmed. No other information is shared with insurance providers without your consent.

Record Keeping

Personal health information that is collected is only used for your care and treatment. You have the right to access your health information and will be provided with copies for a minimal fee. You always have a right to ask questions about the way the privacy of your personal health information is being handled. For more information on the privacy of your personal health care, please see our *Protecting the Privacy of Your Personal Health Information* pamphlet.

Raw psychological data (e.g., scores, test stimuli, client responses) is maintained in your file and will only be released to a psychologist or psychological associate who is trained to interpret its meaning. Test items, scoring criteria, or other test protocols are confidential commercial information and cannot be disclosed.

Fees

Our fees are consistent with the guidelines suggested by the Ontario Psychological Association and may be revised each year, effective January 1st. The total cost of an assessment will depend on the referral question, tests administered to answer that question, and the ability of the examinee to work efficiently. Our assessment fee includes time spent on the intake interview, test administration, scoring, interpretation, report writing, consultation with other professionals involved in the case, and feedback. By the end of our time together, you will have a better understanding of your difficulties, or your child's difficulties, and you will be provided with a detailed written report and recommendations. You will also have an opportunity to ask any questions regarding the testing or test results. For a child assessment, please note that your child is welcome to attend the final feedback session, if appropriate. Alternately, you may schedule an additional feedback session for them to discuss the results with us in a manner more suitable to their developmental level.

Prior to beginning an assessment you will be given an estimate of the cost. On average, a comprehensive psychoeducational assessment ranges from \$3000 to \$4000. A deposit of \$1500 will be required prior to the commencement of testing and the balance owing should be paid when testing is completed. Payment can be made by cheque, Debit, Visa or MasterCard. Consultations outside of our offices (e.g., attendance at IPRC meetings) or participation in a legal proceeding, will



be billed at 1¼ times my regular rate, including travel time. Emergency phone calls of less than ten minutes are normally not billed. However, if we spend more than 10 minutes in a week on the phone, we will bill you on a prorated basis for that time. All overdue bills are expected to be paid within 30 days and will be charged 1.5% per month interest. If you refuse to pay your debt, we reserve the right to give your name, and the amount due, to a collection agency.

The services provided by a psychologist in private practice are not covered by the Ontario Health Insurance Plan (OHIP). In most cases you will be billed directly. Many people have extended health benefits they obtain themselves or through their employer, that cover a portion of the cost of psychological assessment services annually. The cost of psychological assessment services may also be a negotiated benefit of your company or may be covered through an Employee Assistance Program (EAP). The cost of psychological assessment services may be deducted as a medical expense on your income taxes. A disability tax credit may also be available.

Missed or Cancelled Appointments

Your appointment is a block of time that is reserved for you. Missed appointments and last minute cancellations prevent us from scheduling other people. If you believe you won't be able to make a scheduled appointment, we would ask that you notify us as soon as possible. If we are able to fill the time with another client, no fee will be charged to you. However, the regular hourly fee will be charged for any missed or cancelled appointment hours we cannot fill. Late arrivals will be charged at our hourly fee, in increments of 15 minutes. Please ensure adequate travel time.

Complaints

You have the right to refuse anything we might suggest throughout the assessment process and to seek a second opinion. We do not have social or sexual relationships with clients or former clients because that would be unethical and illegal.

Misunderstandings and other difficult or uncomfortable issues may arise in our work together. If you are unhappy with what is happening, we hope you'll talk about it with us so that we can respond to your concerns. We will take such criticism seriously, and with care and respect. If you believe that we've been unwilling to listen and respond, or that we have behaved unethically, you may wish to consult with the College of Psychologists of Ontario (see contact info above).

Emergency Procedures

If you are experiencing an emergency we can usually be reached at 416-750-9400. If you are unable to reach us, please call your local crisis line. The Toronto Distress Centre number is 416-408-4357 or you may call The Gerstein Centre at 416-929-5200. Parents and children may also call the Kids Helpline at 1-800-668-6868. If you believe that you cannot keep yourself safe, please call 911, or go to the nearest hospital emergency room for assistance.

