

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

POLICY

It is the policy of the clinical service programs of the Department of Communication Disorders (Center for Communication Disorders, Access Network, Southern Connecticut Audiology Services) to follow-up on recommendations for reevaluation in a timely fashion.

PURPOSE

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

PROCEDURES

1. When a recommendation for reevaluation is made, the staff of the respective clinical service program will discuss the recommendation with the client.
2. The client will be informed if this reevaluation can be provided through the appropriate clinical service program of the Department of Communication Disorders, and that they will be contacted for an appointment before the recommended date.
3. Clinical program 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 Department's clinical service database.
4. Reevaluation contacts will be documented on the chronological summary of activity forms in the client's record.