

Please describe your office setting where you will be seeing our applicants. (i.e.: private, suite in large office building, etc.) Please include a map. ***Your office must be handicap accessible***

In order to receive payment, complete all of the following information:

If you are a member of a group, specify the full name of the group and indicate whether you are to be paid as an individual or a member of the group.

Group or Individual Name: _____

Billing Address: _____

(Including 9 digit Zip Code)

Federal ID#: _____

Contact for billing purposes: _____ Telephone #: _____

Check One:

I wish the checks to be made out in the group name. I wish the checks to be made out to me.

If you are employed by the State of North Carolina this constitutes dual employment and you will be paid through your parent agency. Approval by Supervisor is needed before you can perform examinations. Indicate the name of Supervisor and address of your parent agency:

I am interested in using your agency telerecording system for the transcription of my consultative examination reports (which is provided free of charge) and would appreciate receiving the necessary information.

If yes, provide mailing address for the transcribed report:

*****Please indicate which option you will use to submit consultative examination reports:**

Toll Free Secure Fax Server 1-866-885-3235

Electronic Records Express Website (Please contact PRO for registration to upload reports to this website.)

Signature: _____ **Date:** _____

Supervising Psychologist Signature: _____ **Date:** _____

MEMORANDUM OF UNDERSTANDING AND AGREEMENT

The Disability Determination Services is a state agency which helps the Social Security Administration determine eligibility for disability benefits under SSA's Disability Insurance and Supplementary Income programs.

We regard consultative examiners as independent providers. You are not under contract with nor an employee of either the state or federal government. However, this memorandum states the basic areas of our operation to which you need to indicate understanding and agreement. These are:

1. Civil Rights Act Acceptance of our referrals signifies full compliance with Title VI of the Civil Rights Act of 1964, that no person shall on the grounds of handicap, race, color, creed or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. All claimants must be accorded courteous, ethical, and competent examinations.
2. Fee Schedule Our fees are negotiated on a "usual and customary" basis, subject to maximums set by the Disability Determination Section. There is no reimbursement for broken/missed appointments.
3. Ancillary Studies We usually pre-authorize basic ancillary studies, such as x-ray. If you feel any study not pre-authorized is needed, you or your staff must telephone before performing the study to discuss the justification for such, or payment cannot be guaranteed. Claimants cannot be charged for unauthorized studies.
4. Timeliness of Reports Because our claimants are not working, Social Security has mandated time claims decisions. The goal for receipt of your typed report is ten (10) days from the examination. Payment may not be made for reports received after 30 days. We cannot continue to refer to providers who cannot furnish timely reports.
5. Report Content Examination reports must conform to requirements in "Disability Evaluation under Social Security... A Handbook for Physicians", and to other guidelines which may be developed. Quality Assurance reviews will be performed periodically with appropriate feedback. The report must contain a medical source statement about the claimant's ability to do work related activities. The report should be detailed, but without unnecessary verbiage serving no real purpose.
6. Original Signature The physician, psychologist or other provider must sign the report with original signature. Rubber stamp or similar signatures or those entered by a secretary or other person are not acceptable.
7. Release of Information Confidentiality The Social Security Act and its implementing Regulation No. 1 (42 U.S.C. 1306; 20 CFR 401) prohibit the unauthorized disclosure of information obtained in the administration of Social Security programs and make such disclosure a crime. These prohibitions extend to any background data furnished to the provider in conjunction with the performance of the services contracted for herein, and to any reports generated as a result of providing such services, including any copies of such reports retained by the provider. Unauthorized disclosure of such reports by the provider is prohibited. Should referral of an individual, or data pertaining to an individual, to any third party provider (for additional diagnostic studies, clerical or transcription services, messenger services, etc.) become necessary in providing services contracted for herein, such third-party provider must be made aware that services are being performed in conjunction with a Social Security program, and that improper disclosure of information about the subject individual is prohibited.
8. Responsiveness to Staff Sometimes our staff may need to ask you to clarify or amplify your report. Social Security regulations state that providers must be responsive to such contacts or it may be necessary to seek other sources.

9. Fostering Public Confidence We must emphasize the following: (a) you must not have a conflict of interest due to, for example, a relationship with a state or federal government employee, official, agency or office or other relationship which might adversely reflect on the integrity and objectivity of this disability program; (b) your office must be appropriate in appearance, clean, and adequately furnished; equipment and supplies must be adequate, clean, accurately calibrated and maintained; (c) all support staff used in the performance of Consultative Exams must meet the appropriate licensing or certification requirements of the State; (d) customary medical practices which tend to foster public confidence should be followed, such as removing objects or garments which might cause x-ray artifact, providing female patients an adequate gown, using a professional scale, medical license displayed, and the like; (e) the patient must be treated with dignity, courtesy, and professional expertise so there is no basis for a perception of being "run through an examination mill," or otherwise treated without genuine concern; (f) the physician should explain the purpose of the examination, that the government will consider all other medical and vocational evidence; no attempt should be made by physician to predict whether the patient will or will not be found disabled; (g) visits to provider's offices will be made as a part of our management process; and (h) within the parameters of service provided as a consultant, a physician has the same medical-legal obligation to a claimant as to a private patient. DDS would never expect a consultant to do anything against good medical judgment.
10. Program Integrity You must certify (1) that you nor your support staff are not currently excluded, suspended, or otherwise barred from participation in the Medicare or Medicaid programs, or any other federal or federally-assisted program, (2) that your license is not currently revoked or suspended by any state licensing authority for reasons bearing on professional competence, professional conduct, or financial integrity, (3) that you have not surrendered your license pending disciplinary procedures involving professional conduct, (4) your professional conduct, reputation, and dealings within the community and all government agencies must be such to avoid any unfavorable reflection upon the government and erosion of public confidence in the administration of the program, (5) the support staff you use who participate in consultative examinations meet all appropriate licensing or certification requirements of the State.

If you have any questions about this memorandum, please contact our Professional Relations Staff at 1-800-443-9360.

I have read, understand, and agree to this memorandum.

Signed

Date

PSYCHOLOGISTS:

Please print, fill out and return to:

Professional Relations Office
Disability Determination Services
P.O. Box 243
Raleigh, NC 27602

Name & Degree: _____

Group Name: _____

Location(s): _____

Phone: _____ Fax: _____ E-mail: _____

Ages Psychologist Will See: _____

Please check off the following tests you are able to administer:

(Consultative examination providers are required to use the most current version of a test within one year from publication, e.g. WAIS-IV published 8/08 would be required by NC DDS as of 8/09)

- _____ Wechsler Adult Intelligence Scale (WAIS) / 96100
- _____ Wechsler Memory Scale (WMS) / 96012
- _____ Wechsler Intelligence Scale for Children (WISC) / 96001
- _____ Woodcock Johnson Test of Cognitive Abilities / 96023
- _____ Bayley Scales of Infant Development / 96111
- _____ Cattell Infant Intelligence Scale
- _____ Stanford Binet / 96002
- _____ Wechsler Preschool & Primary Scale of Intelligence (WPPSI) / 96005
- _____ Differential Ability Scales (DAS) / 96003
- _____ Leiter International Performance Scale / 96013
- _____ Ravens Progressive Matrices / 96013
- _____ Kaufman Adolescent and Adult Intelligence Test (KAIT) / 96024
- _____ Kaufman Test of Educational Achievement (KTEA) / 90610
- _____ Vineland Adaptive Behavior Scales / 96006
- _____ AAMR-Adaptive Behavior Scales / 96020
- _____ Adaptive Behavior Assessment System (Adult) / 96021
- _____ Wide Range Achievement Test (WRAT) / 96007
- _____ Wechsler Individual Achievement Test (WIAT) / 96008
- _____ Halstead-Reitan Neuropsychological Test Battery or Luria-Nebraska / 96117
- _____ Other Neuropsychological Testing / 96117
- _____ Woodcock-Johnson Tests of Achievement / 96009
- _____ Peabody Picture Vocabulary Test
- _____ Peabody Individual Achievement Test (PIAT)
- _____ Conners Rating Scale / 96015
- _____ Memory Assessment Scale (MAS) / 96022
- _____ Test of Nonverbal Intelligence (TONI) / 96013
- _____ Comprehensive Test of Nonverbal Intelligence (CTONI) / 96013
- _____ Rorschach
- _____ Childhood Autism Rating Scale (CARS) / 96029
- _____ Child Behavior Checklist / 96018
- _____ Attention Deficit Disorders Evaluation Scale / 96016
- _____ Wechsler Adult Intelligence Scale (WAIS) with projectives / 96101
- _____ Comprehensive Clinical Psychological Evaluation (CCPE) mental status exam / 90800
(REQUIRES PRIOR APPROVAL BY PRO)
- _____ Speak Spanish _____ Other Language
- _____ Administer Spanish Testing

Revised: February 2012

North Carolina Disability Determination Services Specific Report Requirements

Psychological Assessments (Adults and Children)

This guide has been prepared to assist you in providing the information that is important for you to cover in your evaluation. Your report and summary need not be restricted to this general guideline. DDS disability specialists and/or medical consultants evaluating the disability claims do not examine the applicants and are dependent on your comprehensive, objective reports. We welcome your comments and observations, as we may not be aware of additional impairments discovered during the exam.

General Information

A Psychological Assessment is needed for disability claim applications involving organic brain syndrome and mental retardation. Current documentation of intelligence by a standardized, well-recognized measure is required. Also, the administrative criteria require that evaluation of the severity of the impairment include a detailed interview. This interview includes historical and functional information, as well as examples of the claimant's appearance, responses and behavior. This information, when combined with psychological test results, should permit our reviewer to determine the severity of the impairment and ultimately the claimant's ability to engage in work activity, without the benefit of seeing the applicant.

1. General Observations: Did the claimant come to the examination alone? Distance and mode of transportation? If by car, who drove? Age of the claimant, physical description, dress, hygiene, grooming, posture, gait, general motor behavior (including any involuntary movements), activity level, attitude and degree of cooperation.
2. Present Illness: Please provide a detailed description of the claimant's allegations, symptoms, somatic complaints and behavioral changes. Indicate from whom the history was obtained and comment on the reliability of that information (including information provided in the VABS). What is the date of onset including when the claimant became unable to function at school or work and exactly what prevented him/her from doing so? Was an attempt made to resume school or work? Has the claimant had any outpatient psychotherapy or hospitalizations for treatment of a mental disorder? If so, describe where, when, by whom and response to treatment. List names and dosages of all medications, frequency, side effects and results achieved.
3. Personal, Family, & Social History: Provide a longitudinal biographical profile of the claimant's relevant education, social, military, marital and occupational history (as applicable), including any problems with these roles. Comment on his/her ability to conform to social standards, comply with rules/regulations, cooperate with authority figures, interact with peers. Does the claimant live alone or with others? Does the claimant function independently or with support?
 - a. Give any pertinent family history of mental illness or cognitive impairment.
 - b. Describe any history of substance abuse or legal problems pertinent to the impairment.
4. History of Other Pertinent Medical Events: Provide history and treatment of major illnesses, surgeries, accidents, poisonings, ongoing medical problems, current medications.
5. Daily Activities and Functioning: Please provide the scope of the claimant's daily activities, interests and hobbies. Comment on the quality, frequency and sustainability of these activities and whether they are performed in an age appropriate manner. Specify exactly how the impairments (always include mental impairment) has affected activities. Have there been deficiencies of concentration, persistence or pace resulting in frequent failure to complete tasks in a timely manner? Does the claimant socialize or go out in public? Report any significant disturbance in mood or change in personality.
6. INTERVIEW OBSERVATIONS: Emotional state, ability to follow simple directions, speech (pace, clarity, intensity, volume), organization of thought, judgment to avoid physical danger.

Test Results and Protocols (Standardized Tests Required)

Consultative Examination providers are required to use the most current version of a test within one year from publication, e.g., WAIS IV published 8/08 would be required by NC DDS as of 8/09.

Childhood Intelligence and Mental Development Tests (Examples):

- Bayley Scales of Infant Development (ages 1 month – 42 months). Report raw scores, Mental Development Index and developmental age.
- Wechsler Preschool and Primary Scale of Intelligence (age 3 years, 7 months – 7 years, 3 months). Report Verbal, Performance and Full Scale IQs. Report scale scores for individual subtests.
- Wechsler Intelligence Scale for Children (age 7 years, 4 months – 16 years, 11 months). Report all index scores (Verbal Comprehension, Perceptual Reasoning, Working Memory, Processing Speed) and Full Scale IQ; Report scale scores for individual subtests.

Adult Intelligence Test (Example):

- Wechsler Adult Intelligence Scale (Age 17 years – Adult). Report Verbal Comprehension Index, Perceptual Reasoning Index, Working Memory Index, Processing Speed Index, and Full Scale IQ. Report scale scores for individual subtests.

Achievement and Adaptive Tests (Examples):

- Woodcock Johnson Tests of Achievement (2-90 years) Report standard scores.
- Wechsler Individual Achievement Test (5-19 years) Report standard scores.
- Adaptive Behavior Assessment System (5-89 years) Report domain/composite standard scores.

In instances where administration of certain subtests may not be feasible because of the applicant's condition or circumstances, an explanation for this limitation is required. The psychologist can use judgment to substitute for a requested test if a rationale is provided. Brief or screening intelligence tests are never adequate substitutes. Adding tests requires advance approval by DDS if payment is expected.

Summary

Diagnosis and Prognosis: Use current APA/DSM standard nomenclature. (Reminder: GAF is related to mental impairments only)

Conclusions:

1. Do the test results accurately represent the claimant's current ability? Were there any circumstances that may have affected test findings?
2. Based on educational/vocational/functional history does the claimant's current intellectual functioning appear consistent with pre-morbid functioning?
3. What is the claimant's ability to read, write and perform simple calculations?
4. For Adults: What is the claimant's mental ability to perform the following work related activities?
 - a) Understand, retain and follow instructions
 - b) Sustain attention to perform simple repetitive tasks
 - c) Relate to others, including fellow workers and supervisor
 - d) Tolerate the stress and pressures associated with day to day work activity
5. For Children: Describe the child's limitations in the areas of motor, cognitive, communicative, social and personal function.

Capability: State your opinion of whether or not the individual, if awarded benefits, is capable of handling them in his own best interest.

We **do not require** a statement as to whether the patient **is or is not disabled** because the determination of disability is an administrative decision which also involves consideration of age, education and vocational history. The report must be reviewed and signed by the psychologist who actually performed the examination.

Revised August 2011