
FUNDING FOR PSYCHOLOGICAL ASSESSMENTS

Directive 2.6

Authorizing Code: [26B-6-403](#)

Rule: n/a

Version Date: March 2024

Next Review March 2026

Forms: NA

PURPOSE

This directive establishes policy and procedures for DSPD staff to follow when ordering and paying for psychological testing for persons or individuals seeking division services.

DEFINITIONS

Division (DSPD) - means the Division of Services for People with Disabilities (DSPD).

Individual - means a person who is seeking division services but has not yet been found eligible for division services.

Person - means an individual who is in services, or who is eligible for services with DSPD.

Support Coordinator - means a division employee that provides case management services to assist persons and their families to develop plans to find the most appropriate services and to select the most appropriate service delivery model based on the individual needs of the person.

Intake and Waiting List Caseworker - means an employee of the division that provides assistance with intake, eligibility, waiting list updates, and waiting list services.

I. POLICY

Persons and individuals need full scale IQ testing, adaptive testing, and autism testing if applicable. This applies to Community Supports Waivers, Community Transitions Waivers, Limited Supports Waivers, persons on the waiting list, and individuals seeking eligibility. If a psychologist determines a person or individual is not testable due to specific limitations, they will indicate why they are unable to perform full scale IQ testing.

Psychological evaluations needed as part of an eligibility determination for a person or individual will be paid for under the division Open-Ended Psychological Assessment contract through division authorized psychological providers. Eligibility is based upon a person or individual turning the age of 7 and 18.

II. PROCEDURE

1. Psychological assessments and consultations must accurately reflect the person or individual's intellectual and adaptive functioning levels. The waiver manager or designee shall review the person's psychological evaluation annually to determine if it is current and has a qualifying diagnosis. A psychological assessment is performed once, unless the waiver manager or designee questions whether the testing still accurately reflects the person.
2. Psychological assessments are paid for via a Assessment Payment Form
3. To get a psychological assessment or consultation completed and paid for, follow this process:
 - a. Support coordinators and intake and waiting list case workers requesting a psychological assessment must get prior approval from the intake and waiting list manager.
 - b. Once the intake and waiting list manager approve the assessment, the support coordinator or intake and waiting list caseworker will send the provider the DSPD Contracted Psychological Request Form. The intake and waiting list manager will ensure there is a current contract in place for the provider.
 - c. The intake and waiting list manager approves all expenses and submits the Assessment Payment Form.
 - d. Payments cannot be made prior to the eligibility determination date or when the person is in closed status.