



The Exchange
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Greetings!

I hope this letter finds you well. I am pleased that you have chosen to have your child's neuropsychological evaluation with me. Prior to the evaluation I would like to provide you information concerning the policies of my office.

Your child's evaluation will take place over the course of one session, typically from 8:30 A.M. until 3:30 P.M. The length of the evaluation depends on the questions that are asked by the referral sources (parents, school agency, physician), a child's ability to participate with assessment procedures, compliance within the testing, and the number of breaks. A lunch break will be taken during the course of the day and other breaks as deemed necessary by the evaluator.

As a part of the evaluation, a feedback conference will be held to discuss the results of the evaluation. Typically, this occurs 3-4 weeks following the evaluation. Parents are encouraged to invite any individuals whom they feel would benefit from the information to the feedback. If the Local Educational Agency (LEA; the school district) is paying for the evaluation they will be invited as a matter of course.

All information provided in the evaluation is kept in accordance HIPPA guidelines. More specifically for those not aware of those guidelines, the information contained within the evaluation is only released to those authorized parties by parents of children under the age of 14. Although parent's permission to release privileged information will be obtained from children aged 14-17, the child's permission will also be obtained from the child to release sensitive information across a number of areas, including alcohol use, drug use, sexual activity, or other areas. This is done in accordance with Connecticut State Statutes. Any individual who is aged 18 or older is considered an adult under HIPPA and is the only individual who can provide release for that information, except in the case of court determined guardian or conservator. Please be aware that there are limits to confidentiality and my office will release information to protect the safety and well being of individuals affected by that information, particularly in the instances of suicidal/homicidal ideation or in the presence of abuse of a child. Additionally, my office will comply with any proper court order.

Please be aware that if the evaluation is being funded by the LEA, the information contained in the evaluation is made available to the LEA as a matter of course as is

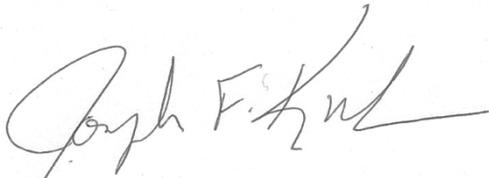
required. A written release will be obtained at the time of the evaluation stating this fact. It is my policy to release the information to the LEA and the parents at the same time, typically at the time of the feedback conference. Requests for the report to be released to one party or the other will not be honored unless agreed upon prior to the feedback by all parties. Parents are able to terminate the release at any time prior to provision of the report to the LEA, but in that case the parent will be responsible for the full cost of the evaluation and that cost will be due prior to dissemination of the report.

For parent funded evaluations, all fees are due at the time of the evaluation. Check and Credit Card (Mastercard/Visa) are acceptable forms of payment.

The evaluation will be conducted by myself and I will generate the report and interpret all information contained within the evaluation. My technician will most likely administer the test materials to your child. My technician has a Master's degree from an accredited university and is properly trained in administering the required materials. My technician is supervised directly by me in her administration of the test materials and each protocol is checked for accuracy. This is done according to the guidelines provided by the National Academy of Neuropsychology for technician-based assessments and in accordance with empirical research that provides evidence that assessments using technicians to administer the test materials and those where the psychologist administers the test materials. Evaluations are available with myself administering the test materials, but there is a considerable wait time associated with those evaluations.

If you have any questions concerning these policies, please feel free to contact me prior to the evaluation or at the time of the evaluation itself. I look forward to assisting in the improvement in your child's academic and day-to-day functioning.

Sincerely,

A handwritten signature in black ink that reads "Joseph F. Kulas". The signature is fluid and cursive, with the first name "Joseph" being the most prominent part.

Joseph F. Kulas, Ph.D., ABPP
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