

## **Brief Guidelines for Documentation** *of Attention Deficit (Hyperactivity) Disorder AD(H)D*

These guidelines are designed to assist your clinician in preparing documentation of your disability in order to help determine the appropriate accommodation. Please forward documentation that meets these guidelines to the **Disability Services** Coordinator at the Division of Continuing Education at

Harvard

University.

- ➤ Documentation is provided by a clinician qualified in differential diagnosis of AD(H)D. (Use of diagnostic terminology indicating a specific disorder by someone whose training and experience are not in relevant fields is not acceptable. It is not appropriate for professionals to evaluate members of their own families. All reports must be on letterhead, typed, dated, signed, and otherwise legible.)
- ➤ Documentation is based on an evaluation within the last three years. (IEP and 504 plans by themselves are not sufficient documentation.)
- ➤ Documentation is comprehensive and includes:
  - 1. Evidence of early impairment
  - 2. A statement of the presenting problem
  - 3. Developmental history of the disability
  - 4. Diagnostic interview findings
  - Relevant clinical documentation, such as rating scales, a medical evaluation, and neuropsychological or psychoeducational assessment\*
  - 6. A specific diagnosis that conforms to DSM-IV\*\* criteria that includes an interpretive summary and a rationale for each accommodation recommended. Alternative diagnoses must be ruled out.

Contact the Disability Services Coordinator at Harvard University Division of Continuing Education at (617) 495-0977 (voice) or (617) 495-9419 (TTY) if you would like further information. A large print version of this form is available upon request.

- \* The Division of Continuing Education does not require specific tests, rather your clinician determines the appropriate tests based on the interview and consultation process. Among tests typically administered are the Woodcock-Johnson Psychoeducational Battery-Revised, the Wechsler Adult Intelligence Scale-III, the Nelson-Denny Reading Skills Test, the Scholastic Abilities Test for Adults, the Wechsler Individual Achievement Test, and other tests of aptitude, academic achievement, and information processing.
- \*\* Diagnostic and Statistical Manual of Mental Disorders, Fourth Edition, Text Revision, American Psychiatric Association

These brief guidelines provide an overview of the more detailed guidelines available upon request from the Disability Services Coordinator. If necessary, you also must provide your clinician with a copy of the detailed guidelines.