



Brief Guidelines for Documentation of Psychiatric Disorders

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 and experienced in the diagnosis of the disorder.** (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 a current evaluation. Comprehensive clinical documentation must have been completed within the last six months.** (IEP and 504 plans by themselves are not sufficient documentation.)
- **Documentation is comprehensive and includes:**
 1. Historical information and the developmental history of the disability including a history of the presenting symptoms
 2. Diagnostic interview findings including the duration and severity of the disability, relevant medication history including side effects, a description of the current functional limitations related to the disability, a description of the expected progression of the disability over time, and information regarding the treatment and duration of the therapeutic relationship
 3. A rationale for each requested accommodation
 4. A specific diagnosis that includes an interpretative summary and a rationale for each accommodation recommended. Alternative diagnoses must be ruled out. The Diagnosis must conform to DSM-IV-TR* or ICD-10.**
 5. A neuropsychological assessment if a cognitive impairment exists***
- **Documentation of any related medical issues:** Appropriate topics may include the dates and circumstances of any accidents, injuries, or surgeries related to the disability.

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.

* Diagnostic and Statistical Manual of Mental Disorders, *Fourth Edition, Text Revision*, American Psychiatric Association.

** The International Statistical Classification of Diseases and Related Health Problems, *Tenth Revision*, World Health Organization.

*** *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 Memory Scale, and other tests of aptitude, academic achievement, and information processing.*

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.