

# Optum **TERM**

## Writing Sample Packet Evaluations

This packet is for new applicants or any current TERM evaluators requesting to add an evaluation specialty.

Prepared By:

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Re: Optum TERM Applicant Writing Sample Process

Dear TERMPanel Applicant/Provider:

Thank you for your interest in joining the Optum Treatment and Evaluation Resource Management (TERM) provider network. The Optum TERM mission is to improve the quality and appropriateness of mental health services provided to the clients of HHS Child and Family Well-Being (CFWB) and Juvenile Probation.

Clients involved with CFWB are children who are current and/or past victims of child abuse or neglect and their families. Both children in the dependency system and their parents/caregivers may receive treatment and/or formal psychological and psychiatric evaluations. The Juvenile Probation Department may request psychological and psychiatric evaluations for youth with cases in Juvenile Justice Court. The Juvenile Court requires the providers of services in these cases to be pre-approved by Optum TERM as experts in abuse-related or delinquency issues. Data gathered through the evaluation process provides an additional source of information pertaining to the functioning of clients and can offer significant contributions to case decision making.

Given the forensic context and potential impact report documentation may have on legal proceedings and case decision making, applicants or current providers requesting to add evaluation specialties are required to submit a redacted evaluation report as part of the application process. The writing sample process is intended to ensure that documentation meets established quality standards for services rendered within this legal context. Please see the attached enclosures for specific writing sample instructions.

Please do not hesitate to contact us with any questions or concerns at 877-824-8376 option 1. We look forward to working with you in serving the clients of the County of San Diego.

Best Regards,

Optum TERM



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*Thank you for your time completing the TERM application and submitting the redacted evaluation. We are grateful for your shared commitment to delivering quality services to the clients of San Diego County Child and Family Well-Being (CFWB) and Juvenile Probation.*

*Please do not hesitate to contact us with any questions or concerns at 877-824-8376 option 1.*

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## TERM Evaluation Writing Sample Instructions

Please submit a redacted and completely de-identified copy of an evaluation report you have completed within the past 5 years with a client that best exemplifies your competence in assessing clients involved in the dependency or Juvenile Justice systems (depending on which services you would like to offer).

### New Applicants

- ☞ If you are applying to evaluate **children/adolescents**, you **MUST** submit a redacted evaluation specific to that age group.
- ☞ If you are applying for **specialized evaluations** (e.g. Neuropsychological, Juvenile Sexual Risk Assessment, Juvenile School Threat Assessment, Autism Spectrum Disorder Evaluation, Juvenile Mental Competency, etc.), you **MUST** submit a redacted evaluation reflecting the type of requested specialty. One redacted report per specialty is required.

### Current TERM Evaluator

- ☞ If you are requesting to add a new **specialized evaluations** (e.g. Neuropsychological, Juvenile Sexual Risk Assessment, Juvenile School Threat Assessment, Autism Spectrum Disorder Evaluation, Juvenile Mental Competency, etc.), you **MUST** submit a redacted evaluation reflecting the type of requested specialty. One redacted report per specialty is required.

- ! The redacted evaluation report should include the required elements (see section below for the required reporting format and required elements) but does not have to be in the required TERM format.
- ! The sample report should be consistent with the evaluation requirements outlined in the TERM Provider Handbook located on the [Optum TERM website](http://www.optumsandiego.com) at [www.optumsandiego.com](http://www.optumsandiego.com): BHS Provider Resources > TERM Provider
- ! If additional documentation is needed to meet the specialty criteria, you will receive written communication from Optum requesting the additional information and/or submission of a different or updated redacted report.



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## TERM Psychological Evaluation Quality Assurance Checklist

- The **Psychological Evaluation Quality Assurance Checklist** is a resource for providers to use to ensure that psychological evaluations follow TERM guidelines and contains all of the required elements.

## TERM Psychological Evaluation Quality Assurance Checklist

- Report submitted by provider within required time-frame.
- Report adheres to the required Format and all required Elements are present
- Internal consistency within the documentation.
- Collateral sources of information have been consulted (e.g., background records, interviews with caregivers) or an explanation of the extenuating circumstances which precluded this is provided.
- Testing measures are appropriate for the client's population, consistent with the rationale for testing, and with established validity and reliability. At least one objective measure of personality/psychopathology/emotional and behavioral functioning is utilized (or an explanation of the extenuating circumstances which precluded this is provided).
- Test data is interpreted according to designated test publisher's manual and in keeping with professional standards.
- Diagnostic impressions and conclusions are supported by the evaluation data and background information. Alternate hypotheses are considered.
- Recommendations are appropriate, supported by the evaluation data, and within scope of licensure and role of a TERM provider.
- Referral questions are addressed with sufficient detail for the reader to follow the logic of the evaluator. The connection between data and opinions are made clear.
- Documentation of any mandated child abuse report is included, if applicable.
- Report documentation is written in impartial and unbiased language.
- Report is signed by provider.

## Child and Family Well-Being (CFWB) and Probation Psychological Evaluation Basic Requirements

Resources are located on the [Optum TERM website](#)

- **Format and Required Elements:** Optum TERM requires consistent and specific format for all evaluation reports; please review The Format and Required Elements of a CFWB Psychological Evaluation. These documents represent the minimal requirements expected of CFWB and Probation psychological and psychiatric reports. These templates have been approved by County partners and it is expected that all providers use this format and include all required elements in the reports. Included are the templates below:
  - [Format and Required Elements of a CFWB Psychological Evaluation](#)
  - [Format and Required Elements of a Probation Psychological Report](#)
  - [Format and Required Elements of a Juvenile Mental Competency Evaluation](#)
  - [Format and Required Elements of a Juvenile School Threat Assessment](#)
  - [Format and Required Elements of a CFWB/Probation Psychiatric Evaluation](#)
- **[Specialized Optum TERM Panel Evaluation](#)** is a resource that outlines the minimum guidelines for specialized evaluations. Optum TERM evaluators occasionally conduct evaluations that focus on specific concerns and referral needs. This document represents a description of quality standards and expectations for the different types of specialty evaluations.

### **PLEASE NOTE:**

- ! It is not a requirement for applicants to change their report format. However, it is expected that the submitted redacted report contains ALL the basic elements.
- ! If you are requesting any of the specialties, please submit a redacted evaluation report that reflects and aligns with the specialty requirements.