



The Jones Center for Children's Therapy and Assessment

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Please review the step by step process outlined below for detailed information regarding the testing process at JCCTA. Keep in mind, this outline is for informational purposes and date ranges provided are projections, not guarantees. The testing process in its entirety typically takes three to five months.

1. **Clinical interview (CI)** – During the CI, you will provide the doctor with your concerns and reasons for seeking an evaluation. Based on presenting issues, patient historical information, and the doctor's professional opinion, the appropriate scope of testing will then be determined.
2. **Acquisition of authorization for testing from your insurance company** (if applicable) – If your insurance policy requires authorization, it can take up to approximately 14 business days to obtain.
3. **Notification of financial responsibility** – Following acquisition of authorization to test, our office will contact you and notify you of any financial responsibility you may have pursuant to the benefits quoted to us by your insurance company, if applicable. All financial responsibilities must be met on or prior to the day(s) of the evaluation. Should financial obligations not be fulfilled, testing may be cancelled.
Insurance Disclaimer: A quote of benefits and/or authorization does not guarantee payment or verify eligibility. Payment of benefits are subject to all terms, conditions, limitations, and exclusions of the member's contract at the time service is rendered.
4. **Scheduling of testing session(s)** – Upon your acknowledgment of, and agreement to, financial responsibility, our office will schedule with you the testing session(s). Depending upon the nature of testing, the evaluation may last from two to upwards of 10 hours of direct contact time (occurring over the course of one-half to three days). *Testing is typically scheduled four to eight weeks from the date of the CI.*
5. **Receipt of observer report form(s)** (if applicable) – If the individual being tested is a child or adolescent, our office will provide to you form(s) to be completed by a caregiver and/or teacher. Please complete these forms in their entirety and return them prior to and/or on the day of testing. Failure to return forms in a timely manner, or submission of incomplete forms, will result in delayed reporting of results and scheduling of the feedback session.
6. **Day of testing** – Please arrive for testing at least 15 minutes prior to your scheduled start time and bring the completed observer report forms, if applicable. If testing is planned for an entire day, a lunch break will be scheduled. Please feel free to bring snacks and water. If the individual being tested is currently on medication, please consult with JCCTA staff regarding whether or not he/she is to take that medication prior to the testing session and/or during the course of the evaluation. The individual completing testing should refrain from consuming caffeinated beverages, excessive sugar, and products with high dye levels.
7. **Results** – The testing clinician will score the data and generate a preliminary report summarizing the findings, which is then submitted to the supervising psychologist for analysis, review, and finalization. At this time, contact will be made to schedule the feedback session, which is generally six to eight weeks after the final date of testing.
8. **Feedback session** – The testing supervising psychologist and/or testing clinician will meet with you to thoroughly review the results of the assessment and answer any questions you may have, to the best of our ability. You will be provided an unofficial copy of the testing report at this time, *unless the testing insurance claim(s) has not finalized, if applicable, and/or the patient account with JCCTA has an outstanding balance.*
9. **Official testing report copy** – Following the feedback session, any necessary corrections to the testing report will be made and JCCTA will provide you an official copy. We will also release a copy to any doctor or other professional for whom you sign a release. JCCTA *does not* release reports directly to school personnel.

If you have questions regarding this process, please contact us.