



PROCEDURAL GUIDELINES FOR THE ASU SPEECH & HEARING CLINIC LANGUAGE, LISTENING, AND LEARNING PROGRAM

Thank you for your interest in the ASU Speech & Hearing Clinic and your request for an auditory processing disorder evaluation. Prior to scheduling an appointment for the APD assessment, we require from you the information listed below.

Part I: Pre-evaluation requirements

1. Please complete and return all of the paperwork in the enclosed packet:
 - a. Case History Questionnaires
 - i. To be completed by parent(s)/guardian.
 - b. S.I.F.T.E.R (Screening Instrument for Targeting Educational Risk)
 - i. A SIFTER appropriate for age of the child: SIFTER (Grade 1-5), Secondary SIFTER (grade 6-12)
 - ii. To be completed by the teacher(s)
 - c. C.H.A.P.S. (Children's Auditory Performance Scale)
 - i. To be completed by the teacher(s)
 - d. HIPAA forms
 - i. Please include permission to contact and release records to teachers, physicians, speech/language pathologists, audiologists, and other professionals, etc., involved in the child's care.
2. Please forward to us any and all of the following records documenting testing and treatment your child may have already had:
 - i. Psycho-educational test results (I.Q., learning disabilities, achievement testing)
 - ii. Speech/language assessments and treatment plans (current or most recent)
 - iii. Hearing testing results (current or most recent)
 - iv. IEP or 504 Plans (if one has been completed)
 - v. Any other pertinent information
3. If your child has not previously had a psycho-educational evaluation or speech/language assessment or those assessments are more than one year old, please note that we require this testing prior to any auditory processing disorder assessment. Please make arrangements for these evaluations and forward the test results to our clinic for review. If you prefer to have the speech/language assessment completed at the ASU Speech & Hearing Clinic, please indicate your preference on the **Request for evaluation** form and submit with your completed packet.
4. Please note:
 - a. If your child has not had a recent comprehensive audiological evaluation (Pass/fail school hearing screenings do not count), this testing will be done prior to the APD testing and additional charges will apply.
 - b. If your child has had a recent hearing and/or speech/language evaluation, those results will be supplemented with appropriate testing as necessary at our clinic to best determine the child's abilities
 - i. If the hearing test is completed elsewhere, the following tests are required: air/bone conduction, tympanometry, ipsilateral and contralateral acoustic reflex thresholds, speech recognition

threshold, speech recognition measures in quiet, speech-in-noise testing, and otoacoustic emissions.

5. Upon receipt of the completed paperwork and prerequisite evaluations, the ASU LLL team will review the information and contact you to schedule an assessment, if the completion of an APD evaluation is deemed appropriate for your child. As necessary, additional testing, such as further speech/language assessments may be recommended.

Part II: Evaluation

6. Following the collection and review of important records, all testing will be completed at the ASU Speech & Hearing Clinic and consultation with involved personnel will be conducted as necessary.
7. If your child will be seen at the ASU Speech & Hearing Clinic for a speech/language evaluation in addition to the APD assessment, two separate appointments are necessary on different days: One with an audiologist and one with a speech-language pathologist.
 - a. The speech/language evaluation is completed on Thursday mornings and requires approximately 2 hours
 - b. The audiologic assessment/APD evaluation is completed on a Monday, Wednesday, or Friday and requires a minimum of 3 hours.
 - c. Please be sure your child is well rested and if he/she is taking any medication for ADD (Attention Deficit Disorder) please do NOT discontinue these medications on the day of the assessment.
8. Upon completion of our testing and analysis of the results, the LLL team will schedule a follow-up consultation with the parent and any involved school and medical personnel to: 1) discuss the outcome of the testing, 2) to provide recommendation as necessary for additional information/testing, 3) discuss options for treatment or therapy and 4) provide recommendations for classroom/home intervention strategies.
9. A final written report summarizing our findings and recommendations will be provided to parents, the referral source, and any involved individuals or agencies authorized by the parents to receive a report. Due to the comprehensive and complex nature of this program it is necessary to allow 4-6 weeks from the time of the initial appointment to completion of the report.