

Characteristics of a Quality Evaluation Report

A Mental Health Evaluation Report should:

- ✓ **Be Comprehensive:**
 - ✓ Contain necessary information about the child and family
 - ✓ Not presume prior knowledge of the child or a review of an earlier mental health evaluation
 - ✓ Address issues of clinical relevance

- ✓ **Be Organized:**
 - ✓ Follow a protocol with designed categories of information
 - ✓ Present flowing information relevant to the subject within each category
 - ✓ Not take the form of one continuous narrative

- ✓ **Be Respectful:**
 - ✓ Identify by name child and family members – not by “mom,” “dad,” etcetera
 - ✓ Reveal concerns in a non-judgmental manner without the use of pejorative terms
 - ✓ Document strengths and goals and not just areas of concern

- ✓ **Be Individualized:**
 - ✓ Ensure each report remains unique to the child, identifying the child’s specific thoughts, ideas, and responses that offer a glimpse of the child’s actual life experiences, developmental progression, and degree of insight
 - ✓ Not rely solely on mental status parameters (ex. good, poor, fair)

- ✓ **Be Thoughtful:**
 - ✓ Present recommendations beyond the prescription of only medically-necessary services for funding
 - ✓ Ensure that recommendations offer direction to the child and family and to the direct care staff working with the child and family
 - ✓ Assist the family in linking with appropriate services and community resources

