



Below is a brief overview of the intake process:

1. Intake Interview:

When you first make contact there will be a brief consultation about: the child's problem, what you are looking for, what you have tried, and how **LPS** can help your situation. We can make an appointment for a free, initial consultation to discuss your situation in more detail. **LPS** may also suggest no- cost actions for you to try vs. using our services. For example, letters you can write, answers to questions you can research on your own, phone numbers of agencies to follow up with, what the public schools might be able to provide to help with the issues you have. We want to be sure that when you make the commitment to work with us you understand your options and what **LPS** can do for you, so you can make an informed decision about using as much or as little of our services as you need.

2. Information gathering:

Releases of information will be needed to talk to schools, agencies, and professionals already involved with your child and to have them release to us any previous academic, medical, and diagnostic records that have been done on your child.

A questionnaire will be sent to you for a social history on your child. You will be asked to fill out the questionnaire before the first appointment with your child so we can understand your concerns and to get your important input on your child's development. Depending on circumstances, a questionnaire may also be sent to your child's teacher with your permission.

If your child is in school and has a potential learning problem or social problem, we may want to observe the child in his school environment if this is agreeable with you and your child's school.

Yes, this information-gathering process can seem intrusive, but the more we know about the child, the more accurate we can be with determining, for example, what assessment tools to use, the correct diagnosis, the opportunities for interventions in the home and school settings, etc. The more knowledge we have about your child, the more effective we can be. Testing is only a piece of the assessment process—observations in various settings, interviewing significant adults in the child’s life, and obtaining a thorough medical, educational, developmental history are equally as important.

3. Assessment:

After we review the referral question(s) and the background information gathered, we will decide together what techniques to use and/or what assessment tools to administer. If it is decided that assessment would be in the best interests of your child the testing will take place over multiple sessions at our office or at a convenient location closer to where you live. The length of the testing sessions will depend on your child’s age, maturity level, motivation, ability to attend, etc.

4. An Action Plan:

The purpose of assessment and information-gathering is to determine what your child’s underlying problems are, i.e., to obtain a diagnosis, to get a better picture of your child’s strengths and weaknesses, to determine what kinds of services your child might need to help him or her make progress, and to write interventions to be done at home, at school, or by the student. You will receive a written report that will be confidential unless you choose to share it with your child’s school or other professionals and we will discuss the report with you in a feedback session so you will have the opportunity to ask any questions you may have.

5. Direct Services:

After an assessment, which can vary from one test to a more in-depth psychoeducational assessment to a comprehensive school neuropsychological assessment, **LPS** can also help with direct services to your child.

These may involve:

- Individual & group counseling for emotional, behavioral, mental health problems including anger management, self-esteem, anxiety, depression, bullying, social skills, divorce
- Tutoring in academic subject areas—reading, math, and writing
- Teaching study skills, also called metacognitive skills or “learning how to learn” techniques, such as note-taking, reading for meaning, organizational strategies, preparing for tests, time management, accomplishing large projects or assignments, etc.
- Coaching students with ADHD or learning disabilities who do not need direct services but someone to check in with once a week or once a month to keep them on track and using the skills they have learned. For older teens and young adults, coaching could be done via phone or the computer.
- Computer software training sessions to improve a child’s or teen’s brain functioning in areas such as memory, focusing, auditory and visual perception, fine motor control, and conceptual reasoning
- Advocating for the needs of students in the school setting and the community
- Facilitating coordination between parents, schools, and community services to maximize the child's ability to benefit from the treatment plan, i.e., making sure that parents, educators, and service providers are all 'working on the same page'
- Parent education sessions to teach you how to advocate for your child, how to work with your child at home and how to understand your child’s profile of strengths and weaknesses

These services can be provided by LPS and/or other agencies at your discretion.

We also provide workshops and training in a variety of topics for parent and school personnel, as well as ongoing support/education groups for parents, teachers, and community providers. Learning from others is one of the best ways to gain knowledge!

6. Pricing Options:

Should we decide that we can work together to tackle a problem your child may be having, pricing options will be discussed with you. The cost of an assessment will be a set fee. That fee will depend on the amount of testing that needs to be done. Having us attend a PPT or other provider meeting will be an additional charge.

The cost of counseling, coaching, tutoring, sessions will be an hourly rate. The invoice for consultation to schools, agencies, colleagues will depend on the nature of the consultation and how much time is involved.

If you would like to know more about any of the steps in the process, please call us!

We know this can be a confusing time and we want you to understand what is happening every step of the way.

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