

## Examples of Professional Documentation Needed by Diagnosis

Diagnosis	Appropriate documentation
ADD / ADHD	<ul style="list-style-type: none"> <li>- Psychoeducational or Neuropsychological assessment and report and / or</li> <li>- Statement from a psychiatrist, nurse practitioner, primary care physician or other qualified clinical professional.</li> </ul>
Autism Spectrum Disorder	<ul style="list-style-type: none"> <li>- Psychoeducational or Neuropsychological assessment and report</li> <li>- Statement from a psychiatrist, nurse practitioner, primary care physician or other qualified clinical professional.</li> </ul>
Blind or Low vision	<ul style="list-style-type: none"> <li>- Report from optometrist or ophthalmologist and / or</li> <li>- Blindness Certificate from an agency that specializes in working with individuals who are visually impaired (i.e. Iris Network, Bureau of Rehabilitation - Division for the Blind)</li> </ul>
Deaf or Hard-of-Hearing	<ul style="list-style-type: none"> <li>- Report from audiologist or E.N.T. including audiogram. and / or</li> <li>- Documentation from the agency that specializes in working with individuals who are deaf or hard-of-hearing (i.e. Main Center for Deafness, Bureau of Rehabilitation - Division for the Deaf)</li> </ul>
Learning Disability (LD)	<ul style="list-style-type: none"> <li>- Psycho-educational or Neuro-psychological assessment and report.</li> </ul>
Medical health condition	<ul style="list-style-type: none"> <li>- Statement from a medicinal specialist, primary care physician (PCP), physical therapist (PT), occupational therapist (OT), or other qualified health care professional.</li> </ul>
Mental Health (MH)	<ul style="list-style-type: none"> <li>- Statement from a qualified Mental Health clinical Professional (i.e. psychiatrist, psychologist, primary care physician, counselor, therapist or license social worker).</li> </ul>
Physical and/or Neurological	<ul style="list-style-type: none"> <li>- Statement from physician, medicinal specialist, physical therapist, occupational therapist or other qualified clinical professional. and /or</li> <li>- Documentation from an agency that specializes in working with individuals with barriers to physical movement (i.e. Office of Adults with Cognitive and Physical Disabilities).</li> </ul>
Speech and Language (S&L) or other Communication disorder	<ul style="list-style-type: none"> <li>- Neuropsychological / Psychoeducational assessment and report. and /or</li> <li>- Documentation from Medical, Speech and Language Pathologist, Speech &amp; Language Therapist or other qualified professional.</li> </ul>
Traumatic Brain Injury (TBI) or cognitive disability	<ul style="list-style-type: none"> <li>- Neuropsychological / Psychoeducational assessment and report. and /or</li> <li>- Statement from physician, physical therapist, occupational therapist or other qualified clinical professional.</li> </ul>

**Items not suitable for documentation include but are not limited to:**

- Prescription bottles
- Prescriptions
- Hand written notes on prescription pads
- Summary of Performance (SOP), Individualized Education Plan (IEP) or High School 504 Plan, without corresponding evaluation reports.
- Documentation provided by certified but not licensed professionals (i.e. MHRTC, DSP).



## Receiving Accommodations through the Office for Disability Services (ODS) at Southern Maine Community College

Students with disabilities requesting accommodations are required to register with ODS. Students must provide documentation of their disability and participate in an discussion with an ODS professional.

Documentation submitted should be from a licensed clinical professional or health provider who is both trained and qualified to evaluate the disability and familiar with the student's history. Documentation is not necessarily required to be recent but must reflect the student's current status. Documentation may not be provided by a student's relative, friend or family friend.

### **What information should be included in the documentation?**

- Name, credentials and contact information of the professional
- Nature of the disability and relevant history
- Assessment results, including scores and written description of the scores
- DMS-V or ICD-9 diagnosis with details outlining the duration, severity, treatment and expected prognosis of the condition
- Description of how the disability impacts engagement in daily living activities as expected at the College setting
- Pharmacological treatment and expected side-effects
- Suggested reasonable accommodations along with an explanation of the relevance related to the diagnosis.

Determination of reasonable accommodations in the academic residential setting will be decided by the SMCC Office for Disability Services professional, after revision of the diagnostic assessment documentation, student self-report, and completion of the ODS Intake process. Accommodations will remain in place during the student's tenure at SMCC. If the student experience changes in his/her disability status, the student must contact the ODS to provide updated documentation and to schedule a follow up appointment.

Monday through Friday, 8:00 A.M. – 6:00 P.M.

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