

SAMPLE COMPREHENSIVE REPORT FORMAT

SonomaWORKS LEAP (Learning Enhancement & Achievement Program)

The following is an outline format for the comprehensive written report, which will include a diagnostic summary and recommendations for accommodations that will be prepared by the LEAP tester as part of their contractual obligation to the County. It will be directed to the client's Employment & Training Counselor, and will be used to help prepare the client's Welfare-to-Work Plan for participation in SonomaWORKS. This report may also be used to obtain services from agencies such as the Department of Rehabilitation, or to support applications for SSI. The report will provide information that will meet civil rights protection under the Americans with Disabilities Act (ADA), as appropriate.

BACKGROUND & MANIFESTATIONS

- Includes a client history, vocational/educational background, and interview summary, including a discussion of the client's stated short- and long-term employment goals.
- Provides validation of learning, attention and related medical problems from history obtained.
- Substantiates rationale for referral and appropriateness for evaluation.

TESTS ADMINISTERED AND RESULTS OBTAINED

- Identifies each test administered with standard scores and/or percentiles and the performance levels of the client.

OBSERVATIONS

- Gives compilation of testing procedures.
- Identifies unique or necessary observations during interviewing or testing.

SUMMARY/DIAGNOSIS

- Identifies diagnostic results. May be identified by classifications:
 1. Diagnosis according to the DSM-5
 2. Educational psychological diagnosis
 3. Cognitive characteristics and behaviors.
- Describes client's strengths and challenges.
- Further summarizes how conclusions were determined.

RECOMMENDATIONS

- Any recommended health/medical services such as eye exams, hearing tests, personal counseling, etc.
- Suggestions for how to best provide services to someone with this type of learning disability (e.g. visually, auditorially, in "chunks", etc.)
- Suggestions for possible vocational goal and recommendations for training. If client has indicated a vocational choice, report will address the appropriateness of that choice and any accommodations needed for success.
- Specific recommendations for accommodations/assistive technology for successful participation in Welfare-to-Work activities, if appropriate.
- A specific recommendation of the number of hours per week for successful participation in Welfare-to-Work activities, if appropriate.
- Any other suggestions for participant and service provider to explore as counseling, training, and learning are occurring.