

**Step One: Collect Your Data Using a Case Conceptualization Model**

- Use the case conceptualization model to determine assessments needed.
- Follow-up on additional testing as needed to answer all apriori / a posteriori questions.

**Step Two: Write the Report Outline / Template with Section Headers and Identifying Information**

- Use the report writing guides to build the section headers into a template.
- Add the standard information that does not change (e.g., signature line, confidentiality statement, etc.) into your template.
- Add the identifying information for this client into the template to start writing the report.

**Step Three: Add the Qualitative Data into the Report**

- Add the background information using the report writing guides.
- Add the test observation information using the report writing guides.
- Add any specific interview, observation, and / or other qualitative data to its respective section (e.g., a client discusses current feelings of depression so you add it to the Social, Emotional, Behavior section).

**Step Four: Write the Psychometric Summary of Test Scores**

- It helps you to put all of the different test data into an organized set of charts prior to writing the report.
- You can use the template provided or create your own.
- Add all test data here (even if you later decide it is invalid).

**Step Five: Determine Validity Prior to Interpreting Test Scores**

- Determine the validity of the entire test (or even just an individual subtest).
- If a test or subtest is invalid, DO NOT INTERPRET IT within the report. Just state that the scores are not interpretable due to validity concerns. However, do leave scores in the psychometric summary table.
- If a test or subtest may be invalid, but you need to data to complete your case conceptualization data collection process, then give a different test measuring the same ability. If the score on the new test is valid and matches the previous one, you can use both. If significantly different do not interpret the previous one.

**Step Six: Discuss Global Composite Scores (Single Tests)**

- Determine if the global composite score as listed on the protocol (e.g., FSIQ, GIA, etc.) is interpretable.
  - The Wechsler scales provide tables to determine if a significant difference occurs between the main index scores (e.g., PRI and VCI). If it does, then you cannot use the full-scale score to describe the client. (Please note only the WISC-IV & WAIS-IV have a GAI substitution option. This only applies IF the PRI and VCI are not significantly different AND one of the other GAI requirements is met (see Technical Brief).
  - If the protocol or test manual does not provide a method of determining if the index scores are significantly different, then use one standard deviation difference as a "rule-of-thumb."
  - If a global composite score is needed but is not interpretable, then the next best composite is the Verbal one (unless the client has a language or hearing issue). The next best is the perceptual reasoning / fluid reasoning / nonverbal intelligence composite. If those are also not interpretable, skip to step seven.

**Step Seven: Discuss Index Composite Scores (Single Tests)**

- Determine if the index composite scores as listed on the protocol (e.g., PSI, WMI, etc.) are interpretable.
  - If not all of the subtests needed to make up the index were administered (e.g., they were supplemental subtests), DO NOT interpret that index score.

- The Wechsler scales provide tables to determine if a significant difference occurs between the subtests that make up an index score. If it does, then you cannot use that index score to describe the client.
- If the protocol or test manual does not provide a method of determining if the index scores are significantly different, then use one standard deviation difference as a "rule-of-thumb."
- For XBA approach: XBA composites go in a different section.

### **Step Eight: Discuss Individual Subtests (Single Tests)**

- Discuss the individual subtests under the index composite score area that it comprises.
- If it a subtest score comprises the global composite (but not an index composite), then include it under the discussion of the global composite score.
- If it is a subtest does not comprise any composite score calculated (e.g., a supplemental; but is not an additional tests for XBA), then place it in a new paragraph for supplementals.
  - If you are using an XBA approach, and a subtest was added beyond the composite-based IQ test, then these subtests will be interpreted in a paragraph for that new XBA test with a listing describing it as a supplemental, XBA subtest.

### **Step Nine: Integrate Information from Multiple Tests Within Single Section (If Applicable)**

- Intra-individual (also known as relative or personal) strengths or weaknesses need to be calculated:
  - The Wechsler scales tables provide information about relative strengths and weaknesses.
  - Many other tests also provide strength and weakness data.
  - Otherwise use a "rule of thumb" of 1 standard deviation difference of composite to the score compared (e.g., FSIQ and WMI have 1 SD difference).
- After describing each test administered separately, a new paragraph should be written discussing any intra-individual) strengths and weaknesses noted consistently across tests. To be listed, the strength and weakness needs to be demonstrated across all valid tests administered (it cannot be in only one test).
- *If only one test* was administered in that section (e.g., only one IQ test given), then discuss the relative strengths and weaknesses found within that test.
- In a XBA model:
  - Two subtests per area should be sufficient, unless the CHC composite is not interpretable.
    - You should administer a third subtest to determine the CHC area under assessment if a CHC composite score is not interpretable.

### **Step Ten: Summarize Salient Information from the Entire Report without Adding New Information**

- Write the summary section last. Include only the MOST important information. No new information should be added.
- Usually, this will include a minimum of the following information: referral, brief background info, validity of scores, composite (or index if composite is not interpretable), and strengths / weaknesses.

### **Step Eleven: Read Through, Edit, and Clarify Entire Report**

- Read through your report once upon completion.
- It is recommended that you put your final report aside for at least 24 hours after your first read-through. Then, read it again.

### **Step Twelve: Prepare to Present the Findings**

- Read though your report again prior to any presentation of findings to a client, parent, or team.
- Decide on the most important information that must be presented.