



## General Guidelines for Documentation Providers

Documentation must be submitted on letterhead.

1. A diagnostic statement identifying the condition(s).

Include the date of the most recent evaluation performed by referring professional(s) and as appropriate, include ICD or DSM codes.

2. Current functional impact of the condition(s).

The current functional impact on physical (including mobility dexterity, and endurance), perceptual, cognitive (including attention, distractibility, and communication), and behavioral concerns should be described as clinical narrative and/or through the provision of specific results from the diagnostic procedures. Descriptions should provide a sense of severity, information on variability over time or circumstance, and potential environmental triggers.

3. Treatments, medications, assistive devices/services currently prescribed or in use.

A description of treatments, medications, assistive devices, accommodations and/or assistive services currently used and their estimated effectiveness in improving the impact of the condition(s). Please include any significant side effects that may impact physical, perceptual, behavioral or cognitive performance.

4. The expected progression or stability of the impacts described over time.

Provide a description of the change in the functional impacts of the condition(s) over time and/or recommendations concerning the predictable needs for reevaluation. If the condition is variable (based on known cycles or environmental triggers) are they under self-care for flair-ups or episodes?

5. Recommended accommodations and services.

Recommendations should be based on current functional limitations of the condition.

6. Supporting Documentation.

Along with this comprehensive report, other helpful documents may include: psycho-educational evaluation, Individualized Education Plan (IEP), 504 Plan, and/or teacher reports.

7. Send documentation to either campus:

Brighton Campus  
1000 East Henrietta Road  
Rochester, NY 14623  
Phone: 585.292.2140  
Fax: 585.292.3867

[disabilityservices@monroecc.edu](mailto:disabilityservices@monroecc.edu)

Downtown Campus  
321 State Street  
Rochester, NY 14608  
Phone: 585.685.6002  
Fax: 585.292.3837

*Not all documentation will contain all of these elements, but the more information we have, the easier it is to determine which accommodations are appropriate and beneficial*