



# ADHD Diagnostic Assessment

*Employee journey*

October 2024



This information sheet details how an ADHD Diagnostic assessment works and what you can expect with the process. This document has critical information to ensure your assessment can go ahead as planned. Please take time to read this document fully and prepare for your assessment.

## What is ADHD?

ADHD, or Attention Deficit Hyperactivity Disorder, is a neurodevelopmental condition that is typically present from birth. While it can be diagnosed in childhood, many individuals with ADHD may go undiagnosed until adulthood.

ADHD can have a significant impact on various aspects of life, including education, the workplace, and daily routines. It's essential to recognise that each person's experience with ADHD is unique. It's equally important to appreciate the strengths that come with thinking differently.

## What is an ADHD diagnostic assessment?

A diagnostic assessment is the only way that ADHD can be formally identified. Health Partners strictly follows National Institute for health and Care Excellence (NICE) clinical guidance.

Below will detail more information about what is included in your assessment.





# What happens before my assessment?

- Our admin team will contact you and request that you complete the pre-assessment questionnaire and return to the [wpateam@healthpartners.uk.com](mailto:wpateam@healthpartners.uk.com) inbox. Please set some time aside to complete the questionnaire as fully as possible, this information is important. All the pre-assessment information provided will be reviewed prior to the assessment and is a compulsory requirement.
- A second pre-assessment questionnaire will be required to be completed by an 'informant'. It is important to choose someone that knows you well and preferably since childhood. Ideally this would be a parent, close family member or a partner. This form should also be sent to [wpateam@healthpartners.uk.com](mailto:wpateam@healthpartners.uk.com).
- Due to the compulsory element of the pre-assessment questionnaires, we are unable to book your appointment without the completion of the necessary paperwork. We encourage you to complete these as soon as possible to prevent delay.
- Once the paperwork has been received, our admin team will be in contact with you to book an assessment date, you will then receive an email confirming the date and time of your assessment, and the internet link to join the virtual appointment.
- You will receive text message reminders for your assessment prior to the date.

# Important!

Before your assessment, please make sure you have:

- A quiet space, free from disruptions and interruptions
- Good lighting, this can be natural or artificial
- A good internet connection
- A personal device with:
  - Audio
  - A microphone
- A drink of water.

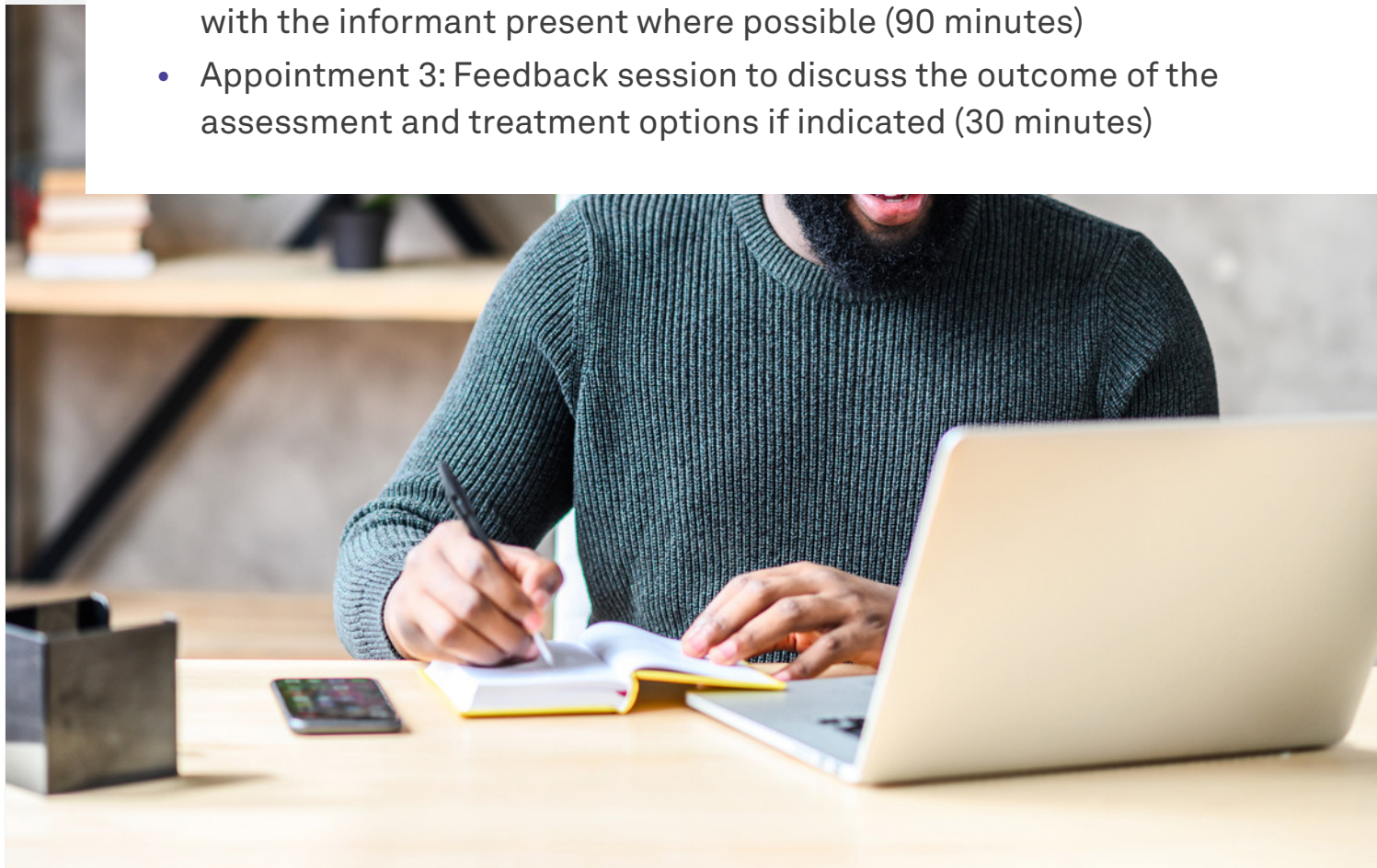
If you have any questions or require some adjustments, please contact our admin team on the email [wpateam@healthpartners.uk.com](mailto:wpateam@healthpartners.uk.com).



# What happens during my assessment?

The assessment is separated into multiple appointments:

- Appointment 1: Screening assessment (up to two hours)
- Appointment 2: Full diagnostic assessment including the DIVA-5 with the informant present where possible (90 minutes)
- Appointment 3: Feedback session to discuss the outcome of the assessment and treatment options if indicated (30 minutes)



## Appointment 1

Will last approximately 2 hours and includes:

- The gathering of information about your background, education and employment history.
- Reviewing questionnaires and exploring answers you have given in more detail.
- Exploring your mental health
- Questions around any symptoms or traits that you may have from the perspective of your mental health.
- This takes the form of a semi-structured clinical interview.

## Appointment 2

Will last approximately 90 minutes and includes:

- A structured clinical interview discussing behaviours and traits in different areas and setting of your life.
- We ask that an informant be present, this should be the same person that completed the informant questionnaire. If they are unable to attend the appointment, the assessment can still proceed. However, some questions relate to your childhood and early experiences.

## Appointment 3

Will last approximately 30 minutes and includes:

- A discussion about whether or not a positive diagnosis of ADHD has been made.
- A discussion with you about potential treatment options, this includes medication, coaching and psychoeducation and will form a shared care plan.
- Signposting to support services.



## On the day of the assessment, make sure:

- You are in a comfortable space free from distractions and interruptions.
- You use the link (whereby/ MS Teams) to join the meeting from your computer.
- The virtual background is turned off.
- You turn off radios, television, mobile phones, any item that may create a visual and auditory distraction.

## What to expect?

- At the beginning of each appointment the assessor will introduce themselves.
- The assessor will then complete a short identification check, requesting confirmation of your full name, date of birth and home post code.
- The assessor will explain the assessment process and structure to you, and you will have opportunity to ask questions.
- The assessor will confirm your consent to assess and explain how the report will be provided to you.
- The assessor will conduct the specific assessment as outlined above.
- You will have opportunity to take comfort breaks and ask questions should you need to.

## What happens after my assessment?

- After your final diagnostic assessment (Appointment 2) a follow up, 30-minute appointment will be scheduled with you to discuss the results of the assessment. It will provide you the opportunity to ask any questions and discuss potential treatment options.
- The assessor will review all aspects of the assessment process and generate a report, with a diagnostic conclusion and summary recommendations.
- You will usually receive the full report within 10 working days.
- Once you have received the report, take some time to review this.
- A summary report will be generated and provided to your employer (with your consent), briefly outlining diagnostic conclusion, key information and summary recommendations.
- We recommend taking some time to discuss the outcome of the assessment with your referrer.





# Non-Pharmacological treatment options

*This requires an additional charge which will be payable by you as the employee or at the discretion of your workplace.*

## Post-diagnostic support

Our post-diagnostic support is up to three sessions with a neurodivergence-experienced clinician. This is an opportunity to talk through the assessment outcome in detail, reflect on the outcome and get a better understanding of the diagnosis. There is also the opportunity for you to consider next steps and we can signpost to additional sources of support. You will be provided an e-resource pack that covers tips for managing ADHD in adulthood, employment rights and online support resources.

## Psychological support – Mental health

Our neurodivergence-informed psychological therapy is specifically tailored to your needs. We offer treatment for co-occurring mental health conditions, including anxiety, depression, and obsessive-compulsive disorder. We also offer support to help manage a variety of other issues commonly associated with the experience of ADHDers and Autistics, such as sleep disturbance, low self-esteem, and rejection sensitive dysphoria. This would consist of an initial assessment to establish your needs, usually over two appointments, followed by a recommendation for additional treatment sessions. Typically, this would be in the region of 6-14 sessions.

## Workplace support (Workplace Needs Assessment)

If we feel that there is an impact at work, then we will recommend having a workplace needs assessment (WPA). This is an objective, comprehensive assessment which looks holistically at your strengths and needs to identify adjustments that may be implemented in the workplace.

## Coaching

Coaching sessions are usually delivered on a fortnightly basis for a set number of sessions. They consist of one-to-one sessions that focus on topics detailed within your workplace needs assessment. You will be taught skills that could be applied to your workplace and environment and aims to increase:

- productivity
- confidence at work
- retention.



# Frequently Asked Questions

## **What if I need to change my appointment?**

If you need to cancel your appointment, please let us know at least 48 hours before your appointment to prevent cancellation fees. Cancellation fees will occur for any missed appointments (did not attend) or late cancellations. Please contact us at [wpateam@healthpartners.uk.com](mailto:wpateam@healthpartners.uk.com).

## **What should I do if I require adjustments for my assessment?**

Please contact us regarding adjustments at [wpateam@healthpartners.uk.com](mailto:wpateam@healthpartners.uk.com) or call on 01273 013771.

## **Does my employer have to know about my assessment?**

Yes, your employer will have made the referral to us and will be aware of the date/time of your assessment taking place. Often the referrer may be someone in the HR department, so it will be at your discretion to inform your line manager.

## **Who should I contact regarding my appointment?**

If you have any queries regarding your assessment, please contact [wpateam@healthpartners.uk.com](mailto:wpateam@healthpartners.uk.com).

## **How will my assessment be conducted?**

Your assessment will be virtual, using secure video conferencing via Whereby or Microsoft Teams. You will be sent a link to the assessment. Please follow this guide carefully as this is a requirement for the assessment.

## **What type of activities will I do and question will I be asked?**

The assessor may ask you questions related to the questionnaires you completed, they will ask lots of questions on your personal history and background and how your differences have affected you.

## **I am feeling anxious about my assessment, who can I contact?**

It is natural to feel apprehensive or nervous about your assessment, as you may be asked to explore your developmental history and past events. Our assessors are experienced and will do everything they can to make you feel comfortable and at ease throughout.

Should you find some questions particularly difficult, you will be able to stop and/or have break; please remember that the information is important to build a picture of strengths and challenges.

During the assessment you will be able to ask the assessor questions and take breaks when needed.

If you continue to feel anxious about the assessment and think you need to discuss this, please contact the WPA team at [wpateam@healthpartners.uk.com](mailto:wpateam@healthpartners.uk.com).



### When will I receive my report?

You will receive the report within 10 working days.

### What if I have questions for my assessor after I receive my report?

If you have any queries regarding your assessment, please contact the [wpateam@healthpartners.uk.com](mailto:wpateam@healthpartners.uk.com).

### I have feedback for my assessor – what can I do?

We want to ensure your experience with us is the best it can be, and as such we welcome feedback. You will be sent a questionnaire after you have received your report. This will allow you an opportunity to provide us with any feedback.

### Will my referrer attend the assessment?

No, the assessment is confidential and only you and the assessor will be present.

### Will my referrer have a copy of my diagnostic report?

Your referrer will only receive a summary of the diagnostic report. The full report is confidential and will be sent only to you, it is then at your discretion if you would like to share the full report with them.



CALL US

**01273 013771**

EMAIL US

**[wpateam@healthpartners.uk.com](mailto:wpateam@healthpartners.uk.com)**

[www.healthpartnersgroup.com](http://www.healthpartnersgroup.com)

Registered in England

Company No: 10284664

VAT Number: 249 2959 59