



 Health Partners

ADHD Screener Assessment

Employee journey

November 2023

This information sheet details how an ADHD screening 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 screener?

The screener is an opportunity for you to explore whether you demonstrate traits of ADHD, but it does not provide a complete diagnosis. The assessor will give you recommendations of the next steps based on the outcome of the screening assessment, which may either be for a full diagnostic assessment or a referral to another service.

A diagnostic assessment is the only way that ADHD can be formally identified.

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 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.
- 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.



What happens during my screening assessment?

The assessor will review your pre-assessment questionnaires to gain a detailed understanding of your strengths, early development, educational history and challenges that you may present with.

You will then have a 1 hour assessment with the assessor where they will take a deeper dive into your developmental history and challenges in several life and work areas.

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 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 screening 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 a series of semi-structured interviews to understand more about your presentation.
- You will have opportunity to take comfort breaks and ask questions should you need to.

What happens after my screening assessment?

- The assessor will review the results of the screening assessment and the pre-assessment questionnaires.
- The assessor will generate a report which will be shared with you, this will outline their clinical opinions and recommendations.
- You will receive the screening report in 10 working days. Please take some time to review this.
- A summary report will be generated and provided to your employer (with your consent), briefly outlining the conclusion, key information, and summary recommendations.
- We recommend taking some time to discuss the outcome of the assessment with your referrer.

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.

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

Please contact us regarding adjustments at 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.

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 will ask some background questions related to the current problem that you are experiencing, what impact that it has had on your life, education and employment, and for how long this has been the case.

The assessor will ask you questions related to the questionnaires you completed, they may ask for clarification around the answers you provided and ask for further details.

The assessor will also ask questions about your mental and physical health, your social circumstances and will ask about your educational and employment history.

Some of the questions that are asked are personal and sensitive, it is important to remember that all answers are treated with the strictest confidence, and it is important for you to be truthful.

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.

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.

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 screening report?

Your referrer will only receive a summary of the screening 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.



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