PSYCHIATRIC DISABILITY DOCUMENTATION GUIDELINES

Student Information
To be completed by the student

Name: ___________________________ Student ID: ___________________________

Address: ________________________________________________________________

Email: ___________________________ Phone: _________________________________

To the student: These guidelines will help you understand the documentation requirements for establishing a psychiatric disability. To be eligible for accommodation/s it is necessary to establish that you have a psychiatric disorder that causes in a limitation/s in a major life activity or activities. It is also necessary to show how accommodations will directly help compensate for those limitation/s.

Because the impact of psychiatric disorders is not always obvious and the symptoms related to psychiatric disorders are variable and not necessarily permanent, it is important to show how a psychiatric disorder impacts your life. Generally speaking, recent information is the most relevant in determining what accommodations you may need now.

Psychiatric and/or psychological evaluations and reports by qualified professionals are usually necessary in establishing the nature, frequency, and severity of symptoms and limitations related to psychiatric disorders. Evaluations should provide a diagnosis, a developmental and psychiatric history, and an objective description of symptoms and limitations in major life activities. The diagnosis of a disorder does not necessarily establish a disability that requires accommodation.

While a comprehensive evaluation by a qualified professional is highly recommended, Disability Support Services (DSS) will review any information you feel is relevant to demonstrating your need for accommodation. School records, psychological test results, Individualized Education Plans (IEPs), medical records, verification of prior accommodation, and other sources of information can be helpful.

We recommend you provide a copy of the Psychiatric Disability Documentation Guidelines to the qualified professional who has most recently evaluated you. You should submit all of your documentation to the DSS Office at Loyola Marymount University (LMU). If you are being treated by more than one processional, it may be helpful to submit a report by each person you see. Please contact the DSS Office at (310) 338-4216 if you have any questions. After all your documentation has been submitted, you will be contacted by the DSS Office regarding the results of your documentation review. Please note that DSS will make every effort to respond to your request within 15 business days once you have provided all of your documentation.

I have read and understand the information provided above.

Signature: ___________________________ Date: ___________________________

Revised March 14, 2012
Licensed Professional Information
To be completed by the Licensed Professional

Name and Title of Licensed Professional: ____________________________________________

License Certification Number (Describe credentials): ________________________________

Business Address: ______________________________________________________________

Telephone Number: ______________________________________________________________

Signature: ___________________________ Date: ________________________________

To the Licensed Professional: Based on a psychiatric disorder, your patient is requesting services through Loyola Marymount University’s Disability Support Services (DSS) Office. To be eligible for services, this student must show that they have a psychiatric disorder that results in limitation/s in a major life activity.

Psychiatric disorders are not necessarily stable or permanent over time. For this reason, it is important that documentation addresses the student’s current condition and how it impacts their studies or life on campus. Diagnosis alone, prescription notes, and brief letters generally do not provide enough information to establish a disability or plan for accommodation. Recommendations should be clearly supported by objective information from your evaluation procedures and/or the patient’s history of impairment.

To assist this student, we strongly encourage you to attach a narrative report that fully addresses the student’s presenting limitations and need for accommodation. Complete documentation will enable the University to provide appropriate accommodation to the student in a timely manner. Typed, rather than handwritten material is greatly appreciated.

Your signed report will be most helpful if it includes the following:

1. A psychiatric history and clinical summary that includes the age of onset and alternative explanations for presenting problems. Include the current DSM-IV-TR or ICD-9 diagnosis.

2. The time frame in which you have treated this patient, including the most recent evaluation or treatment. Detail the nature, frequency, and severity of symptoms present at your last visit and how major life activities are limited. Specific, objective information beyond the patient’s self-report is most helpful.

3. Current medication/s including dosage, side effects, and compliance along with other on-going therapeutic interventions.

4. The prognosis, which includes likelihood of improvement or deterioration and within what approximate time frame.

5. If specific recommendations are made, each should be directly connected to a demonstrated current limitation.
Final determination of appropriate accommodations will be determined by the DSS Office in accordance with the mandates of the Rehabilitation Act of 1973 and the Americans with Disabilities Act as well as court rulings and Department of Education Office of Civil Rights ruling related to these two laws.

Thank you for your time in helping this student. Additionally, please feel free to add any verifying documentation from your files. If you have any questions, please call the DSS Office at (310) 338-4216.