

## Writing Multidisciplinary Assessment Reports in Encore

When your team decides to do a multidisciplinary assessment report there are a few suggestions to make it easier in Encore.

Assessment report page 1:

1. **Assessment type:** Multidisciplinary
2. **Assessor name and title:** There is only room for one name, so put in the name of the case manager (ex: name: Sarah Baros title: case manager)
3. **Assessment tools** (on the bottom of the page): Use abbreviations (e.g. WJ-IV, WISC-IV, CELF-IV.) If there is not room to write all of the assessments, write in only the categories of assessment (ex: psychological, academic, speech/language...) and each provider must make sure they indicate the names and versions in their page 2 narratives.

Assessment report page(s) 2

1. Each person should start with a blank page. (If you have to add an additional blank page, open the filled p. 2 and click in the Additional Page box at the bottom of the page. Continue with this process until you have entered all of your info.)
2. Have everyone put a header on the top consisting of type of assessment, assessor name and page number.  
(Ex: Academic assessment by Sarah Baros, Resource Specialist, page 1  
Academic assessment by Sarah Baros, Resource Specialist, page 2)
3. Everyone needs to list the assessments given, explanation/interpretation of scores and recommendations.

Assessment report page 3.

1. In the section: Explanatory analysis, Interpretation and Summary: Just put the eligibility statement and any overall summary statements as to qualification of services.
2. Everyone needs to put in his or her names.

Overall: Each assessor is responsible for putting in his or her parts. The case manager is responsible for making sure all of the pages are completed.