

### Welcome to Autism North East

Autism North East is a non-profit-making organisation which was established in 2013. Between 2013 and 2025 we have increased in size to now consisting of eleven clinicians all working together to provide high quality comprehensive neurodevelopmental assessments and post-diagnostic input.

***Our top priority is to operate ethically and responsibly and to provide a gold standard assessment and intervention to our clients in accordance with NICE guidance whilst keeping costs down as much as possible.***

***Our Clinicians offer a high level of care, specialist expertise and commitment, and our clients are given a detailed feedback appointment alongside a comprehensive report following assessment with clear and tailor-made recommendations.***

Our Multi-Disciplinary Team is made up of Clinical Psychologists, an Occupational Therapist and Speech and Language Therapists, offering neurodevelopmental assessments and intervention which are tailor-made for the individual's needs. We have specialist skills and experience in neurodevelopmental conditions such as Autism Spectrum Disorder, ADHD, Learning Difficulties, Sensory Processing Difficulties, Developmental Co-ordination Difficulties and Developmental Language Disorder, as well as in related Mental Health conditions. We are trained in a wide range of assessment tools and interventions and offer individualised post-diagnostic sessions as and when required/requested.

We are all Senior Clinicians who have worked in and led services in the area of Neurodevelopmental Assessment in the North East for many years, working in accordance with **NICE** guidance. We have good working links with other professionals in the area and an understanding of local NHS, Education and Local Authority systems and services. Most of us work specifically for Autism North East but some also continue to also work within Specialist and Leadership roles within the NHS in local Autism teams, and one as a Lead Researcher in the Academic field of Autism at Newcastle University.

We offer appointments in two locations across the North East – one in the Tyne Valley in Clara Vale and one in Tynemouth, and we can also meet people remotely on Zoom or Microsoft Teams when necessary.

### Process of Assessment

After your initial enquiry and making an appointment with us, the process of assessment in accordance with NICE guidance would generally be as follows:

1. An initial consultation will take place where you can discuss your concerns and we can begin to understand more about you and your needs. Our assessments are tailor made for each person so a plan will be developed with you about which elements of assessment we would suggest for you. This will be shared in the session and also by email afterwards so that you can decide whether you would like to go ahead.

**You do not have to decide straight away if you want to proceed with us.** At any time during your assessment you can decide whether or not you would like to continue with us as there is absolutely no obligation to do so if you find that you would like to either pause or discontinue appointments for any reason.

Should you decide to continue your assessment we will arrange the following:

2. We will arrange further appointment(s) to gather a detailed developmental history and any remaining information as needed and we will give you some specialised questionnaires to complete and return to us.
3. We also like to either speak to someone who knows you well or will ask you to request that they complete a Social Development Questionnaire about you so that we can understand more about you from a friend or relative's perspective.
4. We may also seek to liaise with any other professionals involved in your care if appropriate.
5. An ADOS (Autism Diagnostic Observation Schedule) will be arranged – this is an individual activity-based assessments for you with two clinicians, which takes around one hour to complete and is aimed at understanding more about your social interaction and communication,
6. A Speech and Language Assessment will be arranged to understand more about your higher-level language ability, both in understanding and expression, and your social use of language.
7. **\*\*An Occupational Therapy (OT) Assessment will be offered** – this is an assessment by our Occupational Therapist to understand how everyday life and activities including work or studying affect you and to help you to take part to the best of your ability.
8. **\*\*A Cognitive Assessment will be offered** if relevant to assess your cognitive profile, identify any strengths and needs, and understand how your achievement relates to your potential.
9. The lead clinician will then gather all the information collected, and we will meet as a Multi-Disciplinary Team to discuss the information and reach a shared understanding of your neurodevelopmental profile, including whether a diagnosis would be appropriate and what input might be helpful for you post-assessment.
10. We will then meet you for a full feedback appointment to discuss our assessment conclusions and to make plans for support in the future.
11. A report will be sent to you to approve and return to us, then it will be sent to your GP and any other professionals with your permission.
12. You will be given a list of helpful resources and information, including services that are available in your area.
13. An individualised three-session package will be available to support you, increase your understanding, and to discuss what that means for you and what strategies could be helpful for you.

***Our assessments will generally follow this pathway, however on some occasions it is necessary to adjust our approach and potentially add in other elements. We will never do anything which we do not feel is necessary and will always discuss this with you beforehand.***

From February 2025

**Itemised Charges – Adult Neurodevelopmental Assessment**

Initial consultation	£240
Developmental and further history per hour. This includes information about education, employment and relationships.	£180 per hour
History taking with family/friend/colleagues for gathering information – as needed	£180 per hour
Screening Measures – e.g. ASQ, EQ, CAT Q, HADs, Sensory Processing Measure	£95
Specialist Individual assessment (ADOS 2) (1 hour, 2 clinicians)	£600
Speech and Language Assessment (1 hour)	£390
Multi-disciplinary diagnostic meeting	£240
Report	£420
Feedback appointment	£180
<b>Total for the above assessment components</b>	<b>£2525</b>

The following \*\* will be offered but may not be needed:

**Occupational Therapy Assessment (1 hour)	£390
**Cognitive Assessment (1.5 hours)	£545
**More specialised questionnaires, as needed	£10 – £20

Post Diagnostic Sessions up to 3 – per session £180 or £220

(where associated administrative work such as developing specialised and individualised materials is needed).

**Any additional appointments needed are £180 per hour.**

**Any extra administrative costs would be charged at half our hourly rate @ £90 per hour.**

## Terms and Conditions

### **Payment of Fees**

We will email you an invoice for fees payable on a weekly basis. These can be paid via BACS transfer or by cheque, and payment is due within 7 days of the invoice.

Please add this email to your email account: [info@autismnortheast.org.uk](mailto:info@autismnortheast.org.uk) so that invoices do not go to your spam folder.

**Please note, we are unable to accept cash or card payments.**

### **Travel costs**

Any travel time is charged at half of our hourly rate, £90. Mileage is charged at the standard rate of 45p per mile. Where possible we will always ask our clinicians to conduct appointments which require travel that are nearer to their homes to reduce all travel costs.

### **Report Sharing**

We have a professional obligation to share reports with other health and education professionals as appropriate to ensure joined up working and accountability. We will send a copy of the full final agreed report to your GP.

### **Private Medical Insurance**

We accept BUPA referrals and will need an authorisation code for the initial appointment, then a follow-up authorisation code for the assessment.

### **Photographs and Videos**

By engaging with Autism North East's services you are agreeing to NOT send us photographs or videos of yourself. Any photographs or videos we do receive will be deleted/destroyed immediately.

### **Cancellation policy**

If you are unable to attend your appointment please let us know as soon as possible. 48 hours notice is required for cancellation. Where there is less notice, or you fail to attend your appointment, the fee for that session will be incurred. The clinician will endeavour to give you as much advance notice as possible if there is any need to cancel any appointments.

Please do not hesitate to contact us for further details – 07957 755746, [info@autismnortheast.org.uk](mailto:info@autismnortheast.org.uk) or browse our website [www.autismnortheast.org.uk](http://www.autismnortheast.org.uk)

## Privacy Notice

This Privacy Notice has been written to inform you about how Autism North East (ANE) will use your personal information when you contact us.

Personal information (also called personal data) refers to any identifiable sources of information about you, such as your email address, or answers on a referral form.

### **How does ANE collect my personal information?**

We will only ever collect your personal information with your knowledge and permission; the majority of information we collect is provided by you for one of the following reasons:

- You have made an enquiry to us.
- You have completed a self-referral form.
- You have completed questionnaires as part of our assessment process.
- We have taken notes about you during an appointment or observation.

We may also receive your personal information indirectly if you are:

- related to one of our clients;
- involved in one of our client's education;
- work with one of our clients.
- referred to us by a professional person/organisation.

Under the General Data Protection Regulations (GDPR), we lawfully process (collect) your personal information based on:

- **Your consent:** you have expressed permission for us to collect and use your personal information as part of our services. For example, when you complete a referral form.
- **A contractual obligation:** we need to process your personal information for us to complete our services effectively. For example, we must collect certain information if you ask us to provide services to you.

### **What personal information does ANE collect about me?**

We only collect the information necessary to provide our services to you. In the majority of cases, we only collect the following information:

- Your contact details (such as email, home address, and telephone number).
- Health data (such as school or work observations, health questionnaires, notes from appointments, or interviews with family or carers).
- Your place of work or education.
- Your immediate family or carers.
- Your General Practitioner (GP).

### **Does ANE keep my personal information safe?**

Yes – all digital files containing your personal information are held on a secure server and are only accessible by ANE's small team. If any of your personal information is held physically, it is stored securely in locked premises also only accessible by ANE. Please note: we ask that you DO NOT UNDER ANY CIRCUMSTANCES send us

photographs or videos of yourself or your child in the post or via email. Photos or videos we receive will not be opened and will be deleted/destroyed immediately.

#### **How long will ANE keep my personal information?**

We will only store your personal information as long as necessary. We generally store final reports indefinitely in case they are lost and need referring back to.

#### **Who does ANE share my personal information with?**

It is necessary for us to share your personal information with a small number of people to provide our services. We will discuss this with you before and ensure you are fully informed. As a matter of course, we may share your information with:

- Your GP
- Your employer
- Your school or college
- Your family or carers

The only time we would share your information without your knowledge is if we had cause to believe you or another party was in danger or ordered to do so by a court or other legal authority.

#### **What are my rights?**

Under the GDPR, you are guaranteed certain rights related to your personal information:

- **Right of access:** you have the right to ask us for copies of your personal information.
- **Right to rectification:** you have the right to ask us to correct inaccurate personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Right to erasure:** you have the right to ask us to erase your personal information in certain circumstances. As we process important information related to your mental and physical health, we are legally obliged to maintain certain records.
- **Right to restriction of processing:** you have the right to ask us to not to process your personal information in certain circumstances.
- **Right to object to processing:** you have the right to object to the processing of your personal information in certain circumstances.
- **Right to data portability:** you have the right to ask that we transfer the personal information you gave us to another organisation, such as your school or GP.

If you contact us to exercise one of your rights detailed above, we will respond to you within one month. Please contact ANE at info@autismnortheast.org.uk if you wish to make a request.