



# Centre for the Diagnosis and Certification of Specific Learning Disorders (SLD)

## Service Guide

**“E. Bignamini” Centre  
Via Matteotti, 56  
60015 Falconara (AN)**

**Tel.: 071 9160971**

**Fax: 071 0979099**

**E-mail: [segreteria medica.an.falconara@dongnocchi.it](mailto:segreteria medica.an.falconara@dongnocchi.it)**



## **ABOUT US**

The Bignamini Centre of the Don C. Gnocchi Foundation is a rehabilitation facility, with its main office in Falconara Marittima, where rehabilitation activities are conducted in Residential, Semi-residential, Outpatient and Home-based forms. It has a branch office in Ancona (via Breccie Bianche and via Rismondo), Torrette di Ancona, Osimo, Camerano, Senigallia and Fano, sites where activities are only performed in the outpatient and home-based form.

At the Outpatient Rehabilitation Centres (CAR) and at Falconara it is possible to access therapeutic activities on a self-pay basis and at the expense of the National Health Service. For these activities, please refer to the relevant Service Guide.

### **This Guide refers only to the activities of Diagnosis and Certification of Specific Learning Disorders (SLD).**

The regional legislation in force in the case of suspected SLD provides for a multidisciplinary diagnostic process at public and private facilities authorised and accredited pursuant to R.L. 20/2000.

The Centre has taken measures to fulfil the appropriate procedural steps to operate in this field and has equipped itself with a suitable multidisciplinary team, consisting of a child neuropsychiatrist, psychologist and speech therapist, possibly integrated by other health professionals and adjustable according to the various age groups. Diagnosis takes place through meetings with the pupil/student who undergoes a clinical and neuropsychological/psychodiagnostic test evaluation. In the event of a positive identification of SLD, the team issues a certification suitable to enable the implementation of specific teaching flexibility measures during instruction and training cycles and in university studies.

Main national and regional regulatory references:

Law 8 October 2010 no.170. New rules on specific learning disabilities in schools

SINPIA Learning Disabilities Guidelines Part I: SLD

Regional Law 19 November 2012 n. 32: interventions to support persons with specific learning disabilities

DGRM 16 September 2013 no. 1288: authorisation and accreditation requirements for facilities responsible for the diagnosis and certification of specific learning disabilities, pursuant to R.L. no.32 of 19/11/2013

## **HOW TO ACCESS THE SERVICES**

- Contact us to make an appointment with one of our Health Professionals at the Clinic, even by telephone, using the numbers listed in this guide
- Attend the appointment with all the clinical documentation in your possession
- Wait for the necessary evaluation meetings to be scheduled.

The services that can be provided concern those necessary for the diagnostic assessment of SLD and the relative certification, namely:

↳ Neuropsychiatric appointment and evaluation

↳ Complete psychodiagnostic/neuropsychological test evaluation:

- general intelligence with the use of at least one psychometric test
- reading, writing and calculation skills
- neuropsychological functions
- affective-relational sphere

as envisaged by the Guidelines for Learning Disabilities Part I and in relation to the needs identified by the team conducting the assessment.

Therefore, at the end of the evaluation, a report/certification will be issued that is adequate to undertake the necessary path. If the assessment does not identify a need for certification, a report will be issued to represent the results of the assessment.

The team will be led by the doctor, who can be contacted for the clinical requirements; other problems can be presented to the Medical Secretariat or to the Coordinator of the clinic.

The certification review must be performed:

- when moving from one school cycle to another and, in any case, normally no earlier than three years after the previous one;
- whenever it is necessary to modify application of the necessary dispensatory/compensatory tools, upon notification by the school to the family or on the initiative of the family.

If any problems should occur, we will try to make matters as tolerable as possible for you, wherever possible. For this reason, you can contact our Managers at any location.

Social Services are active at each location.

For organisational reasons, some responsibilities are centralised in Falconara: the Management, the Health Management, the Administration, the Public Relations Office and the Social Assistance Service.

### **SOME SIMPLE WARNINGS TO BE FOLLOWED (Rights and duties)**

You have the right to be informed about the needs that emerge following the assessment performed. For minors, the information will be provided to parents or guardians. Aside from in exceptional cases, this information will be provided by the Health Professional who welcomed the user to the Centre and who coordinates the team that follows the diagnostic process.

Outside of these spaces you can request an interview with the Doctor. The therapist will provide the appointment, otherwise it can be requested directly from the Medical Secretariat.

Any absence must be communicated at least 24 hours in advance, to allow staff to organise their work. The user is required to limit them to what is strictly necessary to allow the evaluation process to be performed properly and to avoid burdening the organisation. In case of repeated unjustified absences, the case manager may evaluate the opportunity to interrupt the process.

At the beginning of each session, it is necessary to sign the attendance register: it

is an important document for all parties, which is used to certify the process performed.

Please be punctual, and always let us know as far in advance as possible if your child cannot be present for a treatment session. We recommend consistency in attendance: the result also depends on this.

If necessary, you may request a copy of the medical record containing your health data and the diagnostic pathway followed. This documentation can only be released at the end of the evaluation. To do this, you will need to submit a written request to the Medical Secretariat, using the form that the Secretariat itself will provide you with.

You will have to follow the same procedure for any certifications and reports you may need.

Copies of the medical records and certifications will be issued to you within seven days, and reports within fifteen days. Those necessary to justify absence from work will be issued by the health worker/medical secretary at the time of the service.

You will be able to collect the documentation during the secretariat's opening hours to the public. For more detailed information, please refer to the Service Charter. Finally, please fill out the Service satisfaction questionnaire.

## **TIMES, COSTS AND PAYMENT METHODS**

The services relating to SLD Diagnosis and Certification are generally provided for a fee. The costs of the services vary according to individual requirements. The Centre has a price list and, based on the needs established by the doctor at the time of the first appointment, an estimate will be produced and submitted to you.

Payment for services is in advance and can be made directly to the Medical Secretariat of each clinic by debit/credit card or by bank transfer to the following coordinates:

IBAN: IT35J0100537350000000140000 (BNL - Banca Nazionale del Lavoro)

Recipient: Don Carlo Gnocchi

## LOCATIONS WHERE THE ACTIVITY IS CONDUCTED

### ANCONA

#### **- VIA RISMONDO, 37 - tel. 071 31698 fax 071 3587014**

Opening hours: Morning: from Monday-to Friday 8.00 - 13.00

Afternoon: Monday, Wednesday and Friday 14 - 19

Contact the Coordinator: Signed Silvia Mascio

e-mail: [ambulatorio.anconacentro@dongnocchi.it](mailto:ambulatorio.anconacentro@dongnocchi.it)

#### **Multidisciplinary team:**

Medical Director: Dr. Roberto Staffolani (*ad interim*)

Neurologist: Dr. Marina Maricotti

Psychologists: Dr. Valter Brunella, Dr. Chiara Signoretti

Speech Therapist: Maria Grazia D'Agostino

#### **- VIA BRECCE BIANCHE, 74 - tel. 071 2867546 fax 071 2915117**

Opening hours: Monday to Friday 8.00am - 7.00pm

Saturday 8:00am - 1:00pm

Contact the Coordinator: Signed Lorella Pollonara

e-mail: [ambulatorio.anconasud@dongnocchi.it](mailto:ambulatorio.anconasud@dongnocchi.it)

#### **Multidisciplinary team:**

Medical Director: Dr. Roberto Staffolani (*ad interim*)

Child Neuropsychiatrist: Dr. Liliana Porfiri

Psychologist: Dr. Simone Beghella Bartoli

Speech Therapist: Noemi Candelaresi, Ludovica Crisostomi, Chiara Domenichelli, Maria Gorgone

### TORRETTE di ANCONA

#### **- VIA VELINO, 2/3 - tel. 071 889951 fax 071 2183065**

Opening hours: Monday to Friday 8.00am - 7.00pm

Saturday 8:00am - 1:00pm

Contact the Coordinator: Psych. Chiara Signoretti

e-mail: [ambulatorio.torrette@dongnocchi.it](mailto:ambulatorio.torrette@dongnocchi.it)

#### **Multidisciplinary team:**

Medical Director: Dr. Roberto Staffolani (*ad interim*)

Child Neuropsychiatrist: Dr. Laura Traini

Psychologists: Dr. Francesco Costanzi, Dr. Chiara Signoretti

Speech Therapist: Alice Bezzi, Patrizia Ciliberti, Martina Corinaldesi, Martina Possanzini.

## CAMERANO

**- VIA LORETANA, 45 tel. 071 731024 fax 071 7305301**

Opening hours: Monday to Friday 8.00am - 7.00pm  
Saturday 8:00am - 1:00pm

Contact the Coordinator: Signed Paola Pennacchioni  
e-mail: [ambulatorio.camerano@dongnocchi.it](mailto:ambulatorio.camerano@dongnocchi.it)

### **Multidisciplinary team:**

Medical Director: Dr. Roberto Staffolani (*ad interim*)

Neurologist: Dr. Marina Maricotti

Psychologists: Dr. Valter Brunella, Dr. Sabina Liguoro

Speech Therapists: Ines Vercilli

## OSIMO

**- VIA C. COLOMBO, 128 tel. 071 716743 fax 071 7235022**

Opening hours: Monday to Friday 8.00am - 7.00pm  
Saturday 8:00am - 1:00pm

Contact the Coordinator: Signed Silena Vaccarini  
e-mail: [ambulatorio.osimo@dongnocchi.it](mailto:ambulatorio.osimo@dongnocchi.it)

### **Multidisciplinary team:**

Medical Director: Dr. Roberto Staffolani (*ad interim*)

Child Neuropsychiatrist: Dr.ssa Amanda Ferrero

Neurologist: Dr.ssa Marina Maricotti

Psychologists: Dr. Valter Brunella, Dr. Sabina Liguoro

Speech therapists: Elisa Agostinelli, Sofia Ali, Ambra Milone, Ines Vercilli

## FALCONARA MARITTIMA

**- VIA MATTEOTTI, 56 tel. 071 9160971 fax 071 0979099**

Opening hours: Monday to Friday 8.00am - 7.00pm  
Saturday 8:00am - 1:00pm

Contact the Coordinator: Signed Michele Maiolatesi, Signed Gabriele Toppi  
e-mail: [segreteria.medica.an.falconara@dongnocchi.it](mailto:segreteria.medica.an.falconara@dongnocchi.it)

### **Multidisciplinary team:**

Medical Director: Dr. Roberto Staffolani (*ad interim*)

Child Neuropsychiatrist: Dr. ssa Amanda Ferrero

Neurologist: Dr.ssa Marina Maricotti

Psychologists: Dr. Valter Brunella, Dr. Simone Beghella Bartoli

Speech Therapist: Maria Grazia D'Agostino, Marta Natalucci

## SENIGALLIA

**- VIA COSTA, 25 tel. 071 65045 fax 071 7910053**

Opening hours: Monday to Friday 8.00am - 7.00pm  
Saturday 8:00am - 1:00pm

Contact the Coordinator: Signed Marianita Mancini  
e-mail: [ambulatorio.senigallia@dongnocchi.it](mailto:ambulatorio.senigallia@dongnocchi.it)

### **Multidisciplinary team:**

Medical Director: Dr. Roberto Staffolani (*ad interim*)

Child Neuropsychiatrist: Dr. Silvia Schiavoni, Dr. Laura Traini

Psychologists: Dr. Elena Vichi

Speech Therapists: Elena Donnanno, Giada Montanari, Sara Silvestrini, Laura Vitali

## FANO

**- VIA DEL PONTE, 68 tel. 0721 825469 fax 0721 833068**

Opening hours: Monday to Friday 8.00am - 7.00pm  
Saturday 8:00am - 1:00pm

Contact the Coordinator: Signed Marianita Mancini  
e-mail: [ambulatorio.fano@dongnocchi.it](mailto:ambulatorio.fano@dongnocchi.it)

### **Multidisciplinary team:**

Medical Director: Dr. Roberto Staffolani (*ad interim*)

Child Neuropsychiatrist: Dr. Silvia Schiavoni, Dr. Laura Traini

Neurologist: Dr. Marina Maricotti

Psychologists: Dr. Valter Brunella, Dr. Nicola Paolo Furio

Speech Therapist: Sara Ortolani, Camilla Seri, Sara Silvestrini

You can access the Public Relations Office directly or by phone  
In each clinic it is possible to forward requests or complaints by contacting  
the Coordinator.

## **“E. Bignamini” Centre**

**HEADQUARTERS:** Via Matteotti, 56 - 60015 Falconara (AN)  
Tel.: 071 9160971 - Fax: 071 0979099  
e-mail: [segreteria medica.an.falconara@dongnocchi.it](mailto:segreteria medica.an.falconara@dongnocchi.it)

### **Health Management:**

Dr. Stefano Pierani  
Tel. Medical secretary: 071 9160971  
e-mail: [spierani@dongnocchi.it](mailto:spierani@dongnocchi.it)

### **Head of Developmental Age Department:**

Dr. Laura Traini  
Tel. 071 889951  
e-mail: [ltraini@dongnocchi.it](mailto:ltraini@dongnocchi.it)

### **Public Relations Office:**

### **Opening times:**

Tuesday Tel. 071 9160971 – extension 7 Falconara via Matteotti 56  
Thursday Tel. 071 2867546 Ancona via Breccie Bianche 74

Hours: Tuesday and Thursday 9:30 a.m. – 11:30 a.m.

*This guide integrates the Service Charter published on the Foundation's website and specifically reports detailed aspects of the activity carried out at the Falconara clinic.*