Getting Started Worksheet

1) Assess current protocols: Developmental Screening and Surveillance

What are we currently using for developmental screening?

- A validated, standardized tool? ________ Which tool? ________
- An Informal Checklist? ________
- Nothing? ________

Are we screening routinely at ages:

- 6 months
- 12 months
- 18 or 24 months
- 36 months
- 48 months
- 60 months? Yes ________ No ________

If no, what ages are we missing? __________________________

Why are they missing? __________________________

2) Identify Physician Champion:

A Physician is the “voice” of the quality improvement initiative. They can help to facilitate communication with MDs, office staff and other community groups, both formally and informally, about the screening and referral system.

Who will be our Physician Champion: __________________________

3) Select a Developmental Screening Tool:

A variety of screening tools are available to providers. Please refer to www.dbpeds.org for a complete list. The ASQ and PEDS “have been put to the test in practices throughout NC” and practice staff has overwhelmingly said that the ASQ and PEDS work in a busy primary care practice. You may order these screening tools by mail or on-line:

(ASQ) www.brookespublishing.com
Paul H. Brookes Publishing
P.O. Box 10624
Baltimore, MD 21285-0624
(May be photocopied)

(PEDs) http://www.pedstest.com
Ellsworth & Vandermeer Press, LLC
P.O. Box 68164
Nashville, TN 37206
(Cannot be copied. Refills must be ordered.)
4) Integrating Screening and Referral - “Mapping the Workflow”

Systematically integrating screening and referral into the practice is essential to program success and sustainability.

Step #1 - Identify "Key" Practice Staff who will help map the workflow.

Physician Champion
Practice Manager
Nursing Manager
Other:

Step #2 - Develop a Formal Chart that outlines your workflow/process. The following steps have proven to be useful as a guide in developing your practice workflow.

a. (Who will ensure that copies of the screening tool are available each day for parents to complete?)

b. (Where during the visit will the parent be given the screening tool and who will give it to the parent?)

c. (Who will score the tool.)

d. (When during the visit will the provider/nurse review the screening tool with the parent?)

e. (How referrals will be handled for children identified at risk?)

f. (Who will be responsible for facilitating referrals?)

g. (Who is going to give the parent educational material? When is the best time?)

h. (What happens to the screening tool after it has been discussed with the parent?)

i. (Who will be responsible for assuring materials are restocked and readily available?)

j. (Identify a storage location for your supply of educational materials)
5) Identify System Supports- Materials and Partners

When integrating your system of screening and referral, please note that supportive materials are available, e.g., early intervention brochures. Select which materials you will provide to parents as together you work with their child.

**Identifying and establishing relationships with community partners is critical to your local process.** The following community partners have proven to be excellent resources. Your customized list may include but not be limited to:

- **Child Service Coordinator/s:** ____________________________
  ____________________________

- **Early Intervention:** ____________________________
  (Part C Program Representative)
  ____________________________
  (Part B Program Representative)

- **Public Mental Health Entity:** ____________________________

- **Private Mental Health Providers:** ____________________________
  ____________________________

- **Family Support Groups:** ____________________________

- **Head Start:** ____________________________

- **EPSDT Coordinator:** ____________________________

- **School Nurse/s:** ____________________________

- **Other:** ____________________________
  ____________________________
  ____________________________
6) Conduct Staff Orientations:

Introduce the new workflow and procedures to your staff. Walk through the process and determine if it works the same in practice as it did on paper. Adjust as necessary. Republish the map and formally incorporate into the office protocols. Remember to periodically monitor progress, offer feedback and make adjustments if necessary.

Introduce the concept, principles, and processes of Early Intervention to your staff. A copy of the outlined workflow can become a part of your office policy and protocols.

BEGIN!