KIDOS
SCREEN EARLY, START STRONG

CLINICAL SELF-ASSESSMENT & SCREENING IMPLEMENTATION WORKSHEET

1) Assess current protocols		
N/A (no screen)	**YES**	**NO**
An informal checklist (surveillance)	**YES**	**NO**
A validated, standardized tool	**YES**	**NO**
If a formal standardized tool is being used:		
Which screening instrument is being used?		
Does the tool meet AAP 2006 Developmental Screening Practice Guidelines?		
Are all children routinely screened during their 9, 18 and 24/30 month well-child visits?		
If not, which age intervals are missing and why?		

2) Identify a physician champion	
The physician champion serves as the "voice" of the initiative. The champion helps facilitate communication with pediatric health care providers, office staff, and community groups, both formally and informally, about the screening and referral system.	
Name of physician champion	

3) If needed, select a standardized development screening tool
A variety of screening tools are available to practitioners. Consideration should be given to select a tool that meets criteria related to accuracy, inclusion of family input, and inclusion of the social and emotional domain. A list of tools is available in the Birth to 5: Watch Me Thrive! Compendium of Screening Measures for Young Children located at http://tinyurl.com/devscreen.

4) Integrating screening and referral

Effective protocols outline how specific tasks are accomplished and who is responsible. Begin by identifying key practice staff who will help map the workflow.	**Who**
Physician Champion	
Practice Manager	
Nursing Manager	
Other Key Staff	

5) Map the workflow

Develop a chart outlining your workflow. Your answers to the following questions serve as a guide to help you develop your practice workflow.	**Who, when or what**
MATERIALS	
Who will ensure that screening forms and other necessary screening materials are available each day?	
Who will ensure that adequate supplies of referral forms are available?	
Where will you keep supplies of screens, screening materials, and referral materials?	
COMPLETING THE SCREENING FORMS	
At **what** ages will children routinely be screened?	
When during the visit will the parent receive the screening tool?	

Who will be responsible for distributing forms to parents?	
Who will ask whether parents can complete the forms on their own or whether they need assistance?	
Who will help parents needing assistance?	

SCORING	
Who will collect completed screens from parents?	
Who will score the screens?	

DOCUMENTING THE SCREENING RESULTS	
Who will ensure that the scored screens are part of the patient's chart and are available to clinicians?	
If using electronic medical records, **who** will be responsible for entering the patient's results?	
What will happen to the screening materials once the results have been discussed with families?	

PATIENT DISCUSSION AND FOLLOW UP	
When will screening results be explained to families?	
Who will explain the results?	
What will be the standard process when a concern is noted during the developmental screening process?	
What will be the standard process when a child needs a referral?	
Who will complete a referral to early intervention providers when needed?	
Who will complete a referral to medical providers when needed?	
What systems are in place to connect patients and parent with community resources and supports?	
When will families receive parent education materials and **who** will ensure they are distributed?	

5) Test the workflow

Walk through the process and determine if it flows as designed. Make adjustments as necessary. Publish the revised workflow and formally incorporate it into office protocols.

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6) Conduct staff orientations and training

Consider who will introduce the new workflow and procedures to your staff. Schedule training on topics including:

- Developmental milestones
- How to use and score the screening instrument
- Communicating screening results with families
- The principles of early intervention
- Referral procedures and availability of community resources

Staff in charge of training	