



Maternal and Child Health Assurance  
Performance Management and Quality Improvement  
Department of Human Services  
540 Cedar Street  
Saint Paul, Minnesota 55155

July 2, 2008

Dear Healthy Development Collaborator:

During one of the conference calls a few months ago, we talked about how to best track the number of children referred for follow-up, or other actions taken, after being screened. Knowing how many children are receiving services resulting from the screening is a good way to look at how your clinic is making progress in improving the quality of care for children and their families.

During the conference call we discussed using a small card attached to each screening tool that provides a space to mark if the child (or caregiver) was referred. Using the referral tracking cards seems to be the method requiring the least amount of work to track the actual impact of the screenings.

Enclosed are the referral tracking cards for your clinic. In this envelope, you should have:

- Referral tracking cards for developmental and/or mental health screening
- Referral tracking cards for maternal depression screening
- A prepaid return envelope

We have included an estimated one month supply of cards for your clinic. We will contact you in a couple of weeks to check on your supply and to determine when to send more cards to your clinic.

How you decide to incorporate the use of the referral tracking cards will depend on what works best for your clinic. One suggestion, if you are using paper screening forms, is to attach a card to each screening form before a child's appointment. When the screening form is pulled or placed on the medical record for an appointment, the card will already be attached and can be completed after the provider sees the family.

Once filled out, the cards can then be placed in a secure location (i.e. envelope or box) until all cards are completed and ready to be mailed to DHS. Once you have completed the cards please mail them in the prepaid return envelope. DHS staff will enter and analyze the data and send results to participating clinics.

We really appreciate your enthusiastic participation in this project. If at any time you have questions or concerns, please feel free to contact me.

Warm Regards,  
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