

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
and 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 will 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!