

TOOL: INTEGRATING DEVELOPMENTAL SCREENING WORKSHEET

1. Identify Physician Champion:

The Physician Champion facilitates communication with the M.D.'s office staff and other community groups about the screening and referral system.

2. Select a Developmental Screening Tool:

A variety of screening tools are available to providers. Please refer to the screening tool section of this guide for a complete list.

After selecting a tool, decide on the "routine" screening ages at your practice, e.g., screening will routinely be done at every well-child visit for children ages 12 and 24 months. (Screening outside the "routine" ages to be done at the discretion of the provider.)

3. Integrating Screening and Referral: "Mapping the Workflow"

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

A. Identify "Key" Practice Staff who will help to map the workflow.

Practice/Manager: _____

Clinical Manager: _____

Other: _____

The following questions will help to guide you in developing your practice workflow:

B. Develop a Formal Chart that outlines your workflow/process.

1. Who will ensure that copies of the screening tool are available each day for parents to complete?
2. When will the parent receive the screening tool to complete?
3. When does the provider score the screening tool/discuss with parent?
4. What do you do with the screening tool after it is discussed with the parent?
5. How will referrals be made? (Refer to Module 4.)

6. Who will be responsible for facilitating referrals?
7. Who is going to give the parent educational material?
8. Where will you keep your supply of educational materials?

4. Select Program Support Materials:

When integrating your system of screening and referral, please note that supportive materials are available (i.e. anticipatory guidance, physician talking guides, and early intervention brochures to name a few). Select which tools you will provide to parents (See Module 3 resources for ordering information).

5. 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.

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.