

Screening Systems Review Tool

Use this tool to review your screening procedures and identify what areas may need more information. Check the areas that are already addressed in your procedures. Unchecked boxes indicate areas that may need more information to assure a comprehensive screening system.

OUR SCREENING SYSTEM Do our procedures for each of these areas include:	Cognitive	Physical or Motor	Social Behavioral Emotional	Language	Vision	Hearing
What screenings instruments or methods will be used?						
When do the screenings happen?						
Who will do the screenings?						
Who else can do the screenings?						
Where will they do the screenings?						
How will we conduct/arrange screenings?						
How will we share information with families?						
How will we follow up on screening concerns?						
How will we track or document the process, results, and follow up?						

Use the following checklist to determine if your procedures for screening are comprehensive or need more detail.

A COMPREHENSIVE APPROACH TO SCREENING	
What screenings are needed?	
	Description of standardized screening instruments or methods for each area
	Description of how the selected instruments or methods are culturally and/or linguistically appropriate for children in the program
When will each of the screenings occur?	
	Timeframes for each screening conducted both by the program staff and by screenings arranged through an outside agency or consultant
Who will conduct the screenings? Who else can do the screenings? Where will they do the screenings?	
	The role (not the individual's name) of the staff position or contracted agency who will conduct each screening and where it will take place (child's home, classroom, office, etc.)
	A back-up alternative in case that staff person or agency is not available within the time frame
How will we conduct/arrange screenings?	
	Purchase and storage of equipment, instruments, recording forms
	Staff training on any instruments or processes
	Scheduling of screenings
	Inclusion of teacher/caregiver/home visitor input
	Considerations for the child's health, energy level, and any other factors that may influence the outcome of the screening
	Memoranda of Agreement for outside agencies who will conduct screenings, including turnaround time for results and annual review of agreement to determine if the plan is working for both agencies
How will we include and share information with families?	
	Plan for gathering information from families
	Plan for collaborating with families to complete screening instruments
	Plan for explaining screening instruments, the purposes of each screening, and the results with families
How will we follow up on screening concerns?	
	Plan for explaining referrals to families
	A referral form for screening concerns
	The person who will complete the referral
	The professionals or agencies who will receive the referral
	Memoranda of Agreement for agencies who will receive the referrals, including procedure and timeline for response
	Timeline for Head Start staff to follow up on referrals
How will we track or document the process, results, and follow up?	
	Description of form or electronic document to track each child's:
	Date of entry into the program
	Screening dates (for all areas)
	Results of screenings
	Notes in the event of delay, health concerns, or other relevant information
	Date and agency for referrals and timeline of response (when referrals are needed)
	Head Start staff follow-up with other agencies or professionals (including dates and notes)