Guidelines for Entering Developmental Screenings in ChildPlus

**Entering Developmental Screening Information in Education Module**

Developmental screenings will occur within 45 days of enrollment. To enter screening information in ChildPlus, open the child’s Education module. Add Event and enter:

- Scheduled Date or Event Date
- Status
- Description
- Results
- Agency Worker
- Provider
- Provider Type
- Funding
**Status**

The data in ChildPlus will help track the status of the developmental screenings as well as the process of follow-up, treatment, or referral. Guidelines for choosing the Status for a developmental screening follow:

- **Passed First Screening**
  If the child passes the screening, the Status is Passed First Screening.

- **Failed Screenings**
  Sometimes, a child fails a developmental screening. Within 30 days, educators and families will confer and decide whether to observe the child further in the classroom or refer the child immediately to Mental Health/Disabilities staff. One of the following scenarios will occur:

  - **Failed First Screening, Needs Referral**
    Educators and family agree that there is an obvious need for referral to Mental Health/Disabilities staff. The developmental screening Status is Failed First Screening, Needs Referral. Check the Needs Referral box. Click on Add Action and choose Referral. Enter the Referral Date and Referred To information. Under Referral Type, choose Written.
Needs Re-Screening, Failed First
Educators and families plan for further observation in the classroom before deciding to refer the child. The developmental screening Status is Needs Second Screening, Failed First. Click on Add Action and choose Follow-Up. Under Action Date, enter the date that the plan was made. Under Status, choose Needs Observation.

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<table>
<thead>
<tr>
<th>Scheduled Date</th>
<th>Event Date</th>
<th>Needs:</th>
</tr>
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<tbody>
<tr>
<td>10/19/17</td>
<td></td>
<td></td>
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Passed First Screening |

Agency Worker Provider Type Funding
Failed 1st Screening, Needs Referral Failed Screening-Treated Needs Re-Screening, Failed 1st
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• Decision Following Further Observation
A child has failed the developmental screenings. Educators and family have planned to observe further. Within 60 days of this plan, one of the following scenarios will occur:

  o Failed Screening, Treated
  Observation and intervention strategies are used in the classroom and the strategies are effective. A decision is made not to refer the child to Mental Health/Disabilities staff. A second screening is not required. Change the developmental screening Status to Failed Screening, Treated. Click on Add Action and choose Treatment. Under Action Date, choose the date the decision was made not to refer. Under Treatment Type, enter “Classroom Interventions.” Under Status, choose Treatment Complete.
Failed First Screening, Needs Referral

Observation and intervention strategies are used in the classroom. The strategies are not considered effective. A decision is made to refer the child to the Mental Health/Disabilities staff. A second screening is not required. In this case, change the developmental screening Status to Failed First Screening, Need Referral. Check the Needs Referral box. Click on Add Action and choose Referral. Enter the Referral Date and Referred To information. Under Referral Type choose Written.

Failed Second Screening, Needs Referral

Although it is NOT a requirement, a program will sometimes decide to do a second formal screening. If the child also fails this second screening, Add Event for Developmental Screening in Education. Enter the information about the second formal screening. The Status is Failed Second Screening, Needs Referral. Check the Needs Referral box. Click on Add Action and choose Referral. Enter the Referral Date and Referred To information. Under Referral Type, choose Written.

Passed Second Screening

Although it is NOT a requirement, a program will sometimes decide to do a second formal screening. If the child passes the second formal screening, Add Event for Developmental Screening in Education. Enter the information about the second formal screening. The Status is Passed Second Screening.

Status Option When a Developmental Screening Does Not Occur

Parent Refused Permission, Not Screened

If the parent refuses permission, the Status is Parent Refused Permission, Not Screened. Enter the date on which the parent refused permission in Scheduled Date. In Results, enter Parent Refused Permission.