



## Developmental Screening and Referral Sample Policy Template November 2015

### Section 1. Purpose and Intent

This developmental screening and referral policy demonstrates the commitment to increasing developmental screening and referrals in children from birth through age 3. This policy is for organizations implementing the developmental screening guide-kit and conducting screening and referral practices.

### Section 2. Training & Education for Policy Implementation

As part of the workplace commitment to this policy, training & education will be provided to all employees who are responsible for performing developmental screenings. This training will focus on the use of the specific developmental screening tool utilized in this organization.

As part of the training & education process all employees and any new employees working at [name of organization] will be introduced to this policy with specific emphasis on making a request for reasonable accommodation and workplace support that is available.

### Section 3. Definitions

**Observation.** Surveillance

**Screening.** The use of a standardized tool to identify a child at risk of a developmental delay or disorder

**Assessment/Evaluation.** The process of identifying a delay or specific disorders impacting the child's functioning

### Section 4. Policy

Participating in standardized protocols around developmental screening and referrals are the best ways to support a child's development. ND ECCS has created a free developmental screening guide-kit that includes:

- Recommendations for developmental screening and referral standards of practice.
- A checklist for implementation.
- Samples of evidence-based screening tools.
- The North Dakota American Academy of Pediatrics medical recommendations for screening.

This guide-kit will be used to standardize the screening and referral process in [name of organization].

For screening and referral/follow-up responsibilities of the organization and the employees, see the evaluation checklist included in the guide-kit.

**Section 5. Effective Date**

This policy statement is effective immediately upon the date of adoption, which is \_\_\_\_\_,  
20\_\_.

If you have any questions regarding this policy, please contact \_\_\_\_\_  
(Organization manager/supervisor)

\_\_\_\_\_  
Organization manager/supervisor

\_\_\_\_\_  
Date

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October 2015

This document was prepared by North Dakota Early Childhood Comprehensive Systems (ND ECCS). ND ECCS does not provide legal representation or advice. This should not be considered legal advice.

For specific legal questions, consult with an attorney.