

**EVALUATION CHECKLIST****Component: Screening Implementation** (See Standards of Practice for more detail.)**Outcome: All organizations working with children ages 0-5 will implement age appropriate, evidence based, developmental screening.**

Rating Code: 1 = Fully implemented with ongoing evaluation; program meets or exceeds criteria for the indicator  
 2 = Implementation in process; program partially meets criteria or implementation of strategies is emerging  
 3 = Not yet; efforts to meet this indicator have not started  
 4 = Not applicable or not enough information to rate

<b>INDICATOR</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Improvement Strategies:</b>	<b>Action Plan (who, what, time frame):</b>
1. The agency has chosen an evidence-based, age appropriate screening tool and utilize according to recommended standards and schedule.						
2. The agency has determined who will initiate and score the screen.						
3. The agency has determined if/who will bill insurance for the screen and identified the billing code.						
4. Parental consent forms and information about the screening have been created to provide to caregivers taking the screen.						

5. The organization has developed a reporting plan for tracking outcomes of screening.						
6. The agency assures staff are trained on developmental screening components and how to address common concerns and developmental milestones.						
7. Staff provides screening in an environment that is safe, respectful, timely, family-friendly and responsive to ethnicity, culture and language.						
8. The organization strives to identify gaps and reduce duplication to improve service delivery of screening services.						
9. The agency promotes awareness, availability and importance of developmental screenings to the community.						
10. The agency evaluates outreach, screening services, budget and training needs annually.						

**EVALUATION CHECKLIST****Component: Referral and Follow-up** (see Standards of Practice for more detail)**Outcome: Children and their families who are screened will receive appropriate education, evaluation and/or services to meet their identified needs.**

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<b>INDICATOR</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Improvement Strategies:</b>	<b>Action Plan (who, what, time frame):</b>
1. The organization implements a comprehensive plan and process for referral and follow-up, including identification of resources.						
2. Families are informed of the option of referral, when a referral is typically made and the screening score explained.						
3. Education and information is provided to caregivers on developmental milestones and strategies to address typical childhood concerns.						
4. Families are given comprehensive information regarding						

all available providers to address specific child and family needs.						
5. If the caregiver agrees to referral, provider gives information about their privacy rights and who may receive information about their child's screening results.						
6. Providers will communicate with caregivers about payment options and wait times.						
7. Providers will follow-up with the family if a referral is made.						
8. The organization documents and tracks referrals made for reporting purposes.						
9. The agency evaluates outreach, screening services, resources, referral options and training needs annually.						

*Adapted from the Minnesota Quality Indicators for Child Health and Developmental Screening: A Comprehensive Framework to Build and Evaluate Community-Based Screening Systems document.*

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