

## Before Completing a Developmental Screening

## Talking Points/Next Steps

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| <input type="checkbox"/> <b>Explain the purpose of developmental screening to the family.</b>  | <ul style="list-style-type: none"> <li>Screening is the use of a standardized developmental screening tool (i.e. ASQ) to identify children with (or at risk for) developmental delay with the purpose of referring to appropriate services.</li> <li>Regular screenings help raise awareness of a child’s development, making it easier to celebrate milestones and identify possible development concerns as early as possible.</li> <li>With early and regular screening, you can make sure your children get the support they need to succeed in school and thrive alongside their peers.</li> </ul>  |
| <input type="checkbox"/> <b>Does your child have a primary care provider?</b>  | <input type="checkbox"/> <b>Yes</b> → Move on to next questions.<br><input type="checkbox"/> <b>No</b> → Have the family contact one of the agencies below to get connected with insurance or a primary care provider. <ul style="list-style-type: none"> <li>▪ If private insurance – contact carrier to find provider.</li> <li>▪ If no insurance, the following agencies can assist with finding insurance/provider.                 <ul style="list-style-type: none"> <li>Pueblo StepUp/Healthy Communities – (719) 557-5886, 1925 E. Orman Ave., Suite A640, 81004</li> <li>Family Service Center – (719) 253-7850, 805 Desert Flower, 81001</li> <li>Parkview Financial Counseling – (719) 584-4508, 405 W. 15th St., Suite 115, 81003</li> <li>CHICAA – (719) 671-5539, 301 N. Main St. #111, 81003</li> <li>Colorado Peak Website - <a href="http://coloradopeak.secure.force.com">coloradopeak.secure.force.com</a></li> <li>For a map of all locations, go to <a href="http://pueblogetcovered.org">pueblogetcovered.org</a></li> </ul> </li> </ul> |
| <input type="checkbox"/> <b>Do you have concerns about how your child is growing, learning, communicating or behaving?</b>   | <input type="checkbox"/> <b>Yes</b> → Encourage the family to share more information with you and help the family understand the screening may be able to validate their concerns and connect their child to the appropriate services.<br><input type="checkbox"/> <b>No</b> → Move on to next question.   |
| <input type="checkbox"/> <b>Has anyone asked you to fill out a form about how your child is growing/developing? (Determine if the child has been screened recently.)</b>                           | <input type="checkbox"/> <b>Yes</b> → If the last screening was done less than six months ago, ask the family if they would like to complete another screening. A new screening is recommended if the last screening was more than six months ago.<br><input type="checkbox"/> <b>No</b> → Move to next question.  |
| <input type="checkbox"/> <b>Is your child currently receiving any type of therapy services (Colorado Bluesky)? Does anyone come to your house or do you take your child somewhere for therapy?</b> | <input type="checkbox"/> <b>Yes</b> → Do <u>not</u> screen the child. Ask the family if they need any further assistance or support. Reinforce the importance of consistent and continued services.<br><input type="checkbox"/> <b>No</b> → Proceed to screening.  |
| <input type="checkbox"/> <b>Have family complete the screening. Offer support or explanation if the family does not understand a question.</b>   |  |

## After Completing a Developmental Screening

### Score the screening and review the results:

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|----------------------------|---|
| <b>No Concerns (White)</b> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Educate the family on the results of the screening.</li> <li><input type="checkbox"/> Ask the family if any concerns came up as a result of completing the screening.</li> <li><input type="checkbox"/> Educate the family on when the next screening will take place.</li> <li><input type="checkbox"/> Provide activities to build on current skills (i.e. ASQ Activity Sheets, Colorado Early Learning &amp; Developmental Guidelines, Centers for Disease Control and Prevention “Learn the Signs. Act Early.” materials, etc.).</li> </ul>   |
| <b>Monitor (Gray)</b>      | <ul style="list-style-type: none"> <li><input type="checkbox"/> Share the results of the screening and discuss areas of concern with the family. (On failed items try to have the child demonstrate the results.)</li> <li><input type="checkbox"/> Educate the family on the results of the screening.                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Discuss areas of concern with the family and provide appropriate activities to build upon skills, and emphasize areas where the child did well.</li> <li><input type="checkbox"/> Provide family options to refer for a full evaluation or to rescreen the child in two months.</li> <li><input type="checkbox"/> After consideration of all the factors and if family chooses to:                                     <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Refer</b> → See <b>“Making a Referral.”</b></li> <li><input type="checkbox"/> <b>No referral</b> → See below:   <ul style="list-style-type: none"> <li><input type="checkbox"/> Ask the family if any concerns came up as a result of completing the screening.</li> <li><input type="checkbox"/> Educate the family on when the next screening will take place.</li> <li><input type="checkbox"/> Provide activities to build on current skills (i.e. ASQ Activity Sheets, Colorado Early Learning &amp; Developmental Guidelines, Centers for Disease Control and Prevention “Learn the Signs. Act Early.” materials, etc.).</li> </ul> </li> </ul> </li> </ul> </li> </ul> |
| <b>Concerns (Black)</b>    | <ul style="list-style-type: none"> <li><input type="checkbox"/> Share the results of the screening and discuss areas of concern with the family (on failed items try to have the child demonstrate the results).</li> <li><input type="checkbox"/> Discuss the need for making a referral for a more in-depth look at the child’s development.                             <ul style="list-style-type: none"> <li><input type="checkbox"/> See <b>“Tips for Talking with Families About Developmental Concerns.”</b> on how to talk to families about their child needing to be referred.</li> </ul> </li> <li><input type="checkbox"/> Refer the child. (See <b>“Making a Referral.”</b>)</li> </ul>   |

## Making a Referral

### Early Intervention Colorado (age 0 through 3)

- Complete the referral form with the family.
  - See “[Early Intervention Colorado Referral and Release Form.](#)” (0 to third birth).
- Ensure the family signs the “Consent to Release Information” at the bottom of the form.
- Make sure all contact information for family is current.
- Provide family with copy of ASQ screening results, referral, and family letter.
  
- Best Practice:** Obtain written consent from the family to fax a copy of the screening to the child’s primary care provider.
  - Use your agency’s release form.
- If unable to share with primary care provider, provide the family letter to the family and encourage them to share referral with their provider.
- Fax or email the completed referral form, screening results, and other relevant information to:

#### Colorado Bluesky Enterprises

Phone: (719) 583-2459 Fax: (719) 542-3522  
Covering: Avondale, Beulah, Colorado City, Pueblo, Pueblo West, Rye

### Child Find Referral (age 3 through 5)

- Complete the referral form with the family.
- See “[Child Find Referral Form.](#)” (age 3 through 5).  
Ensure the family signs the “Consent to Release Information” at the bottom of the form.
- Make sure all contact information for family is current.
- Provide family with copy of ASQ screening results, referral, and family letter.
  
- Best Practice:** Obtain written consent from the family to fax a copy of the screening to the child’s primary care provider.
  - Use your agency’s release form.
- If unable to share with primary care provider, provide the family letter to the family and encourage them to share referral with their provider.
- Fax or email the completed referral form, screening results, and other relevant information to:

#### Pueblo City Schools

Phone: (719) 423-3885 Fax: (719) 253-5274  
Covering: Pueblo

#### Pueblo County School District 70

Phone: (719) 542-1671 Fax: (719) 544-7248  
Covering: Avondale, Beulah, Colorado City, Pueblo, Pueblo West, Rye

- Track screening and referral actions to ensure that referral process has occurred.
- **Best Practice**
  - Enter all data into tracking log weekly.
  - Staff should monitor tracking log twice monthly.

## Making a Referral (continued)

### Explain the Early Intervention Process

- Early Intervention's Intake staff will call the family within a week of receiving the referral to obtain additional information and inform them of Early Intervention services. It is important the family discusses any concerns and diagnoses\* (low birth weight, seizure disorders, genetic disorders etc).
- With the family's approval, an Early Intervention evaluation will be scheduled by District 70 or Pueblo City School's Child Find Office.
- At least two Child Find professionals, the Service Coordinator (from Early Intervention), the child, and the family participate in the evaluation. All areas of child development will be assessed focusing on the area(s) of concern. A child is determined eligible if they have a significant delay (>25%) in one or more of the following areas: Adaptive, Cognitive, Communication, Physical, Social, and Emotional Development.
  - If a delay of 25% or greater is present, a meeting to develop the service plan will be scheduled. It is to be completed within 45 days from the date the referral was received.
  - If a delay of 25% or greater is NOT found, a variety of community resources are provided to the family. Anyone can make another referral if concerns arise at a later time.
- An Individualized Family Service Plan (IFSP) is developed for eligible children. The Service Coordinator and a potential Early Intervention provider assist the family in developing an IFSP according to the family's prioritized concerns. Early Intervention Services are required to start no later than 28 days from the Initial IFSP. These may include, but not limited to Occupational, Physical, Speech Therapy, or Developmental Intervention.

\*Children referred whose eligibility has already been established (due to documentation of having a 25% or greater delay in one or more areas, certain diagnoses, living with a family having a developmental disability) are not referred to Child Find for evaluation. Colorado Bluesky Enterprise's Early Intervention Program provides the professionals for an evaluation and IFSP development.

### Explain the Child Find Process

- Child Find contacts the family to discuss services, process and answer the family's questions.
- If the family is receptive, a screening is scheduled with family/guardian present at one of the locations below, depending on Child Find agency.
  - **Pueblo County School District 70 Child Find Office, 24951 E Hwy 50, Pueblo, CO 81006**
  - **Pueblo City Schools Child Find Office at the Colorado Bluesky Infant Toddler Bldg., 2003 Northmoor Terrace, Pueblo, CO 81008**
- Child Find provider makes recommendation to the family based on the screening which may include:
  - A. If no concerns are observed during the screening, family is informed of no findings.

**OR**
  - B. If some concerns are identified, the family may be given some tools/exercises to use with the child at home. A follow up screening may be scheduled.

**OR**
  - C. If appropriate, an in depth evaluation is recommended. In this case, family is given paperwork to complete.

**THEN**

    1. Once completed paperwork is received by Child Find, the evaluation is scheduled with family/guardian present. All areas of the child's development are assessed during evaluation.
    2. After the evaluation an eligibility meeting is scheduled, family/guardian presence is required.
    3. If child is found eligible, an Individualized Education Plan (IEP) is created with family's consent. If child is not found eligible, the process is finished.

## After Making a Referral

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|---|--|
| <input type="checkbox"/> <b>Check with family within 2 weeks to find out if they connected with Early Intervention or Child Find.</b> | <input type="checkbox"/> <b>Yes</b> → Thank the family for following through and ask if they have any questions or concerns about the process. Encourage family to be vocal during evaluation and discuss their concerns. Ask about evaluation date and support follow through.<br><input type="checkbox"/> <b>Don't Know</b> → Describe Early Intervention or Child Find and remind them of the importance of connecting with services. If family agrees, call referral agency to connect family (ensure correct contact information).<br><input type="checkbox"/> <b>No</b> → If family declined services, re-explain the importance of the process and encourage participation. Continue to follow-up with the family about connecting to services. |
| <input type="checkbox"/> <b>Ask if the child was evaluated.</b>   | <input type="checkbox"/> <b>Yes</b> → Ask if the family will share the evaluation outcome. Remind family of importance of sharing results (especially with their doctor). Offer additional support.<br><input type="checkbox"/> <b>Don't know</b> → Explain the evaluation process and determine if it has taken place.<br><input type="checkbox"/> <b>No</b> → Determine reason why evaluation didn't occur. Support family to follow through with evaluation. Continue to follow-up with the family about connecting to services.  |
| <input type="checkbox"/> <b>Ask if the child was found eligible for services within 2 months of referral.</b>                         | <input type="checkbox"/> <b>Yes</b> → Offer additional support as needed. Remind family of importance of sharing results (especially with their doctor).<br><input type="checkbox"/> <b>Don't Know</b> → Explain the evaluation process and possible services offered to determine if it has taken place.<br><input type="checkbox"/> <b>No</b> → Offer support to the family regarding continued needs. Have a list of community resources available to help families connect to other resources. Offer family encouragement and on-going support.  |
| <input type="checkbox"/> <b>Received Referral Status Update Form from Early Intervention/Child Find.</b>                              | <input type="checkbox"/> <b>Yes</b> → Place the Referral Status Update form in the child's file.<br><input type="checkbox"/> <b>No</b> → Contact Early Intervention to request a referral/evaluation update from the service coordinator and ask that the form be sent.<br><p style="text-align: center;"><b>OR</b></p> <input type="checkbox"/> <b>No</b> → Contact Child Find to request a referral/evaluation update form to be sent.   |