

## Screening Procedure

**Policy:** All children will be screened in the areas of cognition, language, motor, vision, hearing, social/emotional, adaptive, and behavior skills upon acceptance into the Head Start program. Screening tools that are developmentally, linguistically, and culturally appropriate will be used. All Head Start children must be screened within 45 days of enrollment.

### *Performance Standard 1302.33 Child Screenings and Assessments*

#### **Procedure:**

- Summer Screenings session can be scheduled as early as April and should be completed by September. Family Advocates coordinate screening appointments for the children.
  - Prior to the screenings, parents sign **Consent and Authorization Forms**
  - Appointments will be noted on the **Screening Schedule Form**.
  - **Screening Letters** will be sent out to each family.
  - Each parent will sign in on the **Screening Sign In Form**
- Trained staff members screen the children. The ESI-R is the tool used for the developmental screening. Results will be noted on the **ESI Record**. This ESI record must be completed accurately ensuring that child's age calculations are correct and the last section "Other Information" is complete.
- If a child does not pass the screening at this time, he/she will be rescreened within 4 weeks of program start up.
- If the doctor did not do so, staff members will screen vision and hearing at this time using the Ero-Scan for hearing and an age appropriate screening chart for vision. Results are given to the parents immediately following the screenings. Results will be put on the **Vision, Hearing, and Blood Pressure Results Form** and tracked in Child Plus.
- Parents will complete the ESI-R Parent Questionnaire during the screening appointment.
- Any child who does not pass the screening twice may be considered for a referral for further evaluation. However, before this can occur, staff will meet with parents and all areas of the child's development are taken into consideration.
- Any children not attending the summer screenings will be given the same screenings within 45 days of enrollment. This includes children who begin at any time after the start up date. Children who do not pass screenings will be rescreened.
- Any other paper work that needs to be completed will be done at the screenings.

#### *Referenced Forms*

*Consent and Authorization Form*  
*Screening Schedule Form*  
*Screening Letters*  
*Screening Sign In Form*  
*ESI Record*  
*Vision, Hearing, and Blood Pressure Results Form.*