

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 Early Head Start or Head Start programs. Screening tools that are developmentally, linguistically, and culturally appropriate will be used. All children must be screened within 45 days of enrollment.

Performance Standard 1304.20(a)(l)(ii), (b)(l)

Procedure:

- Summer Screening sessions can be scheduled as early as April and should be completed by September. The Family Advocates set up 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 _____ is the tool used for the developmental screening. Results will be noted on the _____. If a child does not pass the screening at this time, he/she will be rescreened within 4-6 weeks of program start up.
- If the doctor did not do so, staff members will screen vision, hearing at this time using the hearing machine and SPOT vision machine. Results will be put on the Vision, Hearing, and Blood Pressure Results Form and tracked in Child Plus.
- Photos are taken of children as well and their heights and weights are recorded at this time.
- Parents will complete the _____ 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 day 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.