

SCREENING PROCEDURE CHECKLIST

Infant Toddler

The Early Intervention program has a procedure for screening that includes the following:

- Conditions under which a screening will not be conducted:
 - Child was referred and had a screening conducted by a pediatrician/physician or other healthcare provider; the local Children Youth and Family Agency or other social service agency; or an Early Care and Education Program
 - Child has diagnosed physical or mental condition which is likely to result in a developmental delay.
- Providing parental notice and obtaining parental consent.
- Timelines for conducting screening activities.
- Informing parent of their right to request an evaluation at any time during the screening process.
- Using the Ages and Stages Questionnaire (or, if not using the A&S, specify which tool will be used by local program).
- Training of personnel to use the screening tool.
- Providing written notification of the results of the screening and next steps, including parental rights if the child is not suspected of having a disability.
- Screening process does not delay timeline requirements for evaluation, assessment, initial IFSP or service delivery (The timeline requirement of 45 days from referral to initial IFSP meeting still applies).
- Documentation of exceptional family circumstance in the child's record if the parent is unavailable to complete the screening, the initial evaluation, the initial assessments of the infant or toddler and family, or the initial IFSP meeting.
- Ensuring staff are trained on new or updated procedures. *
- Effective date of the procedure.

*This item does not necessarily need to be found in every procedure, however, there must be at least one statement that indicates how training is provided on new or updated procedures.

REFERENCES

IDEA 34 CFR 3§03.320

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