

Screening implementation worksheet

Questions to ask yourself and colleagues:

- Who will ensure that copies of screens are available each day for parents to complete?
- Who will ask whether parents can complete the forms on their own or need assistance?
- Who will help parents needing assistance?
- Who will collect screens from families?
- Who will score the screens?
- Who will attach screens to the patient's chart or otherwise make sure they are available to clinicians?
- Who will locate patient education materials and referral resources? Who will follow up if needed? How will this person know when to follow up?
- Who will explain results to families?
- Who will contact nonmedical providers and subspecialists when a referral is needed? Who will locate referral resources when needed?
- What will you do with the screening materials once they've been discussed with families?
- If using electronic records or age-specific encounter forms, who will indicate, and where, the fact that screening has been completed?
- Who will code for completion of screens and for positive/negative results?
- What procedure and diagnosis codes will you use?
- Who will explain to utilization review personnel your decision about CPT and diagnosis codes?
- Where will you keep supplies of screens and patient education materials? Who will ensure that you are adequately supplied with brochures and screening materials?
- Who will lead staff through your rationale for deploying validated screening in your practice and otherwise inspire them about the value of screening?
- How will you handle the situation if your staff is unwilling to cooperate?
- What is your time frame for accomplishing a smooth screening process?

Adapted from North Carolina's ABCD project materials and Ploof D, Hamel SC: Developmental screening is an important part of well care: How can we really make it happen? Basic principles for practice change in the real world. Newsletter of the American Academy of Pediatrics' Section on Developmental and Behavioral Pediatrics, June 2002. Permission to reproduce is granted by the AAP