



Developmental Screening Implementation Checklist

- Identify practice champions
- Introduce the idea to your practice
 - Share web sites with previous practice experience
 - Elicit ideas, concerns, and suggestions from *all* staff members
 - Acknowledge that change is hard
- Choose a tool
 - Review the available tools
 - Pick one for trial that matches practice needs
- Train appropriate staff in administering, scoring and interpreting
- Consider methods of implementation
 - At what visits will screening be included?

 - How will tool be distributed – in the office, via mail, or posted electronically online?

 - What will you do with completed screens?

- Discuss operations – identify the person(s) who will...
 - Purchase and reorder the tool

 - Maintain supplies



- Hand out (or mail) the tool and explain it to parents

- Be responsible for scoring

- Document findings and plan in the medical record

- Return pens and clipboards to storage site

- Where will supplies be stored?

- Referral system
 - Will you need a new system?

 - Is your system paper-based, electronic, or both?

 - Who will maintain it?

- Trial run
 - Assign one staff member to be a “parent”
 - Starting at the front desk, have them walk through the typical visit, with the screening steps now included
 - Assign another staff member to be the “provider” and walk through the steps of interpreting, scoring, and acting on the results
 - Fix any operational glitches you find

- Communicate consistently
 - Request regular feedback from all staff – particularly, but not only, after the trial run
 - Give staff regular feedback on their successes and the changes you believe necessary

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