



Screening Implementation Worksheet

Practice Name: _____

Date: _____

Question	Answer
MATERIALS	
Who will ensure that screening forms and other necessary screening materials are available each day?	
Who will ensure that there are adequate supplies of referring materials?	
Where will you keep the supplies of screens, screening materials, and referring materials?	
COMPLETING THE SCREENING FORMS	
Who will be responsible for distributing forms to parents?	
Who will ask whether the parents can complete the forms on their own or need assistance?	
Who will help parents needing assistance?	
SCORING THE SCREENING FORMS	
Who will collect completed forms from parents?	
Who will score the screens?	
DOCUMENTING THE SCREENING RESULTS	
Who will ensure that the scored forms are part of the patient's chart and available to clinicians?	
If using electronic records, who will be responsible for entering the patient's results?	
What will happen to the screening materials once the results have been discussed with families?	
PATIENT DISCUSSION AND FOLLOW-UP	
Who will explain screening results to families?	
Who will ensure that families receive patient education materials before leaving the office?	
Who will identify referral resources when needed?	
Who will contact medical providers when a referral is needed?	
Who will contact nonmedical providers when a referral is needed?	
Who will contact the family to determine if they need further assistance in contacting the referral(s)?	
When would a family who had received a referral be contacted to see if they need further assistance?	

Adapted from: docsfortots.org