Guidelines for Developmental Screenings in ChildPlus:

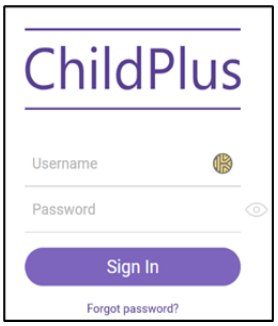
Developmental screenings will be completed and entered in ChildPlus within 45 days of the first day of attendance or the first home visit.

Accessing ChildPlus Online:

Open ChildPlus and click on Access ChildPlus Online. A screenshot of the ChildPlus page follows.

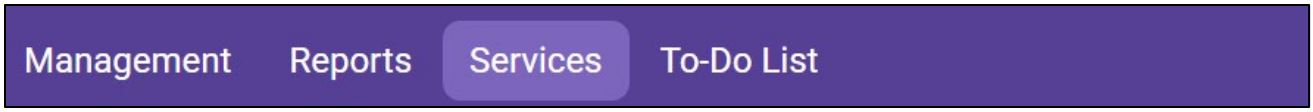
Or access ChildPlus Online by clicking this link: https://app.childplus.com/midamerica
A screenshot of the ChildPlus page follows.

Sign in by entering User Name and Password. A screenshot of the Sign In box follows.



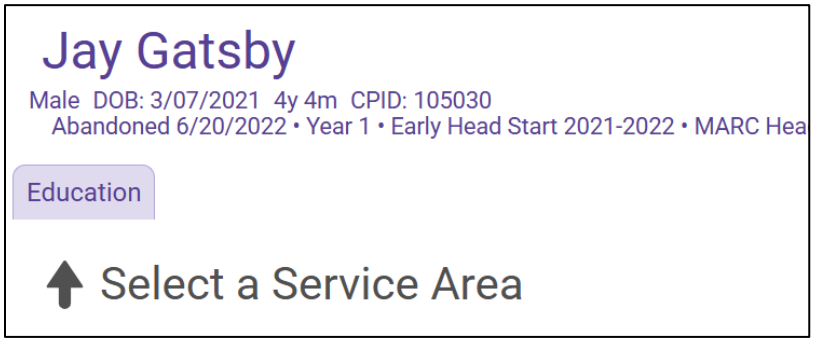
Entering Developmental Screening Information in Education Module:

To enter screening information in ChildPlus, select Services on the menu bar. A screenshot of the menu bar follows.

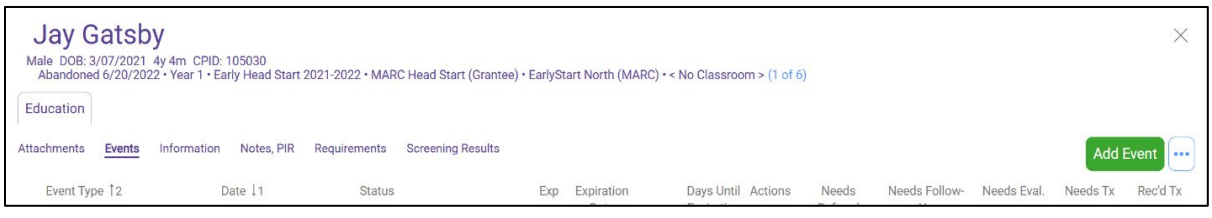


Select a participant. A screenshot of the selection box follows.

Select a Service Area – Education. A screenshot of the selection box follows.



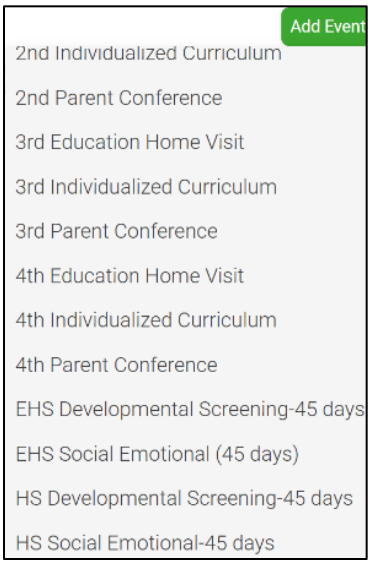
Select Add Event. A screenshot of the ChildPlus page follows.



Select from the dropdown box either:

- EHS Developmental Screening-45 days
- HS Developmental Screening-45 days

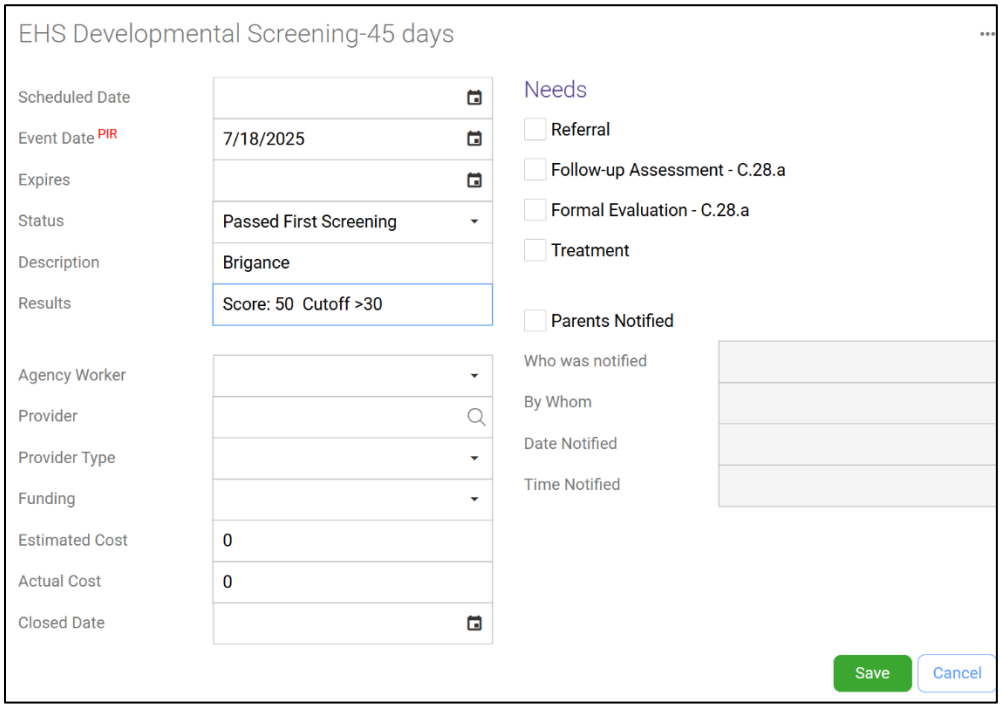
A screenshot of the ChildPlus dropdown appears on the right.



Add the following information:

- Event Date
- Status (See guidelines on following pages)
- Description (Name of screening tool)
- Results (Score)
- Click Save

A screenshot of the ChildPlus page follows.



Status:

Guidelines for choosing the Status for a developmental screening follow:

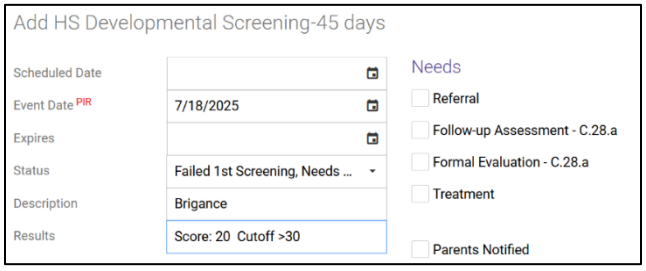
First Screening:

Enter the status of the developmental screening that occurs within 45 days of enrollment in ChildPlus.

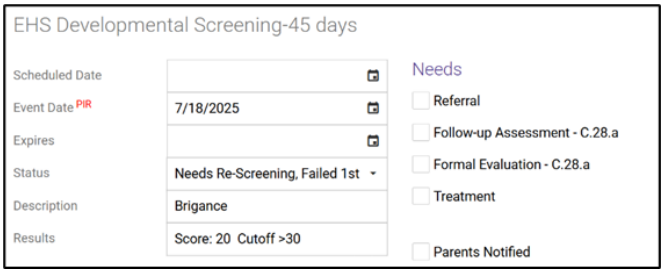
- **Passed First Screening**
  If the child's score is above the cutoff, choose Passed First Screening as the status.

- **Options for a Failing First Screening**
  Sometimes, a child's score on the developmental screening is below the cutoff. In ChildPlus, this is referred to as 'Failed.' Within 30 days, educators and families will confer and decide whether to observe the child further in the classroom or refer the child immediately to Mental Health/Disabilities staff. Status options include:

    - **Failed 1st Screening, Needs Referral**
      Educators and the family agree that there is an obvious need for referral to Mental Health/Disabilities staff. Choose Failed 1st Screening, Needs Referral as the status. Make the referral to Mental Health/Disabilities staff following the procedures of the provider. (Click save after data entry.) A screenshot of the ChildPlus page follows.



    - **Needs Re-Screening, Failed 1st**
      Educators and families plan for observation and intervention before deciding whether to refer the child. Choose Needs Re-Screening, Failed 1st as the status. It is not required to complete another formal screening. Observation using the Desired Results Developmental Profile (DRDP) assessment system is sufficient. (Click Save after data entry.) A screenshot of the ChildPlus page follows.



Decision Following Observation and Intervention:

A child has failed the first developmental screening. Educators and family have planned observation and/or intervention. After the child has been rated with DRDP, those ratings will be considered and one of the following scenarios will occur:

- **Failed Screening, Treated**
  Observation and intervention strategies are used in the classroom, and the strategies are effective. A decision is made not to refer the child to Mental Health/Disabilities staff. Change the status to Failed Screening, Treated. In the Event Notes section, enter the date of the status change along with information about circumstances in ChildPlus.

- **Failed 1st Screening, Needs Referral**
  Observation and intervention strategies are used in the classroom. The strategies are not considered effective. A decision is made to refer the child to the Mental Health/Disabilities staff. In this case, change the status of Failed 1st Screening, Needs Referral. Make the referral to the Mental Health/Disabilities staff following the procedures of the provider. In the Event Notes section, enter the date of the status change along with information about the circumstances.

Second Screening:

A second formal developmental screening is not required. However, a provider may choose to complete a second screening to support the decision whether to refer a child. The second screening can be recorded in ChildPlus. Choose Add Event for the second screening and enter the Date, Status, Description, and Results. The two options for the status are:

- **Passed Second Screening**
  If a child's score is above the cutoff, choose Passed Second Screening as the status.

- **Failed 2nd Screening, Needs Referral**
  If the child's score is below the cutoff, choose Failed 2nd Screening, Needs Referral as the status. Make the referral to Mental Health/Disabilities staff following the procedures of the provider.

Status Option When Parents Refuse Permission:

- **Parent Refused Permission, Not Screened**
  On rare occasions, a parent will refuse permission for a developmental screening. If this occurs, choose Parent Refused Permission, Not Screened as the status. Enter the date on which the parent refused permission in Scheduled Date. In Results, enter Parent Refused Permission.

Checking Status of Developmental Screenings in Order to Make Status Changes:

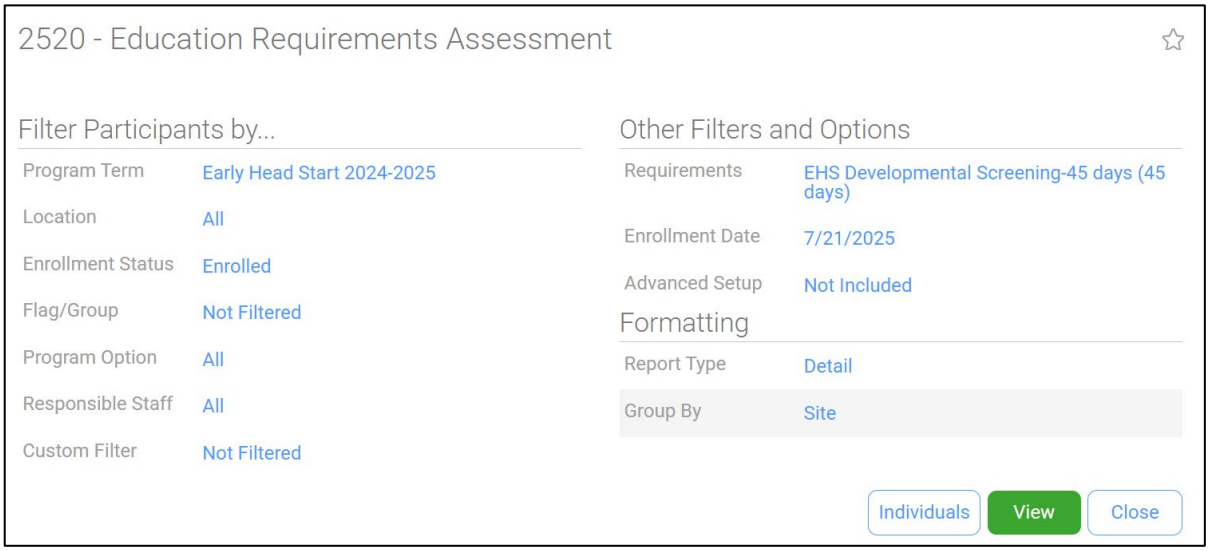
Run ChildPlus Report 2520 Education Requirements Assessment:

- Program Term – Select Early Head Start, Early Head Start State, or Head Start of current program year
- Location – Select Site
- Enrollment Status – Enrolled
- Flag/Group – Not Filtered
- Program Option – All
- Responsible Staff – All
- Custom Filter – Not Filtered
- Requirements – Select EHS or HS Developmental Screening-45 days
- Enrollment Date – Defaults to current date
- Advanced Setup – Not included
- Report Type – Detail
- Group By – Site (or Classroom)
- Click View

ChildPlus codes for the status of the developmental screening are as follows:

- P Passed First Screening
- F Failed 1st Screening, Needs Referral
- N Needs Rescreening, Failed 1st Screening
- L Failed 1st Screening, Treated
- Q Passed 2nd Screening
- G Failed 2nd Screening, Needs Referral

A screenshot of the ChildPlus page follows.

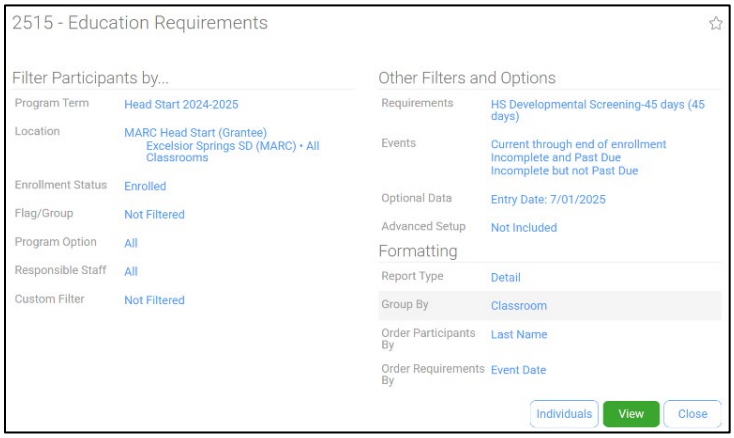


Tracking Timely Completion of Developmental Screenings:

Run ChildPlus Report 2515 Education Requirements to track timely completion of developmental screenings.

To track Incomplete and Past Due screenings, pull up Report 2515:

- Program Term – Early Head Start, Early Head Start State, or Head Start of current program year
- Location - Site
- Enrollment Status – Enrolled
- Flag/Group – Not Filtered
- Program Option – All
- Responsible Staff – All
- Custom Filter – Not Filtered
- Requirements - EHS or HS Developmental Screening-45 days
- Events - Incomplete and Past Due, Incomplete But Not Past Due
- Optional Data – July 1 of current program year
- Advanced Setup – Not included
- Report Type - Detail
- Group By – Classroom
- Order Participants By – Last Name
- Order Requirements By – Event Date
- Click View

If you get the message No Report Data, then there are no developmental screenings that are past due.

To track all developmental screenings, choose Event: Current Through End of Enrollment, Incomplete and Past Due, and Incomplete But Not Past Due. A screenshot of the ChildPlus page follows.