

Child Health and Developmental Services		
TASK: Follow up on failed/concerns screenings		
Task	Person Responsible	Date to be completed
<i>All screening results of <u>failed</u> must have follow up action(s)</i>		
1. All children with screening results marked as failed must be followed up on in a timely manner	Family Advocates	on going
2. Discuss with the teacher and parent/guardian the failed screening(s).	Family Advocate	as need is identified
3. If everyone agrees there are no concerns, follow up screening(s) are to be scheduled within a timely manner, skip down to step # 5. If the child fails rescreen(s) follow procedure again starting at step # 2. (i.e. hearing screening failed, rescreen in two weeks).	Family Advocate	if no concerns noted
4. If concern(s) are noted the child must be referred appropriately. (i.e. failed hearing screening, parent noted concern with hearing, refer the child to the medical home for follow up).	Family Advocate	if concerns are noted
5. All follow up actions must be documented in ChildPlus.	Family Advocate	when actions are needed
6. Type in the child's name under search, find the child and select it.	Family Advocate	as needed
7. Select the <i>Health</i> Tab and select the appropriate <i>Health Event</i> needed	Family Advocate	as needed
8. At the bottom of the page, click the <i>green Add Action</i> button	Family Advocate	as needed
9. Click the drop down box and select the appropriate action type needed		
10. Ensure your name is listed as the agency worker	Family Advocate	as needed
11. Go to the <i>Action Notes box</i> and click the clock and enter in the notes appropriately for the desired actions of follow up (i.e. spoke with parent and teacher on this date and no concerns were noted. Rescreen of hearing will be completed by the Family Advocate in 2 weeks) and then hit the save and close button.	Family Advocate	as needed
12. Write down your scheduled actions on your calendar for future reference to ensure you complete the follow actions as indicated.	Family Advocate	as needed