



# SUTQ – Screening Guidance

Transition to Annual Screening Requirement for Currently Rated Programs - November 10, 2011

**Benchmark Indicator** – All children (except school age) receive a developmental screening within 60 days of enrollment and **annually** thereafter.

**Requirement Details** – Children are screened using a standardized age appropriate tool that is valid and reliable. Screening tool must cover the following domains of development: speech/language, cognitive, gross motor, social/emotional and behavioral. The results are used to identify the developmental levels of the children enrolled and to support and inform instruction. Results are communicated to families.

<p><b>Policy/Procedure Updates 11-10-2011</b></p> <p>In order to meet the rule change programs will need to update their written policies around the screening process. Updated policies and supporting documentation will be added to the program’s Evidence Portfolio. Updates must be completed for the program’s 2012 renewal visit.</p>	<p>Update written description of screening process to include annual screening requirements.</p> <hr/> <p>Update tracking system to ensure that screenings are complete within 60 days of enrollment and annually thereafter.</p> <hr/> <p>Update method in which screening results are communicated to families to include annual requirement.</p> <hr/> <p>Update method in which results are used in the planning process to include annual requirement.</p>
<p><b>Program Implementation 1-1-2012 to 1-1-2013</b></p> <p>Programs will begin to implement the rule change. Children will be screened annually on an on-going basis. Results will be communicated to families, used to identify developmental levels and to support and inform instruction.</p> <p>If programs are currently screening children annually or more frequently they should continue this practice.</p>	<p>If it has not been the program policy to screen children annually the program will now need to decide the best way to implement this process based on the program structure. Please see examples below:</p> <p><b>Part time/part year</b> – Majority of children begin in Sept. – Screening timeframe may be based on school schedule - complete 60 days from first day of school.</p> <p><b>Full year/full time</b> – Children are enrolled throughout the year – screening is initially completed within first 60 days – and then annually from the completion date.</p>

**Evidence Portfolio** – Programs have a written description of the program’s screening process which includes:

- The screening tool(s) used (include sample form)
- The process used to complete screenings
- The tracking system to ensure screenings are complete within 60 days of enrollment and annually thereafter for all children (except SA)
- The method in which screening results are communicated to families
- The method in which teachers utilize results in the planning process to inform instruction

**Verification Process** – During the verification visit the SALS will:

- Review written policies in Evidence Portfolio
- Conduct teacher interviews to determine process used
- Review tracking system
- Review completed screenings