

Communication Materials Needed for a Successful Screening Program

Developing resources for communicating with parents and community partners is essential to the smooth and efficient operation of a screening and monitoring program, such as ASQ[®]-3 or ASQ[®]:SE-2. Use the checklist below as you develop communication materials for your program.

- Welcome letter**
Parents will be more comfortable and engaged in screening when they understand what it's for and how it works. This letter should explain the parent participation expected and the activities of the program personnel.
- Consent form**
Obtaining consent from a child's parent or guardian is an important prerequisite for participating in a screening program. It's important to provide parents with as much information as possible about the screening program when obtaining their consent to participate.
- Demographic information sheet**
After parents indicate their willingness to participate in the screening program, they can be asked to provide demographic information about their child and family to help with interpreting screening results. For example, children who were born with low birth weight may have more regulatory concerns. Before using any form, staff should review to ensure it meets any confidentiality and information-sharing guidelines that may affect the program.
- Screening Instructions**
When sharing the screening tool with parents, this letter should provide specific information about how to complete the tool. Reassure parents and provide a point of contact should any questions arise throughout the process. Attaching an informational handout about the tool, such as the "What is ASQ[®]-3?" or "What is ASQ[®]:SE-2?" handouts, may be helpful.
- Letter to primary health care providers**
If not conducting the screening themselves, primary health care providers in most communities will appreciate receiving information about their young patients' participation in screening programs. This brief note can be attached when sharing screening results with primary health care providers. The letter should describe the tool used and how to interpret scores.



Feedback letters

Once screening tools are completed, program personnel should consider offering at least two types of feedback letters based on a child's results. The examples below are appropriate options for programs using ASQ-3 and ASQ:SE-2. If a child's results indicate a concern, the results should be shared by telephone or in person.

When a child's development is on track

Most children who are screened will have scores that indicate they are on track with their development. For these children, a letter can be sent home indicating development appears to be on schedule and when the next screening should be completed.

When scores fall in the monitoring zone

If a child scores in the monitoring zone, this letter may be sent to parents explaining that their child appears to be developing on schedule, but might benefit from some additional support and/or referral to community agencies.wed.

Community referral guide

A comprehensive community inventory that lists services available to parents of young children should be compiled to assist programs when families request community resources and when a need for further assessment is indicated by the screening results. Additionally, programs should keep an up-to-date list of local early intervention/early childhood special education (EI/ECSE) agencies and mental health agencies that provide assessments and intervention services to infants and young children.

Need help getting started?

Visit <http://bit.ly/ASQParentResources> to download sample ASQ-3 and ASQ:SE-2 communication materials.

