





Screening Tool Completion Methods

There are a variety of methods programs can choose when administering developmental and social-emotional screening tools as part of the Child Find process. Use the chart below to learn about common methods.

Completion method	Procedures	Considerations	Potential agencies, settings, or uses
 Mail-out	<p>Staff mail questionnaires to parents. Parents complete independently and mail back to a central location for scoring and feedback. An automatic reply (e.g., letter) is sent to parents whose children appear to be developing typically. Children who are identified as at risk or whose parents indicate concerns require a personalized response (e.g., telephone call, face-to-face contact with parent.)</p>	<p>Mail-out is a cost-effective strategy for screening large numbers of children.</p> <p>Return rates for questionnaires can be increased with a variety of strategies, such as making reminder phone calls to parents and sending a second questionnaire and reminder if the first one isn't returned.</p> <p>Questionnaires can be returned in person prior to doctor's appointment or mailed prior to visit.</p>	<p>Statewide and universal screening initiatives</p> <p>Community-based programs with limited resources</p> <p>Child welfare screening under the Child Abuse Prevention and Treatment Act (CAPTA) of 1974 (PL 93-247) and its amendments (e.g., Keeping Children and Families Safe Act of 2003, PL 108-36)</p>
 Online	<p>Staff invite parents of young children to complete questionnaires, and parents independently complete questionnaires online. The online system scores and generates a report for professional review. A reply (e.g., letter) can be generated for parents whose children appear to be developing typically. Children who are identified as at risk or whose parents indicate concerns require a personalized response (e.g., telephone call, face-to-face contact).</p>	<p>Online questionnaire completion is a cost-effective strategy for screening large numbers of children.</p>	<p>Statewide and universal screening initiatives</p> <p>Primary health care screening</p>
 Telephone interview	<p>Staff mail questionnaires to parents. Staff make follow-up telephone calls. Parents can complete questionnaires independently or with help from staff to read or understand items. Staff score and discuss results with parents.</p>	<p>This is a cost-effective strategy for screening large numbers of children.</p> <p>Prior to the call, parents need a copy of the questionnaires—mailed, dropped off, or accessed online—so that they can see illustrations of items.</p>	<p>Early intervention and early childhood special education (EI/ECSE) assessment and eligibility</p> <p>Child welfare screening under CAPTA and its amendments</p>
 Home visit	<p>Staff provide questionnaires in advance for parents to review and complete independently and the staff follow up with a home visit, or staff provide the support necessary during a home visit for parents to complete the questionnaires. Staff score questionnaires and discuss results with parents during the visit.</p>	<p>Only the support necessary for parents to complete the questionnaires should be provided.</p> <p>Materials available in the home or brought by the home visitor can be used.</p> <p>Adequate time is necessary for parents to try and/or observe items with the child.</p> <p>Staff may translate or adapt for cultural or language differences.</p>	<p>Public health</p> <p>Early Head Start</p> <p>Parent education</p> <p>Child abuse prevention home visiting programs</p> <p>Child welfare screening under CAPTA and its amendments</p>