

# Capacity Checklist

This worksheet will help you lay out what your practice is currently doing and think through what is needed to implement or improve developmental screening services.

First, look at the screens your practice is currently doing, which tools are being used, and when they are being performed. See how your answers below match up with the Louisiana Developmental Screening Guidelines.

## Domains of Developmental Screening .....

Fill in the table below to lay out which screens your practice currently performs and the tools you use (where the screening questions come from, which may be one or multiple questionnaires).

Domain	Yes	No	Tool(s) Used
General Development			
Autism			
Perinatal Depression			
Social-Emotional			
Barriers to Health			

## Screening Periodicity .....

Fill in the table below to show when your practice is performing screens in each domain.

Domain	Age in Months											
	1	2	4	6	9	12	18	24	30	36	48	60
General Development												
Autism												
Perinatal Depression												
Social-Emotional												
Barriers to Health												

## Compliance with Guidelines .....

Does your practice follow the Medicaid Early and Periodic Screening, Diagnostic, and Treatment (EPSDT) Guidelines? Yes  No   
*(All dark orange boxes will be checked)*

Does your practice follow the Louisiana Developmental Screening Periodicity Guidelines? Yes  No   
*(All light and dark orange boxes will be checked)*

Next, take a look at your current processes and staff capacity. Consider how they may need to shift or change in order to implement new developmental screens and validated tools. What new processes need to be established to integrate developmental screening into your practice's workflow? What do you need to change to improve your current efforts?

## Processes & Protocols

Yes No

**Does your clinic use an Electronic Health Record (EHR) system?**

### Recommendations

Integrating developmental screening into your practice's EHR will make it easier to ensure consistent screening and track/document information. Establish standardized documentation to minimize service redundancy. If your practice EHR system supports an online patient portal, consider using it to relay information.

**Do you give to families resources when they or you have concerns about a child's general development or autism?**

### Recommendations

CDC's *Learn the Signs. Act Early.* checklists and Milestone Tracker app can help families monitor and support their child's development between screenings. Our [Resource Guides](#) can be used for referrals and more family resources.

## Staff Capacity & Training

Yes No

**Is anyone in your clinic already performing developmental screening or talking to parents regularly about child development?**

### Recommendations

Find out who is already communicating with parents and caregivers about developmental screening. Ask if they can help lead this initiative. You will also need to obtain buy-in from leadership.

**Does your staff have the capacity to implement developmental screening at this time?**

### Recommendations

Assess which positions and personnel have the capacity to carry out additional tasks and processes. Some screens can be distributed by nurses, medical assistants, or front desk staff. Consider the sensitivity of each screen, where it will be given, who will deliver it, who will score it, and who will review it with the family.

**Do clinic staff meet on a regular basis to talk about quality improvement opportunities and projects?**

### Recommendations

Check in regularly with staff to explore ways to continuously improve the clinic, answer questions, and keep everyone on track. You can add developmental screening as a topic to existing meeting agendas, or schedule a regular time for your developmental screening workgroup to meet.

**Do all practice staff have time and resources to watch training videos while at work?**

### Recommendations

Staff will need to be trained in order to effectively provide developmental screening services. Create a plan of who needs to be trained, and work with their supervisors to schedule training time. Refer to [Step 2 of the Developmental Screening Toolkit](#) to view the training videos we have created for each recommended tool.

## Interested in personalized Implementation Training and Support?

Our Developmental Screening Coordinator can help your practice think through and complete any step of the Developmental Screening Toolkit, including this worksheet. Email [DevScreen@la.gov](mailto:DevScreen@la.gov) or call (504) 568-2974.

# Project Planning Worksheet

Now that you have assessed what your clinic is currently doing, you can start planning out what you would like it to look like moving forward. The first page of this worksheet is to plan out the details for each developmental screen you plan on using. The second page uses process mapping to help you draw out those details and visualize what this will look like in practice. The questions on page 1 may help guide the map you create on page 2, but you can begin on whichever side you prefer.

**Name of Screen:** \_\_\_\_\_

Which age range of patients will the screen be given to?

Where in the clinic will the screen be given?

Who will give the screen?

Who will score the screen?

Who will discuss the results of the screen with the family?

Who will make referrals, if needed?

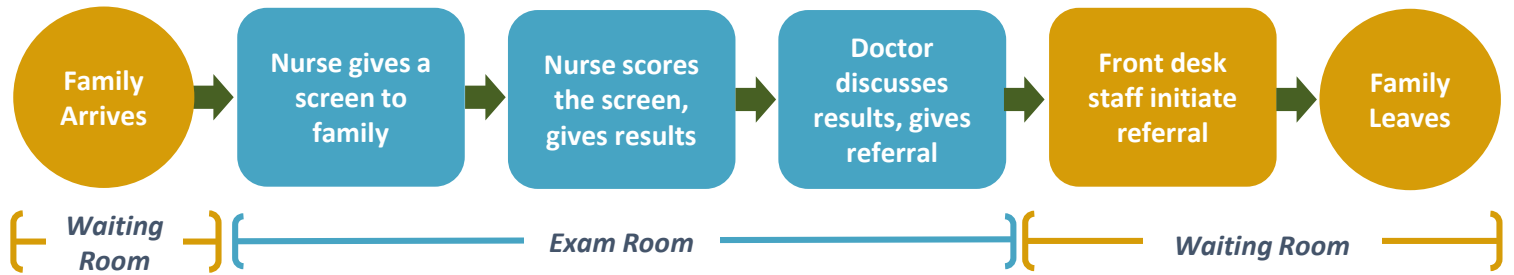
Where will the blank screens be kept?

Who will enter the results of the screen into the electronic health record (EHR)?

# Process Mapping

Process mapping is a way of showing all the steps in a process. It can be helpful for creating a process as well as explaining them to others. Maps can be as simple as the example below, or more complex depending on how many steps, people, and locations are involved.

Use the space below to create a process map for the screening tool you identified on page 1. For each step of the process, identify what happens, who is involved, and where the step will take place. You can use different colors and shapes to help distinguish between categories. Check out more examples of process maps in the Developmental Screening Toolkit.



# Plan-Do-Study-Act (PDSA) Worksheet

Use this worksheet to test out your developmental screening plan. A Plan-Do-Study-Act (PDSA) is a scientific method for testing out quality improvement (QI) plans. Doing a PDSA will help you test a change you wish to implement in your practice so you can identify what works best for your clinic workflow. Fill in the information below as you integrate changes into your clinic workflow. Reference the **Developmental Screening Toolkit** for more information.

Title: \_\_\_\_\_

Planned Test Date(s): \_\_\_\_\_

Today's Date: \_\_\_\_\_

## 1: PLAN Develop a test and make a prediction

### DESCRIPTION OF TEST/TASK

Who: \_\_\_\_\_

What: \_\_\_\_\_

Where: \_\_\_\_\_

When: \_\_\_\_\_

### PREDICTION

## 2: DO Conduct the test and collect data

### STEPS TAKEN

### COLLECT DATA

## 3: STUDY Analyze the data and summarize results

### ANALYZE DATA

### RESULTS

### COMPARE RESULTS TO PREDICTED OUTCOME

## 4: ACT Refine changes for the next cycle

**ADAPT** (write out changes to be made next time)

**ADOPT** (create a timeline for full implementation)

**ABANDON**