

**Area:** Child Development

**Subject:** CD10 – Class Composite of Developmental Screening

**Reference:** 1304.20 (b)(1)  
1304.51 (g)

**Policy:** Teaching staff will maintain a class composite of Developmental Screenings.

**Procedure:**

1. Teaching staff will use the Developmental Screening Record to maintain a class composite of Developmental Screenings.
2. Prior to screening, children's names are listed in alphabetical order with last name on top line and first name on bottom line within each space. Use additional pages as necessary. Indicate total number of pages on bottom of form.
3. Each child's date of birth (DOB) and date of enrollment (month/day/year) are entered in the second and third columns.
4. Screening date (column 4) is filled out when screening is completed on each child.
5. The results section is then completed. **OK**, **Rescreen**, or **Refer**, as indicated on the front of the tool itself, is circled.
6. For speech/language results, the language/cognition and speech development sections of the ESI-R should be considered holistically along with Teacher/Parent observation. For this section, either **OK** or **SLP to Consult** is circled.
7. Teachers keeps white copy; yellow copy is sent to Grantee Disabilities Supervisor; pink copy to Delegate Disabilities Coordinator. This form should be received within 60 calendar days after the program starts, along with Developmental Screening Documentation form.
8. **A Rescreen should be completed 8-10 weeks after initial screening.**
9. The results and date of the rescreening will be noted on a **new** Developmental Screening Documentation form.
10. When **Rescreen** is indicated twice on developmental screenings for a child, discuss at case conferencing to determine whether a Child Success Team Referral should be made.
11. Late enrollees are tracked with a new (separate) Developmental Screening Record (one record for each month) and steps one through eight repeated.

**Supervised by:** Disabilities Supervisor

**Performed by:** Head Start Teaching Staff

**Forms needed:** Developmental Screening Record

**Frequency:** Ongoing