

MEMORANDUM

Date: August 27, 2002

To: LIC Coordinators, CFC Managers, Special Education Directors, Early Childhood Special Education Coordinators; and Early Childhood Block Grant, Head Start, and Early Head Start Contact Persons

From: Janet Gully, IDHS Bureau of Early Intervention
Kay Henderson, ISBE Early Childhood

RE: Child Find Screening Data Collection System

The Sooner We Start, The Farther They'll Go is the motto of the Child Find initiative for the State of Illinois. Many agencies work diligently to ensure Child Find activities occur in their service area so that children can begin receiving much needed services as quickly as possible.

The Illinois State Board of Education (ISBE) in cooperation with the Illinois Department of Human Services (IDHS) is responsible for ensuring statewide Child Find and screening activities occur. To do this, a Child Find Screening Data Collection system was established to report the number of children screened, those children referred for further evaluation, the locations of screenings (to determine statewide coverage), and to identify who in the state actually participates in Child Find efforts. This system of reporting has been in place for a number of years, however, there has been a continual decline in reported screenings occurring.

Therefore, a renewed effort is being implemented to further the Child Find and screening activities already taking place. The goal is to increase Child Find activities by identifying and focusing on areas of the state that are lacking available screenings and increasing participation of agencies and providers in Child Find activities. This endeavor will not only identify the ages children are screened but will also aid in expanding the number of screenings made available to younger children.

Below is information relevant to the screening data collection form and instructions for completing the form. We ask that you forward this form to all parties that might participate in screening activities. Please work with your local LIC coordinator to ensure data collection forms are submitted in a timely manner and to inform of all screenings scheduled to take place. The LIC coordinator keeps a yearly calendar of scheduled screenings for reference purposes.

Thank you in advance for your participation and cooperation in this endeavor.

Directions for completing the **0-5 CHILD FIND Screening Data Collection Form**

Section I. Identifying Information

This information allows the tracking of locations of screenings that occur, what Child and Family Connections (CFC) or school districts are involved in screenings, at what frequency screenings occur in a particular area, and who participates in screening activities.

County – The county the screening took place

CFC/School District # - The CFC or School District responsible for screening, or the CFC/School District the screening entity works with. The CFC or school district listed will get the credit for data collection purposes. If the screening is a joint effort between two or more CFCs or two or more school districts, indicate those involved and the numbers will be divided equally to demonstrate that screenings are taking place in each area. If a joint screening takes place with a CFC and a school district, the credit will be determined by the ages of the children screened. Separate reports may be submitted if easier on reporting entities.

Date – Date of screening

Month of – for cumulative reporting, the month the screenings took place

Location(s) – the location(s) of the screening event(s)

Contact Person and Phone – The individual in charge of the screening session

Agencies Represented – any agency or Individual provider(s) conducting the screening activity(ies)

Type – Type of agency or provider

Section II. Screening Information

This information allows the tracking of the number of children screened and their age at the time of screening.

Total Screened – Total number of children screened during event or cumulative monthly report.

Age 0-61+ - In the appropriate box, indicate the number of children by age who were screened

Section III. Referral information

The information submitted here allows the tracking of referrals made for children 0-3 and 3-5+ years of age.

Indicate the number of children referred for further evaluation in the appropriate receiving source box identified. If a referral type is not listed, please indicate the name of the agency(ies) receiving referral(s) and the number of children involved.

Referred for Rescreen – Indicate the number of children who passed screening, but are determined to benefit from a repeat screening at a later date (due to parent report of functioning variance, unable to screen, other concerns screener may have, etc.)

Please fax completed reports to the local Child and Family Connections office, attention Local Interagency Council (LIC) coordinator. The LIC coordinator is responsible for collecting all data relating to screening activities occurring in the service area. Monthly, these reports are forwarded to the State for statewide analysis and data compilation.

0-5 CHILD FIND

SCREENING DATA COLLECTION FORM

I. IDENTIFYING INFORMATION (Please Print)

County _____ CFC/School Dist.# _____

Date _____ Month of _____

Location(s) _____

Contact Person _____ Phone (____) _____

Agencies/Providers Represented

Type

Type: CFC, School District (LEA), EI Provider (EIP), Childcare Provider (CC), Head Start (HS), Early Head Start (EHS), Other-please indicate type

II. SCREENING INFORMATION

Total Screened	Age 0-11 Months	Age 12-23 Months	Age 24-35 Months	Age 36-47 Months	Age 48-60 Months	Age 61+ Months

III. REFERRAL INFORMATION

Children 0-3:

0-3 Early Intervention/CFC	Early Head Start	Other Referral	# Referred for Rescreen

Children 3-5+:

3-5 Early Childhood Special Education	Pre-K	Head Start	Other Referral	# Referred for Rescreen

Please fax completed form(s) monthly to the local Child and Family Connections office.