

Screening Tools and Education for Pediatric Providers (STEPPs):

Screening Implementation Worksheet

1. Who will ensure that copies of screens are available each day for parents to complete?

2. Who will ask whether parents can complete the forms on their own or need assistance?

3. Who will help parents who need assistance?

4. Who will collect screens from families?

5. Who will score screens?

6. Who will attach screens to the chart or otherwise make sure they are available to clinicians?

7. Who will locate patient education materials and referral resources? Who will follow up if needed? How will this person know when to follow up?

8. Who will explain results to families?

9. Who will contact referral resources when a referral is needed? Who will locate referral resources when needed?

10. What will you do with the screening materials once they've been discussed with families?

11. If using electronic records or age-specific encounter forms, who will indicate and where, the fact that screening has been completed?

12. Who will bill/code for completion of screens and for positive/negative results?

13. What procedure and diagnosis codes will you use?

14. Who will explain to utilization review personnel your decision about CPT and DX codes?

15. Where will you keep supplies of screens and patient education materials?

16. Who will lead staff (not present) through your rationale for deploying validated screening in your practice and otherwise inspire them about the value of screening?

17. How will you handle things if staff is unwilling?

18. What is your time frame for accomplishing a smooth screening process?
