**Tool:** ECE Program Systems Inventory

**Purpose:**

**Implementation:**

ECE Program Systems Inventory

Program Name: Date:

Staff Names:

Instructions

Please complete this questionnaire together with your QI team. To get the most accurate picture of the systems within your program, it is essential to have representation from both leadership and management, as well as direct services, when completing this tool. We recommend inviting additional staff to participate in completing this tool if those roles/responsibilities are not represented on your QI team.

It is important that you complete and return one form on behalf of your program. It is recommended that your team try to reach consensus for each item, however if there is a large discrepancy, you may average the scores. There are no right or wrong responses, and this tool will assist your team and your QI coach to identify goals and begin to make changes within your program. Your program will be asked to fill out this form again at a later date to highlight changes that may occur as a result of participation in this study.

The response scale uses both number values and word descriptions to determine where in the 0-11 scale your program scores. For example, if your program has a written policy which states that developmental screening is a standing item on the agenda at family conferences, but your staff and/or families would report that developmental screening is not regularly discussed during those conferences, your might score your program at a 5 rather than a 6 using this scale:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | …are not available | … are available but not fully integrated into practice | … are available and fully integrated into practice | …are fully integrated into practice and based on best practice recommendations |
| Program has guidelines or policies regarding communication with families about developmental screening | 0 1 2 | 3 4 5 | 6 7 8 | 9 10 11 |

* Please refer to the attached document: *Common Definitions in Support of Universal Developmental Screening* to assist your team with completing this questionnaire

Program Guidelines & Policies

Please circle the number that indicates the level of practice that currently happens in your program.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | …are not available | … are available but not fully integrated into practice | … are available and fully integrated into practice | …are fully integrated into practice and based on best practice recommendations |
| Program has guidelines or policies in place to guide ongoing **developmenta**l **surveillance** practices | 0 1 2 | 3 4 5 | 6 7 8 | 9 10 11 |
| Program has guidelines or policies in place to guide **developmental** **screening** practices | 0 1 2 | 3 4 5 | 6 7 8 | 9 10 11 |
| Program has guidelines or policies regarding **communication with families** about developmental screening  | 0 1 2 | 3 4 5 | 6 7 8 | 9 10 11 |
| Program has guidelines or policies for ensuring follow up **communication and/or referrals** after a screening is administered | 0 1 2 | 3 4 5 | 6 7 8 | 9 10 11 |
| Program has guidelines or policies to ensure **new staff are trained** on developmental surveillance and screening  | 0 1 2 | 3 4 5 | 6 7 8 | 9 10 11 |
| Program has guidelines or policies which reflect a commitment to be **culturally and linguistically competent** | 0 1 2 | 3 4 5 | 6 7 8 | 9 10 11 |

Developmental Surveillance and Screening Practices

Please circle the number that indicates the level of practice that currently exists in your program.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | …is not done | … is inconsistently done(less than 75% of the time) | … is consistently done (75% of the time or more) | …is consistently done and based on best practice recommendations |
| Program staff **discuss developmental milestones** with families  | 0 1 2 | 3 4 5 | 6 7 8 | 9 10 11 |
| Program staff use **strength- based strategies** to address child development topics with families (i.e. beginning a family meeting by sharing something positive about the child and/or family) | 0 1 2 | 3 4 5 | 6 7 8 | 9 10 11 |
| Program staff **ask families/caregivers** about developmental concerns | 0 1 2 | 3 4 5 | 6 7 8 | 9 10 11 |
| Program staff **include information collected** from multiple sources, and gathered over time, into the developmental screening process | 0 1 2 | 3 4 5 | 6 7 8 | 9 10 11 |
| Program **tracks** which children have received developmental and/or behavioral screenings | 0 1 2 | 3 4 5 | 6 7 8 | 9 10 11 |
| Program **“flags**” **or tracks** when a child has risk factors for developmental delays | 0 1 2 | 3 4 5 | 6 7 8 | 9 10 11 |
| Program staff **support families through the referral process**  | 0 1 2 | 3 4 5 | 6 7 8 | 9 10 11 |
| Program staff support families with **addressing barriers** to accessing services | 0 1 2 | 3 4 5 | 6 7 8 | 9 10 11 |
| Program maintains a **current and accessible list** of commonly used community resources  | 0 1 2 | 3 4 5 | 6 7 8 | 9 10 11 |
| Program uses the information gathered in a screening to **implement focused supports and/or interventions** | 0 1 2 | 3 4 5 | 6 7 8 | 9 10 11 |

Cultural and Linguistic Sensitivity

Please circle the number that indicates the level of practice that currently exists in your program.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | …is not done | … is inconsistently done(less than 75% of the time) | … is consistently done(75% of the time or more) | …is consistently done and based on best practice recommendations |
| Program staff **use knowledge** of a family’s’ cultural and developmental preferences and practices | 0 1 2 | 3 4 5 | 6 7 8 | 9 10 11 |
| Program staff use **culturally and linguistically appropriate surveillance and screening practices** and tools | 0 1 2 | 3 4 5 | 6 7 8 | 9 10 11 |
| Program staff provide **culturally and linguistically appropriate written and/or verbal feedback** to families regarding their child’s development | 0 1 2 | 3 4 5 | 6 7 8 | 9 10 11 |
| Program offers **developmental resources** in families’ language of choice (i.e. pamphlets, posters, information sheets) | 0 1 2 | 3 4 5 | 6 7 8 | 9 10 11 |
| Program **staff are trained** in cultural and linguistic sensitivity and responsiveness  | 0 1 2 | 3 4 5 | 6 7 8 | 9 10 11 |

***Please send a copy of this completed tool to NAME OF ORGANIZATION via***

***Email:***

***If you have any questions, please contact NAME AND CONTACT INFORMATION***