

Preschool Screening Procedure:

Who needs to be screened?

- All newly enrolled Head Start children.
- All children transitioning from Early Head Start to Head Start.
- Any repeating Head Start child that ended the previous program year with a screening result of “Rescreen” or that was referred to Help Me Grow and the status of the referral is unknown or resulted in the child not qualifying for services.

Who does not need to be screened?

- Any repeating Head Start child that ended the previous program year with a screening result of ‘PASS’.
- Any child who is receiving ECSE services other than ‘Speech Only’ and has a current IEP.
- Any child who has previously been screened by a school district or another Head Start program and our program is able to obtain the screening.

The Minneapolis Preschool Screening Instrument (MPSI) will be used. The Lead Teacher will complete the screening with each child.

Before beginning the screening:

- Review the MPSI screening instructions.
- Fill out the MPSI screening form with the child’s information.
- Set up a quiet space and set up the materials for completing the screening.

Screening the child:

- Invite the child to the screening area.
- Follow the instructions included in the kit to complete the screening with the child.

Record the screening results:

- **Total score:** Record the child’s total score in the Total Score box.

Look at the Scoring Norms box:

- **Check the Pass box** if the child’s age and score fall in the Clear Pass column.
- **Check the Rescreen box** if the child’s age and score fall in the Grey Area column.
- **Check the Refer box** if the child’s age and score fall in the ‘Refer’ column.

Required actions based on child’s overall screening score:

- **Pass-** No further action is required.
- **Rescreen-** Child will be rescreened within 90 days.
- **Refer-** If a child’s scores Refer on the MPSI, complete the Child Referral Form (CRF) and email it to your Disabilities and Mental Health Manager (DMHM) and to the Information Systems Specialist.

- If the parent is present, review the screening results with the parent right away. If the parent is not present, contact the parent to set up a time to review the screening results.
- If the parent agrees to the referral, a Consent for Release of Confidential Information form needs to be completed and signed by the parent so that the child can be assessed further by the school district.
- IF the parent refuses a referral for further assessment by the school district, a CRF still needs to be completed. Indicate on the CRF that the parent refused and email it to your DMHM and to the Information Systems Specialist.

Speech Only Concerns:

If a child passes the screening but they scored a 2 or less on the **Speech Intelligibility Rating Scale**, follow the same process as **Refer** above to refer for a Speech Only assessment.

Submit all screenings to the office:

ELL: If a child speaks a language other than English, our program will use qualified bilingual staff if possible or the lead teacher will conduct the screening in the child's home language by using an interpreter. If an interpreter is not available, screenings will be conducted in English with additional information gathered from the family for use in evaluating a child's developmental status.