

Child Outreach Out-of-District Screening Protocol- Best Practice

Districts will provide initial screenings for all out of district children participating in local early childhood programs

1. When a screening is unable to be provided by an out-of-district CO program due to lack of parental response or lack of consent, the district that attempted to screen will complete the relevant sections on the CO demographics but will not submit the package.
2. For children who **pass** the screening, the screening district will enter and submit the complete package into KIDSNET and send out a results letter to the family.
3. For children who fail only the **Vision and/or Hearing**, the screening district will either provide a rescreen, a DLL secondary screen, or a referral to the PCP. The screening district will be responsible for completing and submitting the package into KIDSNET, sending the result letter to the family and sending the referral to the PCP as required.
4. For children who need a rescreen, a DLL secondary screen or a referral to special education in **Speech, General Development or Social-Emotional**, the screening district will contact the child's district of residence to determine which district will complete the rescreen or DLL secondary screen or to make the decision to go right to referral.
5. If the decision is that the non-resident district completes the rescreen and the child fails Speech, General Development, or Social-Emotional again, the district of residence must be notified again.
6. The demographics page and domain pages must be entered into KIDSNET by the district that provided the screening.
7. The screening district is responsible for sending the parent letters for the screenings that they have completed.
8. The *Outcomes Screen* and the *submission* in KIDSNET must be completed by the district of residence if the child has failed Speech, General Development, or Social-Emotional. This will ensure that the district of residence is aware of all necessary referrals to Special Education.
9. Regardless of the outcome of the screening, the screening district must ensure that the hard copies of the complete screening packages (forms & protocols) are sent to the district of residence as soon as possible after completion.
10. Districts of residences should ensure that they are monitoring both the KIDSNET columns that indicate "non-residents-started not yet submitted" and "submitted awaiting special education referral."