

**CQI STORYBOARD TITLE:**

**Implementing a 45 Day Deadline Checklist to Improve Completion Rates for Initial Developmental Screenings**

Agency: **Delta Area Economic Opportunity Corporation**

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<b>1. AIM STATEMENT</b>	<b>2. PLAN</b>	<b>3. DO</b>
<p>Annual PIR reporting for school year 2018-2019 will show a decrease in the number of missed 45 day developmental screenings from that of school year 2017-2018, as required by performance standard 1302.33(a)(1). Increasing the number of completed 45 day developmental screenings, will ensure that the program is assessing and causes for concern, and making appropriate referrals to families who need assistance.</p> <p>Start Date: August 1, 2018 End Date: July 31, 2019 Team Leader: Chelsea Cross</p>	<p>2017-2018 PIR showed that our program missed <b>12</b>, 45 day developmental screenings</p> <p>Common reasons that 45 day developmental screening deadlines are missed:</p> <ul style="list-style-type: none"><li>• Failure to calculate and keep track of the due date</li><li>• Cancelled visits</li></ul> <p>Plan: Develop a 45 day deadline checklist</p>	<p>A 45 Day deadline checklist was developed and implemented full-scale.</p> <p>Data will be collected through COPA's 999 PIR Report for the entire school year.</p>

<b>4. STUDY</b>	<b>5. ACT</b>	<b>6. FUTURE CQI</b>
<p>Current and previous school year results will be compared to determine the effectiveness of the checklist.</p> <p>Throughout the year, the supervisor will keep an eye on C.8 of COPA Report 999.</p> <p>File checks show that teachers sometimes forget to complete the checklist.</p>	<p>The checklist was attached to the child enrollment packet to help ensure completion.</p> <p>2018-2019 PIR Report reflected that there was a decrease in missed 45 Day Developmental Screening Deadlines.</p> <p>2018: 12 missed 2019: 7 missed</p>	<p>During a team meeting, we will discuss in detail which children missed their screenings and brainstorm solutions to keep decreasing the number of missed deadlines.</p>