VERMONT DEPARTMENT OF HEALTH
Developmental Screening Registry

User’s Guide
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Developmental Screening Registry

Why and how

Early detection and connection to services lead to the best outcomes for children with developmental or behavioral concerns. However, many children with developmental delays are not identified as early as possible. According to the Centers for Disease Control, about 13% of children in the United States have a developmental or behavioral disability such as autism, intellectual disability, or Attention-Deficit/Hyperactivity Disorder. In addition, many children have delays in language or other areas that can affect school readiness.

In Vermont, 7 out of every 10 children have one or more factors that put them at risk for a developmental delay. A study by the Vermont Child Health Improvement Program (vCHIP.org) at the University of Vermont found that less than 50% of children received developmental screening at each of the recommended ages in 2013, and only 40% of 24 month old children received both of the recommended autism screenings.

In an effort to narrow the gap and identify needs earlier in children, the Universal Developmental Screening (UDS) Registry was created as an addition to the public health information system used for the Immunization Registry for Vermonters, as a means of sharing screening data across community settings. Use of this UDS Registry helps assure that all young children get the services and supports they need to thrive alongside their peers. Users may access the registry via the Internet once they have completed a user agreement and their developmental screening profile has been set up with the Vermont Department of Health.

To reach the registry, users access the Shared Public Health Information eXchange (SPHINX) database that houses the Vermont Immunization Registry and also includes all immunization, hearing, blood lead and demographic data for the child. Data within SPHINX is only accessible via secure permissions, and only those data elements required for a specific feature are available to the users of the program, ensuring that data confidentiality can be maintained in this shared environment. Use of this system signifies that the user understands that all patient information is confidential and the user will maintain patient confidentiality as required by law.

How to Access the Registry

Access to the online registry requires pre-approved user access and Internet Explorer 8.0 or Mozilla Firefox 20+ (or more recent version), along with Adobe Acrobat Reader. The log-on screen is available at http://healthvermont.gov/hc/IMR/.

1. Click on the Immunization Registry Log On graphic.

2. Enter your user name and password provided in response to your completed user access form, and click OK. Once you have logged on to the system, you are automatically directed to the Search Patient screen.

Note: a training system is also available on this page. DO NOT SELECT THE TEST SYSTEM.
To gain access to the Developmental Screening menu, you must first search for the child that received the screening within Patient Profile in the SPHINX database. You will not be able to reach the registry within Patient Profile without first searching for a child.

1. Enter the information for the child who received the developmental screening. Click Find.

2. If more than one child matches the criteria you entered, click Select to choose the appropriate child.

TIP: The more complete the information used to search for the child, the easier it is to find a matching record in the system.

If the child does not have a profile within the system, see the Question and Answer section at the end of this guide for additional information.

Once you have opened the child’s patient profile in SPHINX, all available menu options associated with your user ID appear in blue on the side bar menu. Your menu options will depend on your user profile. Access to the various types of patient information is granted by each individual program within the Vermont Department of Health, once the user has been approved and a user agreement has been signed for each specific program that grants access. Click on Developmental Screening.
Developmental Screening Summary Page

When you select Developmental Screening from the left side bar menu, you will automatically be directed to a screening summary page for the selected child.

From this page, you have the option to

1. View the overall history and quickly assess any previously noted concerns. **A screening highlighted in red indicates that a child did not pass the screening.**

2. Navigate to the detail page for each screening. Simply click Details to view additional information for a specific screening.

3. Enter screening results for all screening test types. Simply click on the appropriate button to add new screening results.

4. Generate reports.

If no screening results are available, the system will indicate results have not been entered. Click on the appropriate test type to enter new results. See Section 3 for additional information.
Enter Screening Results

From the screening history summary page, **click on the appropriate test type to enter new results**. As you enter results, the system will prompt you for missed data or invalid field entries in red type. **You will not be able to save your results until all required fields are completed.**

Note: if you leave the create/enter page without first saving your data, the screening results will not be saved in the system.

**A S Q - 3**

**Entry Screen**

1. Enter the screening date.
2. Enter appropriate screening organization and program information.
3. Enter domain scoring information.
4. Enter appropriate concern, follow up and shared information.
5. Select **Create**. The detail page for your screening will appear.

**Screening Detail**

- Review the data entered with the screening results to ensure accuracy.
- If necessary, correct any screening information by selecting **Edit** (see Section 4 for more information on updating screening results).
- Click on **Return to Screening History** once complete and add more results for the same child, or Select Search Patient to add results for another child.

**TIP:** Required data that is missing will be highlighted in red.
**Entry Screen**

1. Enter the screening date.
2. Enter the organization and program information.
3. Enter child’s score and cut-off score information.
4. Enter appropriate concern, follow up and shared information.
5. Select **Create**. The detail page for your screening will appear.

**TIP:** you can use the tab key to move from field-to-field, or click in the desired field to enter data.

**Screening Detail**

- Review the data entered with the screening results to ensure accuracy.
- If necessary, correct any screening information by selecting Edit (see Section 4 for more info. on updating screening results).
- Click on **Return to Screening History** once complete and add more results for the same child, or Select Search Patient to add results for another child.

**TIP:** when entering the screening org, enter the first few letters of the name to save time scrolling through the entire list of screening org names.
**M-CHAT-R**

**Entry Screen**

1. Enter the screening date.
2. Enter screening organization and program information.
3. Enter child’s total score.
4. Enter appropriate concern, follow up and shared information.
5. Select **Create**. The detail page for your screening will appear.

**Screening Detail**

- Review the data entered with the screening results to ensure accuracy.
- If necessary, correct any screening information by selecting **Edit** (see Section 4 for more information on updating screening results).
- Click on **Return to Screening History** once complete and add more results for the same child, or Select **Search Patient** to add results for another child.

**TIP:** when entering the screening org, enter the first few letters of the org name to save time scrolling through the entire list of orgs.
**M-CHAT-R/F**

**Entry Screen**

1. Enter the screening date.

2. Enter screening organization and program information.

3. Enter child’s total score.

4. Enter appropriate concern, referral and shared information.

5. Select the Create button. The detail page for your screening will appear.

**Screening Detail**

- Review the data entered with the screening results to ensure accuracy.

- If necessary, correct any screening information by selecting Edit (see Section 4 for more information on updating screening results).

- Click on Return to Screening History once complete and add more results for the same child, or Select Search Patient to add results for another child.

**TIP:** when entering the screening org, enter the first few letters of the org name to save time scrolling through the entire list of orgs.
Update Screening Results

Screening results may be updated or deleted by users associated with the screening organization that provided the specific screening for the child. Both the edit and delete options are found within the screening detail page, as shown below.

EDIT RESULTS

1. From the screening history page, click on Details for the desired screening, and select Edit to open.

2. Enter update and Save changes.

3. Review your updates for accuracy.

4. Return to the Screening History summary page for changes to other screenings, or Search Patient from left bar menu to enter or review screening data for another child.

If the organization that provided the screening does not match your associated organization for your session, you will not be able to edit the results.

NOTE: The Referral Made and Referral Comments fields are only available via the Edit screen. These fields are designed to capture information related to referrals resulting from screening results that cause concerns.

TIP: Don’t forget to SAVE YOUR CHANGES. If you leave the edit page without first saving your data, your changes will not be saved in the system.
DEVELOPMENTAL SCREENING REGISTRY

DELETE RESULTS

1. From the screening history page, click on Details for the desired screening, and select Delete. A confirmation message will appear.

2. Click OK to confirm deletion. The system will automatically direct you back to the summary page.

3. Select other screenings to delete from the Screening History summary page, or Search Patient from left bar menu to enter or review screening data for another child.

If the organization that provided the screening does not match your associated organization for your session, you will not be able to delete the results.

NOTE: A deleted screening cannot be recovered. If you inadvertently delete an incorrect screening, you will need to re-enter the results. If you click Cancel on the confirmation message, your changes will not be saved in the system.

DID YOU KNOW: Vermont 2-1-1 is the number you dial to find out about and connect to hundreds of important community resources, including Children’s Integrated Services, early childhood and developmental screening-related services, high quality parent education materials, as well as emergency food and shelter, disability services, counselling, senior services, healthcare, child care, drug and alcohol programs, legal assistance, transportation needs, educational and volunteer opportunities and more. Dial 2-1-1 ext.6 to refer families with young children directly to a Help Me Grow Child Development Specialist for linkage to community programs and services.

It’s a free service. It’s confidential. It’s 24/7.

1. Simply dial 2-1-1 from anywhere in Vermont
2. 1-866-652-4636 – toll free in Vermont
3. 1-802-652-4636 – from outside of Vermont
4. Email them at info@vermont211.org

Vermont Department of Health, Division of Maternal and Child Health
PO Box 70, 108 Cherry Street, Burlington, VT 05401
phone (802) 863-7333 www.healthvermont.gov
Developmental Screening Reports

If your user profile is set up with access to reports, you will see your available report options on the left side bar menu when you select Developmental Screening from the child’s record in Patient Profile.

- The Screening History report is available to all users with developmental screening access.
- The Follow Up Status, Practice Children Due and Screening Activity reports are available to all primary care practices with developmental screening access.
- All reports may be displayed, printed via the pdf option, exported to Excel, or exported to a csv file format for data purposes.
- All reports will automatically generate with default values once the user selects the report. Users may choose to modify the report parameters and click to create a report with those modified parameters.
- To generate the desired report, simply click on the report you would like to use.
- Within the displayed report, the number of pages that can be displayed is indicated, as well as the option to magnify or reduce the display, search, etc.
- To save the report to pdf, print via pdf, or export to csv or Excel format, click on the icon and select the desired export format.
- To hide the report parameters and simply view the results, click on the gray bar.
- Sort your report by various fields such as name or DOB by clicking on the up/down triangles in the field/headers in the report detail section.
- Additional details regarding each of the reports are available on the following pages.
The report will automatically include all screening results entered into the child’s history.

Modify the date range if you would like to view a limited period of time within the screening history. Simply remove both of the null fields and enter the desired date range. Then click View Report. **Note:** you must enter both a start and end value for modified dates.

**Parent concern** indicates if the parent expressed a concern at the time of the screening.

**Referral made?** indicates if the referral action was completed and is only checked once the provider has verified that the referral was completed.

**Referral comments** should include appropriate details regarding the referral made and should be updated by the medical home or screener that has verified the referral has actually occurred and the child is receiving additional services.

**TIP:** The **Appropriate tool for current screening** is an easy reference for which screening age is appropriate if you need to give the child a screening at the time the report is generated.
The report captures all practice children who have received a developmental screening that resulted in a follow up action of either a rescreen or a referral that requires monitoring. If a child has passed a later rescreen or a referral is confirmed to have been made, the child will not appear on this report.

- The report will automatically include all practice children for all date ranges and test types when the report is selected.

- Modify the date range, child age range and testing tool type if you would like to view a limited period of time and type of results within the screening history. Simply remove the null fields or default values, enter the desired date range, age range or test type, and click. Note: you must enter both start and end dates if you modify the date range of the report.

**Referral made?** indicates if the referral action was completed and is only checked once the medical home has verified the referral has occurred and the child is receiving services. Once verified, **update this field via Edit Screening**, and the record will be omitted from this report.

**Referral comments** should include details regarding the referral made and should be updated by the medical home or screener that has verified the referral has actually occurred and the child is receiving additional services.

**TIP:** The child’s name, DOB and current age can be used for report sort parameters by clicking on the triangles.
The report captures all practice children who are due for or have missed developmental screenings based on the Bright Futures/American Academy of Pediatrics recommended intervals. If a child has received ASQ-3 or M-CHAT-R screenings according to the schedule or is not currently eligible for the next recommended screening, the child will not appear on this report.

- The report will automatically include all practice children for all age ranges and test types when the report is selected.

- Modify the child age range and testing tool type if you would like to view a limited age range and type of screening. Simply change the default values and press enter, or click [View Report].

**Recommended screening due** column(s) will be blank if there is not a test recommended for the child's current age.

**Missed screening** column(s) will be blank if no recommended screenings have been missed at the child’s current age.

**Most recent screening** column(s) will be blank if no screenings have occurred for that test type by the child’s current age.

**TIP:** Name, DOB and current age may be sorted for the report by clicking on the up/down triangles within the fields.

**TIP:** The **Appropriate tool for current screening** is an easy reference for which screening age is appropriate if you need to give the child a screening at the time the report is generated.
The report captures developmental screening activity for practice children, based on the Bright Futures/American Academy of Pediatrics recommended developmental screening intervals. Activity values are based on practice children that have exited the test age ranges for the months selected. If a child is still within a current test age range, they are not counted within that report interval.

- The report will automatically include activity for the last three complete month period when the report is selected.
- Modify the reporting period and test type if you would like to view a limited amount of data. Simply change the default values and select View Report.

Screenings at intervals that require further action includes children that received screenings that resulted in a follow up action of either rescreen or referral.
Questions? Here are some answers.

1. **Who can assist me if I need access, forgot my password or am having other problems using the registry?**
   
   **Forgot your password?** Use Password Central for automatic password reset! Simply click on the link for directions, password reset, etc. [https://apps.health.vermont.gov/aims/PS/Default.aspx](https://apps.health.vermont.gov/aims/PS/Default.aspx)

   **Still having problems, need to set up an account for new access or have other questions not covered below?** Please contact Janet Fortune, Health Data Administrator with the Vermont Department of Health at (802) 651-1872 or 1-800-537-0076 or AHS.VDHUDSRegistry@vermont.gov.

2. **Who can help coordinate services for a child who received a screening and needs to be referred for additional services?** Simply dial 211 and follow the prompt to refer families with young children (prenatal to age 8) to a Help Me Grow Child Development Specialist to connect them to developmental resources, high-quality parent education materials, and all types of community resources, including referrals to Children’s Integrated Services. Help Me Grow Child Development Specialists will talk with parents and share resources to help them better understand their child’s development and behavior, ask parents about general family needs, provide telephone care coordination, and help connect children and families with appropriate services.

3. **The page disappears after I enter my user name and password. What do I do?**

   Please check if you have a pop-up blocker in place (Internet → Tools → Pop-up blocker → Blocker settings). Add our program address (https://webmail.vdh.state.vt.us/imr3) and then try to log in to the system.

4. **The system keeps asking for my user name and password, and I cannot get into the system. What do I do?**

   If a user ID/password is entered incorrectly several times, your account will lock. If you are sure you now have the correct password, please wait 10 minutes for the system to reset and try to log on to the system again. If you are still having issues, please contact Janet Fortune at the Vermont Department of Health at (802) 651-1872 or 1-800-537-0076 or AHS.VDHUDSRegistry@vermont.gov.

5. **How do I log out of the system once I am done?**

   Simply click on Logout in the upper right corner of your screen.

6. **I cannot find the child within the SPHINX database and cannot enter my screening results. What do I do?**

   You will not be able to enter your results until the child has been added to the SPHINX database. Please contact Janet Fortune at (802) 651-1872 or 1-800-537-0076 or AHS.VDHUDSRegistry@vermont.gov.

7. **There is more than one record for the child. Does it matter which one I use to enter my screening results?**

   Please verify that you do have the correct child, and add your results to one of the entries. We will later merge the records.
8. I've verified that the referral has occurred for a child that appeared on the Follow Up Status Report, but they are still appearing. How do I remove them from the report? A child will continue to appear on the report until you update the child's failed screening and check off the Referral Made field to indicate that the referral has occurred. Please add any appropriate notes to the Referral Comments field about when, where, etc. the referred services are provided.

9. How do we increase our Screening % rate for our practice? Screenings that occur with any provider for your practice child are included if they are entered into the developmental screening registry. This includes screenings that occur at your practice. Get in the habit of entering screening results and use the Practice Children Due Report to help identify kids proactively for their next well child visit. For more practice improvement strategies, visit the VCHIP website at http://www.med.uvm.edu/vchip.

10. Why does the Activity Report only include ASQ-3 and M-CHAT-R screening data? Currently, these are the developmental screenings test types recommended by Bright Futures/AAP that should be provided at specific developmental ages.

**What is Help Me Grow, and how is it connected to developmental screening efforts in Vermont?**

*Help Me Grow* is an effective, efficient system that helps states implement universal developmental surveillance, screening and detection for all children through age eight, and then link families to existing community-based programs. *Help Me Grow* (HMG) proactively addresses families’ concerns about their child’s behavior, development and learning by making a connection to community-based programs, services and high quality parent education resources. Find more information at www.helpmegrowvt.org