

Louisiana Department of Education
Child Care Assistance Program

Procedure Number:	B-100
Procedure Name:	CCAP Developmental Screening Resource and Referral Procedure
Responsible Unit:	Child Care Assistance Program
Contact:	Melinda George
Effective Date:	May 2, 2018

Purpose:

The following describes the internal procedure for referring families to developmental screening resources.

I. OVERVIEW

- A. This procedure will ensure participants receive adequate information regarding resources available for developmental screenings.

II. RESOURCE AND REFERRAL PROCEDURE

A. Authority

1. Title XIX of the Social Security Act (42 U.S.C. 1396 et seq.) grants the authority for providing information and referring families and child care providers to the Early and Periodic Screening, Diagnosis, and Treatment program under the Medicaid program.
2. Section 619 and Part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.) grants the authority for providing developmental screening services.

III. ANALYST PROCEDURES

- A. At initial application and redetermination, the analyst shall send a Client Contact Letter (CCAP 14) to the head of household asking if they are interested in receiving more information on Louisiana's Birth to Five Early Learning and Development Standards (ELDS).
1. If the client contacts the agency either verbally or in writing expressing an interest in obtaining ELSD information, staff shall download the [Developmental Screening Guidebook](#) and mail, fax or email the information guidebook to the client.
 2. Case notes must be entered for all case actions.
- B. If no response is received from the applicant by the 10th calendar day, the analyst shall document in case notes "no response ELDS".

IV. QUALITY CONTROL SPECIALISTS PROCEDURES

- A. A survey is sent out to providers randomly and after any contact to the provider help desk. The survey includes a required response regarding receipt of ELDS information.

1. If the provider requests information on ELDS. The Quality Control (QC) Specialist shall download the [Developmental Screening Guidebook](#) and mail, fax or email the information the guidebook to the provider.
2. QC shall note the help desk ticket system action provider response, date and action taken.

References

Title XIX of the Social Security Act (42 U.S.C. 1396 et seq.)

Section 619 and Part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.).