



South Plains Community Action Association  
Head Start & Early Head Start

## Articulation Screening- 3 through 5 Years

Under the **HEALTH** tab of ChildPlus

1. Click on **Add Event**. The event type is Articulation Screening- 3 thru 5 years. Click OK.
2. Enter **Scheduled Date**- date completed
3. Enter **Event Date** (Event and Scheduled date will be the same)
4. **Expiration Date**- one year from event date (automatically pops up)
5. **Status- Passed First Screening** (if child met pass criteria... If PLS-4 was used, Summary section should have "Pass" checked for all sections.)  
**Obtain Additional Information** (if score does not meet pass criteria)
6. **Description- PLS-4 Articulation Screening**
7. **Results- Referral Needed** (if *any* item is marked Obtain Additional Information) or **No Referral Needed** (if all items are marked Pass)
8. **Medical Health Needs- Do not check any of these items for the Articulation Screening!**
9. **Agency Worker**- Name of person entering the information
10. **Provider**- Use drop down arrow and click on the appropriate provider who completed the event (**Public School Provider** or **HS/EHS Staff**)
11. **Provider Type**- Use drop down arrow and click on the appropriate provider who completed event (**Public School Provider** or **HS/EHS Staff**)
12. **Funding**- Free - No Cost
13. **Notes**- Click the clock and add notes. In this section, enter which Record form was used (age 3, 4, or 5) and any other information to consider further assessment or outcomes (i.e., child was sleepy, completed in Spanish)
14. Click on **Save Changes**

### Partner Sites:

- ✚ If entering articulation completed before the child was enrolled in Head Start (i.e., while child was a Pre-K child), enter as above EXCEPT for the **Scheduled** and **Event** dates. Use child's Head Start enrollment date as the Scheduled and Event dates and document actual date screened in Notes so we know why the date in Child Plus doesn't match what's in the folder.

**\*If using the ARD/IEP to satisfy the Articulation Screening requirement, see steps on page 2.\***



## Inputting Child's ARD/IEP as the Articulation Screening Requirement

\*\*\*Use These Steps **ONLY** for Child Currently in Speech Services who have Current ARD/IEP papers in the Brown Folder. Contact Mental Health & Disabilities staff if you aren't sure.\*\*\*

Under the **HEALTH** tab of ChildPlus

1. Click on **Add Event**. The event type is Articulation Screening- 3 thru 5 years. Click OK.
2. Enter **Scheduled Date**- Child's *enrollment date*
3. Enter **Event Date** (Event and Scheduled date will be the same)
4. **Expiration Date**- one year from event date (automatically pops up)
5. **Status**- In Treatment Process
6. **Description**- Current ARD/IEP
7. **Results**- In Treatment Process
8. **Medical Health Needs**- Do not check any of these items for the Articulation Screening!
9. **Agency Worker**- Name of person entering the information
10. **Provider**- Use drop down arrow and click on the appropriate provider who completed the event (**Public School Provider** or **HS/EHS Staff**)
11. **Provider Type**- Use drop down arrow and click on the appropriate provider who completed event (**Public School Provider** or **HS/EHS Staff**)
12. **Funding**- Free - No Cost
13. **Notes**- Click the clock and add notes. In this section, enter which "Child is currently in treatment and has a current IEP dated \_\_\_\_\_ to \_\_\_\_\_" (Dates can be found on the IEP in child's folder)
14. Click on **Save Changes**



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Events		Requirements		Health Information							
Exp	Event	Date	Status	Met Requi...	Expirat... Date	Actions	Needs Treatment	Received Treatment	Needs Referral	Needs Follow-up	Needs Eva
✓	Articulation Screenin...	08/16/11	Obtain Additi...	✓	08/16/12	0					
✓	Blood Pressure	03/09/11	Passed First ...	✓	03/09/12	0					
	Eczema	03/09/11	Failed 1st Sc...	✓		1	✓	✓			
	Growth Assessment	03/09/11	Passed First ...	✓		0					
✓	Hearing	03/09/11	Passed First ...	✓	03/09/12	0					

1 Add Event    Delete Event    Add Multiple Events     Group Sub-events    Sort By Type    Filter

2 Sched. Date    3 Event Date <sup>PIR</sup>    4 Expir. Date    5 Status  
 8/16/2011    8/16/2011    8/16/2012    Obtain Additional Information

6 Description    7 Results  
 PLS-4 Articulation Screening    Referral Needed

8  
 Needs Referral     Needs Treatment     Needs Treatment for a Diagnosed Chronic Condition C.8.a <sup>PIR</sup>  
 Needs Follow-Up Assessment - C.28a <sup>PIR</sup>     Needs Formal Evaluation - C.28a <sup>PIR</sup>

Agency Worker    Provider    Provider Type 11    Funding 12    Estimated Cost    Actual Cost  
 Crookham, Jennifer 9    HS/EHS Staff 10    Head Start St...    Free - No...    0    0

Parents/Guardians Notified  
 Who was notified    By whom    Date Notified    Time Notified

13 Notes      
 8/17/2011 4:09 PM Jennifer Crookham  
 Child was screened in English using the 3 year old form of the PLS-4. Child scored Obtain Addition Information for the Articulation and Stuttering sections. An ICOPA will be completed.