

Activity	Staff	Pediatrician	Head Nurses	Office Manager	Other Nurses	Office Staff
Establish the developmental screening and referral system within the practice – agree on screening protocol and encourage support from office staff.						
Participate in training on the importance of early childhood development, early intervention, screening tools, appropriate referrals, and billing information.						
Train other staff members (e.g., nurses) in the practice who will be scoring screening tools.						
Screen children at designated well-child visit, or if there is a concern.		primary responsibility of the pediatrician				
Score screening tools.*		primary responsibility of the pediatrician				
Evaluate children's developmental status. Identify children with and at risk for developmental problems.		primary responsibility of the pediatrician				
Provide feedback to parents on the results of the screening.		primary responsibility of the pediatrician				
Advise parents on their child's development and behavior.		primary responsibility of the pediatrician				
Initiate appropriate further assessment, referrals/interventions.		primary responsibility of the pediatrician				
Recognize the manifestations of parenting stress, evaluate the risks involved and determine necessary referrals/interventions.		primary responsibility of the pediatrician				
Distribute patient materials.						
Maintain and update referral lists.						
Enter data into the chart/electronic health record and also the web-based special needs registry system, if available.						
Medical records staff: maintain record keeping system.						
Secretarial staff: copy or order tools, maintain inventory of all necessary supplies.						
Receptionists: serve as a resource for parents (e.g., explain tool, ask if the parent needs assistance in filling it out).						

*Scoring could be automated.