

## Steps to Enter Screening Data

Entering screening data is required for programs submitting for STAR 4 and 5 but encouraged for all programs screening children.

To enter your data:

- Tabulate program totals from the previous application period (July 1 to June 30).
  - *The total number of children screened*
    - If a child is screened multiple times throughout the year, which could be required by the tool, the child is only counted once.
    - If the child has aged out or left the program, he/she should still be included.
  - *The total number of those children identified/recommended, by the screening tool(s), for professional evaluation* (if a child is identified, by the tool, but does not receive an evaluation they should still be counted).
- From the Organization Profile, select the Program Info tab.
- Edit the Screening tool(s) section by clicking the Edit box.

Status Org Details **Program Info** Classrooms STARS Employees Technical Assistance Reports Document Vault

Program Profile Accreditation Philosophy Statement

**Screening tool(s)** Edit

Select the screening tool(s) used in the program.

No selection

- Select the screening tool(s) used by the program (if you select “Other,” write the name of the tool in the text box. If the tool written is not valid and reliable, it will not meet the STAR 4 criteria.
- Under Children Screened check the box and write the number screened in the text box. Do the same for “number identified.”
- Click Save and Exit to complete the section.

Children Screened

Enter the total number of children screened at least once during the previous application period (July-June)

Number of Children Screened

20

Enter the number of those children identified/recommended, by the screening tool(s), for professional evaluation

Number of Children Identified/Recommended

1

Cancel Save and Exit

- The date you enter screening information will be noted as evidence in the STAR 4 checklist.