
Post-Referral Screening in ACHIEVE

The purpose of this resource is to illustrate how to document screenings completed after a child is referred to Early ACCESS, known as Post-Referral Screening, in ACHIEVE. Post-Referral Screening may help determine whether to proceed to an initial evaluation and assessment. Post-Referral Screening does not alter the 45 day timeline.

Post-Referral Screening Resources

ACHIEVE User Guide

ACHIEVE users should refer to the ACHIEVE Early ACCESS User Guide for additional information for completing Post-Referral Screening in ACHIEVE. The User Guide can be viewed when logged into ACHIEVE.

Early ACCESS Procedures

Refer to the [Early ACCESS Procedures](#) to learn about the Post-Referral Screening process.

Early ACCESS Referrals

Service coordinators and providers discuss with the family whether to complete a Post-Referral Screening to determine the need for an evaluation. Parents may request an evaluation at any time during the Post-Referral Screening process, regardless of Post-Referral Screening results. It will be important to discuss these options with the family.

Post-Referral Screening

Post-Referral Screening may be considered if there was no pre-referral developmental screening completed prior to the referral and there is no diagnosed condition which qualifies the child for Early ACCESS.

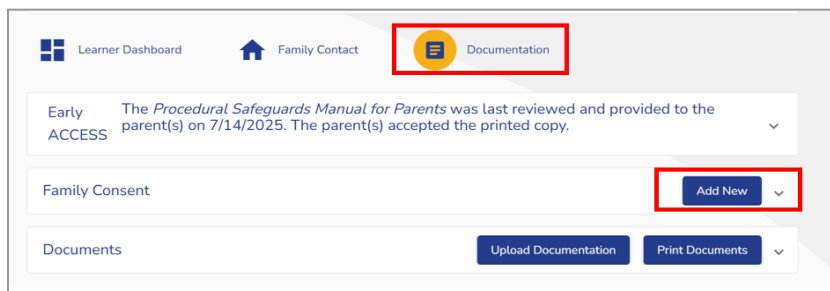
Developmental Post-Referral Screening is a check of a child's development using a developmental screening tool. A developmental screening tool is an appropriate instrument which provides information about a child's development; it indicates if a child is on track developmentally and if a closer look is needed. If a closer look is indicated, an evaluation should be offered/conducted. The Ages & Stages Questionnaires: Social-Emotional, are examples of screening tools that can be used to determine if further evaluation is warranted. Service coordinators and providers may consider using a developmental screening tool for referrals from the Department of Health & Human Services for children who have experienced abuse or neglect.

Hearing concerns would be another example of using the Post-Referral Screening process offered by Early ACCESS. A Post-Referral Screening of hearing may be considered if children are in need of a hearing screen or rescreen and hearing is the only area of concern.

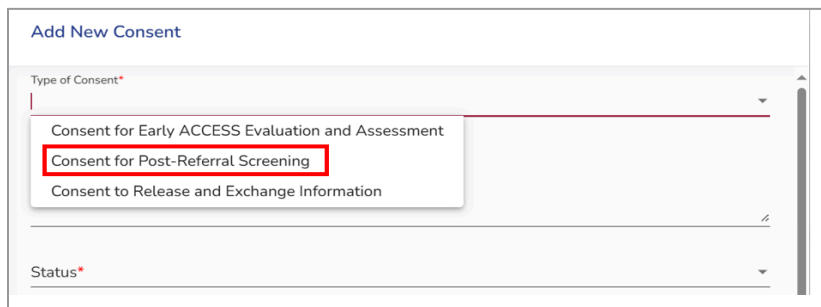
Note: A diagnosed hearing loss is considered a known condition which automatically qualifies the child for Early ACCESS services.

Post Referral Screening in ACHIEVE

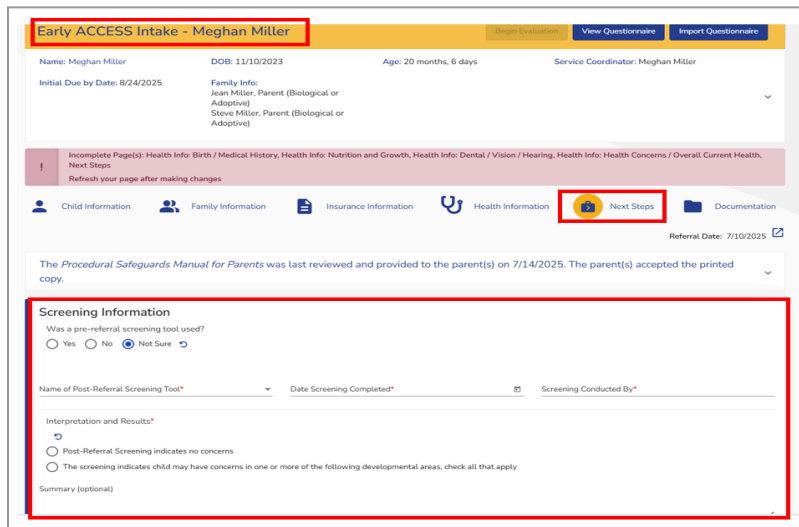
Once it has been decided a Post-Referral Screening process will be completed, a *Consent for Post-Referral Screening* needs to be requested and approved (signed) via the **Family Consent** section of the **Documentation** page.



After “Add New” is clicked, select **Consent for Post-Referral Screening** from the dropdown and complete the required fields.



Once the *Consent for Post-Referral Screening* is approved (signed), additional fields will display in the **Screening Information** section on the **Next Steps** stepper of the **Intake** page. Complete the fields to document Post-Referral Screening information and results.



Example

Post Referral Screening: Hearing Screen

Below illustrates documentation of Post-Referral Screening in ACHIEVE for a child who was referred to Early ACCESS due to needing a hearing screen.

Once the *Consent for Post-Referral Screening* is approved/signed, document the results of the hearing screen in the **Screening Information** section on the **Next Steps** stepper of the **Intake** page.

Screening Information

Was a pre-referral screening tool used?

☐ Yes
 ☐ No
 ☒ Not Sure

Name of Post-Referral Screening Tool

Other

Enter tool name...

hearing screen- OAE

Date Screening Completed

07/15/2025

Screening Conducted By

Tori Carsurd

Interpretation and Results

☐ Post-Referral Screening indicates no concerns
 ☒ The screening indicates child may have concerns in one or more of the following developmental areas, check all that apply

Developmental Areas (check all that apply)

☐ Adaptive
 ☐ Cognitive
 ☐ Communication
 ☒ Physical (gross motor and fine motor)
 ☐ Social-Emotional

Summary (optional)

Right- Refer. Refer at 4,5 kHz; Noisy at 2,3 kHz.
 Left- Refer. Refer at 4,5 kHz; Noisy at 2,3 kHz.
 1000 Hz Tympanograms: Abnormal, bilaterally.

Recommendations and Follow-Up Needed for Child / Family

Based on child not passing the screen, it is recommended child have a diagnostic hearing test and full developmental evaluation.

Print Results

Create PWN

Untag for Prior Written Notice

In the example above, the developmental area selected was Physical. Physical includes hearing and vision, in addition to gross motor and fine motor.