

Heading: Child Health and Development	P.S. # 1304.20	Rev. 7/2004
Policy Name: ESI PROCEDURES	Policy # CHD 1	Page 1 of 2

ESI PROCEDURES OUTLINE

1. When setting up the First Home visit, request a quiet place to conduct the ESI, which is the Early Screening Inventor. This will take from 20-30 minutes to administer.
 - If the child's rounded age is 4 to 4 ½ the examiner will use the ESI * P (blue screener).
 - If the child's rounded age is 4 ½ to 6 the examiner will use the ESI * K (green screener).

STEP BY STEP

1. You must have the parent sign the [Permission to Test](#) form before you begin.
2. Take the child to the prearranged quiet place. Talk to the child and tell him/her that you are going to play some games together while the other teacher talks to his/her parent.
3. Sit down across from the child. Follow the test as directed in the examiner's manual.
4. When completed tell the child "good job" and score the screener. Follow the ESI Cutoff Scores on the back page of the screener to determine the direction of the out come.
5. The examiner will review with the parent and the other teacher the screening score. If the score is OK and the child is functioning at age level, then he/she will be in the normal range on the core.

If the score indicated a re-screen the examiner will re-screen with the core baseline. Using the baseline information (about six weeks), score the Core Curriculum Report for Re-screen Score Form. If the placement is in the lower 1/4 of the whole class in the Language, Math, Social Emotional areas we may want to refer the child to the school district. The teaching team will confer with parent and have the parent sign the referral form at this time. If the child's score is in the lower 1/4 of the whole class in Fine motor/Gross motor, we may consider a referral for Children's Special Health Clinic-(Health Dept). Again parent must sign the referral form. Be sure to write your concerns on the Core Curriculum Report for Re-screen Score Form. When the child's score is in the lower 1/2 of the whole class then you will monitor for improvement. If the child makes steady improvement then he/she is developing and that is the goal. Send the Re-screen Score form to the Disabilities Specialist as soon as completed.

Heading: Child Health and Development	P.S. # 1304.20	Rev. 7/2004
Policy Name: ESI PROCEDURES	Policy # CHD 1	Page 2 of 2

When the screening score indicates a referral, or the examiner detects a speech, hearing or a developmental delay she will review the results with the parent and recommend a referral be made to the local school district. The parent will sign the Referral form at this time. The referral will be sent to the Disabilities Specialist along with the front and back pages of each child's screener. This must be done the first Friday after class begins.

The teacher will keep the pink copy of the referral form (back page) and send the white and yellow pages to the Disabilities Coordinator along with the front and back pages of each child's completed screener.

The screener and parent questionnaire will be filed in the child's classroom file.