

# Deskside Reference Guide



## Role of WIC Staff

Regularly give families the opportunity to complete an age-appropriate checklist, unless the child has a known developmental delay or disability. If the child is between checklist ages, use the younger checklist. If the child was born prematurely, use the corrected age. The checklist can be completed on paper, via online checklist, or in the *Milestone Tracker* app.

Refer for follow-up if indicated and encourage family to continue tracking in between visits. If allowed by your state, the referral can be noted in the electronic data system. See box below for talking points.

### Talking points for introducing the checklist:

Developmental milestones are things most children do by a certain age. Tracking how \_\_\_\_\_ plays, speaks, learns, acts, and moves for their age is just as important as measuring their height and weight.

Milestone checklists help us work together to track your child's development. If you haven't completed one yet, we can do it together.

Let's answer these first two questions together. Does \_\_\_\_\_ (read first item on checklist)? Does \_\_\_\_\_ (read second item)?

Go through the rest of the checklist and let me know if you have any questions. Be sure to add \_\_\_\_\_'s name and age, along with today's date.

### Review the completed checklist and determine need for referral. Use the below talking points to help guide your conversation, modifying them to best fit the situation.

**IF ALL milestone boxes are checked AND NO concerns noted, this indicates the child is reaching their milestones.**

It looks like \_\_\_\_\_ is on track for meeting their developmental milestones.

Share this checklist with your family and \_\_\_\_\_'s doctor so they can see how great \_\_\_\_\_ is doing.

Keep tracking \_\_\_\_\_'s milestones! *CDC's Milestone Tracker* is an easy way to keep tracking until your next visit.

**IF ONE or more milestone box is NOT checked OR ANY concerns noted, this indicates a need for a referral.**

Thank you for completing \_\_\_\_\_'s milestone checklist. It's a great way to support their development. Anytime even one milestone is missed, or you have a concern about your child's development, it is important to speak with your child's doctor. Acting early can make a big difference.

Please call \_\_\_\_\_'s doctor to schedule an appointment for developmental screening.

**Paper checklist:** There is a note to the doctor on the back of this checklist and next steps for you to take.

**Online or app checklist:** I can send you an email with a note to share this checklist with your child's doctor including next steps.

**IF ALL milestone boxes are checked AND NO concerns noted, this indicates the child is reaching their milestones.**

If you ever have any concerns or questions about \_\_\_\_\_'s development, feel free to call us and be sure to talk to the doctor.



Encourage families to scan this QR code to download CDC's Milestone Tracker app if they haven't already.

**IF ONE or more milestone box is NOT checked OR ANY concerns noted, this indicates a need for a referral.**

I want to know what \_\_\_\_\_'s doctor has to say the next time you come for your appointment. Like you, I want to be sure we are doing everything we can to support \_\_\_\_\_'s development.

In addition, you can call \_\_\_\_\_ to have your child evaluated for free or low-cost services to help their development. The phone number is \_\_\_\_\_. When you call, say "I have concerns about my child's development and would like to have my child evaluated to find out if they are eligible for services to help."

I look forward to what progress you and \_\_\_\_\_ have made. Please feel free to call if you have any questions and keep tracking \_\_\_\_\_'s development.

CDC's Milestone Tracker app is an easy way to keep tracking until your next visit.



**Videos to help guide your conversations with families**



**Example of In-person WIC Visit**



**Example of Virtual WIC Visit**



**Training for WIC staff**

## COMMON QUESTIONS FROM FAMILIES

### What are developmental milestones?

Developmental milestones are things most children (75% or more) do by a certain age. For example, most children can say "mama" or "dada" by their first birthday. These checklists were developed by the Centers for Disease Control and Prevention's *Learn the Signs. Act Early* Program, are informed by research, and were reviewed by development experts.

### Where can I go for more information on developmental milestones?

CDC's *Learn the Signs. Act Early* website:  
<http://www.cdc.gov/ActEarly>

### I already filled out a checklist (at the doctor, daycare, etc.). Do I have to do it again?

Children grow and change quickly so it is a great idea to do this kind of checklist frequently. It's a good way to make sure a child is on track. Note: If a child has already been diagnosed with a developmental delay or is receiving specialized services for developmental concerns (speech/language therapy, special education, or other interventions), there is no need for the family to complete a checklist or for a referral to the doctor.

### What do I do if my doctor isn't responsive to my concerns?

- Acting early on concerns is the best way to help your child and you are doing the right thing; you know your child better than anyone
- If your doctor tells you to "wait and see" and you feel uneasy about that advice, you can seek a second opinion with another doctor
- You can also call your local intervention program [insert org name and number] to find out if your child qualifies for services to help. Evaluation for services is free or low-cost and you do not need a doctor's referral.

### How quickly do I need to contact my child's doctor? Is this an emergency? Can it wait until our next well-child visit?

While not an emergency, developmental concerns should be addressed promptly. Please see your child's doctor before your next WIC appointment. If your next well-child check-up with the doctor is more than a month away, don't wait. Call and get the next available appointment. Acting early can make a real difference.