

GUAM WIC PROGRAM BUREAU OF NUTRITION SERVICES		
TITLE: Learn the Signs, Act Early Child Developmental Milestone Policy	POLICY NO.: CS-07	Page 1 of 2
APPROVED BY: <i>Annette Aguon</i> 2-10-2024 Annette Aguon, MPA, Acting CPHO Division of Public Health	DATE OF ORIGINAL APPROVAL:	DATE REVISED/REVIEWED:
Endorsed By: Cydzel V. Toledo, MD, MHA, WIC Program Director Godfrey Wong, Acting Public Health Nutrition Specialist	<i>Godfrey Wong</i> 2/7/24	<i>Godfrey Wong</i> 2/7/24

PURPOSE

To collaborate with the Division of Children's Wellness in identifying infants and children who are not meeting developmental milestones. To establish guidelines in developmental milestones assessments and referrals of WIC Infants and Children participants to the Guam Early Intervention System or a medical provider. This process enables WIC staff to help parents monitor their children's development and make timely referrals when needed.

POLICY

- A. The Guam WIC Program shall have a Memorandum of Understanding (MOU) with the Division of Children's Wellness - Preschool Development Grant, Birth to 5 (PDG, B-5) to enhance collaboration between the programs, by integrating early childhood care and education services, thereby increasing access to services that will benefit the promotion of the infant or child's socio-emotional and overall health.
- B. Guam WIC program staff shall assess the infant or child's developmental milestones using the Learn the Signs, Act Early (LTSAE) checklist with the child's parent or authorized representative at every certification and provide referrals to Guam Early Interventions or pediatrician if developmental milestone needs are identified.
 1. All infants or children's authorized representatives are required to participate and complete the child developmental milestone Learn the Signs, Act Early checklist upon certification.

PROCEDURE

1. Community Program Aides shall provide parents or authorized representatives with the LTSAE checklist based on the client's age while waiting to be called during certification.
2. Community Program Aides will ask authorized representatives to look through the checklist and identify any milestones reached or not.
3. Community Program Aides will document that the LTSAE checklist was provided under the Notes tab in the Health and Nutrition Delivery System (HANDS).
 - a. Select the Notes Tab.
 - b. Select Add.
 - c. Select Client Name.
 - d. Select Note Type: PHASE 1 LTSAE Given

- e. On the Note document "Client provided LTSAE checklist to be completed"
- f. Hit the save button.
4. If the Authorized Representative (AR) declines to participate with LTSAE, encourage and educate AR and ask why AR declined. document in HANDS if AR continues not to participate.
 - a. Select Notes Type LTSAE Declined
 - b. Document Declined
 - c. Hit save
5. During phase 2 of the certification, Nutrition Assistants will review and go over the checklist with the Authorized Representative and discuss if any milestones on the checklist are not being met for that age.
6. If age-appropriate milestones are not met or reached, the Nutrition Assistant shall make referrals to Guam Early Interventions or the client's pediatrician using the Clinic Universal Referral Form (see attachment).
7. Completed Universal Referral Forms may be scanned and emailed to DOE Guam Early Interventions at geis@gdoe.net or faxed to (671) 472-1741.
8. If a referral is made to Guam Early Interventions or a pediatrician, document the referral in HANDS.
 - a. In HANDS, select Care Plan
 - b. Select Referrals
 - c. Select Add new record
 - d. Select LTSAE Guam Early Interventions or LTSAE Private Medical doctor depending on where the referral is being made to.
 - e. Hit OK and then Save
9. Document the LTSAE checklist reviewed with the client
 - a. Select note type: PHASE 2: LTSAE REVIEWED
 - i. Document LTSAE checklist reviewed. Milestones met (or)
 - ii. Document LTSAE checklist reviewed. Milestones not met. Referred to GEIS (or Medical Provider)

ATTACHMENTS:

