



# Comprehensive Child Find Checklist

Each local Birth to 3 Program must develop a comprehensive child find system to ensure that all eligible infants and toddlers are identified and referred to the program. Wisconsin has created a child find checklist to aid local programs in the identification of eligible children and opportunities to increase outreach efforts, including a heightened focus on children from historically underrepresented populations.

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**Distribute First 1,000 Days Child Find materials**

The Wisconsin Department of Health Services facilitates child find efforts through its statewide *First 1,000 Days Wisconsin Child Find Campaign*, a media toolkit to increase knowledge on the Birth to 3 Program. The [media toolkit](#) includes materials specifically for families and materials for health and childcare professionals.

**Utilize underrepresented populations' "Child Find Outreach Resources"**

According to [federal law](#), Part C programs are responsible for identifying, locating, and referring eligible infants and toddlers 1) residing on reservations, 2) directly affected by substance exposure, and 3) homeless. Child Find Outreach Resources are available to assist programs in their outreach efforts to ensure equitable access and participation in Birth to 3 Program services.

**Foster relationships with referral sources**

Identify your programs key referral sources (i.e., local hospitals, physicians, child welfare, early childcare centers) and build upon those relationships. Know the individuals to contact within each of those organizations for increased communication.

**Create a communication plan with referral sources**

Once you build relationships with your primary referral sources, determine frequency of communication to assess child find activities. This is an opportunity to discuss what is working well and addressing barriers to referring children. Promote the use of the [Birth to 3 Program Referral form](#).

**Designate a staff member to oversee child find efforts**

Each county Birth to 3 Program can assign a staff member to oversee their comprehensive child find system on a continual basis. The staff member would be responsible for reviewing and analyzing child find activities to better understand program practices and inform program administrators.

**Use data to drive focus**

In the Program Participation System (PPS), counties can mark a child's referral source. Encourage staff to complete that section in PPS. Use that data to inform program improvement opportunities. Identify the areas with the least number of referrals and distribute child find materials, foster relationships with staff, and promote timely referrals.

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