**Sample cover letter to parents explaining the importance of developmental-behavioral screening.**

The letter below is written at the 5th to 6th grade level which is about one to two grade levels higher than the reading level where almost all parents can understand what is said. It is difficult to explain in family-friendly language the complex issues of what screens measure and what reimbursement may or may not cover). So feel free to download it from the website for this book and see if you can make it easier. We used *www.readabilityformulas.com* to check on reading levels and you may find the site helpful for working further on our sample letter and for any other communications you write for parents.

Clinic

Address

Phone

Dear Parent,

One of the most important things we do is help with children’s learning and behavior. To do this we use screens. Screens are short tests that help us decide how best to help you and your child.

We want you to be the best parent you can be. That means we need to make sure all is well in your own life. Some of our screens check on how you are doing as a parent. We may ask questions about your housing, how your partner treats you, how you deal with guns or smoking in your home, and how you are feeling as a person.

Our screens also check on how your child is coming along and what worries you have. The answers you give let us know how best to help you and your child. Help can be giving you information to take home. Or help can be referring you and your child to programs that can do more.

As you know, children’s learning and behavior changes with time. How you and your family are doing can change too. That’s why we give screens over time-- to make sure all is well, stays well, and what kind of help is needed.

Just as we charge for shots and other services, we also charge when we give screens. We can’t guarantee your insurance will cover this. But we will do our best to bill carefully so that your insurance pays what it should.

If you insurance does not cover screening, we ask you to contact them and figure out why. Please let us know what you find.

Meanwhile, our clinic will work with the American Academy of Pediatrics to make sure that screens for learning and behavior are covered. With families and clinics working together we can make this happen.

We want you to stick with us as we look carefully during each visit at how you and your child are doing.

Sincerely,

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Provider

Clinic Name