

Screening Program Blueprint

A step-by-step checklist for designing, implementing, and reviewing a screening program.

START WITH THE DECISION

What will you do differently because of the information collected?

01 DESIGN

Define the purpose before choosing measures

- ☐ **Set the purpose and scope.**
Define the target population, setting, objectives, and intended decisions.
- ☐ **Choose the decision type.**
Recognize change / Guide evaluation / Support education / Establish baseline.
- ☐ **Select defensible measures.**
Consider relevance, measurement quality, time, equipment, burden, and accessibility.
- ☐ **Define the response in advance.**
Specify how findings will be interpreted, communicated, escalated, or reassessed.

02 IMPLEMENT

Make the protocol reliable in real-world conditions

- ☐ **Prepare personnel.**
Assign roles; train assessors; establish supervision and escalation procedures.
- ☐ **Standardize procedures.**
Fix the sequence, setup, instructions, trials, measurement rules, and documentation.
- ☐ **Manage the workflow.**
Confirm staffing, participant flow, privacy, scheduling, accessibility, and backup plans.
- ☐ **Ensure data quality.**
Pilot the process; check completeness, consistency, secure handling, and errors.

03 REVIEW

Determine usefulness and improve the next iteration

- ☐ **Assess feasibility.**
Review participation, completion, time, resources, and acceptability.
- ☐ **Analyze findings.**
Check patterns, data completeness, variability, and whether results were interpretable.
- ☐ **Refine the program.**
Keep useful measures; revise or remove low-value steps; update procedures.
- ☐ **Evaluate impact.**
Determine which decisions or actions followed and what happened afterward.

READY-TO-LAUNCH CHECK

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|---|---|
| ☐ Clear purpose and target population | ☐ Standardized delivery protocol |
| ☐ Actions / referrals defined in advance | ☐ Data quality and privacy protections |

Build your screening program

Translate each phase into a documented and repeatable process.

PROGRAM / SETTING

01 DESIGN

Decision, population, measures, response

Primary screening purpose (select one or more):

- ☐ Recognize change
 ☐ Guide evaluation
 ☐ Support education
 ☐ Establish baseline

Target population, setting, and decision the results should support:

Measure / domain	Interpretation / action / follow-up

02 IMPLEMENT

Staffing, consistency, workflow, quality

Personnel / training / oversight

Standardized procedures / instructions

Participant flow / timing / contingencies

Data quality / consent / confidentiality

03 REVIEW

Metrics, decisions, improvement

Define how program success will be assessed:

- ☐ Reach
 ☐ Completion
 ☐ Data quality
 ☐ Actions taken
 ☐ Follow-up

Next review date / person responsible:

Keep / improve / remove for the next cycle:
