

Bright Futures Tool and Resource Kit

BRIGHT FUTURES

Guidelines for Health Supervision of
Infants, Children, and Adolescents

THIRD EDITION



**Bright
Futures™**

prevention and health promotion
for infants, children, adolescents,
and their families™

American Academy
of Pediatrics



DEDICATED TO THE HEALTH OF ALL CHILDREN™



Introduction

Bright Futures Tool and Resource Kit has been developed to enhance the quality of health supervision preventive care for infants, children, and adolescents. It is designed to accompany and support *Bright Futures: Guidelines for Health Supervision of Infants, Children, and Adolescents*, Third Edition.

Bright Futures Tool and Resource Kit tools are designed to be used “as is.” Some practitioners may choose to adapt the tools for use in their setting depending on the population they serve (eg, single parent, adoptive and foster parents, families with low literacy skills). Some may choose to adapt all or part of the tools into existing forms, and others may adapt for an electronic medical record system.

Implementing a new process, tool, or strategy into a busy clinic takes time. To get started, practices should consider 3 groups of tools that are designed to be used together and can be conveniently incorporated into existing practice.

1. Bright Futures Previsit Questionnaires

When families complete the Previsit Questionnaire, in effect they start the visit without you! Before the face-to-face visit begins, the family highlights its visit priorities and helps practitioners set the visit agenda by determining specific health promotion and anticipatory guidance needs. Additional screening for developmental progress, autism, or other issues may be added. Now valuable family and practitioner time can be used wisely, efficiently, and effectively.

2. Visit Documentation Forms

Visit Documentation Forms are designed to reflect the richness of a Bright Futures visit and document work done. These tools can provide ready templates for evolving electronic health records for health supervision care.

3. Bright Futures Parent/Patient Education Handouts

Patient and parent education handouts provide an opportunity to reinforce important topics discussed during the visit and deliver additional information. They summarize anticipatory guidance related to each of the 5 Bright Futures priorities for each visit. Clinicians might use the handout during the visit with the family, stressing topics of particular interest.

While these 3 tool groups provide a useful starting point, they do not comprise all the elements of a Bright Futures health supervision visit. The visit can be enhanced by

- Additional Parent/Patient Education Handouts
- Developmental, Behavioral, and Psychosocial Screening and Assessment
- Practice Management tools for preventive care
- Developing linkages to Community Resources

The kit provides tools and resources in each of these areas, offering multiple opportunities to enhance the health supervision care you already provide.

Bright Futures Tool and Resource Kit Site Map

Bright Futures Visit Forms

Convenient Visit Forms help clinicians and office staff easily and successfully implement Bright Futures recommendations for health supervision.

Core Forms

1. Previsit Questionnaires
2. Visit Documentation Forms
3. Parent/Patient Education Handouts

To optimize visit time, many health care professionals choose to gather information while families and patients are waiting to be seen. Previsit Questionnaires helps practitioners

- Determine what the family or adolescent would like to discuss that day in conjunction with the Bright Futures visit priorities.
- Initiate recommended medical screening by integrating risk-assessment questions corresponding to the Bright Futures screening tables and the American Academy of Pediatrics “Recommendations for Preventive Pediatric Health Care” (periodicity schedule).
- Obtain developmental surveillance information from parents and youth.

- **Infancy**
2 to 5 Day (First Week) Visit; 1 Month Visit; 2 Month Visit; 4 Month Visit; 6 Month Visit; 9 Month Visit
- **Early Childhood**
12 Month Visit; 15 Month Visit; 18 Month Visit; 2 Year Visit; 2½ Year Visit; 3 Year Visit; 4 Year Visit
- **Middle Childhood**
5 Year Visit; 6 Year Visit; 7 Year Visit; 8 Year Visit; 9 Year Visit; 10 Year Visit
- **Adolescence**
Older Child/Early Adolescent Visits—For Parents; Older Child/Younger Adolescent Visits; Early Adolescent Visits; 15 to 17 Year Visits; 18 to 21 Year Visits

2. Visit Documentation Forms

Designed for use with the Bright Futures Guidelines, these forms are convenient resources for documenting activities within the typical health supervision visit. They also help simplify proper coding and help providers secure appropriate payment for each visit’s activities.

- **Infancy**
2 to 5 days (first week); 1 month; 2 months; 4 months; 6 months; 9 months
- **Early Childhood**
12 months; 15 months; 18 months; 2 years; 2½ years; 3 years; 4 years
- **Middle Childhood**
5 to 6 years; 7 to 8 years; 9 to 10 years
- **Adolescence**
11 to 14 years; 15 to 21 years
- **Additional Documentation Forms:** Initial History Questionnaire; Medication Record; Problem List; Problem Visit

3. Parent/Patient Education Handouts

Parent and patient (7 years and older) handouts for each visit summarize Bright Futures anticipatory guidance. Each is written with attention to low literacy.

Parent Handouts

- **Infancy**
2 to 5 Day (First Week) Visit; 1 Month Visit; 2 Month Visit; 4 Month Visit; 6 Month Visit; 9 Month Visit
- **Early Childhood**
12 Month Visit; 15 Month Visit; 18 Month Visit; 2 Year Visit; 2½ Year Visit; 3 Year Visit; 4 Year Visit
- **Middle Childhood**
5 and 6 Year Visits; 7 and 8 Year Visits; 9 and 10 Year Visits
- **Adolescence**
Early Adolescent Visits; 15 to 17 Year Visits

Patient Handouts

- **Middle Childhood**
7 and 8 Year Visits; 9 and 10 Year Visits
- **Adolescence**
Early Adolescent Visits; 15 to 17 Year Visits; 18 to 21 Year Visits

Additional Bright Futures Visit Forms

Supplemental Questionnaires

These forms ask questions related to each of the 5 Bright Futures priorities for each visit. They help busy clinicians quickly prioritize topics to make the most of their time with patients.

Parent Supplemental Questionnaires

- **Infancy**
2 to 5 Day (First Week) Visit; 1 Month Visit; 2 Month Visit; 4 Month Visit; 6 Month Visit; 9 Month Visit
- **Early Childhood**
12 Month Visit; 15 Month Visit; 18 Month Visit; 2 Year Visit; 2½ Year Visit; 3 Year Visit; 4 Year Visit
- **Middle Childhood**
5 and 6 Year Visits; 7 and 8 Year Visits; 9 and 10 Year Visits
- **Adolescence**
Older Child/Early Adolescent Visits

Patient Supplemental Questionnaires

- **Adolescence**
Older Child/Younger Adolescent Visits; Early Adolescent Visits; 15 to 17 Year Visits; 18 to 21 Year Visits

Medical Screening Questionnaires

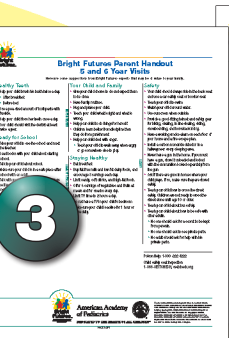
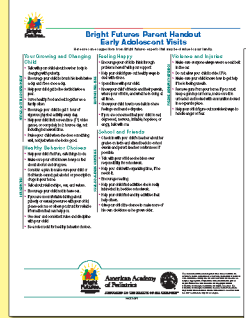
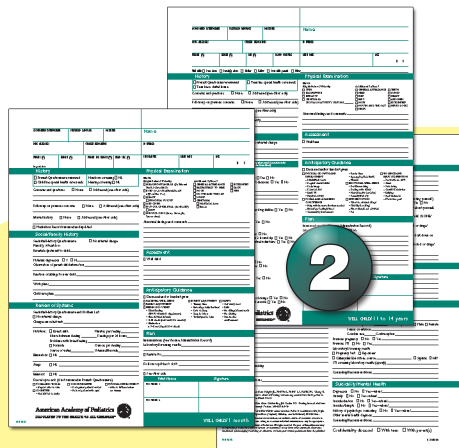
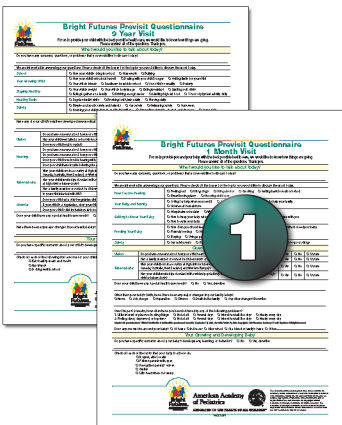
Recommended screening occurs at each Bright Futures visit. Certain screening is universal—every child of a specified age receives it. Other screening is selective—it occurs only if a risk assessment is positive. The risk assessment questions found here are also incorporated into the Bright Futures Previsit Questionnaire. For clinics that elect not to use the Previsit Questionnaire, the Medical Screening Questionnaire provides for risk assessment via one easy-to-use form for each age level.

- **Infancy**
Newborn, 2 to 5 Day (First Week), and 2 Month Visits; 1 Month Visit; 4 Month Visit; 6 Month Visit; 9 Month Visit
- **Early Childhood**
12 Month Visit; 15 Month Visit; 18 Month Visit; 2 Year Visit; 2½ Year Visit; 3 Year Visit; 4 Year Visit
- **Middle Childhood**
5 Year Visit; 6 Year Visit; 7 and 9 Year Visits; 8 and 10 Year Visits
- **Adolescence**
Older Child/Younger Adolescent Visits; Early Adolescent Visits; 15 to 21 Year Visits

Adolescent Health Quizzes

Quick quizzes like those found in many magazines can help health care professionals and adolescents “start the conversation” about healthy behaviors.

- **Adolescence**
Early Adolescent Visits; 15 to 17 Year Visits; 18 to 21 Year Visits



Parent/Patient Education Handouts

This section provides easy access to parent and patient education materials organized by age and visit. These additional recommended resources give parents and youth more detailed how-to information, drawn from trusted sources, addressing the visit priorities. They can be used to enhance discussions or supplement care with additional guidance.

Infancy

(Prenatal to 11 Months)

- **Bright Futures Additional Patient Education Resources: Infancy**

Prenatal

- Helping Siblings Adjust to the New Baby
- Car Safety Seat Check-up

Newborn

- Breastfeeding Basics
- Six Infant States: Wakefulness or Sleepiness
- Welcome to the World of Parenting!
- Questions and Answers: Jaundice and Your Newborn (English)
- Questions and Answers: Jaundice and Your Newborn (Spanish)
- Questions and Answers: Jaundice and Your Newborn (Chinese)
- Questions and Answers: Jaundice and Your Newborn (Italian)

1 Week

- Dangers of Secondhand Smoke
- Breastfeeding—Is Baby Getting Enough?

1 Month

- Returning to Work: Ideas for Parents
- Is This the Right Place for My Child? 38 Research-Based Indicators of High-Quality Child-Care

2 Months

- Prevent Shaken Baby Syndrome

4 Months

- Healthy Start, Grow Smart: Your Four-Month-Old

6 Months

- How Can I Help My Child Learn to Talk? Ideas for Parents
- Reading Rockets: Tips for Parents of Babies, Toddlers, Preschoolers, Kindergartners, First Graders, Second Graders, and Third Graders

9 Months

- Stranger Awareness/Stranger Anxiety
- How Can I Begin Setting Limits for My Child?
- Tips for Visiting Relatives: Ideas for Parents

Early Childhood

(1 to 4 Years)

- **Bright Futures Additional Patient Education Resources: Early Childhood**

12 Months

- Principles of Limit Setting
- “Me Don’t Want It”—Helping Your Toddler to Eat Happy and Healthy
- Surviving the Toddler Years
- A Parent’s Guide to Toy Safety
- Routines

15 Months

- Is My Child Ready for Toilet Training?
- How Can I Help My Child Stay Dry During the Day?
- “We Did It!” Helping to Make Toilet Training a Success
- Good Nights: Solutions for Bedtime Battles
- “No No No!!”—Handling the “Nos” of Toddlerhood
- Why Are Good-Byes So Hard? Separations in the Toddler Years
- Ten Tips for Managing Temper Tantrums

18 Months

- Reading Aloud: Ideas for Parents
- Why Is My Toddler Fearful?
- Saying More and More Words

2 Years

- How Can I Help My Child Stay Dry During the Day?
- “We Did It!” Helping to Make Toilet Training a Success
- Teaching Good Behavior: Tips on How to Discipline

2½ Years

- “It’s Mine”—Sharing and Turn Taking in Toddlerhood
- Guidelines for Special Time
- Tips for Promoting Healthy Eating Habits

3 Years

- Communicating with Children
- Parents’ Roles in Teaching Respect
- Making Friends: Preschoolers and Social Development
- The Preschool Activity Pyramid

4 Years

- Young Children Learn a Lot When They Play
- Preparing Your Child for School

Middle Childhood

- **Bright Futures Additional Patient Education Resources: Middle Childhood**

5 and 6 Years

- Reading for Children, Grades 1–6
- Top TV Tips: Building a Balanced TV Diet
- A Guide to Children’s Dental Health
- Growing Independence: Tips for Parents of Young Children
- Healthy Communication With Your Child

7 and 8 Years

- Social & Emotional Development in Middle Childhood: Ages 5–10 Years: What to Expect & When to Seek Help
- Social & Emotional Development in Middle Childhood: Ages 5–10 Years: What to Expect & When to Seek Help (Spanish)
- Friends Are Important: Tips for Parents
- MyPyramid for Kids Poster—Side 1 (for younger children)
- MyPyramid for Kids Poster—Side 2 (for advanced elementary students)
- Your Child Is On the Move: Reduce the Risk of Gun Injury
- Kids’ Activity Pyramid
- Healthy Communication With Your Child
- Bullying: It’s Not OK
- Understanding the Impact of Media on Children and Teens

9 and 10 Years

- Social & Emotional Development in Middle Childhood: Ages 5–10 Years: What to Expect & When to Seek Help
- Social & Emotional Development in Middle Childhood: Ages 5–10 Years: What to Expect & When to Seek Help (Spanish)
- MyPyramid for Kids Poster—Side 2 (for advanced elementary students)
- Bullying: It’s Not OK
- How to Handle Anger
- Homework Tips
- Puberty—Ready or Not Expect Some Big Changes
- Your Child’s Mental Health: When to Seek Help and Where to Get Help
- Healthy Choices for Parents of Older Children and Teens

Adolescence

- **Bright Futures Additional Patient Education Resources: Adolescence**

Early Adolescence (11 to 14 Years)

- The Five Basics of Parenting Adolescents
- Deciding to Wait
- Staying Cool When Things Heat Up
- Encourage Your Child to Be Physically Active
- Tips for Parents of Adolescents
- MyPyramid: Steps to a Healthier You Poster
- Healthy Choices for Parents of Older Children and Teens

Middle Adolescence (15 to 17 Years)

- Teen Dating Violence: Tips for Parents
- MyPyramid: Steps to a Healthier You Poster
- Expect Respect: Healthy Relationships
- Healthy Choices in Eating and Activity

Late Adolescence (18 to 21 Years)

- Transitions—Growing Up and Away

Developmental, Behavioral, and Psychosocial Screening and Assessment

This section contains 2 tables that provide quick reference to developmental screening and surveillance tools and screening tools appropriate for psychosocial and behavioral assessment during health supervision visits.

- Developmental Screening Tools Table
- Mental Health Screening and Assessment Tools for Primary Care

Several screening tools for use in primary care are also included.

The developmental screening tools are based on the recommendations in “Identifying Infants and Young Children With Developmental Disorders in the Medical Home: An Algorithm for Developmental Surveillance and Screening.”

The screening tools for psychosocial and behavioral assessment are based on the “Enhancing Pediatric Mental Health Care: Strategies to Prepare a Practice” recommendations.

No tool is perfect, and the inclusion of these tools does not imply American Academy of Pediatrics endorsement; they were chosen because of their accessibility and reliability based on current research.

Maternal Depression Screening

- Patient Health Questionnaire-2 (PHQ-2)
- Patient Health Questionnaire-9 (PHQ-9)
- Edinburgh Postnatal Depression Scale

Parent and Family Assessment

- Parental Screening Questionnaire: A Safe Environment for Every Kid

Psychosocial and Behavioral Assessment

- Pediatric Symptom Checklist (PSC-17)
- Pediatric Symptom Checklist (PSC-35)
- Pediatric Symptom Checklist—Youth Report (Y-PSC)
- Strengths and Difficulties Questionnaires (SDQ)

Autism-Specific Screening Tools

- Checklist for Autism in Toddlers (CHAT)
- Modified Checklist for Autism in Toddlers (M-CHAT)

Substance Use

- CRAFFT (Car, Relax, Alone, Forget, Friends, Trouble) Screening Questionnaires



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Community Resources

This section helps pediatric practices and clinics link up with referral resources. While every community is unique, these tools help clinicians everywhere identify community assets for families, build partnerships with other community services, and facilitate referrals when needed.

- Bright Futures: Generating Community Resources
- Bright Futures Community Resources Check Sheet
- Connected Kids: Developing Community Linkages
- Connected Kids: Social Connections Worksheet
- Connected Kids: People Who Care About
- Community Pediatrics Self-Assessment
- Is This the Right Place for My Child? 38 Research-Based Indicators of High-Quality Child-Care
- Making the Grade: How to Coordinate and Collaborate With Schools
- 40 Developmental Assets for Early Childhood (Ages 3 to 5)
- 40 Developmental Assets for Middle Childhood
- 40 Developmental Assets for Adolescents (Ages 12–18)

Practice Management

This section provides tools and resources to facilitate practice operations and administration for preventive services. These practical problem-solvers are designed to help with scheduling, immunizations, coding, and other practice management activities essential to the success of Bright Futures health supervision.

Scheduling and Tracking of Health Supervision Visits

- Recommendations for Preventive Pediatric Health Care
- Preventive Services Prompting Systems
- Bright Futures Preventive Services Prompting Sheet (Infancy and Early Childhood)
- Bright Futures Preventive Services Prompting Sheet (Middle Childhood and Adolescence)
- Missed Appointment Letter (First and Second)
- Missed Appointment Letter (Third)

Coding

Coding for Pediatric Preventive Care 2010—Includes *Current Procedural Terminology*[®] (CPT) codes, Healthcare Common Procedure Coding System (HCPCS) Level II codes, and *International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM)* codes most commonly reported in providing preventive care services.

Medical Screening Reference Tables

Designed to provide an easy-to-use reference table for each Bright Futures visit, each table brings together the relevant history, risk assessment questions, and action to take if the risk assessment is positive.

- Infancy
2 to 5 Day (First Week) Visit; 1 Month Visit; 2 Month Visit; 4 Month Visit; 6 Month Visit; 9 Month Visit
- Early Childhood
12 Month Visit; 15 Month Visit; 18 Month Visit; 2 Year Visit; 2½ Year Visit; 3 Year Visit; 4 Year Visit
- Middle Childhood
5 Year Visit; 6 Year Visit; 7 Year Visit; 8 Year Visit; 9 Year Visit; 10 Year Visit
- Adolescence
Adolescent Visits

Vaccine Administration and Storage Tools

- Refusal to Vaccinate Form
- Checklist for Safe Vaccine Handling and Storage
- Don't Be Guilty of These Errors in Vaccine Storage and Handling

Promoting Cultural Competency

- Promoting Cultural and Linguistic Competency: Self-Assessment Checklist for Personnel Providing Primary Health Care Services
- Promoting Cultural Diversity and Cultural Competency: Self-Assessment Checklist for Personnel Providing Services and Supports to Children with Disabilities & Special Health Needs and Their Families
- The Role of the Primary Care Clinician in Providing Culturally Competent, Family-Centered Care

Increasing Family Involvement

- Youth Satisfaction Survey
- Parent/Guardian Satisfaction Survey
- Family-Centered Care Coordination
- Pre-Visit Contact for Scheduling Phone Call
- Child/Adolescent Health Assessment
- Children With Special Health Care Needs
- Children With Special Health Care Needs Parent Survey

Quality Improvement

- Model for Improvement

Complementary Models of Well-child Care

- Information on additional well-child care models that complement the Bright Futures approach
 - Connected Kids
 - Healthy Steps
 - Reach Out and Read
 - Healthy Eating & Activity Together
 - The Touchpoints Model of Development

Additional Practice Management Resources for Preventive Care



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