

# SWYC 101

## A Quick-Start Guide for Front Desk Staff



- We are using the SWYC. The SWYC is a questionnaire that is designed to give pediatricians a better idea of how their patients are doing.
- There is a different SWYC form for each well-child visit. Each form is one page, back and front. We have the SWYC available in multiple languages, fill in the required language here:
- The SWYC forms are located here:  
They are grouped by age. If we are running low on SWYC forms, you can print more out by going to [www.theswyc.org](http://www.theswyc.org) and clicking on “Age-Specific SWYC Forms.”
- When a patient checks in at the front desk for their well-child visit, ask yourself if they are in the right age group to receive the SWYC. If they are 5 years of age or younger, they should receive a SWYC. Specify the SWYC age visit here:
- Pick out the form that is correct for that child’s age. If your practice is not using the Excel-based “Form Selector and Milestones Calculator,” fill in your preferred method of calculation and see the SWYC manual for hand-scoring directions:
  - Go to [www.theswyc.org](http://www.theswyc.org) and click on “Choose a Form and Score the SWYC.” Then click on “Form Selector and Milestones Calculator” to download it. You can save this on your desktop to use any time you need it.
  - Enter the current date and the child’s DOB in the yellow boxes on the Excel sheet. If the child was born prematurely, enter that too.
  - The calculator will tell you what form to use.
- Hand the parent the SWYC form. Say “Your child’s physician has asked that you complete this form. Please answer every question and return it to me when you’re done.”
- When the parent returns it to you [fill in whatever the next step is at your practice:



Who should be asked complete the SWYC?

The SWYC can be completed by any caregiver, including parents and grandparents, who have enough knowledge about the child to be able to answer the SWYC questions reliably.



When I hand parents the SWYC, I tell them that their child's doctor has asked that they complete the form. Sometimes parents then ask for more information about why they need to do so. What should I say?

*We would suggest saying something like: "This questionnaire is a tool that helps your child's pediatrician monitor (child's name)'s development and behavior. Don't worry if he or she is not doing all of the things this questionnaire asks about –most children can't do every skill described. The questions are just a way for your doctor to get a sense of what things you should talk about in more detail."*

How about if they want to know what I will do with the information?

*We would suggest saying something like: "Your answers to this questionnaire are confidential- the only people who will see your responses are your doctor and [staff who see results at your practice]. The questionnaire will also become part of your child's medical record."*



How long does it take to complete the SWYC?

Different parents require different amounts of time to complete the SWYC. Most take about 10-15 minutes.