

ASQ and ASQ-SE Developmental Screening Procedure

1302.33 (a) Screening. (1) In collaboration with each child's parent and with parental consent, a program must complete or obtain a current developmental screening to identify concerns regarding a child's developmental, behavioral, motor, language, social, cognitive, and emotional skills within 45 calendar days of when the child first attends the program or, for the home-based program option, receives a home visit. (2) A program must use one or more research-based developmental standardized screening tools to complete the screening. A program must use as part of the screening additional information from family members, teachers, and relevant staff familiar with the child's typical behavior.

Screenings must be completed or obtained within 45 calendar days of a child's first day in the classroom or, for the home-based program option, receives a home visit.

In our Head Start full-day center-based and family home child care and Early Head Start center-based, home-based and family child care program options the tools used for developmental screenings are: Ages & Stages Questionnaires (ASQ-3) and Ages & Stages Questionnaires: Social-Emotional (ASQ:SE). These tools must be introduced to the child's parent/guardian and completed within 45 calendar days of when the child first attends the program or, for the home-based program option, receives a home visit.

The teacher/primary caregiver/home visitor/educarer must fill out the screening forms with the parent/guardian within 45 calendar days of when a child first attends the program and ensure the forms are complete, filed in the child's file, and entered into PROMIS. The parent/guardian must be provided a copy of the screening form to review before they are completed.

If a child speaks a language other than English, a qualified bilingual staff, contractor, or consultant must ensure those conducting the screening know and understand the child's language and culture and have sufficient skill level in the child's home language to accurately administer the screening and to record and understand the child's responses, interactions, and communications. If a qualified bilingual staff, contractor, or consultants are not able to conduct the screening, an interpreter in conjunction with a qualified staff person must be used to conduct screenings and assessments.

The screening is scored by the teacher/primary caregiver/home visitor/educarer and results are shared and discussed with the parent/guardian.

If all developmental areas score within the white section, this indicates there are no concerns. The screening is complete.

If one or more developmental areas scores within the lightly shaded section the teacher/primary caregiver/home visitor/educarer must meet with the family to discuss monitoring the child's progress and providing appropriate activities, and re-screen in 8 weeks.

If one or more developmental areas scores within the dark shaded section, the teacher/primary caregiver/home visitor/educarer must start the *Disabilities Services Checklist* and talk with the

parent/guardian about concerns and referring the child for further evaluation. With the parent/guardian consent, refer to Child Find, the local early intervention agency or program mental health consultant.

When making a referral to the local early intervention agency, follow the program procedure *Early Head Start Referral to an Early Intervention Program*.

When making a referral to Child Find, follow the *Child Find Process* in the program procedure *Screening/Assessment for Preschool Children*.

When making a mental health referral, follow the program procedure *To Request Services of the Mental Health Specialist*.

In addition to the ASQ and ASQ:SE being completed within 45 days of the child's first day of service, the ASQ and ASQ:SE will be completed by September 14th of each program year (within 45 days of the first day of the program year) until the child exits.

If a child enters the program within two months of the program year's annual screening period, the child's initial 45 day screenings can be used for the annual screening requirement.

If a child enters our program with a current IFSP/IEP, or has been screened in the last six months by an early intervention agency, the ASQ is not required. For children with IEPs that are speech only, the child will need to be screened with the ASQ. The teacher/primary caregiver/home visitor/educarer must document in the child's file that the child entered the program with an IFSP/IEP and enter the IFSP/IEP information into PROMIS. A copy of the child's IFSP/IEP must be obtained within 45 days and retained in the child's file for the time the child is enrolled in the program.