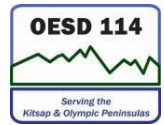




Developmental Screening Procedure



Performance Standards and Regulations		
Head Start Performance Standards 1302.33	ECEAP CO-1	Washington Administrative Code (WAC) 110-300-0055

Purpose

The ASQ-3 (*Ages and Stages Questionnaire, 3rd Edition*) is the developmental screening tool used for each enrolled child. This tool screens a child's development in five areas: communication, fine motor, gross motor, problem solving, and personal-social.

This informs staff about developmental screening due dates, timelines and follow up requirements.

Procedure

For newly enrolled children, the ASQ-3 must be completed within 45 days of a child's First Date of Service (FDS*).

**FDS-Center Based=first day in class, Home Based=first home visit.*

For year-round programs and continuing children, the ASQ-3 must be completed by October 31.

For any scheduling challenges, a plan must be in place with your supervisor and all conversations must be documented per ChildPlus and ELMS procedures. All identified concerns require documented follow-up and parent/guardian consent.

*For a newly enrolled child who enters our program **and** is in the process of being evaluated by an early intervention agency, staff **must**:*

- Complete Authorization to Release and Exchange Confidential Information for the agency the family is working with for evaluation.
- Upload signed form to ChildPlus under Disability tab within **THREE** working days and email Disabilities Program Manager.

Children **WITHOUT** Current IFSPs or IEPs:

HS	ECEAP	EHS-CB	Home Based
The questionnaire portion of the ASQ-3 is completed with the parent/caregiver . <ul style="list-style-type: none"> • EHS—Started during first 30 days of FDS • HS, ECEAP—Started during the Initial Contact/Education Home Visit • Staff provides clarification of any questions the family may have 			The questionnaire portion of the ASQ-3 is completed with the parent/caregiver . <ul style="list-style-type: none"> • Plan to complete during the third PAT foundational visit • Home Visitors provide clarification of any questions the family may have
<p><i>The ASQ-3 is available in English, Spanish, Arabic, Chinese, Vietnamese, and French. If the family's primary language is anything other than English, you must request an interpreter to support completion. Staff should supply interpretive services and translated materials for screenings as available.</i></p>			

Children **WITH** Current IFSPs or IEPs:

If a child is actively receiving IFSP/IEP services in only **ONE** developmental domain through school districts or early intervention, the child must receive screening in **all developmental areas**. We must receive the IFSP/IEP, document in ChildPlus **and** complete the ASQ-3 **prior** to the child's 45th day.

An ASQ-3 **is not required** for children actively receiving IFSP/IEP services in **more than one** developmental domain. **However**, we must receive the IFSP/IEP within 30 days of FDS and document in ChildPlus. If IFSP/IEP is

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not received within 30 days, staff **must** complete the screening prior to the child’s 45th day.

The Authorization to Release and Exchange Confidential Information is used to obtain a copy of the child’s evaluation and IFSP or IEP.

Scoring the ASQ-3

Follow the scoring directions as outlined in the ASQ portal and provided in training. Within 2 weeks of the completed screening, results should be shared with the parent/caregiver to determine next steps, if any. Results are to be utilized in individual planning for children.

Follow Up

Depending on the child’s score, the follow up guidance varies. Follow the specific instructions in the table below and document all contacts/discussion according to ChildPlus and/or ELMS procedures.

Regardless of the child’s ASQ scores, results **must** be discussed with the family to develop a plan for the child that includes classroom and home activities that continue to support the child’s development.

ASQ-3 Scoring Grid Indicator	Next Steps
<p>All developmental areas score within the white:</p> <ul style="list-style-type: none"> Indicates there are no concerns at the time the screening was administered. 	<ul style="list-style-type: none"> Screen annually or at any time throughout the year based on parent concerns, early learning staff concerns or if growth is not being observed.
<p>One or more developmental areas falls within the grey section of the scoring grid:</p> <ul style="list-style-type: none"> “Monitor” indicates the child needs support, and progress are closely monitored. Rescreen child in 6-8 weeks. **If the rescreen date falls during either a long classroom closure (ie: winter break, spring break) or a long staff leave period (more than 2 weeks), the rescreen must occur prior to this date. 	<ul style="list-style-type: none"> Discuss results with the family and develop a plan for the child that includes classroom and home activities to support the child in areas of need as well as in areas of strengths. Complete 3 ASQ activities before the next re-screen and document the activities used in ChildPlus. If the 6-8 week rescreen scores fall in the “Refer” section in any area, follow Referral for Further Evaluation procedure.
<p>If one or more developmental areas score within the black of the scoring grid:</p> <ul style="list-style-type: none"> Follow Referral for Further Evaluation Procedure. 	<ul style="list-style-type: none"> Provide family with information about accessing further evaluation for their child through the local early intervention agency or school district. Complete 3 ASQ activities before the next re-screen and document the activities used in ChildPlus. Any referral decision made is in collaboration with the family and a referral requires written parent consent. Provide support and advocacy to the family throughout the referral and evaluation process.

If the family chooses not to pursue further evaluation, continue to offer focused support in the classroom and at home visits. Complete and upload Parental Refusal for Further Evaluation form to ChildPlus Disability tab. Continued observations and support in classroom and at home are provided through individual planning.

Attachments in CP

Every time a screening is completed (original, rescreens etc.), upload ASQ Summary and Questionnaire under ChildPlus Education tab.