

Developmental and Social-Emotional Screenings

Head Start Program Performance Standards

§ 1302.33

Policy

Head Start and Early Head Start children receive developmental and social-emotional screenings within their first 45 days of enrollment. Additional screenings may be completed on an individualized basis if needs and concerns arise throughout the year.

Community Action Head Start uses the **Ages and Stages Questionnaire 3 (ASQ-3)** tool for developmental screenings and the **Ages and Stages Questionnaire: Social-Emotional (ASQ:SE-2)** tool for social-emotional screenings.

Status of screening completion and follow up is monitored in ChildPlus by the Disabilities & Mental Health (D&MH) Supervisor. Screening results, recommended activities for a child based on their screening scores, applicable resources and referrals are shared with parent/guardian by the Teacher/Home Visitor. Teachers/Home Visitors collaborate with parent(s)/guardian(s) to engage in recommended activities, connect to resources, and complete referrals to service providers as needed.

Procedure for Home Based

Collaboration Between the Home Visitor and Parent/Guardian

For children in Early Head Start Home Based, a new **ASQ-3** and **ASQ:SE-2** is *required* each year within 45 days of enrollment, or the beginning of the program year. Follow-up screenings are *required* on 4 to 6 month intervals until 2 years of age, and then at 6 to 12 month intervals until they transition out of the program.

Home Visitors will conduct the age appropriate **ASQ-3** and **ASQ:SE-2** interview-style with the family at a home visit using either their work phones/laptops to complete the ASQ Online, or pen and paper to complete the hard copy **ASQ-3** and **ASQ:SE-2** evaluations.

- **If using the ASQ Online System:**
 - Home Visitors and the parent(s)/guardian(s) will complete the questionnaire together in English here <https://www.asqonline.com/family/b102f5> or Spanish here <https://www.asqonline.com/family/43dd1a> with the home visitor entering the parent/guardian's answer to each question on the survey.
 - For surveys that are submitted through the ASQ Online system, the D&MH team will input the **ASQ-3** and **ASQ:SE-2** as two separate events in the Education Tab and upload all questionnaires and **Information Summary Pages**, found on the last page of each questionnaire, under Attachments. The D&MH Team will complete this data entry and email the Home Visitor within one week following completion of the surveys.
 - The Home Visitor and the parent(s)/guardian(s) will review the results of the surveys together, using the **Information Summary Pages**. The **Early Childhood Screening Results Form** is an optional form that Home Visitors may choose to use to provide the family with a written record of the conversation.

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- **If using the pen and paper version:**

- The Home Visitor will calculate the child's age in months using <https://www.calculator.net/age-calculator.html> to verify that the age-appropriate version of the **ASQ-3** and **ASQ:SE-2** being used. The Home Visitor and the parent(s)/guardian(s) will complete the age-appropriate surveys together interview-style, with the Home Visitor recording the parent/guardian's answer to each question on the survey.
- Home Visitors will score the **ASQ-3** and **ASQ:SE-2** by filling out the **Information Summary Page**, found on the last page of each survey. The Home Visitor will input the **ASQ-3** and **ASQ:SE-2** as two separate events in the Education Tab and upload the completed questionnaires as Attachments.
- Home Visitors will review the screening results with parent(s)/guardian(s) using the **Information Summary Pages**, found on the last page of each questionnaire. The **Early Childhood Screening Results Form** is an optional form that Home Visitors may choose to use to provide the family with a written record of the conversation.

Follow up on Completed Questionnaires

Home Visitors will review results with parent(s)/guardian(s) for all **ASQ-3** and **ASQ:SE-2** surveys. Home Visitors collaborate with parent(s)/guardian(s) to determine developmentally appropriate goals and activities that support the child's goals and complete referrals as needed. The resources Home Visitors need to provide to families are as follows:

1. For the **ASQ-3**:
 - If the child scores only in the white:
 - Activities and resources to strengthen parent/guardian-child relationships while supporting all developmental areas.
 - If the child scores in the gray for any area:
 - Specific activities for the child based on their area scores and age.
 - New age-appropriate **ASQ-3** after 3 months has passed.
 - If the child scores in the black:
 - Specific activities for the child based on their area scores and age.
 - A **Northwest Regional Education Service District (NWRES D) Release of Information (ROI)** and information on Early Intervention (EI) services.
2. For the **ASQ:SE-2**:
 - If the child scores below the cutoff and as not needing additional support for social-emotional development:
 - Activities to strengthen parent/guardian-child relationships.
 - Information on the benefits of socialization.
 - If the child scores above the cutoff and is needing additional support for social-emotional development:
 - Specific activities for the child based on their area scores and age.
 - A **LifeWorks Northwest (LWNW) ROI** and information on Mental Health Consultation.
 - A new age-appropriate **ASQ:SE-2** after 3 months has passed.

If questionnaire scores indicate that a child may benefit from a referral, Home Visitors will refer a child to Northwest Regional Education Service District (NWRES D) or LifeWorks Northwest (LWNW) by following the process outlined in the **Developmental and Mental Health Referrals Policy and Procedure**.

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If the Home Visitor or parent(s)/guardian(s) have questions about how to interpret the results of an **ASQ-3** or **ASQ:SE-2**, they may consult with the D&MH Supervisor or the Behavioral Specialist for Home-Based. The D&MH Team is available to support staff and families in identifying activities to support developmental domains.

Procedure for Head Start/Early Head Start Center Based

Criteria and Method for completing the ASQ and ASQ:SE-2

For children in Early Head Start Center Based programs, a new ASQ-3 and ASQ:SE-2 is **required** each year within 45 days of enrollment, or the beginning of the program year. Follow-up screenings are **recommended** on 4 to 6 month intervals until 2 years of age, and then at 6 to 12 month intervals until transition out of the program.

For children in Head Start programs, if a child has a current Individual Family Service Plan (IFSP) and is engaged in services with NWRES D, the child's most recent developmental screening will be retrieved from NWRES D. If no screening is available, the family must complete an **ASQ-3** and **ASQ:SE-2** within 45 days of enrollment. If a child is a returner to Head Start and there were no concerns on the surveys from the previous year, **no new ASQ-3** and **ASQ:SE-2** are required.

All children new to Head Start (including children who are transitioning from Early Head Start) and who are *not* receiving services through the NWRES D must complete an **ASQ-3** and **ASQ:SE-2**. Additionally, children who are returners who did not complete one or both surveys in their first year are required to complete the needed **ASQ-3** and/or **ASQ:SE-2**.

If the Teachers are uncertain if a child is required to complete one or both surveys, they can reach out to the D&MH Supervisor or the Program Assistant 3 for guidance.

Distributing and Collecting the ASQ-3 and ASQ:SE-2

One week prior to the first day of the program year, the D&MH Team will use ChildPlus to send a link to the surveys to the parent(s)/guardian(s). The D&MH Team will also email the links to Teachers.

After the program has begun, the Teachers will provide the parent(s)/guardian(s) the questionnaire link again as needed. The Teacher will also provide the link for any students who are enrolled after the beginning of the program year. This link will provide one questionnaire that contains both the **ASQ-3** and **ASQ:SE-2** and is available:

in English here <https://www.asqonline.com/family/b102f5>

in Spanish here <https://www.asqonline.com/family/43dd1a>.

For late enrolling children, the DMH Team will send the initial link to families. The Teacher will provide the parent(s)/guardian(s) the questionnaire link again as needed.

If a family speaks a language other than English or Spanish, the Teacher will arrange a time to support the family to complete the questionnaires with an interpreter.

Within one week of submission, the D&MH team will upload all surveys and **Information Summary Pages** to ChildPlus and document the **ASQ-3** and **ASQ:SE-2** as two separate events in the Education Tab. The D&MH Team will email the Teacher when the surveys and **Information Summary Pages** are ready to view in ChildPlus.

If the family requests to complete the surveys on paper, the Teacher will calculate the child's age in months using the age calculator: <https://www.calculator.net/age-calculator.html> and provide the age-appropriate surveys to the family. The Teacher will score the completed **ASQ-3** and **ASQ:SE-2** by filling out the **Information Summary Page**, found on the last page of each survey. The Teacher will input the **ASQ-3** and **ASQ:SE-2** as two separate events in the Education Tab and upload the completed questionnaires as attachments.

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Supporting the Parent(s)/Guardian(s) to Complete the Questionnaires

Teachers will make every effort to follow up with families and support them to complete the **ASQ-3** and **ASQ:SE-2**. Teachers will build relationships with families and collaborate to identify any barriers to completing the questionnaires. In order to ensure all families receive follow-up and assistance with missing questionnaires, Teachers will do the following:

- The Teacher will send a weekly reminder to each parent(s)/guardian(s) to complete the questionnaire if not completed after 1 week of the child's first day in class. With each weekly reminder, the Teacher will explain to the family the reason for the **ASQ-3** and **ASQ:SE-2** and offer to support the completion of the questionnaire with the parent(s)/guardian(s). Teachers will support families to identify barriers to completing the surveys as well as strategies for overcoming the barriers.
- If the **ASQ-3** and **ASQ:SE-2** are not completed after 4 weeks, the Teacher will notify the D&MH Supervisor. The Teacher will also coordinate a **Coordinated Care Meeting (CCM)** with the parent(s)/guardian(s). The purpose of the CCM is for the Teacher and parent(s)/guardian(s) to complete the surveys together.
- If the family has not completed the questionnaires by one week before the 45th calendar day following each child's first day of class, Teachers will complete an age-appropriate **ASQ-3** and **ASQ:SE-2**. They will upload these to the Education tab of ChildPlus and email the D&MH Supervisor the child's CPID number and date the **ASQ-3** and **ASQ:SE-2** were completed.

Follow up on Completed Questionnaires

Teachers will review results with parent(s)/guardian(s) on all **ASQ-3** and **ASQ:SE-2** surveys using the **Information Summary Page**. The **Early Childhood Screening Results Form** is an optional form that Teachers may choose to use to provide the family with a written record of the conversation. Teachers collaborate with parent(s)/guardian(s) to determine developmentally appropriate goals and activities that support the child's development and complete referrals as needed. The resources Teachers need to provide to families are as follows:

1. For the **ASQ-3**
 - If the child scores only in the white:
 - Activities and resources to support all developmental areas.
 - If the child scores in the gray for any area:
 - Specific activities for the child based on their area scores and age.
 - New age-appropriate **ASQ-3** screening after 3 months has passed.
 - If the child scores in the black:
 - Specific activities for the child based on their area scores and age.
 - A **NWRESD ROI** and information on Early Childhood Special Education (ECSE) Services.
2. For the **ASQ:SE-2**
 - If the child scores below the cutoff and as not needing additional support for social-emotional development:
 - Activities and resources to support social-emotional development.
 - If the child scores above the cutoff and is needing additional support for social-emotional development:
 - Specific activities for the child based on their area scores and age.
 - A **LWNW ROI** and information on Mental Health Consultation.

If a referral is recommended based on scores, Teachers will refer a child to Northwest Regional Education Service District (NWRESD) or LifeWorks Northwest (LWNW) by following the process outlined in the **Developmental and Mental Health Referrals Policy and Procedure**.

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If the Teacher or parent(s)/guardian(s) have questions about how to interpret the results of an **ASQ-3** or **ASQ:SE-2**, they may consult with the D&MH Supervisor or the Behavioral Specialist for their classroom. The D&MH Team is available to support staff and families in identifying activities to support developmental domains.

Procedure for Coffee Creek

The Teacher will calculate the child's age in months using <https://www.calculator.net/age-calculator.html> to verify the age-appropriate version of the **ASQ-3** and **ASQ:SE-2**. The teacher will give paper copies to the guardian to complete.

After the surveys are returned, the Teacher will score the **ASQ-3** and **ASQ:SE-2** by filling out the **Information Summary Page**, found on the last page of each survey. The Teacher will input the **ASQ-3** and **ASQ:SE-2** as two separate events in the Education Tab and upload the completed questionnaires as attachments.

The Teacher will review the screening results with parent(s)/guardian(s). The **Early Childhood Screening Results Form** is an optional form the Teacher may choose to use to provide the family with a written record of the conversation.

The Teacher will collaborate with parent(s)/guardian(s) to review, engage/modify the recommended activities, and complete referrals for services. The resources Teachers need to provide to families are as follows:

1. For the **ASQ-3**
 - If the child scores only in the white:
 - Activities and resources to strengthen parent/guardian-child relationships while supporting all developmental areas.
 - If the child scores in the gray for any area:
 - Specific activities for the child based on their area scores and age.
 - New **ASQ-3** screening after 3 months has passed.
 - If the child scores in the black:
 - Specific activities for the child based on their area scores and age.
 - A **NWRES D ROI** and information on EI/ECSE Services.
2. For the **ASQ:SE-2**
 - If the child scores below the cutoff and is not needing additional support for social-emotional development:
 - Activities and resources to strengthen parent/guardian-child relationships and social-emotional development.
 - If the child scores above the cutoff and is needing additional support for social-emotional development:
 - Specific activities for the child based on their area scores and age.
 - A **LWNW ROI** and information on Mental Health Consultation.

If a referral for NWRES D/LWNW is recommended based on scores, the Teacher will refer a child to Northwest Regional Education Service District (NWRES D) or LifeWorks Northwest (LWNW) by following the process outlined in the **Developmental and Mental Health Referrals Policy and Procedure**.

If the Teacher or parent(s)/guardian(s) have questions about how to interpret the results of an **ASQ-3** or **ASQ:SE-2**, they may consult with the D&MH Supervisor or the Behavioral Specialist for their classroom.

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The D&MH Team is available to support staff and families in identifying activities to support developmental domains.