
	HEAD START and EARLY HEAD START STANDARD OPERATING PROCEDURES	
PROGRAM AREA: Disabilities		
TITLE: Developmental Screening (ASQ-3)		
PREPARED BY: Senior Management		5 Pages

Rationale:

The Ages and Stages Questionnaire-3 (ASQ-3) is a screening tool for toddlers and preschool-age children that covers five developmental domains: communication, gross and fine motor, problem solving and personal-social skills. Screenings provide information about the child’s level of development in each domain and inform the determination of whether the child is at risk for a developmental delay.

Applies to:

All EHS and HS children are to be screened using the age-appropriate ASQ-3, annually, unless the child has an IFSP or IEP.

Procedure:

PLEASE SEE DEVELOPMENTAL SCREENING & REFERRAL FLOW CHART

A. Procedure for All Children (except those with IFSPs/IEPs):

1. The teacher will determine which ASQ-3 is to be administered, based on the child’s DOB and language. The online ASQ-3 version calculator can be used, if staff are unsure which version should be given.
2. **ASQ-3 COMPLETION:** **The parent**, in collaboration with the teacher, **will complete** the ASQ-3 as soon after enrollment as possible (ideally at the first home visit). The initial ASQ-3 screening must be completed within 3 weeks of the child’s start date, and results should be shared with parents and entered into PROMIS no later than 45 days from the child’s first day of attendance (DOA). **NOTE:** Required timelines are calculated based on child’s first day of attendance.
3. **SCORING:** Teachers or site supervisors will score the ASQ-3 and complete the Parent Results Letter.
4. **SHARING RESULTS OF INITIAL SCREENING WITH PARENTS:** The screening results are shared with the parent using the ASQ Parent Results Letter, which must be signed and dated by the parent. Based on the ASQ results, the site supervisor determines who shares the results with parents and the next steps, including whether the results

require follow-up and/or referral. **TIMELINE FOR SHARING RESULTS WITH PARENTS:** HS Performance Standard 1304.20(e)(1) states: “Consult with parents immediately when child health or developmental problems are suspected or identified.” Therefore, **ASQ3 results should be shared with parents no later than 45 days following the child’s first day of enrollment**. For children who need referrals or rescreening, give parent the list of sample activities for home support.

5. **NEXT STEPS: See Developmental Screening & Referral Flow Chart – if screening results show that the child has concerns [i.e., he/she falls into RESCREEN or REFER group], follow steps in Section B [RESCREENING] or C [REFERRAL], below.**
6. **Parent Concerns in the Areas of Hearing, Vision, and Medical:** If the parent has concerns related to hearing, vision, or medical issues, contact the parent immediately to obtain additional information about the concern, including whether the concern is documented on the child’s physical. The site supervisor should make a referral to Disabilities and/or the Health Specialist for follow-up, if necessary.
7. **Parent Concerns about Behavior:** If the parent has concerns related to behavior, do the following: Check the ASQ-SE2 score and comments. If there are behavior concerns noted on the SE2, submit the IRFUS with the ASQ-SE to the Behavior Health Specialist. Do not send ASQ-3 to Behavior Health Specialist.
8. **PROMIS DATA ENTRY:** Initial ASQ3 scores should be entered into PROMIS. Follow the screen shot steps to enter ASQ-3 Screening. Note in comments if rescreening is needed and in what areas. Follow Procedure for Rescreening (see below). Screening results should be entered within 45 days of child’s first DOA.

Procedure for Children with IEPs:

1. If the child has an active IFSP or IEP, he/she does NOT need an ASQ-3 since they have already had an assessment.
2. **PROMIS DATA ENTRY:** Disabilities will enter the Developmental Screening for a child with an IFSP/IEP.

B. Procedure for Rescreening:

1. Children who score low (grey or black) in any of the five domains, must be re-screened by the teacher within 60 days of the initial screening [ideally, the rescreening should coincide with the first parent-teacher conference]. See scoring guidelines for re-screenings.
2. For all re-screenings, the SS should determine the rescreening date (enter initial scores AND date/deadline for the rescreening in PROMIS). Re-screenings should be completed within 60 days of the initial screening.
3. The rescreening needs to be completed ONLY in the domains in which the child scored low (grey or black).
4. Selecting the ASQ version for Rescreening: Use the child’s current age to select the appropriate ASQ version, even if it results in the need to use a different version than what was used for the initial screening.

5. Connecting Screening Results to Instruction: The teacher should use the DRDP 2015 to gather documentation related to the domain(s) in which the child scored low. This will enable the teacher to document the child’s developmental level on the DRDP and share both the DRDP and ASQ rescreening results with parents at a parent-teacher conference. Performance Standard 1304.20(b)(3) states that rescreening should include multiple sources of information, which is why teachers should provide input into rescreening using DRDP documentation **TEACHER SHOULD RESCREEN WITHIN THE DEADLINE**, [i.e., within 60 days of the initial screening] using DRDP documentation, ASQ3, and parent input.
6. **SHARING RESCREENING RESULTS WITH PARENTS**: If a rescreening is recommended, the results of the rescreening should be provided to parents using the ASQ3 Parent Re-Screening Results Letter. The results should be provided in-person to enable parents to understand results and next steps, if warranted. **TIMELINE FOR SHARING RESCREENING RESULTS WITH PARENTS**: HS Performance Standard 1304.20(e)(1) states: “Consult with parents immediately when child health or developmental problems are suspected or identified.” Therefore, **RESULTS OF RESCREENINGS SHOULD BE SHARED WITH PARENTS NO LATER THAN 90 DAYS AFTER THE CHILD’S FIRST DAY OF ATTENDANCE** (refer to timeline table at end of this document), **AND APPROPRIATE REFERRALS MADE, if warranted, WITHIN 90 DAYS of first DOA.**
7. **RESCREEN OK**: If the re-screen shows the child is above cutoffs, no further action is needed. **PROMIS data entry**: Enter re-screen in PROMIS as a new screening, with new date (see PROMIS screenshots for rescreening/follow-up) – include updated scores – enter follow-up as “Service Completed.”
8. **If the ASQ re-screen scores are grey/black in previously identified areas and/or DRDP scores are low, and/or if teacher or parent concerns persist**, a referral should be made to the Disabilities Unit. The referral should be made in PROMIS (see **PROMIS screenshots for Internal/in-house Referral**). This internal (in-house referral) will send an email to the Disabilities Unit staff. **The referral should include the following uploaded documents: Internal Request for Support (IRFUS signed by parent); and any documentation to support concerns.**
9. Following the referral, a disabilities staff member will contact the SS and teacher to discuss next steps (see Developmental Screening and Referral Flow Chart)
10. If the child drops BEFORE the re-screening can be completed, follow the PROMIS screen shot to enter a re-screening for a dropped child. This will ensure that dropped children to not appear on reports of children who need re-screenings.
11. Following the guidelines will ensure that all Head Start Performance Standards 1304.20 are met– to provide developmental screenings, inform parents of the results in a timely manner, and take appropriate action (i.e., monitor the child, and complete all follow ups/rescreens) **within 90 days of start date.**

C. Procedure for Children who Need Immediate Referral based on ASQ-3 Results, Physical, or SS Concern

1. If the child scores low (black) in two or more areas, **AND/OR the teacher and SS together agree that a referral is warranted**, make a referral immediately to Disabilities. **BEFORE** submitting referral, obtain parental consent for the referral (IRFUS). The referral to disabilities should include the following **uploaded documents: Internal Referral Form (IRFUS signed by parent); copy of ASQ**, with notes, and other relevant documents, if applicable.
2. Upon receiving the referral, the Disabilities Unit will add this child to their caseload and will work with the teachers/SS to monitor progress, develop an Intervention Plan, and refer for further assessment, if necessary.
3. **PROMIS DATA ENTRY: Follow Internal Referrals to Disabilities Screen Shots**

ASQ3 Screening and Re-Screening Timeline				
	ASQ3 COMPLETED by Parent	SCREENING RESULTS SHARED WITH PARENTS	RESCREENG COMPLETED	RESCREENING RESULTS SHARED WITH PARENTS
RECOMMENDED	Within first three weeks of first day of attendance [DOA]	Within 45 days of first DOA*	Within 60 days of first DOA* w/ DRDP to support rescreening results	Within two weeks of the completion of the re-screening.
REQUIRED	45 DAYS FROM first day of attendance	45 DAYS FROM first day of attendance.	Rescreening within 60 days will enable all referrals and follow-ups by Disabilities to be completed within the 90 timeline.	Grantee requires all follow-ups (rescreens, results shared and referrals) be completed within 90 days of first DOA*

- ❖ Referrals, if warranted, should be made immediately following meeting with parents, and updates/follow-ups regarding the status of referrals should be done monthly by site staff.

EXAMPLE FOR CHILD WHO STARTS MID-YEAR				
START: 1-15-16	ASQ3 COMPLETED by Parent	SCREENING RESULTS SHARED WITH PARENTS	RESCREENG COMPLETED	RESCREENING RESULTS SHARED WITH PARENTS
TASK	1-30-16	Shared results on 2-1-16	Rescreened w/ DRDP & ASQ on 3-11-16	Re-screen letter signed by parent on 3-18-16 at parent teacher conference.
FOLLOW-UP	Grey in fine motor, communication:	give parent activities; rescreen by 3-15-16	No further concerns	DONE!



When to Re-screen or Refer a Child to Disabilities Unit

IF....	THEN....
SCREENING COMPLETE	
ASQ-3 scores are above cutoffs and parent has NO concerns	Share results with parent and have parent sign ASQ-3 Parent Report.
RE-SCREEN	
<p>Scores for one or more subscales (except communication) are in the grey/monitoring zone. No parent concerns.</p> <p>Scores are below cutoffs / in <u>black</u> on only one subscale (e.g., fine motor OR personal social). No parent concerns.</p> <p>Parent Concerns about behavior (see notes below)</p>	<p>Share results with parent, discuss the parent’s concerns. Inform parent that child will be monitored and re-screened within 60 days.</p> <p>Complete ASQ-3 Child Monitoring Sheet (with date to be re-screened) and highlight DRDP measures for teacher to focus on for 60-day period.</p> <p>Meet with parent to share results of re-screening. GIVE PARENT ACTIVITIES.</p>
REFER TO DISABILITIES	
Parent comments suggest the need for a referral – e.g., child does not speak at all, etc.	Refer to Disabilities
<p>Scores are well below cutoffs / in black on communication subscale and parent expresses concerns</p> <p>Scores on 3 or more subscales black and/or parent comments indicate concerns</p>	Refer to Disabilities
Regardless of ASQ results, teacher and site supervisor have concerns about the child’s development	Refer to Disabilities
The child’s physical or other documents shared by the parent indicate a need for a referral and/or assessment	Refer to Disabilities
Re-screening results show child is not progressing	Refer to Disabilities
<p>NOTE: If the parent has concerns related to behavior, hearing, vision, or medical issues, contact the parent immediately to obtain additional information about the concern, including whether the concern is documented on the child’s physical. The site supervisor should make a referral to Disabilities and/or Mental Health or the Health Specialist for follow-up.</p>	