EHS infants and toddlers are screened within 45 days of enrollment and within 45 days of each subsequent program year. Additional screenings may be completed on an individualized basis as needs and concerns arise.

Once completed, the screening is routed to the EHS Health Screener who reviews it, enters the screening completion date and any concerns that need follow-up. The original is filed in the office child file and a copy is filed in the center child file. The screening is routed to the EHS Director if there are questionable concerns.

The Early Head Start program uses three developmental screening tools, and a vision and hearing screening, to meet Head Start Performance Standard 1304.20(b)(1). The developmental screening tools are:

Screening Tool	Child Age Range
ASQ-3 (Ages and Stages Questionnaire – 3) Note: includes vision and hearing screening for infants 1-3 months of age)	1 month through 3 years
ASQ/SE (Ages and Stages Questionnaire: Social/Emotional)	3 months through 3 years

Administering the ASQ-3: Read the *ASQ-3 Quick Start Guide* that follows this procedure.

Administering the ASQ/SE:
1. Select the appropriate ASQ/SE for the child's age. The first page of the ASQ/SE will note the age ranges.
2. The ASQ/SE contains seven behavioral areas: Self-Regulation, Compliance, Communication, Adaptive Functioning, Autonomy, Affect, Interaction with People.
3. Many of the items on the ASQ/SE will be self-report. As you go through the items, if the parent is not sure of whether the child exhibits a particular behavior, do not advise or lead them in the answer, but encourage them to make their best judgment.
4. The questionnaires are scored by converting each response to a numerical value:
   Z (most of the time) = 0
   V (sometimes)   = 5
   X (rarely, never)   = 10
5. Also, if a parent identifies an item as a concern (circles to far right on form), an extra 5 points is scored for that item.
6. Once the total score is calculated, if that score is <u>HIGHER</u> than the cut-off score, the screening results show a concern that needs follow-up.

<u>Follow-Up for Screenings Showing Concerns:</u>
Contact the EHS office and/or Disabilities Supervisor for further guidance about follow-up. A variety of follow-up plans may be developed:

1. Additional follow-up "monitoring" screenings
2. Planning parent/child activities for home visits and center groups that provide opportunities for a child to gain skills in a specific developmental area.
3. Observation of the child by the EHS Education and Family Partnerships Supervisor, Disabilities Supervisor or Mental Health Consultant.
4. Further discussions with the parent about the child's development.
5. A meeting between the parent and Mental Health Consultant.
6. Referral to early intervention services (as facilitated by the Disabilities Supervisor).
7. Referral to mental health services

If the parent's perception of the child's ability to do the screening items differs from what staff perceive, this needs to be noted on the ***ASQ and ASQ/SE Summary Form*** submitted with the screening. Any other staff comments may also be documented on this form.

<u>Referrals:</u>
If a child is recommended for a referral to early intervention (or mental health) services, the Disabilities Supervisor will take responsibility for the referral process. You will need to discuss the idea of a referral with the parent and to determine if this is something the parent wants to do. If the parent is in agreement, you need to have them sign a **DIS-8 (DIS-111)** ***Release of Information***. Assure parents that when children receive early intervention services at a very young age, they have the best potential to be helped. Contact the EHS Education and Family Partnerships Supervisor for further support and guidance.

<u>RESOURCES/REFERENCES</u>

<u>The ASQ-3 User's Guide</u>

<u>The Ages & Stages Questionnaires on a Home Visit</u>
(videotape – 19 minutes)