

2a1. EHS Referral and Evaluation Procedure

- *Created 06/21*
- *Reviewed 11/25*

Developmental screenings of all children enrolled in Early Head Start are to be conducted **within** 45 calendar days of entry into the program using the Ages and Stages Questionnaire-3/ASQ-3.

In addition, the Ages and Stages Social Emotional/ASQ-SE2 will be completed within 45 days of entry into the program. Early Head Start staff will assist parents/guardians with the completion of these.

If child is showing concerns in the area of Social Emotional, EHS staff will discuss concerns with Mental Health Specialist, EHS Manager and School Readiness Specialist.

The following process will occur when Early Head Start staff or parent/guardian has a concern about a child or when screenings indicate an area of concern. When a child's score in one or more domains is at or below the standardized "cutoff", or when a child's score in two or more domains is borderline (refer to ASQ-3 and ASQ-SE2 for follow-up actions):

1. EHS staff will discuss the screening results with the families and share appropriate resources and discuss follow-up actions including making a referral to the Progress Center.
 - a. After these options are discussed with the family, document the conversation in case management under the education tab in ChildPlus. An action would be created for every conversation under the screening event. This should tell the story of where we are in the process.
 - b. If parents/guardians agree to the referral, they sign a release of information for the early intervention agency, Part C Agency (Progress Center), or other EI agencies, if they have not signed one at intake.
 - c. EHS staff are available to educate parents/guardians about the Individualized Family Service Plan (IFSP) and their rights under the [Individual with Disabilities Act \(IDEA\)](http://www.ed.gov/laws-and-policy/individuals-disabilities/idea) (www.ed.gov/laws-and-policy/individuals-disabilities/idea) .
 - d. If a family declines a referral, a meeting with the EHS Manager will occur, which will ensure that families receive the support they need.
2. EHS staff completes EHS Disabilities Staff form (DISA 2b2) and sends it to Area Manager and School Readiness Specialist.
3. School Readiness Specialist and Area Manager will schedule staffing with EHS Staff.

4. With parent consent, School Readiness Specialist or Area Manager completes and sends requested information with EHS Disabilities Staffing Form (DISA 2b2) and attachments to the Part C Agency (Progress Center).