

## 4b. EHS Developmental Screening Procedure

- *Created 7/10*
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### Procedure

The program will provide a developmental screening which will identify a child's current developmental levels, including possible delays. This information will be utilized for possible referrals for further evaluations in areas of potential concerns.

1. Prior to screening, parent must sign the Parent Agreement Contract and the Permission to Reveal or Obtain Confidential Information with the local Part C Agency.
2. When administering screening, parents and staff complete screening instrument together with consideration of the child and family's culture and primary language. Screening tool is to be administered in family's primary language. When appropriate, omit items that are in conflict with a family's cultural values, and note on screening form.
3. Developmental Screening Tools
  - a. Complete an Ages and Stages Questionnaire (ASQ-3) and Ages and Stages Questionnaire Social/Emotional (ASQ: SE-2). This tool is used from two months through 3 years of age. If an infant is not yet 2 months old by the end of the 45 days, staff can wait until the child is 2 months old to complete the initial ASQ's.
  - b. When a child is premature: When a child is born more than 4 weeks early use his/her corrected age to determine the appropriate Ages and Stages to choose. At age 2, use chronological age not adjusted age.
4. EHS staff will complete the ASQ Information Summary Sheets. The Information Summary sheets will be given to the Disability Specialist to review, database and file. The original form will be placed in the child's site file.
5. When screening indicates an area of concern:
  - a. 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, EHS staff will use the Referral Decision Matrix process to determine next steps.
  - b. After these options are discussed with the family, the conversation will be documented in case management.
  - c. If parents are agreeable to the referral and have signed a release of information for the early intervention agency, Progress Center, the Disabilities Specialist for LCC EHS will refer for further evaluation. A completed Early Intervention Referral Form with screening

documents attached will be sent to Progress Center upon parent consent.

- d. If staff have a concern flag the Disability Specialist, Child Development Specialist, Mental Health Specialist and Area Manager via email summarizing concerns.
- e. If a family does not want a referral, talk to the Area Manager to insure you are offering families all the support they need.

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