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4a. Developmental Screening for Head Start/ ECEAP Policy & Procedure

- Created 8/01
- Reviewed 5/25

Policy

In collaboration with each child's parent and with parental consent, our program will complete or obtain a current developmental screening to identify concerns regarding a child's development, behavioral, motor, language, social, cognitive, emotional skills, within 45 calendar days of when the child first attends class, or, for the home-based program option, receives the first home visit. The purpose of the developmental screening is to identify children who may need further evaluation or referral for special services and to support individualization for each child.

Procedure for Developmental and Social Emotional Screening

(ASQ-3 and ASQ: SE-2 – 45-day count)

Process for completion:

1. ASQ-3™ and ASQ: SE-2 will be completed at a minimum annually for each child. EHS may follow the screening schedule recommended by ASQ from birth to 3 years old if the child is showing delays or monitoring is required.
2. ASQ-3™ will be completed before or at the welcome visit by the parent.
 - a. Parents will receive a link to be able to complete ASQ-3™ online or will be offered a paper copy.
 - b. All efforts will be made to complete screening in the child's home language via the ASQ online or with a paper copy.
 - c. If a paper copy is completed, the staff will input into the ASQ-3™ online.
3. Follow-up if not completed at Welcome Visit:
 - a. Email reminders will be sent using the ASQ-3™ online system.
 - b. Phone calls will be made to families who have not completed the ASQ-3™. For Homebased, they will follow-up at the next home visit or with a text or phone call.
4. Staff will review ASQ-3™ with the family at the Welcome Visit if it is completed. If the ASQ-3 is not completed before the Welcome Visit, staff will set up a time to review with the family.
5. If the ASQ-3™ and ASQ: SE-2™ will be completed by the teacher annually after the child has attended for 4 weeks and before 45 days using the online link for home-based, anytime within 45 days of the anniversary of enrollment.

6. Parents of classroom-based students will complete the ASQ: SE-2™ at or before the first parent/teacher conference.
7. ASQ-3™ and ASQ: SE-2™ will be databased into ChildPlus under the Education tab and uploaded and attached in ChildPlus and information documented in the Education tab (refer to ChildPlus guide).
8. Area Managers will monitor to assure that all children are screened within 45 days.
9. School Readiness Specialists will run ChildPlus and ELMS reports and share information with leadership.
10. EHS should also refer to EDUC 1a1 for more information about screenings.

Scoring/Referral Process:

1. Determination of whether to refer a child for further evaluation is made by DST, School Readiness Specialist and/or parent based on the ASQ-3™ and the "Overall Section" responses and/or ASQ: SE 2™, Dial-4 or other screenings and data collected and Teaching Strategies Gold Assessment.
2. For classroom students, generally a referral may be generated if the ASQ-3™ cutoff score is well below in one or more zones (black) and Gold Assessment is showing a delay. Note: If a child's cutoff score in fine motor is well below (black), staff review scores to determine if score is due to lack of experiences at home and monitor fine motor activities to determine if child makes progress before referring.
3. Preschool classroom teachers may consult with the School Readiness Specialist and refer children with poor intelligibility for evaluation, even though there is not a screener on ASQ-3™ (parent and teacher report of child's intelligibility). This should be documented in TS Gold under language with a detailed observation(s).
4. If a child's cutoff scores on ASQ-3 are in the monitoring area (gray) for two or more areas, observe and assess using the Gold Assessment process. Then review with the School Readiness Specialist, Area Manager and parent before making a decision to refer for evaluation.
5. The completed ASQ: SE-2™ is completed and results shared with the parent and referrals to Mental Health Specialist made as needed.
6. Dial-4 screening or other screening tools may be used for preschool children if recommended by School Readiness Specialist, Teacher, Health Professional or School District.
7. Children on an IFSP or IEP will not be referred in the area they are being served by the school district/Part C agency.
8. All scores (including rescreens) will be documented in ASQ-3™ online and ChildPlus. Follow-up plans will be documented in ChildPlus in Education tab for Head Start/EHS or ELMS for ECEAP and shared with parents.

Guidance for AQS Screening

The program will accept a copy of a child's developmental screening upon the child's initial enrollment,

if completed by the child's parent, doctor, preschool, childcare, clinic, or completed online by parent
 when a current age questionnaire screening has been completed. All children without current
 developmental screens will be scheduled for screening within the 45-day timeline.

Rescreens

If child's cutoff scores are in the monitoring zone, in one or more areas, Area Manager and teaching team will monitor progress using TSG and determine whether completing the next age ASQ-3™ or ASQ: SE-2™ Questionnaires in all developmental areas would be beneficial (see ASQ User's Guide or online application for age and timeline to administer). Area Manager, teacher and/or parent concerns may be cause for further monitoring, rescreening, and evaluation and/or referral regardless of the "Overall Section" responses.

Teachers or Home Visitors may be asked or decided to complete an ASQ screen if they have a concern regarding accuracy in the initial completion of the ASQ-3™ or the ASQ: SE-2™. This will enable children to be referred sooner and be kindergarten ready.

- a. Here are some more examples of when it is appropriate to rescreen after the initial screening: Initially, the child had screening completed at a provider, clinic, or by the parent online and the results reported do not reflect the child's development levels accurately after observing the child for a period of time, and reviewing the ongoing assessment information from TSG. The teacher or home visitor may be asked to complete an ASQ-3™, the ASQ: SE-2™ or both and have a conversation with the parent about possible referral when indicated. Other screening tools may be used to support a referral for evaluation.
- b. If a child is birth to three years old and you suspect the child may not be progressing, then the teacher, home visitor, and/or parent should do the next age ASQ-3™ questionnaire/and or ASQ: SE-2™ and continue to use the Gold Assessment process to support concerns.
- c. Other screening tools may be completed such as the DIAL-4 in area of concern (motor, language, and/or concepts).

All scores and follow-up plans will be documented in Child Plus or ELMS and shared with parents. All
 rescreen scores are entered in ChildPlus and kept for comparison.

(Hearing and Vision screening procedures are addressed in HLTH 12a. Hearing Screening Policy and Procedure - **link coming soon** and HLTH 12b. Vision Screening Policy & Procedure - **link coming soon**)

4b. EHS Developmental Screening Procedure

- Created 7/10
- Reviewed 6/18

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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4g. Developmental/Health Screening Summary

- 4g. Developmental/Health Screening Summary (English) (lowercolumbia.edu/publications/head-start-handbooks/EDUC/_assets/documents/EDUC_4g_Developmental-Health_Screening_Summary.pdf)
- 4g. Resumen de evaluacion de desarrollo/salud (español) (lowercolumbia.edu/publications/head-start-handbooks/EDUC/_assets/documents/EDUC_4g_Developmental-Health_Screening_Summary-Spanish.pdf)

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