

# NEIGHBORIMPACT HEAD START & EARLY HEAD START

## Policy & Procedure

**Policy #: HS-103**

**Title: Screenings, Developmental and Behavioral  
Section: Education and Child Development  
Services**

**Original Approval Date: 12/12/2024**

**Most Recent Amendment:**

**Most Recent Board Review: 12/12/2024**

**PC Approval Date: 9/19/2024**

**Forms Required: ASQ-3, ASQ-SE, Disability Referral, Mental Health Referral, Authorization to Release, Mutual Exchange Form**

**Performance Standards: 1302.33(a)(b)(3), 1302.34(6), 1302.35 (f),  
1302.41 (a)(b)(1), 1302.42(d)(1)(2), 1302.45, 1302.62, 1302.63**

**Page 1 of 3**

**Policy:** In collaboration with each child's family and with parental consent, a program must complete or obtain a current behavioral and developmental screening to identify concerns within 45 calendar days of enrollment. These screenings assess a child's developmental, behavioral, motor, language, social, cognitive, and emotional skills.

**Purpose:** To promptly and appropriately address any identified needs related to mental health, disabilities, and inclusion.

### **Procedure:**

#### **A. Screening**

##### **1. Head Start:**

- a. Screenings will occur within 45 days of enrollment for all children even if they have a diagnosed disability
- b. Head Start Family Advocate will contact the family to schedule the enrollment visit
- c. Links for ASQ-3 & ASQ-SE screenings will be sent to the family to complete prior to the enrollment visit
- d. If the family does not complete the screenings prior to the enrollment visit, the Family Advocate will complete them with the family at the enrollment visit
- e. Both ASQ-3 & ASQ-SE will be repeated at HV#2 for all returning children by the Family Advocate/Teacher Advocate and on an as needed basis to support each child's needs

##### **2. Early Head Start:**

- a. Screenings will occur within 45 days of the first enrollment for all children even if they have a diagnosed disability
- b. Screenings will be completed every 2 months for ASQ-3 and every 6 months (or as needed) for ASQ-SE while participating in the EHS program. A 36-month screening will be completed prior to the transition to Head Start by the Home Educator.

#### **B. Follow Up**

##### **1. If a child falls in monitor:**

- a. Document results and areas of concern on Parent Contact Form/Home Visit Form and School Readiness Goal Form to be able to speak with the family at the upcoming Home Visit/Conference
- b. HS Teacher Advocate/ EHS Home Educator will discuss areas of concern at upcoming home visit or conference and create a School Readiness Goal that focuses on any area of concern
- c. Teacher Advocate/ Home Educator will share activities/resources with the family that target the child's lagging skills and continue to observe progress in the classroom
- d. ASQ-3/ ASQ-SE Learning Activities

- i. TEAMS Head Start General Resources Inclusion Support ASQ Resources ASQ Support Activities or ASQ-SE Resources ASQ-SE Support Activities
  - ii. Select activities based on the age level and focus skill to provide to the family
- e. Monitor child's progress and continue sharing resources/activities as needed
- f. A disability or mental health referral can be submitted with parent consent

2. If a child falls in fail – In addition to the steps above

- a. HS Family Advocate/ EHS Home Educator will discuss a mental health referral if the child failed the ASQ-SE, and/or a disabilities referral if the child failed the ASQ-3 with the family at the enrollment visit or the next HV/Conference
- b. If the family agrees, HS Family Advocate/EHS Home Educator submits related referral
- c. If family refuses, HS Teacher/HS Family Advocate/EHS Home Educator continue discussing at future visits and continue sharing related activities/resources with the family

**C. Referral**

1. Disability Referral (ASQ-3)
2. Complete referral form in ChildPlus
  - a. family has agreed to a disabilities referral, complete referral in CP under disabilities tab
  - b. Parent signs digitally in CP
  - c. Complete Mutual Exchange Form
  - d. Parent signs form (physical signature required)
  - e. Upload signed form as an attachment in the disabilities tab in CP with the attachment type being mutual exchange form
3. Mental Health Referral (ASQ-SE)
  - a. Complete Mental Health Referral in Child Plus in the Mental Health Tab
  - b. Parent signs digitally in CP
  - c. Note the reason for referral and whether or not it is for the child or for the parent/family

**D. Inclusion Services Coach**

1. Once the disability or mental health referral has been received, the Inclusion Services Coach will:
  - a. Add disability concern created in CP
  - b. Add MH transaction created in CP
  - c. Submit new disability and mental health referrals every Monday
  - d. Adds disability referral and mental health caseload flag to the child's CP file
  - e. Follow up, contacts, and observations will be documented in the disability concern tab and MH transaction tab in CP

**E. Mental Health Consultant**

1. Once the Mental Health Consultant has received the email from the Inclusion Services Coach regarding referrals, they will:
  - a. Schedule an individual child observation
  - b. Provide a summary and action steps to teaching team
    - Observation notes can be found under the mental health observations tab in CP
2. Conduct a phone consultation with the parent

**F. Documentation**

1. *Head Start ChildPlus Documentation*

- a. The Inclusion Services Coach and/or the Family Engagement Manager will upload all completed ASQs into ChildPlus under the education tab. Full scale score reports will be uploaded under attachments.
- b. The Inclusion Services Coach and/or the Family Engagement Manager adds an education event for all completed ASQs.
- c. Recommendations for monitor/fail will be documented as an action in the event.
- d. Inclusion Services Coach or Family Engagement Manager will add either the developmental follow up or behavioral follow up flag when applicable

2. *Early Head Start ChildPlus Documentation*

- a. The EHS Home Educator will complete the ASQs and upload the scoring documents as attachments in the education tab in CP.
- b. The EHS Home Educator will interpret the scores using the score interpretation system below.
  - i. EHS Site Coordinator will double check scores to ensure accuracy and add Developmental F/U flag added if ASQ-3 was a monitor or fail. Behavioral F/U flag added if ASQ-SE was a monitor or fail.
- c. Recommendations for follow up will be added to the events for all ASQs that are either monitor or fail

**G. Interpretation**

1. *ASQ Score Interpretations*

- Monitor
  - Grey in 2 areas (excluding fine motor)
  - Grey in communication
  - Black in 1 area (excluding gross and fine motor)
- Fail
- Black in communication
  - Grey in communication and at least one other area (excluding fine motor)
  - Black in 2 or more areas (excluding fine motor)
  - Grey in 3 or more areas (including fine motor)

**G. ASQ Links**

1. Copy & paste to send links directly to families via text, email, or CP
  - b. <https://www.asqonline.com/family/f8693c> English ASQ3
  - c. <http://asqonline.com/family/4fa2bd> English ASQ-SE2
  - d. <http://asqonline.com/family/2d347d> Spanish ASQ3
  - e. <http://asqonline.com/family/1ca72b> Spanish ASQ-SE2