

NEIGHBORIMPACT HEAD START & EARLY HEAD START

Policy & Procedure

Policy #: HS-7 Title: Behavioral Development Screening and Referral Section: Child Development & Health Services	Approval Date: 5/8/2025 Procedure Revision Date: Most Recent Board Review: 5/8/2025 PC Approval Date: 10/17/2024
Forms Required: ASQ-3, ASQ-SE2, Disability Referral, Mental Health Referral, Child Plus Child File, Authorization to Release	
Performance Standards: 1302.33(a)(b)(3), 1302.34(6), 1302.42(d)(1)(2), 1302.45, 1302.62, 1302.63	Page 1 of 2

Policy: In collaboration with each child’s parent, and within 45 calendar days of the child’s entry into the program, staff will ensure that parents complete the “Ages and Stages Questionnaires” ASQ-3 and ASQ-SE2. If warranted through screening and additional relevant information and with direct guidance from a mental health or child development professional referrals are made to High Desert ESD and/or the program Mental Health Consultant.

Purpose: To support a program-wide culture that promotes children’s mental health, social and emotional well-being, and overall health. To support children and families of all abilities so that they receive all applicable program services delivered in the least restrictive possible environment and that they fully participate in all program activities.

Procedure:

Screening

- A. Initial developmental screening will take place within 45 days of enrollment as required. Parents complete the age-appropriate ASQ-3 and ASQ-SE2 on-line prior to the enrollment visit or at orientation.
- B. The Inclusion staff and EHS Home Visitor will record scores from ASQ on-line in Child Plus under the Education tab.
- C. Teacher Advocate, the Family Advocate or EHS Home Visitor will discuss the results of the screenings with parents and make recommendations for follow-up based on the following:
 1. Communication: Automatic Referral if Borderline (grey) or low (black)
 2. Other Areas: 2 or more borderline (grey)
 3. Other Areas (except fine motor) Any in the low (black)
 4. If HSA/TA or parent has concerns, complete a new screening. The Inclusion Services Manager will receive the results and notify staff how to proceed.

Disability Referral

- A. Teacher Advocate, Family Advocate and EHS Home Visitor completes the Disability Permission to Refer in Child Plus on Disabilities Tab.
- B. Inclusion Services Manager runs weekly Child Plus report to identify children referred for an ECSE screening and contacts High Desert ESD to schedule screening.
- C. Inclusion Services Manager monitors EC Web monthly for updated screening and evaluation data on referred children.

Mental Health Referral

- A. Complete the Mental Health Permission to Refer in Child Plus on the Mental Health Tab.
- B. Inclusion Services Manager runs weekly Child Plus report to identify children referred for a Mental Health Consultation and contacts the Mental Health Consultant to schedule services.
- C. Inclusion Services Manager monitors monthly ASQ-SE2 High scores, BIRS, TIERS, and Behavior

<https://www.asqonline.com/family/f8693c> English ASQ3

<http://asqonline.com/family/4fa2bd> English ASQ-SE2

<http://asqonline.com/family/2d347d> Spanish ASQ3

<http://asqonline.com/family/1ca72b> Spanish ASQ-SE2