



SOCIAL-EMOTIONAL SCREENING PROCEDURES

AGES AND STAGES QUESTIONNAIRE: SOCIAL-EMOTIONAL SCREENING (ASQ: SE)

- ❑ As with all developmental screening, the ASQ: SE screening for children must be performed within 45 calendar days of the child's first day of program attendance.
- ❑ The ASQ: SE screenings are to be conducted according to the schedule outlined in the protocols – 6 months, 12 months, 18 months, 24 months, 30 months, 36 months, 48 months and 60 months.
- ❑ Network coordinators are responsible for ensuring that screenings are conducted for infants/toddlers and classroom teachers are responsible for conducting screenings for preschoolers. Parents must complete the questionnaires for each level of screening for infant/toddlers and preschoolers.
- ❑ Teachers must score both questionnaires. The questionnaires and score sheets must be maintained with the developmental screening files.
- ❑ When parent and teacher scores differ, the SRT team should meet with the parent to discuss the results of the screen. The result of this meeting should be entered into COPA.

REFERRALS

Before making a determination about referrals, include teacher observations, parent observations, and other professional observations, including that of the mental health provider, the results of the developmental screening, medical information and other relevant information about the child. Always review and consider the “Referral Considerations” found in the *ASQ:SE Users Guide* and the child’s “Information Summary”

1. Score Above Cut-off

Infants/Toddlers (6, 12, 18, 24 and 30 months): Refer to Early Intervention. If a child’s score is above the cutoff, it indicates that there may be a problem, which requires further evaluation. Hold SRT meeting to determine whether the child needs to be referred to mental health services or to a Child and Family Connection (CFC). Find the CFC that serves the family’s zip code and follow the procedures for referring children to the CFC.

Preschoolers (36, 48 and 60 months): Referring to CPS. If a child’s score is above the cutoff, it indicates that there may be a problem, which requires further evaluation. Hold SRT meeting to determine whether the child needs to be referred to mental health services or to CPS. Follow the procedures for referring a child to CPS.

2. Scores Near the Cut-off or Borderline.

- Gather all Supporting Evidence: Parent-completed questionnaire, other parent concerns, teacher concerns, anecdotal records, developmental screening report, physician's report, mental health consultant's observations.
- Review and consider the "Referral Considerations" found in the *ASQ:SE Users Guide* and the child's "Information Summary"
- Conduct a Screening Review Team (SRT) meeting with the parent and include the mental health consultant.
- At this meeting decide whether to refer the child for further evaluation or the child/family to a community mental health provider for further follow-up.
- Decide on strategies for the classroom and home.
- Provide the parent with activities from Appendix C of the *ASQ: SE Users Guide*.
- Continue to monitor and follow-up with family on the implemented strategy.

3. Scores Below the Cut-off:

- Indicates that there is no problem but teacher and/or parents may have concerns. There may be a need to explore the concerns of parents and teachers and establish underlying conditions that may temporarily be affecting the child's behavior.
- Gather all Information: Parent-completed questionnaire, other parent concerns, teacher observations/concerns, anecdotal records, developmental screening report, physician's report, mental health consultant's observations.
- Conduct a Screening Review Team (SRT) meeting with the parent and include the mental health consultant.
- At this meeting decide whether to refer the child/family to a community mental health provider for further follow-up.
- Decide on strategies for the classroom and home.
- Provide the parent with activities from Appendix C of the *ASQ: SE Users Guide*.
- Continue to monitor and follow-up with family on the implemented strategy.

REPORTS

Monthly reports of all screening, rescreening, referral and service data are to be submitted to the CYS Central office by the 5th day of the month. Include data on each site in the report. **[When available, all screening information will be entered into COPA.]**