

Social-Emotional Developmental Screening Procedure

1. Arrowhead Early Head Start and Head Start will use the ASQ:SE-2 screening tool to complete child screenings in identifying concerns regarding a child's social and emotional development.
2. Parents will give consent of screening by signing the Parent Contract at time of enrollment.
3. The Social-Emotional ASQ will be completed with the parent by the Lead Educator within 45 days of the child's first day in class for classroom sites, or the first educational home visit for home base sites.
4. The screenings will be entered electronically into the ASQ online system.
5. The Lead Educator will share screening results with the parent following completion.
6. The Lead Educator will offer the parent a paper or electronic copy of the screening.
7. Screening results for children enrolled at the beginning of the program year, will be recorded on the Social-Emotional Developmental Screening Results form and turned in to the office by the identified due date located on the program calendar.
8. A Team Comprehensive Child Review will be completed on each enrollee once all screenings and intake are completed. The team will review child and family data and recommend any intervention choices, education opportunities, or resources if appropriate to best serve the family.
9. The Disability Mental Health Manager will follow up with each family that requests additional support or a social emotional observation.

Screening Results:

The Lead Educator will review scoring results of the screening with the parent immediately and make recommendations based on the screening results, taking into consideration the setting and time, developmental, health, family and cultural factors to determine initial recommendations.

1. If a child's score is in the scoring range, below the indicated monitoring cutoff score, and has no individual question scored as a 15, the child's social-emotional development is considered to be on schedule. The screening results will be determined as **Pass**. No further action is required.
2. If a child's score is in the scoring range, below the indicated monitoring cutoff score, and an individual question is scored as a 15, the child's social-emotional development is considered to be on schedule, but the parent has a concern. The results will be determined as **PASS**. The Lead Educator will provide Social-Emotional Ages & Stages Learning Activities and educational information on the specific item that scored 15 to the parent. Staff will monitor the child's development using the COR assessment.
3. If a child's score is in the scoring range, within the indicated monitoring cutoff score, the results will be determined as **Monitor**. The Lead Educator will provide Social-Emotional Ages & Stages Learning Activities and educational information to the parent. Staff will monitor the child's development using the COR assessment.
4. If a child's score is in the scoring range, at or above the indicated referral cutoff score, an appropriate course of action will be determined, considering all factors. If a child scores in the referral cutoff area the home-based educator or family support specialist will administer the Social Emotional Assessment Family Profile to further assess the child's and family social emotional needs. This SEAM family profile

should be administered as soon as possible after the score in the refer area is identified. Home based educators and Family Support specialists will score the assessment and review the area of concern. A family goal will be developed with parent/guardian to help the child's social emotional development. The TCCR team will meet to discuss results, goals, and possible interventions to help determine additional supports needed.

If it is determined to refer the child for additional services, screening results will be determined as **Refer**. The Lead Educator will discuss with the parent the indication of referral and appropriate intervention choices. The Lead Educator will document the parent's decision of referral and intervention choices on the Home Visit form and complete a Child Referral Form. The Disabilities and Mental Health Manager will initiate the referral process if approved by parent.

- a) If the parent agrees to a Social Emotional Observation:
 - i. The Lead Educator will complete the Child Referral form and submit it to the Information System Specialist and their associated Disabilities Mental Health Manager using the email naming convention "CRF -Site Name - CPID # - Child's First & Last Initials – Date of Referral".
 - ii. The Lead Educator will complete the Strengths & Difficulties Questionnaire and submit it to the Information System Specialist and their associated Disabilities Mental Health Manager using the email naming convention "CRF -Site Name - CPID # - Child's First & Last Initials – Date of Referral".
 - iii. The Disabilities and Mental Health Manager will initiate the referral process.
- b) If the parent agrees to Mental Health Services offered by an outside agency such as CTSS or ADAPT:
 - i. The Lead Educator will complete the Child Referral form and submit it to the Information System Specialist and their associated Disabilities Mental Health Manager using the email naming convention "CRF -Site Name - CPID # - Child's First & Last Initials – Date of Referral".
 - ii. The Lead Educator will complete the Strengths & Difficulties Questionnaire and submit it to the Information System Specialist and their associated Disabilities Mental Health Manager using the email naming convention "SDQ -Site Name - CPID # - Child's First & Last Initials – Date of Referral".
 - iii. The Lead Educator will go through the Consent for Release of Information form with the parent and turn in the signed copy to the office.
 - iv. The Disabilities and Mental Health Manager will initiate the referral process.
- c) If the parent does not agree to services:
 - i. The Lead Educator will complete the Child Referral form and check "Refused" box and type the reason for the refusal.
 - ii. The Lead Educator will submit the Child Referral form to the Information System Specialist and their associated Disabilities

Mental Health Manager using the email naming convention “CRF -Site Name - CPID # - Child’s First & Last Initials – Date of Referral”.

5. If the child scores within **Monitor** the Lead Educator will complete the screening again during the 2nd Home Visit. If they child scores within **Refer** the screening will be completed at the end of year conference.
 - Rescreen results will be emailed to the Information System Specialist using the naming convention: “ASQ:SE - CPID # - Child First and Last Initials - Screening Date - Screening Result”.
 - Staff will follow procedure as listed within this policy for the rescreen results, except a new screening will not be offered if the results remain in **Monitor**.
6. If a child has a current IFSP or IEP on file and the child’s score in the scoring range, the screening results will be determined as **Known Concern (KC)**, **Monitor**, or **Refer**. The result will be determined by whether the concerning items are related to the child’s diagnosis. For example, if a child’s elevated results are determined to be related to the diagnosis and the child is receiving services for the documented concerns, the result will be determined as **KC**. If a child’s elevated results are determined to be unrelated to the diagnosis or the child is not receiving services for the documented concerns, **Refer** will be determined.

Special Considerations:

1. In the event a child speaks a language other than English:
 - A bilingual staff, contractor, consultant or an interpreter with a qualified staff will conduct the screening.
 - If a bilingual staff, contractor, consultant or interpreter is not available, the screening will be completed in English and additional information will be gathered in the child’s home language including structured observations for evaluating the child’s development and progress.
2. In the event an EHS child is between the ages of one day to 30 days at time of enrollment, the screening will be completed once the child turns one months of age and within 45 calendar days of entry.
3. In the event an EHS child is enrolled and the adjusted age for prematurity is under one month of age by the 45 day cut off:
 - The initial screening will be completed with the child’s actual age.
 - The Lead Educator will document on the screening that the child is premature.
 - The child will be screened again once the adjusted age is at least 30 days.
4. Partnership sites will follow the Social-Emotional Developmental Screenings and Monitoring policy and procedure.
 - The ASQ:SE-2 will be the preferred screening tool.
 - If Partnership chooses to use an alternative tool, the tool must be approved, and research based.
5. Screening results for children enrolled after the beginning of the program year, will be emailed to the Information System Specialist using the naming convention: “ASQ:SE - CPID # - Child First and Last Initials - Screening Date - Screening Result”.

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