Social-Emotional Developmental Screening and Monitoring

Policy
All enrolled children will be screened, or a current screening obtained, in the area of social emotional development using a research-based, valid and reliable developmental standardized tool within 45 calendar days of the first day in class for classroom sites, or the first educational home visit for home base sites. The social-emotional “Ages & Stages Questionnaires” will be utilized as the comprehensive screening tool with parent collaboration.

Procedure:
1. Parents will give consent of screening by signing the Parent Contract at time of enrollment.
2. 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.
3. 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.
4. The screenings will be entered electronically.
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. 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.
8. The Behavioral Specialist will follow up with each family that has been identified and document the follow up in the data tracking system.

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 PM 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 PM 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 PM 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. During the 2nd Conference, the Lead Educator will offer the parent the opportunity to complete the screening again.

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.
   a) If it is determined to refer the child for additional services, screening results will be listed 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 and complete a Child Referral Form. The Disabilities and Mental Health Manager will initiate the referral process if approved by parent.

5. 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.

Addition for EHS enrolled children:
1. In the event a 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.
2. In the event a 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.

Addition for partnership sites:
   Partnership sites will follow the Social-Emotional Developmental Screenings and Monitoring policy and procedure. The ASQ will be the preferred screening tool. If Partnership chooses to use an alternative tool, the tool must be approved and research based.

This policy complies with Head Start Performance Standard 45 CFR Chapter XIII Section 1302.33(a) and the Minnesota Department of Education’s Early Childhood Screening program.
Updated and Approved by Policy Council on March 3, 2008; August 10, 2012; September 12, 2012; September 9, 2015; October 4, 2016; August 9, 2017; June 13, 2018

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