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**Subject: Ages and Stages (Social and Emotional)**

**Source: Head Start Performance Standard 1304.20 (b)(i)**

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**Policy:** Screening for developmental behavioral concerns

**Procedure:** The ASQ-SE must be completed by the child's parent/ guardian within 45 days of entry

1. The ASQ-SE must be scored and enter into Child Plus.
2. It should be completed by the parent and turned in a week from date issued to the parent.
3. If for any reason the parent cannot or does not complete the ASQ-SE within 45 day timeline, the teacher will complete it, as long as the teacher has seen the child in the classroom for a total of 15-20 hours within one week.
4. For new enrollments throughout the year the teachers will be responsible for getting the parent to complete the ASQ-SE questionnaire.
5. File the completed ASQ-SE questionnaire in the child's file.
6. The Health Manager/Data Entry Clerk will enter into Child Plus the dated completed, concerns yes or no and notes.
7. The Health Manager will score ASQ-SEs and teachers will provide results to parents. If there are concerns the child will be referred to the Mental Health Consultant.
8. Only one ASQ-SE per child per program year is required.
9. Use appropriate questionnaire for child age.

Additional information:

- If teacher fills out questionnaire:
  1. Teacher must have seen the child in the classroom for a total of 15-20 within one week.
  2. Must note on questionnaire that teacher is completing ASQ-SE.
  3. Must answer qualify answers on questionnaire with "in class" or "at school."
- Spanish speaking families:
  1. Spanish ASQ-SE forms are available to parents who can read and complete the questionnaire independently and can read at a 5<sup>th</sup>-6<sup>th</sup> grade level
- Parents who cannot read or otherwise complete the questionnaire on their own:
  1. The questionnaire can be read to the parent and his/her answers can be recorded.
  2. Interpretations needs to be limited to the meaning of the questions.  
(Let the families know that you want their feelings, observations and opinions.)
- Parents who speak a language other the English or Spanish:
  1. Do your best to provide an interpreter in the family's native language. Review the questions with the interpreter ahead of time, so the meaning and intent of the questions are clear to the interpreter.

2. Score the ASQ-SE as usual, but keep in mind that the questionnaires were Designed and researched in English and Spanish only, so results of questionnaires that are administered in other languages should be viewed with caution.
  3. If an interpreter cannot be obtained within the timeline, the teacher will fill out the questionnaire.
- For guidance on interviewing/assisting parents, please see ASQ-SE User's Guide.