

ASQ:SE-2: Mental Health/Behavioral Screenings

Policy

Neighborhood House Association (NHA) Early Head Start/Head Start (EHS/HS) provides health and developmental screenings to children enrolled in our program. Within the first 45 days of attendance, the Ages & Stages – Social-Emotional Questionnaire (ASQ:SE-2) is used for both EHS/HS children to screen for a child’s social emotional competence and potential behavior/social-emotional/mental health challenges. In combination with a review of the results of the ASQ-3 and the Child File, consultations with a family member and teacher, as well as classroom observation, the ASQ:SE-2 helps staff determine any special needs that a child might have which may require further evaluation to determine if referral for intervention services is necessary.

Reference and Regulation:

Head Start Performance Standards 1302.33(a), 1302.33(c)(1), 1302.34(b)(6), 1302.35(f)

ASQ:SE-2: Mental Health/Behavioral Screenings

Procedure

Issuance Date: August 2008

Revision Date: June 2015

During the first 45 days of attendance, staff works with parent/guardians to administer and complete the ASQ:SE-2 on all children (available in Spanish and English).

Children with an IFSP or IEP that includes social-emotional goals do not need to complete an ASQ:SE-2.

Staff explains the purpose of the ASQ:SE-2 to the parent/guardian. For example, staff may say:

“The ASQ:SE-2 is a tool used to look at the abilities that a child has in the area of social and emotional development. It also looks at challenging behaviors. We use the information to plan activities for children that will strengthen their social and emotional growth. Your child’s score on the ASQ:SE-2 will not affect whether or not they are enrolled in the program, so be as truthful as possible. If you do not understand a question, ask me and I will help explain the question.”

When the ASQ:SE-2 is completed, the teacher scores the ASQ:SE-2 on the accompanying Information Summary sheet and completes an ASQ:SE-2 Screening Results Review form. Staff will not respond to question 5 on the ASQ:SE-2 Information Summary. The teacher then reviews the score and any items of “concern” with the parent/guardian.

If the child scores below the cutoff (in the white area) and no concerns were noted by the parent/guardian, then no follow-up action is required.

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NHA Head Start Standard Operating Policies and Procedures

If the child scores near the cutoff (in the grey area), and/or concerns were noted by the parent/guardian, the teacher follows up on concerns by discussing any items that scored as 10 points ("X" items) and any items marked as a "concern" by parent/guardians. The teacher provides the parent/guardian with ASQ:SE-2 social-emotional activities for the appropriate age range and/or Creative Curriculum Learning Games. The teacher also joins the child during classroom activities and social emotional groups to work at strengthening any needed social-emotional skills.

If the parent/guardian has any concerns about their child and would like additional support, regardless of the child's scores, the Site Supervisor should refer the child to CSQI by following the Program Support Service Request process (see Standard Operating Policy and Procedure (SOP) Program Support Service Request).

If the child scores at or above the cutoff (in the black area), a CSQI Service Request needs to be generated at this time, following the Program Support Service Request SOP.

Any screening that require follow-up action is submitted to the Site Supervisor along with the ASQ:SE-2 Screening Results Review form. The Site Supervisor reviews the ASQ:SE-2 to check for accuracy of the questionnaire used and scoring, and to confirm that appropriate follow-up actions were taken. The Site Supervisor signs the bottom portion of ASQ:SE-2 Screening Results Review form. If a Service Request is required, the Site Supervisor submits the Service Request to CSQI at this time and completes the bottom section of the ASQ:SE-2 Screening Results Review form including the Service Request number.

The original ASQ:SE-2 (including the Information Summary sheet) and ASQ:SE-2 Results Review form are filed in the Child File, Section 6. The ASQ:SE-2 results are documented in PROMIS.

NHA Head Start Standard Operating Policies and Procedures

Secondary Screenings: With the permission of the parent/guardian, a second level assessment can be administered by CSQI Mental Health staff, as requested by the parent/guardian, the Site Supervisor, or if the CSQI licensed Mental Health professionals deem it appropriate. This decision is made on a case-by-case basis to assist in the completion of an Intervention Plan. The parent/guardian must sign the Consent for Secondary Assessment form if further screenings are to be utilized.

Documentation:

ASQ:SE-2 Questionnaire (Spanish and/or English)

ASQ:SE-2 Information Summary

ASQ:SE-2 Screening Results Review

Progress Notes

Program Support Service Request (if applicable)

Consent for Secondary Assessment (if applicable)

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