



## **4.1 Ages and Stages Questionnaire (ASQ-3)** **Instruction Sheet**



### **PURPOSE STATEMENT**

ASQ-3 is a questionnaire about children's development used to make sure a child is developing appropriately. It looks at how children are doing in important areas: the child's communication, gross motor, fine motor, problem solving, and personal social skills. ASQ-3 can help identify the child's strengths as well as any areas where the child may need support. It also helps identify children who need further evaluation to determine whether they may have disabilities.

### **TIMELINE**

The ASQ-3 questionnaire is completed within 45 days of the child's attendance in the program.

### **STAFF RESPONSIBLE**

The ASQ-3 questionnaire is designed to be completed by the parent/guardian, with the help of staff, as the parent/guardian is the best source of information about the child. The Teacher/Home Visitor clarifies questions, if needed, and scores the completed document.

### **INSTRUCTIONS**

#### **Completing the ASQ-3 questionnaire:**

ALWAYS choose the correct ASQ-3 questionnaire for a child's age at the time it is filled out.

The Age Calculator found in Teacher Talk on the NHA Intranet may be used to ensure that the correct questionnaire is chosen for the child.

- Enter the child's birth date and the date you'll administer the ASQ-3 questionnaire, and the calculator tells you which questionnaire to use. It also makes corrections for prematurity (enter how many weeks premature, and the calculator makes the adjustment).
- Parent/guardian fills out the questionnaire, with the assistance of the Teacher/Home Visitor, who can help clarify any questions that parent/guardian may have.



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- Teacher/Home Visitor reviews the questionnaire to make sure that all items and questions have been answered. If needed, attempt to obtain responses for any unanswered questions from parent/guardian(s).
- Teacher/Home Visitor reviews the narrative answers in the “Overall” section and asks parent/guardian for clarification, if needed.
  - If unable to obtain a response and item remains unanswered, see ASQ-3 User’s Guide for instructions on how to adjust scores.
- Review the entire document to ensure that all applicable fields are filled in with ink.

### Scoring and Follow-up

- Do not score with parent/guardian present.
- Teacher/Home Visitor scores the ASQ-3 questionnaire. Each item is given the following points: Yes = 10, Sometimes = 5, Not Yet = 0.
- Total the points in each developmental area.
- Transfer individual item scores and overall responses to the Information Summary sheet.
- **Do not complete #4 “Follow-Up Action Taken.”** The necessary follow-up action is documented on the ASQ-3 Screening Results Review form.
- Refer to the ASQ-3 Standard Operating Policy and Procedure (SOP) in the Education Section for ASQ score interpretation and follow-up procedure.
- Complete the ASQ-3 Screening Results Review form and give both the ASQ-3 questionnaire and the ASQ-3 Screening Results Review form to the Site Supervisor to review. Best practice dictates that the ASQ-3 questionnaire and Screening Results Review form are reviewed by the Site Supervisor prior to the Teacher/Home Visitor meeting with parent/guardian for review and discussion. When possible, this best practice will be followed.
- Enter the ASQ-3 screening in PROMIS, per the PROMIS Record Keeping SOPs.
- File the completed form in the Child File under Section 4: Education.