



4.1A ASQ-3 Screening Results Review **Instruction Sheet**



PURPOSE STATEMENT:

The purpose of the ASQ-3 Screening Results Review Form is to document that the ASQ-3 screening results have been reviewed and discussed with the parent/guardian. Plans for follow-up services are also included.

TIMELINE:

Complete this form after scoring the completed ASQ-3 screening tool. Discuss the completed form with the parent/guardian within 45 days of the child's attendance in the program.

STAFF RESPONSIBLE:

Teacher, Home Visitor, Site Supervisor/Assistant Site Supervisor, Home-Based Supervisor

INSTRUCTIONS:

Teacher/Home Visitor

1. After supporting the parent/guardian in completing the ASQ-3, complete the top portion of the form, including:
 - Child's name and date of birth
 - Child's age (in months) at time the ASQ-3 screening was completed and Age of the ASQ-3 Questionnaire Used
 - For example: 36 Month, 48 Month, 60 Month)
 - Program option child enrolled in, Center Based or Home Based
 - Document "Yes" if a father/father figure participated in the ASQ-3 Screening Results Review and document "No" if a father/father figure did not participate.
 - ASQ-3 Screening Results box: Document results for Communication, Gross Motor, Fine Motor, Problem-Solving, and Personal-Social.
 - Overall Response box: List the number(s) of the questions where the parent/guardian indicated a concern.
2. Discuss the results of the ASQ-3 with the parent/guardian, including the child's overall development, strengths, and concerns. Review and note the appropriate follow-up actions if there are concerns.
3. Check the appropriate "Follow-up" box:
 - NO FOLLOW-UP ACTION NEEDED:
 - Check the box if child's scores fell within the white area, the child's development appears to be on schedule, and the parent/guardian and teacher have no concerns.
 - FOLLOW-UP ACTION NEEDED:
 - Teacher/Home Visitor: Check this box if child's score(s) fell in the gray areas and/or the parent/guardian noted concerns.
 - Review concerns with parent/guardian to determine follow-up information and referral needs.



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- Provide the parent/guardian with age-appropriate ASQ-3 developmental activities, Creative Curriculum Learning Games and/or PAT Parent-Child Activity (Home Based only).
 - Discuss age and developmentally appropriate expectations, review DRDP items for follow-up at first Parent-Teacher Conference.
 - With parent consent, discuss referral needs with Family Support Advocate (Center Based only) and Supervisor, submit Service Request for Disabilities, Family Support Health, Mental Health, or Nutrition as needed.
 - Education Specialist: Check this box if child's score(s) fell in 1-2 black areas.
 - Discusses and obtain parental consent for referral to internal Specialist. Supervisor submits an Education Service Request for ECE/Disabilities Specialist.
 - CSQI Program Support: Check this box if child's score fell in 3 or more of the black areas.
 - Discuss and obtain parental consent for referral to internal Specialist. Supervisor submits a Service Request to CSQI.
4. Record any comments, parental concerns, resources provided, and referrals discussed in the Comments section.
 5. Parent/guardian and Teacher/Home Visitor sign and date the form.
 6. If there is follow-up needed, teaching staff notify the Supervisor after meeting with the parent/guardian.
 7. Place the completed ASQ-3 and ASQ-3 Screening Results Review form in the Child File.
 8. Enter the ASQ-3 screening results in PROMIS per the PROMIS Record Keeping Standard Operating Policy and Procedure.

Site Supervisor/Assistant Site Supervisor/Home-Based Supervisor

1. If any follow-up is required, verify:
 - The appropriate ASQ-3 tool was used based on the child's age
 - The tool was scored correctly
 - The appropriate follow-up was documented
2. Complete the bottom section of the ASQ-3 Results Review form, including name, signature, and date.
3. Refer to #3 above to determine if follow up requires a Service Request. Check box "yes" or "no"
4. If Service Request is required, submit the Service Request to the appropriate department. Record the Service Request number and Department where submitted at the bottom of the review form.
5. Place the ASQ-3, ASQ-3 Screening Results Review, and Service Request printout (if applicable) in Section 4 of the Child File. Notify the Teacher/Home Visitor once completed.
6. Input as an "In-house Referral" into PROMIS.