



6.1A ASQ:SE-2 Screening Results Review **Instruction Sheet**



PURPOSE STATEMENT:

The purpose of the ASQ:SE-2 Screening Results Review form is to document that the ASQ:SE-2 screening results have been reviewed and discussed with the parent. It is also used to document plans for follow-up services.

TIMELINE:

This form is completed after the ASQ:SE-2 screening has been completed with the parent and scored by the staff. The completed form is discussed with the parent 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

After completing the ASQ:SE-2 with the parent/guardian, the Teacher/Home Visitor completes the following portions of the ASQ:SE-2 Screening Results Review, including:

- Child's name and date of birth.
- Document "Yes" if a father/father figure participated in the ASQ:SE-2 Screening Results Review and document "No" if a father/father figure did not participate.
- Age of the child at the time the ASQ:SE-2 was completed.
- Age of the ASQ:SE-2 Questionnaire Used (example: 36 Month, 48 Month, 60 Month).
- Document the cutoff score in the "Cutoff score of ASQ:SE-2 Used" box.
- Document the score in "Child's ASQ:SE-2 score" box.

Teacher/Home Visitor discusses the results of the ASQ:SE-2 with the parent, including the child's overall development, strengths, and concerns.

Teacher/Home Visitor checks the appropriate "Follow-up" box:

- **NO FOLLOW-UP NEEDED:** Check this box if child's score on ASQ:SE-2 fell in the white area and no concerns were noted by the parent/guardian.
- **FOLLOW-UP NEEDED:**
 - **Teacher/Home Visitor:** Check this box if child's score fell in the grey area and/or concerns were noted by the parent/guardian. Provide the parent/guardian with age-appropriate ASQ:SE-2 developmental activities, Creative Curriculum Learning Games, and/or PAT activities. Teacher documents follow-up action taken in the comments section of this form and in the Progress Notes in Section 6 of the Chile File.



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- **CSQI Program Support:** Check this box if the child's score fell in the black area (at or above the cutoff) and/or concerns were noted by parent/guardian that require additional support from CSQI. Teacher/Home Visitor discusses referral to CSQI and obtains parental consent for referral.
- **Comments:** In the comments section, Teacher/Home Visitor writes any comments and any parental concerns discussed at the Results Review meeting.

The parent/guardian and Teacher/Home Visitor sign and date the form. Signatures verify that the results of the ASQ:SE-2 and any required follow-up discussed.

Site Supervisor/Assistant Site Supervisor/Home-Based Supervisor

If any follow-up is required, the Supervisor completes the bottom section of the ASQ:SE-2 Results Review form, including the Site Supervisor name, date, and signature verifying that the appropriate ASQ:SE-2 tool was chosen based on the child's age at the time of screening, that the tool was scored correctly, and that the appropriate follow-up was documented/completed.

If a CSQI Service Request is required (submit to "CSQI Program Support (formerly CACU)"), Site Supervisor submits the Service Request. A copy of the Service Request is printed. The Site Supervisor completes the bottom section of the ASQ:SE-2 Results Review form including the date that the Service Request was submitted, and the Service Request number.

The Site Supervisor returns the ASQ:SE-2 tool, ASQ:SE-2 Screening Results Review form, and CSQI Service Request print-out (if applicable) to the Teacher/Home Visitor to file in the Child File, Section 6.