



6.1 Ages and Stages Questionnaire – Social Emotional **Instruction Sheet**



PURPOSE STATEMENT:

The Ages and Stages Questionnaires-Social Emotional (ASQ:SE-2) is a questionnaire about early childhood social-emotional development used to make sure a child is developing these skills at an age-appropriate rate and helps identify children who might need further assessment or evaluation.

TIMELINE:

The ASQ:SE-2 is completed within 45 days of the child's first date of attendance in the program.

STAFF RESPONSIBLE:

The ASQ:SE-2 questionnaire is completed by the parent/guardian because the parent/guardian is the best source of information about the child.

The Teacher/Home Visitor must sit with the parent/guardian to assist with understanding questions (if needed). The Teacher/Home Visitor scores the ASQ:SE-2 questionnaire.

INSTRUCTIONS:

ALWAYS choose the correct ASQ:SE-2 for a child's age at the time it is filled out.

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

- Enter the child's birth date and the date the ASQ:SE-2 will be administered, and the calculator indicates which questionnaire to use. The calculator also makes corrections for prematurity. Enter how many weeks premature, and the calculator will make the adjustment.
- Parent/guardian fills out the ASQ:SE-2 with the assistance of the Teacher/Home Visitor. The Teacher/Home Visitor helps clarify any questions the parent/guardian may have.
- Teacher/Home Visitor reviews the ASQ:SE-2 to make sure that all items and questions have been answered, including the "check if this is a concern" column.
- Teacher/Home Visitor reviews the answers to the questions at the end of the ASQ:SE-2 and asks the parent/guardian for clarification if needed.
- Teacher/Home Visitor reviews the "Areas of Concern" (checked boxes) with the parent and asks for clarification if needed. Write information about concerns in the margin next to the appropriate checked boxes.



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- If the parent completed the Spanish version of the ASQ:SE-2, Teacher/Home Visitor attaches the corresponding English version to the screening prior to placing it in the file. Comments written on the screening in any language other than English are translated.

Scoring and Follow-up

- Teacher/Home Visitor scores the ASQ:SE-2. Each item is given the following points: X = 10 points, V = 5 points, Z = 0 points, "Area of Concern" box checked = 5 points
- Total the points at the bottom of each page.
- Complete Sections 1 through 4 of the Information Summary Sheet. Do not complete section 5 (this information will be captured on the Screening Results Review form).
- Refer to the ASQ:SE-2 Policy and Procedure for ASQ:SE-2 score interpretation and for follow-up procedure.
- Complete ASQ:SE-2 Screening Results Review form. If follow-up is required by either the Teacher/Home Visitor or CSQI Program Support Staff, give the ASQ:SE-2 and the ASQ:SE-2 Screening Results Review form to the Site Supervisor to review.
- Best practice dictates that the ASQ-3 and ASQ-3 Screening Results Review form is reviewed by the Site Supervisor prior to the Teacher/Home Visitor meeting with parent/guardian for review and discussion of results.
 - Enter the ASQ:SE-2 screening in PROMIS, per the PROMIS Record Keeping Standard Operating Policy and Procedures. Complete the ASQ:SE-2 Screening Results Review form following the Instructions Sheet.
 - File the completed ASQ:SE-2 form in the Child File under Section 6.