

Area:	Disabilities Services
Subject:	DS02 - Developmental Screenings of Children Ages 3 Years-5 Years of Age
Reference:	1304.20 (b)(1), 1308.6 (b) (1-3), 1308.6 (c)
Policy:	Children enrolled in a Head Start or Migrant & Seasonal Head Start program will participate in a developmental screening annually. A developmental screening is a brief check to identify children who need further specialized evaluation to determine whether they may have a disability requiring special education services.

Procedure:**Children with a disability currently receiving special education services:**

1. Children with a disability currently receiving special education services as part of their IEP **are exempt** from being administered the Early Screening Inventory (ESI) or Ages & Stages Questionnaire (ASQ) as part of the developmental screening process since they have already been identified as having a disability. All Children will receive social emotional screening see the procedure: MH01 – Social-Emotional Screening of Children 6 Weeks to 5 Years of Age.
2. The ongoing DRDP assessment process, which includes observations/work samplings by teacher/provider and/or parents, will be utilized to address additional developmental concerns for children on IEP. Educator will observe children and document concerns within first 3-6 weeks of services to provide to LEA Representative of IEP (for example Speech & Language Pathologist or Program Specialist). Consult with direct supervisor and/or Grantee Disabilities Supervisor regarding current IEP and follow up with Part B agency serving child to determine next steps based on each child's individual circumstance.

Children who are not currently receiving special education services:

1. Educator will obtain parent/guardian written consent and inform parent/guardian of the type and purpose of the developmental screening prior to conducting developmental screenings.
2. Once parent/guardian written consent is obtained, a standardized developmental screening tool will be administered in the child's primary language using one of the tools below.
 - ESI-P: Ages 3:0 through 4:5 years (English version)
 - ESI-K: Ages 4:6 through 5:11 years (English version)
 - IDT-P: Ages 3:0 through 4:5 years (Spanish version)
 - IDT-K: Ages 4:6 through 5:11 years (Spanish version)
 - Ages & Stages Questionnaire as per relevant age range (English version)
 - Ages & Stages Questionnaire as per relevant age range (Spanish version)
3. Options for completing a developmental screening when the child's home language is other than English or Spanish:

- A. When staff member/provider speaks the same home language as child.
 - (i) Educator will use the developmental screening tools English version. All screening questions will be translated using the developmental screening tools standardized script.
 - (ii) Educator will notate the language spoken to conduct the developmental screening in bold lettering on the front page of the tool (i.e. If the child's home language is Punjabi, the phrase "Translated in Punjabi" will be written).
- B. When no staff member/provider speaks the same language as the parent/guardian
 - (i) Educator will solicit assistance from the child's extended family or within the community in order to locate a translator. All screening questions will be translated using the developmental screening tools standardized script and the language spoken will be noted.
4. Trained educator will complete the Early Screening Inventory (ESI) for children 3-5 years of age or the age relevant Ages & Stages Questionnaire (MSHS) for children who are not currently diagnosed with a disability within 45 calendar days of enrollment. For children enrolled in a program operating 90 days or less the ESI & ASQ will be completed within 30 calendar days of enrollment.
 - The information gathered from the ESI or ASQ will be reviewed with parent/guardian and used to support the child's development.
 - The screening results and next steps (date reviewed with parent/guardian and other comments) will be entered into COPA (electronic data base) within 2 weeks of completing the developmental screening.
5. Children enrolled in a Head Start who are less than 3 years of age educator will complete the Ages & Stages Questionnaire (ASQ).
 - If the child scores *Rescreen* and/or *Refer* on the ASQ educator will rescreen the child within 2 to 4 weeks after the initial screening date using the Early Screening Inventory (ESI) (RHS), unless the child needs additional time to become age eligible for the ESI. The time between screening and rescreening shall not exceed 6 weeks from the date of the initial screening.
6. Developmental screening tool (s) will be completed per user manual instructions.
7. Educator will complete all sections of the ESI or ASQ developmental screening tool in its entirety during an initial and rescreening of a child.
8. The ESI or ASQ developmental screening will be conducted as follows:

Home Base Program	Staff will complete the ESI with child during a home visit.
Center Base Program	Staff will complete the ESI or ASQ with child at the center.
Family Child Care Home	Project Specialist/FCCH provider will complete the ESI or ASQ with child.
9. Completed ESI or ASQ screening results will be reviewed with all parent/guardian (s),

and discussed at case conferencing to determine necessary support and follow-up actions.

- Educator will provide all parent/guardian (s) with developmentally appropriate activities designed to facilitate their child's growth, following the review of their child's developmental screening at parent conference.
- Educator will document the developmental screening reviewed and the activities provided with parent/guardian (s) as follows:

Home Base Program	Document by using the Family Home Visit Plan E-18
Center Base Program	Document by using the Child School Readiness Plan E29b or Parent Contact Record E-7
Family Child Care Home	Document by using the Child School Readiness Plan E29b or Parent Contact Record E-7

10. Educator, and parent/guardian should also observe/document the child's skills, learning styles, preferences and note behaviors that might indicate a delay in their development.

11. Children with an ASQ Screening result in the "white range" meaning *Okay* or ESI screening result of *Okay* with no Speech and Language Development concern the screening decision is *No Further Action Taken at This Time*.

- No additional steps needed

12. Children with an ESI screening result of *Okay* with a Speech and Language Development concern the screening decision on the tool is *Refer*.

The mandatory follow-up action:

- Specific strategies will be developed to address language development and additional support to help educator create strategies will be provided as needed/requested. This process will offer more information to Part B agency as needed regarding child's response to early intervening strategies that support child's speech/language growth and development.
- Educator will provide parent/guardian (s) with developmentally appropriate activities designed to facilitate their child's language growth, following the review of their child's developmental screening at parent conference.
- A Child Success Team (CST) meeting to determine additional strategies and if there is a need for referral for special education services will be held once strategies have been provided for 3 –4 weeks minimum and the child is not showing growth.

13. Children with an ESI or ASQ screening result of *Rescreen* will have the screening decision to *Provide Activities and Rescreen*. The mandatory follow-up action:

- Educator will complete all sections of a new developmental screening tool in its entirety within 2 to 4 weeks after the initial screening date, unless the child needs additional time to become age eligible for the next ASQ questionnaire, not to exceed 6 weeks from the initial screening date.

- If the child scores *Rescreen* a second time discuss results with direct supervisor to determine next steps. For example provide additional strategies if child's *Rescreen* score shows improvement and he/she may need additional time (2-3 weeks) to respond to strategies/activities, or hold a Child Success Team Meeting to discuss option to *Refer* for special education assessment and develop additional strategies.
 - Educator will enter rescreen results of each individual child's developmental screening tool into COPA (electronic data base) within 2 weeks of completing the developmental screening.
14. Children with an ESI or ASQ screening result of *Refer* will have one of the following mandatory follow-up actions:
- A. When educator/parent observations differ from the *Refer* outcome of ESI developmental screening, the screening decision is *Rescreen* follow *Rescreen* procedures above.
 - B. Children who score *Refer* on ESI or have 1 or more areas in the "black range" on the ASQ, the screening result is *Refer* and the screening decision on tool is *Refer*.
 - Specific strategies will be developed to address areas that child scored *Refer* and additional support to help educator create strategies will be provided as needed/requested. This process will offer more information to Part B agency as needed, regarding child's response to early intervening strategies that support child's growth and development.
 - Educator will provide parent/guardian (s) with developmentally appropriate activities designed to facilitate child's growth, following the review of the child's developmental screening at parent conference.
 - A Child Success Team (CST) meeting to determine if a referral for special education services will be held once strategies have been provided for 3 –4 weeks minimum and the child is not showing growth in area(s) of concern.
 - If child scores *Refer in more than one area* and parent/educator are very concerned about child's current developmental level contact direct supervisor to determine next steps including scheduling classroom observation/Technical Assistance (TA) and a CST meeting to discuss referral for special education assessment.
15. Children who have a mixture of ASQ scores in the "gray range" and "black range" follow the actions above for *Refer* screening decision.
16. Children that need specialized evaluation to determine whether they may have a disability requiring special education services will be referred to a Part B agency.
17. Educator will file the completed *Early Screening Inventory* (ESI) or *Ages & Stages* (ASQ) developmental screening tool (s) into each individual child's corresponding Educational File.
18. Developmental screening COPA data and individual child developmental screening tool will be monitored as part of annual Program Evaluation, Agencies self-monitoring practices and Grantee Site Visits periodically though-out the program year for compliance.

Supervised by: Director II, Master Teacher, Program Manager, Disabilities Supervisor

Performed by: Head Start Teacher, Home Educator, FCCH provider, Project Specialist, or trained staff

Forms needed: Developmental Screening:

- Ages & Stages Questionnaire(ASQ)
- Early Screening Inventory (ESI)

Child School Readiness Plan
Parent Contact Record
Family Home Visit Plan
Individual Child Education File

Form (s) Filed: DMH 01-Entering Developmental Screening Data (ASQ)
COPA DMH 03- Entering Developmental Screening Data (ESI)

Procedure:

COPA Reports: 456 – Developmental Screening Report
456S – Developmental Screening Statistics

Frequency: Initial Screening: within 45 calendar days of enrollment of the child's enrollment into the program. (For programs operating 90 days or less developmental screenings will be completed within 30 calendar days of the child's enrollment into the program).

Rescreening: within 3-4 weeks of the initial screening date, unless the child under 3 years of age needs additional time to become age eligible for the ESI not to exceed 6 weeks from the date of the initial screening.