

Area:	Mental Health Services
Subject:	MH01 – Social-Emotional Screening of Children 6 Weeks to 5 Years of Age
Reference:	1304.20 (b) (1), 1308.6 (b) (1-3), 1308.60 (c), 1304.24 (a) (1) (i-iv)
Policy:	A social emotional screening will be completed for <u>all children</u> enrolled in an Early Head Start, Migrant Early Head Start, Head Start and Migrant Seasonal Head Start program within 45 calendar days of the child's enrollment into the program. This information will be used to identify children who need individualized support to strengthen their social emotional development; for programs operating 90 days or less, social-emotional screenings will be completed within 30 calendar days of the child's enrollment into the program.

Procedure:

1. Prior to the screening, educator will obtain parent/guardian written consent and inform parent/guardian of the type and purpose of the social-emotional screening [1308.6 (c)].
2. Once parent/guardian written consent is obtained to conduct a developmental screening, a standardized developmental screening tool will be administered in the parent/guardian's primary language.
 - Ages & Stages Questionnaire : Social Emotional (English version)
 - Ages & Stages Questionnaire: Social Emotional (Spanish version)
3. Options for completing a social-emotional development screening when the parent/guardian's home language is other than English or Spanish:
 - A. When staff member/provider speaks the same home language as parent/guardian:
 - Educator will use the social-emotional development screening tools English version. All screening questions will be verbally translated using the developmental screening tools standardized script.
 - Educator will notate the language spoken to conduct the social-emotional development screening in bold lettering on the front of the child's social-emotional development screening tool.
 - B. When no staff member/provider speaks the same language as the parent/guardian
 - 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 verbally translated using the social-emotional development screening tools standardized script. Educator will notate the language spoken.
4. Trained educator will complete the Ages & Stages Questionnaire: Social Emotional (ASQ: SE) for children within 45 calendar days of enrollment for programs operating over 90 days. For children enrolled in a program operating 90 days or less the ASQ: SE will be completed within 30 calendar days of enrollment.
5. The information gathered from the ASQ: SE screening tool(s) will be used to support the child's social-emotional development and entered into COPA (electronic data base) using COPA Procedure *DMH-02 Entering Developmental Screening Data*

(ASQ: SE) within two weeks of completion.

6. Social-emotional development screening tool(s) will be completed per user manual instructions.
7. Educator will complete all sections of the social-emotional developmental screening tool in its entirety during an initial and rescreening of a child which includes:
8. The Ages & Stages Questionnaire: Social Emotional (ASQ: SE) will be conducted as follows:

Home Base Program	Staff and parent/guardian will complete ASQ: SE together during the <u>initial</u> home visit.
Center Base Program	Staff and parent/guardian will complete ASQ: SE together during a home visit or at the center.
Family Child Care Home	Child Care Specialist/ FCCH Provider will complete the ASQ: SE with parent/guardian.

9. Completed ASQ: SE screening results will be reviewed with all parent/guardian (s) and discussed at case conferencing to determine necessary support and follow-up actions. [Ref:1308.6 (c)]
10. Educator will provide all-parent/guardian (s) developmentally appropriate activities designed to facilitate their child's growth, following the review of their child's social-emotional development screening.
Note: For programs operating more than 90 days educator will incorporate strategies/activities in the *Pre-Assessment Teacher/Caregiver Goals (E-28)*.
11. Educator will document the developmental screening review and the activities provided parent/guardian (s) as follows:

Home Base Program	Document by using the <i>Family Home Visit Plan E-18</i>
Center Base Program	Document by using the <i>Parent Contact Record E-7</i>
Family Child Care Home	Document by using the <i>Parent Contact Record E-7</i>

12. Throughout the program year, educators/assigned staff, and parent/guardian will observe/document the child's social-emotional development/ behavior (s) that might indicate a delay in their social-emotional development.
13. Next step activities/interventions to address the area (s) of concern and to promote the child's social-emotional development will be addressed as follows:

Develop Family and/or School Readiness Goal, provide individualization during learning activities to support the child's social-emotional development, hold a Child Success Team Meeting as needed in order to bring together a multidisciplinary team to assist with the next step planning for the child and family, refer the family/child for specialized Mental Health support and/or intervention.

14. When a child repeatedly engages in challenging behavior over a period of weeks and the challenging behavior is unresponsive to the documented regular guidance, redirection and instructional strategies used within the FCCH and classroom; or the behavior is at a level where the child is in danger of harming themselves or others intervention strategies must be identified and implemented.
 - **Challenging behavior** is defined as any repeated pattern of behavior that interferes with optimal learning or engagement in prosocial interactions with peers and adults.
 - **Challenging behaviors** are persistent behaviors that appear to be unresponsive to common guidance strategies.
 - **Challenging behavior** can look like: prolonged tantrums, physical/verbal aggression, screaming, property destruction, self-injury, noncompliance, and withdrawal from social interactions.
- 15 Educator/sssigned staff will enter initial and rescreen results of each individual child's developmental screening tool into COPA (electronic data base) using COPA Procedure *DMH02- Entering Developmental Screening Data (ASQ: SE)* within 2 weeks of completing the developmental screening.
- 16 Educator will file the completed Ages & Stages Questionnaire: Social-Emotional (ASQ: SE) screening tool (s) into each individual child's corresponding Educational File.
- 17 Social-emotional developmental screening COPA data, individual child developmental screening tool (s) and next step activities will be monitored as part of Agencies self-monitoring practices, Program Audit, and Grantee Site Visits periodically through-out the program year for compliance.

Children with an ASQ:SE score "Below the Cut-off" or "At the Cut-off"

1. Children with an ASQ: SE screening result of *Below the Cut-off* or *At the Cut-off* with no parent/guardian or educator concerns will have a screening decision of *No Further Action Taken at This Time*.
 - Educator will provide parent/guardian (s) developmentally appropriate activities designed to facilitate their child's growth, following the review of their child's social-emotional development screening.
2. Children with an ASQ: SE questionnaire screening result of *Below the Cutoff*, where educator have concerns with the child's behavior in the facility will have a screening decision of *Rescreen*.
3. Educator will complete a separate ASQ: SE questionnaire within 3-4 weeks of the initial screening date, based solely on observations within the facility.
4. Educator will write in bold lettering classroom setting or family child care home (FCCH) setting on the front of the child's screening tool.

5. Both completed ASQ: SE questionnaires will be discussed with parent/guardian at parent conference to identify strategies and activities that are designed to support the child in the home and child care facility environment.
6. Strategies will be identified and implemented to support the child and family as new skills are being acquired. Staff will document this discussion and planning on Parent Contact Record E-7 as part of the Parent Conference.
7. A Child Success Team (CST) Meeting will be held when a multidisciplinary team is needed to assist in the development of next step activities focused on supporting families/children/educators.
8. Staff will complete appropriate referrals to community agencies/organizations and/or for appropriate internal services that are provided by the Head Start program.

Children with an ASQ:SE score “Above the Cut-Off”

1. Children with an ASQ: SE screening result of *Above the Cutoff* will have a screening decision of *Refer*.
2. Completed ASQ: SE questionnaire will be discussed with parent/guardian at parent conference to identify strategies and activities that are designed to support the child in the home and child care facility environment.
3. A Child Success Team (CST) Meeting will be held when a multidisciplinary team is needed to assist in the development of next step activities focused on supporting families/children/educators.
4. Staff will complete appropriate referrals as needed to community agencies/organizations and/or for appropriate internal services that are provided by the Head Start program.
 - For additional information on how to complete a Family Services Referrals refer to COPA procedure *F01-Family Referrals and Services*.

Supervised by:	Director II, Master Teacher, Home Base Supervisor, Grantee Disabilities Supervisor, MSHS Program Manager
Performed by:	Head Start Teacher, Home Educator, FCCH Provider, Child Care Specialist, Project Specialist or trained staff
Forms needed:	<p>Social Emotional Screening:</p> <ul style="list-style-type: none">• Ages & Stages Questionnaire: Social Emotional (ASQ:SE) <p>Parent Contact Record (E-7) Family Home Visit Plan (E-18) ASQ:SE Questionnaire Summary (MH-01)</p>
Form (s) Filed:	Individual Child Education File
COPA Procedure:	DMH 02- Entering Developmental Screening Data (ASQ:SE) DMH 04-Individual Child COPA Referral F01- Family Referrals and Services
COPA Reports:	456-Developmental Screening Report 456S-Developmental Screening Statistics
Frequency:	<p><u>Initial Screening:</u> within 45 calendar days 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.</p> <p><u>Rescreening:</u> within 3-4 weeks of the initial screening date.</p>