

**ASQ 3 and ASQSE Reference Guide**

**ASQ3**

- **ASQ 3 –Complete at Enrollment**
- **Completion Process:**
  1. Teacher with Parent
  2. CBFS with Parent complete (give copy to teacher to review)
  3. Teacher complete
- **Follow Up/Referral Process-EHS**

compliance specialist will send report; CBFS will make sure follow up is completed.

  1. Parent on own (send home)
  2. CBFS with Parent
  3. Teacher (complete and give to CBFS)

**ASQSE**

- **ASQSE- At Enrollment and Fall & Spring**
- **Completion Process For Enrollment:**
  1. Teacher with Parent
  2. CBFS with Parent complete (give copy to teacher to review)
  3. Teacher complete
- **Completion Process for Fall & Spring:**
  1. Parent on own (send home)
  2. CBFS with Parent
  3. Teacher (complete and give to CBFS)

**Administration:** In center based EHS the receiving teacher will support the *parent* to complete the ASQ-3 and ASQ-SE, if they receiving teacher cannot complete with the parent the CBFS will complete with parent (if this is not able to happen, the teacher will then complete the ASQ-3 and ASQSE within the 45day screen date). CBFS's will then score the screeners. The ASQ-3 and ASQ-SE are then turned into the Site Director. Ideally, take a minute to score while present with the parent and discuss the outcome and any next steps.

**Follow Up:** The ASQ Re-Screen Master Report will be completed monthly by the EHS Compliance Specialist and sent to the ITHAD Team, and the CBFS Supervisor in order to support follow-up. **In center based the CBFS receives individual site reports and will make sure the follow up is completed.**

When a child scores below cut-off on the **ASQ-3**, the child needs to be re-screened in one month using the screener that is age appropriate. If the child fails a second time, the CBFS/EHS Teacher and Site Director in center based will discuss the best approach in discussing with the caregiver and offering a Birth to Three referral. The plan to continue to monitor the child's progress, and re-screen again may also be decided. The Disability Specialist may be consulted at this time if needed.

When a child falls below cut off on the **ASQ-SE**, the CBFS needs to contact the Infant Mental Consultant assigned to their program via email for next steps. In the email please include:

- \*Name and DOB of child
- \*Areas of concern indicated on tool
- \*Any observations you have regarding concerns and areas of strengths
- \*Parent reaction and perspective when you discussed the score
- \*Family/child circumstances that might be affecting the score
- \*Strengths and concerns observed in the caregiver-child relationship
- \*Plans you already have for supporting the family/child related to the concerns identified

The child needs to be re-screened at the time the child reaches the next age level of the ASQ-SE. The intervals for the ASQ-SE screener are 2, 6, 12, 18, 24, 30 and 36 months.