

# Required Social Emotional/Behavioral Screening - Head Start and Early Head Start

## Purpose

This explains the purpose of social emotional/behavioral screenings, the procedure for administering and following up on screening results, and how to submit the results of each child’s behavioral screening to PSESD. The purpose of a social emotional/behavioral screening is to identify if a child has the need for specific behavioral and/or social-emotional supports, including further evaluation, monitoring and/or intervention.

## Guidance

A behavioral screening must be completed for every child within 45 days of entry into program, and annually every year for each child continuing or who is re-enrolled.

The ASQ-SE2 (*Ages and Stages – Social-Emotional, 2<sup>nd</sup> Edition*) is the behavioral screening tool used in our early learning Head Start and Early Head Start programs. The ASQ-SE2 screens seven key behavioral areas: self-regulation, compliance, adaptive functioning, autonomy, affect, social communication, and interaction with others.

## Procedure

The ASQ-SE2 is designed to be completed by the parent and should be completed when the ASQ3 Developmental Screening is completed, typically during the enrollment visit, and always within 45 days of entry. The ASQ-SE2 is available in English and Spanish. If the family speaks any other language, the screening is administered with an interpreter.

## Scoring and Follow Up

The screening is scored by the teacher, home visitor, or FCC provider and the results are shared with the family as soon as possible. The scoring procedure is outlined in the manual located at each EHS/HS site. A plan is developed with the family for supporting the child when screening reveals a risk factor and is documented in the child’s file. Instructions for follow up are in the table below.

ASQ-SE.2 Scoring Grid Indicator	Next Steps
<p>Score in dark shaded area – above 65<sup>th</sup> percentile</p> <p>“High Risk” –Indicates there are risk factors for this child that may need further evaluation</p>	<ul style="list-style-type: none"> <li>• Consult with your Center Director for support and guidance.</li> <li>• Discuss results with the family to develop a plan that includes classroom and home strategies to support the child, which could include additional consultation with a Mental Health, Health and/or Disabilities Consultant.</li> <li>• Complete a <i>Release of Confidential Mental Health Information Form</i> and a <i>Mental Health Request for Observation or Consultation Form</i> as needed.</li> <li>• Document conversation with family and all follow up in the <i>Family Partnership Record and Contact Log</i>.</li> <li>• Place the <i>ASQ-SE2 Information Summary</i> in the Education/Special Services section of the file.</li> </ul>

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<p>Score in light shaded area – 50<sup>th</sup>-65<sup>th</sup> percentile</p> <p>“Monitor” - Indicates there may be risk factors for this child that should be monitored</p>	<ul style="list-style-type: none"> <li>• Consult with your Center Director as needed.</li> <li>• Discuss results with the family to develop a support plan for the child.</li> <li>• Document conversation with family and all follow up in the <i>Family Partnership Record and Contact Log</i>.</li> <li>• Place the <i>ASQ-SE2 Information Summary</i> in the Education/Special Services section of the file.</li> </ul>
<p>Score in white area – below 50<sup>th</sup> percentile</p> <p>“No – Low Risk” - Indicates the child is developing typically.</p>	<ul style="list-style-type: none"> <li>• Share results with family as soon as possible</li> <li>• Document this contact in the <i>Family Partnership Record and Contact Log</i></li> <li>• Place the <i>ASQ-SE2 Information Summary</i> in the Education/Special Services section of the file.</li> </ul>

### Submitting ASQ-SE2 results to PSES

Some sites submit results to PSES for data entry into ChildPlus and some sites enter data directly in ChildPlus. Your Center Director will advise you about how you should submit your screening results.

#### Submitting results for PSES data entry into ChildPlus:

- A data entry worksheet will be sent to sites for each classroom.
- Save the attachment to your computer.
- Reprint new worksheets for re-screens or screenings for new children. **Do not** use a worksheet that was already filled out and sent for a previous entry.
- Enter the date of the screening and the screening status as instructed on the worksheet.
- For teaching staff changes, correct the teacher name on the upper right-hand corner of the worksheet.
- Send completed worksheets by scan or fax to the health fax/email line: **888- 979-5897**. Information will only be entered from worksheets (not emails or phone calls).

Questions? Call or Email PSES Early Learning at 425-917-7700 (King County), 253-778-7700 (Pierce County): Ann Scott at x7725, [ascott@psed.org](mailto:ascott@psed.org) or Carol Weaver at x7733, [cweaver@psed.org](mailto:cweaver@psed.org)