



**COUNTY OF SAN BERNARDINO**  
**PRESCHOOL SERVICES DEPARTMENT**  
**POLICY**

**NO. 01 ECD      ISSUE 2**

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**EFFECTIVE: 03-19-14**  
Updated

**SUBJECT:**  
**Ages & Stages Social/Emotional (ASQ-SE) and**  
**Developmental Assessment of Young Children – Second**  
**Edition (DAYC-2) Policy and Procedure**

**APPROVED: 03-19-14**

**BY: Diana Alexander, Director**

**PURPOSE**

Within 45 calendar days of the child's entry into the program, Staff (Program Generalist, Teacher/Home Based Visitor), in collaboration with the parent(s) of each child will complete an initial prescreening (DAYC-2 and/or ASQ-SE) to obtain a broad sampling of a child's skills, behaviors and social/emotional development.

**POLICY**

The Developmental Assessment of Young Children – Second Edition (DAYC-2) which contains social/emotional elements will be completed on each child for Early Head Start (EHS) within 45 calendar days of enrollment into the program but not before a child is at least six weeks of age.

The Ages and Stages Social/Emotional Questionnaire (ASQ-SE ) will be completed on each child for Early Head Start (EHS) and Head Start (HS) within 45 calendar days of enrollment into the program but not before a child is at least six months of age.

The Ages and Stages Questionnaire (ASQ-SE) and Developmental Assessment of Young Children – Second Edition (DAYC-2) are to be kept in the child's file under section two (2).

**REFERENCE**

Head Start Performance Standards 1304.20(b)(1) Screening of Developmental, sensory and Behavioral Concerns, 1304.20(c)(iii)(iv) Determining child health status, 1304.20(d) Ongoing Care, 1304.20(f)(1) Individualization of the program

**PROCEDURE**

**PRIOR TO ENROLLMENT**

The Mental Health Prescreening Questionnaire will be used for parents to discuss their child's social/emotional needs during the enrollment application process. This allows PSD the opportunity to help determine the child's needs.

**AFTER ENROLLMENT**

Within 45 days of the child's enrollment into the program, Staff (program Generalist , Teacher/Home Based Visitor), will select and complete the appropriate Developmental Assessment of Young Children – Second Edition (DAYC-2) and/or the Ages and Stages

Questionnaire Social/Emotional (ASQ-SE) based on each child's individual age as designated within the policy.

Staff (Program Generalist, teacher/Home Based Visitor) will explain the purpose of the questionnaires, explain developmental milestones and emphasize that the child is not expected to do all the activities described on the questionnaires.

Staff (Program Generalist, Teacher/Home Based Visitor), will support the parent in the completion of each prescreen questionnaire (DAYC-2 and/or ASQ-SE). Staff (Program Generalist, Teacher/ Home Base Visitor), is responsible for collecting, reviewing, scoring and ensuring that each questionnaire (DAYC-2 and ASQ-SE) is completed in its entirety.

### **DAYC-2 and ASQ-SE**

- Staff will complete all information on the Information Summary Sheet for ASQ-SE and the Examiner Summary Sheet for the DAYC-2, along with the Summary Sheet for the individual DAYC-2 sections (Cognitive, Communication, Social-Emotional, Physical Development and Adaptive Behavior).
- Refer to the directions included on the Information Summary Sheet for calculating the scoring sections of the ASQ-SE and the scoring book for the DAYC-2.
- Based on the scoring, staff will determine if the score indicates child development appears to be on schedule, if learning activities and further monitoring is needed, or if further assessment with a professional may be needed.
- For ASQ-SE a referral must be submitted when the score is above the cutoff score.
- For DAYC-2 a referral must be submitted when the score falls in the poor or very poor area and/or the score remains in the poor or very poor area after the re-screening is completed.
- If further assessment is need, staff will initiate the Referral Process within 48 hours of conducting the DAYC-2 and/or ASQ-SE.
- Staff will document the completion of the DAYC-2 and ASQ-SE questionnaires and all follow up services in the child's file and on COPA.

### **COPA INSTRUCTIONS FOR DAYC-2**

- **HEAD START** select "CHILD", select "DEVELOPMENTAL" tab, select CHILD DEVELOPMENT SCREENING HS, click on the editing pencil, select SPEECH & LANGUAGE, SOCIAL/BEHAVIORAL, COGNITIVE, MOTOR, and SELF HELP, complete all sections by inputting required information, select the required instrument used, put ASQ score in the comments section.
- **EARLY HEAD START** select "CHILD " select "DEVELOPMENTAL" tab, select CHILD DEVELOPMENT SCREENING EHS, click on the editing pencil, select each section ADAPTIVE BEHAVIOR, COGNITIVE, COMMUNICATION, GROSS MOTOR, FINE MOTOR, and SOCIAL EMOTIONAL complete all sections by inputting required information, select the required instrument used, put Descriptive Term in the comments section.

### **COPA INSTRUCTIONS FOR ASQ-SE**

- **HEAD START/ EARLY HEAD START** select "CHILD", select "DEVELOPMENTAL" tab, select CHILD DEVELOPMENT SCREENING EHS, click on the editing pencil, select SOCIAL EMOTIONAL, complete only the Social Emotional section by inputting required information, select the required instrument used, put ASQ score in the comments section.