

Steps & Tips for Integrating Ages & Stages® Online Screening and Materials

Simple Steps

ASQ® Questionnaires

Hand out **Parent/Legal Guardian Consent** form and the **Parent Introduction – Getting to Know Your Child** flyer to all families. The Consent form must be signed before you enter a screen in your online system.

Tips for Introduction:

- **Family Night or Open House**
- **Orientation for new families during enrollment.**
- **ASQ® Day where parents can come into the center to learn about the ASQ® and complete a questionnaire.**
- **Information sheet to answer questions sent out with Family Access link.**
- **Home Visits**
- **Parent-Teacher Conference routinely includes review of screening basics and answering questions.**
- **Newsletters, emails, social media include information about developmental screening and using the ASQ®.**
- **Website and Parent Handbook make screening information a permanent part.**



- Provide families with the link to your online screening.
- Staff reviews results. If the results are different than what is seen in the classroom, the staff may complete a screen for comparison.
- Staff discuss results of screen with parents and provide copies of ASQ-3® and ASQ:SE-2® Learning Activities/Handouts and newsletters as outlined below. It can be challenging when ASQ-3® and ASQ:SE-2® scores indicate the need for referral. The process can be made easier when follow-up is done quickly with calming reassurance.

Tip for Reviewing Results:

- **Prepare ahead of time for the questions families might ask.**

A few of the most frequently asked questions are:

- Why do I have to fill the questionnaire out instead of the teacher?
- Is my child falling behind?
- How can we help build skills at home?
- What if my child can do something like the question on the ASQ, but not the exact activity that it says?
- Should my child be talking/walking by now?
- Is this result common? Is it normal?
- What do I do next? Who do I contact?

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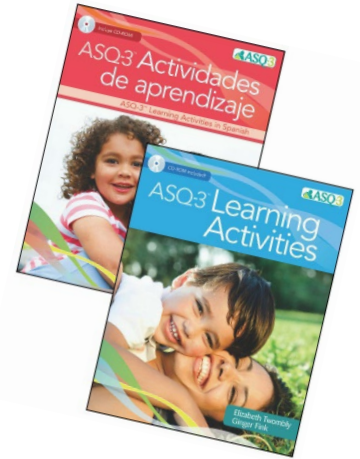
- ❑ Complete screening summary by going to child's profile and clicking on the latest screen. Record next steps discussed with parent/guardian. (See "HOW TO TRACK REFERRALS AND OUTCOMES" for step-by-step instructions).

ASQ-3® Learning Activities

- ❑ After completing a screen, provide parents with a full set of **learning activity sheets** and/or select specific areas based on screening results. Encourage parents and staff to practice skills with their child.

ASQ:SE-2® Learning Handouts

- ❑ After completing a screen, provide parents with a copy of the **newsletter** and **activities** that correspond to the child's age.
- ❑ Provide **Special Topic Tips Sheets** to all parents or to parents when they have a specific concern or question.



ASQ® ONLINE Reports

- ❑ Pull reports to review center's screens, scores, etc.
- ❑ Complete a Referral Report each month that referrals have been made for services and send to CCA.