

6-6. HFO sites monitor the development of all participating children using the Ages and Stages Questionnaire (ASQ).

6-6.A. The Ages and Stages Questionnaire (ASQ) and Ages and Stages Questionnaire–Social Emotional (ASQ-SE) are used to monitor child development with the HFO target child. In the instance of multiple births (twins, triplets, etc.), the ASQ is completed with each child. Screening is administered by trained staff in accordance with ASQ and ASQ-SE guidelines following a standard screening schedule. If a family is on a revised screening schedule, the reason for the adjustment is documented on the *Home Visit Record* and Family File (*Data Tracking Sheet*).

The following monitoring is required, unless developmentally inappropriate:

- ASQ Screens are administered a minimum of 2 times per year (at least 1 time within the first 6 months of the target child's life) and must be at least 4 months apart.
- The recommended schedule is for ASQs to be administered at the following intervals: ~~ASQ screening is administered at:~~ 4, 8, 12, 18, 24, 30, 36, 48, and 60 months of age.
- Additional screens can be completed, when appropriate, such as at 2, 6, 9, 10, 14, 16, 20, 22, 27, 33, 42 or 54 months of age. However at a minimum, 2 screens each year must be at least 4 months apart.
- The ASQ-SE is administered every six months for the first three years and after that once a year
- The ASQ and the ASQ-SE must be administered within 30 days before or after the due date to ensure validity.
- The 2-month ASQ is now available and optional
- ASQ results are submitted to NPC (program evaluation) using the *Family Update form* and entered in the HFO Statewide Database
- The *Data Tracking Form* is completed for tracking in the family file
- If the family is on Creative Outreach when the next ASQ is due, and then re-engages later, the next appropriate screen (based on age, or adjusted age, of child) is administered once home visits resume.
- If the target child is receiving services from EI (Early Intervention), the HFO program is not required to complete regular ASQs or ASQ-SEs. This must be documented in the family's file. It is highly recommended that copies of developmental screens completed by EI, be requested with permission of the family, and kept in the family file.

The ASQ is adjusted for babies born 36 weeks + 6 days or less. Age adjustments for the ASQ will continue until the child is 2 years of age. For example, if a baby is born at 36 weeks gestational age, the ASQ is administered four weeks later than the baby's chronological age until the baby is 2 years old.

In the instances where the ASQ and ASQ-SE are done as a part of a collaborative process with other service providers involved with the family, the site must be in receipt of a copy of the complete results of each tool to show that the tools were completed on time and to make and track any necessary follow-up referrals/interventions for the family.

If you are partnering with another agency to complete developmental screens, indicate what type of formal agreement is in place to support the partnership, and how you ensure that the ASQ and ASQ-SE are completed by the partner program/provider on time according to the above policy. Indicate how you receive a complete copy of the results of the screen from the partner program/provider and how you document this:

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6-6.B. Each HFO site ensures that the ASQ and ASQ-SE is used to monitor the development of all target children at specified intervals stated in 6-6.A, unless developmentally inappropriate, and is administered according to the developers' instructions to ensure valid results (i.e. administered during the specified window of time).