

SOONERSTART PROCEDURES

➤ PROCEDURES FOR COMPLETING AN ASQ SCREENING

RC completes ASQ Screening with Intake by teleconference (unless child has automatic qualifying condition or referral information indicates significant delays)

1. Obtain medical documentation of AQ condition from referral source or parent/caregiver

1. If Intake scheduled for a later date. RC prepares and emails/texts *Meeting Notice*
2. If Intake can be completed immediately, RC asks family to waive *Meeting Notice* requirement – no meeting notice will be sent to the family (This should be documented in the Logging Wizard)
3. RC explains program and reviews Parent Rights and Procedural Safeguards
4. While obtaining Intake information, RC asks if family if they would be willing to answer a few questions about their child’s developmental progress to give SoonerStart additional information to plan the next steps in the process.
5. If family agrees, RC reviews and completes the *Prior Written Notice and Consent for Screening* to obtain verbal consent to proceed with asking the ASQ questions.
6. RC records parent responses to questions on *ASQ Result Page*.
7. RC provides feedback regarding the screening results to parent and has a conversation with the parent to determine the next steps based on:
 - ASQ scores
 - Family’s level of concern (i.e. family may be focused on other issues during the COVID-19 emergency)
 - Family’s desire to participate in virtual services if determined eligible
8. Discuss next steps with parent based on family’s input
9. RC uploads *ASQ Results Page* in child’s EdPlan record.
10. RC uploads *Prior Written Notice and Verbal Consent for Screening* in the child’s EdPlan record.
11. RC completes *Screening Results PWN* (see ample Screening PWNs)

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12. RC emails/texts *ASQ Results Page, Prior Written Notice and Verbal Consent for Screening, Screening Results PWN* and website link for **Procedural Safeguards and Parent Rights** to the family.

- <https://sde.ok.gov/sites/default/files/Parents%20Rights%20March%202019%5B1%5D.pdf>

1. RC documents all service coordination activities in the Logging Wizard
2. File inactivated or child referred for evaluation depending on screening results and discussion with family.
3. If referred for eligibility evaluation, RC reviews, obtains verbal consent and completes the *Prior Written Notice and Consent for Evaluation*.

***Note:** You can have up to two unanswered questions per section and still get a total score. See ASQ Calculator app to adjust score. <https://agesandstages.com/free-resources/asq-calculator/>

