

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Part: 1302 Program Operations**

**Subpart: C-Education and Child Development Program Services**

**Section: 1302.33 Child Screenings**

**Subject: Child Screening and Assessment (Screening)**

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**Policy:**

Each Head Start/Early Head Start child is screened in collaboration with each child's parent and with parental consent within forty-five calendar days of the child's entry into the program. Staff will administer the Battelle Developmental Inventory (BDI) Screening and parents will complete the Ages & Stages Questionnaire (ASQ-SE) on each child. The screenings are used to identify concerns regarding developmental, behavioral, motor, language, social, cognitive, and/or emotional skills.

**Procedure:**

1. At enrollment, parental permission is obtained for the developmental screening on the Battelle Developmental Inventory (BDI) Permission form and parent questionnaire form.
2. Children entering the program are screened using the BDI and ASQ-(SE).
3. If a child has a current IFSP/IEP, the Disability Specialist or the designated staff administering the BDI will document the information in the note section on BDI.
4. Head Start/Early Head Start Disability Specialist or designated staff will administer the Battelle Developmental Inventory (BDI) within forty-five calendar days of the child's entry into the program.
5. If the parent does not complete the ASQ – (SE) with several documented attempts, the classroom teacher will complete the assessment within forty-five calendar days of the child's entry into the program.
6. If parents and/or teaching staff have concerns about a returning child's developmental progress, the child will be re-screened.
7. The teaching staff will review the results of the BDI and ASQ-SE with parents during the home visit or parent conference. Teaching staff will place the BDI and ASQ-SE in the Disability Section of the child's Education file.
8. The teaching staff will move the returning children's BDI and ASQ-(SE) to the current year in the Disability Section of the child's Education file.

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9. If a child needs further evaluation, the Disabilities Specialist will explain the BDI results to parents and obtain informed consent in writing while assisting parents in completing the referral packet or form.
10. Through additional screening and the guidance of a mental health or child development professional and with parent consent, the Disability Specialist will refer a child to other local agencies responsible for implementing IDEA.
11. The Disability Coordinator will review or be advised of referrals before they are sent to the appropriate agency.
12. Referrals will be sent to Child Find, Local Education Agency (LEA), ELKS, or Early Steps and Disability staff will collaborate with the child's parent and the local education agency to support families through the formal evaluation process.
13. The Disabilities Specialist will follow up with the parent before and after the child's staffing to make sure the parent understands the IEP/IFSP, and the Disabilities Specialist will document the follow-up conversation in ChildPlus.