



# Assessments: Ages & Stages Questionnaire

## FSC Job Aid

The *Assessments* – ASQ screen allows users to document the results of the Ages and Stages Questionnaire for children on their cases.

### Ages and Stages Questionnaire

▼ Ages and Stages

☐ Already receiving Early Intervention Services

Child Name \*

-Select- ▼

ASQ Type \*

-Select- ▼

Consent To Complete

-Select- ▼

ASQ Age \*

-Select- ▼

Reason

ASQ Screening Date

Next ASQ Screening Date

Referral Recommended?

-Select- ▼

Referral Made?

-Select- ▼

EI Assessment Date

Child Eligible?

-Select- ▼

Accepted EI Services?

-Select- ▼

Reason

Start Date of EI Services

| Domain                 | Score                | Cutoff Score         | Below Cutoff? |
|------------------------|----------------------|----------------------|---------------|
| Communication/Language | <input type="text"/> | <input type="text"/> | No            |
| Gross Motor            | <input type="text"/> | <input type="text"/> | No            |
| Fine Motor             | <input type="text"/> | <input type="text"/> | No            |
| Problem Solving        | <input type="text"/> | <input type="text"/> | No            |
| Personal-Social        | <input type="text"/> | <input type="text"/> | No            |

| Domain               | Score                | Cutoff Score         | Above Cutoff? |
|----------------------|----------------------|----------------------|---------------|
| ASQ Social-Emotional | <input type="text"/> | <input type="text"/> | No            |

Notes

Save

Cancel



## Navigation

- From the **Dashboard** :
  - Locate the desired Case and click on the Case ID to bring the Case into focus. The *Summary* screen will open.
  - Click on the *Ages and Stages* Navigation Tile in the **Next Steps** pane.
- From within the Case:
  - Click on the **Tracking** tile. Then click on the **Assessments** tile.

## Assessments list screen

- The Assessments list screen contains both the *FAST Assessment* list pane and the *Ages and Stages Questionnaire* list pane.  
Inside the **Ages and Stages Questionnaire** pane:

| Ages and Stages Questionnaire |                |                |          |                       |           |                    |                 |                       |         |
|-------------------------------|----------------|----------------|----------|-----------------------|-----------|--------------------|-----------------|-----------------------|---------|
| Add ASQ                       |                |                |          |                       |           |                    |                 |                       |         |
|                               | Screening Date | Child Name     | ASQ Type | Referral Recommended? | Referred? | EI Assessment Date | Child Eligible? | Accepted EI Services? | Reason? |
| +                             | 4/7/2017       | Sally Sunshine | ASQ      | Yes                   | Yes       | 4/14/2017          | Yes             | Yes                   |         |

- To start documenting an ASQ, click on **Add ASQ** above the *Ages and Stages Questionnaire* grid.
- To view or update an existing ASQ, click on the *Screening Date*, *Child Name* or *ASQ Type* of the desired ASQ in the *Ages and Stages Questionnaire* grid.
- To view the ASQ *Notes* from the grid without opening the ASQ, click on the [ + ] to the left of the ASQ in the grid. To close the *Notes* view, click on the [ - ] that now appears to the left of that ASQ in the grid.

|   | Screening Date | Child Name     | ASQ Type | Referral Recommended? | Referred? | EI Assessment Date | Child Eligible? | Accepted EI Services? | Reason? |
|---|----------------|----------------|----------|-----------------------|-----------|--------------------|-----------------|-----------------------|---------|
| - | 4/7/2017       | Sally Sunshine | ASQ      | Yes                   | Yes       | 4/14/2017          | Yes             | Yes                   |         |

Notes : Sally has some slight developmental delays.

- To view the *Notes* for all of the ASQs in the current page of the grid, click on the [ + ] above the grid. To collapse all of the *Notes*, click on the [ - ] that now appears above the grid.

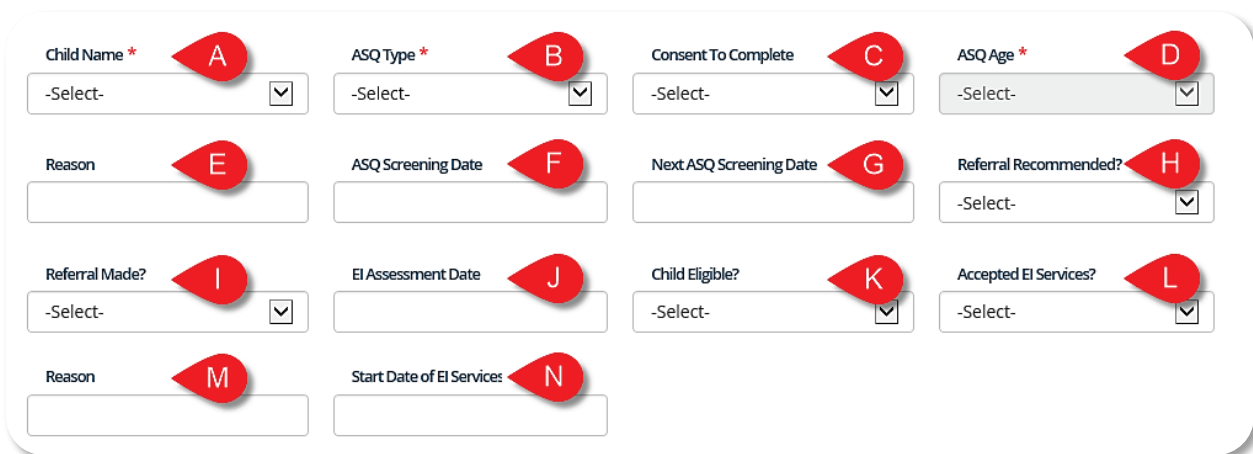




1. If the child is already receiving Early Intervention Services:
  - a. Check the ☒ *Already Receiving Early Intervention Services* checkbox.
  - b. Select the name of the child from the *Child Name* drop-down.
  - c. Click  at the bottom of the screen.

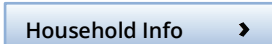
If the child is **NOT** already receiving Early Intervention Services, leave this checkbox blank and proceed to step 2.

2. Documenting basic information about the completed ASQ:



The screenshot shows a form for documenting ASQ information. Red callout letters A through N point to the following fields:

- A: Child Name \*
- B: ASQ Type \*
- C: Consent To Complete
- D: ASQ Age \*
- E: Reason
- F: ASQ Screening Date
- G: Next ASQ Screening Date
- H: Referral Recommended?
- I: Referral Made?
- J: EI Assessment Date
- K: Child Eligible?
- L: Accepted EI Services?
- M: Reason
- N: Start Date of EI Services

- a. *Child Name*: Select the child's name from the drop-down. Note: if the child's name does not appear here, go to the  →  screen and update the *Household Info* to include the child and that the child's *Role* is marked as "child".
- b. *ASQ Type*: Select the type of ASQ that is being documented - ASQ or ASQ-E (Social Emotional).
- c. *Consent to Complete*: Indicate whether or not the parent(s) have consented to the ASQ assessment by selecting "Yes" or "No" from the drop-down.
- d. *ASQ Age*: Select the age of the child at the time of assessment from the drop-down.
- e. *Reason*: If the parent(s) did NOT consent to the ASQ assessment, enter the reason why.
- f. *ASQ Screening Date*: Enter the date of this ASQ screening.
- g. *Next ASQ Screening Date*: Enter the date that the next ASQ screening is due by.
- h. *Referral Recommended?*: Indicate whether or not an Early Intervention (EI) Referral is recommended by selecting "Yes" or "No" from the drop-down.



- i. *Referral Made?*: Indicate whether or not an Early Intervention (EI) Referral has been made by selecting "Yes" or "No" from the drop-down.
  - j. *EI Assessment Date*: Enter the date that an Early Intervention (EI) Assessment was done.
  - k. *Child Eligible?*: Indicate whether or not the child is eligible for Early Intervention (EI) Services by selecting "Yes" or "No" from the drop-down.
  - l. *Accepted EI Services?*: Indicate whether or not the parent(s) of the child accepted the recommended Early Intervention (EI) Services by selecting "Yes" or "No" from the drop-down.
  - m. *Reason*: If the parent(s) did NOT accept the recommended Early Intervention (EI) Services, enter the reason why.
  - n. *Start Date of EI Services*: If applicable, enter the start date for Early Intervention (EI) Services.
3. *ASQ*: If the *ASQ Type* selected is "ASQ", enter the *Score* and *Cutoff Score* for each *Domain*. The *Below Cutoff?* column will automatically change to "Yes" or "No" for each Domain depending on the Scores and Cutoff Scores entered.

| Domain                 | Score                | Cutoff Score         | Below Cutoff? |
|------------------------|----------------------|----------------------|---------------|
| Communication/Language | <input type="text"/> | <input type="text"/> | No            |
| Gross Motor            | <input type="text"/> | <input type="text"/> | No            |
| Fine Motor             | <input type="text"/> | <input type="text"/> | No            |
| Problem Solving        | <input type="text"/> | <input type="text"/> | No            |
| Personal-Social        | <input type="text"/> | <input type="text"/> | No            |



4. ASQ Social-Emotional: If the ASQ Type selected is "ASQ-E", enter the *Score* and *Cutoff Score*. The *Below Cutoff?* column will automatically change to "Yes" or "No" depending on the Score and Cutoff Score entered.

| Domain               | Score                | Cutoff Score         | Above Cutoff? |
|----------------------|----------------------|----------------------|---------------|
| ASQ Social-Emotional | <input type="text"/> | <input type="text"/> | No            |

5. *Notes*: If needed, a brief note about this assessment can be entered in the *Notes* text field.
6. Once the Assessment has been documented, click **Save**.
- Clicking **Cancel** will navigate back to the *Assessments* list screen. Any unsaved entries or changes will be lost.

### For more information...

For assistance, please contact the Allegheny County Service Desk at [ServiceDesk@AlleghenyCounty.US](mailto:ServiceDesk@AlleghenyCounty.US) or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access I-Service, go to: <https://servicedesk.alleghenycounty.us>

This and other Job Aids can be found at: <http://s3.amazonaws.com/dhs-application-support/index.htm>