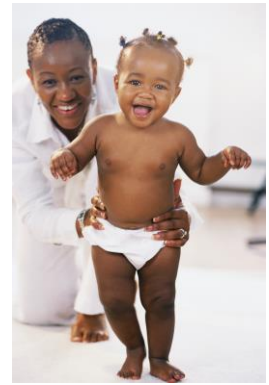**Implementing ASQ 3 and ASQ: SE2**
Or, "I've been to the PD event, I've gotten the tool –
NOW WHAT?"

❑ Take some time <u>today</u> to think about what you learned, and jot down some initial thoughts about what you would like to see at your facility.

❑ Identify ASQ Champions – Key staff at your site who will help you with this project. Meet with these people, talk about what ASQ is, why you want to use it at your facility. Get their input on the benefits of using such a tool. Brainstorm barriers and how to address these barriers.

❑ Introduce the idea to your staff
  • Share your vision – be sure to include "what's in it for them"
  • Elicit ideas, concerns, and suggestions from all staff members
  • Acknowledge that change is hard

❑ Develop a timeline - If you have a large facility, consider starting with one or two "pilot" classrooms

❑ Consider your implementation process
  • Who will be responsible for administering the screening in each group?
  • Will you be using all scales, or administering to all children at a specific number of times during the year?
  • Who will be responsible for sharing screening results with parents?

❑ How will you let parents know about your program's use of the ASQ?
  • Existing parents – Newsletter? Individual or group meetings?
  • Newly enrolling parents – Enrollment meeting? Parent Handbook?

❑ Train appropriate staff in administering, scoring, interpreting

❑ Run your pilot or first few screenings
  • After the pilot implementation, review how the process went with <u>all</u> staff involved
  • Discuss successes and challenges
  • Fix any operational glitches you find

❑ Communicate consistently on an ongoing basis
  • Request regular feedback from all staff
  • Give staff regular feedback on their successes
  • Work together to identify solutions to challenges