AGES AND STAGES QUESTIONNAIRE (ASQ) TRAINING

Presented by
the Early Learning Coalition
of Broward County, Inc.

EARLY LEARNING COALITION
of Broward County, Inc.
Education begins at birth

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Florida Legislation

Florida legislation (Rule 6M-4.720) requires:

all school readiness-funded children 0-5 years old be <u>screened</u> for possible developmental delays

- with <u>documentation of the learning progress</u> of these children.

The Early Learning Coalition of Broward County, Inc. [ELC]

- Responsible for the <u>coordination</u>

  and <u>monitoring</u> of developmental

  and social-emotional screening of

  all **school readiness** children:

  - <u>within 45 days of the initial enrollment</u>

    and

  - annual screening <u>in the month of each child's birthday</u>

    <u>www.elcbroward.org/ASQ.aspx</u>
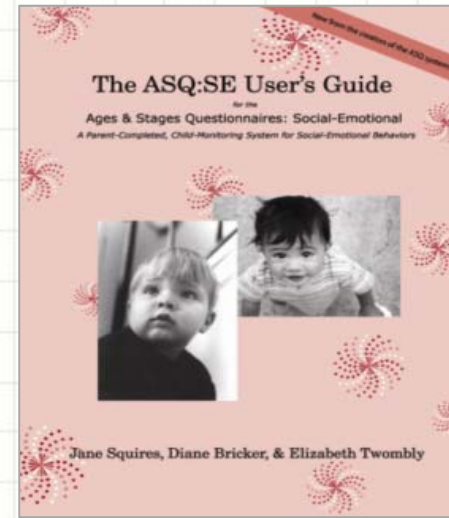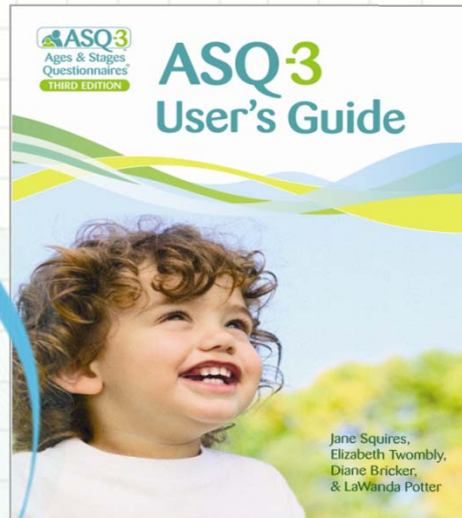
The Ages & Stages Questionnaire System (ASQ)

- Selected as Broward County's screening tool for school readiness children.

- May also be administered to children of private pay families at no extra cost.

- Will be completed online by parent/guardian or staff.

- Important to screen all children for a developmental guideline to understand each child's needs.

The objectives of this training are:

1 • **To introduce the advantages of the ASQ Online system**

2 • **To learn how to electronically administer ASQ screens**

3 • **To learn how to assign Follow-up Tasks based on screening results**

The objectives of this training are:

4 • **To learn to link screening results with activities**

5 • **To learn the process for the referral of a child**

6 • **To introduce ASQ Family Access as an option**

The objectives of this training are:

7
- **To promote good communication between parent/guardian and provider (teacher)**

8
- **To promote good communication between parent/guardian and program administrator (owner or designee)**
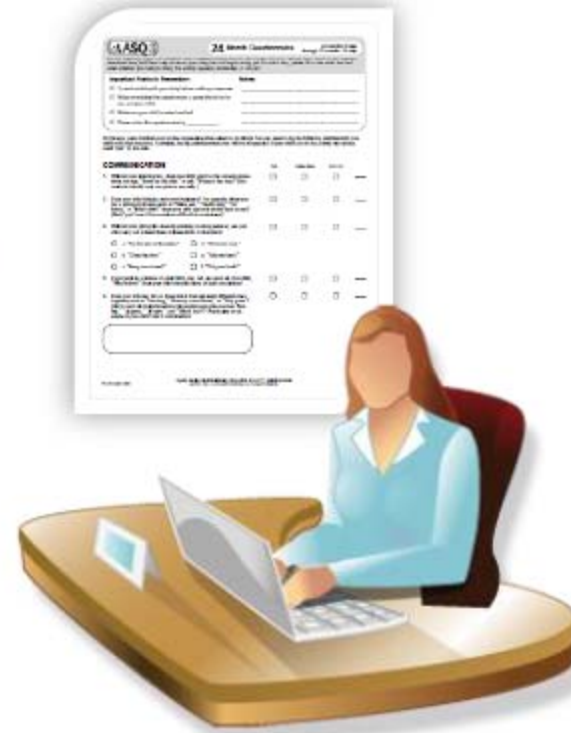
ASQ Online System

ASQ Online System Benefits:

- **ASQ screens will now be:**
  - completed online by parent/guardian and/or teacher
  - electronically scored
  - interpreted using this system with an Information Summary

- **ASQ Online System is designed to:**
  - Manage the questionnaire information which is electronically input
  - Make it easier to conduct the ASQ-3 and ASQ:SE screenings, set follow-up tasks and alerts
  - Track children's results
  - Link to follow - up activities

What is ASQ Online?

Screen → Score → Share Results → Follow-up → Report

Roles in the ASQ Online System

- **Program Administrator (Owner or Designee – often the Director) -** Responsible for managing an individual program within an ASQ Enterprise account.
  - **Should add <u>Provider Role</u> in order to perform screening tasks if necessary.**

- **Provider (Teacher) -** Responsible for managing the screening and referral of children to which they are assigned.

- **Caregiver** - A caregiver is a parent/guardian, grandparent, foster-parent, or other person who lives with the child and is responsible for the care of the child.

- **Reviewer -** Focused on viewing and generating aggregate reports of the data from a program.

ROLE OF PROGRAM ADMINISTRATOR

SET UP THE PROGRAM	HOW TO MANAGE THE ASQ PROGRAM	SCREENING MANAGEMENT: THE SCREENING PROCESS	SCREENING MANAGEMENT: RESULTS
1. Using the Navigation Menu	1. Screening Management	1. Parent Option to Decline Screening	1. Print Information Summary for ASQ-3 and ASQ:SE
2. Using Quick Links	2. Viewing and Creating Documents and Packets	2. Schedule a Screening	2. Review documents for Score Interpretation, Recommendations for Follow-up, and Action Steps for ASQ-3 and ASQ:SE
3. Print Program Administrator User Manual and Provider	3. Run Program Reports	3. Timeframes for Screening	3. Referral to FDLRS/ChildFind – ASQ-3 and/or ASQ:SE if necessary
4. Create Program Users	4. Family Access	4. Who Should Complete the Questionnaire?	4. Parent - Provider Conference to promote Good Communication between Parent and Provider
5. Managing Child Profiles		5. Which Screen Do I Give?	5. View and Create Documents and Packets
6. Assign Children to a Provider		6. Conducting the Screenings	6. Run Program Reports
7. Set up Personal Alerts			7. Family Access
8. Set Screening Preferences			8. Screening Process Diagram
9. Set Tasks			
10. Add a Custom Task			

Using the Navigation Menu

- Top of each ASQ Online web page has the **Navigation Menu.**

- **Menu** leads to the different pages of ASQ Online, including the:

  – **Home** page

  – **My Profile**

  – **Program**

  – **Child Profiles**

  – **Screening Management**

  – **Reports**

  – **Family Access**

Navigation Menu

- **Home:** Access Child Profiles, Screenings, and Help items from this page, which are customized to your role as Program Administrator.

- **My Profile:** View and edit your profile information, change your password, create and manage your personal notes and files, manage your user access, and create personal alert messages regarding various functions in ASQ Online.

- **Program:** Find information regarding your program, add program users, add custom tasks, import and export data, and set your screening preferences.

Navigation Menu

- **Child Profiles:** Manage all Child Profiles within your program, assign users to children, and view individual screenings.

- **Screening Management:** Schedule screening tasks and non-screening tasks, generate and print screening and follow-up materials, create your own program specific documents and groups of documents, and keep track of the status of scheduled tasks for all children in your program.

- **Reports:** Generate program-specific reports.

- **Family Access:** Create and manage your Family Access web page used for online questionnaire completion, and accept or reject screens that have been submitted through Family Access.

Quick Links

- On the left side of each ASQ Online web page you will find the Quick Links.

- The list of Quick Links provided is specific to the web page you are currently viewing.

- Quick Links are designed to help you complete various tasks within the different pages of the site.

- The "*Help*" Quick Link will always appear as the last Quick Link, no matter what page of ASQ Online you are viewing.

- The **Help** page provides up-to-date information on ASQ Online, including FAQs, Tutorials, User Manuals, contact information, and other online help documentation.

Key to Navigating
ASQ Online System

- **<u>Navigation Menu</u>** - on top of each web page

- **<u>Quick Links</u>** – on left side of each web page
  - Topics pertaining to web page you are viewing

- **<u>Scroll down each web page</u>** to see all the Tabs which contain different information pertinent to the web page
  - e.g. **Child Profiles** selected on top Navigation Menu
    - Scroll down the web page to see sections –
      - » Child Profiles Search
      - » Child Profiles

To Set up Your Program

1. **Print Program Administrator User Manual and Provider User Manual**

2. **Create Program Users**

   – Program Administrator must create the users in the program - Providers (Teachers) and other Program Administrators.

   – Program Administrator should also give self access as a Provider so all tasks can be performed.

To Set up Your Program (continued)

3. Child Profiles

- **Each child must have his/her own Child Profile page:**

  - Includes Caregiver Profile – must enter at least 1 caregiver profile for each child.

  - Includes all screenings that have been entered into ASQ Online or accepted through Family Access

- Compare the School Readiness attendance list for children birth through kindergarten-age sent from Family Central, to the list of children entered under **Child Profiles.**

To Set up Your Program (continued)

– **Actions for Child Profiles**

- **Add** a **Child Profile** for every child not listed.

- **Archive** a Child Profile for children no longer attending your early childhood program.

  – Please do <u>not</u> DELETE a child profile as a child may transfer to another early childhood program or come back to your early childhood program at a later date.

- **Merge** child profiles – If child has more than 1 profile, merge the two.

To Set up Your Program (continued)

4. **Assign Children to a Provider**

   – **Every child must be assigned to a Provider**

   - Can assign multiple children to a provider

   - Click on **Child Profile** on the top Navigation Menu

   - Click on the child's name

   - Scroll down to "***Child Providers & Reviewers***" Tab

   - Add the Provider information

   - Click "*Add*"

To Set up Your Program (continued)

5. **Set Up Personal Alerts**

   – **Assists you to be reminded when tasks are due.**

   – Click on **My Profile** on the top Navigation Menu to begin setting up alerts. Click on **My Alerts** in Quick Links.

     • Program Administrator sets up personal alerts for self:

       – Offers ability to receive a reminder of a task by text or email at set time before task is due

     • Program Administrator can set personal alerts for Providers

           OR

     • Providers can set up their own personal alerts

To Set up Your Program (continued)

6. Set Screening Preferences

– **Provides the ability to set automatic tasks for Child Profiles**

– Click on **Program** on the top **Navigation Menu** and click on "Screening Preferences" under the **Quick Links**

– **Can set preferences so that screening tasks are automatically created when:**

- The child enters the program

- The child reaches a certain age

- The child is age-appropriate for the program's recommended screening intervals

- The child needs to be re-screened based on the prior screening score when:
    – Scores are below cutoff for ASQ-3 Questionnaire
    – Scores are above cutoff for ASQ:SE Questionnaire

To Set up Your Program (continued)

7. Set Tasks

– **You can schedule screening and non-screening tasks (follow-up activities)**

  – From the **Screening Management page:**
    • Can add and keep track of all tasks.

  – From the **Child Profile page:**
    • Can also add and view a child's tasks within his/her profile.

BEST PRACTICE
BROWARD PROVIDERS:
Screening Task

- **Best Practice** is defined as the Early Learning Coalition recommended method for completing a task.

- **Best Practice** is to set a task to rescreen annually on the 1st day of the child's birthday month.

To Set up Your Program (continued)

8. **Add a Custom Task**

   - Broward has customized tasks according to Florida State law.

   - Go to **Program** on top **Navigation Menu;**

   - Click "Add Custom Task" on Quick Links;

   - Type in the name of the task;

   - Click "*Save.*"

   - The *new task* will now appear at the bottom of the list of tasks.

Broward ELC's Custom Tasks

- **Broward – Customized Screening Tasks should be added by Program Administrator:**

  – Activity Packet prepared for child

  – Repeat yearly 1st day of birthday month

  – Repeat after 2 months

  – Repeat after 4 months

  – Referred to FDLRS/Child Find

- **Customized Screening Tasks found at bottom of list of ASQ's list of tasks.**

Questions and Answers

How to Manage the ASQ Program

1. Screening Management

- **Screening Section**

  - **Screenings Due -** Refers to screening tasks that have been scheduled, but the materials have not yet been sent to the caregiver (parent/guardian) for completion.

    - Is only a list of screening tasks that are due.

    - To complete the task, go to the **View/Print Packets** page and generate the materials associated with this task.

  - **Schedule a Screening – Set a screening task.**

  - **After every screen is complete, a task must be set e.g. Rescreen, Referred to FDLRS/Child Find, Intervention Activities provided.**

  - **If an alert is set up in the beginning, an alert will be sent automatically for each task set up.**

Parent/Guardian Option
Decline Child Screening

- **Florida legislation** (6M-4.720 - Screening of Children in the School Readiness Program) says:

  - Children in the state of Florida who are enrolled in School Readiness services are screened.

  - If a parent/guardian **declines** developmental screening for his/her child, the parent/guardian <u>must</u> complete Form OEL-SR 24 at the time of eligibility determination for School Readiness services (Family Central).

  - A copy of this form is sent to the early childhood program along with the Provider Authorization Form at the time of enrollment so that the Program Administrator is informed and does not screen the child.

Florida's Office of
EARLY LEARNING
The early learning leaders

STATE OF FLORIDA
SCHOOL READINESS PROGRAM
PARENT OPTION TO DECLINE CHILD SCREENING

Children in the state of Florida who are enrolled in School Readiness services are screened under rule 6M-4.720, Florida Administrative Code. Under this rule, children are screened by parents, with help from local early learning coalitions, or by the child's School Readiness provider. Child screening helps parents and child care providers see how well the child is developing. Screening also helps to identify any areas of concern of which a parent should be aware.

By completing this form and signing below, I am indicating that I do not wish to have my child screened.

_____   _____
Child's First Name   Child's Last Name

_____
Parent or Guardian's Signature

_____
(Print) Parent or Guardian's Name

_____
Date

Timeframes for Screening

- **Florida legislation** (6M-4.720 - Screening of Children in the School Readiness Program) says:

  – <u>**Newly Enrolled Child**</u>: The Provider or the Program Administrator **_with the caregiver_** completes an ASQ-3 and an ASQ:SE screen <u>online</u> for each <u>newly</u> enrolled child whose family receives school readiness assistance.

  – Screen a child no later than <u>45 calendar days</u> after:

    1. His or her first enrollment in the School Readiness program, or

    2. Subsequent enrollment after being terminated or withdrawn from the School Readiness program.

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BEST PRACTICE BROWARD PROVIDERS: Timeframes for Screening

- **Best Practice** is to have the caregiver (parent/guardian) complete the ASQ-3 and ASQ:SE screens with the provider within 5 days of the child's first (1) day of care at the child care facility. A perfect opportunity to begin building a positive relationship with the caregiver to understand their child better.

Timeframes for Screening

- ## Currently Enrolled

  - Caregiver complete an ASQ-3 and ASQ:SE screen online for each child <u>enrolled</u> on an <u>annual</u> basis.

- ## By Request

  - Screens may be requested by the caregiver of a school readiness child or private pay child at any time.

  - The Provider may also request a screening if there is a concern regarding the child's development.

Who Should Complete the Questionnaire?

- **Option:** **Online by the Caregiver and the Provider or Program Administrator**

- **Option:** **Family Access**

  Send letter via email to caregiver (parent/guardian) with url link to complete questionnaire and return to Program Administrator.

Who Should Complete the Questionnaire? (continued)

- **Option: <u>Provider may complete the screening if</u>:**

    – Caregiver doesn't:

    - Complete the screening with the Provider or Program Administrator within the first 5 days of enrollment at child care facility,

        or

    - Return the screen via the Family Access System within the specified timeframe.

Who Should Complete the Questionnaire? (continued)

- **<u>Provider may complete the screens if</u>**:

  – Caregiver doesn't respond:

    - The child has attended the facility at least part time for 30 or more days;

    - The currently enrolled child has been in care at the facility 10 months or more by the first day of the month of his/her next birthday; or

    - The family or teacher has a concern regarding the child's development.

Which Screen Do I Give?

To schedule a screening task for a child:

1. Select **Screening Management** from the top Navigation Menu.

2. Select the "**Schedule Screening**" Quick Link

3. Fill in the required information (items with an asterisk [*])

   – **Questionnaire type** - always select the "Long" form as the questions appear on the form.

   – The **age interval** of the questionnaire will **automatically populate** based on the child's birth date.

4. Click "*Save*"

5. The Questionnaire appears, and the caregiver (parent) and provider or program administrator complete it.

View the Child Profile & Questionnaire for a Screening (as a Provider)

To view a Child Profile and a Questionnaire from the **Screenings** page:

1. On your **Home** page, click the "*View All*" tab next to the "*My Screenings*" tab.

> OR

1. Select **Screening Management** from the top navigation menu, and click the "*View All*" tab next to the "*Screenings*" tab.
2. Under the "Screenings" section, click on the child's name to view his/her profile.
3. To view the questionnaire for a child, under the Screenings" section, click on the questionnaire next to the child's name.
   - This will pull up the Information Summary Sheet for that questionnaire.
     – Click through the area tabs to view the screening in its entirety.

Results

Print Information Summary for ASQ-3 and ASQ:SE

54 Month ASQ-3 Information Summary

Child's name: Camp, Mary
Child ID: 27
Program: Enterprise Program B

Date ASQ completed: 09/04/2009
Date of birth: 01/01/2005
Provider: Bourne, Ali

1. **SCORING RESULTS:**

Area	Cutoff	Total Score	0	5	10	15	20	25	30	35	40	45	50	55	60
Communication	31.65	35.00								★					
Gross Motor	35.18	45.00										☆			
Fine Motor	17.32	0.00	★												
Problem Solving	26.12	35.00								★					
Personal-Social	32.33	20.00					★								

2. **OVERALL RESPONSES:** Boldface uppercase responses require follow-up. See *ASQ-3 User's Guide* for guidance.

1. Do you think your child hears well? If no, explain:
   Yes
   Comments:

2. Do you think your child talks like other toddlers her age? If no, explain:
   Yes
   Comments:

3. Can you understand most of what your child says? If no, explain:
   Yes
   Comments:

9. Do you have a
explain:
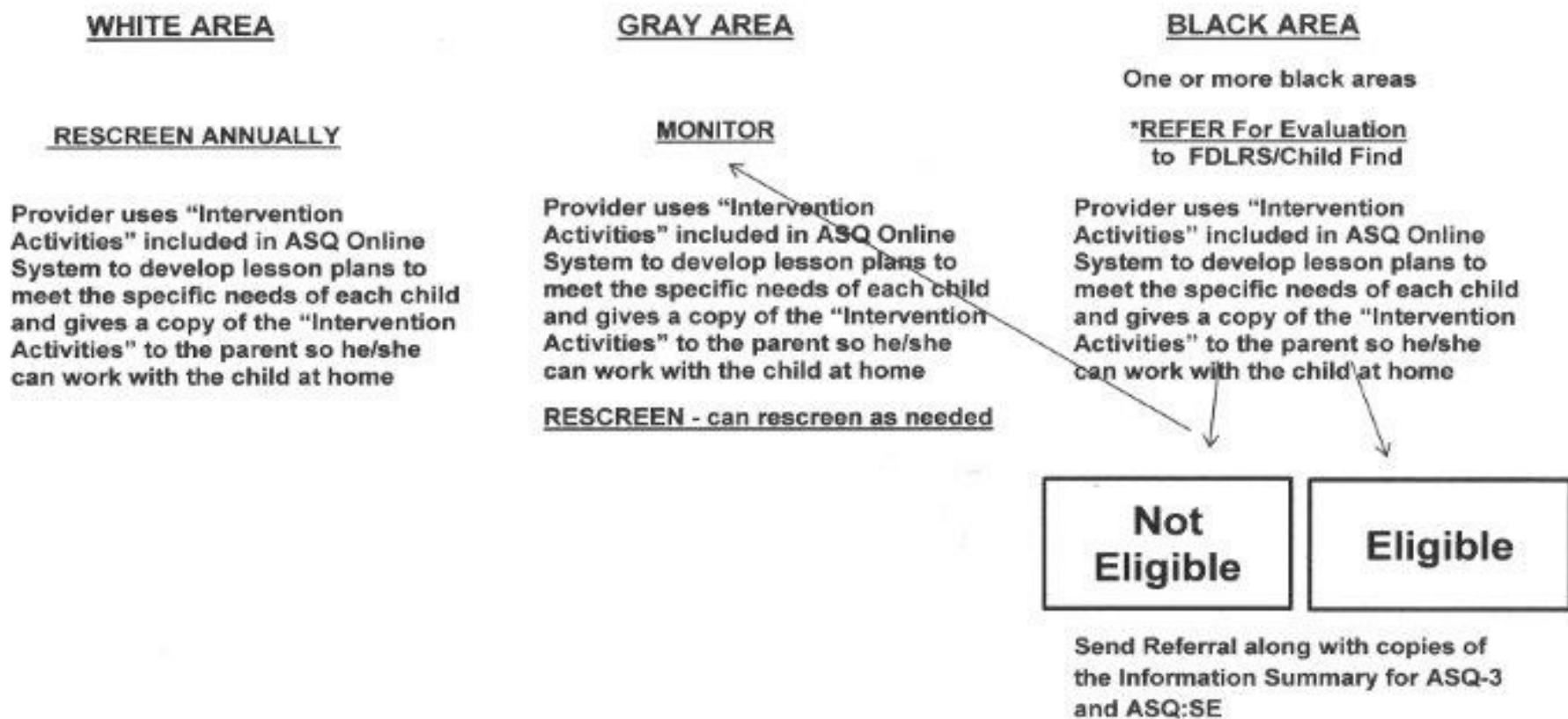
○ YES

◉ NO

○ RESPONSE M

Progress

ASQ-3 Documents for Score Interpretation, Recommendations for Follow-up, and Action Steps

- **<u>ASQ-3 Score Interpretation and Recommendations for follow-up Diagram</u>**
  - View to determine where the child's scores fall.

- **<u>ASQ-3 Action Steps Based on the Screening Results</u>**
  - View to determine next steps.

ASQ - 3 SCORE INTERPRETATION AND RECOMMENDATIONS FOR FOLLOW-UP DIAGRAM

The ASQ Information Summary provides scores in 5 areas: Communication, Gross Motor, Fine Motor, Problem Solving, and Personal-Social. The scores in each area inform the Provider and parent/guardian of the status of the child regarding the child's development in one of three ways:

*Child's Development appears to be on schedule; *Provide learning activities and monitor as child's score is close to the cutoff; *Further assessment with a professional may be needed as the child's score is below the cutoff.

WHITE AREA

RESCREEN ANNUALLY

Provider uses "Intervention Activities" included in ASQ Online System to develop lesson plans to meet the specific needs of each child and gives a copy of the "Intervention Activities" to the parent so he/she can work with the child at home

GRAY AREA

MONITOR

Provider uses "Intervention Activities" included in ASQ Online System to develop lesson plans to meet the specific needs of each child and gives a copy of the "Intervention Activities" to the parent so he/she can work with the child at home

RESCREEN - can rescreen as needed

BLACK AREA

One or more black areas

*REFER For Evaluation to FDLRS/Child Find

Provider uses "Intervention Activities" included in ASQ Online System to develop lesson plans to meet the specific needs of each child and gives a copy of the "Intervention Activities" to the parent so he/she can work with the child at home

Not Eligible   **Eligible**

Send Referral along with copies of the Information Summary for ASQ-3 and ASQ:SE

FAX the FDLRS/CHILD FIND Referral Form to 754-321-7217 to make a referral

ASQ - 3 ACTION STEPS BASED ON THE SCREENING RESULTS
Review the "Information Summary" Sheet to interpret the results.
Then use this information to guide your "NEXT STEPS"

If the child's scores fall in the white area, it is above the cut-off and the child's development appears to be on schedule.

WHITE AREA
1. Schedule an annual rescreen based on the first day of the month of the child's birthday the following year.
2. Provider schedules a conference with the parent/guardian - share the results of the "Information Summary" sheet for the ASQ - 3 and/or ASQ:SE. Provider prints two copies of the "Information Summary" sheet/s. One copy is given to the parent at the conference. Set a "Task."
3. Other copy of the "Information Summary sheet/s for the ASQ - 3 and the ASQ:SE is placed in the child's file.
4. Provider prints two copies of the "Intervention Activities". One copy is given to the parent/guardian at the conference to use at home with his/her child. (Located in Documents Section in the Screening Management Tab on the Navigation Bar).
5. Other copy of "Intervention Activities" is placed in child's file and used to individualize curriculum activities for child.

GRAY AREA
1. Provider continues to use "Intervention Activities" in classroom to individualize curriculum for this child. (Located in Documents Section in the Screening Management tab on the Navigation Bar)
2. Provider schedules a conference with the parent to share results of the "Information Summary" sheet for the ASQ - 3 and/or ASQ:SE. Provider prints two copies of "Information Summary" sheet/s. One copy is given to the parent at the conference. Set a "Task."
3. Other copy of the "Information Summary" sheet/s for the ASQ -3 and the ASQ:SE is placed in child's file.
4. Provider prints two copies of the "Intervention Activities". One copy is given to the parent at the conference to use at home with his/her child. (Located in Documents Section in the Screening Management Tab on the Navigation Bar)
5. Other copy of the "Intervention Activities" is placed in child's file and used to individualize curriculum for this child.
6. Rescreen according to the date of the next preprinted ASQ Questionnaire to monitor the child's progress after using the "Intervention Activities" and reevaluate the "Information Summary" sheet/s based on the "ASQ Score Interpretation and Recommendations for Follow-up Diagram" and the "Action Steps Based On the Screening Results (See Attachments 3 and 4). Set a "Task".

BLACK AREA
1. Further assessment with a professional is needed.
2. Follow steps 2 and 3 under "**GRAY AREA**"
3. Provider completes the "FDLRS/Child Find Referral Form" with the parent/guardian and has him/her sign the Form indicating permission to refer the child.
4. Provider faxes the "Information Summary" sheet/s and the "FDLRS/Child Find Referral Form" to FDLRS/Child Find and places the "FDLRS/Child Find Referral Form" in the child's file.
5. Follow steps 4 and 5 under "**GRAY AREA**"
6. Provider continues to use "Intervention Activities" in the classroom to individualize curriculum for this child while awaiting FDLRS/Child Find results (could be months).
7. Provider may contact Warm-line Services Specialist for further assistance to ensure positive services for child. 954-724-7540.

ASQ-3 ACTION STEPS BASED ON THE SCREENING RESULTS

Review "Information Summary" Sheet to interpret the results. Then use this information to guide your "NEXT STEPS."

WHITE AREA

If the child's scores fall in the **white** area, it is above the cut-off and the child's development appears to be on schedule.

1. Schedule an annual rescreen for the following year, based on the first day of the month of the child's birthday.

2. Provider schedules a conference with the parent/guardian and shares the results of the "Information Summary" sheet for the ASQ-3 and/or ASQ:SE.

WHITE AREA (continued)

3. Provider prints two copies of the "Information Summary" sheet/s.
   - One copy is given to the parent/guardian at the conference.
   - Set a "Task."
   - Other copy of the "Information Summary sheet/s for the ASQ-3 and the ASQ:SE is placed in the child's file.

4. Provider prints two copies of the "Intervention Activities."
   - **One copy** is given to parent/guardian at conference to use at home with child. (Located in Documents Section in **Screening Management** Tab on the top Navigation Menu).
   - **One copy** of "Intervention Activities" placed in child's file and used to individualize curriculum activities for child.

GRAY AREA

If the child's scores fall in the **gray** area, it is close to the cut-off.

1. Provider should continue to use "Intervention Activities" in the classroom to individualize curriculum for this child. (Located in Documents Section in the **Screening Management** tab on the top Navigation Menu)

2. Provider schedules a conference with the parent/guardian to share results of the "Information Summary" sheet for the ASQ-3 and/or ASQ:SE.

3. Provider prints two copies of "Information Summary" sheet/s:
   – One copy is given to the parent/guardian at the conference.
   – Set a "Task"
   – One copy of the "Information Summary" sheet/s for the ASQ-3 and the ASQ:SE is placed in child's file.

GRAY AREA (continued)

4. Provider prints two copies of the "Intervention Activities."
   – One copy is given to the parent/guardian at the conference to use at home with his/her child. (Located in Documents Section in the **Screening Management** Tab on the top Navigation Menu)
   – One copy of the "Intervention Activities" is placed in child's file and used to individualize curriculum for this child.

5. **Rescreen** according to the date of the next preprinted ASQ-3 Questionnaire to monitor the child's progress after using the "Intervention Activities."
   – Reevaluate the "Information Summary" sheet/s based on the "ASQ Score Interpretation and Recommendations for Follow-up Diagram" and the "Action Steps Based On the Screening Results"(See Attachments 4 and 5).
   – Set a "Task."

BLACK AREA

1. Further assessment with a professional is needed.

2. Follow steps 2 and 3 under "**GRAY AREA**"

3. Provider completes the "FDLRS/Child Find Referral Form" at www.elcbroward.org/ASQ.aspx with the parent/ guardian and has him/her sign the Form indicating permission to refer the child.

   • Can complete online, saved but must be printed in order to be faxed to FDLRS/Child Find.

4. Provider faxes the "Information Summary" sheet/s and the "FDLRS/Child Find Referral Form" to FDLRS/Child Find and places the "FDLRS/Child Find Referral Form" in the child's file.

5. Follow steps 4 and 5 under "**GRAY AREA**"

BLACK AREA (continued)

6. Provider continues to use "Intervention Activities" in the classroom to individualize curriculum for this child while awaiting FDLRS/Child Find results (could be months).

7. Provider may contact Warm-line Services Specialist for further assistance to ensure positive services for child.

954-724-7540

ASQ:SE Documents for Score Interpretation, Recommendations for Follow-up, and Action Steps

- **ASQ:SE Score Interpretation and Recommendations for follow-up Diagram**
  - View to determine where the child's scores fall.

- **ASQ:SE Action Steps Based on the Screening Results**
  - View to determine next steps.

ASQ:SE SCORE INTERPRETATION AND RECOMMENDATIONS FOR FOLLOW-UP DIAGRAM

The ASQ:SE total score informs the Provider and parent/guardian of the status of the child regarding the child's development in one of two ways:

"Child's Development appears to be on schedule" or "Child is developing with concerns"

BELOW CUTOFF SCORE

Child's Development appears to be on schedule

RESCREEN ANNUALLY

Provider uses "Intervention Activities" included in ASQ Online System to develop lesson plans to meet the specific needs of each child and gives a copy of the "Intervention Activities" to the parent so he/she can work with the child at home

ABOVE CUTOFF SCORE and MEETS THE REFERRAL CRITERIA

1. Compare score with the cutoff score for the Developmental areas and for the total score

2. Consider the Referral Criteria in Step 4 on the Information Summary.
   - Setting /time factors
   - Development factors
   - Health factors
   - Family/cultural factors

   This enables the Provider to look at the assessment information in the context of other factors influencing a child's life.

3. If the Provider has completed steps 1 and 2 above and still has a concern, refer the child for a mental health evaluation.

4. Rescreen as needed.

5. Provider uses "Intervention Activities" included in ASQ Online System to develop lesson plans to meet the specific needs of each child and gives a copy of the "Intervention Activities" to the parent so he/she can work with the child at home

Do Not Refer	Refer for Mental Health Evaluation

Send Referral along with copies of the Information Summary for ASQ-3 and ASQ:SE

FAX the FDLRS/CHILD FIND Referral Form to 754-321-7217 to make a referral

ASQ:SE ACTION STEPS BASED ON THE SCREENING RESULTS
Review the "Information Summary" Sheet to interpret the results.
Then use this information to guide your "NEXT STEPS"

BELOW CUTOFF SCORE

If the child's scores fall below the Cutoff Score, the child's development appears to be on schedule.

1. Schedule an annual rescreen based on the first day of the month of the child's birthday the following year.
2. Provider schedules a conference with the parent to share the results of the "Information Summary" sheet for the ASQ:SE. Provider prints two copies of the "Information Summary" sheet. One copy is given to the parent at the conference. Set a "Task."
3. Other copy of the "Information Summary sheet/s for the ASQ:SE is placed in the child's file and used to individualize curriculum for this child.
4. Provider prints two copies of the "Intervention Activities". One copy is given to the parent at the conference to use at home with his/her child. (Located in Documents Section in the Screening Management Tab on the Navigation Bar).
5. Other copy of "Intervention Activities" is placed in child's file and used to individualize curriculum activities for this child.

ABOVE THE CUTOFF SCORE AND MEETS THE REFERRAL CRITERIA

If the child's score falls above the Cutoff Score and the Referral Criteria on the ASQ:SE "Information Summary" sheet has been considered, the child may be developing with concerns.

1. Further assessment with a professional is needed.
2. Provider schedules a conference with the parent to share the results of the "Information Summary" sheet for the ASQ:SE. Provider prints two copies of the "Information Summary" sheet. One copy is given to the parent at the conference. Set a "Task."
3. Other copy of the "Information Summary sheet/s for the ASQ:SE is placed in the child's file and used to individualize curriculum for this child.
4. Provider completes the "FDLRS/Child Find Referral Form" with the parent and has him/her sign the Form indicating permission to refer the child.
5. Provider faxes the ASQ:SE "Information Summary" and the FDLRS/Child Find Referral Form" to FDLRS/Child Find and places the "FDLRS/Child Find Referral Form" in the child's file.
6. Provider prints two copies of the "Intervention Activities". One copy is given to the parent at the conference to use with his/her child. (Located in Documents Section in the Screening Management Tab on the Navigation Bar)

ASQ:SE ACTION STEPS BASED ON THE SCREENING RESULTS

Review the "Information Summary" Sheet to interpret the results. Then use this information to guide your "NEXT STEPS"

BELOW CUTOFF SCORE

If the child's scores fall below the Cutoff Score, the child's development appears to be on schedule.

1. Schedule an annual rescreen for the following year, based on the first day of the month of the child's birthday.

2. Provider schedules a conference with the parent/guardian to share the results of the "Information Summary" sheet for the ASQ:SE.

BELOW CUTOFF SCORE (continued)

3. Provider prints two copies of the "Information Summary" sheet.

   – One copy is given to the parent/guardian at the conference.

   – Set a "Task."

   – One copy of the "Information Summary" sheet/s for the ASQ:SE is placed in the child's file and used to individualize curriculum for this child.

BELOW CUTOFF SCORE (continued)

4. Provider prints two copies of the "Intervention Activities".

   – One copy is given to the parent/guardian at the conference to use at home with his/her child.

   – One copy of "Intervention Activities" is placed in child's file and used to individualize curriculum activities for this child.

5. **Rescreen** according to the date of the next preprinted ASQ:SE Questionnaire to monitor the child's progress after using the "Intervention Activities."

   – Reevaluate the "Information Summary" sheet/s based on the "ASQ:SE Score Interpretation and Recommendations for Follow-up Diagram" and the "ASQ:SE Action Steps Based On the Screening Results"(See Attachments 6 and 7).

   – Set a "Task."

ASQ:SE ACTION STEPS BASED ON THE SCREENING RESULTS (continued)

**Above the Cutoff Score
&
Meets the Referral Criteria**

If the child's score falls above the Cutoff Score and the **Referral Criteria on the ASQ:SE "Information Summary" sheet has been considered**, the child may be developing with concerns.

1. Further assessment with a professional is needed.

2. Provider schedules a conference with the parent/guardian to share the results of the "Information Summary" sheet for the ASQ:SE.

ASQ:SE ACTION STEPS BASED ON THE SCREENING RESULTS (continued)

Above the Cutoff Score
&
Meets the Referral Criteria (continued)

3. Provider prints two copies of the "Information Summary" sheet.

    – One copy is given to the parent/guardian at the conference.

    – Set a "Task."

    – One copy of the "Information Summary" sheet/s for the ASQ:SE is placed in the child's file and used to individualize curriculum for this child.

ASQ:SE ACTION STEPS BASED ON THE SCREENING RESULTS (continued)

Above the Cutoff Score
&
Meets the Referral Criteria (continued)

4. Provider completes the "FDLRS/Child Find Referral Form" at www.elcbroward.org/ASQ.aspx with the parent/guardian and has him/her sign the Form indicating permission to refer the child.

   • Can complete online, saved but must be printed in order to be faxed to FDLRS/Child Find.

5. Provider faxes the ASQ:SE "Information Summary" and the FDLRS/Child Find Referral Form" to FDLRS/Child Find and places the "FDLRS/Child Find Referral Form" in the child's file.

ASQ:SE ACTION STEPS BASED ON THE SCREENING RESULTS (continued)

Above the Cutoff Score
&
Meets the Referral Criteria (continued)

6. Provider prints two copies of the "Intervention Activities."

- One copy is given to the parent/guardian at the conference to use with his/her child. (Located in Documents Section in the **Screening Managemen**t Tab on the top Navigation Menu)

- One copy of "Intervention Activities" is placed in child's file and used to individualize curriculum activities for this child.

THE SCHOOL BOARD OF BROWARD COUNTY FLORIDA
Exceptional Student Education and Support Services

FDLRS / Child Find Referral Form
Children Ages Birth to 5 Years

Referred By: _____   Director's Name: _____
Child Care Facility

Facility E-Mail: _____   Phone#: _____   FAX #: _____

Referring Source: _____ **ELC BROWARD** _____   ASQ3/SE Attached: ☐ Y ☐ N   ☐ New ☐ Annual

Authorization to Refer: _____   _____   _____   _____
Print Parent/Custodial Caregiver's Name   *Signature*   *Relationship*   *Date:*

Child's Name: _____   DOB: _____   Age: _____

Sex: ☐ M ☐ F   Language Spoken at Home: _____   Family receives SR financial assistance? ☐ Y ☐ N

☐ Parent ☐ Foster Parent ☐ Relative ☐ Guardian: _____

Home Address: _____   Apt #: _____

City: _____   State: __FL__ Zip: _____

Home Phone: 954/754 _____   Work: 954/754 _____   Cell: 954/754 _____

Alternative Contact Name: _____   Relationship: _____   Phone: _____

Child Covered by Healthcare Insurance?   ☐ Y ☐ N   ☐ Unknown   Medicaid #: _____

Private: ☐ Y ☐ N   Name of Insurance Plan: _____   Plan #: _____

Child is currently receiving protective service: ☐ Y ☐ N   ChildNet Advocate: _____

Developmental / Educational Concerns: ☐ Communication ☐ Motor ☐ Self-Help ☐ Cognitive ☐ Social/Emotional

☐ Behavioral ☐ Other: _____

Currently Receiving Developmental Services? ☐ Y ☐ N ☐ Physical Therapy ☐ Speech Therapy ☐ Occupational Therapy

☐ Behavioral Services ☐ Unknown   Where? _____

Child has a Medical Diagnosis ☐ Y ☐ N   What: _____

Comments _____

FOR CHILD FIND USE ONLY	FOR CDTC USE ONLY / PART C STATUS
FDLRS #: _____	Part C Eligible ☐ Y ☐ N Date: _____
Date of Referral: _____	Service Coordinator: _____
Home School: _____	Initial IFSP: _____
Screening Appointment: _____	Transition IFSP Mtg: _____

STATE OF FLORIDA, DEPARTMENT OF HEALTH
CHILDREN'S MEDICAL SERVICES

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Form Control # 2980 I   Revised 9/13

Fax to FDLRS / Child Find at: 754 - 321 – 7217
Phone: 754 – 321 - 7200

BEST PRACTICE
BROWARD PROVIDERS:
Referral Task

- **Best Practice:**

  ➤ Broward Providers should select "Referred Child to FDLRS/Child Find" and not "Referral" on the menu of tasks.

This task has been customized for Broward Providers.

Promoting Good Communication Between Parent and Provider

- Program Administrator should promote Team work between the parent/guardian, the provider, and the Program Administrator so they all work together for the good of the child.

- As a benefit, this will instill a positive attitude for the parent/guardian toward the early childhood program.

- The key to the success of the child is to build a partnership with the parent at the time of enrollment.

- When any child is screened throughout the year, it is important to share the results with the parent/guardian.

- **Parent - provider conference** supports the objective of providing the child with the best educational opportunities so he/she succeeds in school.

How to Manage the ASQ Program
(continued)

2. View and Create Documents and Packets

- ASQ Online provides a number of documents to aide you in the screening management of your program.

- **View/Print Documents** page lists all the system and program documents.

- Download preview for documents containing dynamic content – link to right of document.

- Section 9.6.2.1 Program Administrator User Manual.

Creating Documents

- Documents can be created that are specific to each program.

- Program Users will be able to view and download the document, once created.

- The **View/Print** documents page will list all created documents as a Program document.

- Documents can be added to any program packet that has been created.

Creating Documents (continued)

Uploading Your Program Logo to Use on Documents and Packets

- Click on **Program** from the top Navigation Menu.

- Upload your program's logo in the **Program Details** section.

- After uploading your logo here, your logo will appear at the top of letters and other customizable documents you download and print from the **Screening Management** page.

- For Family Access, your logo will also appear on the web pages you direct caregivers to in order to complete questionnaires online.

Creating Packets

- **Program Administrator can create customized program packets:**

  – Generate packets - section 9.5.4 Program Administrator Manual

  – Download packets.

- **Providers can access these packets.**

- **Early Learning Coalition has designed suggested packets to meet some of your needs:**

  – Found in Broward ASQ Online User Guide.

BEST PRACTICE
BROWARD PROVIDERS:
Customized Program Packets

- **Best Practice – Program Administrator creates a packet of documents for each developmental screening questionnaire and saves them in Online System under Program Packets**

  ➢ Providers (teachers) will not have to develop these packets.

  ➢ Packet will be available to Provider to give to caregiver (parent/guardian) once the screening results have been interpreted.

  ➢ See section 9.5.3.1 – "*Creating Packets*" in Program Administrator User Manual.

Broward Program Packets – ASQ-3

- **ASQ-3 Welcome and Initial Screening Packet**
  - Parent Welcome Letter, ASQ-3 English
  - Parent Questionnaire Cover Letter, ASQ-3 English
  - What is ASQ-3, English
- **ASQ-3 Typical Follow-up Packet**
  - Parent Feedback Letter: Typical, ASQ-3 English
  - ASQ-3 Parent Conference Sheet, English
  - Intervention Activities
- **ASQ-3 Monitoring Follow-up Packet**
  - Parent Feedback Letter: Monitoring, ASQ-3 English
  - Intervention Activities
  - ASQ-3 Parent Conference Sheet, English
- **ASQ-3 Follow-up Packet for Family of Child Referred to FDLRS/Child Find**
  - Parent Feedback Letter: Monitoring, ASQ-3 English
  - ASQ-3 Parent Conference Sheet, English
  - Intervention Activities
- **ASQ-3 Rescreening Packet**
  - Parent Questionnaire Cover Letter
  - ASQ-3 English Questionnaire

Broward Program Packets – ASQ:SE

- **ASQ:SE Welcome and Initial Screening Packet**
  - Parent Welcome Letter, ASQ-3 English
  - Parent Questionnaire Cover Letter, ASQ-3 English
  - What is ASQ-3, English
- **ASQ:SE Typical Follow-up Packet**
  - Parent Feedback Letter: Typical, ASQ-3 English
  - Intervention Activities
- **ASQ:SE Monitoring Follow-up Packet**
  - Parent Feedback Letter: Monitoring, ASQ-3 English
  - Intervention Activities
- **ASQ:SE Follow-up Packet for Family of Child Referred to FDLRS/Child Find**
  - Parent Feedback Letter: Monitoring, ASQ-3 English
  - Intervention Activities
- **ASQ:SE Rescreening Packet**
  - Parent Questionnaire Cover Letter
  - ASQ-3 English Questionnaire

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Program: ELC of Broward / Role: Program Administrator ⌄

sqonline.com

| Home | My Profile | Program | Child Profiles | **Screening Management** | Reports | Famil |

Home » Screening Management » Packets » ASQ-3 Follow-up Packet for Family of Child Referred to Child Find

Packet Details

Name	ASQ-3 Follow-up Packet for Family of Child Referred to Child Find

Kind	Program		**Questionnaire type**	ASQ-3 English

Documents	Name	Category	Document Type	
	Parent Feedback Letter: Monitoring, ASQ-3 English	Follow-up	System	Downl
	ASQ-3 Parent Conference Sheet, English	Follow-up	System	Downl
	Intervention Activities	Follow-up	System	Downl

ASQ
& Stages
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Js

creening

Due   49

Out   5

asks Completed

15

leted

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Program: ELC of Broward / Role: Program Administrator ▼

ASQ Ages & Stages Questionnaires®

www.asqonline.com

Home   My Profile   Program   Child Profiles   **Screening Management**   Rep

Screenings

Schedule Screening	
Screenings Due	87
Screenings Out	4
Screening Tasks Completed	

Tasks

Add Task	
Tasks Due	14
Tasks Completed	

Packets

Home » Screening Management » Packets » ASQ:SE Welcome and Initial Screening Packet

Packet Details

Name	ASQ:SE Welcome and Initial Screening Packet		
Kind	Program	Questionnaire type	ASQ:SE E
Documents	**Name**	**Category**	**Documen**
	Parent Questionnaire Cover Letter, ASQ:SE English	Screening	System
	Parent Welcome Letter, ASQ:SE English	Screening	System
	ASQ:SE English Questionnaire	Screening	System

How to Manage the ASQ Program
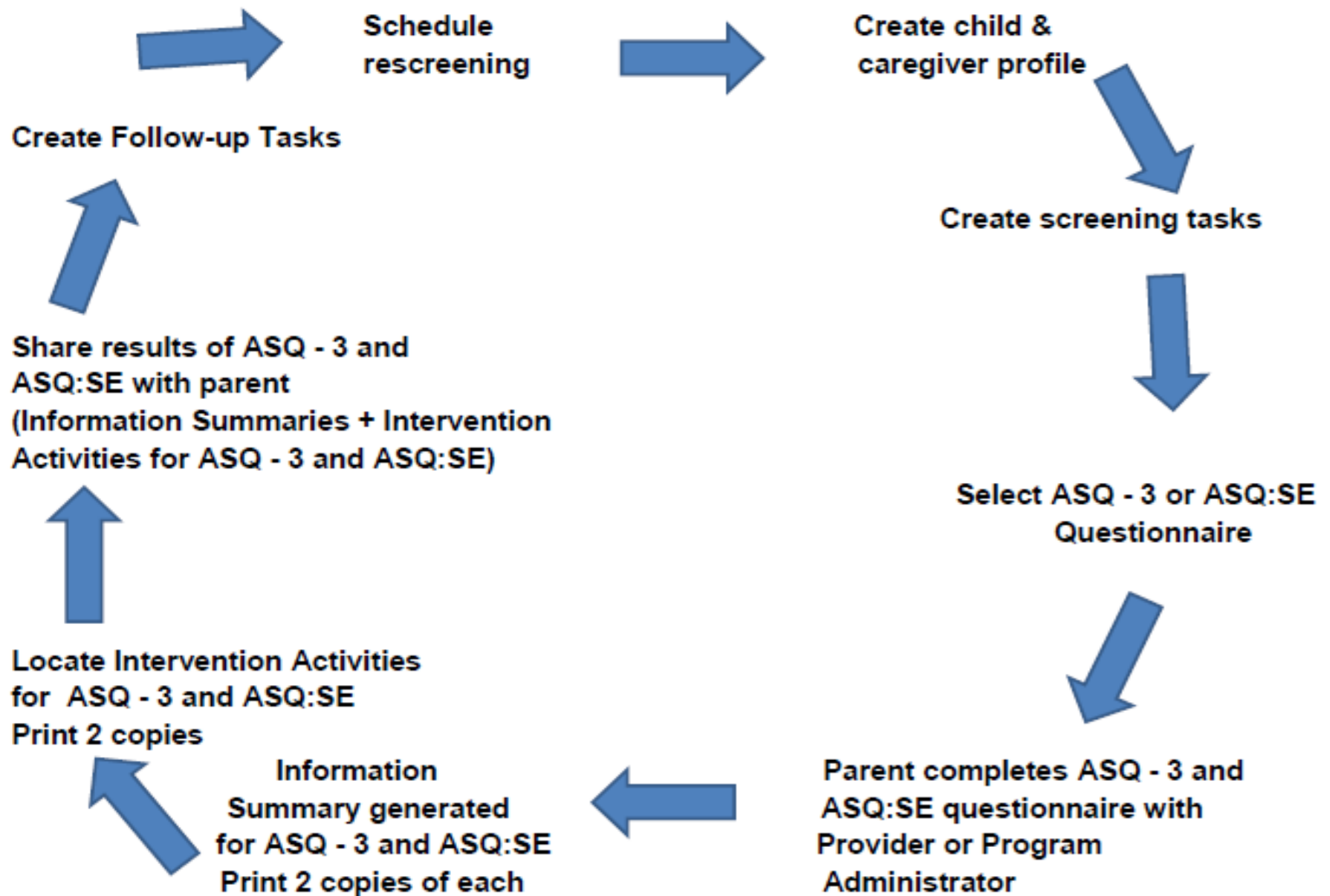## (continued)

3. Run Program Reports

- ASQ Online incudes powerful features that make it easy to record, score, and track ASQ screenings.

- ASQ Online allows Program Administrators and Program Users to quickly generate reports for individual children, individual programs, and/or groups of children across multiple programs.

  – Select **Reports** from the top Navigation Menu.
  – Click on the name of the report you wish to run.
  – Tab - **Available Reports** - lists all available reports.
  – Tab - **Recent Reports** - lists all reports generated within last two weeks.

How to Manage the ASQ Program
(continued)

4. Family Access

- Family Access is an online questionnaire completion system.

  - Create website where you send screenings electronically to caregivers who will complete the screenings for their children online and return them electronically to the early childhood program.

    - Program Administrator accepts or rejects screens.
    - Once accepted, screens become part of program screens.
    - No additional data entry necessary to enter screening results.
    - See section 10 in Program Administrator User Manual.

SCREENING PROCESS

Schedule rescreening

Create child & caregiver profile

Create Follow-up Tasks

Create screening tasks

Share results of ASQ - 3 and ASQ:SE with parent (Information Summaries + Intervention Activities for ASQ - 3 and ASQ:SE)

Select ASQ - 3 or ASQ:SE Questionnaire

Locate Intervention Activities for ASQ - 3 and ASQ:SE Print 2 copies

Information Summary generated for ASQ - 3 and ASQ:SE Print 2 copies of each

Parent completes ASQ - 3 and ASQ:SE questionnaire with Provider or Program Administrator

And the Screening Process Continues

- **The ASQ Online Process is ongoing for each child from birth to kindergarten age.**

Questions and Answers

FOR ALL YOU DO
FOR
BROWARD COUNTY'S CHILDREN AND FAMILIES