

Developmental & Social Emotional Screenings - ChildPlus Instructions

Developmental Screening (ASQ-3)

Click Add Event. Select Developmental Screening.

Data Entry Requirements:

- Event Date: Date screening was completed.
- Status: Select Entered with IEP/IFSP (when obtained and not speech or communication only), Failed Needs Referral, Failed Needs Rescreen or No Concerns.
- Event Notes: Enter a brief summary of who you met with, the results of the screening, conversation with family about any follow up needed. Document strategies provided to work on specific skills. Document next steps agreed upon during this meeting. See example below.
- Add Action: Document all on-going conversations and rescreen/referral follow up in Add Action. See examples below.
- Closed Date: When the event needs follow up for a rescreen or referral, enter closed date after all follow up is completed. (To Do lists will not track pending follow up if event is closed prior to follow up completed.)

Developmental Screening

Scheduled Date

Event Date ^{PIR}

Status

Description

Entered with IEP/IFSP
Failed, Needs Referral
Failed, Needs Rescreen
No Concerns
Sandeno, Karen

Agency Worker

Sandeno, Karen

Needs:

- Referral
- Follow-Up Assessment - C.27a ^{PIR}
- Formal Evaluation - C.27a ^{PIR}
- Treatment

Click Follow-Up Assessment when Status is Failed, Needs Rescreen

Click Formal Evaluation when Status is Failed, Needs Referral

Status of Entered with IEP/IFSP can only be selected when the current IEP/IFSP is obtained within 30 days. If not obtained, Developmental Screening is required within 45 days.
When the obtained IEP/IFSP is for speech or communication only, Developmental Screening is required within 45 days.

When Failed, Needs Referral all conversations with families about Part C or Child Find referral process, getting consent, sending referral to Disability Manager are documented in Add Action.

Closed Date

When the event needs rescreen or referral, enter closed date after all the follow up is completed.

Event Notes

1/22/2021 4:42 PM Karen Sandeno Met with mom and dad via zoom. Child scored low in fine motor. Talked about rescreen in 8 weeks. Reviewed Fine Motor Learning Activities and parents chose to work on stacking blocks and drawing. Parents had no questions. Additional learning activities will be provided throughout the month.

Save Cancel

Communication Cut-off Category
0

Gross Motor Cut-off Category
0

Fine Motor Cut-off Category
0

Problem Solving Cut-off Category
0

Personal-Social Cut-off Category
0

Data enter ASQ score and select Cut-off Category.
Attach ASQ Summary and Questionnaire report under Education tab for each completed ASQ Screening.
Add Action for ongoing conversations and follow up steps/actions/activities.

Add Action

Actions

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it. Click "Add Action" to add one.				

Save Cancel

Note: Make sure ASQ follow up action aligns with ChildPlus event status.

ChildPlus Event Status	ASQ Portal Follow Up Action Taken (check the box)
Failed, Needs Referral	Refer to early intervention/early childhood special education
Failed, Needs Rescreen	Provide activities and rescreen in [2] months.
No Concerns	No further action taken at this time

Data Entry for Actions:

- Enter brief, informative descriptions.
- Add ongoing conversations as Communication Actions.
- Add rescreen(s) and/or referral as Follow Up Actions.
 - When rescreen is still in the grey area, discuss with coach and supervisor to determine if action next step is a 2nd rescreen or a referral. If child is still below cut off after two rescreens, child needs referral.
 - If family does not want to move forward with a referral, discuss with coach and supervisor how best to support family. Status of Internal Referral Action is Parent Refusal. Close event. Document continued support to family under Disability tab. See example below.
 - Remember to check to see that PIR C27a box is checked.
 - Remember to close the event once all follow up is completed.

Actions

Add Action

Action	Action Date	Description	Status	Agency Worker
Follow Up	3/22/21	Internal Referral	Action Completed	Sandeno, Karen
Follow Up	3/15/21	Rescreen Fail	Action Completed	Sandeno, Karen
Communi...	3/01/21	confirm rescreen	Action Completed	Sandeno, Karen
Communi...	2/03/21	learning activities	Action Completed	Sandeno, Karen

These are the examples of Action Notes from the above list of Actions:

Action Notes



2/3/2021 4:08 PM Karen Sandeno Spoke with mom today about how things are going with stacking and drawing. Emailed mom ASQ activity report and discussed other fun strategies that support fine motor skills.

Action Notes



3/1/2021 4:10 PM Karen Sandeno Confirmed with mom through email exchange that zoom rescreen meeting is scheduled for 3/15/21 at 2pm. Sent mom zoom link.

Action Notes



3/15/2021 4:36 PM Karen Sandeno Needs referral. Rescreen scores are: Communication 55. Gross Motor 35. Fine Motor 10. Problem Solving 60. Personal Social 55. Discussed referral process with mom and sent her the consent form for completion.

Action Notes



3/22/2021 4:39 PM Karen Sandeno Parent consent received and is attached. Disability Manager notified. This event closed. See Disability tab for further information and follow up.

This is an example of the 3/22/21 Action if the parent was not interested in moving forward with a referral. Close the developmental screening event and document all continued support for the family under Disability tab, IEP or IFSP Add Activity.

Action Type

Follow Up

Scheduled Date



Action Date ^{PIR}

3/22/21



Description

Internal Referral

Status

Parent Refusal

Action Notes



3/22/2021 4:39 PM Karen Sandeno Parent refusal form completed and attached. Disability Manager notified so that disability concerns can be opened. This event closed. See Disability tab for further information.

This is any example of a Disability Add Activity note.

Note	3/22/21
3/22/2021 2:49 PM Karen Sandeno Disability Manager will open concern for developmental delays in communication skills. Parent is not interested in referral at this time. I will support family with various strategies and check in the parent periodically to see if there are any changes.	

Social Emotional Screening (DECA)

Social Emotional Screenings are required each assessment period for all participants. Create the event in ChildPlus when the Parent DECA is completed. When classroom teachers complete the Teacher DECA, add the ratings to the existing event for the assessment period and add any notes under Actions.

Data Entry Requirements

- Event Date: date the screening was completed (Parent DECA).
- Status: Select DECA Strategies Needed (when screening results show need), Failed Needs Referral (when needs mental health referral) or No Concerns.
- Description: Type Pre DECA, Mid DECA or Post DECA according to the Fall, Winter or Spring assessment period when screening is completed.
- Event Notes: Enter a brief summary of who you met with, the results of the screening, conversation with family about any follow up needed. Document strategies provided to work on specific skills. Document next steps agreed upon during this meeting. See example on page 6.
- Add Action: Document all on-going conversations and referral follow up in Add Action. See examples on page 6.
- Closed Date: Enter closed date when all follow up is done or when the assessment period ends. For example, the Pre DECA status was DECA Strategies Needed. When the Mid DECA is completed, close the Pre DECA event and continue any Pre DECA follow up under Mid DECA event. For returning children, make sure the Post DECA from the previous year is closed.
- Attach DECA Single Rating Report and Parent Letter for each completed screening.
- Attach Pre-Post Comparison Report at the end of the year.

When Teacher DECA is completed (Center Based Only):

- Open the Social Emotional Screening event for the assessment period and scroll to Teacher DECA section.
- Data enter the date, status and ratings for the completed Teacher DECA.
- Add Action to document conversation with family, sharing results and next steps.
- Attach DECA Rater Comparison Report.

Add Social Emotional Screening

Social Emotional Screening required each assessment period for all participants. Create event from Parent DECA. Add Teacher DECA Ratings when completed.

Do not check when following up on DECA Strategies Needed.

Event Date ^{PIR} 2/25/21

Status DECA Strategies Needed Failed, Needs Referral No Concerns

Description

Agency Worker Sandeno, Karen

Referral

Follow-Up Assessment - C.27a ^{PIR}

Formal Evaluation - C.27a ^{PIR}

Treatment

Check Formal Evaluation C27a when Failed, Needs Referral

When DECA Strategies Needed, must follow up a minimum of 3 times to check in on how strategies are working, suggest new ones, etc. Document in Add Action.

Note: Needing support with strategies does not mean child needs mental health referral.

Enter Closed Date when all the follow up is completed or assessment period ends.

Closed Date

If it appears that child needs a referral based on social emotional screening, it is important to review all health and education screenings and discuss your concerns with your coach and supervisor. If referral is needed, follow mental health procedure.

Event Notes

1/1/2021 2:43 PM Karen Sandeno Met with dad via zoom. Child scored low in Initiative and Self Regulation. Went over strategies selector with dad, focusing on self regulation. Dad wants to focus on getting organized ahead of time and making a cozy space. Screen shot of home strategies emailed to dad.

Parent DECA Ratings

I.N. S.R.

A.R. T.P.F.

B.C.

Enter Parent DECA ratings.

Attach DECA Single Rating Report and Parent Letter for each completed screening and Pre-Post Comparison Report at the end of the year. Attach these reports under Education tab.

Add Action for ongoing conversations and follow up steps/actions/activities.

Teacher DECA Ratings

Teacher DECA Date Status

I.N. S.R.

A.R. T.P.F.

B.C.

Enter Teacher DECA ratings.

Attach DECA Rater Comparison Report for each completed screening under Education tab.

Add Action to document conversation with family, sharing results and next steps.

Add Action

Actions

Action	Action Date	Description	Status	Agency Worker
Communi...	3/30/21	Strategy Check In	Action Completed	Sandeno, Karen
Communi...	3/01/21	Strategy Check In	Action Completed	Sandeno, Karen
Communi...	2/15/21	Strategy Check In	Action Completed	Sandeno, Karen
Communi...	1/12/21	Teacher DECA Review	Action Completed	Sandeno, Karen

Data Entry for Actions:

- Enter brief, informative descriptions.
- Add to summarize review of Teacher DECA and Rater Comparison Report.
- Add ongoing conversations and follow up on DECA strategies as Communication Actions.
- Add a referral as Follow Up Action.
- Remember to close the event once all follow up is completed or assessment period ends.

These are the examples of Action Notes from the above list of Actions:

Action Notes

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1/12/2021 3:37 PM Karen Sandeno Met with family via zoom to share the results from the DECA teacher rating. Shared the DECA comparison report for the family to see the areas scored between the reports and discussed the findings. . Provided a feelings chart and how to use it to check in with the child at home and learn to label feelings. Talked about teaching self-calming strategies such as breathing.

Action Notes



2/15/2021 2:47 PM Karen Sandeno Phone call with mom and dad. Child doing really well in the cozy space. Will check in again in two weeks.

Action Notes



3/1/2021 10:34 AM Karen Sandeno Zoom with mom, dad and child so they could show me child's progress on self regulation. We agreed that no new SR strategies needed. Parents will continue with the routines and activities they have been doing. Reviewed strategy selector for Initiative. Parents will focus on giving choices.

Action Notes



3/30/2021 10:55 AM Karen Sandeno Phone call with mom. She requested the full list of suggested home strategies for Initiative to help them with ideas. Emailed this info to mom. Scheduled the next screening for 04/30/21 at 9am.