

## Developmental Screening (ASQ-3) - ChildPlus Instructions

### General Information

Create Developmental Screening event when you complete an ASQ-3 screening or when IFSP/IEP is received within 30 days of a new enrollment. If a newly enrolled child has an evaluation in process, refer to Developmental Screening Procedure.

- Developmental Screening is required within 45 days of the First Date of Service. For returning continuously enrolled children, the due date is September 30.
- If the child enters with an IFSP/IEP, the current IFSP/IEP must be obtained within 30 days otherwise must screen within 45 days.
- If IFSP/IEP is speech or communication only, must screen within 45 days.

### 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 activities 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. Document ASQ activities
- 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



Event Date <sup>PIR</sup> 1/22/21

Status No Concerns

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

Agency Worker

Needs:

- Referral
- Follow-Up Assessment - C.27a <sup>PIR</sup>
- Formal Evaluation - C.27a <sup>PIR</sup>
- Treatment

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

Click Formal Evaluation when Status is Failed, Needs Referral

Select Entered with IEP/IFSP only 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.

Closed Date 3/22/21

When the event needs rescreen or referral, enter Closed Date after all follow-up is completed.

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

When Failed, Needs Rescreen must complete 3 ASQ learning activities before the next rescreen. These are entered as Communication Actions, with description Learning Activities.

## Event Notes



01/22/2021 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 in stacking blocks and drawing. Parents had no questions. Additional learning activities will be provided throughout the month.

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.
  - When needs rescreen, staff must complete 3 ASQ activities before the next rescreen. These are entered as Communication Actions, with description Learning Activities.
- 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 2<sup>nd</sup> 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	<input type="text"/>
Action Date <sup>PIR</sup>	3/22/21 <input type="text"/>
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.	