

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.

- For newly enrolled children, Developmental Screening is required within 45 days of the First Date of Service (FDS). Center Based FDS = first day in class. Home Based FDS = first home visit.
- For year round programs and continuing children, Developmental Screening is due October 31.
- For children transitioning from EHS home visiting to full year EHS center based services, Developmental Screening is due within 60 days of the first day in the classroom.
- 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 only in one domain, 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 ^{PIR} 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

Closed Date 3/22/21

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

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 only in one domain, Developmental Screening is required within 45 days.

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.
 Must provide ASQ learning activities for each developmental area scored in the black. Enter as Communication Action, with description Learning Activities.

When Failed, Needs Rescreen must complete ASQ learning activities for each developmental area scored in the grey. Enter as Communication Action, 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.
 Give original ASQ Summary and Questionnaire report to your direct supervisor.
 Add Action for ongoing conversations and follow up steps/actions/activities.

Actions

Add Action

Action	Action Date	Description	Status	Agency Worker

Save and Add Another

Save

Cancel Add

Data Entry for Actions

- Enter brief, informative descriptions.
- Add ongoing conversations as Communication Actions.
 - When needs rescreen, staff must provide family with ASQ activity for each developmental area scored in the grey. These are entered as Communication Actions, with description Learning Activities.
 - When needs referral, staff must provide family with ASQ activity for each developmental area scored in the black. These are entered as Communication Actions, with description Learning Activities.
- Add rescreen(s) and/or referral as Follow Up Actions.
 - When rescreen needed, schedule the follow up action (for to do list reminder). When rescreen completed, open the same scheduled follow up action to document results. See screen shots on page 5.
 - When rescreen is still in the grey area, discuss with 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 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 ^{PIR}	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 an 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.	

This is an example of how to document a rescreen

- Add Follow Up Action. Enter Scheduled Date. Enter Description. Enter Status In Process.

Add Action

Enter Follow Up Action to Schedule the rescreen. Scheduled date is the due date per procedure.

Action Type	Follow Up	Agency Worker	Sandeno, Karen
Scheduled Date	3/15/21	Provider	
Action Date ^{PIR}		Provider Type	
Description	Rescreen Due 3/15/21	Cost	
Status	In Process		

Treatment Received for a Diagnosed Chronic Condition C.8.a ^{PIR}

Action Notes

Note: you will re-open this action to document the results of the rescreen.

Select In Process so that the rescreen schedule/due date will be on your to do list.

It is helpful to include due date in the description.

Actions

Action	Action Date	Description	Status	Agency Worker
Follow Up		Rescreen Due 3/15/21	In Process	Sandeno, Karen

When rescreen is completed, open this action to update the data to document the completed action.

Save Cancel

- When rescreen completed, open the follow up action that you scheduled. Enter Action Date. Update Description. Update Status. Enter Action Notes.

Follow Up

Update highlighted fields to document results of the rescreen and to document action completed.

Action Type	Follow Up	Agency Worker	Sandeno, Karen
Scheduled Date	3/15/21	Provider	
Action Date ^{PIR}	3/15/21	Provider Type	
Description	Rescreen Failed	Funding	
Status	Action Completed	Cost	0

Treatment Received for a Diagnosed Chronic Condition C.8.a ^{PIR}

Action Notes

3/15/21 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.