

DELAWARE HEALTH AND SOCIAL SERVICES Division of Public Health Birth to Three Early Intervention Program



A Step by Step Guide for Reviewers of the Birth to Three Early Intervention Program ASQ Portal

# ASQ-3 & ASQ: SE2 Online System

Getting Online, Reviewing Screenings, and Tracking All Referrals

#### **Child Care** Provider Screening **Family Access** >36 School District Yes Portal mon. **Portal** Parent **School District** No **ASQ Coordinator** < 36 mo – Child **Birth to Three** 211/HMG Accept & Assign Development **Portal** Referral Watch Recommended >36 mo – School District Develop Results Monitoring -**Process** Results Letter Rescreen Screening Content Letters **On Target – No** Documentation **Snail Mail letter** of actions in **Action Needed** No child chart and resources No Parents Designated **Child Care** have Provider? Email? Yes School Dist. ASQ Coord. Follow up with Child - F/u with Family **Care Provider** Parents Yes No make Referral 211/HMG – F/u with **Child Care Provider** Documentation Yes **Email letter and** of actions in resources to parent child chart Documentation of actions in child chart Created 03.05.2021 HS Updated 03.08.2021 HS **Completion of Child** Screening

### **Delaware's Developmental Screening Flow**

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### 2 GETTING ONLINE:

All School Districts and Birth to Three Early Intervention Program (B23) have their own online ASQ portals for community access to complete developmental screenings. A list of all portal links and contacts is available in the appendix of this manual.

Remember, you can use the Program Administrator Manual and tutorials to answer your questions. The manual and tutorials can be found under "Quick Links" on the bottom left, under the "Visit our Health System" link.

Direct Link: <a href="https://www.asqonline.com/help/default.htm">https://www.asqonline.com/help/default.htm</a>

### 2.1 GETTING YOUR USERNAME & PASSWORD

If you do not have a log in username and password for the Birth to Three (B23) portal, please contact your program administrator for them to request you access.

### The following information is needed to assign a new reviewer to the B23 portal:



### 2.2 ASQ ONLINE A BRIEF OVERVIEW



At the top of each ASQ Online web page you will find the top navigation menu. This menu will take you to the different sections of ASQ Online, including your Home page, My Profile, Program, Child Profiles, Screening Management, Reports, and Family Access.

A brief description of each page is provided below:

- **Home:** Access Child Profiles, Screenings, and Help items from this page, which is 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.

- **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 to you through Family Access. (NOTE: This is an optional module that requires an additional subscription.)

Your 3 most used tabs are Child Profiles, Reports, and Family Access.

### **3** REVIEWING SCREENINGS AND TRACKING REFERRALS:

- Developmental Screenings MUST be reviewed at least once every week.
- Flexibility is permitted during high rates of screening, such as the fall.
  - Keep in mind the Head Start Performance Standards which notes a 45 day screening timeline and childcares may contact you to request this information if needed.
- If you receive a screening from a child over 35 months, place that child's screening into the "Over Three" classroom to be transferred. <u>DO NOT PROCESS CHILDREN</u> <u>OVER 35 MONTHS.</u>
- If you receive a screening from a different state (outside of Delaware), and the child does not attend a child care within the state, immediately reject the screening so the family is aware of the rejection. <u>DO NOT PROCESS OUT OF STATE</u> <u>SCREENINGS.</u>

### 3.1 ACCESSING SCREENINGS TO BE REVIEWED

Check both Family Access and transfer history report to get most recent screenings

- 3.1.1 To view all screenings that have been submitted through Family Access:
  - 1. Select *Family Access* from the top navigation menu.
  - Click the link that says, "You have [#] family access screenings to approve (or reject)."

You will be taken to a list of all screenings that have come in through Family Access. Each child has their own drop-down box that includes their name, the caregiver, the questionnaire, the screened date, and the completed date. If you click the *Preview* link, you can view the demographic data as well as the number of items that were answered for each area. Click the arrow icon to the left of the child's name to bring up the accept/reject options.

Questionnaire Type	Public URL
ASQ-3 English	https://www.asqonline.com/family/63a528
ASQ:SE-2 English	Attps://www.asqonline.com/family/da36b1
ASQ-3 English	https://www.asqonline.com/family/433e72
ASQ:SE-2 English	https://www.asqonline.com/family/004f95

### There are 2 family access screenings to approve (or reject)

There is 1 family access screening to assign

3.1.2 To view all screenings that have been transferred to your portal

### Run the Transfer History Report

- 1. Select *Reports* from the top navigation menu.
- 2. Click on the report name *Transfer History*.
- 3. Click *Generate Report*. The page will display a "report status" while the report is being processed.
- 4. Three report generation options will appear: *Download PDF, Download CSV,* or *Preview Report*. Select the report generation option that you would like to run.
- 3.2 **REVIEWING SCREENINGS**

You are responsible for reviewing screenings that come in through the Family Access Portal and Transfer History Report.

3.2.1 Accepting a Screening within Family Access Portal:

You only need to accept screening that are submitted through Family Access Portal. Screenings on transfer history report have already been accepted to the portal and need to be reviewed and processed.

- Sign in to the ASQ portal and click Family Access tab. Under public URL's, it notes how many screenings to approve/reject or assign.
- 2. Click on Preview to check to see if the child has an assigned child care/preschool.
  - a. If there is and assigned child care/provider, this will be who you assign.

b. If there is no assigned child care/provider, select accept without assigning to provider.

### Accept/Reject Options:

If you choose "**Accept and attach to an existing child profile**," a text box will appear, prompting you to start typing a child's name to search. Begin to type the child's name. You'll see a drop-down menu of suggestions for the child you are looking for. Select the child and click the *Process* button. This screening will be added to the Child Profile you have selected.

If you choose "**Accept as a new child profile and assign to provider**," a drop-down menu will appear with a list of Provider's in your program. Select the Provider you wish to assign this child to from the drop-down menu, and click the *Process* button. This child and his or her screening will now be a part of your program.

If you choose "Accept as a new child profile without assigning to a provider" and click the *Process* button, the screening will remain in a pending status until it has been assigned to a Provider. (See Section 10.9 Assigning Pending Screenings to a **Provider** for more information.)

If you choose "**Reject entirely**," the screening will not be included as part of your program and you will not have access to the data on that questionnaire. **\*DO NOT USE** 

The option to "**Reject entirely and notify the caregiver via email**" will only be available if that child's caregiver chose to include an email when they submitted the Family Access screening. If you choose this option the screening will not be included as part of your program and you will not have access to the data on that questionnaire. The caregiver will be emailed a generic letter informing them that the screening was not accepted by your program.

	Child	Caregiver	Questionnaire	Screened Date	Completed Date	
•	Batts, Mary (DOB: 2015-01-04) Baltimore, Maryland 21220	Batts, Mom Baltimore, Maryland 21220	ASQ-3 English 24 Month	2017-01-16	2017-01-16	Preview
•	Accept and attach to an existing child p	rofile				
	Select a child from the list					
	Accept as a new child profile and assign Accept as a new child profile without as Reject entirely Reject entirely and notify the caregiver access	i to provider signing a provider via email				

- 3. Click process
- 4. Merge Child Profiles so there will be only 1 profile for each child.

### To merge Child Profiles:

- 1. Select *Child Profiles* from the top navigation menu.
- 2. Select the name of a Child Profile you wish to merge.
- 3. In the Child Profile Details section, click the *Merge* tab.
- 4. You will be taken to a list of Child Profiles within your program. This page lists the child's name, DOB, Child ID, and Alt. ID. Any rows that are bold indicates a child profile with the same birth date or name.
- 5. Select the button to the left of the Child Profile you would like to merge.
- 6. Click the Merge Child Profiles button at the bottom of the page.

Child Profile Details V	iew All Edit Delete Merge
Last name	Batts
First name	Joan
Middle name	
Child ID	1550197
Alt. ID	
Status	Active
Date of birth (YYYY-MM-DD)	2014-04-17
Weeks premature (if child was born 3 or more weeks prematurely)	0
Adjusted age	36 months and 15 days
Gender	Female
Birth weight	
Ethnicity	

### Select a target child profile for "Batts, Joan"

Bold rows indicate a child profile with the same birth date or name

	Search:						
	Name	\$	DOB	\$	Child ID	\$ Alt. ID	\$
0	Batts, Joan		2014-04-17		1550197		
0	Batts, Johney		2015-02-14		1624116		

Please note that when merging two profiles, the Child Profile that you are merging *into* is the data that will prevail. If the merging profile has separate demographic data than the profile being merged into, the demographic data will be overwritten.

# Assigning multiple children to a Provider (typically used when assigning a provider from the transfer report):

- 1. Select Program from the top navigation menu.
- 2. Select Search Program Users from left Quick Links menu.
- 3. Click on the name of the user you want to assign child profiles to.
- 4. Click Assign Children to Provider from left Quick Links menu.
- 5. Click in the box to the left of the child profiles that you want to assign to the user in the Available Child List section.
- 6. Click Add.

### Those selected child profiles will now be assigned to that provider user.

3.3 REVIEWING AND PROCESSING SCREENINGS

After the screening has been accepted to the portal (either through Family Access or Transfer History), you must review and process the screening to finalize this activity. There are 3 steps to completing this:

- 1. Completing the Screening Summary Sheet
- 2. Sending results to families
- 3. Entering a Child Profile Note

### 3.3.1 Completing the Summary Sheet

Completing the Follow Up section on the summary sheet is imperative for data collection efforts.

### ASQ- 3 Follow Up:

This is section 4 on the Summary Sheet. Data is being collected on the 3 follow up activities below. Choose at least one of these 3 options (click all follow up actions that apply):

- Share Results with primary healthcare provider.
- Refer to early intervention/early childhood special education
- No further action taken at this time.

4. FOLLOW-UP ACTION TAKEN: Check all that apply.

Provide activities and rescreen in	months.
	monuis.

- □ Share results with primary healthcare provider.
- $\square$  Refer for (check all that apply)  $\square$  hearing,  $\square$  vision, and/or  $\square$  behavioral screening
- Refer to primary health care provider or other community agency (specify reason):
- $\hfill\square$  Refer to early intervention/early childhood special education.
- Other (specify):
- $\hfill\square$  No further action taken at this time

Save follow-up actions

Click "Save follow-up actions"

### ASQ: SE-2 Follow Up:

This is section 5 on the Summary Sheet. Choose at least one of these 3 options (click all follow up actions that apply):

- Refer for early intervention/Early Childhood Special Education
- Refer to social emotional, behavioral health, mental health evaluation
- Other- add note "No further action taken at this time"

5. FOLLOW-UP ACTION TAKEN: Check all that apply.



### 3.3.2 Sending Results to Families

- Determine if the screening is "on target", "needs monitoring", or "referral" and send the appropriate Parent Results Letter via email along with ASQ activities for Home and CDC Developmental Milestones Booklet
  - Information is found at:
    - https://www.cdc.gov/ncbddd/actearly/milestones/index.html
    - http://archive.brookespublishing.com/documents/asg-activities.pdf
    - Just in Time Parenting Newsletter: <u>https://jitp.info</u>
- If an email does not exist for the family, share the results with the child care/provider and ask them to share with the family or mail the results.
- If the screening has no child care / provider and the family has no email address, the designated reviewer will send a copy of the letter, the screening results and the resources via mail, to the family.

- If family does not respond to the letter when further evaluation is recommended:
  - Weekly, the contractor sends a list of referred children to Birth to Three to research
  - Birth to Three researches for 2 weeks
  - If no evidence of referral within 2 weeks, Birth to Three notifies the contractor to email the child care provider to request they follow up with parent to encourage a referral.
  - Contractor documents in Child Profile Notes communication with child care provider.

### Completing the Results Letters:

- On Target: If both screenings are on target, fill out form as noted below

   Indicate next to each discipline "On-target"
- 2. Monitoring: If both screeners are completed and any area is in monitoring range, fill out the parent results form as noted below:
  - a. Indicate in each discipline whether they are "On-Target" or "Monitoring"
  - b. All decisions are made on an individual basis with parent input
- 3. Referral recommended: If both screeners are complete, and any area is below target, fill out the parent results form as noted below
  - a. Indicate in each discipline whether they are "On-Target" or "Monitoring" or "Referral"
  - b. Indicate that a referral to Child Development Watch for a complete developmental evaluation and assessment is recommended.
- 4. Inconclusive: If 1 screener was completed, fill out form as noted below
  - a. Indicate in each discipline whether they are "On-Target" or "Monitoring" or "Referral"
  - b. For the screening that was not completed, use "Inconclusive" and note which screener is needed in the recommendations
  - c. Communicate with child care which screener the child is missing and request they follow up with family directly to complete ASAP

### DO NOT USE SCORES OR NUMBERS ON RESULTS LETTER.

### 3.3.3 Entering a Child Profile Note

Entering a child profile note is helpful for the providers to know the preliminary steps for follow up. Here is where you would note if you made contact with the parent, what your recommendations were based on the screening, and if the referral was made. Items to include in child profile note:

- Results and recommendations sent to the family
- Parent contact and Child care contact log
- Referral follow up information to be completed by Birth to Three (if applicable)

### To add a Child Profile note:

- 1. Select *Child Profiles* from the top navigation menu. Browse the Child Profiles list or search for a Child Profile.
- 2. Click on the child's name to access his or her profile.
- 3. Click on the Add tab next to the Child Profile Notes tab.
  - a. Enter the "Subject" of the note.
  - b. Select the "Note type" from the drop-down menu. Your options are: Reminder, Medical History, Family Status, Referral, Assessment, Intervention, Observation, Concern, Program Status, and Other.
  - c. Enter the text of the note in the "Description" text box.

OR

- 1. Select the Add Note Quick Link.
- 2. On the Add Note page:
  - a. Enter the "Subject" of the note.
  - b. Select the "Note type" from the drop-down menu. Your options are: Reminder, Medical History, Family Status, Referral, Assessment, Intervention, Observation, Concern, Program Status, and Other.
  - c. Enter the text of the note in the "Description" text box.
- 3. Click Save.
- 3.4 TRACKING AND REPORTING SCREENINGS
  - The individual processing the screening will create and maintain a list of all children with whom a Child Development Watch Referral is recommended.
  - That individual will send this list, updated, weekly to the Birth to Three Early Intervention Program Administration Data Manager
  - Weekly, a designated Birth to Three Administration staff person will check the statewide electronic database, DHSSCares, to determine if the referral has been processed.
  - If after 2 weeks the referral is not found in DHSSCares, the Birth to Three Administration staff person will document in the ASQ notes that the parent has not contacted Child Development Watch for further evaluation.
  - The Birth to Three Administration staff member will email the child care provider to inform them of this finding.
  - The screener will submit monthly data on:
    - 1. Number of screenings reviewed
    - 2. Number of screenings referred to Child Development Watch
    - 3. Number of screenings referred to community resources, indicating which resource was recommended
    - 4. Number of incomplete screenings

- 5. Number of repeat screenings.
- 6. Track race and ethnicity of children screened

### 4 SETTING ALERTS (OPTIONAL)

Set up an alert so that you know when screenings are added to your portal or transferred into your program

### 4.1 MY ALERTS

As Program Administrator, you have the ability to set up personal alert messages regarding various ASQ Online functions, which can be sent via text message or email. These messages can be task reminders, Family Access alerts, or transfer alerts. In addition, you can select your preferred time zone that will be used when you set alerts scheduled at a specific time of day.

- If you choose to receive both an email and text message alert, you don't have to receive them both at the same time. You can customize the day and time you wish to receive each one.
- If you have selected to be alerted via text message, you must have a mobile phone number saved in your profile.
- Standard text messaging rates apply to each text message alert received as provided in your wireless rate plan (contact your carrier for pricing plans and details). Email alerts will be subject to standard Internet access and usage charges imposed by your Internet service provider.

#### Home » Users » A, Provider » Alerts

Standard text messaging rates apply to each text message alert received as provided in your wireless rate plan (contact your carrier for pricing plans and details). Email alerts will be subject to standard Internet access and usage charges imposed by your Internet service provider.

Screening Alerts		
Alert		Status
Text me each time I finalize a screening.		Off 🗸
Email me each time I finalize a screening. This email will include a link to Tasks so I can schedule a follow-up	action.	Off 🗸
Family Access Alerts		са. 945 г. - 5)
Alert	Time	Status
Text me Daily V if new screens have been submitted via Family Access that I must approve or reject.	Time: 08 💙 : 🕻	00 🗸 Off 🗸
Email me Daily 💙 if new screens have been submitted via Family Access that I must approve or reject	. Time: 10 💙 : (	00 🗸 Off 🗸
Text me At each occurrence V if new screens were accepted via Family Access and assigned to me for review.	r	Off 🗸
Email me At each occurrence 🗸 if new screens were accepted via Family Access and assigned to me freview.	or	On 🗸
Transfer Alerts		
Alert	Time	Status
Text me Daily V if child profiles are being transferred from my account	Time: 15 🗸 : 00 🗸	Off ✓
Email me Daily V if child profiles are being transferred from my account	Time: 11 🗸 : 00 🗸	On 🗸

✓ If child profiles have been transferred to or from any of my programs

 $\checkmark$  if child profiles have been transferred to or from any of my programs

### 4.1.1 Family Access Alerts

Text me Daily

Email me Daily

Family Access alerts allow you to pick a day, time, and frequency that you would like to receive an alert that a screening has been submitted, via Family Access, to be approved or rejected. You can choose to receive this alert via text message, email, or both. Family Access alerts will not alert you *each time* a screening has been submitted, but will simply alert you of any screenings that have been submitted according to the specified time frame you have selected.

For example, if you select that you would like to receive a text message each day at 10AM, you will only receive that message once, at 10AM, daily. The message will let you know how many screenings have been submitted for you to approve or reject, up to that time. Say that 100 screenings have been submitted. You will not receive 100 alerts; you will receive one alert message informing you that 100 screenings have been submitted.

#### To set Family Access alerts:

Time: 15 V : 00 V

Time: 15 ∨ : 00 ∨

Off V

Off V

- 1. Select *My Profile* from the top navigation menu.
- 2. Select the My Alerts Quick Link.
- 3. Scroll down to the Family Access Alerts section of the My Alerts page.
- 4. The Family Access Alerts section has 3 columns: "Alert," "Time," and "Status." You have the option to set a text message alert and an email alert.
- 5. To set a text message alert:
  - a. Under the "Alert" column, select the frequency with which you would like to receive the text alerts, from the drop-down menu next to "Text me." Your options are: Daily or Weekly.
  - b. If you choose to receive these text messages daily: In the "Time" column, select the time you wish to receive these alerts, from the drop-down menu.
  - c. If you choose to receive these text messages weekly: In the "Time" column, select the day of the week you wish to receive these messages, from the "Day" drop-down menu. Then select the time of day you wish to receive these messages, from the "Time" drop-down menu.
  - d. To ensure you receive these messages, set the status to "On," from the "Status" drop-down menu.
  - e. Click the Save Changes button at the bottom.
- 6. To set an email alert:
  - a. Under the "Alert" column, select the frequency with which you would like to receive the email alerts, from the drop-down menu next to "Email me." Your options are: Daily or Weekly.
  - b. If you choose to receive these email messages daily: In the "Time" column, select the time you wish to receive these alerts, from the drop-down menu.
  - c. If you choose to receive these email messages weekly: In the "Time" column, select the day of the week you wish to receive these messages, from the "Day" drop-down menu. Then select the time of day you wish to receive these messages, from the "Time" drop-down menu.
  - d. To ensure you receive these messages, set the status to "On," from the "Status" drop-down menu.
  - e. Click the Save Changes button at the bottom of the page.

Family Access Alerts		
Alert	Time	Status
Text me Daily V if new screens have been submitted via Family Access that I must approve or reject.	Time: 08 🗸 : 00 🗸	Off 🗸
Email me Daily V if new screens have been submitted via Family Access that I must approve or reject.	Time: 10 💙 : 00 🗸	Off 🗸
Text me At each occurrence V if new screens were accepted via Family Access and assigned to me for review.		Off 🗸
Email me At each occurrence		On 🗸

4.1.2 Transfer Alerts (Recommended)

Transfer alerts notify you when a child has been transferred to or from your program. You can choose to have the reminder sent to you via text, email, or both.

To set transfer alerts:

- 1. Select *My Profile* from the top navigation menu.
- 2. Select the *My Alerts* Quick Link.
- 3. The Transfer Alerts section has 3 columns: "Alert," "Time," and "Status." You have the option to set a text message alert and an email alert. You can choose to receive a text and/or email alert if Child Profiles have been transferred to or from your program.
- 4. To set an alert:
  - a. Under the "Alert" column, select the frequency with which you would like to receive the text and/or email alerts, from the drop-down menu next to "Text me" or "Email me." Your options are: Daily or Weekly.
  - b. If you choose to receive these alerts daily: In the "Time" column, select the time you wish to receive these alerts, from the drop-down menu.
  - c. If you choose to receive these alerts weekly: In the "Time" column, select the day of the week you wish to receive these messages, from the "Day" drop-down menu. Then select the time of day you wish to receive these messages, from the "Time" drop-down menu.
  - d. To ensure that you receive these messages, set the status to "On," from the "Status" drop-down menu.
- Transfer Alerts Alert Time Status Time: 15 ∨ : 00 ∨ Text me Daily ✓ if child profiles are being transferred from my account Off V Email me Daily ✓ if child profiles are being transferred from my account Time: 11 🗸 : 00 🗸 On 🗸 Time: 15 ♥ : 00 ♥ Off 🗸 Text me Daily ✓ if child profiles have been transferred to or from any of my programs Time: 15 🗸 : 00 🗸 Email me Daily Off 🗸 ✓ if child profiles have been transferred to or from any of my programs
- e. Click the *Save Changes* button at the bottom of the page.

### 4.1.3 Time Zone Setting

The Time Zone Setting section is where you can select your preferred time zone for texting and emailing.

To set the time zone:

1. Select *My Profile* from the top navigation menu.

- 2. Select the *My Alerts* Quick Link.
- 3. Scroll down to the Time Zone Setting section.
- 4. Select your preferred time zone from the drop-down menu.
- 5. Click the Save Changes button at the bottom of the page.

### **5** RESPONDING TO REQUESTS

Be prepared to respond to inquiries from child cares regarding the ASQ Process and/or specific child information.

- If it is a general question regarding locating a child, a Request for Information (ROI) is not needed.
- If the parent has not specified a child care provider and a provider requests for them to be added to their classroom or requests specific child data, an ROI is required. Please see the appendix for a sample ROI form.

You may receive a call from a child care and they are having difficulty finding a screening for a child, their screening may have manually been entered and therefore does not show up in the family access.

### Searching for a Child Profile:

- 1. Select *Child Profiles* from the top navigation menu.
- Search for a child or children by entering information in any of the following search fields: Child DOB, Child last name, Child first name, Child ID, Previous screening (select the screening result from the drop-down menu), Caregiver last name, Caregiver first name, and/or Alt. ID. You can also search for children that have been transferred and don't have a Provider, or those who have a pending transfer.
- 3. Click Search.
- 4. "Active" children are listed under the Child Profiles tab and archived children are listed under the Archived tab. Once you have located the child you are looking for, click on the child's name to view his or her profile.

# If a provider needs to be assigned after accepting/reviewing: Click "view all" to see where the child attends child care and place the screening into the appropriate child care provider list. Directions are below.

### Assigning a Provider or Reviewer to a Child Profile:

- 1. Select Child Profiles from the top navigation menu.
- 2. Select the child to whom you wish to assign a Provider or Reviewer.
- 3. Scroll down to the Child's Providers & Reviewers section.
- 4. Click the Add tab to the right of the Child's Providers & Reviewers tab.

Home » Child Profiles » Lowell, Kaina » Notes » Dr visit							
Child Profile Note	Edit	Delete					
Sul	bject	Dr visit	Entered by	Harper, Molly			
Note type		Medical History	2017-04-25 04:21PM				
Descrij	ption	Child was seen by behaviorist for	ADHD. Child prescribed Ritalin.				

### 

- 1. Click the Add Provider/Reviewer Quick Link.
- 2. You will be taken to a Providers & Reviewers page where you have two options:
  - a. Search for available Providers or Reviewers by "Program user last name" or "Program user first name."
  - b. Scroll down to the Available Providers and Reviewers section, and look for available Providers or Reviewers by last name.
- 3. Click the Add tab in the top right corner of the Available Providers and Reviewers section. You will get a message saying, "User was successfully assigned to child profile."

Quick Links	Home » Bluewater Distr	ict Schoo	l Board	» Child Pr	ofiles » Batts,	, Joan
Add Screening						
Add Task	Child Profile Details	/iew All	Edit	Delete	Merge	
Add Note	Last name	Batts				
Add Existing Caregiver	First name	Joan				
The chicking conception	Middle name					
Add New Caregiver	Child ID	1550197				
Add Provider/Reviewer	Alt. ID					
And it official to for the	Status	Active				
Export Child Data	Date of birth	2014-04	-17			
	(YYYY-MM-DD)					
Help	Weeks premature	0				
	(if child was born 3 or					
	more weeks					
	neomaturedy)					

If a child care needs to register or reset their password, share this link: https://education.delaware.gov/families/office\_of\_early\_learning/asq-supportrequest/

### 6 APPENDIX

### 6.1 ASQ LINKS AND CONTACTS

Birth to Three								
	Children 0 up to 35 Months of Age							
English Link	English Link Spanish Link							
https://www.asqonli	<u>ne.com/family/c84b5</u> 2/chain_start	https://www.asqonline.com/family/7dea9a/chain_start						
Point of Contact: Help me Grow Team Point of Contact: Email: helpmegrow@uwde.org Phone: 211 ext. 2								

School District								
Children 36-60 Months of Age								
Appoquinimink Scho	ol District							
English Link		Spanish Link						
https://www.asqonlin	ne.com/family/60e6af/chain_start	https://www.asgonline.com/family/01f752/chain_start						
	Kathy Gerstley & Jennifer Callaway							
Point of Contact:	Email: <a href="mailto:childfind@appo.k12.de.us">childfind@appo.k12.de.us</a>							
	Phone: 302-376-4404							
Brandywine School D	District							
English Link		Spanish Link						
https://www.asqonlin	ne.com/family/4e042b/chain_start	https://www.asgonline.com/family/b70f8b/chain_start						
	Joan McNamara							
Point of Contact:	Email: childfind@bsd.k12.de.us							
	Phone: 302-479-2600							
Caesar Rodney Schoo	l District							
English Link		Spanish Link						
https://www.asqonlin	ne.com/family/77e922/chain_start	https://www.asgonline.com/family/9abad1/chain_start						
	Linda Davis							
Point of Contact:	Email: childfind@cr.k12.de.us							
	Phone: 302-697-2173							
Cape Henlopen Schoo	ol District							
English Link		Spanish Link						
https://www.asqonlin	ne.com/family/db127d/chain_start	https://www.asqonline.com/family/a593ec/chain_start						
	Susan Berry							
Point of Contact:	Email: childfind@cape.k12.de.us							
	Phone: 302-645-6686							
Capital School District								
English Link		Spanish Link						
https://www.asqonlin	ne.com/family/15f3cc/chain_start	https://www.asgonline.com/family/3a290c/chain_start						
	Regine Walker							
Point of Contact:	Email: <a href="mailto:childfind@capital.k12.de.us">childfind@capital.k12.de.us</a>							
	Phone: 302-857-4241							
Christina School District								

English Link		Spanish Link	
https://www.asqonline.com/family/9bec47/chain_start		https://www.asgonline.com/family/d73ba6/chain start	
Point of Contact:	Tamara Love Email: <u>childfind@christina.k12.de.us</u> Phone: 302-454-2047 or 302-429-4175		
Colonial School Distric	t		
English Link		Spanish Link	
https://www.asqonlin	e.com/family/87b4f3/chain_start	https://www.asqonline.com/family/85e5ac/chain_start	
Point of Contact:	Jennifer Vikari and Marissa Pedicone Email: <u>childfind@colonial.k12.de.us</u> Phone: 302-429-4088	Pedicone L2.de.us	
Indian River School Dis	strict		
English Link		Spanish Link	
https://www.asqonlin	e.com/family/c8d8ee/chain_start	https://www.asqonline.com/family/690106/chain_start	
Point of Contact:	Audrey Carey & Noel Lenhart Email: <u>childfind@irsd.k12.de.us</u> Phone: 302-436-1070 ext 1163 302-732-1346		
Lake Forest School Dis	trict		
English Link		Spanish Link	
https://www.asqonlin	e.com/family/43b5a4/chain_start	https://www.asqonline.com/family/4e17bb/chain_start	
Point of Contact:	Dawn Troyer Email: <u>childfind@lf.k12.de.us</u> Phone: 302-284-9611 ext 123		
Laurel School District			
English Link		Spanish Link	
https://www.asgonline.com/family/fb9b0a/chain_start		https://www.asqonline.com/family/239eb1/chain_start	
Point of Contact:	Kedra Deputy Email: <u>childfind@laurel.k12.de.us</u> Phone: 302-875-6105		
Milford School District			
English Link		Spanish Link	
https://www.asqonline.com/family/130fac/chain_start		https://www.asqonline.com/family/a2e958/chain_start	
Point of Contact:	Amber Andrews Email: <u>childfind@msd.k12.de.us</u> Phone: 302-422-1650 ext 217 302-424-5474		
Red Clay School District			
English Link		Spanish Link	
https://www.asqonline.com//family/9f1da1/chain_start		https://www.asqonline.com/family/975798/chain_start	
Point of Contact:	Karen Kozlowski         Dint of Contact:         Email: <a href="mailto:childfind@redclay.k12.de.us">childfind@redclay.k12.de.us</a> Phone: 302-992-5574		
Seaford School District			
English Link		Spanish Link	
https://www.asqonline.com/family/85334a/chain_start		https://www.asqonline.com/family/a51f9b/chain_start	

	Lisa Doyle		
Point of Contact:	Email: <a href="mailto:childfind@seaford.k12.de.us">childfind@seaford.k12.de.us</a>		
	Phone: 302-629-4587 ext. 1635		
Smyrna School Distric	t		
English Link		Spanish Link	
https://www.asgonline.com/family/480053/chain_start		https://www.asqonline.com/family/ee9bbd/chain_start	
	Carissa Stevens		
Point of Contact:	Email: <u>childfind@smyrna.k12.de.us</u>		
	Phone: 302-659-6287		
Woodbridge School District			
English Link		Spanish Link	
https://www.asqonlin	e.com/family/f900ff/chain_start	https://www.asqonline.com/family/03c6ea/chain_start	
	Adriana Ignudo		
Point of Contact:	Email: <a href="mailto:childfind@wsd.k12.de.us">childfind@wsd.k12.de.us</a>		
	Phone: 302-337-7990 or 302-337-7998		

### 6.2 RELEASE OF INFORMATION

### **Release of Information**

I, \_\_\_\_\_\_ give permission for information to be shared about my child between the child care and the Birth to Three Early Intervention Program.

Child Information		
Name:	DOB:	
□ I give permission for the child care noted below to communicate with the individuals and agencies below.		

Child Care Information	
Name:	Contact Person:
Phone Number:	Email:

### Information to be shared:

- □ Discuss follow up to ASQ screening
- □ Developmental Testing
- □ Individual Family Service Plan (IFSP)
- □ Individual Education Plan (IEP)

I give consent to share the information noted above.	
Parent Signature:	Date: Click here to enter a date.
Printed Name:	

### Liberación de información

Yo, \_\_\_\_\_\_, doy permiso para que se comparta información sobre mi hijo entre el cuidado de niños y el distrito de Birth to Three Early Intervention Program

Información del niño		
Nombre:	Fecha de nacimiento:	
Doy permiso para que el cuidado de niños mencionado a continuación se comunique con las personas y agencias a continuación.		

Información de cuidado infantil		
Nombre:	Persona de contacto:	
Número de teléfono:	Email:	

### Información a compartir:

- Discutir el seguimiento del examen ASQ
- □ Pruebas de desarrollo
- □ Plan de servicio familiar individual (IFSP)
- □ Plan de educación individual (IEP)

Doy mi consentimiento para compartir la información mencionada anteriormente.	
Firma de los padres:	Fecha: Click here to enter a date.
Nombre impreso:	

### 6.3 RESULTS LETTERS



Date:

### To the Parent/Caregiver/Provider of:

Email:

### Subject: ASQ Developmental Screening Results On-Target

Thank you for completing the Ages and Stages Questionnaires (ASQs) for your child. Please find the screening results along with recommendations on the attached report.

In the meantime, you can follow and support your child's development by using the weblinks on the next page.

Sincerely,

### Ages & Stages Questionnaires (ASQ-3 & ASQ:SE-2) Developmental Screening Results – ON -TARGET

Sirth: Screening Date:	

**On-Target**: skills in these areas are age appropriate.

Monitoring: skills in these areas should be watched and reinforced, rescreening recommended.

**Referral Recommended**: skills in these areas indicate a need for further evaluation for early intervention.

SKILL AREA	RESULTS
Communication	On-Target
Gross Motor	On-Target
Fine Motor	On-Target
Problem-Solving	On-Target
Personal-Social	On-Target
Social-Emotional	On-Target

Based on these scores, the recommendations are:

- to rescreen the ASQ:SE-2 and ASQ-3 in month(s) via the Birth to Threeportal - <u>https://www.asqonline.com/family/c84b52/chain\_start</u>
- to share this report with your pediatrician they like to see your child's progress, too
- to discuss your child's scores with your childcare provider

In the meantime, here are some websites that provide information about child development:

- Ages and Stages Activities: <u>https://agesandstages.com/resource/asq-learning-activity-handouts/</u>
- Just in Time Parenting Newsletter: <u>https://jitp.info</u>
- CDC Milestone Tracker: <a href="https://www.cdc.gov/ncbddd/actearly/milestones/index.html">https://www.cdc.gov/ncbddd/actearly/milestones/index.html</a>
- <u>For more information</u> on statewide resources and supports, contact 211-Help Me Grow via phone by dialing 211 or <u>https://www.delaware211.org</u>



Date: 3/9/2021

To the Parent/Caregiver/Provider of: Jeremy Johnson

Email: Mary Johnson, <u>Johnson@gmail.com</u>, Daycare # 2, <u>Daycare2@gmail.com</u>

Subject: ASQ Developmental Screening Results On-Target

Thank you for completing the Ages and Stages Questionnaires (ASQs) for your child. Please find the screening results along with recommendations on the attached report.

In the meantime, you can follow and support your child's development by using the weblinks on the next page.

Sincerely,



### Ages & Stages Questionnaires (ASQ-3 & ASQ:SE-2) Developmental Screening Results – ON -TARGET

Child's Name:	Date of Birth:	Screening Date:
Jeremy Johnson	02/01/2019	03/06/2021

**On-Target**: skills in these areas are age appropriate.

Monitoring: skills in these areas should be watched and reinforced, rescreening recommended.

**Referral Recommended**: skills in these areas indicate a need for further evaluation for early intervention.

SKILL AREA	RESULTS
Communication	On-Target
Gross Motor	On-Target
Fine Motor	On-Target
Problem-Solving	On-Target
Personal-Social	On-Target
Social-Emotional	On-Target

Based on these scores, the recommendations are:

- to rescreen the ASQ:SE-2 and ASQ-3 in 12 month(s) via the Birth to Threeportal - <u>https://www.asqonline.com/family/c84b52/chain\_start</u>
- to share this report with your pediatrician they like to see your child's progress, too
- to discuss your child's scores with your childcare provider

In the meantime, here are some websites that provide information about child development:

- Ages and Stages Activities: <a href="https://agesandstages.com/resource/asq-learning-activity-handouts/">https://agesandstages.com/resource/asq-learning-activity-handouts/</a>
- Just in Time Parenting Newsletter: <u>https://jitp.info</u>
- CDC Milestone Tracker: <u>https://www.cdc.gov/ncbddd/actearly/milestones/index.html</u>
- <u>For more information</u> on statewide resources and supports, contact 211-Help Me Grow via phone by dialing 211 or <u>https://www.delaware211.org</u>



### Fecha:

Al Padre/tutor de:

Email:

Subject: ASQ resultados de la examen de desarrollo: Apropriadas para su edad

Gracias por completar los cuestionarios de edades y etapas (ASQ) para su hijo. Por favor, encuentre los resultados del cribado junto con las recomendaciones sobre el informe adjunto.

Mientras tanto, puede seguir y ayudar el desarrollo de su hijo usandolos sitios web en la página siguiente.

Sinceremente,



# Ages & Stages Questionnaires (ASQ-3 & ASQ:SE-2) resultados de la examen de desarrollo – Apropriadas para su edad

Nombre	Fecha de cumpleanos	Fecha de examen de desarrollo

Apropriadas para su edad: habilidades en estas áreas son la edad adecuada.

**Monitoreo**: habilidades en estas áreas deben ser observadas, se recomienda volver por mas reevaluación.

**Recomendación recomendada**: habilidades en estas áreas indican la necesidad de una evaluación para la interventión temprana.

Zona de habilidades	Resultados
Comunicación	Apropriadas para su edad
Motor Gruesas	Apropriadas para su edad
Motor Finas	Apropriadas para su edad
Resolver Problemas	Apropriadas para su edad
Sociales Personales	Apropriadas para su edad
Social-Emocional	Apropriadas para su edad

Sobre la base de estas puntuaciones, las recomendaciones son:

- Para Volver a examen de desarrollo ASQ:SE-2 and ASQ-3 en <u>Mes(es)</u> paraBirth to Three portal - <u>https://www.asqonline.com/family/7dea9a/chain\_start</u>
- para compartir este informe con su pediatra les gusta ver el progreso de su hijo también
- para discutir las puntuaciones de su hijo con su guardería

Mientras tanto, aquí hay algunos sitios web que dan información sobre el desarrollo infantil:

- Ages and Stages Activities: <u>https://agesandstages.com/free-resources/resources/</u>
- Just in Time Parenting Newsletter: <u>https://jitp.info/es/</u>
- CDC Milestone Tracker: <u>https://www.cdc.gov/ncbddd/Spanish/actearly/milestones/index.html</u>
- <u>For more information</u> on statewide resources and supports, contact 211-Help Me Grow via phone by dialing 211 or <u>https://www.delaware211.org</u>



Fecha: 3/9/2021

Al Padre/tutor de: Juan Sanchez

Email: Belinda Sanchez, <u>BSanch@gmail.com</u>, Daycare One, <u>Daycare1@gmail.com</u>

Subject: ASQ resultados de la examen de desarrollo: Apropriadas para su edad

Gracias por completar los cuestionarios de edades y etapas (ASQ) para su hijo. Por favor, encuentre los resultados del cribado junto con las recomendaciones sobre el informe adjunto.

Mientras tanto, puede seguir y ayudar el desarrollo de su hijo usandolos sitios web en la página siguiente.

Sinceremente,



# Ages & Stages Questionnaires (ASQ-3 & ASQ:SE-2) resultados de la examen de desarrollo – Apropriadas para su edad

Nombre	Fecha de cumpleanos	Fecha de examen de desarrollo
Juan Sanchez	01/01/2019	03/06/2021

Apropriadas para su edad: habilidades en estas áreas son la edad adecuada.

**Monitoreo**: habilidades en estas áreas deben ser observadas, se recomienda volver por mas reevaluación.

**Recomendación recomendada**: habilidades en estas áreas indican la necesidad de una evaluación para la interventión temprana.

Zona de habilidades	Resultados
Comunicación	Apropriadas para su edad
Motor Gruesas	Apropriadas para su edad
Motor Finas	Apropriadas para su edad
Resolver Problemas	Apropriadas para su edad
Sociales Personales	Apropriadas para su edad
Social-Emocional	Apropriadas para su edad

Sobre la base de estas puntuaciones, las recomendaciones son:

- Para Volver a examen de desarrollo ASQ:SE-2 and ASQ-3 en 12 <u>Mes(es)</u> para Birth to Three portal <u>-https://www.asgonline.com/family/7dea9a/chain\_start</u>
- para compartir este informe con su pediatra les gusta ver el progreso de su hijo también
- para discutir las puntuaciones de su hijo con su guardería

Mientras tanto, aquí hay algunos sitios web que dan información sobre el desarrollo infantil:

- Ages and Stages Activities: <a href="https://agesandstages.com/free-resources/resources/">https://agesandstages.com/free-resources/resources/</a>
- Just in Time Parenting Newsletter: <u>https://jitp.info/es/</u>
- CDC Milestone Tracker: <u>https://www.cdc.gov/ncbddd/Spanish/actearly/milestones/index.html</u>
- **For more information** on statewide resources and supports, contact 211-Help Me Grow via phone by dialing 211 or <u>https://www.delaware211.org</u>



Date:

To the Parent/Caregiver/Provider of:

Email:

### Subject: ASQ Developmental Screening Results Monitoring

Thank you for completing the Ages and Stages Questionnaires (ASQs) for your child. Please find the screening results along with recommendations on the attached report.

In the meantime, you can follow and support your child's development by using the weblinks on the next page.



### Ages & Stages Questionnaires (ASQ-3 & ASQ:SE-2) Developmental Screening Results -MONITORING

Child's Name:	Date of Birth:	Screening Date:

**On-Target**: skills in these areas are age appropriate.

Monitoring: skills in these areas should be watched, rescreening recommended.

**Referral Recommended**: skills in these areas indicate a need for further evaluation for early intervention.

SKILL AREA	RESULTS
Communication	
Gross Motor	
Fine Motor	
Problem-Solving	
Personal-Social	
Social-Emotional	

Based on these scores, the recommendations are:

- to rescreen the ASQ:SE-2 and ASQ-3 in <u>month(s)</u> via the Birth to Three portal
   <u>https://www.asqonline.com/family/c84b52/chain\_start</u>
- to share this report with your pediatrician they like to see your child's progress, too
- to discuss your child's scores with your childcare provider

In the meantime, here are some websites that provide information about child development:

- Ages and Stages Activities: <a href="https://agesandstages.com/resource/asq-learning-activity-handouts/">https://agesandstages.com/resource/asq-learning-activity-handouts/</a>
- Just in Time Parenting Newsletter: <u>https://jitp.info</u>
- CDC Milestone Tracker: <a href="https://www.cdc.gov/ncbddd/actearly/milestones/index.html">https://www.cdc.gov/ncbddd/actearly/milestones/index.html</a>
- <u>For more information</u> on statewide resources and supports, contact 211-Help Me Grow via phone by dialing 211 or <u>https://www.delaware211.org</u>



Date: 03/09/2021

### To the Parent/Caregiver/Provider of: Jonny Boyd

Email: Sally Boyd, SBoyd@Comcast.net

Subject: ASQ Developmental Screening Results *Monitoring* 

Thank you for completing the Ages and Stages Questionnaires (ASQs) for your child. Please find the screening results along with recommendations on the attached report.

In the meantime, you can follow and support your child's development by using the weblinks on the next page.



### Ages & Stages Questionnaires (ASQ-3 & ASQ:SE-2) Developmental Screening Results -MONITORING

Child's Name:	Date of Birth:	Screening Date:
Jonny Boyd	06/01/2019	03/06/2021

**On-Target**: skills in these areas are age appropriate.

Monitoring: skills in these areas should be watched, rescreening recommended.

**Referral Recommended**: skills in these areas indicate a need for further evaluation for early intervention.

SKILL AREA	RESULTS
Communication	On-Target
Gross Motor	Monitoring
Fine Motor	On-Target
Problem-Solving	Monitoring
Personal-Social	Monitoring
Social-Emotional	On-Target

Based on these scores, the recommendations are:

- to rescreen the ASQ:SE-2 and ASQ-3 in 4<u>month(s)</u> via the Birth to Three portal <u>https://www.asqonline.com/family/c84b52/chain\_start</u>
- to share this report with your pediatrician they like to see your child's progress, too
- to discuss your child's scores with your childcare provider

In the meantime, here are some websites that provide information about child development:

- Ages and Stages Activities: <a href="https://agesandstages.com/resource/asq-learning-activity-handouts/">https://agesandstages.com/resource/asq-learning-activity-handouts/</a>
- Just in Time Parenting Newsletter: <u>https://jitp.info</u>
- CDC Milestone Tracker: <a href="https://www.cdc.gov/ncbddd/actearly/milestones/index.html">https://www.cdc.gov/ncbddd/actearly/milestones/index.html</a>
- For more information on statewide resources and supports, contact 211-Help Me Grow via phone by dialing 211 or <a href="https://www.delaware211.org">https://www.delaware211.org</a>



Fecha:

Al Padre/tutor de:

Email:

### Subject: ASQ resultados de la examen de desarrollo: Monitoreo

Gracias por completar los cuestionarios de edades y etapas (ASQ) para su hijo. Por favor, encuentre los resultados del cribado junto con las recomendaciones sobre el informe adjunto.

Mientras tanto, puede seguir y ayudar el desarrollo de su hijo usandolos sitios web en la página siguiente.

Sinceremente,



# Ages & Stages Questionnaires (ASQ-3 & ASQ:SE-2) resultados de la examen de desarrollo – *Monitoreo*

Nombre	Fecha de cumpleanos	Fecha de examen de desarrollo

Apropriadas para su edad: habilidades en estas áreas son la edad adecuada.

**Monitoreo**: habilidades en estas áreas deben ser observadas, se recomienda volver por mas reevaluación.

**Recomendación recomendada**: habilidades en estas áreas indican la necesidad de una evaluación para la interventión temprana.

Zona de habilidades	Resultados
Comunicación	
Motor Gruesas	
Motor Finas	
Resolver Problemas	
Sociales Personales	
Social-Emocional	

Sobre la base de estas puntuaciones, las recomendaciones son:

- Para Volver a examen de desarrollo ASQ:SE-2 and ASQ-3 en <u>mes(es)</u> para Birth to Three portal - <u>https://www.asqonline.com/family/7dea9a/chain\_start</u>
- para compartir este informe con su pediatra les gusta ver el progreso de su hijo también
- para discutir las puntuaciones de su hijo con su guardería

Mientras tanto, aquí hay algunos sitios web que dan información sobre el desarrollo infantil:

- Ages and Stages Activities: <a href="https://agesandstages.com/free-resources/resources/">https://agesandstages.com/free-resources/</a>
- Just in Time Parenting Newsletter: <u>https://jitp.info/es/</u>
- CDC Milestone Tracker: <u>https://www.cdc.gov/ncbddd/Spanish/actearly/milestones/index.html</u>
- <u>For more information</u> on statewide resources and supports, contact 211-Help Me Grow via phone by dialing 211 or <u>https://www.delaware211.org</u>



Fecha: 03/09/2021

### Al Padre/tutor de: Miguel San Paz

Email: Pedro Paz, PPaz@gmail.com, Little Kritters Child Care, LKCC@gmail.com

Subject: ASQ resultados de la examen de desarrollo: Monitoreo

Gracias por completar los cuestionarios de edades y etapas (ASQ) para su hijo. Por favor, encuentre los resultados del cribado junto con las recomendaciones sobre el informe adjunto.

Mientras tanto, puede seguir y ayudar el desarrollo de su hijo usandolos sitios web en la página siguiente.

Sinceremente,



# Ages & Stages Questionnaires (ASQ-3 & ASQ:SE-2) resultados de la examen de desarrollo – *Monitoreo*

Nombre	Fecha de cumpleanos	Fecha de examen de desarrollo
Miguel San Paz	03/01/2019	03/06/2019

Apropriadas para su edad: habilidades en estas áreas son la edad adecuada.

**Monitoreo**: habilidades en estas áreas deben ser observadas, se recomienda volver por mas reevaluación.

**Recomendación recomendada**: habilidades en estas áreas indican la necesidad de una evaluación para la interventión temprana.

Zona de habilidades	Resultados
Comunicación	Apropriadas para su edad
Motor Gruesas	Monitoreo
Motor Finas	Apropriadas para su edad
Resolver Problemas	Apropriadas para su edad
Sociales Personales	Monitoreo
Social-Emocional	Apropriadas para su edad

Sobre la base de estas puntuaciones, las recomendaciones son:

- Para Volver a examen de desarrollo ASQ:SE-2 and ASQ-3 en 3 <u>mes(es)</u> para Birth to Three portal - <u>https://www.asqonline.com/family/7dea9a/chain\_start</u>
- para compartir este informe con su pediatra les gusta ver el progreso de su hijo también
- para discutir las puntuaciones de su hijo con su guardería

Mientras tanto, aquí hay algunos sitios web que dan información sobre el desarrollo infantil:

- Ages and Stages Activities: <u>https://agesandstages.com/free-resources/resources/</u>
- Just in Time Parenting Newsletter: <u>https://jitp.info/es/</u>
- CDC Milestone Tracker: <u>https://www.cdc.gov/ncbddd/Spanish/actearly/milestones/index.html</u>
- For more information on statewide resources and supports, contact 211-Help Me Grow via phone by dialing 211 or <a href="https://www.delaware211.org">https://www.delaware211.org</a>



Date:

### To the Parent/Caregiver/Provider of:

Email:

### Subject: ASQ Developmental Screening Results Referral recommended

Thank you for completing the Ages and Stages Questionnaires (ASQs) for your child. Please find the screening results along with recommendations on the attached report. In the meantime,

you can follow and support your child's development by using the weblinks on the next page.

Because the screening indicated that further evaluation and assessment may be needed, it is recommended that you contact Child Development Watch at:

Kent/Sussex County: 302-424-7300 New Castle County: 302-283-7140

Child Development watch is a voluntary, family centered, program that addresses developmental needs of infants and toddlers. Please contact them for more information or to make a referral.

Sincerely,



### Ages & Stages Questionnaires (ASQ-3 & ASQ:SE-2) Developmental Screening Results -*Referral*

Child's Name:	Date of Birth:	Screening Date:

**On-Target**: skills in these areas are age appropriate.

Monitoring: skills in these areas should be watched, rescreening recommended.

**Referral Recommended**: skills in these areas indicate a need for further evaluation for early intervention.

SKILL AREA	RESULTS
Communication	
Gross Motor	
Fine Motor	
Problem-Solving	
Personal-Social	
Social-Emotional	

Based on these scores, the recommendations are:

- to share this report with your pediatrician they like to see your child's progress, too
- to discuss your child's scores with your childcare provider
- contact Child Development Watch for further evaluation and assessment. New Castle: 302-283-7140 Kent/Sussex County: 302-424-7300

In the meantime, here are some websites that provide information about child development:

- Ages and Stages Activities: <a href="https://agesandstages.com/resource/asq-learning-activity-handouts/">https://agesandstages.com/resource/asq-learning-activity-handouts/</a>
- Just in Time Parenting Newsletter: <u>https://jitp.info</u>
- CDC Milestone Tracker: <a href="https://www.cdc.gov/ncbddd/actearly/milestones/index.html">https://www.cdc.gov/ncbddd/actearly/milestones/index.html</a>
- <u>For more information</u> on statewide resources and supports, contact 211-Help Me Grow via phone by dialing 211 or <u>https://www.delaware211.org</u>



Date: 03/06/2021

### To the Parent/Caregiver/Provider of: Adam Smith

**Email**: Rachel Smith, <u>RSmith@gmail.com</u>, Purple Penguins Child Care, <u>PPChildCare@gmail.com</u>

Subject: ASQ Developmental Screening Results Referral recommended

Thank you for completing the Ages and Stages Questionnaires (ASQs) for your child. Please find the screening results along with recommendations on the attached report. In the meantime,

you can follow and support your child's development by using the weblinks on the next page.

Because the screening indicated that further evaluation and assessment may be needed, it is recommended that you contact Child Development Watch at:

Kent/Sussex County: 302-424-7300 New Castle County: 302-283-7140

Child Development watch is a voluntary, family centered, program that addresses developmental needs of infants and toddlers. Please contact them for more information or to make a referral.

Sincerely,



### Ages & Stages Questionnaires (ASQ-3 & ASQ:SE-2) Developmental Screening Results -*Referral*

Child's Name:	Date of Birth:	Screening Date:
Adam Smith	01/01/2020	03/02/2021

**On-Target**: skills in these areas are age appropriate.

Monitoring: skills in these areas should be watched, rescreening recommended.

**Referral Recommended**: skills in these areas indicate a need for further evaluation for early intervention.

SKILL AREA	RESULTS
Communication	On-Target
Gross Motor	Referral Recommended
Fine Motor	Monitoring
Problem-Solving	On-Target
Personal-Social	On-Target
Social-Emotional	Monitoring

Based on these scores, the recommendations are:

- to share this report with your pediatrician they like to see your child's progress, too
- to discuss your child's scores with your childcare provider
- contact Child Development Watch for further evaluation and assessment. New Castle: 302-283-7140 Kent/Sussex County: 302-424-7300

In the meantime, here are some websites that provide information about child development:

- Ages and Stages Activities: <a href="https://agesandstages.com/resource/asq-learning-activity-handouts/">https://agesandstages.com/resource/asq-learning-activity-handouts/</a>
- Just in Time Parenting Newsletter: <u>https://jitp.info</u>
- CDC Milestone Tracker: <a href="https://www.cdc.gov/ncbddd/actearly/milestones/index.html">https://www.cdc.gov/ncbddd/actearly/milestones/index.html</a>
- <u>For more information</u> on statewide resources and supports, contact 211-Help Me Grow via phone by dialing 211 or <u>https://www.delaware211.org</u>



Fecha:

Al padre/tutor de:

Email:

Subject: ASQ resultados de la examen de desarrollo: Recomendación recomendada:

Gracias por completar los cuestionarios de edades y etapas (ASQ) para su hijo. Por favor, encuentre los resultados del cribado junto con las recomendaciones sobre el informe adjunto.

Mientras tanto, puede seguir y ayudar el desarrollo de su hijo usandolos sitios web en la página siguiente.

Sinceremente,



## Ages & Stages Questionnaires (ASQ-3 & ASQ:SE-2) resultados de la examen de desarrollo – Recomendación recomendada

Nombre	Fecha de cumpleanos	Fecha de examen de desarrollo

Apropriadas para su edad: habilidades en estas áreas son la edad adecuada.

**Monitoreo**: habilidades en estas áreas deben ser observadas, se recomienda volver por mas reevaluación.

**Recomendación recomendada**: habilidades en estas áreas indican la necesidad de una evaluación para la interventión temprana.

Zona de habilidades	Resultados
Comunicación	
Motor Gruesas	
Motor Finas	
Resolver Problemas	
Sociales Personales	
Social-Emocional	

Sobre la base de estas puntuaciones, las recomendaciones son:

- para compartir este informe con su pediatra les gusta ver el progreso de su hijo también
- para discutir las puntuaciones de su hijo con su guardería
- Ilame a Child Development watch para una evaluación

New Castle: 302-283-7140 Kent/Sussex County: 302-424-7300

Mientras tanto, aquí hay algunos sitios web que dan información sobre el desarrollo infantil:

- Ages and Stages Activities: <a href="https://agesandstages.com/free-resources/resources/">https://agesandstages.com/free-resources/</a>
- Just in Time Parenting Newsletter: <u>https://jitp.info/es/</u>
- CDC Milestone Tracker: <u>https://www.cdc.gov/ncbddd/Spanish/actearly/milestones/index.html</u>
- <u>For more information</u> on statewide resources and supports, contact 211-Help Me Grow via phone by dialing 211 or <u>https://www.delaware211.org</u>



DELAWARE HEALTH AND SOCIAL SERVICES Division of Public Health Birth to Three Early Intervention Program

Fecha: 03/09/2021

### Al padre/tutor de: Roberto Sanchez

**Email**: Amanda Sanchez, <u>ASanchez@gmail.com</u>, Bright Birdies Day Care, BrightBirdies@comcast.net

Subject: ASQ resultados de la examen de desarrollo: Recomendación recomendada:

Gracias por completar los cuestionarios de edades y etapas (ASQ) para su hijo. Por favor, encuentre los resultados del cribado junto con las recomendaciones sobre el informe adjunto.

Mientras tanto, puede seguir y ayudar el desarrollo de su hijo usandolos sitios web en la página siguiente.

Sinceremente,



# Ages & Stages Questionnaires (ASQ-3 & ASQ:SE-2) resultados de la examen de desarrollo – *Recomendación recomendada*

Nombre	Fecha de cumpleanos	Fecha de examen de desarrollo
Roberto Sanchez	5/31/2019	3/06/2021

Apropriadas para su edad: habilidades en estas áreas son la edad adecuada.

**Monitoreo**: habilidades en estas áreas deben ser observadas, se recomienda volver por mas reevaluación.

**Recomendación recomendada**: habilidades en estas áreas indican la necesidad de una evaluación para la interventión temprana.

Zona de habilidades	Resultados
Comunicación	Apropriadas para su edad
Motor Gruesas	Monitoreo
Motor Finas	Apropriadas para su edad
Resolver Problemas	Recomendacion recomendada
Sociales Personales	Apropriadas para su edad
Social-Emocional	Apropriadas para su edad

Sobre la base de estas puntuaciones, las recomendaciones son:

- para compartir este informe con su pediatra les gusta ver el progreso de su hijo también
- para discutir las puntuaciones de su hijo con su guardería
- Ilame a Child Development watch para una evaluación

New Castle: 302-283-7140 Kent/Sussex County: 302-424-7300

Mientras tanto, aquí hay algunos sitios web que dan información sobre el desarrollo infantil:

- Ages and Stages Activities: <a href="https://agesandstages.com/free-resources/resources/">https://agesandstages.com/free-resources/</a>
- Just in Time Parenting Newsletter: <u>https://jitp.info/es/</u>
- CDC Milestone Tracker: <u>https://www.cdc.gov/ncbddd/Spanish/actearly/milestones/index.html</u>
- <u>For more information</u> on statewide resources and supports, contact 211-Help Me Grow via phone by dialing 211 or <u>https://www.delaware211.org</u>



Date:

To the Parent/Caregiver/Provider of:

Email:

Subject: Full ASQ Developmental Screening Results INCONCLUSIVE

Thank you for completing a portion of the Ages and Stages Questionnaires (ASQs) for your child. Because both the ASQ3 and the ASQ-SE were not completed, we cannot provide full screening results for your child. Please complete both the ASQ3 and the ASQ-SE within 30 days of this letter so that we may provide better screening results for your child.

Thank you for participating in our child screening and monitoring program. The Ages & Stages Questionnaire is a screening tool that will provide a quick check of your child's development. The information you provided will be helpful in determining if there are community resources or services that may be useful for your child or your family. For further assistance please dial 2-1-1 and press 2 for Help Me Grow.

Sincerely,



#### Ages & Stages Questionnaires (ASQ-3 & ASQ:SE-2) Developmental Screening Results : Inconclusive

Child's Name:	Date of Birth:	Screening Date:

**On-Target**: skills in these areas are age appropriate.

**Monitoring**: skills in these areas should be watched, rescreening recommended.

**Referral**: skills in these areas indicate a need for further evaluation.

SKILL AREA	Results
Communication	
Gross Motor	
Fine Motor	
Problem-Solving	
Personal-Social	
Social-Emotional	

Based on these scores, the recommendations are:

- Complete the in **30 Days via the Birth to Three portal** <u>https://www.asqonline.com/family/c84b52</u>
- to share this report with your pediatrician they like to see your child's progress, too
- to discuss your child's scores with your childcare provider

In the meantime, here are some websites that provide information about child development:

- Ages and Stages Activities: <a href="https://agesandstages.com/resource/asq-learning-activity-handouts/">https://agesandstages.com/resource/asq-learning-activity-handouts/</a>
- Just in Time Parenting Newsletter: <u>https://jitp.info</u>
- CDC Milestone Tracker: <a href="https://www.cdc.gov/ncbddd/actearly/milestones/index.html">https://www.cdc.gov/ncbddd/actearly/milestones/index.html</a>
- <u>For more information</u> on statewide resources and supports, contact 211-Help Me Grow via phone by dialing 211 or <u>https://www.delaware211.org</u>



Date: 03/09/2021

### To the Parent/Caregiver/Provider of: Pepper Williams

Email: Wendy Williams, <u>WWilliams@gmail.com</u>, Peter Pan Day Care, <u>PeterPan@gmail.com</u>

Subject: Full ASQ Developmental Screening Results INCONCLUSIVE

Thank you for completing a portion of the Ages and Stages Questionnaires (ASQs) for your child. Because both the ASQ3 and the ASQ-SE were not completed, we cannot provide full screening results for your child. Please complete both the ASQ3 and the ASQ-SE within 30 days of this letter so that we may provide better screening results for your child.

Thank you for participating in our child screening and monitoring program. The Ages & Stages Questionnaire is a screening tool that will provide a quick check of your child's development. The information you provided will be helpful in determining if there are community resources or services that may be useful for your child or your family. For further assistance please dial 2-1-1 and press 2 for Help Me Grow.

Sincerely,



#### Ages & Stages Questionnaires (ASQ-3 & ASQ:SE-2) Developmental Screening Results : Inconclusive

Child's Name:	Date of Birth:	Screening Date:
Pepper Williams	06/01/2019	03/06/2021

**On-Target**: skills in these areas are age appropriate.

**Monitoring**: skills in these areas should be watched, rescreening recommended.

**Referral**: skills in these areas indicate a need for further evaluation.

SKILL AREA	Results
Communication	On-Target
Gross Motor	Monitoring
Fine Motor	On-Target
Problem-Solving	On-Target
Personal-Social	Monitoring
Social-Emotional	Inconclusive

Based on these scores, the recommendations are:

- Complete the ASQ:SE-2 in **30** Days via the Birth to Three portal <u>https://www.asqonline.com/family/c84b52</u>
- to share this report with your pediatrician they like to see your child's progress, too
- to discuss your child's scores with your childcare provider

In the meantime, here are some websites that provide information about child development:

- Ages and Stages Activities: <a href="https://agesandstages.com/resource/asq-learning-activity-handouts/">https://agesandstages.com/resource/asq-learning-activity-handouts/</a>
- Just in Time Parenting Newsletter: <u>https://jitp.info</u>
- CDC Milestone Tracker: <u>https://www.cdc.gov/ncbddd/actearly/milestones/index.html</u>
- <u>For more information</u> on statewide resources and supports, contact 211-Help Me Grow via phone by dialing 211 or <u>https://www.delaware211.org</u>



DELAWARE HEALTH AND SOCIAL SERVICES Division of Public Health Birth to Three Early Intervention Program

Fecha:

Al Padre/tutor de:

Email:

### Subject: ASQ resultados de la examen de desarrollo: INCOMPLETA

Gracias por completar una parte de los cuestionarios de edades y etapas (ASQ) para su hijo. Debido a que no se completaron tanto el ASQ3 como el ASQ-SE, no podemos proporcionar los resultados completos de la evaluación de su hijo. Complete tanto el ASQ3 como el ASQ-SE dentro de los 30 días posteriores a esta carta para que podamos brindar mejores resultados de detección para su hijo.

Gracias por participar en nuestro programa de control y detección de niños. El Cuestionario de edades y etapas es una herramienta que le permitirá comprobar rápidamente el desarrollo de su hijo. La información que proporcionó será útil para determinar si existen recursos o servicios comunitarios que puedan ser útiles para su hijo o su familia. Para obtener más ayuda, marque 2-1-1 y presione 2 para Help Me Grow.

Sinceremente,



# Ages & Stages Questionnaires (ASQ-3 & ASQ:SE-2) Developmental Screening Results : Incompleta

Nombre	Fecha de Compleanos	Fecha de examen de desarrollo

Apropriadas para su edad: habilidades en estas áreas son la edad adecuada.

**Monitoreo**: habilidades en estas áreas deben ser observadas, se recomienda volver por mas reevaluación.

**Recomendación recomendada**: habilidades en estas áreas indican la necesidad de una evaluación para la interventión temprana.

Zona de habilidades	Resultados
Comunicación	
Motor Gruesas	
Motor Finas	
Resolver Problemas	
Sociales Personales	
Social-Emocional	

Sobre la base de estas puntuaciones, las recomendaciones son:

- Completa la in 30 dias a traves del Birth to Three portal -<u>https://www.asqonline.com/family/7dea9a</u>
- para compartir este informe con su pediatra les gusta ver el progreso de su hijo también
- para discutir las puntuaciones de su hijo con su guardería

Mientras tanto, aquí hay algunos sitios web que dan información sobre el desarrollo infantil:

- Ages and Stages Activities: <a href="https://agesandstages.com/free-resources/resources/">https://agesandstages.com/free-resources/resources/</a>
- Just in Time Parenting Newsletter: <u>https://jitp.info/es/</u>
- CDC Milestone Tracker: <u>https://www.cdc.gov/ncbddd/Spanish/actearly/milestones/index.html</u>
- <u>For more information</u> on statewide resources and supports, contact 211-Help Me Growvia phone by dialing 211 or <u>https://www.delaware211.org</u>



Fecha: 03/09/2021

### Al Padre/tutor de: Mariella Santiago

Email: Josua Santiago, <u>Santiago99@gmail.com</u>, Giggly Bugs Child Care, <u>GigBug@gmail.com</u>

Subject: ASQ resultados de la examen de desarrollo: INCOMPLETA

Gracias por completar una parte de los cuestionarios de edades y etapas (ASQ) para su hijo. Debido a que no se completaron tanto el ASQ3 como el ASQ-SE, no podemos proporcionar los resultados completos de la evaluación de su hijo. Complete tanto el ASQ3 como el ASQ-SE dentro de los 30 días posteriores a esta carta para que podamos brindar mejores resultados de detección para su hijo.

Gracias por participar en nuestro programa de control y detección de niños. El Cuestionario de edades y etapas es una herramienta que le permitirá comprobar rápidamente el desarrollo de su hijo. La información que proporcionó será útil para determinar si existen recursos o servicios comunitarios que puedan ser útiles para su hijo o su familia. Para obtener más ayuda, marque 2-1-1 y presione 2 para Help Me Grow.

Sinceremente,



DELAWARE HEALTH AND SOCIAL SERVICES Division of Public Health Birth to Three Early Intervention Program

#### Ages & Stages Questionnaires (ASQ-3 & ASQ:SE-2) Developmental Screening Results : Incompleta

Nombre	Fecha de Compleanos	Fecha de examen de desarrollo
Mariella Santiago	05/01/2019	03/06/2021

Apropriadas para su edad: habilidades en estas áreas son la edad adecuada.

**Monitoreo**: habilidades en estas áreas deben ser observadas, se recomienda volver por mas reevaluación.

**Recomendación recomendada**: habilidades en estas áreas indican la necesidad de una evaluación para la interventión temprana.

Zona de habilidades	Resultados
Comunicación	Incompleta
Motor Gruesas	Incompleta
Motor Finas	Incompleta
Resolver Problemas	Incompleta
Sociales Personales	Incompleta
Social-Emocional	Apropriadas para su edad

Sobre la base de estas puntuaciones, las recomendaciones son:

- Completa la ASQ-3 in 30 dias a traves del Birth to Three portal -https://www.asqonline.com/family/7dea9a
- para compartir este informe con su pediatra les gusta ver el progreso de su hijo también
- para discutir las puntuaciones de su hijo con su guardería

Mientras tanto, aquí hay algunos sitios web que dan información sobre el desarrollo infantil:

- Ages and Stages Activities: <a href="https://agesandstages.com/free-resources/resources/">https://agesandstages.com/free-resources/resources/</a>
- Just in Time Parenting Newsletter: <u>https://jitp.info/es/</u>
- CDC Milestone Tracker: <u>https://www.cdc.gov/ncbddd/Spanish/actearly/milestones/index.html</u>
- <u>For more information</u> on statewide resources and supports, contact 211-Help Me Growvia phone by dialing 211 or <u>https://www.delaware211.org</u>

410 Federal Street, Dover, De 19901 DHSS\_DPH\_BirthToThree@Delaware.Gov