



Delaware Department of Education (DDOE)

Developmental Screening Process

Frequently Asked Questions:

How do I log into my accounts?

The website to log into your accounts is asqonline.com/login. Once you go to that website it will ask you for your username and password. Use the information provided to you in your welcome email from de.screens.k12.de.us to log into your DDOE ASQ Online Accounts. You will need to click “log out” to then log into your other account.

What is shared first, the invitation letter or consent form?

We recommend sharing the invitation letter first since there is embedded consent when a family completes the screening online and it may help you not have to “chase down” families that said on the paper consent they would do it and haven’t yet. The paper consent form is primarily used when the parents would like the teacher to complete the screening or if they are declining the screening completely. This would look like giving the invitation letter, then following up with the family within the month if you don’t see their screening in the system after 2 weeks from submission. This can look like asking if they have had an opportunity to do it yet and giving them friendly reminders. If they still haven’t done it, you could then ask if they would like assistance to complete the screening or if they would like the teacher to complete it on their behalf; this is the point where if they want the teacher to do it you would have a paper consent handy and have them check that option and sign the form at that time. Or they can decline the screening using the same form.

What do I do if I have children that live in different school district’s than where my child care is located?

For children over 34 months of age, you must use the portal for the district where your child care is physically located, regardless of the district the in which child and family reside.

For infants and toddlers up to 34 months of age, use the Birth to Three Early Intervention Program’s (B23) portal.

Why don’t I see updated children’s screenings in my account?

There are a variety of reasons that you may not see children’s updated screenings in your accounts:

- If the screening was submitted less than 2 weeks ago, it may still be in process
- If the parent did not note your child care or listed a child care, it wasn’t assigned to your program
- You have 2 accounts and may be looking in the wrong account depending on the child’s age (0-34 months in B23 account and over 34 months in your district account)
- The family used the wrong link and it’s been transferred which sometimes causes human error for assigning to the correct provider after reviewing and slows down the 2 week turnaround timeline

If you know the parent submitted the screening over 2 weeks ago, and you have checked both of your accounts and still don’t see the recent screening, send a list of children’s first name, last name, and date of birth to de.screens@doe.k12.de.us and we can research and report back the findings of where they are and next steps if needed.



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Can a parent decline to complete the screening?

Yes, a parent has the right to decline completing the screening. To document this, use the consent form for them to decline. They can decline because they do not want the screening completed or if the child is already receiving services on an IEP or IFSP. You can offer to complete the screening on their behalf (with consent) but it is ultimately their right if they would like to not have their child screened.

If the parents have given permission for the teachers to do a child's ASQ, how does the teacher submit the screening?

If a teacher is completing the screening on behalf of the family, they use the same link that the family would. **DO NOT CHILD PROFILES OR ADD CHILD SCREENINGS TO CHILDRENS PROFILES.** When completing the screening on behalf of a family, make sure you keep the consent to send to the reviewer when asked for it. It is also recommended that the person completed the screening is a teacher that spends over 20 hours per week with the child.

When, why, and how will I be required to share paper consent form with reviewers?

You will be required to share the completed consent form via email in the following situations:

1. If the teacher completed the screening on behalf of the family
2. You input the results of screening where the parent complete a paper copy vs. electronically (NOT RECOMMENDED)

This requirement aligns with the requirement in [Title 14 §3004A](#) which requires parental consent when the teacher completes the screening on behalf of the family and protects the families rights for completing the screening.

All consents will be requested via email from the reviewing agency prior to reviewing the screening. These requests will be made to the email that your account was registered with in the DOE ASQ Online Enterprise System.

Should I require the screening be completed with application or prior to enrollment or registration?

No. The screening should be completed after the child is enrolled and has began attending your program. By requiring the screening be completed before the child has been accepted into your program, it causes issues with the workflow for reviewing agencies including duplication of effort for reviewing and families completing the screening in addition to confusion during licensing monitoring and documenting which child care that child attends vs. has applied to.



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I am a new administrator at my child care and want access to my program's ASQ Account. Can you set me up?

Please note that we can have 1 person assigned to an account, so if there is already another administrator or point person at your child care program that has access, please meet with your team to discuss sharing ASQ Screening information internally.

If you are the new point of contact for the ASQ and have completed both orientation trainings, please submit a support request to request access to your child care's account(s) here:

https://education.delaware.gov/families/birth-age-5/early_resources/asq-support-request/

How will I be monitored by Office of Child Care Licensing when it is time to renew my license?

- July 1, 2023- June 30, 2024 is a "Hold Harmless" Year. The focus is on getting your accounts set up within the ASQ Online Enterprise System
- Beginning July 1, 2024 OCCL will begin monitoring of required child developmental screenings in partnership with the Delaware Department of Education. The specific monitoring protocol is being developed and will be communicated once finished.

Be proactive when planning for Licensing. To assure you have access to your screenings, work with Birth to Three Early Intervention Program and your school district to meet the regulation. **Planning to complete screening at least 3 months prior to re-application is advised DO NOT WAIT until OCCL is re-licensing your program to check your list. We cannot guarantee responses at the 12th hour.**