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DDOE ASQ Online Enterprise System for Early Care and Education Programs

A step-by-step guide for developmental and social emotional screening using the Ages and Stages Questionnaires

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Office of Early Childhood Intervention (OECI)

OECI's Mission

To ensure full implementation of the Individuals with Disabilities Education Act (IDEA) through comprehensive policies and procedures, which drive access to early childhood intervention for all eligible children and their families by leveraging equitable supports, services, and community resources.

OECI's Vision

At the Office of Early Childhood Intervention, we envision a community where all families have the resources and supports needed to help their children thrive. We, at the OECI, are committed to providing all eligible children birth to five and their families with high-quality, evidence-based early intervention and early childhood special education with integrity and accountability.

OECI's Guiding Principles

At the Office of Early Childhood Intervention, we believe

- in earning trust by building relationships through communicating authentically, demonstrating transparency in our actions, and committing to ethical practices.
- in a collaborative community where eligible families and their toddlers experience a seamless transition into and out of the early intervention program by the toddlers' third birthday.
- in an integrated, aligned, and responsive system that provides the best possible experience for young children with disabilities and their families.
- in fostering and maintaining strong partnerships with community-based programs to expand access to inclusive environments for young children with disabilities.
- all young children with disabilities and their families deserve to be treated with respect and compassion.

- all young children with disabilities must have access to participate in their daily routines and activities in natural environments and in early childhood programs alongside young children without disabilities.
- our work is critical; access to the early identification process and sustainable intervention is urgent.
- families are an integral part of each child's success.
- each child is unique and has a variety of strengths and needs.
- equitable and culturally sensitive practices are the foundation of high-quality early childhood intervention.
- proper resources and supports enable early childhood professionals to provide individualized interventions to meet the needs of all eligible children.

Developmental Screening Team

Dr. Amber Shelton, Director of Office of Early Childhood Intervention

Kristina Horton, Education Associate

Jenny Grady, Implementation Coordinator

Carissa Strauss, LEA Review Coordinator

Kimberly Garvey, Data Coordinator

Help Desk Email: de.screens@doe.k12.de.us

ASQ Online Account Login Website: <https://www.asqonline.com/login>

DOE Developmental Screening Resource Website:

https://education.delaware.gov/families/birth-age-5/early_resources/developmental_screenings/

Background

The first 5 years of a child's life are very important. Finding delays early and accessing support quickly can help children thrive as they grow.

Developmental and social emotional screenings help celebrate what children are learning and doing. It also helps find out if a child might need more support, should be checked again later, or is developing on track.

Delaware began using the Ages & Stages Questionnaires (ASQ) developmental screening in 2013 as part of the Quality Rating and

Improvement System (QRIS), Delaware STARS. Screening first began as an optional standard and later became an essential standard for all Delaware STARS level 4 and 5 programs. In 2016 it was required that all licensed early care and education facilities implementing the ASQ screening use ASQ Online through the Delaware Department of Education's (DDOE) ASQ Online Enterprise Account.

DDOE's review of data gathered from the ASQ Online Enterprise Account showed that there was not a reliable way to track screening results and referrals. As a result, in 2019, the DDOE worked with early childhood partners to create a new way to review screening results and make referrals by setting up the DDOE ASQ Online Enterprise System to help with this process.

Under the new system, early care and education programs share screening information with families and support their understanding of developmental milestones, screening, and monitoring. The Delaware Department of Education, Birth to Three Early Intervention Program (B23), and local school districts review screenings and make referrals based on screening results.

In 2021, Delaware recognized developmental and social-emotional screening as a statewide priority and passed a law that requires all licensed child care facilities to support families in completing annual developmental screenings for children under 5 years old, not yet in kindergarten¹, using the DDOE ASQ Online Enterprise System. You can read the full details in [Title 14 §3004A](#).

The DDOE ASQ Online Enterprise System is currently managed by the Developmental Screening Team (DS Team) in the Office of Early Childhood Intervention (OECI) within the Delaware Department of Education's Early Childhood Excellence Team.

This guide will help you use our system and give you the information needed to set up your screening process.

¹ Children who already have an Individualized Family Service Plan (IFSP) or Individualized Education Program (IEP) are exempt. Parents have the right to decline screening and/or making a referral.

Glossary of Terms

Account Designee- The person from your child care facility that is responsible for ensuring completion of screenings and sharing information internally at your facility.

Ages & Stages Questionnaire, Social Emotional Second Edition (ASQ:SE-2)- The social emotional screening developed by Brookes Publishing Company. The ASQ:SE-2 helps check a child's social and emotional development from 1 to 72 months of age.

Ages & Stages Questionnaire, Third Edition (ASQ-3)- The developmental screening tool developed by Brookes Publishing Company. The ASQ-3 questionnaire checks a child's development from 1 month to 5 ½ years old in five areas: communication, gross motor, fine motor, problem-solving, and personal-social skills.

ASQ Online- The web-based system for completing and managing developmental and social emotional screenings developed by Brookes Publishing Company.

Child Profile List- This is where you find the list of children assigned to you. Each child's profile shows their completed screenings, basic information, and results.

DDOE ASQ Online Enterprise System- The current system that DDOE has selected to provide community access to completing developmental screenings. Based on the results of the developmental screenings, participants are linked to family-centered resources designed to support child development, including referrals to the Birth to Three Early Intervention Regional Programs (B23) or school district.

Early Care and Education Program- refers to all licensed family child care homes, large family child care homes, centers, and certified district preschool programs responsible for offering access to developmental and social emotional screenings.

Educator- The individual from your child care facility who works directly with the child at least 20 hours a week and has been trained in observing and assessing child development.

Family Access Portal Link (Portal Link)- This is the secure website that families and educators use to complete the screenings. You'll find these links on the invitation letters and on the family access tab when you log into your accounts.

Invitation Letters- These are letters you give to families to ask them to complete the screening. The letter includes the family access portal link (website) they need to use.

Portal- Each school district and the Birth to Three Early Intervention Program (B23) has its own portal that provider accounts are connected to. When families or educators complete a screening on ASQ Online using the Family Access Portal Links, the screenings go to that portal and are reviewed by the reviewing agency then stored.

Provider Account- This is where a child care facility can log in and see the children's screenings that have been reviewed and assigned to them. **Each licensed facility has two accounts: one for the Birth to Three Early Intervention Program (for children under 34 months old) and one for the school district where the facility is located (for children over 34 months old).**

Provider Classroom- The term used within the database when reviewers assign screenings to your account. Also known as a provider account.

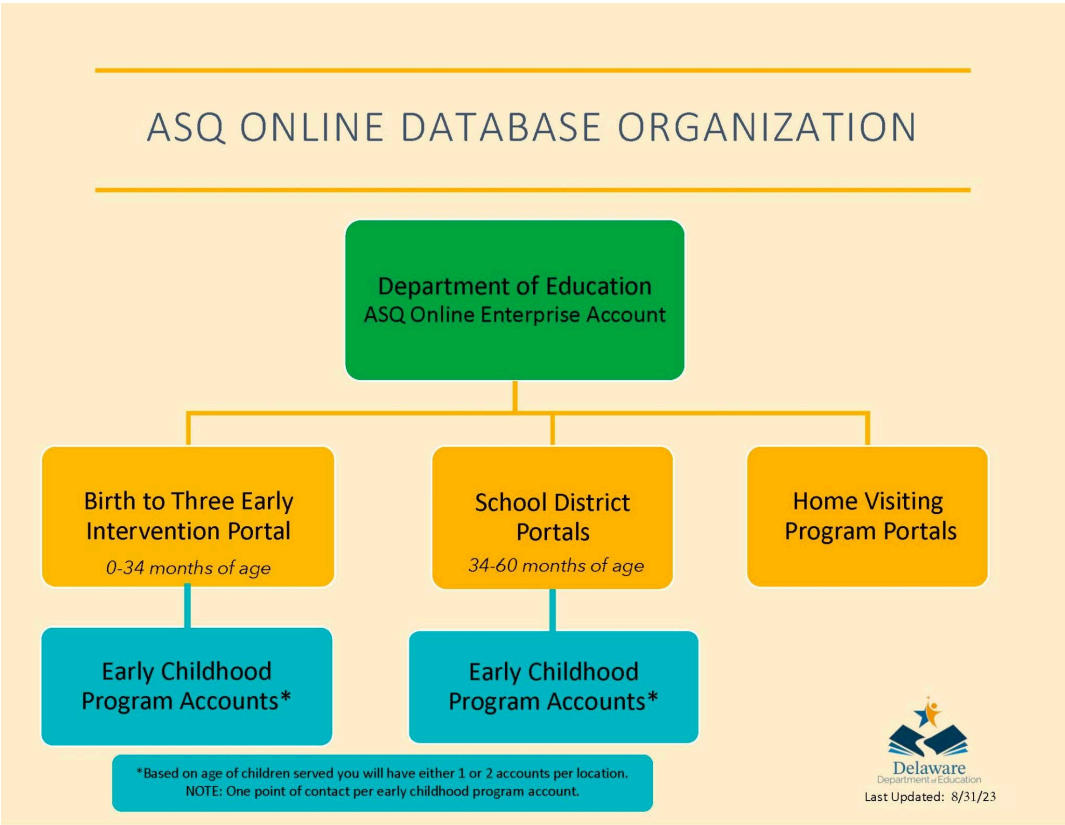
Reviewer- The person from the OECI, School District, and Birth to Three Early Intervention Program that reviews screenings submitted to the DDOE ASQ Online Enterprise System.

Reviewing Agency- The agency that reviews screenings, sends results, and supports referrals. These agencies include the OECI, School Districts, and Birth to Three Early Intervention Program.

DDOE ASQ Enterprise System Overview

DDOE provides free access to developmental and social emotional screenings for all children ages birth to five years old who are not yet in kindergarten². Each school district and Birth to Three Early Intervention Program (B23) have ASQ Online portals within the Department of Education ASQ Online Enterprise System for the community to access to complete the ASQ-3 and ASQ:SE-2 screeners.

Each licensed child care facility must make sure children’s screenings are completed following Title 14 §3004A. To do this, your facility must have DDOE ASQ Online Enterprise Accounts within the Birth to Three Early Intervention Portal and the school district where your facility is located.



² Children who already have an Individualized Family Service Plan (IFSP) or Individualized Education Program (IEP) are exempt. Parents have the right to decline screening and/or making a referral.

Your Facility's ASQ Online Account Registration and Management

The following steps will be used when setting up new accounts, unlocking accounts, or making changes to your account's point of contact.

Step 1:

Assign an Account Designee for your facility's screening process. The Account Designee must complete the following FREE trainings available through Delaware Institute for Excellence in Early Childhood (DIEEC) as a part of the orientation process:

1. Introduction to the Ages & Stages Questionnaires- Developmental Screening Tools (ASQ-3 & ASQ: SE-2) (3 credit hours)
<https://dieecpd.org/registry/calendar>
 - a. The workbook must be completed and sent to the trainer within 30 days after they finish the course.
2. Supporting Family-Led Developmental Monitoring (1 credit hour)
<https://dieecpd.org/registry/calendar>

Step 2:

After the Account Designee has completed both trainings (including submission of the workbook) and the credit hours are posted on their DIEEC transcript, they must submit a [support request](https://education.delaware.gov/families/birth-age-5/early_resources/asq-support-request/) to get the accounts set up:
https://education.delaware.gov/families/birth-age-5/early_resources/asq-support-request/

Step 3:

The Account Designee should check their email for a welcome message from **de.screens@doe.k12.de.us**. This email will include your usernames, password, invitation letters, the provider manual, parent screening links, and other helpful getting information for getting started³.

³ Separate accounts will be set up to screen children 0-34 months within the Birth to Three Early Intervention Program portal and children 34 months and up (not yet in Kindergarten) within the School District portal for the district your facility is in.

- *Keep in mind: It may take a few weeks for your training to show up and for your account to be created. Be sure to check your inbox, spam, and junk folders before sending another support request.*

For more help getting your screening system set up, check out the [DDOE Quick Start Guide](#) in the appendix.

Important: *Child care facilities are not permitted to make changes to information DDOE ASQ Online Enterprise System. If information in the DDOE ASQ Online Enterprise System needs to be updated, child care facilities must submit a request:*

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

Technical Assistance Opportunities

The Developmental Screening Team will send your Account Designee monthly emails with reminders, updates, the Provider Manual, link for orientation sessions and other helpful resources.

Orientation for the DDOE ASQ Online Enterprise System is available monthly to help the Account Designee learn how to use the system. This is a virtual session held on the 2nd Monday of the month with the Developmental Screening Team. The link to participate in the session is sent within the monthly email blast to each facility's Account Designee.

Future training opportunities will be shared via the Early Childhood Excellence email blast.

Please submit a [support request](#) if any of the following happens:

- The Account Designee forgot their login or password for your facility
- An account is locked for your facility
- You need to change the Account Designee or update contact information for your facility

Use the [support request link](#) to submit your request:

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

If you have any questions, please email the DS Team at de.screens@doe.k12.de.us

Launching your Developmental Screening System

Following [Title 14 §3004A](#), child care facilities need to have screenings completed for enrolled children not yet in kindergarten⁴ when they start at a child care facility, and then once every year after that. All screenings must be done in the DDOE ASQ Online Enterprise System.

- Create a yearly screening schedule where you will send invitation letters to families and help them complete the screenings at the same time every year.
 - Newly enrolled children may end up being screening twice during their first year at your facility to get them on the annual screening schedule
- When new children start at your facility, provide information to the family about developmental screening and monitoring.
 - If the child has had screenings at another child care facility in the last 6 months, ask the family to complete the release of information form (see appendix) and you can send it to de.screens@doe.k12.de.us to request access to their screening.
 - If the child hasn't had a screening in the last 6 months, or if the family has any concerns, invite them to complete the screening *after* the child starts attending your facility.

Completing the ASQ-3 & ASQ:SE-2

Important: Families should always be the ones to complete the ASQ. The Ages and Stages Questionnaires were made for families to fill out, because they know their child best. An educator should only complete the ASQ in special situations.

⁴ Children who already have an Individualized Family Service Plan (IFSP) or Individualized Education Program (IEP) are exempt. Parents have the right to decline screening and/or making a referral

Partnering with Families

There are many ways to partner with families to help them complete the ASQ screeners and understand why developmental screening and monitoring are important. Doing activities before the screening (pre-screening activities) is a great way to educate and encourage families and help them feel involved in their child's educational journey.

Here are some resources to help families learn why developmental screenings and milestones are important:

- [Quick Start Guide](#) with ideas for inviting families to complete screenings
- FREE Parent Training Video: [I am the Expert on my Child](#) — <https://youtu.be/qdTkmy7TRWo>
- Former First Lady Tracey Quillen Carney's [message to families](#) about developmental screening — <https://www.youtube.com/watch?v=IuAkedwXU6I>
- [DDOE What Parents Need to Know Fact Sheet](#) — <https://education.delaware.gov/wp-content/uploads/2023/12/ASQ-Parent-Information-Sheet.pdf>
- [DDOE Developmental Screening Resource Website](#) — https://education.delaware.gov/families/birth-age-5/early_resources/developmental_screenings/
- FREE resources available at [DE Thrives](#) — <https://materials.dethrives.com/?categories=Developmental+Screening>
- FREE resources available at <https://www.delawareautismnetwork.org/professionals/early-childhood/>
- [Watching Your Child Learn and Grow](#) resource from Learn the Signs Act Early
- [DDOE Pathways to Developmental Screening for Families](#)
- [DPH Pathways to Developmental Screening for Families](#)
- [Family Event Planning Guide](#) to help child care facilities host their own screening events.

How to Share the Screening Links

DDOE worked with the Birth to Three Early Intervention Program and all school districts to create invitation letters for families. Invitation letters are provided in **English, Spanish, French, Vietnamese, Arabic, Chinese Simplified, Chinese Traditional in the Appendix**. If you need an invitation letter in or Hattian-Creole⁵, please email de.screens@doe.k12.de.us.

Step 1:

Edit the invitation letters (see appendix) by adding your licensed facility name, license number, and the date families should complete the screening.

For example, write **ABC 123 Child Care OCCL# 12345** instead of just **ABC 123 Child Care**.

- Remind families to use the *exact name* your facility is licensed as because that's what is in the DDOE ASQ Online Enterprise system. Please do not use nicknames or other business names that are not the official licensed name.

Step 2:

Give the family the correct invitation letter based on the child's age, either the Birth to Three Early Intervention Program letter or the School District letter⁶. This helps the family use the right portal link and makes sure the screening is done in the DDOE ASQ Online Enterprise System.

Educator Completed Screenings

If a family asks their educator to complete the ASQ screening(s) for their child, the parent must first fill out the Statewide Parent Consent to Screen Form (see appendix). **The Statewide Parent Consent to Screen Form is provided in English, Spanish, French, Vietnamese, Arabic, Chinese Simplified, Chinese Traditional in the Appendix**. If you need a consent to screen form in Hattian-Creole, please email de.screens@doe.k12.de.us.

⁵ The Hattian-Creole invitation letter connects to the English screenings since Brookes does not offer the screenings in Hattian-Creole.

⁶ Children 0-34 months use the Birth to Three Early Intervention Program Invitation Letter & Links. Children 34 months and up (not yet in Kindergarten) use the School District Invitation Letter & Links for the district your facility is in.

The facility is responsible for:

- **Getting the consent form signed *before*** the educator completes the screening.
- **Sending the completed consent form when it is requested** to process the screening.
 - DDOE or Help Me Grow (for Birth to Three) will try several times to contact the Account Designee over 4 weeks to get the consent form from you.
 - If the form is not received, the screening may be rejected or deleted from the ASQ Online Enterprise System.
- **Keeping a copy of the signed consent or refusal form in the child's file.**

If the parent gives consent:

- The educator doing the screening must spend at least **20 hours per week with the child.**
- The screening must be **submitted through the Family Access Portal Link**, just like a parent would.
- The educator must use the Account Designee's email when submitting the screening.
 - *Do not use personal or work email addresses*
- Check out the the **Educator Completed Screenings Guidance and consent guidance documents in the Appendix** for more details

Use of Paper Screenings

Paper screenings are not recommended or provided by the Developmental Screening Team. **If your facility chooses to give a parent a paper screening to fill out, you must:**

- Give the parent the **paper consent form along with the paper screening** so they can complete both.
- Use the **Family Access Portal links** to the enter the screening information.
 - *Do not add the screening directly to a child's profile.*
- Make sure the screening is entered into the ASQ Online Enterprise System as soon as possible after the parent returns it.

Tips to Help Your Process

- **Use the correct portal based on the child’s age and your facility’s location.**
 - For preschool-aged children, use the portal for the school district where your child care center is located- not where the child lives.
 - For infants and toddlers (under 34 months), use the Birth to Three Early Intervention Program portal.
- **Do not create child profiles yourself.**
 - When families complete the screening, they also fill out the child’s profile information.
 - You will see the child’s profile after the screening is reviewed, approved, and assigned to your classroom by the reviewing agency.
- **If a family does not have an email address,** they should check the box that says “I do not have an email address.”
 - Do not use a teacher’s or your Account Designee’s email address for families.
- **Keep a list of families who say they’ve completed the screening.**
 - This helps you track which screenings to look out for and follow up on if needed. You can find a sample log in the appendix.

Consent to Screen and Release of Information

Statewide Parent Consent to Screen Form (see appendix):

In accordance with Title 14 §3004A, verification that written consent via the Statewide Parent Consent Form (see appendix) was provided by the parent for the educator to complete the screening *must occur* prior to reviewing and processing the screening.

This is applicable when:

- 1. An educator completes the screening on behalf of the family, NOT when the family completes the screening directly online.**

- 2. A facility provides a paper copy to the family to complete and then submit online through the family access portal link (NOT RECOMMENDED).**
- 3. When a family declines to complete the screenings.**

Failure to provide the completed Statewide Parent Consent to Screen Form within 4 weeks of request, will result in the screening not being reviewed or assigned to your program for you to verify completion of the screening.

Reviewers at Birth to Three and Districts will request consent forms as needed. Your facility will be contacted at the email and phone number associated with your facility's Delaware Department of Education (DDOE) ASQ Online Account.

For guidance on using the Statewide Parent Consent to Screen Form, see the following documents:

- [Educator Completed Screenings Guidance \(2025\)](#)
- [Parent Consent to Screen Guidance \(2025\)](#)
- [Parent Consent to Screen, Revision Notes – Includes Completion Checklist \(2025\)](#)

Please continue to work with families to complete the ASQ Online screenings as electronic consent is embedded, and an extra consent form is NOT required. If you have any questions, please contact the developmental screening team at de.screens@doe.k12.de.us.

Release of Information Form (see appendix):

This form is used when requesting access to a screening that you are not currently listed as the provider. You can find this form in the appendix, and it will be emailed to you as needed.

To ask about a specific child's referral status, you will need to reach out directly to either the Birth to Three Early Intervention Regional Programs for children under 3 years old or school district for children over 3 years old and follow their process.

Obtaining and Communicating Results

All screening results are sent directly to parents from the reviewing agency. These results include follow-up activities and referral information if needed.

Screenings are not automatically added to your account. After a family submits a screening, it can take up to 6 weeks for the results to appear, especially during busy times like the beginning of the school year. Once the screening is submitted through the Family Access Portal, it will be placed in the Family Access Queue to be processed. The reviewing agency must review the screening before they are added to your account.

Screenings for Children Under 34 Months of Age

Birth to Three Early Intervention Program (B23) and 211 @ Help Me Grow Partnership:

Screenings for children under 34 months are reviewed in the Birth to Three (B23) Early Intervention Program Portal. **B23 partners with 211 @ Help Me Grow to review these screenings and follow up as needed.**

- All screening results are emailed from helpmegrow@uwde.org.
 - If a **parent completes** a screening and the results fall in the referral range, a Help Me Grow team member will call the parent to offer help with the next steps, like making a referral for an evaluation.
 - If an **educator completes** a screening and the results show a concern or fall in the monitor or referral range, the results will be emailed to the parent. Additionally, someone from the B23 program may contact the parent to talk about next steps if a referral is recommended.

Screenings for Children 34 Months of Age and Older

DDOE and School District Partnership:

The Delaware Department of Education (DDOE) works with all school districts to review developmental and social-emotional screenings.

- This partnership helps families and child care providers get screening results faster and ensures there is meaningful follow-up when needed.
 - If a child's screening shows they are **on schedule**, results will be emailed from de.screens@doe.k12.de.us.
 - If a **parent completes** a screening and the results show concerns or fall in the monitor or referral range, the results will be emailed to the parent from the school district. Additionally,

someone from the school district may reach out to the parent to talk about next steps if a referral is recommended.

- If an **educator completes** a screening and the results show a concern or fall in the monitor or referral range, the results will be emailed to the parent. Additionally, someone from the school district may contact the parent to talk about next steps if a referral is recommended.

Screenings for Children 66 months and older

The ASQ-3 can be used for children up to 66 months old. **If a child is older than 66 months and not yet in kindergarten, they can only complete the ASQ:SE-2, which is for children up to 72 months.**

For children over 66 months and not yet in kindergarten:

- If the family has concerns, help them connect with the school district to make a referral.
- If there are no concerns, share the ASQ:SE-2 Family Access link from your district account. To do this, go to the Family Access tab, copy the link, and send it to the family.
- If the family does not want to do a screening, they can fill out the statewide consent form to decline.

Referrals

For children under 34 months: 211 will automatically make referrals to the Birth to Three Early Intervention Program for children with screenings that are in the at-risk range.

For children over 34 months: The school district will contact families who report concerns, even if the screening shows the child is on schedule. They will also follow up with families of children whose results fall in the at-risk range to talk about making a referral.

To ask about a specific child's referral status, you can ask the family for an update, and you can reach out directly to either the Birth to Three Early Intervention Regional Programs for children under 3 years old or the school district for children over 3 years old and follow their release of information process.

Maintaining Screening Lists

Your ASQ Online Account Child List

It's your responsibility to keep your child list updated if a child unenrolls from your facility. To remove the child's profile from your account, go to the child's profile and click the "Remove" tab. Removing a child does not delete their profile or erase any information from the system but you will no longer have access to their profile or screening results. Be sure to download and save any screening information you may need before removing the child.

Rising Kindergarteners

Children who have started kindergarten will have their profile archived after October 1 of their kindergarten school year. When a profile is archived, the child's information is still saved in the system but is removed from all assigned provider accounts. To keep a copy for your records, download and save the child's screenings before they enter kindergarten.

Your Internal Tracking Lists

It is a good idea to keep your own list of families who say they completed a screening. You can use the sample spreadsheet in the appendix or make your own.

Your spreadsheet should include:

- Child's first and last name
- Child's date of birth
- Date you gave the invitation letter or Family Access link to the family
- Date the parent tells you they submitted the screening
 - Parents will see a "Thanks for completing this screening" message when they finish

Missing screenings or child profiles

If you do not see a child's screening in your provider classroom one month after it was submitted, **email de.screens@doe.k12.de.us for help**. Be sure to include the child's first name, last name, and date of birth.

- In some cases, you may be asked to provide a Release of Information form. If this happens, you will be notified by email and sent the form

at that time. The Release of Information form is also available in the appendix.

Rejected Screenings

Screenings may be rejected or deleted from a child's profile for several reasons. When this occurs, the person who completed the screening will be notified via email listing the following information.

Screenings may be rejected in the following instances:

- The child does not reside or attend a child care in Delaware.
- The Delaware Department of Education's approved Parent Consent to Screen Form was not provided by the child care facility after multiple requests.
- The screening was a duplication of a screening submitted within the past month, by the same person.

Navigating the ASQ Online System

At the top of each ASQ Online web page you will find a top navigation menu as shown below. 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 Provider.
- **My Profile:** View your user access, view a list of children assigned to you, and create personal alert messages regarding various functions in ASQ Online. **Do not edit this information.**
- **Program:** View your program details and view and search a list of all users in your program.

- **Child Profiles:** View all Child Profiles assigned to you and screenings they have completed. **DO NOT ADD CHILD PROFILES OR COMPLETE SCREENINGS WITHIN CHILD PROFILES**
- **Screening Management:** Schedule screening tasks and non-screening tasks, generate and print screening and follow-up materials, create your own personal documents and groups of documents, and keep track of the scheduled tasks for all children assigned to you.
- **Reports:** Generate individual child reports and aggregate child reports for all children you are assigned to.
- **Family Access:** Access the online portal link to share with families. Screenings are reviewed by either the Birth to Three Early Intervention Program or the school district your child care resides.
 1. **If you need to access a specific screening in the following languages, portal links are found in the Family Access tab:**
 - **ASQ-3 & ASQ:SE-2 in English, Spanish, Vietnamese, Arabic,**
 - **ASQ-3 in Chinese Traditional and Chinese Simplified**

Finding a Child's Screening within their profile

Step 1: Log into the account that matches the child's age⁷.

Step 2: Click "Child Profiles"

Step 3: Search the child's name OR click "View All" to see the children assigned to your account.

Step 4: Click the child's name you want to see their screening.

Step 5: Scroll to "Child's Screenings" section and click on the screener you want to view.

- Pro-Tip: Click "Print Summary and Questionnaire" to download the entire screening.

Finding children's screenings completed within a specific timeframe

Step 1: Log into the account

Step 2: Click "Reports"

Step 3: Run the Screening Scores Report for both the ASQ-3 and ASQ:SE-2.

⁷ Children 0-34 months log into your Birth to Three Early Intervention Program account.

Children 34 months and up (not yet in Kindergarten) log into your School District account.

- These are two separate reports, so you will need to run each one on its own.

Step 4: Adjust the screening date range to a specific period of time

Step 5: Click "Run"

Office of Child Care Licensing Monitoring Tips

- Set up your annual screening schedule at least 6 months before your licensing renewal visit. You can use the Quick Start Guide for help getting started.
- Have your enrollment roster ready at the time of re-application. Include the first name, last name, and date of birth for each child who needs a screening.
- Do not screen children with an IFSP, IEP, or who are already in kindergarten.
- Keep all paper consent forms in each child's file when used. This includes paper screenings, educator completed screenings, and any declined screenings.

Appendix

- [ASQ Online Provider Quick Start Guide](#) with troubleshooting and process guidance for child care programs.
- [Consent for Screening, English](#)
- [Consent Memo \(2023\)](#)
- [DDOE Pathways to Developmental Screening for Families](#)
- [DDOE Pathways to Developmental Screening for Providers](#)
- [DPH Pathways to Developmental Screening for Families](#)
- [DPH Pathways to Developmental Screening for Providers](#)
- [Educator Completed Screenings Guidance \(2025\)](#)
- Invitation letters
 - [Arabic Invitation Letters & Forms](#)
 - [Chinese Invitation Letters & Forms](#)
 - [English Invitation Letters](#)
 - [Birth to Three Early Intervention Program \(0-34 months\)](#)
 - [Appoquinimink School District \(34-60 months\)](#)
 - [Brandywine School District \(34-60 months\)](#)
 - [Caesar Rodney School District \(34-60 months\)](#)
 - [Cape Henlopen School District \(34-60 months\)](#)
 - [Capital School District \(34-60 months\)](#)
 - [Christina School District \(34-60 months\)](#)
 - [Colonial School District \(34-60 months\)](#)
 - [Delmar School District \(34-60 months\)](#)
 - [Indian River School District \(34-60 months\)](#)
 - [Lake Forest School District \(34-60 months\)](#)
 - [Laurel School District \(34-60 months\)](#)
 - [Milford School District \(34-60 months\)](#)
 - [Red Clay School District \(34-60 months\)](#)
 - [Seaford School District \(34-60 months\)](#)
 - [Smyrna School District \(34-60 months\)](#)
 - [Woodbridge School District \(34-60 months\)](#)
 - [French Invitation Letters & Forms](#)
 - [Spanish Invitation Letters & Forms](#)
 - [Vietnamese Invitation Letters & Forms](#)
- [Family Event Planning Guide](#) to help child care facilities host their own screening events.
- [Frequently Asked Questions \(2023\)](#)
- [Infographic](#) with roles and responsibilities under the DDOE ASQ Online Enterprise Account.

- [Parent Consent to Screen Guidance \(2025\)](#)
- [Parent Consent to Screen, Revision Notes – Includes Completion Checklist \(2025\)](#)
- [Parent Information Sheet \(2023\)](#)
- [Referral and ChildFind Contact Information](#)
- [Release of Information, English](#)
- [Sample ASQ Screening Log](#)
- [Sample Screening Schedule](#)
- [Training Videos](#) for navigating ASQ Online
- [Watching Your Child Learn and Grow](#) resource from Learn the Signs Act Early
- [2023 Letter to Child Cares from Associate Secretary Gleason](#) providing DDOE Guidance for developmental screening.