

## ASQ Process Overview in the DEL Portal | FAQ

### What is the ASQ process in the DEL Portal?

The ASQ (Ages and Stages Questionnaires) process is designed to assess the developmental milestones of children enrolled in the School Readiness (SR) program. It involves screening children through the ASQ-3 and ASQ-SE questionnaires to identify potential developmental delays and provide necessary interventions.

### When are parents asked to consent for developmental screening?

Before signing the School Readiness Payment certificate, parents have the option to consent to developmental screening (ASQ-3 and ASQ-SE). After signing the certificate, parents who have given consent may choose to:

- Decline the screening,
- Complete the screening, or
- Defer the screening to the provider.

### When is a developmental screening required?

A developmental screening may be required in the following circumstances:

1. **New eligibility:** When a child becomes newly eligible for services.
2. **Updated screening:** If a parent, provider, or coalition deems it necessary due to concerns.
3. **Redetermination of services:** Typically required during the annual redetermination of School Readiness Services.
4. **Annual screenings:** The requirement for annual screenings has been removed; screenings will no longer be required based on the child's birth month.
5. **Newly enrolled children:** Screenings are triggered by eligibility, not enrollment.

### What should I do as a provider to complete a screening?

Providers are responsible for ensuring screenings are completed. Follow these steps:

1. **Login to the DEL Provider Portal:**  
<https://providerservices.floridaearlylearning.com/Account/Login>.
2. **Check the Incomplete Queue weekly:** You will not be notified when a new ASQ is assigned. Always check the "Incomplete" section for any new screenings.
3. **Check during enrollment:** When enrolling a new child, immediately check if they require an ASQ screening..
4. **Do not upload paper forms:** Paper forms should not be uploaded. All answers must be entered into the Brookes website.

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### What is the Incomplete Queue?

The **Incomplete Queue** contains any deferred or assigned screenings. It is crucial to check this queue at least once a week. Here's how it works:

- The "**Days Until Due**" column will show how many days are left until the screening is due, highlighted by color (green, yellow, or red).
- This countdown begins from the child's first day of attendance, and it will reset to 45 days upon marking the child's attendance in the SR system.

### How do I complete the screening in the DEL Portal?

To complete the screening:

1. **Locate the child:** Go to the Incomplete queue and find the child you'll be screening.
2. **Select the language:** Choose the language for the ASQ-3 and ASQ-SE.
3. **Complete the screening:** The system will redirect you to the Brookes website, where the child's birth date will be pre-populated. If the child was premature, you will enter the number of weeks premature. Complete the required screening and submit.
4. **For paper screenings:** If you choose to use paper forms, you can print the ASQ-3 and ASQ-SE. However, ensure that answers are manually entered into the portal.

**Reminder:** Both the ASQ-3 and ASQ-SE may need to be completed. If the ASQ-SE is not completed, the entire screening will remain in "incomplete" status.

### How do I view ASQ results?

To view the ASQ results:

1. **Login to the DEL Portal** and navigate to **Manage SR Enrollments** > **Preschool Development** > **Developmental Screening** > **Search**.
2. Select the **Screening ID** to view the results.
3. Screening status will be displayed as **Approved** or **Under Review**. If there is a concern or comment, the results will be reviewed by the coalition before being posted to the portal.

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### Additional Tips and Reminders

- **Family involvement:** ASQ results are most accurate when the family is actively involved in the process.
- **Head Start and part-time children:** Screenings also apply to Head Start and part-time children.
- **45-day countdown:** The 45-day deadline for screenings begins on the child's first day of attendance, including the 5 days parents have to complete the screening.
- **Resetting the countdown:** If a child hasn't attended yet, the countdown resets when the child's attendance is marked in the SR system.
- **Terminate enrollments:** If a child will not attend, terminate their enrollment in the DEL Portal to cancel the screening.

### How can screenings be conducted?

To complete the screening:

- **Paper ASQs:** Include paper ASQs in enrollment packets for families to complete.
- **Provider-assisted screenings:** Read the questions to families and input their answers into the portal.
- **On-site screenings:** Allow families to use your computer to complete the screenings directly.

### What if parents do not want to complete the screening?

Per the SR contract, providers are responsible for ensuring that both the ASQ-3 and ASQ-SE screenings are completed, even if parents choose not to participate.

### Who can I contact for assistance?

For any questions, please contact the Early Intervention team at [Early.Intervention@elchc.org](mailto:Early.Intervention@elchc.org).