



ASQ Provider Portal Manual

How to do ASQs in the Portal?

<https://providerservices.floridaeearlylearning.com/>

Webinar Link

<https://youtu.be/8janDFheTHk?feature=shared>

Completing ASQs in a timely manner is a very important part of your contractual agreement with the Early Learning Coalition.

Discover the magic of early learning.





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Process Overview in the DEL Portal

- Before signing the School Readiness Payment certificate, parents will have the option to consent for developmental screening (ASQ-3 and ASQ-SE).
- After signing the payment certificate, parents that previously gave consent to developmental screening will be offered the choice to decline, complete, or defer the developmental screening to the provider.

When Families Choose to Complete The Screening

Parents signs
payment certificate.

DEL Portal
takes parent to
ASQ online.
(Brookes)

Parents log on
to their account
to review
screening results.

Parents have 5 days to complete the Developmental Screening. After the 5th day, the Developmental Screening will automatically transfer to the provider to complete.

If Developmental Screening indicates there are areas of concerns or monitor, these will go to the ELCHC for approval before showing in Family.

When Families Choose to Complete The Screening

Parents defers
screening.

Provider does
a screening in
the DEL portal
within 45 days
of enrollment.

Parents log on
to their account
to review screening.

The DEL Portal will automatically defer to the provider to complete the Developmental Screening if the parent has not done so within 5 days.

If Developmental Screening indicates there are areas pf concerns or monitor, these will go to the ELCHC for approval before showing in Family account.





When Will a Child Need a Developmental Screening?

- Upon new eligibility, Developmental Screenings may not be required for newly enrolled children; the Developmental Screening is triggered by the child's eligibility, not their enrollment.
- When the parent, provider, or coalition deems it necessary for an updated Developmental Screening related to concerns.
- At redetermination of School Readiness Program (typically annual). **General rule, if the child is redetermining for services, expect a Developmental Screening.**
- Annual Developmental Screenings during the child's birth month are no longer required.

Completing the Developmental Screenings as a Provider

- You will **not be notified** when a new ASQ screening is assigned in the portal. Check the Incomplete queue weekly for any new screenings.
- When enrolling a new child, it is best practice to immediately check to see if they will need an ASQ.
- You do not need to upload the paper ASQ screenings or print results for families.

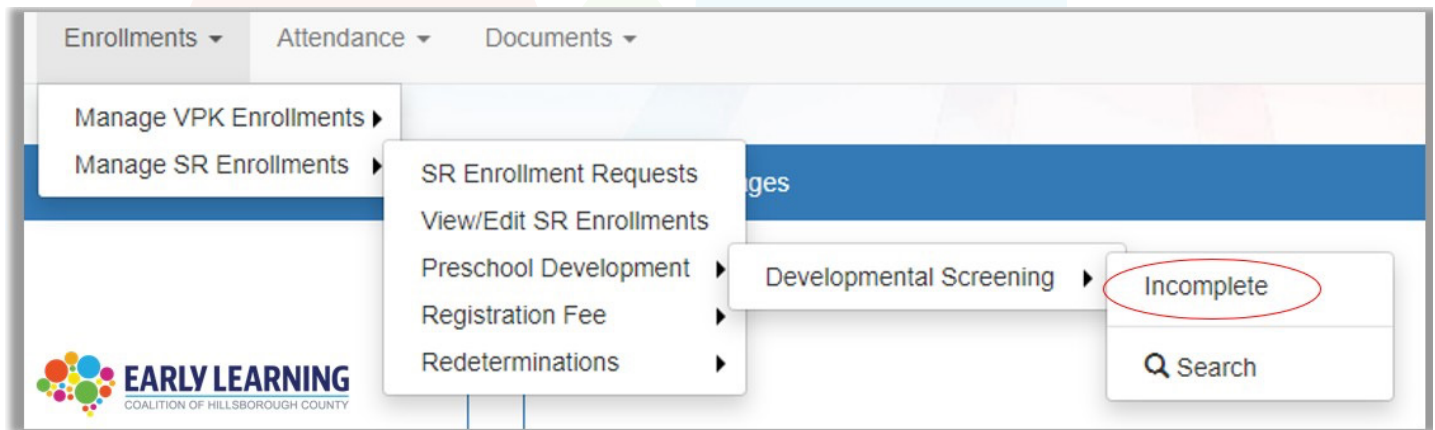
NOTE: Per the School Readiness contract, providers are responsible for ensuring screenings are completed.





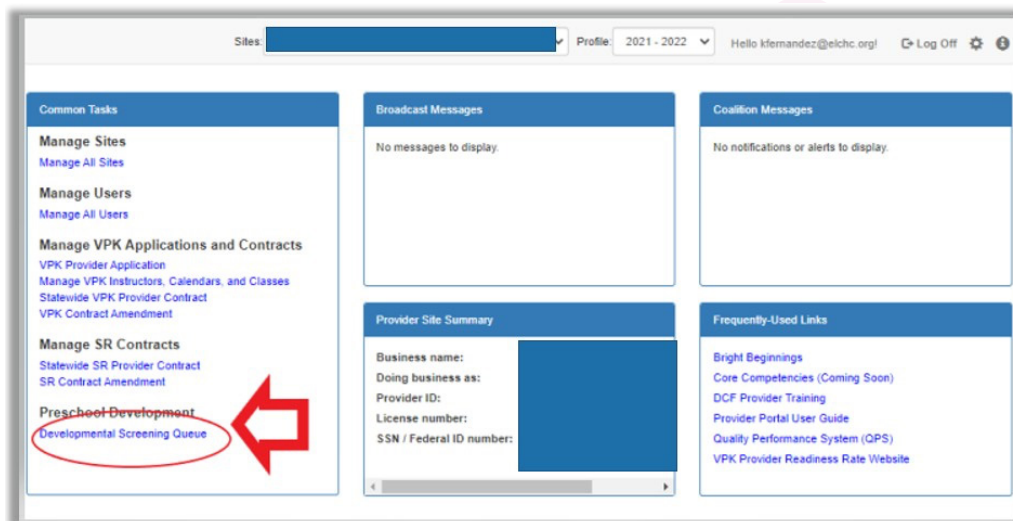
How do I check if I need to complete Developmental Screenings?

- Login to the DEL Provider portal:
<https://providerservices.floridaearlylearning.com/Account/Login>
- Follow the pathway below on the DEL portal and select "Incomplete" to go to your Incomplete queue.
- It is highly recommended to [check this queue weekly](#) for any new Developmental Screenings.
- Providers WILL NOT BE NOTIFIED IF A PARENT HAS DEFERRED A SCREENING.



OR

Alternatively, you may access the Incomplete queue through this link on the DEL provider home page.





Incomplete Queue

- Incomplete Queue is where you will find all screenings that have been deferred or assigned by the ELCHC.
- Again, check this queue at least weekly.
- Remember, you **will not be notified** if a new ASQ has been assigned in your Incomplete Queue.

Preschool Developmental Screening Incomplete Queue

The page displays all outstanding screening request that need to be completed. Selecting Child ID takes you to the child's Screening History. Selecting Screening ID takes you to the child's screening information. Selecting the Vendor link takes you vendor's complete the questionnaires.

[Click Here For Filtering Tips](#)

Show 10 entries

[Clear All Filters](#) [Export](#) Search:

Child ID	Child Name	DOB	Assigned Counselor	Provider ID	Provider Name	Screening ID	Request Date	Enrollment Actual Start Date	Due Date	Days Until Due	Questionnaire	Enter Screening
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
							03/02/2022	03/03/2022	04/16/2022	9	ASQ-3	English Spanish
							03/02/2022	03/03/2022	04/16/2022	9	ASQ-3	English Spanish
							03/15/2022	03/20/2022	05/03/2022	26	ASQ-3 & ASQ-SE2	English Spanish
							03/15/2022	03/20/2022	05/03/2022	26	ASQ-3 & ASQ-SE2	English Spanish

- Make a note of the columns with the due date and the number of days until the projected due date.
- The column "Days Until Due" will appear with a color (green, yellow or red).
- **NOTE: This is your notification of the number of days remaining until the ASQ is due. The column "Days Until Due" is a dynamic field and will reset to 45 days at the mark of a child's first day of attendance.**

Due Date	Days Until Due	Questionnaire
Filter	Filter	Filter
01/11/2023	35	ASQ-3

Due Date	Days Until Due	Questionnaire
Filter	Filter	Filter
12/10/2022	3	ASQ-3 & ASQ-SE-2

Due Date	Days Until Due	Questionnaire
Filter	Filter	Filter
12/02/2022	-5	ASQ-3 & ASQ-SE-2





Completing an ASQ

- To begin the screening process, go to your Incomplete queue and locate the child you'll be screening.
- The "Questionnaire" column will tell you if a child has only an ASQ-3 or both an ASQ-3 and ASQ-SE.
- Select which language you'd like to complete the ASQ in. You will then be directed to the Brookes website.

Due Date	Days Until Due	Questionnaire	Enter Screening
Filter	Filter	Filter	
12/18/2021	12	ASQ-3 & ASQ-SE2	English Spanish

NOTE: Families can view any notes or comments you include in the Screening

Completing an ASQ - Brookes Website

- After selecting "Start Screening", the website will redirect to the Brookes website.
- The child's birthday is pre-populated.
- If the child was premature, the weeks premature should be entered. Note: If not born premature, enter "0" for 0 weeks.
- Enter the screening date(s)
- Click "Submit"

Agencies & Stages Questionnaires

Hillsborough Test:
999-999-9999
nilosh.amin@elc.mylorida.com
456 Main Street
Hillsborough, Florida 99999

Child Date of Birth
Format: yyyy-mm-dd
2018-11-05

Weeks Premature
(put "0" if not premature)
0

For ASQ-3™ English
Screening Date
☒ I am screening my child today (2021-03-28)
☐ I screened my child and am entering in the responses to a previous screening

For ASQ-SE-2™ English
Screening Date
☒ I am screening my child today (2021-03-28)
☐ I screened my child and am entering in the responses to a previous screening

I have read the provided information about the Ages & Stages questionnaires, and I wish to have my child participate in the questionnaire about my child's development and promptly submit the completed questionnaire through this Family completion system.

Note: By clicking "Submit", you are agreeing to both our Family Access End User License Agreement and any other consents on this page.

Submit





Completing an ASQ - Brookes Website

- Blank ASQ-3 and ASQ-SE screenings may be printed using these links if the screener prefers to complete them on paper. Answers must be transferred to the portal by returning to the Incomplete queue.
- Providers or Parents are not required to upload or submit the paper forms of the Questionnaires.
- All answers must be entered into the Brookes website.
- The family's information will populate using their DEL profile. No changes to this information are necessary.
- Use the drop-down box to select your relationship to the child.
- If you have an email, enter it in the space provided.
- Click "Next" to begin the ASQ.
- Pro tip- include the paper ASQ-3 and ASQ-SE in your enrollment packet for parents to complete (optional).

ASQ-3 & Stages Questionnaires*

Hillsborough Test
999-999-9999
niles.hamin@del.myflorida.com
456 Main Street
Hillsborough, Florida 99999

ASQ-3™ English

Based on the information you have entered for your child, we recommend using the ASQ-3™ English questionnaire.

You may print out the recommended questionnaire and return to this site to enter your results.
Note: You may need to download Adobe Reader to view this questionnaire.

ASQ-SE-2™ English

Based on the information you have entered for your child, we recommend using the ASQ-SE-2™ English questionnaire.

You may print out the recommended questionnaire and return to this site to enter your results.
Note: You may need to download Adobe Reader to view this questionnaire.

We recommend you try each activity on the questionnaire with your child before making a decision for you and your child. Make sure your child is rested and fed.

Enter your results

ELC of Hillsborough County
813-515-2340
niles.hamin@delchc.org
6302 E. Martin Luther King, Jr. Blvd
Suite 100
Tampa, Florida 33619
ASQ-SE-2™ English

Please provide the following information. When you have completed this section, click on the "Next" button to enter your questionnaire results.

* Child Address 1*

* Child Zip/Postal Code*

* Child Gender*

Male ☐ Female ☐

* Child Phone*

0

Your Information

Note: all fields with a red asterisk are required

* Your First Name*

* Your Last Name*

* Your Relationship to the Child*

* Your Address 1*

* Your City*

Tampa

* Your State/Province*

Florida

* Your Zip/Postal Code*

* Your Country*

United States

* Your Phone*

0

* Your Email*

Your email address may be used by the program to contact you regarding the screening.

☐ I do not have an email address.

Next





Completing an ASQ - Brookes Website (Cont.)

Once a person starts to enter the results, they must continue through the ASQ-3 and ASQ-SE!

After answering all results for ASQ-3, a pop up will confirm that the person entering the results would like to submit. However, we are not done!

ASQ[®] Ages & Stages Questionnaires[®]

ASQ-3 English 30 Month
Bryan II, Lady

Screening Date: 2021-03-28
Child Date of Birth: 2018-11-05

On the following pages are questions about activities children may do. Your child may have already done some of the activities described here, and there may be some your child has not begun doing yet. For each item, please fill in the circle that indicates whether your child is doing the activity regularly, sometimes, or not yet. Please attempt to answer each question. Click the button at the bottom of the page to submit the questionnaire.

Communication Gross Motor Fine Motor Problem Solving Personal-Social Overall

1. If you point to a picture of a ball (kitty, cup, hat, etc.) and ask your child, "What is this?" does your child correctly *name* at least one picture?

☐ Yes
☐ Sometimes
☐ Not yet
☐ Response missing

2. Without your giving him clues by pointing or using gestures, can your child carry out at least *three* of these kinds of directions?

☐ a. "Put the toy on the table."
☐ b. "Close the door."
☐ c. "Bring me a towel."
☐ d. "Find your coat."
☐ e. "Take my hand."
☐ f. "Get your book."

☐ Yes
☐ Sometimes
☐ Not yet
☐ Response missing

3. When you ask your child to point to her nose, eyes, hair, feet, ears, and so forth, does she correctly point to at least *seven* body parts? (*She can point to parts of herself, you, or a doll. Mark "sometimes" if she correctly points to at least three different body parts.*)

☐ Yes
☐ Sometimes
☐ Not yet

beta.asqonline.com says
You will not be able to alter your answers after you submit this questionnaire.
Do you want to submit this questionnaire?

9. Do you have any concerns about your child's behavior? If yes, explain:

☐ Yes
☒ No
☐ Response missing

10. Does anything about your child worry you? If yes, explain:

☐ Yes
☒ No
☐ Response missing

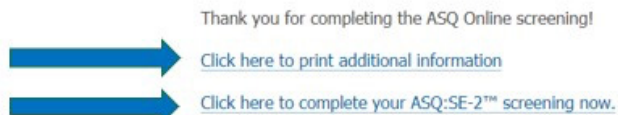




Completing an ASQ – Brookes Website (Cont.)

*****Remember to Complete BOTH the ASQ-3 and the ASQ-SE!*****

- Most times and ASQ-SE will also be required after completing the ASQ-3. Additional information will pop up in a different window with developmental activities to support the child.
- To complete the ASQ-SE, click the 2nd link
- If a screening includes an ASQ-SE and it isn't completed, the entire screening will stay in the 'incomplete' status.



How will I know that I am finished?

- When the following confirmation with only 1 link option appears, the screener may exit the window.
- If there are 2 links, the ASQ-SE isn't completed and will need to be done.





Viewing ASQ Results in DEL Portal

- In the DEL portal, follow the pathway **Manage SR Enrollments > Preschool Development > Developmental Screening > Search**.
- An ASQ status will show as Approved or Under Review.
- Select the Screening ID to view results.

The screenshot shows the DEL Portal interface. The top navigation bar includes 'Enrollments', 'Attendance', and 'Documents'. The 'Enrollments' dropdown menu is open, showing 'Manage VPK Enrollments' and 'Manage SR Enrollments'. The 'Manage SR Enrollments' dropdown is further open, showing 'SR Enrollment Requests', 'View/Edit SR Enrollments', 'Preschool Development', 'Registration Fee', and 'Redeterminations'. The 'Preschool Development' dropdown is open, showing 'Developmental Screening' and 'Incomplete'. The 'Developmental Screening' dropdown is open, showing 'Search'. Below the navigation menu, the 'Preschool Developmental Screening Search Results' page is displayed. It includes a table with columns: Child ID, Child Name, DOB, Provider ID, Provider Name, Screening ID, Request Date, Screener, Status, Status Change Date, and Questionnaire. The table shows one entry with a Screening ID of 135, which is circled in red. The status is 'Approved'.

- The Screening Results page will display similar to below example.

Note: Results with a Concern, Monitor, or comments will go to Coalition for review before being posted to the portal.

The screenshot shows the 'Screening Result for [Child Name]' page. It includes a 'Screening Info' section with 'Status: Approved' and 'Provider: [Name]'. Below this is the 'ASQ-3 Screening Result' table, which shows scores for various domains (Communication, Motor, Social-Emotional, etc.) and a 'Results' column with 'Concern' or 'Typical' status. The 'ASQ-3 Overall Responses' section includes a table with 'Question', 'Answer', and 'Comment' columns. The 'ASQ-3 Screening Result' table has the following data:

Item	Child 1	Child 2	Score	Results
Communication	30.00	30.00	30.00	Concern
Motor	30.00	47.00	30.00	Typical
Social-Emotional	30.00	44.00	30.00	Concern
Language	30.00	30.00	30.00	Concern
Overall - Total	30.00	42.00	30.00	Concern





Developmental Screening Tips and Reminders

- Results are most accurate when the family is involved in the process.
- **ASQs are also assigned to Head Start and Part-time children.**
- The 45-day countdown to complete the screening begins on the child's first day of enrollment (this does include the 5 days that the parent has the option to conduct the screening)
- There may be instances where a child hasn't started attending your program but is in your Incomplete queue. The 45-day countdown will reset upon going to your SR attendance, marking their first-day present, then clicking "Save".
- Terminate an enrollment in the DEL portal for any child you've confirmed will not be attending. This will cancel their screening.

Ways to Conduct the Developmental Screenings

In addition to printing out ASQs for the families to complete, you may:

- Include ASQs in the orientation process for new children. Encourage new families to log in to their portal and complete the screening(s)
- Read off the questions to families and input their answers. This is helpful for children who are newer or shy.
- Have families use your computer to complete the screenings on your behalf. There's an option to enter the "relationship to a child" as Mother, Father, Guardian, etc.
- Answer some questions on your own and save other questions for the families. The ASQ-SE has some questions that may be easier for families to answer. Per SR Contract, Provider is ultimately responsible for the completion and submission of the ASQ and ASQ SE and must comply with completion, even if parents do not wish to be provide input into completing the screening.





Instructional Video Links

How to Complete and Submit Screenings:

<https://www.youtube.com/watch?v=vhVRhfs5pjU>

Who to Contact

Contact early.intervention@elchc.org regarding:

- ASQs for children who never attended.
- ASQs for children who no longer attend.
- Difficulties with the DEL portal.
- Family ASQ inquiries.
- ASQ Corrective Action Plans (CAPs).

Contact your regional Early Intervention Screening Specialist regarding:

- Concerns about a child's development.
- Concerns about a child's behavior.
- Requests for rescreens.
- Service/Support Inquiries (Child Find, Early Steps, etc.)

General Questions - early.intervention@elchc.org

