Provider’s Instruction Manual

Developmental Screening Procedures for children 0-5
using the ASQ-3 and ASQ-SE

Early Learning Coalition of Palm Beach County, Inc.
2300 High Ridge Road, Suite 115
Boynton Beach, FL 33426
PROVIDER WARM LINE:  561-214-7426

Funded by:
Screening Overview

The goal of the Early Learning Coalition of Palm Beach County’s Developmental Screening process is early detection of physical or learning challenges in a child’s life. This is done through the use of developmental screenings. Areas of development observed through these screenings are: communication, gross motor, fine motor, problem solving and personal-social skills. If a concern exists, parents and guardians are assisted with referrals to community agencies for an in-depth, comprehensive evaluation. In addition, The State of Florida requires that children birth through five years old in School Readiness programs be provided a developmental screening (House Bill 7165).

*Ages and Stages Questionnaire: Third Edition (ASQ-3) and The Ages and Stages Questionnaire: Social and Emotional (ASQ-SE)* are comprehensive, research based screening and monitoring tools. They are designed to be completed by parents or other primary caregivers at any point for a child between 1 month and 5 1/2 years old. The completion of these questionnaires is mandatory for children in School Readiness programs, but the screening tool is available for all children in child care at Palm Beach County-approved providers.

General information about the Ages and Stages Questionnaires is available at: [www.agesandstages.com](http://www.agesandstages.com).
Screening Process
Providers in Palm Beach County are responsible for partnering with parents to ensure they are successful in fully completing both the ASQ-3 and ASQ-SE. The Early Learning Coalition of Palm Beach County has a five step process for providers to follow.

**Step 1**
Providers receive the Developmental Screening Tracking Form from the Early Learning Coalition by the 5th of every month.

- Children birth to five years old must be screened **every 6 months**.
- Newly enrolled School Readiness and CSC Scholarship children must be screened **within 45 days** of enrollment.
- Review the Tracking Form, the Tracking form will list the ASQ-3 and ASQ-SE age interval to be given to the parent/guardian(s).
- **Please add children by using the extra rows on the bottom of the tracking form**

Tracking forms must be completed and returned with your other screening forms.
Step 2
Providers distribute assigned questionnaires, parent/guardian(s) letter, and consent form to the parent/guardian(s) by the 10th of every month. Please make sure to review your Tracking Form for the appropriate ASQ-3 and ASQ-SE for each child. Parent letters are available in the Forms and Documents section of the ELC website in English, Spanish and Creole.

Consent Form: Please only provide a consent form to parent/guardian(s) who do not have a “G” pre-populated on the Tracking Form. Many of the children on the Tracking Form will already have a Consent Form on file; it is up to the provider to carefully review the Tracking Form. Parent/guardian(s) Consent Forms are available in the Forms and Documents section of the ELC website in English, Spanish and Creole.

Decline Form: Rarely providers will encounter parent/guardian(s) who will decline to screen their child; when this occurs they must complete the Decline Form, which is a separate form from the Consent Form. Decline Forms are available in the Forms and Documents section of the ELC website in English, Spanish and Creole.

Consent and Decline Forms
Parent Involvement: This is an opportunity to establish relationships with your parent(s)/guardian(s). Some of the ideas below can be used as conversation starters:

- A screening tool provides a quick checklist to identify your child’s strengths
- The importance of the first five years of development and the provider’s ability to help them give the best start for children.
- All children in the program are offered the ASQ-3 and ASQ-SE regularly to help parent/guardian(s) keep track of their child’s development.
- The questions are about some things your child can and cannot do.
- If the questionnaire shows that your child is developing without concerns, we will provide the next questionnaire at the appropriate time.
- If the questionnaire shows some possible concerns, we will contact you about getting a more in-depth assessment for your child.
- Provider may offer assistance with screening as requested by the parent/guardian(s). Please see your ASQ-3 and ASQ-SE User Guides for support in guiding parent/guardian(s) through the screening tool.

Resources: The Early Learning Coalition has created a Family Tip Sheet and a Family Flyer that providers can use and distribute to help engage parent/guardian(s) in the developmental screening process. These documents are available in the Forms and Documents section of the ELC website.
Step 3
Providers collect and review the completed ASQ-3 and ASQ-SE screenings. Utilizing the appropriate User Guide and the instructions on the Information Summary Page of the completed screening, providers score both the ASQ-3 and ASQ-SE.

Information Summary: Providers are responsible for ensuring all fields of the Information Summary Page are accurate and complete before sending them in the Final Packet to the Early Learning Coalition. Any Information Summary Pages that are incomplete will result in an e-mail to the provider and the screening must be repeated, corrected and re-submitted to the Coalition.

Need help scoring? Contact Family Central at 561-514-3364 for information regarding Developmental Screening Training and Technical Assistance.
**Step 4**

Communicating the results of a child’s developmental screening with families is a critical part of the screening process. Once the screening is carefully reviewed and scored, providers should notify the parent/caregiver of the outcome. The Early Learning Coalition has two sample letters for providers to use to inform parents of their child’s screening results.

Sharing screening results that identify a child as needing further assessment can be a sensitive conversation. Providers need to prepare carefully for these discussions as well as be ready to explain the next steps in the referral process. The Communicating Results with Families document will be helpful for providers to use to facilitate the discussion. Most importantly, parents/caregivers need to understand that they inform and direct the referral process; and all early intervention screenings, assessments and services are voluntary.

Palm Beach County’s early intervention supports and services are managed and coordinated through the Healthy Beginnings program funded by the Children’s Services of Palm Beach County. HomeSafe is the entry agency and brings together community agencies that provide primary prevention and early intervention services. Once a child is referred through the Healthy Beginnings program, a HomeSafe representative will contact them to discuss further assessment options.

The sample letters and the Communicating Results with Families document are available in the Forms and Documents section of the ELC website.
Step 5
Submit the Final Packet including the following documents to the Early Learning Coalition of Palm Beach County by the last business day of the month.

- Completed accurate Tracking Form
- Completed accurate ASQ-3 Information Summary Sheet (score sheet)
- Completed accurate ASQ-SE Information Summary Sheet (score sheet)
- When applicable, Consent Form or Decline Form
- One copy of a Screening Results letter distributed to a family listed on the tracking form

All documents must be submitted by mail or delivered to:

**Provider Name Address**

Early Learning Coalition of Palm Beach County  
2300 High Ridge Road, Suite 115,  
Boynton Beach, FL 33426  
Attn: Barbara Amezquita

If documents are being delivered please note hours of operation are  
Monday – Friday  
8:30 a.m. – 5:00 p.m.

Reminder:
The following developmental screening documents should be kept in the child’s file:

- Copy of Consent and Decline Forms
- Copy of parent completed ASQ-3 and ASQ-SE with the Information Summary pages. The entire screening with parent’s responses is required.
- Copy of the development screening results letter
Developmental Screening

The Monitoring Zone

The ASQ-3 offers an opportunity for children who are near the developmental cutoff to receive additional support to ensure they do not fall behind or below the cutoff. This is referred to as the “monitoring zone.” When a child falls in the monitoring zone, the provider should monitor the child’s behavior and skills as well as implement strategies to promote and support their development. **A child in the monitoring zone should be rescreened in 6 months** and the family should be provided a list of developmentally appropriate activities to implement at home.

If a child scores in the grey area, **section 4** of the information summary sheet for the ASQ-3 lists “follow up action taken.” As the provider, you should check off the following, **provide activities and rescreen in ____ months**. Then follow the steps below:

*Intervention activities can be found under Appendix F in the ASQ-3 User Guide. Activities are categorized by age and are available in English and Spanish.*
Developmental Screening for Non-Subsidized children

All children in child care at Early Learning Coalition contracted providers are able to be screened using the ASQ-3 and ASQ-SE. Children must score below the cutoff on the ASQ-3 and above the cutoff on the ASQ-SE to be referred. The process for these children is identical to the subsidized children in your program, except for the following:

- All non-subsidized children will need to be manually added to the Tracking Form.
- All non-subsidized children will require a signed Healthy Beginnings Referral Form; a referral cannot be made without this completed.

The Healthy Beginnings Referral Form is located in the Forms and Documents section of the ELC website.

Screening Process: 7 Common Errors

In order to avoid mistakes in the Screening Process take a few moments to review the top 7 errors made by providers:

1. Includes the Questionnaire Page in the Final Packet
   - Reminder to only send the Information Summary Page.
2. Sends consents for ‘G’ on Tracking Form
   - If there is already a ‘G’ for Given in Column G, there is already a signed Consent on file for that child.
3. Sends entire screening
   - Remember to only send the Information Summary Page.
4. Missing ASQ-3
   - Every child needs both screenings completed and submitted.
5. Missing ASQ-SE
   - Every child needs both screenings completed and submitted.
6. Missing Tracking Form
   - Completed and accurate Tracking Form must be included in the Final Packet.
7. Wrong Consent Form
   - The NEW Consent Form is located on the website and in the Forms and Documents section of the ELC website, please make sure to only use this NEW version.