## *Pending Screenings in the Provider Portal* – *updated 2/2023*

After a parent completes the redetermination process and electronically signs the parental right and responsibilities, the ASQs (ASQ 3 and ASQ SE 2) will be assigned to be completed by the parent <u>or</u> provider for every child whose parent/caregiver signs the consent for screening.

The system automatically assigns the ASQs to the parent. <u>If the parent does not complete the screening within the first five days, the system will assign the screening to the provider</u>. The provider has 40 days to complete the screening(s).

How to find pending task for screening (ASQ 3 and ASQ SE 2) on the Provider Portal:
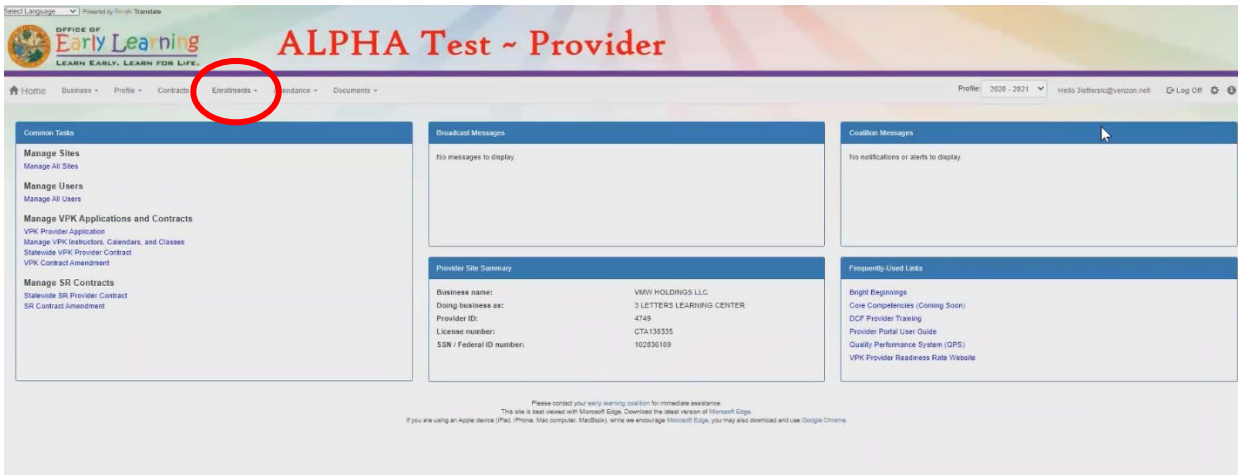
- Go to the *Enrollments* tab on the top left corner;
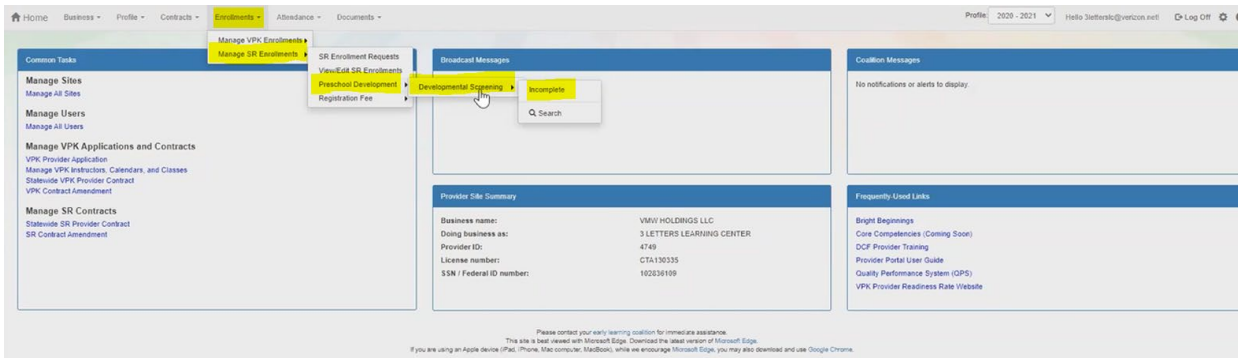
- Click *Manage SR Enrollment*
- Click *Preschool Development*
- Click *Developmental Screening*
- Click *Incomplete*

How and where do I complete the ASQ?

- If you have any ASQs pending, you will see them listed on a screen like the one below.
- Here, you are able to see child ID (1), the due date of the ASQ (2), what type of ASQ is requested (3) (Note: parent can request ASQ 3 and opt out ASQ SE 2), and link for provider to complete the ASQ (4).

- Click on the link in #4 and choose the language. Once you click on the language, the system will take you to ASQ Online to complete the ASQ's.

1   2   3   4

ASQ Online:

Once you are in ASQ Online, follow these steps:

Step 1

- ✓ Check the child's birthday for accuracy.
- ✓ Fill in 'Weeks of Prematurity'; if none, enter 0 - this cannot be left blank.
- ✓ For both ASQ 3 and ASQ-SE-2, choose "I am screening my child today".
- ✓ All fields must be filled out in order for the system let you to continue.
- ✓ Click "submit".
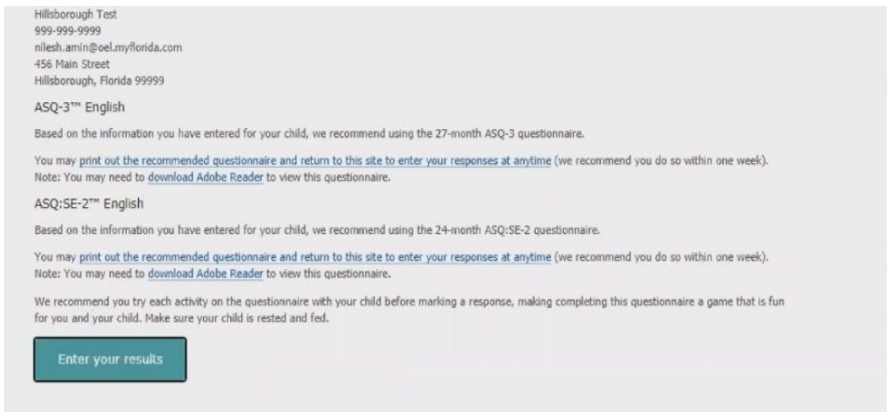
Step 2

2A - On this screen, you will find which interval should be completed for the child. Print hard copies of the ASQs and give to the teacher or parent* to complete. When they return it, repeat Step 1 and Step 2B.

*When a parent completes the ASQs for their child, it is a wonderful opportunity to discuss any concerns that you may have. Note that it is the provider's responsibility to input the data in the provider portal by the due date to avoid non-compliance. You are also required to share the ASQ results with the parent/caregiver.

2B - Once the ASQ is completed on paper, click "Enter your results"
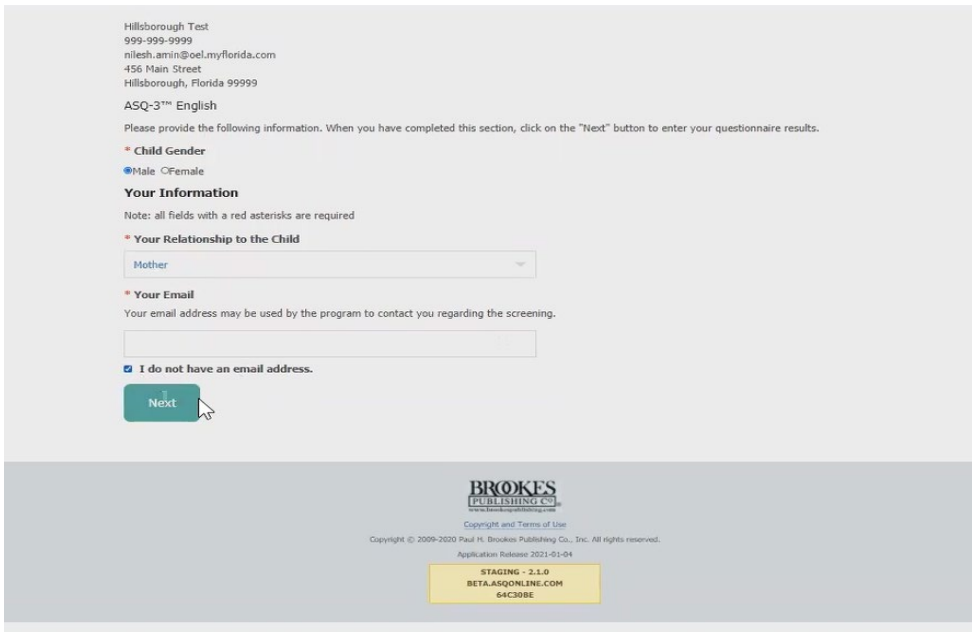
Step 3

- ✓ Complete all the fields with a red asterisk (*)
- ✓ Your relationship to the child is "Childcare Provider"
- ✓ **Inclusion report** no concern at this time, but if you have concern please add all of them and explain in the overall questions section (this is for internal use only).
- ✓ **Refer** – No (this is for internal use only).
- ✓ **Case Open/Closed** – Case closed (this is for internal use only).
- ✓ Click "Next"

Step 4

The child information will export from parent portal to the ASQs. The system will generate the age appropriate ASQs to be completed, as you have done previously.

*Please always review the child information to ensure it is correct.

Once the 1st ASQ (the ASQ 3) is submitted, the system will provide you with activities that you can share with the parent and provide to the teacher for inclusion in lesson planning; then you can complete the 2nd ASQ (the ASQ SE 2).

 The 4C Early Intervention team will review all screenings and notify you of any additional information needed or actions is necessary.

4C Early Intervention Team Contact Information

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