

Step-by-Step “How To” for Providers to submit ASQ-3 & SE-2 Screenings

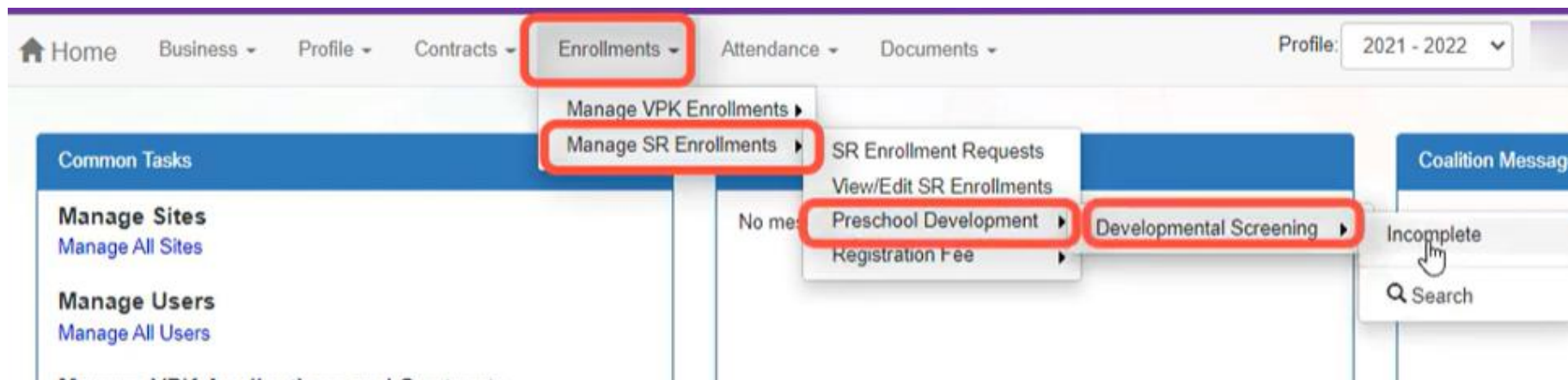
ECS4KIDS
Screening Specialists: Putnam/St Johns and
CNBB



Log in to Provider Portal:
(make sure you're using Google Chrome)

From the home page:

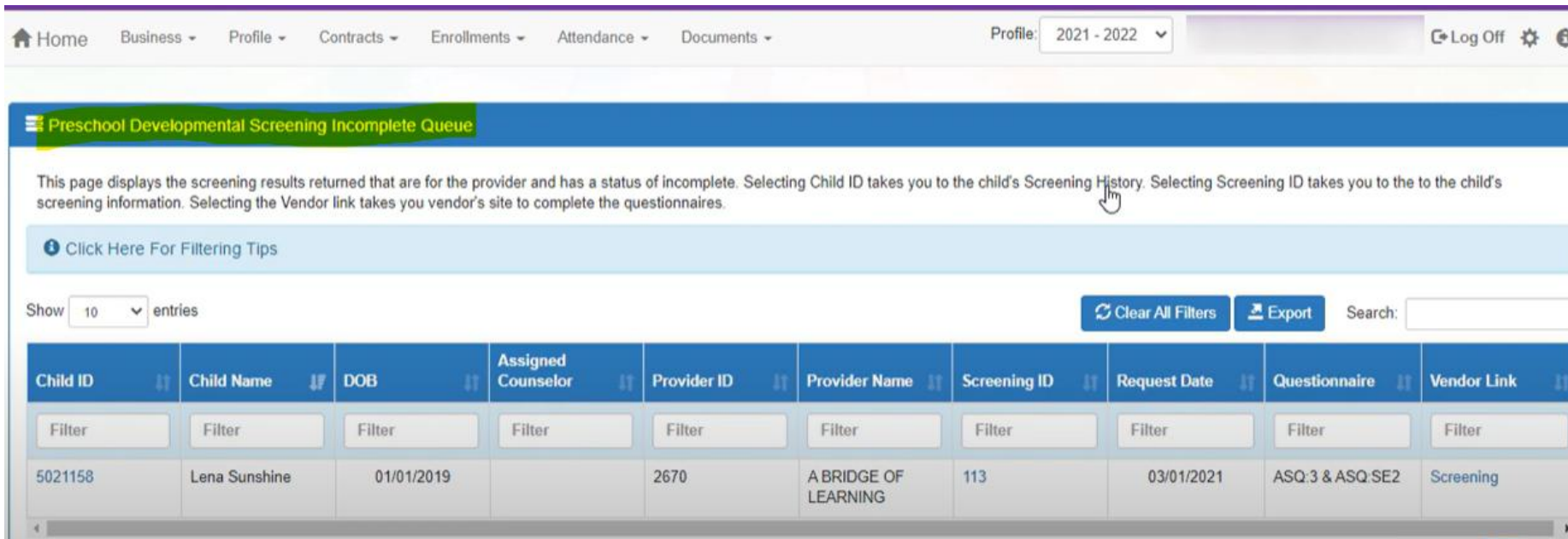
- Navigate to “enrollments”
- “Manage enrollments”
- “Preschool Development”
- “Developmental Screening”
- “Incomplete”



Once the “Incomplete Que” opens

All the screenings needed for submission are located at bottom of page

- Scroll over to the right- (next to the child’s name) and choose “English or Spanish”
- The Brookes Screening Window will open
- Enter child’s “Date of Birth” and “Weeks premature”



Home Business Profile Contracts Enrollments Attendance Documents Profile: 2021 - 2022 Log Off

Preschool Developmental Screening Incomplete Queue

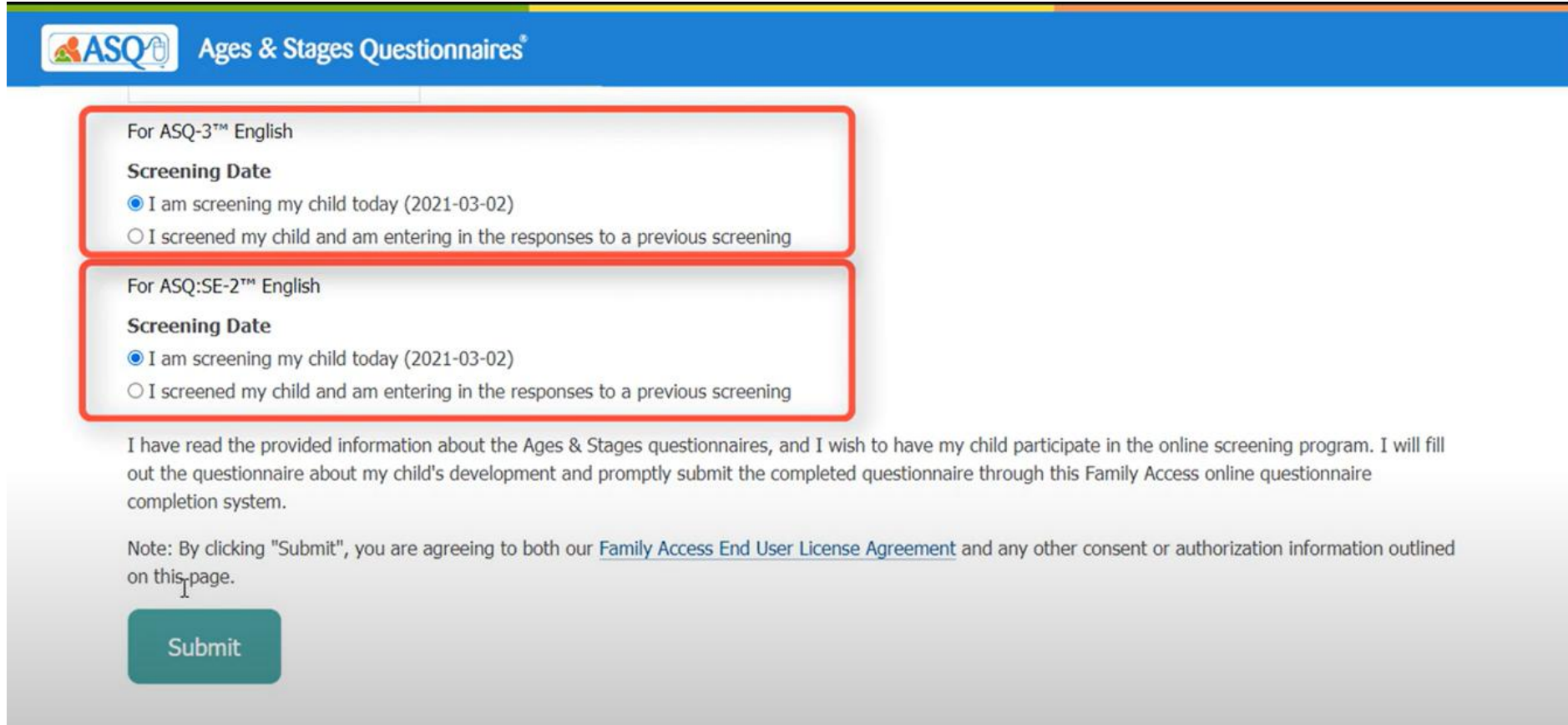
This page displays the screening results returned that are for the provider and has a status of incomplete. Selecting Child ID takes you to the child's Screening History. Selecting Screening ID takes you to the to the child's screening information. Selecting the Vendor link takes you vendor's site to 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	Questionnaire	Vendor Link
5021158	Lena Sunshine	01/01/2019		2670	A BRIDGE OF LEARNING	113	03/01/2021	ASQ:3 & ASQ:SE2	Screening

Complete the following:



ASQ Ages & Stages Questionnaires®

For ASQ-3™ English

Screening Date

I am screening my child today (2021-03-02)

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 (2021-03-02)

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 online screening program. I will fill out the questionnaire about my child's development and promptly submit the completed questionnaire through this Family Access online questionnaire completion system.

Note: By clicking "Submit", you are agreeing to both our [Family Access End User License Agreement](#) and any other consent or authorization information outlined on this page.

Submit

Then click “submit” button

Once the “submit” button is clicked, this window will open below, and choose “Enter your Results”

You have the option to print out the questionnaire to both the ASQ and SE if you wish to complete a paper copy first and enter the results electronically.



Ages & Stages Questionnaires®

ASQ-3™ English

Based on the information you have entered for your child, we recommend using the 27-month ASQ-3 questionnaire.

You may [print out the recommended questionnaire and return to this site to enter your responses at anytime](#) (we recommend you do so within one week).

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 24-month ASQ:SE-2 questionnaire.


You may [print out the recommended questionnaire and return to this site to enter your responses at anytime](#) (we recommend you do so within one week).

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 marking a response, making completing this questionnaire a game that is fun for you and your child. Make sure your child is rested and fed.

Enter your results

Select child's gender, your relationship to the child (by using the drop-down arrow), and enter your email address:

 **Ages & Stages Questionnaires®**

Child Information

Note: all fields with a red asterisks are required

*** Child Gender**

Male Female

Your Information

Note: all fields with a red asterisks are required

*** Your Relationship to the Child**

Child care provider

*** 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

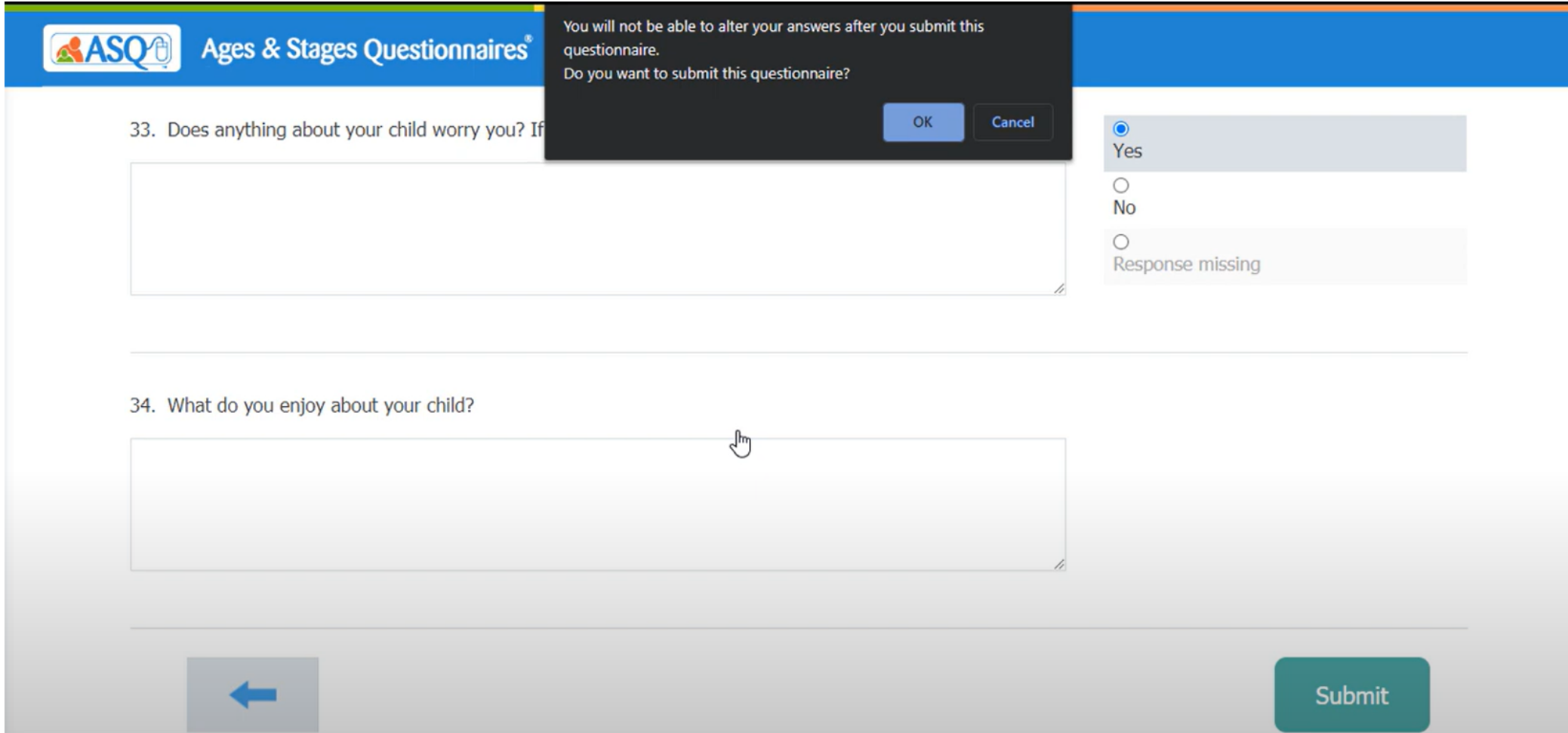
Then click the “next” button

The screening window will open:

- Confirm the child's name, screening date, and child's date of birth
- As you move through the questions, the tabs are colored: **LIGHT BLUE** (means completed), **DARK BLUE** (means current page), **GRAY** (means incomplete)
- You can navigate to previous page by clicking the "LEFT" arrow (←)
- To proceed to the next screen, click the "RIGHT" arrow (→)

When the screenings are completed, click the “submit” button and a window will open to confirm you want to submit this questionnaire:

You will choose “OK”



The screenshot shows the ASQ Ages & Stages Questionnaires interface. A dark grey dialog box is overlaid on the screen, containing the text: "You will not be able to alter your answers after you submit this questionnaire. Do you want to submit this questionnaire?" with "OK" and "Cancel" buttons. The background shows two questions: "33. Does anything about your child worry you? If" and "34. What do you enjoy about your child?". To the right of the questions are radio button options for "Yes", "No", and "Response missing". At the bottom of the screen, there is a blue arrow button on the left and a teal "Submit" button on the right.

After selecting “ok” at the completion of the ASQ-3



The ASQ-SE-2 questionnaire will begin (Social-Emotional)



The ASQ-SE asks different questions than the ASQ-3, but the process of filling it out is similar.



When all ASQ-SE-2 questions are answered, choose “submit”



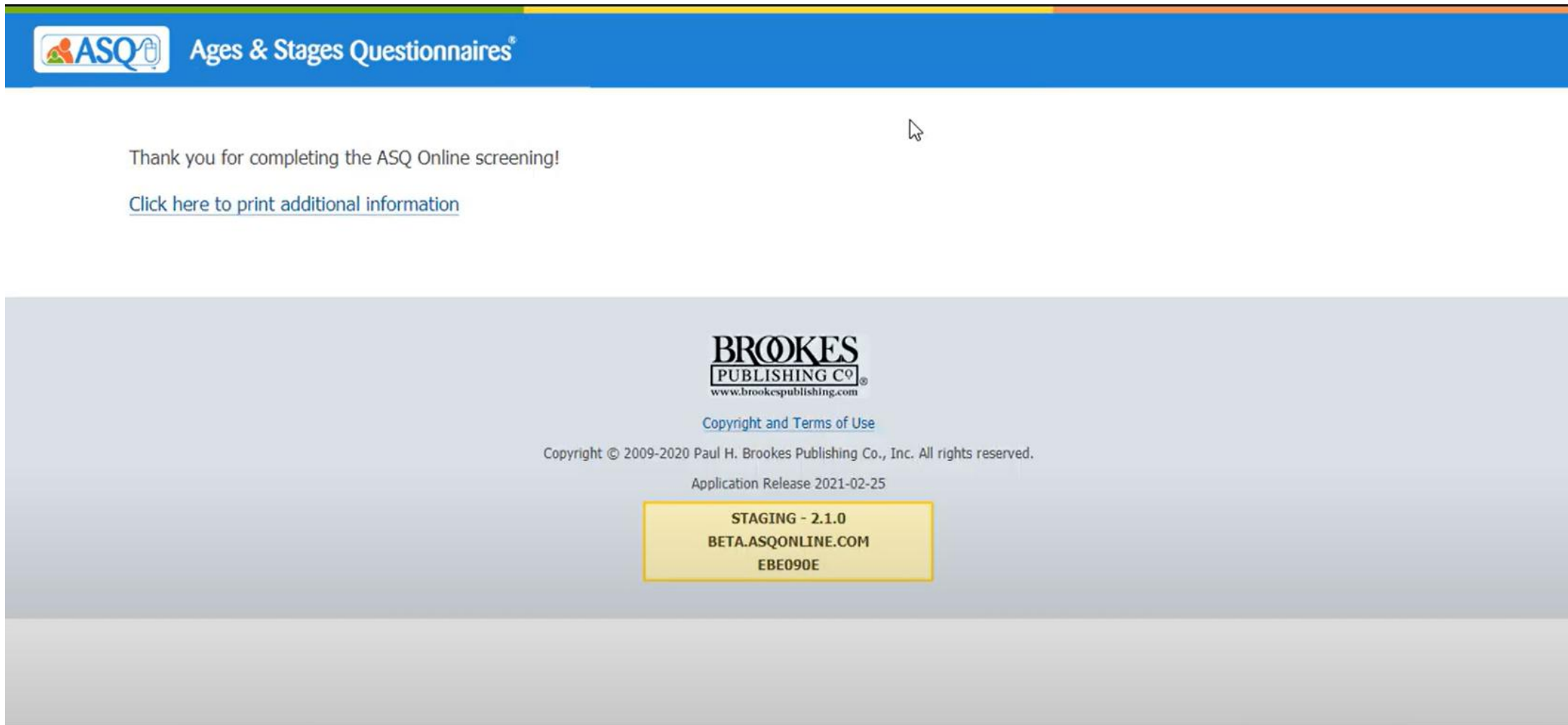
The same “confirmation window” will appear and select “ok”



There is an option to print additional information if you’d like.

After ASQ-3 and SE-2 screenings are completed:
the following window will appear to confirm completion

Here is the option to print additional information if you'd like:



The screenshot shows a blue header bar with the ASQ logo and the text "Ages & Stages Questionnaires®". Below the header, the text reads "Thank you for completing the ASQ Online screening!" followed by a blue hyperlink "Click here to print additional information". At the bottom of the page, there is a grey footer area containing the Brookes Publishing Co. logo, the website "www.brookespublishing.com", a link to "Copyright and Terms of Use", and copyright information: "Copyright © 2009-2020 Paul H. Brookes Publishing Co., Inc. All rights reserved." and "Application Release 2021-02-25". A yellow box at the bottom center contains the text: "STAGING - 2.1.0", "BETA.ASQONLINE.COM", and "EBE090E".

If there are other children in your “incomplete que” that have screenings due:

Navigate to the home screen

Go to the steps to get to the “incomplete que”

If a completed screening is still showing “incomplete”, it may mean that the SE-2 has not been completed and needs to be.

Continue with the children in that que until complete.



Congratulations!



You have now completed the submission of a child's ASQ-3 and ASQ-SE.

Questions or Assistance?

Call ECS4KIDS and ask to speak to the Screening Specialist in your county.