

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

ECS4KIDS

Screening Specialists: Putnam/St Johns and CNBB

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



From the home page

- Navigate to “School Readiness Funding” at bottom of page
- Under “Screenings and Assessments”
- Choose “Update Screenings”

School Readiness Funding

[Download Consumer Education Statement](#)

The following table shows the School Readiness funding status for all of the children in your household.

Child Name	Screenings and Assessments	EV Number	Status	Enrollment Status	Provider Name	Payment Certificate
Shaquille William Zacarmas III	Screening History	EV_0000006804	Eligible	Enrolled	Brighter Days-Parsons	View
Lennie Sunshine	Screening History	EV_0000580961	Eligible	Pending Family Acceptance	A BRIDGE OF LEARNING	Sign
Lettie Sunshine	Update Screening Screening History	EV_0000580962	Eligible	Enrolled	A BRIDGE OF LEARNING	View

Example from FL Division of Early Learning Fictitious Family Portal

Select “update screening”

A selection box will open: Choose “English” or Spanish”

The Developmental Screening Expectations window will open

The following options will appear:

- “Start Screening”
- “I would like to come back later to complete the screening questionnaire”
- “I would like someone else to screen my child”

Note: if you select “*I would like someone else to screen my child*”, the screening will roll into the child’s childcare Provider Portal for the childcare provider to complete the screening, not an ECS4KIDS specialist.

Click “Start Screening”



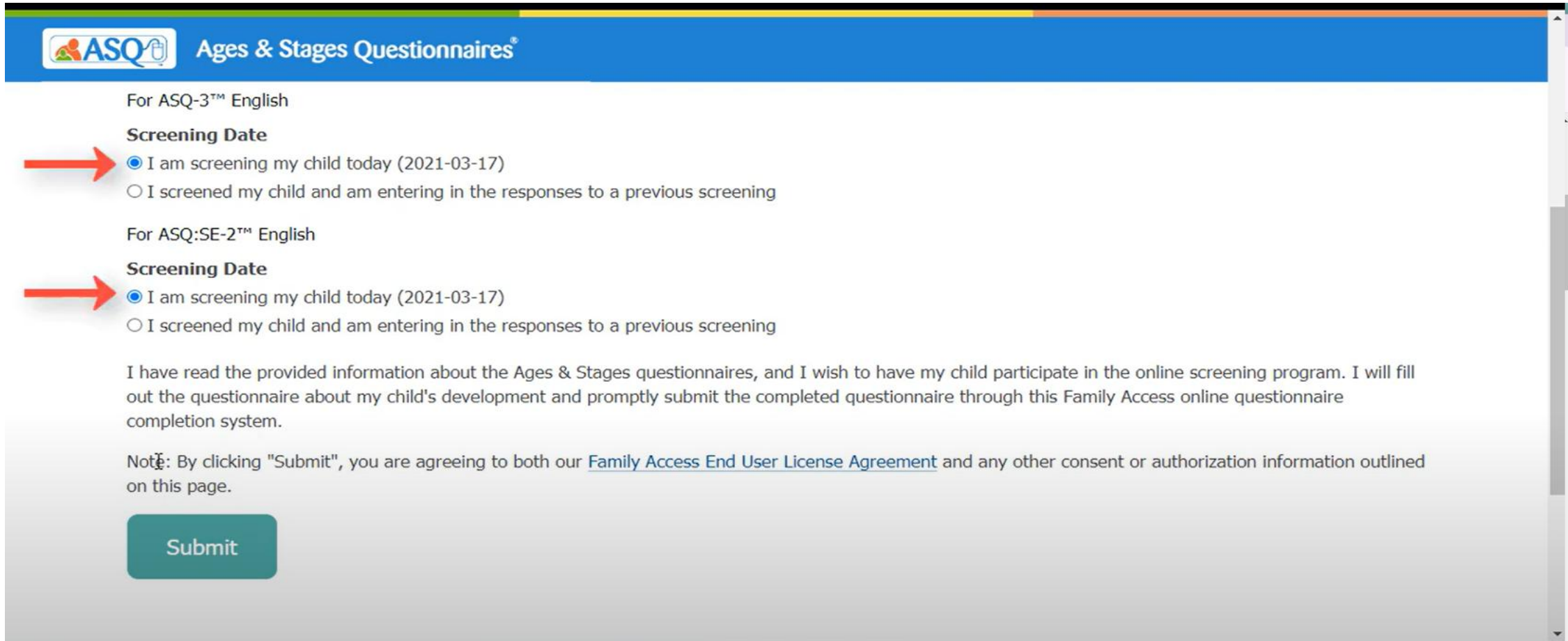
The Brookes Screening Window will open

Enter the child's date of birth and weeks premature

If the child was not premature, enter “0”

Premature is defined as: before the end of the full-term gestation

After the “DOB” and “weeks premature” are entered, scroll down to the following:



The screenshot shows the ASQ Ages & Stages Questionnaires form. At the top left is the ASQ logo. The main heading is "Ages & Stages Questionnaires". Below this, there are two sections for screening dates. The first section is for ASQ-3™ English, and the second is for ASQ:SE-2™ English. Both sections have a "Screening Date" heading and two radio button options: "I am screening my child today (2021-03-17)" and "I screened my child and am entering in the responses to a previous screening". Red arrows point to the first radio button in each section. Below the screening date sections is a paragraph of text: "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." Below this is a "Note" section: "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." At the bottom left is a teal "Submit" button.

Then select the “submit” button

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



Here, you have the option to print out the questionnaire to both the ASQ-3 and SE if you wish to complete a paper copy first and then enter the results electronically later.

The screenshot shows the 'Ages & Stages Questionnaires' website. At the top left is the ASQ logo. The main content area is divided into two sections. The first section is for 'ASQ-3™ English', which includes a recommendation to use the 27-month questionnaire, a link to print and return the questionnaire, and a note about downloading Adobe Reader. The second section is for 'ASQ:SE-2™ English', which includes a recommendation to use the 24-month questionnaire, a link to print and return the questionnaire, and a note about downloading Adobe Reader. Below these sections is a large teal button labeled 'Enter your results'. At the bottom center is the 'BROOKES PUBLISHING CO.' logo.

ASQ 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).

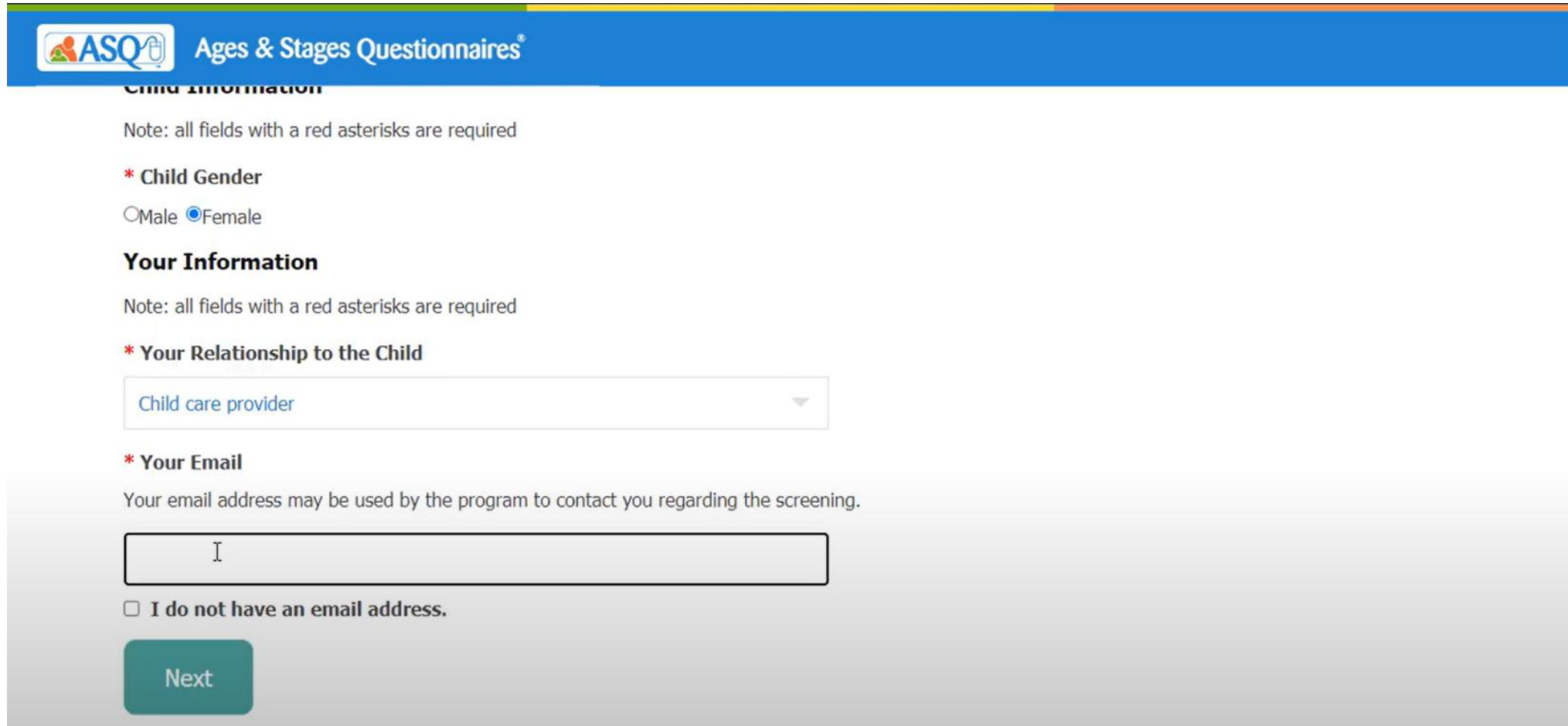
Note: You may need to [download Adobe Reader](#) to view this questionnaire.

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

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



ASQ 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

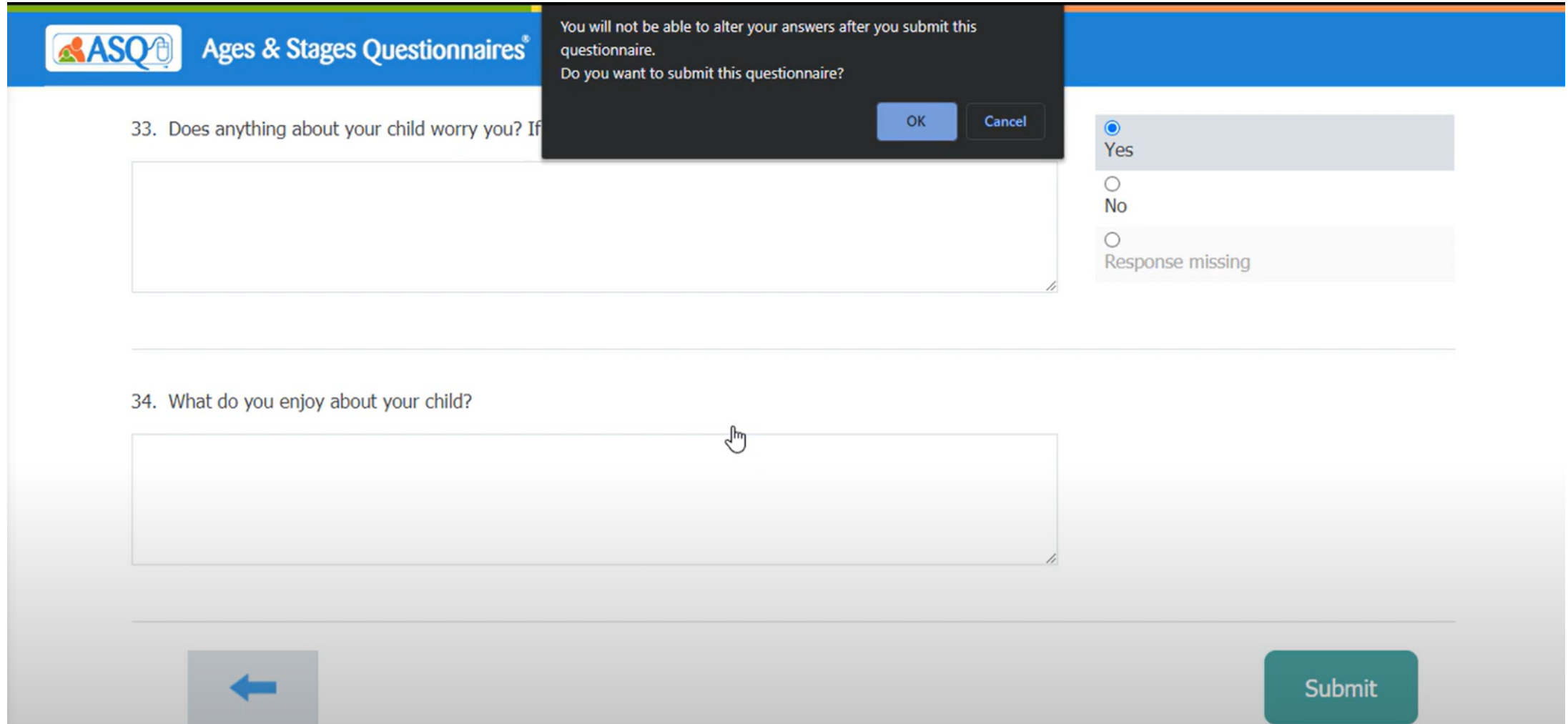
Then select the “next” button

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:

Choose “OK”



The screenshot shows the ASQ (Ages & Stages Questionnaires) interface. At the top left is the ASQ logo and the text "Ages & Stages Questionnaires®". A dark grey dialog box is overlaid in the center, 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. Below the dialog, question 33 is visible: "33. Does anything about your child worry you? If". To the right of the question are three radio button options: "Yes" (selected), "No", and "Response missing". Below question 33 is a large empty text input box. Question 34 is visible below that: "34. What do you enjoy about your child?". Below question 34 is another large empty text input box with a mouse cursor hovering over it. At the bottom left is a grey button with a blue left-pointing arrow. At the bottom right is a teal "Submit" button.

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

the ASQ-SE2 questionnaire will begin (will not if the family opted out of this screener at the time of enrollment).

The ASQ-SE asks different questions revolving around your child’s social-emotional, but the process of filling it out is similar from the ASQ-3.

When all ASQ-SE2 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 both (ASQ-3 and SE-2) screenings are completed: The following window will appear:

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



Ages & Stages Questionnaires®

Thank you for completing the ASQ Online screening!

[Click here to print additional information](#)

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If you have other children in your household that have screenings due:

- Return to the home screen
- Navigate to the “School Readiness Funding”
- Choose “update Screening”
- Continue in that que until all children are completed



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.