

# ASQ Online Provider Quick Start Guide



## Step 1: Get started with these trainings

Complete Supporting Family-Led Developmental Monitoring Training: <http://www.cds.udel.edu/ltsae>

Complete Introduction to the Ages & Stages Questionnaires Training: <https://dieecpd.org/registry/calendar>

## Step 2: Registration and Orientation

Submit online request form: [https://education.delaware.gov/families/office\\_of\\_early\\_learning/asq-support-request/](https://education.delaware.gov/families/office_of_early_learning/asq-support-request/)

Attend Orientation Office Hour (2nd Monday of Month @ 1-2 or 6-7) Information provided in orientation email.

## Step 3: Access your ASQ Online Account

Log into your account @ [asqonline.com/login](https://asqonline.com/login) to access child screening information. You may have 1 or 2 accounts depending on the age group you serve.

## READY TO START SCREENING?

### Gather Resources

#### Get screening information ready to send to families

- Ensure you can access Family Portal Access Links
- Log into your account(s)
- Personalize invitation letters & consent form
- Share the **Parent Webinar\*** and complete prescreening activities with families

### Share with families

#### Inform families about

- Send invitation letter & consent form home in backpacks
- Provide invitation letters & consent form at pick up/drop off
- Have portal link open on laptop at pick up/drop off
- Send links directly by email, text, communication app, etc.

### Collaborate & Educate

#### Collaborate with families to complete screenings

- Host a screening event focused on importance and purpose of screening
- Watch the **Parent Webinar\*** with families
- Complete prescreening activities during conference or home visit
- Check in regularly & offer support

### Record Management

#### Tips for managing your ASQ screening records

- Log completion from families and/or educators
- Keep written consent on file for each child

**\*Parent Webinar:**  
**I am the Expert on my Child**  
[https://youtu.be/qdTkm\\_y7TRWo](https://youtu.be/qdTkm_y7TRWo)

## NOTES

*Thank you for supporting Delaware's youngest children to have a greater chance to reach their full potential by providing early developmental screening and education to your families. This one-page guide will help kick off your screening efforts.*

**B**est practice is for families to

complete the Ages and Stages screeners. Parents have the right to refuse or provide consent to the provider to complete the screener on their behalf. If completing the screener on behalf of a family, you must hold written consent and the screening must be completed by an educator who spends over 20 hours a week with the child.

**PRO TIP:** Keep a *Provider ASQ Log*.

The provider's ASQ Log will have the child's completion date, name of child, and date of birth.

Use this example to get started:

PROVIDER'S ASQ LOG		
Completion Date	Name of Child	Date of Birth
07/2/21	Sam	12/2/19
07/5/21	Kim Smith	5/23/20

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## ASQ Account Management – Best Practices for Achieving Fidelity

Track, monitor, record, and collaborate results as needed for licensing requirements.

*ALL SCREENINGS ARE TO BE COMPLETED USING FAMILY ACCESS PORTAL LINKS, EVEN WHEN AN EDUCATOR COMPLETES IT. SCREENINGS SUBMITTED THROUGH CHILD PROFILES WILL NOT BE REVIEWED*

**PRO TIP:** Use your provider log to track completion of children's screenings and follow up if children's screenings are not in your account.

Use this link to follow up on your children:  
[https://education.delaware.gov/families/office\\_of\\_early\\_learning/developmental-screening-inquiries/](https://education.delaware.gov/families/office_of_early_learning/developmental-screening-inquiries/)

Under comments enter the following information:

1. Child's Name
2. Child's DOB
3. When the family reported completion of the screening

Track - child's screening completion date

**Use a Provider's Log to track child screening.**

Provider's Log Includes:

- CHILD'S NAME
- CHILD'S DATE OF BIRTH
- CHILD'S SCREENING COMPLETION DATE
- DATE TO CHECK PORTAL \*2-weeks after completion date\*

**NOTE: REVIEWING AGENCY HAS A TWO (2) WEEK TURNAROUND TIMELINE**

The child's profile will not populate in your account until the screening has been reviewed.

Monitor - your account for child's screening to populate in their profile

**To check your account to find children's profiles**

- 1) Login into account
- 2) Click "Child Profiles"
- 3) Scroll down to "Child Profiles"
- 4) Click "View All" to see all children assigned to that account

**Not Seeing Child's Profile:**

Step 1:  
Date Check - 2-weeks after screening completion date

Step 2:  
Check District Account

Step 3:  
Check B23 Account

**Still not finding the child's profile? Follow the Pro Tip instructions in the green box on the right.**

Gather - save screening documentation for your records from your account.

**Accessing and saving screenings:**

- 1) Login into account
- 2) Click "Child Profiles"
- 3) Scroll down to "Child Profiles"
- 4) Click "View All" to see all children assigned to that account
- 5) Click on Child's Name
- 6) Scroll down to their screenings, click the one you want
- 7) Click "Print Summary and Questionnaire"
- 8) Full questionnaire will be downloaded

**Bonus:** Save ALL documents in the same designated folder  
e.g.  
DESKTOP\Folder>'ASQ-2020-2021'

Collaborate - with Early Childhood Professionals & Families

**Working with reviewing agencies:**

- 1) Check Child Profile Notes for follow up
- 2) Check follow up sections for next steps
- 3) Communicate with consent to B23 or District

**Working with families:**

- 1) Confirm that they have received results email
- 2) Offer activities and support in the classroom
- 3) Discuss screening at conferences

**BONUS:** Add a column to the provider's log to track interactions!