ASQ 3 and ASQ : SE 2
Frequently Asked Questions

Can we continue to enter screenings through the ASQ Online Provider Portal, located on ELC of Duval's website?	Yes, the button will take you to the Division of Early Learning (DEL) Provider Portal. Enter all screenings in the DEL Provider Portal.
Are we still required to complete birthday ASQs?	No, the screening rule has changed. The new rule is within 45 days of enrollment and at redetermination.
Are parents able to complete screenings at enrollment?	Yes, parents now have the option to complete screenings at enrollment. If parents select that they want to complete screenings, they have five (5) days to submit. The provider is responsible for completing the screening if the parent does not submit the screening by the 5th day. The screening queue will update to reflect the provider as the screener.
How do we complete ASQ screenings and know when they are due?	• Pending ASQ's can be located under ***Preschool Development→Developmental Screening Queue***. • Due dates are available in the Developmental Screening Queue. The Days Until Due column is color-coded to let providers know the due date is approaching. **Red** means past due and screening should be submitted immediately. **Yellow** means the screening is due within two weeks. **Green** means the screening due date is over fifteen (15) days away. • Providers should check the DEL Provider Portal every day. In addition, ELC of Duval will continue to upload ASQ Due Letters to your document library. Providers will also receive notifications, emails, and/or calls of screenings due within 45(45 -31) days, 30(30-16) days, 15(15-8) days, and 7(7 -0) days. **The developmental screening queue is the most accurate place to check for screenings due**. Children's names will drop off the queue once screenings are submitted. Please allow 24 hours for the screening to drop from the incomplete queue. • Click **here** for the link "How to Access Developmental Screening Queue and Submit Screenings" instructions
How do we access an ASQ result?	• Screenings are located under ***Preschool Development→ Developmental Screening→ Search***. • Click on the Screening ID to see the results. • Click **here** for the link "How to Access Screening Results"

What does the status "Coalition Reviewing" mean?	If screenings return with monitoring or concerns for results, the coalition must manually approve the screening and send it to our Inclusion department for further review. The status will remain as "Coalition Reviewing" until approved and assigned to an inclusion specialist or developmental screener.
Are we still required to share screening results and activities, in writing, with families?	• Yes, you are still required to share results with families. However, **you are now only required to share ASQ 3 and ASQ: SE 2 screening results for the children that have concerns and/or monitoring**. Concerns are indicated on the ASQ-3 and ASQ: SE 2 results in the provider portal as concern and/or monitoring. If the system has an error and an ASQ-3 and/or ASQ: SE 2 result is not displayed via the portal then the results will be approved in Brookes and uploaded to the provider's document library in the ASQ Results Summary folder. Concerns are indicated on the ASQ-3 and ASQ: SE 2 results via Brookes as below the cut-off and/or close to the cut-off. When this error occurs, providers will be notified via email that results have been uploaded to the document library.

	• Yes, you are still required to maintain the ASQ Parent Review form at your center. **However, you are also required to upload the signed form to your document library**. Once you have shared the results and activities, the parent, director or teacher should sign and date the ASQ Parent Review Form. Providers should then upload completed forms to the folder: *ASQ Results – Parent Review Form* in your Document Library. • Click **here** for the link to "How to Upload ASQ Parent Review Form" instructions • Out of County Providers: Once you have shared the results and activities, the parent, director or teacher should sign and date the ASQ Parent Review Form. Providers should then upload completed forms to **Out of County Providers Upload ASQ Parent Review Form Here** under *ASQ Parent Review Form*.

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How many days do I have to share screening results and activities with parents, in writing?	Screening results with concerns and/or monitoring are required to be shared, in writing, by the provider within 15 days of the screening due date.
Are we required to complete both the ASQ-3 and ASQ: SE-2?	• Yes, both the **ASQ-3 and ASQ: SE-2** are required if the parent requests both. Your developmental screening queue will tell you if you need to complete both screening tools. Not all children will require both screenings to be completed. • Click **here** for "How to complete ASQ 3 and ASQ: SE 2 Screenings" instructions
Why is an SR child not showing in my screening queue?	• The parent has not given permission to screen the child • There is currently not a screening due for the child • The family completed screening at enrollment • System Error contact ASQHelp@elcduval.org
How does a parent change screening permission if they selected No at enrollment?	The parent will need to contact an ASQ specialist to reset the question. Once the question is reset, the parent will need to log into the parent portal and update the answer to yes.
What should I do if a child is on my queue but has never or no longer attends?	• The system will drop the child off your queue once you have ended the child's enrollment in the provider portal. • If the child does not drop off your screening queue after ending enrollment, email ASQHelp@elcduval.org. • Click **here** for "Where –How to Cancel or End a SR Child Enrollment" Instructions
What if I have an ASQ due during summer for an SR Child that has finished VPK?	• An ASQ is required for all SR children ages birth to kindergarten entry. • If the due date is prior to kindergarten entry, you are still required to complete the ASQ even if the child is only attending for the summer.
What if I have an ASQ due for a child who only attends before and aftercare and/or holidays under kindergarten entry age?	The ASQ is still required to be completed. It is okay to contact the family to assist in completing the ASQ.
I completed the ASQ-3, why is the ASQ still showing incomplete in the portal?	• Parents have the option to opt-in and have an ASQ-SE 2 completed on their child. An ASQ-SE 2 is a social-emotional screening. • If this is the case, the screening will still show incomplete until both screenings are completed. • When you enter the required information, the site will tell you what ASQ 3 and ASQ- SE 2 to complete. You can print out a paper copy. You can see in the queue what screening is required for the child.

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What do I do if I am having a hard time completing a screening of a child with inconsistent attendance?	• Per the DEL, the screening is required to be completed by the due date. • If the child is going to return but not within the due date window, providers can complete the screening over the phone with the parent. • Providers can inform parents if their child is going to be out for at least a week but no more than 29 days, they should complete the suspension of care form. They would need to contact CCRR for this form. • Providers should document in the provider portal each attempt made to complete the screening. In the incomplete screening queue, select the screening ID to access the screening notes. Select this button [Add Screening Notes] to add the note. • **Screening Note Example**: On 11.15.21, John Doe has been out for the last two weeks. I called the parent today to follow up on the return date. Left a voicemail.

Contact Information

For faster assistance email ASQHelp@elcduval.org
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