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## ASQ Policy and Procedure

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**References:** School Readiness Provider Contract, OEL-SR20  
Chapter 1002.88(1)(h), F.S.,  
6M-4.720 F.A.C

**Purpose:** To provide interpretive guidelines for applicable developmental screening requirements as outlined in the School Readiness Provider Contract.

**Background:** Children's growth in all developmental areas is routinely screened to identify children not typically developing, to communicate with parents, and may be used for planning and implementation.

**Policy:**

Every child 6 weeks to age of kindergarten eligibility, funded by School Readiness must be screened by the Provider for the appropriate developmental milestones identified by the designated developmental screening instrument, the *Ages & Stages Questionnaire-3 (ASQ-3)*. All eligible children must be screened within 45 days of enrollment. Subsequent screenings occur annually in the month of the child's birth. Providers are required to provide in writing, via a Screening Verification Form, the screening results for each child to the child's parent and maintain records on site for purposes of Coalition monitoring.

**Procedures:**

The Coalition shall give notification to the child care provider a minimum of 30 calendar days prior to the date by which the child must be screened.

The childcare Provider will enter the child screening data into an electronic system no later than 30 calendar days after completion of screening. For children that fall below the cut off score, the Early Learning Coalition shall initiate individualized supports no later than 60 days after screening, and enter data into an electronic system no later than 30 calendar days after initiating individualized supports.

In the event that the child's screening results lead to a recommendation for a referral to Part B or Part C agencies, the Coalition staff shall contact the family, providing all necessary referral information and assist when needed.

If the provider does not complete the screening by the due date the Coalition will follow the progressive enforcement for all contractual obligations. (See Progressive Enforcement Procedure)

Parents who choose to decline screening must complete the Parent Option to Decline Screening Form (OEL-SR 24)



## I. MONITORING

Providers with an active SR Contract will receive notification via email to screen the School Readiness child(ren) in their care at least 30 days prior to the required screening due date. Provider is required to submit the accurate developmental screening by the due date through Brooke's Database for ASQ's. If the provider does not complete the screening by the due date the Coalition will follow the progressive enforcement for all contractual obligations. (See Progressive Enforcement Procedure). Providers are required to maintain proof, on site, of notification of screening results to the child's parent, via Screening Verification Forms.

## II. ENFORCEMENT

Failure to complete and return accurate developmental screening documents will result in School Readiness Progressive Enforcement Protocol.

Approved by Executive Committee: March 25, 2020