

ASQ SCREENER & REFERRAL PROCESS: WHAT YOU NEED TO KNOW

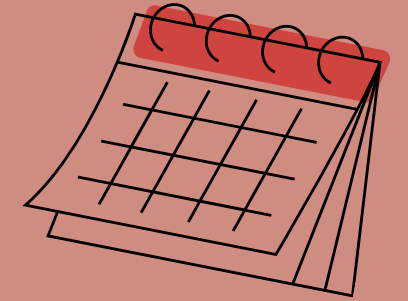
Hi, Teachers & Directors!



Here's a quick guide to help you understand the ASQ Screener and Referral Process. This will help keep everything running smoothly and ensure the best support for our children and families.

1

Prior to the Screener:



- Anyone can make a referral (**yes, anyone!**).
- Families have **5 days to complete** the ASQ screener.
- After 5 days, it is passed to the provider/teacher, who has **40 days to complete** it.
- That's a total of **45 days** — if the screener isn't entered into the portal by then, a Corrective Action Plan may be issued.
- A reminder email will be sent to the Center Director by the Child Screening and Referral Specialist **10 days before screenings are due** — and will continue until the screener is submitted.

2

Once the Screener is Entered:



1. **Child Screening and Referral Specialist** reviews the results.
2. If there is **more than one concern**:
 - A referral “packet” is created.
 - The Specialist emails the packet to the family and Center Director.
 - Packet includes:
 - **Summary of concerns**
 - **Age-appropriate learning activities**
3. Center Director **meets with the parent** to discuss the concerns.
4. If the family agrees (**checks "yes" on the form**):
 - The **concern form is returned** to the Child Screening and Referral Specialist.
5. The Specialist then:
 - **Sends consent forms** to the family and Center Director (for Early Steps, FDLRS, etc.).
6. Once **signed consents are received**:
 - They are sent to the correct agency.
7. The **Specialist will follow up** with the family, Center Director, and agency until:
 - A **screening appointment is confirmed**.

Thank You!

Thank you for being such an important part of this process. Your dedication helps identify and support children who may need a little extra help — and that makes a **BIG** difference in their lives! You're helping little ones grow, learn, and shine! 🌈🌟

With appreciation,
Your Child Screening and Referral Team

