

EARLY LEARNING COALITION OF OSCEOLA COUNTY

SCHOOL READINESS CHILD DEVELOPMENTAL SCREENING

ITEM: 430A.05

EFFECTIVE DATE: 02-01-12

REVISED: 12-15-22, 8-13-2026

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POLICY STATEMENT

The Early Learning Coalition of Osceola County (Coalition) shall implement a process for coordinating an age-appropriate screening of each child's development upon entrance in the School Readiness (SR) program and subsequently thereafter. In accordance with Rule 6M-4.720, Screening of Children in the SR Program, SR providers are required to complete a child screening for each SR child enrolled, ages six weeks to kindergarten eligibility. The Ages & Stages Questionnaire, Third Edition (ASQ-3 & ASQ:SE-2), is the instrument adopted by the Coalition for use when completing child screenings.

PROCEDURE

1. A developmental screening shall be conducted for each child aged six (6) weeks to sixty (60) months with parental consent. The parent of a child enrolled in the School Readiness program may consent or decline to have his or her child screened within the single statewide information system (SSIS).
 - a. Initial and subsequent screenings conducted by the parent shall be completed within the first twenty (20) calendar days of enrollment or redetermination. A parent can waive their option to be their child's screener at the time of enrollment or redetermination. The responsibility to conduct the screening will then default to the SR provider.
 - b. Initial and subsequent screenings conducted by the provider shall be completed within forty-five (45) calendar days of initial enrollment (excluding state-observed holidays).
 - c. If a child, aged six weeks to age sixty (60) months, is re-enrolled in a School Readiness program after prior termination or withdrawal that is less than twelve (12) months from initial enrollment, the coalition must determine if the child has been screened in accordance with the subsequent screening intervals, no later than forty-five (45) calendar days after subsequent enrollment.
 - d. Screening Exceptions Children are exempt from screening if:
 - The child was screened outside the SR program within the past 12 months and results were provided to the Coalition; or
 - The child has a current:
 - Individualized Family Support Plan (IFSP), or
 - Individualized Education Plan (IEP)
 - developed or reviewed within the last 12 months and shared with the Coalition.
2. A subsequent developmental screening shall be conducted for each child enrolled in an SR program annually at redetermination. Additional screenings may be conducted at the discretion of the Coalition.
3. A Provider with an active SR Contract will receive electronic notification for each child needing to be screened when they log onto the DEL Provider Portal (SSIS).
 - a. To complete the screening and to manage child data, SR providers and parents will use the Single Statewide Information System (SSIS), Developmental Screening tab.
 - b. If the SSIS is non-operational, the Coalition shall provide written or electronic notification of each child that must be screened to the childcare provider no later than fifteen (15) calendar days after the screening start date.

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4. Screening results without concerns are available to each parent upon completion of the developmental screening, within the SSIS. Screening results shall be made available to the parent no later than fifteen (15) calendar days after the due date of the screening.
 - a. After completion of the screening, providers are encouraged to review the ASQ-3/ASQ:SE-2 screening results with the family of each child and discuss any developmental or social-emotional concerns identified through the screening process.
 - b. Coalition staff will be available to assist families with any questions or concerns regarding their child's screening results and provide support as needed.
 5. Screening results that show concerns shall be provided, by the Coalition or the provider, to the parent in writing and the results explained.
 - a. For scores that fall in the *monitoring* range, it will be recommended that the child be rescreened in six months (which is prior to the subsequent screening due date).
 - b. For children scoring *below* the established thresholds in one or more areas, the Coalition will initiate intervention practices that fit each concern identified in the screening (within thirty (30) days of receiving the result) that include but are not limited to:
 - i. Referrals to early intervention services or specialized care. Notification in writing to the parent from either the Coalition or the provider, of the referral which includes, at minimum, the areas identified through the screening which are of concern and local contact information for the appropriate referral agency.
 - ii. Coaching for the provider to make accommodations and provide parent and teacher education.
 - iii. Developmentally appropriate intervention activities and manipulatives provided by the Coalition to be used at home and in the classroom.
 - iv. Follow-up to assess the intervention services provided and if significant gains are made.

*The Coalition will document intervention practices or referrals declined by a parent and inform the provider.

COMPLIANCE

The Coalition requires SR providers to monitor the completion of child screenings and review all applicable screening documentation in SSIS. Providers shall maintain up-to-date documentation of parent notifications for screening results that show concerns and for referrals made to early intervention services or specialized care. Providers shall also review applicable documentation in SSIS regarding communication and follow-up among Coalition staff, families, and the provider.

- a. If a provider does not complete a screening by the due date, the Coalition's Child Development Specialist will notify the Provider Services Manager. The Provider Services manager will generate a non-compliance notification informing the provider that they are in breach of their contract requirements. The non-compliance notification will include a fourteen (14) calendar day timeframe for the provider to comply with the screening requirement.

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- b. If the provider does not provide documentation of the screening within fourteen (14) days, payment will be withheld for the child not screened according to the requirement. This will be the case until the provider complies and the child has been screened.
 - c. If the Provider completes the screening as required within the timeframe stated on the non-compliance notification, their EFSM record will be noted, and they will be placed back into compliance status.
 - d. The provider may be placed on a probationary status, at the discretion of the Provider Services Manager, or risk termination of the SR contract if the provider is consistently non-compliant.

PARTIES AFFECTED

All private School Readiness providers with a current SR Provider Contract with the Coalition.

ASSOCIATED DOCUMENTS / FORMS

School Readiness Provider Contract, Coalition Developmental Screening Procedures, Rule 6M-4.720
Screening of Children in the School Readiness Program.