Submitting Developmental and Social-Emotional Screening Outcomes

New York City Department of Education
Division of Early Childhood Education
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If you use the Payroll Portal, log in, and click **UPK Survey** under **DOE Applications** to enter screening results.
If you use the Vendor Portal, log in, and click PKA under Other App to enter screening results.

Then, click Miscellaneous and DECE Student Screening.
Please use this survey to record developmental and social-emotional screening outcomes. Contact developmental.screening@schools.nyc.gov with any questions.

This is homepage for the screening outcomes survey.

Click DECE Policy to learn more about developmental screening requirements.
Information appears on four different tabs:
- Enrolled students who do not yet have screening outcomes entered will appear under “New Students.”
- Students who have transferred to your site will appear under “Transferred.”
- Students whose screening outcomes indicate a re-screening will appear under “Re-Screen.”
- Students whose screening outcomes have been recorded will appear under “Submitted Survey.”

Please note, beginning with 2021-22 school year, children must be screened each year.

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>School DBN</th>
<th>Class Code</th>
<th>Screening Deadline</th>
<th>Admission Date</th>
<th>Survey Status</th>
<th>Result</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/04/2017</td>
<td>31R700</td>
<td>24C</td>
<td>10/28/2021</td>
<td>09/13/2021</td>
<td>Not Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07/01/2017</td>
<td>31R700</td>
<td>23B</td>
<td>10/28/2021</td>
<td>09/13/2021</td>
<td>Not Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/23/2017</td>
<td>21K700</td>
<td>57B</td>
<td>08/16/2021</td>
<td>07/02/2021</td>
<td>Not Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/16/2021</td>
<td>08/16/2021</td>
<td>07/02/2021</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/16/2021</td>
<td>08/16/2021</td>
<td>07/02/2021</td>
<td>Not Submitted</td>
<td></td>
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<tr>
<td>08/16/2021</td>
<td>08/16/2021</td>
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<td>Not Submitted</td>
<td></td>
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</tr>
<tr>
<td>08/16/2021</td>
<td>08/16/2021</td>
<td>07/02/2021</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To enter information about screening, click the child’s OSIS number on the New Students tab.

Please use this survey to record developmental and social-emotional screening outcomes. Contact developmentalscreening@schools.nyc.gov with any questions.
A pop-up window will appear with prompts about developmental and social-emotional screening.

First, click to indicate whether the student has been screened with a developmental screening tool. You can also indicate whether the student was not screened due to an IEP Exemption, Language Exemption, Family Opt-Out, or Student Refusal.
If the student has been screened with a developmental screening tool, select Yes. Then, click the calendar icon to select the date the child was screened.
Next, select the developmental screening tool you used.

Once the developmental screening date is selected, the child’s age at the time of screening and the deadline for entering screening results will automatically appear.
Once the developmental screening tool is selected, the version will automatically appear depending on the child’s age at the time of the screening.

Next, select the language used for the screening.
If the developmental screening tool is ASQ-3:
Enter the total number score for each of the five domains. The result will automatically appear (Below cutoff, Close to cutoff, Above cutoff).
If the developmental screening tool is Brigance:
Enter the total number score. The result will automatically appear (Below cutoff, Within normal limits, Above cutoff). If the result is Below cutoff, follow the prompts to indicate whether risk factors are present, and whether the score falls below the at-risk cutoff score.
If the developmental screening tool is ESI-3: Enter the total number score. The result will automatically appear (Refer, Rescreen, OK).
For all developmental screening outcomes, you can use this field to enter any notes (optional).

Next, indicate whether this child has been screened using the ASQ:SE-2 social-emotional screening tool. You can also indicate whether the family has opted out, or if you plan to implement social-emotional screening in the future.

Please note: you will be able to revisit the survey to reflect screening outcomes once the ASQ:SE-2 is administered. Click here for more information.
If the child has been screened with ASQ:SE-2, indicate the date of the screening. Select the version and the language of the ASQ:SE-2 that was used. Then, enter the raw number score (the result will automatically appear).
As a last step for all children, indicate whether you began to administer the home language survey (EMLLPP) for this child and their family. If you have, you will see additional questions regarding the EMLLPP.

To submit the completed survey, click Submit.
## Entering Rescreening Outcomes

To enter rescreening outcomes, navigate to the “Re-Screen” tab.

Please use this survey to record developmental and social-emotional screening outcomes. Contact [developmentalscreening@schools.nyc.gov](mailto:developmentalscreening@schools.nyc.gov) with any questions.

<table>
<thead>
<tr>
<th>ID</th>
<th>OSIS #</th>
<th>Student First Name</th>
<th>Student Last Name</th>
<th>Date of Birth</th>
<th>School DBN</th>
<th>Class Code</th>
<th>Screening Date</th>
<th>Admission Date</th>
<th>Submitted Date</th>
<th>Result</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>670836</td>
<td>258000273</td>
<td>ESTRELLA</td>
<td>E</td>
<td>04/15/2018</td>
<td>31R700</td>
<td>24B</td>
<td>11/01/2021</td>
<td>10/06/2021</td>
<td>11/01/2021</td>
<td>ASQ - Close to Cutoff</td>
<td>Edit</td>
</tr>
<tr>
<td>670913</td>
<td>259000221</td>
<td>YADIEL</td>
<td>ORTIZ MARTINEZ</td>
<td>12/07/2018</td>
<td>31R700</td>
<td>24B</td>
<td>11/01/2021</td>
<td>10/06/2021</td>
<td>11/01/2021</td>
<td>ASQ - Close to Cutoff</td>
<td>Edit</td>
</tr>
<tr>
<td>669272</td>
<td>255000327</td>
<td>EMMETT</td>
<td>EMERSON</td>
<td>09/20/2018</td>
<td>31R700</td>
<td>24B</td>
<td>11/01/2021</td>
<td>10/06/2021</td>
<td>11/01/2021</td>
<td>ASQ - Close to Cutoff</td>
<td>Edit</td>
</tr>
<tr>
<td>669281</td>
<td>253000165</td>
<td>LUISANNY</td>
<td>GAEL</td>
<td>08/03/2018</td>
<td>31R700</td>
<td>24B</td>
<td>11/01/2021</td>
<td>10/06/2021</td>
<td>11/01/2021</td>
<td>ASQ - Close to Cutoff</td>
<td>Edit</td>
</tr>
</tbody>
</table>
The child’s screening outcomes will appear in a pop up window. Enter the rescreening scores in the appropriate domain(s). Click “Update” at the bottom of the screen to save outcomes.
Editing Survey Submissions

To edit the information in a survey you submitted, navigate to the Submitted Survey tab.

You may edit a survey submission if you notice you made an error, for example, entering the wrong date or wrong score.

You may also edit a survey submission if the child has completed a social-emotional screening in the time since your original submission.

To edit a screening submission, click “Edit”
The child’s screening outcomes will appear in a pop up window.
Make the changes you wish, including corrections to screening dates, or scores, or including ASQ:SE-2 outcomes if you have completed the screening since your submission. Click “Update” at the bottom of the screen to save outcomes.
Thank you!

For more information about developmental screening, click here: https://tinyurl.com/NYCDOE-ScreeningAndAssessment

For additional support and policy related questions, please email developmentalscreening@schools.nyc.gov.