Submitting Developmental Screening Results

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Using Payroll Portal to access the developmental screening results survey
Using Vendor Portal to access the developmental screening results survey

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.
Overview of the developmental screening results survey homepage

This is homepage for the developmental screening results survey.

Click DECE Policy to learn more about developmental screening requirements.

For questions, contact your operations analyst, accounting secretary, or prekscreening@schools.nyc.gov.
Information appears on five different tabs:
- Enrolled students who do not yet have screening results entered will appear under “New Students.”
- Students who have transferred to your site will appear under “Transferred.”
- Students whose screening results indicate a re-screening will appear under “Re-Screen.”
- Students whose screening results have been recorded will appear under “Submitted Survey.”
- Pre-K for All students who were screened the prior year in 3-K for All will appear under “Screened Prior Year.”
To enter information about developmental screening, click the child’s OSIS number.

<table>
<thead>
<tr>
<th>OSIS #</th>
<th>Student First Name</th>
<th>Student Last Name</th>
<th>Date of Birth</th>
<th>Screening Deadline</th>
<th>Admission Date</th>
<th>Survey Status</th>
<th>Result</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>246</td>
<td></td>
<td></td>
<td></td>
<td>03/08/2018</td>
<td>01/22/2018</td>
<td>Not Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>246</td>
<td></td>
<td></td>
<td></td>
<td>03/08/2018</td>
<td>01/22/2018</td>
<td>Not Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>246</td>
<td></td>
<td></td>
<td></td>
<td>03/17/2018</td>
<td>01/31/2018</td>
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<td></td>
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<tr>
<td>246</td>
<td></td>
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<td></td>
<td>03/25/2018</td>
<td>02/12/2018</td>
<td>Not Submitted</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
A pop-up window will appear. Click to indicate whether the student has been screened, or whether the student was not screened due to an IEP Exemption, Language Exemption, or Parent Opt-Out.
Entering a screening result

If the student has been screened, select Yes. Then, click the calendar icon to select the date the child was screened.
Once the screening date is selected, the child’s age at the time of screening and the deadline for entering screening results will automatically appear.

Next, select the screening tool you used.
Once the 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.
Entering a screening result if ASQ-3 was used

If the 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).
Entering a screening result if Brigance was used

If the 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.
Entering a screening result if ESI-R was used

If the screening tool is ESI-R: Enter the total number score. The result will automatically appear (Refer, Rescreen, OK).
Completing a submission for all screening tools

For all screening tools: Enter any notes (optional).

Lastly, indicate whether the child’s parents have been informed about Gifted and Talented.

Once complete, click Submit.
Entering an IEP exemption

If the student was not screened because of an IEP exemption: Enter any notes (optional) and indicate whether the child’s parents have been informed about Gifted and Talented.

Once complete, click Submit.
Entering a language exemption

If the student was not screened because of an language exemption: Select the student’s home language.

Then, enter any notes (optional) and indicate whether the child’s parents have been informed about Gifted and Talented.

Once complete, click Submit.
Entering a parent opt-out

If the student was not screened because of a parent opt-out: Enter any notes (optional) and indicate whether the child’s parents have been informed about Gifted and Talented.

Once complete, click Submit.
Additional resources

For more information about developmental screening, click here: Developmental Screening and Authentic Assessment

For additional support and policy related questions, please email prekscreening@schools.nyc.gov.
Accessibility Report


Report created by: [Enter personal and organization information through the Preferences > Identity dialog.]

Organization:

Summary

The checker found no problems in this document.

- Needs manual check: 2
- Passed manually: 0
- Failed manually: 0
- Skipped: 1
- Passed: 29
- Failed: 0