



<b>Policy:</b> <b>ELCPC-61.2.6</b>	<b>Title: School Readiness Developmental Screening Requirements</b>	
<i>Formerly:</i> <i>ELCPC- 61.2.1</i> <i>and ELCPC-</i> <i>61.2.2</i>	<b>Board Approved:</b> <b>1/24/19</b>  <b>OEL Approved: 4/18/19</b>	<b>Effective Date:</b> <b>4/18/19</b>

**References:** School Readiness Provider Contract, Chapter 1002.88(1)(h), F.S., Child Care Development Fund (federal) 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.

This Coalition policy and procedure is inclusive to all caregiver settings: child care center, licensed family child care home or informal provider receiving School Readiness (SR) funding.

**Policy:**

Every child 6 weeks to kindergarten eligibility, not already receiving intervention services or being screened by another program, and funded by School Readiness must be screened 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 birthday. Parents who choose to decline screening **may do so at the time of application for School Readiness funding in the Parent Portal. ~~must complete the Parent Option to Decline Screening Form (OEL-SR 24).~~**

All parents must be provided screening results in writing. The coalition will initiate individualized supports within 60 calendar days for children showing concerning screening results. Each parent of a child who receives a referral is notified in writing in accordance with Rule (6M-4.720).

Note:

Providers are prohibited from charging School Readiness parents for lost revenue due to violations of the School Readiness Provider Contract.

Providers may appeal action taken in accordance with this policy with the [School Readiness/VPK Grievance and Dispute Resolution Policy \(ELCPC-10.1\)](#).

## **Procedures:**

### **I. MONITORING**

School Readiness providers receive notification via the Provider Portal from the ELC to screen the School Readiness child(ren) in their care at least 30 days prior to the required screening date. Providers must complete the screening using the online ASQ system.

### **II. ENFORCEMENT**

Failure to complete and submit accurate developmental screening by the last business day of the following month (beyond the 30 day notification) will result in the following:

#### **Corrective Action**

Providers failing to maintain compliance with the SR Developmental Screening requirement will receive a corrective action notice from the Coalition and will be given five (5) business days to come into compliance. Technical assistance on completing the ASQ is available as needed.

Failure to comply with screening requirements will result in *nonpayment* for affected School Readiness funded children until compliance is demonstrated, within a maximum of five (5) business days.

#### **Probation**

If the provider fails to demonstrate compliance upon conclusion of the corrective action period or is placed on corrective action two or more times in a contract period, the provider will be placed on probationary status for up to 6 months. The terms of the probation must clearly define goals and timeframes to correct concerns. During the probation period, Coalition staff may require the provider to provide additional documentation, complete training or staff development, participate in monitoring, or receive technical assistance to reach compliance.

#### **Termination of Agreement**

Failure to demonstrate compliance upon conclusion of the nonpayment period will result in Termination of the School Readiness Agreement within five (5) days. The Provider will be ineligible to receive School Readiness funding for a minimum of five (5) years from termination of the Agreement.

Parents of School Readiness funded children will be notified that the funding for this program will cease and CCR&R staff will assist them in finding alternate care. Parents will have up to five (5) days to find an alternative School Readiness provider. Parents choosing to keep their child enrolled with the suspended Provider will forfeit their School Readiness scholarship.