**Entering ASQ:SE and Articulation Rescreens in ChildPlus**

1. Go to the **Health Tab.**
2. Highlight the **ASQ:SE** or **Articulation Event** that was rescreened.
3. Scroll down to **2.Actions Associated with this ASQ:SE/Articulation**
4. Click “**Add Action**.”
5. Set **Action Type** to **Evaluation**
6. **Scheduled Date**- Enter date of rescreen
7. **Action Date**- Enter date of rescreen. (Should match Scheduled Date)
8. **Description**-Enter either **ASQ:SE Rescreen** or **Articulation Rescreen**
9. **Status**- Select **Pass** if rescreen was passed or **Obtain Additional Information** if it was not passed
10. **Agency Worker**- Name of staff entering referral
11. **Provider**- Select **HS/EHS Staff**
12. **Provider Type**- Select **Head Start Staff**
13. **Funding**- Select **Free - No Cost**
14. Click on the time stamp button and enter the **Action Notes**. **Include**:
15. **the form that was used (age and language)**
16. **the results of the rescreen (passed, didn’t pass- Remember, we don’t say they “failed”)**

**b) any concerns**

**c) any action needed (referral to MH/D, etc.)**

15. **IMPORTANT:** Scroll back up to the original event and uncheck any boxes that are checked beneath the “Results” section of the original screening.

**Entering ASQ:SE and Articulation Rescreens in ChildPlus**

**1**



**13**

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**14**

**2**