

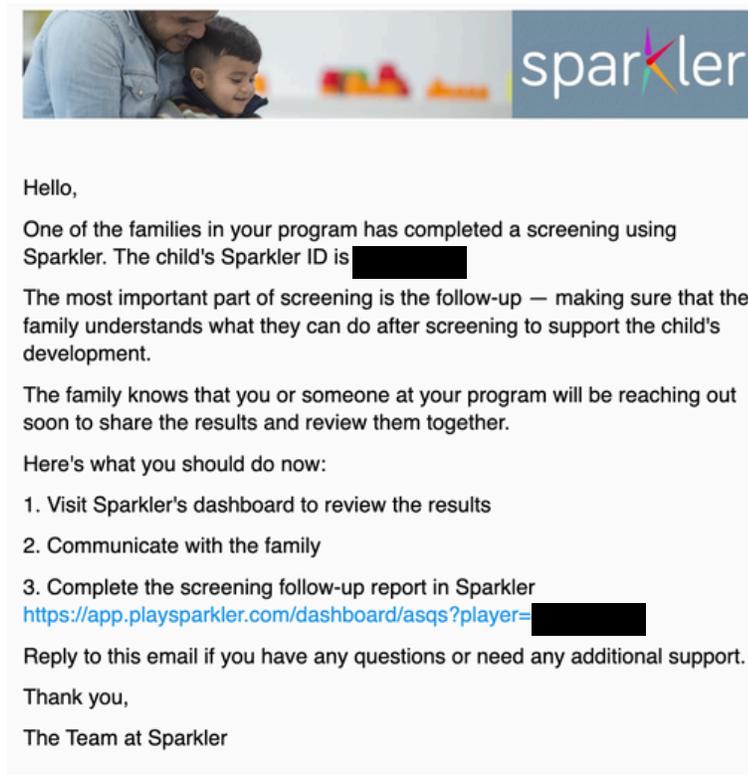
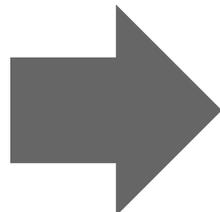
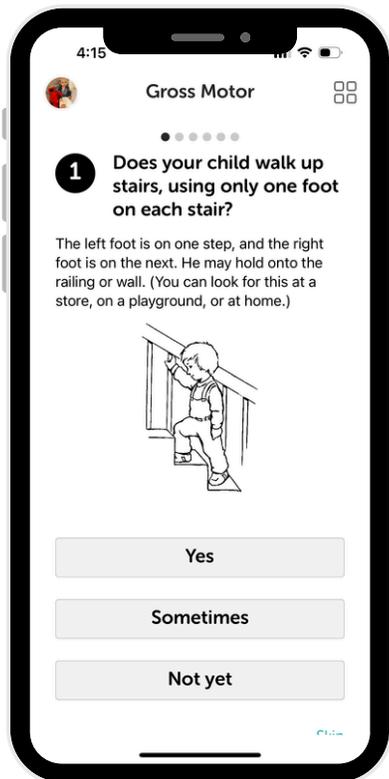


# Checklist For Sparkler Providers:

## How to Follow Up After ASQs in Sparkler

- Step 1:** Get ASQ Notification to Start the Process (p. 2)
- Step 2:** Review & Interpret Scores and Concerns (p. 5)
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# Step 1: Get ASQ Notification



When one of the families in your program completes the ASQ using the Sparkler app on their mobile device, the person or people whose email addresses have been shared with Sparkler as the primary contact(s) for a particular group/subgroup/cohort will receive an email notification from Sparkler, letting them know that it is time to follow up (see example to the left).

This message lets a provider know that it's time to start the follow-up process — which is flexible in order to meet the needs of each child/family but structured in order to ensure that all families understand the results and know what to do next to support their children.

You can click the link to go to the child's ASQ page in the dashboard.

Providers who are looking at the ASQ Dashboard (<https://app.playsparkler.com/dashboard/asqs>) will also see that a new ASQ has been completed by the parent under "Most Recent Parent ASQ" and will not need to look in their email inbox to start the follow-up process.

Student Name	Date Invited	Most Recent Teacher ASQ	Most Recent Parent ASQ	Follow-Up
[Redacted]	10/29/2024 ASQ®-SE-2 30 month	Due 12/12/2024 <a href="#">Start Now</a>	Completed 10/29/2024 [Redacted] Monitor Concern	<a href="#">Start Now: Follow-Up Report</a>
[Redacted]	10/29/2024 ASQ®-3 27 month	Due 12/12/2024 <a href="#">Start Now</a>	Completed 10/29/2024 [Redacted] COMM GM FM PROB PERS Concern	<a href="#">Start Now: Follow-Up Report</a>

Some programs are “in the lead” and responsible for follow up with their families, while others have partner organizations that take the lead in supporting families following screening.

Being in the lead is right for your program if you are:

- Actively involved with the families in your program;
- Able to support families to get the referrals and resources they need after screening;
- Building trusting relationships with families; and
- Able to follow-up with families in a timely manner.

In Connecticut, 211 Child Development is available to support and guide both families and programs serving families with young children. Care Coordinators at 211 can be “in the lead” with the families in your program if you don’t have the capacity to follow up with families in a timely manner, if your program hasn’t used the Ages & Stages Questionnaires before, or if your program isn’t ready to advise families about resource and referral options and next steps following screening.

If you received a notification that one of your families has completed an ASQ and it’s time to follow up, you are most likely responsible for communicating with the family and supporting them following screening.

If you are not sure if you are in the lead or not, please contact your program administrator. All of the tips about follow-up in this guide pertain *only* to those programs/providers who are responsible for following up with families after screening.

Your site leader can update these contact addresses (or check who is currently receiving the notifications) if he or she has access to the Administration tab of the dashboard. All they need to do is go to Administration and then click on the Organization tab (<https://app.playsparkler.com/dashboard/administration/your-organization>). If they click “edit” beside a cohort, they can see who the contact(s) are for that cohort. They can update the address(s) and press “save” to change or add a new contact address. In the future, the newly saved address(es) will receive notifications about screenings within this cohort.

**Sample Cohort**

Name  
Sample Cohort

Code (Choose if you want a code for this cohort)

Contact Emails (Separate multiple emails with a comma)

Save

If someone leaves your program or a new person needs to get notified when ASQs are completed, please make sure the email addresses associated with each cohort are updated so that the correct people are receiving notifications when families need support in Sparkler.

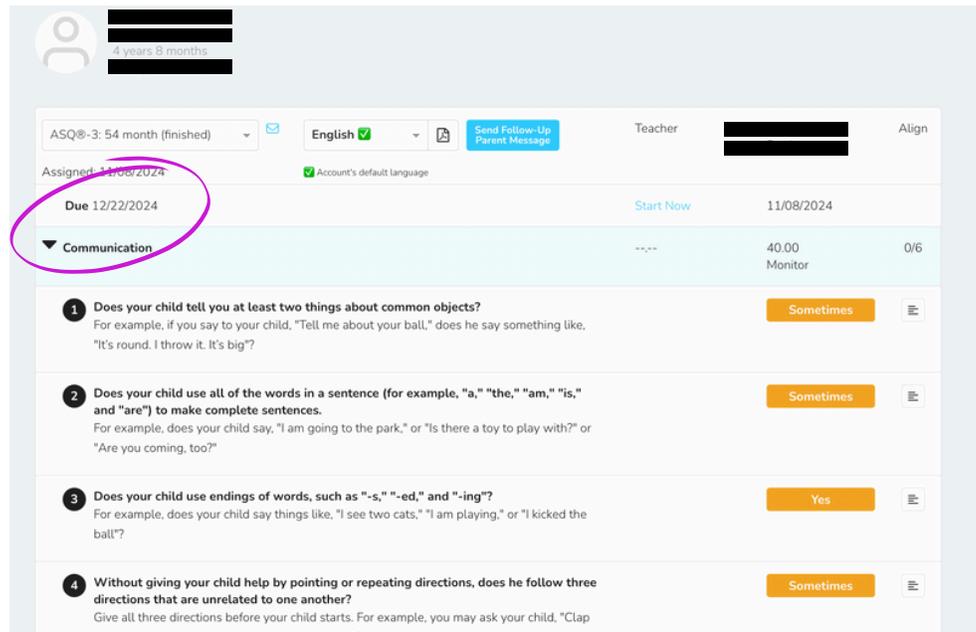
If you need support with this process, please email [support@playsparkler.org](mailto:support@playsparkler.org).

# Step 2: Review Scores & Concerns

Providers can review scores in one of three ways:

1. **ON SCREEN:** Go to the ASQ dashboard page (<https://app.playsparkler.com/dashboard/asqs>) and click on the child's name whose scores you want to review to go to the child's ASQ detail page.

You can expand each section to see all of the parent/caregiver's responses to the questions on the questionnaire.



2. **DOWNLOAD PDF:** From the ASQ Dashboard or the child's ASQ detail page, press the download icon to access the family-facing ASQ report. This provides the family's answers. From the child's ASQ detail page, you can press the same icon to download the report in any available language.



Press the icon to download the family-facing report.

3. **DOWNLOAD SPREADSHEET:** From the ASQ Dashboard, you can download a spreadsheet, which shows all of the ASQ results from the children in your program. Press the correct icon and then download the spreadsheet to view the data on your computer.

Generate ASQ Results CSV Report:  

## What You'll See in the Scores:

Sparkler scores ASQs automatically and providers find them (and share them) from the Sparkler dashboard. Scores on the Ages & Stages Questionnaires (ASQ) indicate how a child's development is progressing:

The Ages and Stages Questionnaire® is a widely used and trusted screening tool for infants and young children's development, assessing child and brain development in five domains: communication, gross motor, fine motor, problem solving and personal social.

ASQ®-3: 36 Month Questionnaire Parent Completed: 2022-09-26 Teacher Archived



The first page of the family-facing ASQ-3 report on Sparkler looks like the picture on the left. For each domain — communication, gross motor, fine motor, problem-solving, and personal-social — you will see where the parent’s responses indicate the child is. In each domain, the child could be in “On track,” in “Monitor,” or in “Refer.” The position on the colorful bar corresponds to a numerical score that the provider can see on the child’s ASQ detail page on the Sparkler dashboard or in the downloaded spreadsheet. Here’s what the follow-up categories mean:

**On Track:** If responses show that a child is “on track” or “on schedule,” this means the child is “typically developing” and requires no further assessment if the parent does not have any concerns. You can suggest parent tips or play activities from Sparkler to the family that are

responsive to any questions/concerns the parent has. Please note that a screener can show that the child is on schedule but parents can still write in concerns they have. Families write these concerns in the overall section of the screening. This is why it is important to review the screening results with families to ensure that there are no additional comments or concerns that the screening itself did not flag.

**Monitor:** If a parent or caregiver’s responses show that a child is in the “monitoring zone,” it means that the score is between 1 and 2 standard deviations below children’s mean performance in that developmental area. The child is not “below” the cutoff, but they are not on track either. It is important to talk with the parent to understand what they are observing, to make sure they understand how to answer the screening questions, and to understand any concerns they have about their child’s development. It is often useful to recommend some Sparkler activities to families that target the area(s) of concern. It can be useful to recommend re-screening in 6 weeks or 2 months to check in on the child’s development. Sometimes it is appropriate to work on any areas of concern at school or in your program. If the child has two or more scores of “Monitor” on the ASQ-3, a referral for additional services or evaluation might be appropriate. Discuss with family to determine what next steps would be appropriate.

**Refer:** A score in the “refer” category is “below” the cutoff (2+ standard deviations below children’s mean performance in that developmental domain), and it indicates that the child would benefit from further evaluation to understand their learning and development and to determine if they could benefit from additional support or services. The provider should discuss with the family which developmental areas showed concerns (e.g., communication, gross motor, fine motor, problem-solving, and/or personal-social). Before making a referral, it is important to talk with the parent and to consider if any factors, like sickness, cultural factors, or environmental factors, might have affected the results. There should also be an open discussion to understand what the family is observing at home and what the provider is observing.

# Step 3: Reach Out to the Parent/Caregiver

Once you've reviewed the ASQ results, it's time to reach out to the family to set up time to share the results with them. It's often best to communicate via multiple platforms so that you meet them where they are and in the way that works best for them.

Here are some options:

- Use Sparkler's two-way messaging system — you send a message to the family via Sparkler's dashboard and they receive it on their Sparkler app.
- Call the family on the phone and leave a message
- Text the family
- Email the family
- Meet with them in person, for example after pickup or drop-off

Here's more info on how to send Sparkler messages: In order to make sure families see messages from Sparkler — which are sent as push notifications and accessible if someone has access to WiFi — please ask parents to turn on notifications in device settings on their phone or tablet (not in Sparkler app settings). From the ASQ Dashboard (<https://app.playsparkler.com/dashboard/asqs>), click into a child's ASQ detail page. Beside their name, you'll see a blue chat icon. When you tap that, you'll go to their coaching page and can send a message to the parent. This will show up as a push notification on the parent/caregiver's smartphone or tablet.

You can also send a message from the Children tab of the dashboard (<https://app.playsparkler.com/dashboard/children>) by either selecting the parent's name in bulk messaging and then composing and sending a message or by clicking into the child's detail page and going to the coaching tab, where you can send a message. If you type a message in multiple languages, the parent will receive the message in the language they have enabled in their Sparkler app.

The screenshot shows the 'Bulk Message Sending' interface. At the top, it says 'Bulk Message Sending' with a close icon. Below that, it instructs the user to 'Choose the accounts you want to send this message to from the dropdowns below.' There are four dropdown menus: 'Select Groups', 'Select Cohorts', 'Select Accounts', and 'Select Age Ranges'. The interface is split into two language sections: English and Spanish. The English section has a text area with the message: 'Hello. This is Adrianna from Sparkler Learning. Thank you for completing the recent screening for [Child]. I'd love to set up a time that works well for you. Please call me or respond here to set up a time to talk.' The Spanish section has a text area with the message: 'Hola. Esta es Adrianna de Sparkler Learning. Gracias por completar la evaluación reciente de [Child]. Me encantaría programar un horario que funcione bien para usted. Por favor llámame o responde aquí para programar un horario para hablar.' Below the text areas are fields for 'Push Title' and 'Push Text' in both English and Spanish. The English 'Push Title' is 'Your Recent ASQ' and the Spanish 'Push Title' is 'Su ASQ reciente'. The English 'Push Text' is 'Hello. This is Adrianna from Sparkler Learning. Thank you for completing t' and the Spanish 'Push Text' is 'Hola. Esta es Adrianna de Sparkler Learning. Gracias por completar la eva'. There are also dropdown menus for 'Cards' and 'Tips'. At the bottom, there is a checkbox labeled 'Send regardless whether that content is turned on in Sparkler for the child' and two buttons: 'Send' and 'Cancel'.

# Step 4: Talk to the Family to Share Results

When you talk with the parent/caregiver about their child's ASQ results, you're sharing the results, helping the parent/caregiver to understand what the results mean, and making sure the parent/caregiver knows what to do next in order to support their child's learning and development. Here are some tips for these important conversations:

- Be timely!
- Be clear about confidentiality: Make sure they know the conversation is confidential & decisions about their child are theirs.
- Share the WHY: Use language like: "Screening helps YOU as the parent/caregiver to learn about your child's development and become more knowledgeable about developmental milestones in the early years. It can show if your child might need further assessment but does not diagnose."
- Listen: What are the parents' concerns or questions? Be open to parents' ideas and perspectives on their child's development.
- Highlight the positives: As you review the results, highlight the child's strengths.
- Be clear and precise: If there are areas of monitor/refer/concern, be clear with the family and explain what the score means and what the next steps are for the parent.
- Talk about the next steps of development: All parents are interested in what's coming next. Talk with them about what skills to expect next. Provide learning activities they can try at home. Let them know when they can next rescreen (Sparkler will provide next screening when it becomes available.)
- Collaborate & discuss: We are on a team with parents/caregivers, working together to help their children. Plan out next steps together.
- Offer guidance/support: If a child scores at refer or monitor and/or the parent has concerns, offer clear recommendations for next steps.

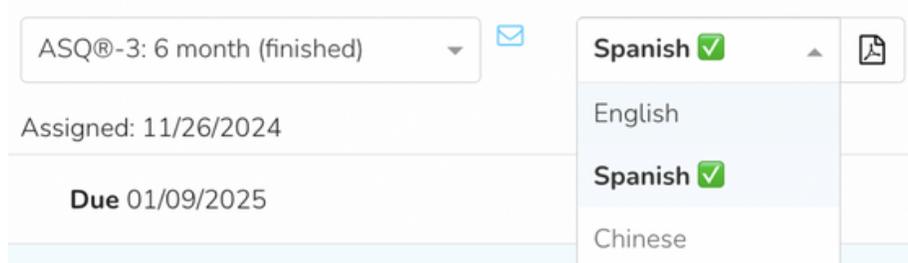
# Step 5: Send the ASQ Results to the Family & Complete Sparkler's Follow-Up Form

When parents/caregivers complete a screening using the Sparkler app, the ASQ results and scores are calculated immediately, but the family does not receive these results automatically; it is your responsibility, after talking with the family, to share the report and a summary of your recommendations with the family and to record your recommendations in Sparkler. This is a 3-step process.

**A. Share the ASQ Results Report:** To share the report, please visit the ASQ Dashboard (<https://app.playsparkler.com/dashboard/asqs>) and click on the child whose results you want to share. You will see a blue envelope. Press on it to send a secure link to the family at the email address where they signed up so that they can download the results for their records. When you press the blue envelope, you will see a popup message to confirm you want to send the results. Press "Send Results Email" to approve. The link in the email the family receives will expire (to ensure the security of the information), and you can always re-send in the future.



If you are meeting with the family in person, you can also download the PDF of the results from the dashboard and share a print-out with the family when you meet. The report will naturally download in the language in which the family completed the ASQ, but you can also download it in another language if you need to see the questions in another language. For example, the family might have completed the ASQ in Spanish, but you can view the report in English if you select English in the drop-down menu.



To do this, click on the child’s page from the ASQ dashboard (<https://app.playsparkler.com/dashboard/asq>) and then use the drop-down menu to select the language you wish to download. Press the PDF symbol (circled in red) to download.

## B. Share a Summary of Your Recommendations:

From the same location, you can send the parent a summary of your recommendations using the templates that Sparkler provides. You can select the appropriate template in the drop-down menu and then customize it to reflect the recommendations you provided to the family.

To do this:

1. Press “Send Follow-Up Parent Message.”
2. Select the correct template.
3. You can then change the language so that it reflects the recommendations you provided during your conversation with the parent/caregiver.

Your message will be sent both to the family’s email address that Sparkler has on file and to coaching within the app.

ASQ@-3: 6 month (finished) Spanish  **Send Follow-Up Parent Message**

Follow-up Parent Message

Please select the message you would like to send to the parent.

Select...

- 1 Monitor on ASQ
- 2+ Monitors or Refer (After Discussion)
- All on Track on ASQ
- Final Unable to Contact
- No Phone Number

Send

Follow-up Parent Message

Please select the message you would like to send to the parent.

1 Monitor on ASQ

Hi \_\_\_\_\_

Thank you for completing an Ages & Stages Questionnaire recently about [Child].

It seems you have some questions or concerns related to the following area(s) of development: \_\_\_\_\_. I am going to send you a couple of Sparkler activities, which you'll see under "connect," that you can try at home that will help you support [Child] in this area, and you can find more in Sparkler's play and parenting tips. We have also sent you the results; you should receive an email from Sparkler with a link to download the report.

If you have any questions about the results or how you can support your child's healthy early growth and development, please reach out to your school, family resource center, home visitor or other program — or to 211 Child Development. 211 is a part of the United Way of Connecticut that supports CT children's healthy growth and development by connecting families to programs, services, information, and more. You can call 211 Child Development at 1-800-955-7000. Care Coordinators are available Monday through Friday 8 AM to 6 PM. Learn more at <https://csl.211ct.org>

To find out more about resources available for free in Connecticut to support early development, please visit this web page: <https://playsparkler.org/ct-resources-following-screening>. Learning about your child's development and accessing support early can often make a big difference in children's growth and development.

Thank you for using Sparkler and for your commitment to helping your child thrive!

Sincerely,  
[YOUR NAME]  
[YOUR EMAIL ADDRESS]

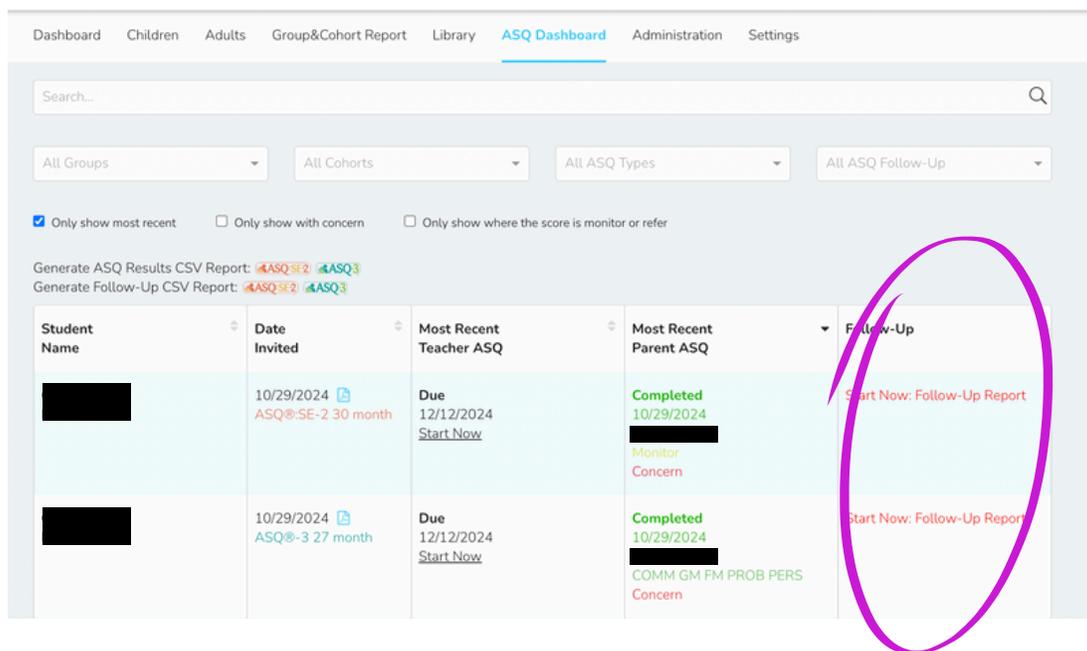
Connect with us online to learn more about Sparkler and Child Development.

Send

**C. Submit Your Follow-Up Report:** Sparkler’s follow-up form is where providers record their recommended follow-up steps after a family completes screening. Filling out this form helps providers to track and monitor a child’s progress over time and enables them to track and visualize recommendations across all the families you serve. It also lets supervisors see how many follow-ups have been completed and how long it took to complete them. If you do not fill out a follow-up form, Sparkler — and your supervisor(s) — will think you have not followed up with the family and will continue to send you weekly reminders to follow up.

A follow-up form becomes available once the family has completed the ASQ on Sparkler. Here’s how providers can use it:

**Access the Form:** From the ASQ Dashboard (<https://app.playsparkler.com/dashboard/asqs>), locate the child/family requiring updates under the “Follow-up” column. Click on “Start Now: Follow-up Report.” This text will appear in red once it is available to fill out. When you press the text, the report will appear in a popup for you to fill out.



**Provide Input Based on Screening Results:** Answer the relevant questions. You’ll want to share when you talked with the family to share results and other recommendations you shared with them during your discussion. You do not need to answer all of the questions; if there are some that are not relevant to a particular child, please leave them blank. You can edit your responses later if needed.

#### Important tips:

- Please include the date when you talked with the family. The date you input here is used by Sparkler to calculate how long it took you to respond to the family after the family completed the ASQ.
- If you recommend re-screening, please record the date when the re-screening should take place. This will enable Sparkler to start the re-screening process on that date in the future. You and the family will receive a notification that it is time and the family will be offered the appropriate questionnaire.

## Here are the CT Follow-Up Form Questions:

- When did you talk to the parent/caregiver to share the results? (Enter the date you discussed the results.)
- Check the box if the ASQ results show everything is on track, with no questions or concerns. (If selected, you do not need to complete the rest of the form. Just remember to press “Save.”)
- Indicate the way or ways you reached out to the family to share screening results (phone call, in person, Sparkler messaging, email, texting, or other).
- Check the box if you were unable to contact the family, with an optional comment field.
- Use the text box to specify which Sparkler activities or parent tips you shared with the family, including the domain areas addressed.
- Check the box if you provided other materials in response to the family's questions or concerns.
- Indicate whether the family should re-screen the child. Include a recommended rescreen date to launch the rescreening process on the correct date.
- Recommend if the family should share the results with the child’s pediatrician.
- Recommend whether the family should share the results with the child’s school or teacher.
- Indicate whether you discussed any of the following supports and services to the family:
  - Birth to Three
  - Preschool Special Education (PSSE)
  - Mid-Level Developmental Assessment (MLDA)
  - Mental Health Evaluation
  - Home Visiting
  - Family Support
  - Advocacy
  - Children & Youth with Special Health Care Needs (CYSHCN)
  - Hearing Screening
  - Vision Screening
  - Other
- Indicate whether the family declined some or all of the services you recommended.
- Indicate which of the support services the family does plan to pursue.
- Share details if the child is already being evaluated, receiving services, or about to start services. Include any relevant follow-up steps or contact information related to referral recommendations.
- Share any other comments or notes about recommended follow-up actions.

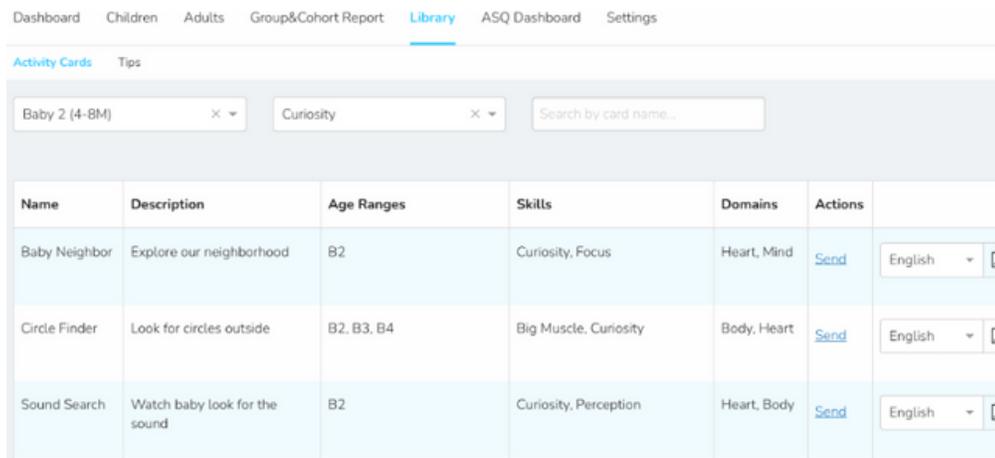
**Once you have completed the form, please save your answers.** You can always click in to see or edit your responses in the future if there are changes or if you want to review your past recommendations for the family.

# Step 6: Suggest Activities from Sparkler's Library

If a family has a concern about their child's development, it can be helpful to give them specific activities or tips they can use to address the questions or concerns they have.

Sparkler's Library has thousands of activities and parent tip units that can help parents and caregivers to engage with their children in simple, fun ways that promote early learning and development.

As a provider, you can use Sparkler's Library to identify activities that families can do together after screening (or anytime!) to promote development; you can also suggest tips that will address families' questions or concerns. Here's how:



1. Visit Sparkler's Library ([app.playsparkler.com/dashboard/library/cards](http://app.playsparkler.com/dashboard/library/cards)).

2. Use the drop-down menu to select the age (if you think a younger or older age is appropriate for the child, you can pick a different age):

- Trimester 1, Trimester 2, Trimester 3: Activities for expecting parents
- Baby 1: 0-4 months, Baby 2: 4-8 months, Baby 3: 8-12 months, Baby 4: 12-18 months
- Toddler 1: 18-24 months, Toddler 2: 24-30 months, Toddler 3: 30-36 months
- Little 3: 3 years old, Little 4: 4 years old, Little 5: 5 years old
- Playmakers: anyone 6+

3. In the second drop-down menu, select the skill you want to focus on. There are 24 Sparkler skills, which are aligned to the four domains in Sparkler (heart, words, mind, and body) and the skills measured by the Ages & Stages Questionnaires.

4. You can also search by word if you know the name of the activity you're looking for and are able to search by that word.

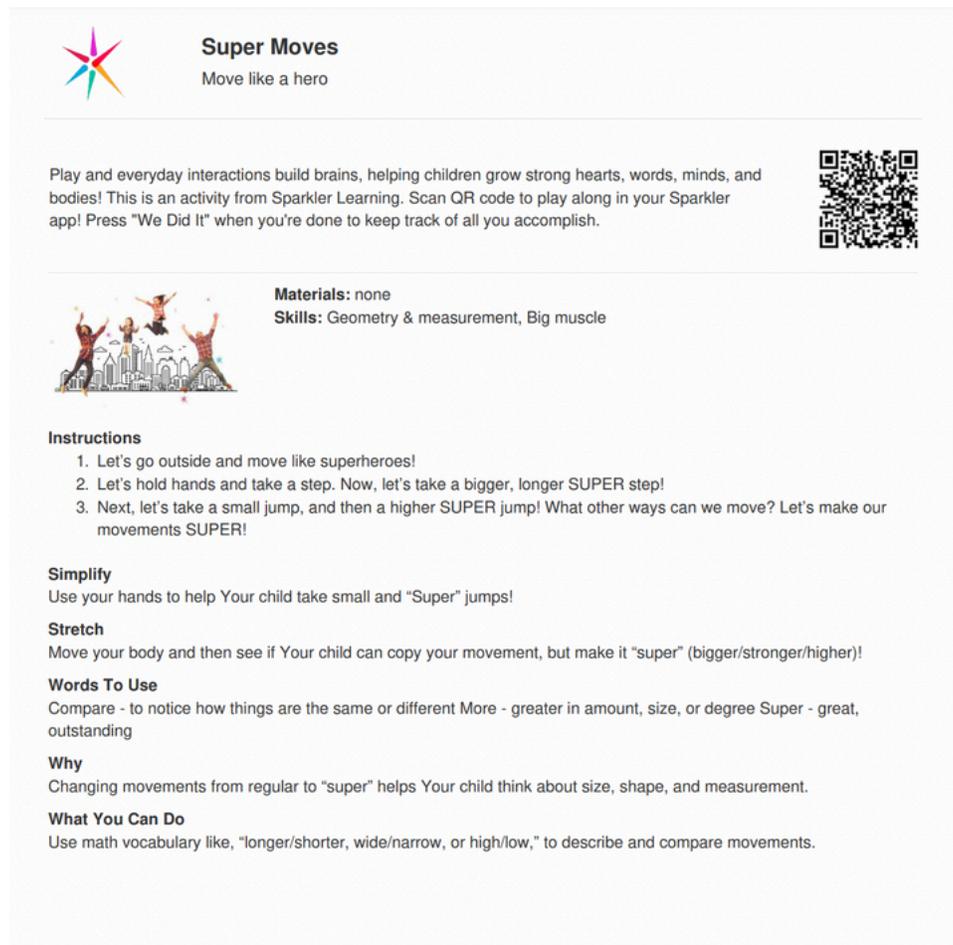
5. To search tips for adults, click on the tab called "Tips" (<https://app.playsparkler.com/dashboard/librariy/tips>) and search for content that will help the family. Tips are the parent-directed units that help parents/caregivers learn about topics in child development and parenting.

6. Select activities that you think will address the family's questions or concerns. You can download the PDF version to review the activity. The PDFs are available in multiple languages and include a QR code that families can scan to open the activity in the app.

7. You can press "send" or print and share the PDF to share a suggested activity with a family. It will automatically arrive to the family in the language they have enabled in the Sparkler app.

8. When you press "send," the family will receive a notification on their smartphone or tablet. They can click in to access the activity in their Sparkler app.

9. Families can respond to the message to ask questions or request additional activities. You will see this message on the Children tab (<https://app.playsparkler.com/dashboard/children>) of the Dashboard.



**Super Moves**  
Move like a hero

Play and everyday interactions build brains, helping children grow strong hearts, words, minds, and bodies! This is an activity from Sparkler Learning. Scan QR code to play along in your Sparkler app! Press "We Did It" when you're done to keep track of all you accomplish.

**Materials:** none  
**Skills:** Geometry & measurement, Big muscle

**Instructions**

1. Let's go outside and move like superheroes!
2. Let's hold hands and take a step. Now, let's take a bigger, longer SUPER step!
3. Next, let's take a small jump, and then a higher SUPER jump! What other ways can we move? Let's make our movements SUPER!

**Simplify**  
Use your hands to help Your child take small and "Super" jumps!

**Stretch**  
Move your body and then see if Your child can copy your movement, but make it "super" (bigger/stronger/higher)!

**Words To Use**  
Compare - to notice how things are the same or different More - greater in amount, size, or degree Super - great, outstanding

**Why**  
Changing movements from regular to "super" helps Your child think about size, shape, and measurement.

**What You Can Do**  
Use math vocabulary like, "longer/shorter, wide/narrow, or high/low," to describe and compare movements.