**How to add ASQ or eDECA with or without a referral**

1. Select child
2. Click “Health”
3. Click “Events” tab
4. Click “Add Event” and select ASQ or DECA
5. Enter the Event Date
6. Enter the Status Tab
7. Enter Description: type which ASQ was completed (Ex. 12 month ASQ, DECA 1)
8. Enter Agency Worker (Home Visitor)
9. In the “Event Notes” box, timestamp and add any notes
10. For a Re-screen or Referral
	1. Add Action
	2. Action Type - Follow-up (Re-screen) or Referral
	3. Scheduled Date
11. When completed click “Save”
12. Once re-screen is complete
	1. Edit the Action from above
	2. Document the re-screen date under Action Date
	3. Under Status change to Pass if a pass

\*If another re-screen is necessary, you will Add Action again

**\*Note for DECA rescreens and referrals:**

* **No areas of concern** re-screen annually
* **One area of concern** re-screen in 3-6 months
* **2-3 areas of concern** re-screen in 6-8 weeks
* Contact the Mental Health Manager if concerns remain and/or are serious in nature