

0-5 Child Find Screening Data Collection Agency User Guide

As a Screening Agency (i.e. any entity which conducts developmental screenings of children from birth and *through* the age of four), you are responsible for completing and reporting 0-5 Child Find Screening Data Collection forms to your region's Child & Family Connections (CFC) Manager or Local Interagency Council (LIC) Coordinator. Depending on the preference of your local CFC or LIC, you may report these forms in one of two ways:

1. Fill out the [0-5 Child Find Screening Data Collection Form](https://www.childfind-idea-il.us/Documents/ScreeningFormDirections.docx) for each Zip Code in which your Agency conducted screenings, and send them to your region's CFC monthly. Directions for completing these forms may be found at <https://www.childfind-idea-il.us/Documents/ScreeningFormDirections.docx>.

-OR-

2. Use the online 0-5 Child Find Screening Data Collection portal, which can be found at <https://www.childfind-idea-il.us/Screening.aspx>

If you are interested in setting up an online account for the 0-5 Child Find Screening Data Collection portal, please contact your region's CFC to get started, and refer to the following documentation once you have been granted access to the application.

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CALENDAR VIEW

Upon login to the 0-5 Child Find Screening Data Collection portal, you will be presented with the Calendar View. The Calendar View is where you may submit reports to your CFC and track the forms you have reported throughout each quarter of the Fiscal Year (FY).

The screenshot shows the top navigation bar with links: Public Awareness Materials, What's New?, Resources, Screening Data, About the Child Find Project, and Contact Us. Below this is a welcome message "Welcome, Agency User!" and links for Forms, Profiles, Reports, and Logout. The main heading is "0-5 CHILD FIND SCREENING DATA COLLECTION". On the left is a "New Blank Form" button with a plus icon. On the right is a "Quarter" dropdown menu set to "FY2027 Q1". The main table displays screening data for two agencies across three months: Jul '26, Aug '26, and Sep '26.

Agency Profile	ZIP Code	Jul '26	Aug '26	Sep '26
Our Screening Agency	66130	✓	⚠	+
Our Screening Agency	66136	✓	✗	+

In the Calendar View grid pictured above, **+** (Plus icon) indicates that a form has yet to be submitted for the Agency, ZIP Code, and Month with which it aligns. Likewise, **⚠** (Warning icon) indicates that a form has been submitted but contains data that may require further attention; while **✗** (Error icon) indicates that the form is not properly completed. When a form is completed fully and correctly, **✓** (Error-free icon) will be displayed.

To access these forms, click whichever of these icons aligns with the Agency, ZIP Code, and Month you wish to Add, View, or Edit in the Calendar View; and refer to **COMPLETING 0-5 CHILD FIND SCREENING DATA COLLECTION FORMS** (pages 3-8) for further instruction.

To create a New Blank Form, click the **+** New Blank Form button at the top left of the Calendar View grid; and refer to **COMPLETING 0-5 CHILD FIND SCREENING DATA COLLECTION FORMS** (pages 3-8) for further instruction.

To change the quarter you are currently viewing, click the Quarter dropdown menu at the top right of the Calendar View grid and select the Fiscal Year (FY) and Quarter (Q) you want to view.

Please note that when viewing prior Quarters on the Calendar View, you may also see a small *Lock* icon beside any of the previously mentioned icons. This means that you may no longer modify the form, as data for that particular timeframe has already been aggregated by the Child Find Public Awareness Project and subsequently reported to the State of Illinois.

COMPLETING 0-5 CHILD FIND SCREENING DATA COLLECTION FORMS

To create a New Form:

- Click  [New Blank Form](#) at the top left of the Calendar View grid
 - o OR if forms have been submitted for your Agency in the past...
- Click the  (*Plus* icon) for the Agency Profile, Month, and ZIP Code in the Calendar View grid which aligns with the form you are submitting

You will then be presented with the following form, which is pre-filled and error-free in the example seen below:

**0-5 CHILD FIND
SCREENING DATA COLLECTION FORM**
Please refer to the [Directions](#) when completing this form.

SECTION I: IDENTIFYING INFORMATION

Current Date:	09/21/2026	Month / Year of Screenings:	July	2026	CFC Submitting Form:	26
Agency Profile:	Our Screening Agency				Zip Code of Locations of Screenings:	66130
Name of Screening Agency:	Our Screening Agency					
Type of Program/Entity:	LEA					
Screening Tool(s) Used:	ASQ-3					
Contact Person's Name:	Agency User					
Phone Number:	(999) 555-1212					
Email Address:	agencyuser@ourscreeningagency.com					

If the screening was part of a shared screening event, please check the following box: ☐

SECTION II: SCREENING INFORMATION

Report Totals

Total Children Screened	Age 0-11 months	Age 12-23 months	Age 24-35 months	Age 36-47 months	Age 48-60 months	Age 61+ months	Not Referred	Total Referred
14	0	0	1	9	4	0	0	14

Screenings of Children involved with DCFS

# of Children in Intact Family Services Screened	# of Children of Teen Wards Screened	# of Children in Foster Care Screened
0	0	0

SECTION III: SCREENING RESULTS - REFERRAL COUNTS

Report Totals for Children Ages 0 - 35 Months

# Referred to EI	# Referred to LEA (ECSE)	# Referred to EHS	# Referred to PI (center-based)	# Referred to Child Care Program	# Referred to HV	# Referred to Other Services	# Referred to Multiple Services	# Referred for Rescreening
0	0	0	0	1	0	0	0	0

Report Totals for Children Ages 36 - 60+ Months

# Referred to LEA (ECSE)	# Referred to PFA	# Referred to HS	# Referred to Child Care Program	# Referred to HV	# Referred to Other Services	# Referred to Multiple Services	# Referred for Rescreening
1	12	0	0	0	0	0	0

The following are abbreviations used in Section III: EI = Early Intervention; EHS = Early Head Start; PI = Prevention Initiative; HV = Home Visiting; PFA = Preschool for All; and HS = Head Start

Save

Cancel

[Add Notes](#)

SECTION I: IDENTIFYING INFORMATION

Current Date

Select the date from the calendar picker (which appears when this box is clicked) that the form was completed. For convenience, this is pre-filled with today's date.

Month / Year of Screenings

Select the Month and Year from their respective dropdown lists. If adding a  [New Blank Form](#), this will pre-fill with the prior month. Choosing a  from the Calendar View will pre-fill with the month chosen.

CFC Submitting Form

This is pre-filled with your region's CFC number, and may not be changed.

Agency Profile

Your CFC may have assigned you with one or more Agency Profiles to manage. If you wish to switch between them, you may select the desired Agency Profile from this dropdown list.

If any of the Agency Profile information seen in the remainder of *Section I: IDENTIFYING INFORMATION* needs to be changed, you will need to coordinate with your CFC to create new or additional Agency Profiles for your use.

ZIP Code of Locations of Screenings

Enter the ZIP Code of the location wherein the screenings being reported occurred.

Please note, choosing a  from the Calendar View will pre-fill the ZIP Code that was chosen. However, if screenings have occurred at a new location at which the ZIP Code had not been previously reported by this Agency Profile, you may change the ZIP Code. Once the form is saved, an additional row with the relevant Agency Profile and ZIP Code will appear in your Calendar View.

SECTION II: SCREENING INFORMATION

This information allows the tracking of the number of children screened and their age at the time of screening. Please note that the data for Section II refers to the total number of children screened (and is not separated out by zip codes as in Section I above).

Total Children Screened

Total number of children screened during event of cumulative monthly report.

Age 0-61+ Months

In the appropriate box, indicate the number of children by age who were screened.

Not Referred

Children who were screened but no referral was needed.

Total Referred

Children who were screened and a referral was needed.

The “Total Children Screened” count in Section II of the Form should equal the number of children referred *plus* the number of children not referred.

For purposes of the Form, a **Referral** occurs when a provider completes a screening and provides information on how to connect families to a service provider that can meet the child and family’s needs as indicated on the screening. Guidance on *referring families* may be found at the websites for (i) ExceleRate Illinois (including, the following

link: <http://www.excelebrateillinoisproviders.com/docman/resources/91-three-steps-to-screening/file>)

and (ii) U.S. Department of Health and Family Services—Office of Administration for Children and Families for *Birth to 5: Watch Me Thrive!* (including, the following

link: https://www.acf.hhs.gov/sites/default/files/ece/ece_providers_guide_march2014.pdf

For purposes of data related to the screenings of children involved with DCFS (which is collected in the second table in Section II), please note the following:

of Children in Intact Family Services Screened – refers to the number of children screened who are involved with DCFS but are not in DCFS protective custody and are residing with their families as part of DCFS’s Intact Families program.

of Children of Teen Wards Screened – refers to the number of children screened whose parents are wards of DCFS.

of Children in Foster Care Screened – refers to the number of children screened who are in DCFS care and residing with a foster family.

SECTION III: SCREENING RESULTS – REFERRAL COUNTS

The information submitted here allows the tracking of referrals made for children ages 0-35 months and 36-50 months.

Indicate the number of children referred for further evaluation in the appropriate referral count box identified. If a referral type is not listed, please indicate the name of the agency(ies) receiving referral(s) and the number of children involved. Please note that the numbers used in Section III will overlap and will not always match-up to the number used in the category of “Total Referred” in Section II above.

Referred to Other Services – Indicate the number of children referred to community-based programs/agencies (i.e., speech, hearing, vision).

Referred for Rescreening – Indicate the number of children who did not score a concern on the screening, but are determined to benefit from a repeat screening at a later date (due to parent report of functioning variance, unable to screen, other concerns screener may have, etc.).

Referred to Multiple Services – If more than one of the other categories in this Section III has been checked, then also check “Referred for Multiple Services”. *Please note that some children may be referred to multiple services and we want to know how many children present like that.*

Errors & Warnings

Once the form is completed, click the “Save” button. An instant error-check will occur, allowing you to review the form if any issues are found.

This form contains errors or warnings.

[Return & Review](#)

[Save Anyway](#)

If you are presented with this dialog box, you may choose to “Save Anyway” or “Return & Review” the errors or warnings that were found in the error-checking process.

Upon clicking “Return & Review”, or when returning to the form after clicking “Save Anyway”, you will see a new section at the top of the form. See the example below:

This form contains the following errors or warnings:

- ✖ Zip Code is blank.
- ✖ Total Children Screened does not equal sum of totals for specified age ranges in Section II.
- ⚠ Sum of Referral Counts (minus Multiple) in Section III does not equal Total Referred in Section II.

⚠ (Warning icon) indicates that a form has been submitted but contains data that may require further attention. Please refer to the following message and ensure that the data on this form is accurate.

✖ (Error icon) indicates that the form is not properly completed. You should refer to the following message and correct any errors in the data on this form.

If the form is free of errors or warnings, you should be returned directly to the Calendar View, where it will appear with a ✅ (Error-free) icon in the grid, as in the example below:

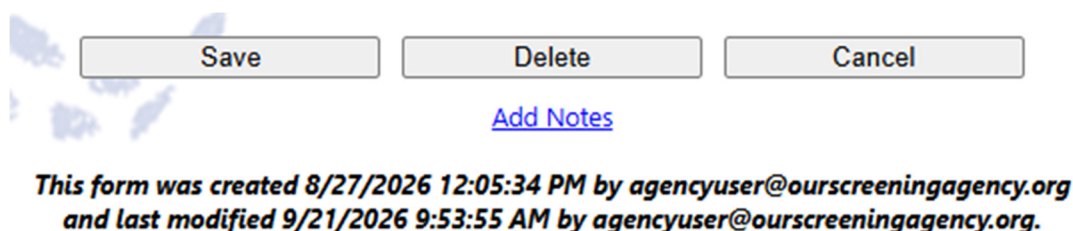
0-5 CHILD FIND SCREENING DATA COLLECTION				
New Blank Form		Quarter FY2027 Q1		
Agency Profile	ZIP Code	Jul '26	Aug '26	Sep '26
Our Screening Agency	66130	✅	✅	+

Please note that only one form may be submitted per Agency Profile per Month/ZIP Code combination. If multiple screening events were conducted by the Agency Profile per Month/ZIP Code combination, please combine the data into one form. If you wish, you may click the Add Notes link at the below the Save / Cancel buttons to provide documentation for your own reference or for your CFC’s reference. Information added to the Notes field is not reported to the State of Illinois, but will be accessible by your region’s CFC.

Viewing / Editing a Previously-Entered 0-5 Child Find Screening Data Collection Form

You may choose to return to a previously-entered form by clicking its corresponding  /  /  icon in the Calendar View grid. Clicking the icon will load the previously-entered form, where you may make any necessary changes until the form is locked and reported to the State of Illinois.

When returning to an unlocked previously-entered form, you have the ability to make changes and Save, Delete the form entirely, or Cancel to return to the Calendar View grid. You will also see a short audit record, containing the date and time that the form was entered, as well as the Login Name of the form's creator. If the form has been modified since its creation, the most recent modification's date and time will appear, along with the Login Name of the form's modifier.



A screenshot of the form interface showing three buttons: 'Save', 'Delete', and 'Cancel'. Below these buttons is a blue link labeled 'Add Notes'. At the bottom, a message states: 'This form was created 8/27/2026 12:05:34 PM by agencyuser@ourscreeningagency.org and last modified 9/21/2026 9:53:55 AM by agencyuser@ourscreeningagency.org.'

Locked Forms

Please note that forms are locked following the schedule below:

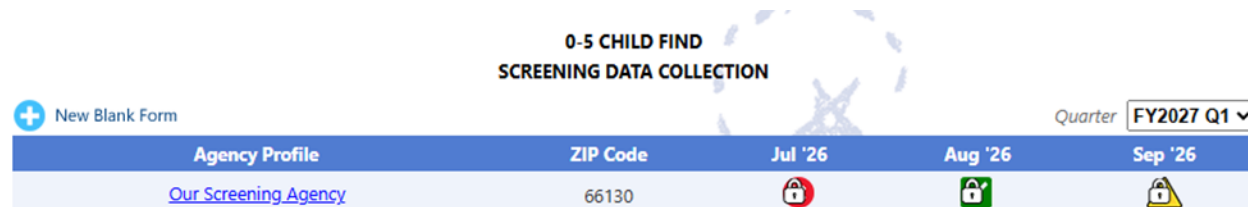
Q1 (July 1 – September 30) – locked on December 1

Q2 (October 1 – December 31) – locked on March 1

Q3 (January 1 – March 30) – locked on June 1

Q4 (April 1 – June 30) – locked on September 1

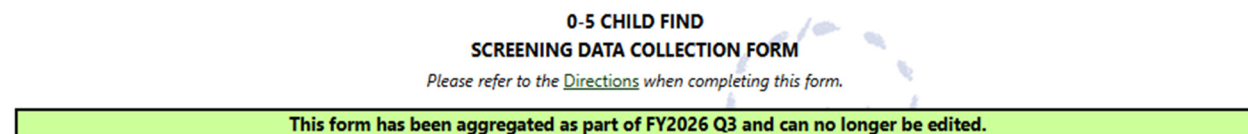
This schedule allows a roughly 60-day period to make any additions or corrections necessary following the end of each quarter; after which, the quarter will be locked and reported to the State of Illinois. Locked forms may be viewed, but not edited, by clicking on the corresponding icons as seen in the example below:



A screenshot of the '0-5 CHILD FIND SCREENING DATA COLLECTION' form. It features a header with a 'New Blank Form' button and a 'Quarter' dropdown set to 'FY2027 Q1'. Below is a table with columns for 'Agency Profile', 'ZIP Code', and three quarters: 'Jul '26', 'Aug '26', and 'Sep '26'. The 'Agency Profile' is 'Our Screening Agency' and the 'ZIP Code' is '66130'. The 'Jul '26' column contains a red lock icon, 'Aug '26' contains a green lock icon, and 'Sep '26' contains a yellow warning triangle icon.

Agency Profile	ZIP Code	Jul '26	Aug '26	Sep '26
Our Screening Agency	66130			

When returning to a locked form, you will be presented with a message similar to the one in the example below:

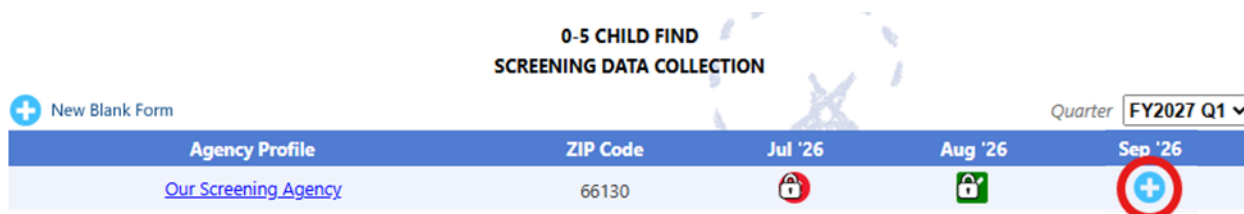


A screenshot of a message box for a locked form. The title is '0-5 CHILD FIND SCREENING DATA COLLECTION FORM'. Below the title, it says 'Please refer to the [Directions](#) when completing this form.' A green banner at the bottom states: 'This form has been aggregated as part of FY2026 Q3 and can no longer be edited.'

You will also notice that none of the data can be edited, and that you are now only presented with a *Return* button below the form, which will return you to the Calendar View.

Reporting Late Forms

Even after a Quarter's reported forms have been locked, if a Screening Data Collection Form was not reported by its corresponded Lock date, you may still report the form during future quarters. You may use the Quarter dropdown list at the top right of the Calendar View grid to return to the prior quarter, and click the corresponding  (Plus icon) as seen in the example below:



The screenshot shows the '0-5 CHILD FIND SCREENING DATA COLLECTION' interface. At the top, there is a 'New Blank Form' button with a plus icon. Below it is a table with columns: 'Agency Profile', 'ZIP Code', 'Jul '26', 'Aug '26', and 'Sep '26'. The 'Agency Profile' column contains a link 'Our Screening Agency'. The 'ZIP Code' column contains '66130'. The 'Jul '26' column has a red lock icon. The 'Aug '26' column has a green lock icon. The 'Sep '26' column has a blue plus icon circled in red. To the right of the table is a 'Quarter' dropdown menu set to 'FY2027 Q1'.

Agency Profile	ZIP Code	Jul '26	Aug '26	Sep '26
Our Screening Agency	66130			

Late-received forms will be reported to your region's CFC and the State of Illinois with the currently-collected Quarter's data. As such, please report them – even if late – so that they may be included in your region's End-of-Year data.

OTHER VIEWS

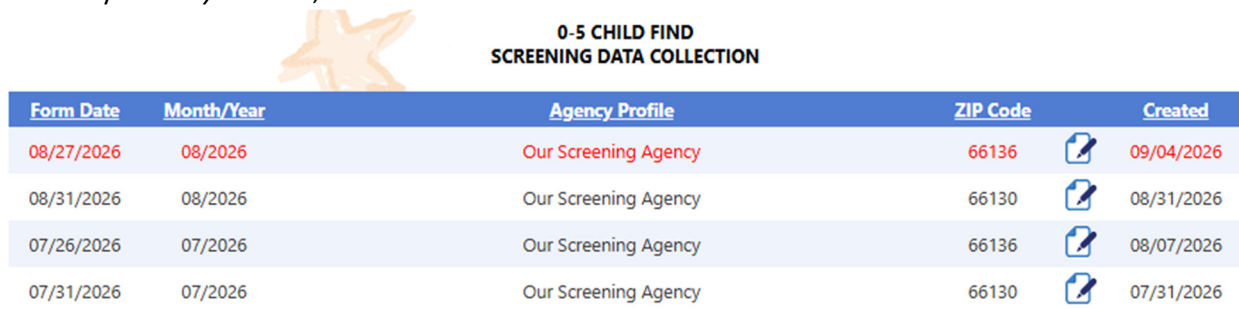
To switch between Views, click [Forms](#), [Profiles](#), or [Reports](#) directly below the Child Find website's navigation bar and to the right-hand side, circled in the illustration below:



The screenshot shows the 'Look What I Can Do' website navigation bar. The header includes the logo and the text 'Early Intervention For Young Children With Developmental Delays'. Below the header is a navigation bar with links: 'Public Awareness Materials', 'What's New?', 'Resources', 'Screening Data', 'About the Child Find Project', and 'Contact Us'. Below the navigation bar is a 'Welcome, Agency User!' message. To the right of the welcome message are links: 'Forms', 'Profiles', 'Reports', and 'Logout'. The 'Forms', 'Profiles', and 'Reports' links are circled in red. Below the navigation bar is a section titled '0-5 CHILD FIND SCREENING DATA COLLECTION'.

Forms View

To access the Forms view, click [Forms](#). This will present you with an additional grid of your saved forms, sorted by *recently created*, as illustrated here:



The screenshot shows the '0-5 CHILD FIND SCREENING DATA COLLECTION' Forms View. It displays a table of saved forms, sorted by 'recently created'. The table has columns: 'Form Date', 'Month/Year', 'Agency Profile', 'ZIP Code', and 'Created'. The 'Form Date' and 'Month/Year' columns are highlighted in red. The 'Agency Profile' column contains the text 'Our Screening Agency'. The 'ZIP Code' column contains '66136' for the first row and '66130' for the others. The 'Created' column contains dates: '09/04/2026', '08/31/2026', '08/07/2026', and '07/31/2026'. Each row has a blue plus icon next to the 'ZIP Code'.

Form Date	Month/Year	Agency Profile	ZIP Code	Created
08/27/2026	08/2026	Our Screening Agency	66136	09/04/2026
08/31/2026	08/2026	Our Screening Agency	66130	08/31/2026
07/26/2026	07/2026	Our Screening Agency	66136	08/07/2026
07/31/2026	07/2026	Our Screening Agency	66130	07/31/2026

Forms that contain errors will appear with red text – like the August form for ZIP Code 66136 in the previous examples; while error-free forms will appear with black text.

To modify a form, click the  (*Edit* icon) that aligns with the form you wish to edit, and you will be taken to the form for review.

By default, only the ten most recently-entered forms are shown. To navigate further through your form history, use the Page Selection bar at the bottom of the Forms grid, as seen below:



Profiles View

The Profiles view may be accessed by clicking the [Profiles](#) link at the top right of any page. This will present to you an alphabetical list of all Agency Profiles that have been entered into the system by your CFC, as seen below (with examples of more descriptive Agency Profile names):



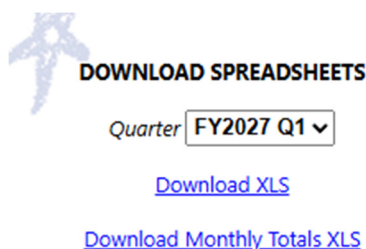
Agency Profile	Contact Name	Phone	Email
Our Screening Agency (Barb ASQ-3)	 Barb Dwyer	(999) 555-5678	barb@ourscreeningagency.org
Our Screening Agency (Jane DIAL-4)	 Jane Doe	(999) 555-1212	jane@ourscreeningagency.org
Our Screening Agency (Paige ASQ-3)	 Paige Turner	(999) 555-4321	paige@ourscreeningagency.org

Clicking an  (*Edit* icon) will allow you to see all of the details for each Agency Profile your CFC has assigned to your account login. Again, if you need to make a change to any of these Agency Profiles, or need additional Agency Profiles created, please coordinate with your CFC, as they cannot be modified by an Agency User.

Reports View

The Reports view may be accessed by clicking the [Reports](#) link at the top right of any page. From here, you can view and print paper copies of the 0-5 Child Find Screening Data Collection Form as well as Directions for completing them. You may also view historical Aggregate Reports of Developmental Screening Data that has been reported to the State of Illinois.

Optionally, you may also:



[Download XLS](#) - This option provides you with an Excel spreadsheet containing the forms and the data within that have been collected for the specified quarter.

[Download Monthly Totals XLS](#) - This option provides you with an Excel spreadsheet containing aggregate data, by month, of all forms entered by your Reporting Agency within the specified quarter.