

0-5 Child Find Screening Data Collection

CFC User Guide

As a Child & Family Connections (CFC) Manager or Local Interagency Council (LIC) Coordinator, you are responsible for collecting and reporting 0-5 Child Find Screening Data Collection forms – which you receive from Reporting Agencies (i.e. any entity within your region which conducts developmental screenings of children from birth and *through* the age of four) – to the Child Find Public Awareness Project. These forms can be reported in a number of ways:

1. Scan and email the completed forms to childfind@roe20.org
2. Fax the completed forms to (618) 252-8472
3. 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 us at childfind@roe20.org 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 track the forms received from your Reporting Agencies and track their reporting progress throughout each quarter of the Fiscal Year (FY).

Agency Profile	ZIP Code	Jul '26	Aug '26	Sep '26
Haddonfield ESD 187	66130	✓	+	+
Jones County Head Start	66130	⚠	+	+
Jones County Head Start	66136	✓	+	+
Karen's Learning Center	66130	✓	✗	+

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 7-11) 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 7-11) for further instruction.

To manage any of the Agency Profiles listed, click on its underlined hyperlink in the leftmost column in the Calendar View; and refer to **MODIFYING AN EXISTING AGENCY PROFILE** (pages 5-6) 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

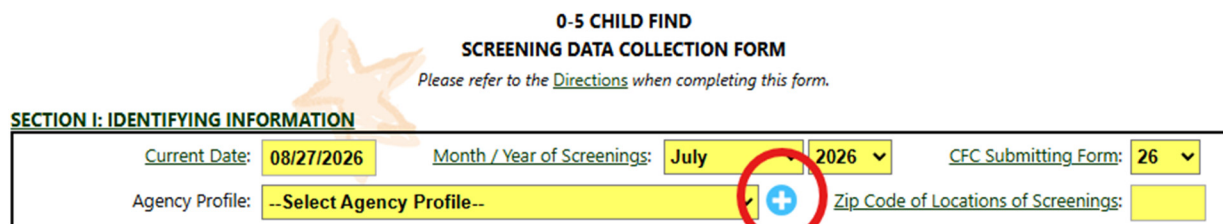
data for that particular timeframe has already been aggregated by the Child Find Public Awareness Project and subsequently reported to the State of Illinois.

ADDING A NEW AGENCY PROFILE

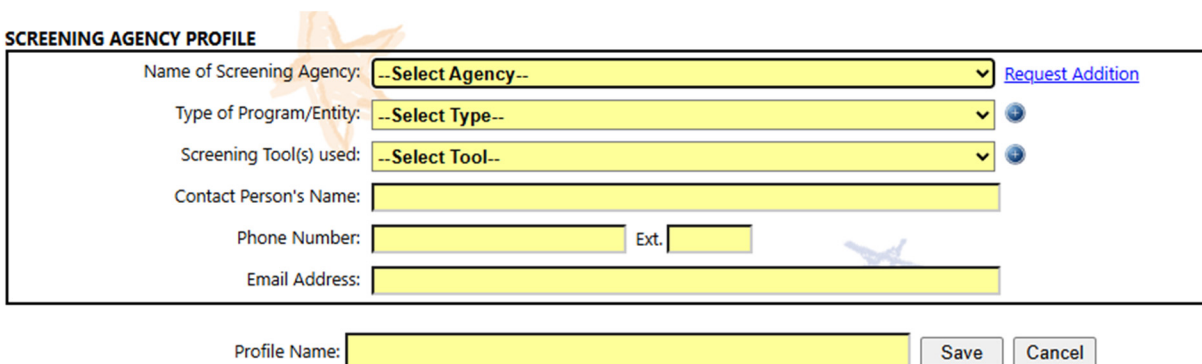
There are many reasons that you may wish to add a new Agency Profile. Among those:

- The contact person (or their contact information) at an existing Reporting Agency has changed
- An existing Reporting Agency has recently begun utilizing a new Developmental Screening Tool
- An existing Reporting Agency has been granted a new or additional source of funding, thereby changing the Type of their Program, **or**
- You are receiving forms from a brand-new entity that previously did not exist or report their data to your CFC

The simplest way to add a New Agency Profile is to, from the Calendar View, click the  New Blank Form button at the top left of the Calendar View grid. Then, when the New Blank Form appears, click the  (Plus icon) to the right of the Agency Profile dropdown menu, shown below.



This will take you to the Screening Agency Profile addition page.



Name of Screening Agency

Select from the dropdown list the Screening Agency that operates the program for which you need to submit reporting. Keep in mind, the Screening Agency you select should be Agency that *operates* the screening program, and not necessarily the location at which the screening occurs.

Screening Agencies that appear in this list must be verified by the Child Find Public Awareness Project. If you believe that an Agency is missing from this dropdown list, click the Request Addition link to its right. This will allow you to submit an Agency Name, as well as any comments you may have about its potential addition, for review by the Child Find Public Awareness project. You will receive confirmation by email once the review is complete.

Type of Program/Entity

Choose the Program/Entity Type(s) that best describes the source of the funding for the developmental screenings which occur. You may add more than one by selecting the  icon to the right of the dropdown list.

Screening Tool(s) used

Select the Developmental Screening Tool(s) that is being used to conduct the developmental screenings.

More than one may be attached to the Agency Profile by selecting the  icon to the right of the dropdown list.

Contact Person's Name, Phone Number, Ext., Email Address

Enter the Screening Agency Contact's pertinent information in these fields.

Profile Name

The Screening Agency Profile Name can be anything you want it to be. It is not reported to the State of Illinois. This is a name for *you* to utilize to best identify the Agency/Contact/Program that will be subject to reporting.

For example, if you...

- ...have two reporting contacts (Hannah and Jane) at one particular agency, you could create two Agency Profiles and name them "JCHS (Hannah)" and "JCHS (Jane)"
- ...have screenings reported by ages 0-3 and 3-5 with differing screening tools at one particular Screening Agency, you could name the Agency Profiles "JCHS (ASQ-3)" and "JCHS (DIAL-4)"
- ...have multiple sources of funding at one Screening Agency, you could have multiple separate Agency Profiles named for each of the Types of Programs being offered

Please note that Agency Profiles cannot be modified, other than their Profile Names, once they have been created. If changes need to be made to any of the other Agency Profile information, the Agency Profile will need to be Marked Inactive and a new one will need to be created. This is intentional, and is intended to preserve historical information.

After clicking the Save button to the right of the Profile Name input box, the Agency Profile will appear in the Agency Profile dropdown list when Adding New Forms.

MODIFYING AN EXISTING AGENCY PROFILE

To modify an existing Agency Profile, click on the name of the aligned Agency Profile in the Calendar View. Alternatively, the Screening Agency Profile form can be accessed from the Profiles view, as explained in the **OTHER VIEWS** portion of this guide.

Remember that Agency Profiles cannot be modified – only Marked Inactive – other than their Profile Names, once they have been created. If changes need to be made to any of the other Agency Profile information, the Agency Profile will need to be Marked Inactive and a new one will need to be created.

Modifying an Existing Agency Profile will allow you to:

1. Modify the Agency Profile's name
2. Mark the Agency Profile as Inactive
and...
3. Invite the Agency Profile's Contact Person to submit their own 0-5 Child Find Screening Data Collection forms through the 0-5 Child Find Screening Data Collection portal.

SCREENING AGENCY PROFILE

The screenshot shows the 'SCREENING AGENCY PROFILE' form. A red circle labeled '1.' highlights the 'Profile Name' field, which contains 'Haddonfield ESD 187' and is highlighted in yellow. To the right of this field is a 'Save Profile Name' button. Below this, the form lists other details: 'Name of Screening Agency: Haddonfield ESD 187', 'Type(s) of Program/Entity: LEA | School District or Local Education Agency', 'Screening Tool(s) used: ASQ-3 | Ages & Stages Questionnaires (Third Edition)', 'Contact Person's Name: Jane Doe', 'Phone Number: (999) 555-1212', and 'Email Address: jdoe@haddonfield187.org'. A red circle labeled '3.' highlights a blue link 'Invite Contact to Manage This Profile' next to the email address. At the bottom left is a 'Return to Profile List' button. At the bottom right, a red circle labeled '2.' highlights a 'Mark Inactive' button. The 'Created' date and time are shown at the bottom: 'May 21 2026 2:33PM by cfcuser@cfc26.org'.

1. Modify an Agency Profile's name

To modify an Agency Profile's name, simply edit the yellow Profile Name field, and click the Save Profile Name button. Once this is complete, you will briefly see a *Changes Saved* notification appear in red text below the Save Profile Name button.



2. Mark an Agency Profile as Inactive

To indicate that an Agency Profile is no longer active, click the Mark Inactive button in the lower right corner. This will prevent the inactivated agency from appearing in your Agency Profile dropdown list when creating forms, and will also remove it from your Calendar View once it is no longer applicable.

3. Invite Contact to Manage Profile

To invite an Agency Profile's Contact Person to submit their own 0-5 Child Find Screening Data Collection forms through the 0-5 Child Find Screening Data Collection portal, click the Invite Contact to Manage This Profile link.

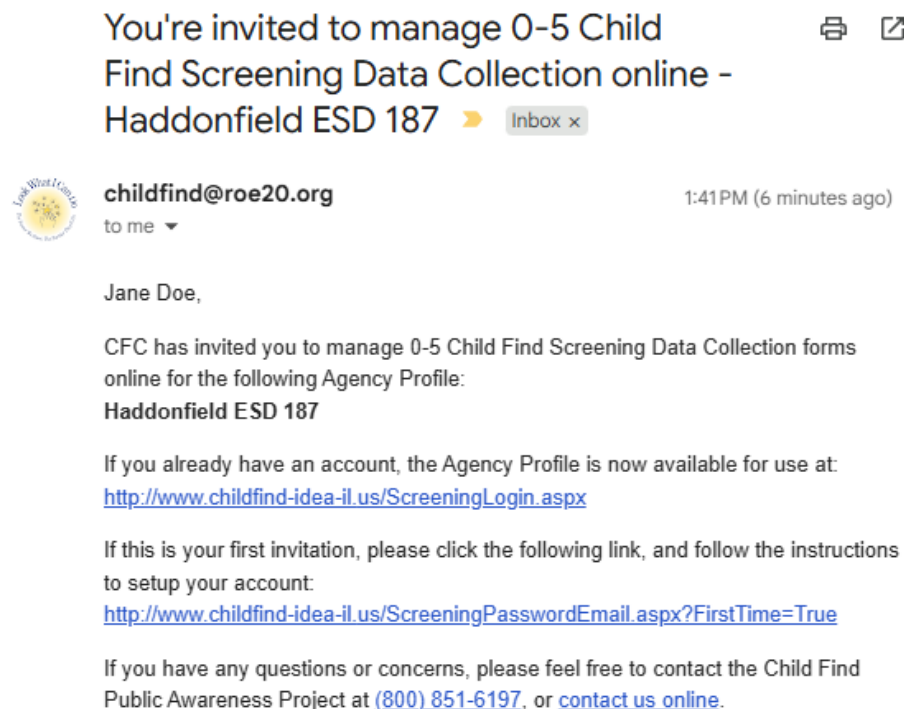
PLEASE NOTE: It is strongly advised that the CFC User familiarizes oneself *fully* with the 0-5 Child Find Screening Data Collection portal *before* inviting any of your Agency Profile's Contact Persons to submit their own data. Although Agency Contacts may refer to the Agency User Guide (<https://www.childfind-il.us/ScreeningGuide-Agency.pdf>), it is the CFC User's responsibility to answer any questions or grant any requests that they may have regarding this portal.

If you or any of your Reporting Agencies have any questions that are not answered by this guide, please contact the Child Find Public Awareness Project at childfind@roe20.org or call toll-free at (800) 851-6197.

Upon clicking the Invite Contact to Manage This Profile link, you will see the following notification displayed next to the contact's Email Address...

An Invite has been emailed to this contact.

... and the corresponding Agency Profile contact should receive an email similar to the one seen in the example below:



The Agency Profile User may then follow the instructions to access their assigned Agency Profiles forms and submit new 0-5 Child Find Screening Data Collection forms through the online portal for the CFC User's review.

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 an Agency Profile 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:	08/28/2026	Month / Year of Screenings:	August	2026	CFC Submitting Form:	26
Agency Profile:	Haddonfield ESD 187	Zip Code of Locations of Screenings:	66130			
Name of Screening Agency:	Haddonfield ESD 187					
Type of Program/Entity:	LEA					
Screening Tool(s) Used:	ASQ-3					
Contact Person's Name:	Jane Doe					
Phone Number:	(999) 555-1212					
Email Address:	jdoe@haddonfield187.org					

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 CFC number, and may not be changed.

Agency Profile

Select the previously created Agency Profile from the dropdown list. If the Agency Profile is not available, refer back to the previous section of this guide, titled **Adding a New Agency Profile**. Choosing a  from the Calendar View will pre-select the Agency Profile that was chosen.

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.

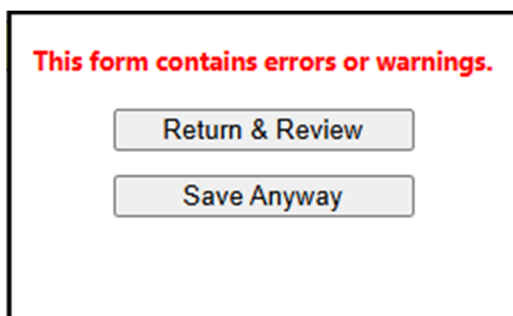
Referred to Other Services – Indicate the number of children referred to community-based programs/agencies (i.e., speech, hearing, vision).

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.*

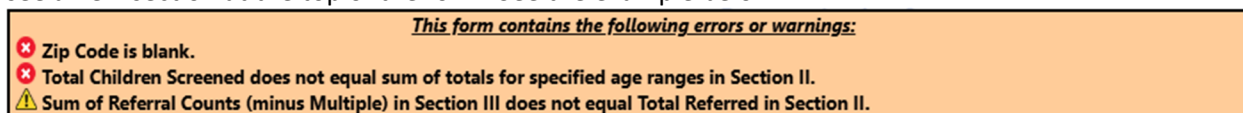
Errors & Warnings

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.



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:



⚠ (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:

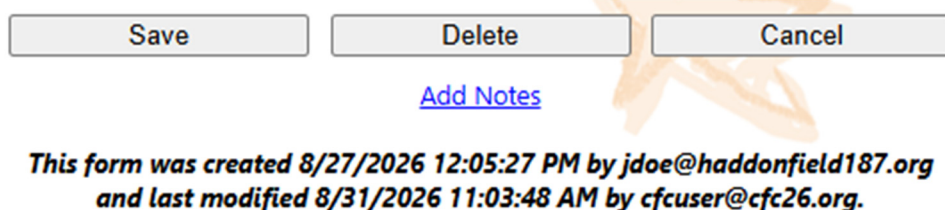
0-5 CHILD FIND SCREENING DATA COLLECTION				
+ New Blank Form		Quarter FY2027 Q1 ▾		
Agency Profile	ZIP Code	Jul '26	Aug '26	Sep '26
Haddonfield ESD 187	66130	+	✅	+

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. Information added to the Notes field is not reported to the State of Illinois.

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 showing three buttons: 'Save', 'Delete', and 'Cancel'. Below them is a blue link 'Add Notes'. Further down, a message states: 'This form was created 8/27/2026 12:05:27 PM by jdoe@haddonfield187.org and last modified 8/31/2026 11:03:48 AM by cfcuser@cfc26.org.'

Locked Forms

Please note that forms are locked following the schedule below:

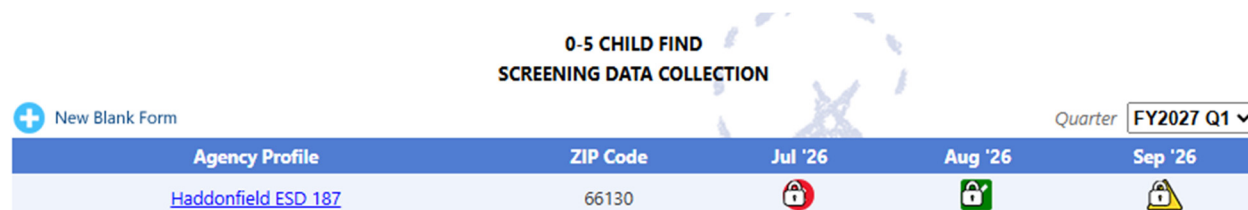
Q1 (July 1 – September 30) – locked on December 1

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

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

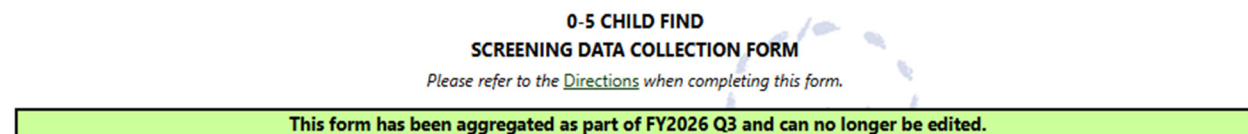
Q4 (April 1 – June 30) – locked on September 1

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' interface. It includes a 'New Blank Form' button, a 'Quarter' dropdown set to 'FY2027 Q1', and a table with columns: Agency Profile, ZIP Code, Jul '26, Aug '26, and Sep '26. The table contains one row for 'Haddonfield ESD 187' with ZIP Code '66130'. The 'Jul '26' column has a red lock icon, 'Aug '26' has a green lock icon, and 'Sep '26' has a yellow warning triangle icon.

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



A screenshot showing the title '0-5 CHILD FIND SCREENING DATA COLLECTION FORM' and a note: 'Please refer to the [Directions](#) when completing this form.' Below this is a green box with the text: '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. Just 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:

0-5 CHILD FIND SCREENING DATA COLLECTION				
 New Blank Form		Quarter FY2027 Q1 ▼		
Agency Profile	ZIP Code	Jul '26	Aug '26	Sep '26
Haddonfield ESD 187	66130			

Late-received forms will be reported to the State of Illinois with the currently-collected Quarter's data. As such, please continue to enter them as they are received – even if late – so that they may be included in your 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:



Look What I Can Do
Early Intervention For Young Children With Developmental Delays

Public Awareness Materials | What's New? | Resources | Screening Data | About the Child Find Project | Contact Us

Welcome, CFC User!

[Forms](#) | [Profiles](#) | [Reports](#) | [Logout](#)

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:

0-5 CHILD FIND SCREENING DATA COLLECTION				
Form Date	Month/Year	Agency Profile	ZIP Code	Created
08/24/2026	08/2026	Karen's Learning Center	66130	 08/27/2026
07/28/2026	07/2026	Jones County Head Start	66130	 07/31/2026
07/28/2026	07/2026	Jones County Head Start	66136	 07/31/2026
07/27/2026	07/2026	Haddonfield ESD 187	66130	 07/31/2026

Forms that contain errors will appear with red text – like the August form for Karen’s Learning Center 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:

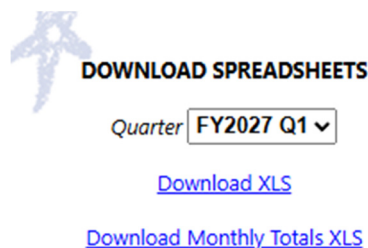
0-5 CHILD FIND SCREENING DATA COLLECTION				
☒ Hide Inactive				
Agency Profile		Contact Name	Phone	Email
Haddonfield ESD 187		Jane Doe	(999) 555-1212	jdoe@haddonfield187.org
Jones County Head Start		Paige Turner	(999) 555-4321	turnerp@jchs.org
Karen's Learning Center		Barb Dwyer	(999) 555-5678	barb@karenslearning.com

Clicking an  (*Edit* icon) will allow you to Modify the Agency Profile that aligns in the grid. See **MODIFYING AN EXISTING AGENCY PROFILE** on Pages 5-6 for a detailed description of what this entails.

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 CFC and Reporting Agency within the specified quarter.