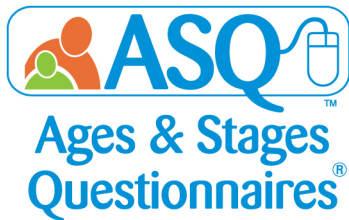


## Import your Child Profile Data from ChildPlus into ASQ Online

ChildPlus is the most widely used Head Start program management software with over 1,500 Head Start and Early Head Start agencies choosing the system. ChildPlus helps users achieve compliance, boost productivity, and improve agency performance. The import option with ASQ Online will help reduce duplicate data entry.

**The following Child Demographic information is included in the export from ChildPlus:**

Alt ID	Gender	State/Province
Last Name	Ethnicity	Zip/Postal Code
Middle Name	Address1	Country
First Name	Address2	Phone
Status (Active or Archived)	Address3	Primary Home Language
DOB	City	Medical Risk Factors
Weeks Premature	County/District	Environmental Risk Factors
		Medical Conditions



To get started:

1. Make sure you have set up your programs in ASQ Online and have the Program Administrator Role. If you are a new ASQ Online user and need assistance with setting up your account, please contact our ASQ Online Implementation Team at [implementation@brookespublishing.com](mailto:implementation@brookespublishing.com).
2. Export the Data File from ChildPlus. ChildPlus has a user guide that includes all the steps necessary to export your data.  
**Please Note: For ASQ Enterprise accounts with multiple programs (sites/locations), a separate export file will be needed for each program you have set up in your account.**
3. Login to ASQ Online and import the data from ChildPlus into your program.

**Note:** If you plan to create custom fields in ASQ Online and use the ChildPlus export, please contact the ASQ Online Implementation Team at [implementation@brookespublishing.com](mailto:implementation@brookespublishing.com). We will coordinate with you to make sure your ChildPlus export works correctly.

### **Any Questions?**

**ChildPlus**  
[support@childplus.com](mailto:support@childplus.com)

**ASQ Online**  
[implementation@brookespublishing.com](mailto:implementation@brookespublishing.com)