KSDE Kindergarten Readiness Snapshot
Live Q&A Session for Administrators Transcript
February 1, 2018

1. **What do I do if I still haven't received my email ASQ Online login information?**
   If you haven't received an email from ASQ Online, please email Julie Ewing
   (jewing@ksde.org) and Brookes Publishing (implementation@brookespublishing.com)
   with your name, phone number, email address, and name(s) of the school(s) you need
   access to. Brookes will verify this information with KSDE and then get you set up in the
   ASQ Online system.

2. **Where do "Welcome emails" come from?**
   Emails will come from donotreply@ASQOnline.com. Be sure to check your junk email or
   SPAM folder.

3. **Can you review what the user roles and permissions are for ASQ Online?**
   There are three user roles for ASQ Online: Program Administrator, Provider, and
   Reviewer.

   The **Program Administrator** is responsible for:
   - Managing your ASQ Online Program
   - Creating Program Users and assign user roles
   - Creating and managing Child and Caregiver Profiles
   - Creating and viewing questionnaires entered into your program
   - Importing and exporting data
   - Generating child and program reports
   - Creating and organizing materials used for screenings
   - Managing Family Access

   The Provider role is for your teachers and staff that work directly with students. The
   Provider is responsible for:
   - Creating and Managing Child/Caregiver Profiles
   - Entering Screening Data
   - Generating Reports

   The **Reviewer** role is for a person who needs to review reports but should not have
   access to enter child and screening data.
   - Most limited role in system
   - Designed for user such as program director who needs to review individual child
     and program reports
   - Does not have ability to add/edit child profiles or enter screening data
   - Options to view de-identified child data only

The chart below shows common ASQ Online tasks and the type of access for each user role.

	Program Administrator	Provider	Reviewer
Access Level	Has access to all children in program.	Only has access to children assigned to user.	Can view reports for all children in program or children assigned to user.
Enter Questionnaire Results	✔	✔	✘
Review Questionnaire Results	✔	✔	✘
Generate Reports	✔	✔	✔
Set up Family Access	✔	✘	✘
Accept Questionnaires via Family Access	✔	✘	✘
Create Users	✔	✘	✘
Assign Students to Teachers	✔	✘	✘
Create Program Documents and Packets	✔	✘	✘
Create Individual Documents and Packets	✔	✔	✘

4. **How do I add multiple roles for one user?**
   There may be times when you will want to give a teacher or staff member Program Administrator access in addition to his or her assigned Provider role. To add Program Administrator access, select "Program" from the main menu navigation. From the Quick Link menu on the left, select "Search Program Users". Select the preferred user profile by clicking on the name of the person. Select the "Edit" tab. Next to "Role", select the "Program Administrator" checkbox. Click "Save".

5. **I have a Provider role and Program Administrator role, how can I see only children assigned to me?**
   When you log in to ASQ Online, you will see a dropdown menu at the top of your screen which lists your assigned user roles. To see only children assigned to you, select your Provider role and go to "Child Profiles". When you select your Program Administrator role, you will see all children in the program under "Child Profiles".

6. **I am trying to add a screening and do not see the questionnaire options. What do I do?**
   If you attempt to add a screening and do not see questionnaire options listed, it is because you have not added your Keycode to the system. You need to add a Keycode for **each type of questionnaire and language** in order to unlock access to the questionnaires in ASQ Online. To add a Keycode, go to the Program tab in the green navigation bar. Once on the program page, scroll down to the Keycode section. **The sixteen-character Keycode must be entered with the dashes included and no spaces**. Once the Keycode is entered, click the "Add" button.

7. **What do I do if my ASQ Keycode is missing or lost?**
   If you have misplaced your Keycode, email implementation@brookespublishing.com. We will send you a Keycode replacement form to complete and then will send a replacement Keycode.

8. **What do I do if my ASQ Keycode is not working?**
   Double-check the Keycode to make sure the numbers/characters are correct and that you have included the dashes. If your Keycode is still not working, email implementation@brookespublishing.com with the Keycode that you entered. We will double-check your Keycode and send a replacement if necessary.

9. **Can I share my ASQ Online password with other professionals or parents?**
   Sharing ASQ Online password information is not recommended for security and privacy reasons. Each staff member should have their own ASQ Online user account. Parents will use Family Access to enter demographic and screening data and do not need an ASQ Online account.

10. **Can I use my ASQ Online account to train my teachers and enter practice data?**
    KSDE encourages teachers and administrators to log in and use their assigned ASQ Online account to practice and become familiar with using ASQ Online. To support continued training for schools, neither KSDE nor the districts will incur screening charges for completed screenings entered prior to August 1, 2018. Any screening data that was entered before August 1, 2018 that schools wish to retain must be archived within ASQ Online or exported from ASQ Online. Practice screening or information that the school does not wish to retain must be deleted from the system.

    Further direction will be provided via upcoming webinars to complete these steps. The required screening window for the Kansas Kindergarten Readiness Snapshot is August 1–September 20.

    Please note that all data entered prior to August 1, 2018 will not be allowed for the Kansas Kindergarten Readiness Snapshot and will be deleted unless it is archived within ASQ Online or exported from ASQ online.

11. **Once the parents complete the ASQ-3 and ASQ:SE-2 screenings, how will the results get uploaded to the State?**
    Once parents complete the questionnaires through Family Access, it is the responsibility of the Program Administrator to review and accept the questionnaire. Once the questionnaire is accepted, Program Administrators and teachers who are assigned to the student can review the results. The State will only have access to de-identified data.

12. **Is the 4 year old at-risk program part of the ASQ?**
    At this time, KSDE and Brookes are working on a plan to include both the 4-year old at risk and possibly *Parents As Teachers* as a component of this system. It is not completed at this time but you do have access to use the screening tools that you have available to you or anybody via the hard copy (paper) option – you can use it. We are working on a plan with Brookes to put that information in place for all of the KSDE early learning programs.

13. **Do students need an enrollment number in order to complete an online screening?**
    Students do not need an enrollment number in order to complete an online screening. KSDE is asking that programs include the student's KIDS number in the Alt ID field of the Child Profile in ASQ Online.

14. **A colleague and I received conflicting information.   It was stated that the teachers could fill out the ASQ on students when a parent does not fill it out. My training said that only parents fill them out and you try, of course, for 100%.**
    We are asking only for parent/caregiver input NOT for teachers to complete the ASQ screening; the teachers role is really just to gather the information form the parent and then if they are entering it online for the parent or working with the parent that is acceptable. But it is not for the teachers to complete, only for the parents/caregiver of that child.

15. **We have a current subscription for ASQ online that we use for BV PAT, will we able to incorporate this into the district Kindergarten readiness ASQ?**
    We are still working on that and plan to use either the data you have to import into ASQ SYSTEM or work on a plan for how the existing systems can adopt the information. We need to find out more information about what each program enters and see if it aligns with what KSDE is collecting or PAT and the 4-Year Old At Risk to see if they align exactly the same or if not we may chose an option for importing data. We will be working on that over the coming months.

16. **I set up a teacher and they did not receive the "Welcome email", what do I do?**
    If the teacher did not receive the Welcome email they should check their SPAM folder. The email comes from donotreply@asqonline.com. The Program Administrator can either resend the teacher the welcome email or edit the profile for the teacher by entering a password for them and advising the teacher of the assigned user name and password.

17. **How do I add a Keycode?**
    In order to enter a Keycode the Program Administrator will go to the Program tab in the green navigation bar. Once on the program page, scroll down to the Keycode section. The sixteen-digit Keycode must be entered with the dashes included and no spaces. Once the Keycode is entered the user will click on the Add button. After the Keycode has been successfully added the questionnaire type will be available for use.

You need to add a Keycode for **each type of questionnaire and language** in order to unlock access to the questionnaires in ASQ Online.

18. **Do I need to set a separate Family Access page for ASQ-3 and ASQ:SE-2?**
Yes, a separate Family Access page is required for each questionnaire type that you have. The available web pages to create will appear under the left menu navigation of the Family Access main page.

19. **How do I import data into ASQ Online?**
Brookes Publishing created a document for importing student data from a variety of systems. Please see the instructions: http://www.agesandstages.com/wp-content/uploads/2017/12/import_guide.pdf

20. **I don't have all the required fields needed for the import file in my database system. What can I do?**
If your system doesn't have the information for a field that is required in ASQ Online, you will have to manually enter that information into the data template. For example, if you do not have "Relationship to Child" for the caregiver, you might enter "Guardian" for all the caregivers in your import file. For more information about how to import and which fields are required, download the import guide at http://www.agesandstages.com/wp-content/uploads/2017/12/import_guide.pdf

21. **How do we train new hires after the Kindergarten Readiness Snapshot window opens on August 1?**
The ASQ Online system may still be used to train new hires after the screening window opens. Use your own account and use real child data as examples for the training. Family Access screening may also be used for practice screenings but notify Program Administrator to reject the screening so they are not charged.

22. **Can we print this power point to have the information?**
A copy of the PowerPoint slides along with the transcript and recording of the Q&A session can be found on the KS Kindergarten Readiness Resource Page.

23. **I had a question about the Family Access. Not sure where it is, but someone told me that the ASQ Enterprise or Pro Account is an additional subscription fee. I don't think it is a charge, but wanted to check.**
The state is covering the costs for the ASQ Online Enterprise account and Family Access.

24. **Program Administrators are usually building admin or district admin or both?**
Districts may make these decisions on a district-wide basis. Districts may set it up any way that will work best for them. If you want the building administrator to be the person who accepts the questionnaires from the families, that is perfectly fine. If you want both a teacher and building administrator to have access, the Program

Administrator can set them up to do that. It is really up to each individual district as to how to set up. The main thing is to remember the confidentiality of each individual student! Administrators can see ALL children assigned to the district. You many only want teachers to see the data for their own students only. It may be best for a coordinator or administrator to see all children.

25. **Can parent information be added before August 1st?**
Yes, you may enter both parent and child information or import the information into ASQ Online before August 1 but it is not required. When using Family Access, the parent will still have to enter the demographic information when completing the questionnaires online.

26. **How long needs to be allowed between parents taking the ASQ:SE-2 and ASQ-3? Can it be taken within the same day or a longer period need to be allowed?**
Both can be done in the same day. But be aware of the child's needs and their willingness to complete tasks.

27. **Since the window does not help with class placement, when are teachers finding time to review the data with parents?**
Correct, these scores may not determine placement but the scores will help the teacher know the needs of the children coming into their classroom. Most kids will not require additional resources so you may simply want to call or email the parents to share the scores. For those kids who have concerns about, you may email or call the parents to set up individual meetings for students and build this into the parent teacher conferences as long as they are not too far away. If there are areas for the children to work on it would be ideal to notify the parents as soon as time allows.

28. **What is the percentage of return rate that we can expect from parents?**
During the pilot program rollout, several districts reported a return rate of 100%, while some districts did not receive the questionnaires from parents. Tips for success are included in the Quick Reference Guides (available on the Kindergarten Readiness Resource Page, http://www.agesandstages.com/ks) on how to maximize success and engage families with this initiative.

29. **Are other schools reviewing with all parents or just some that fall below a certain point?**
This is a local decision. However, parents who have completed similar forms in early childhood programs will expect to hear about results. Most kids will not require additional resources so you may simply want to call or email the parents to share the scores. For those kids who have concerns about, you may email or call the parents to set up individual meetings for students and build this into the parent teacher conferences as long as they are not too far away. If there are areas for the children to work on it would be ideal to notify the parents as soon as time allows.

30. **Do you have a way for schools and districts to share ideas? Is there a message board?** KSDE does not have a message board. This is a great idea and we will look at options about how you can share ideas.

31. **How are other district's rolling this program out?**
Some districts are sharing information about the ASQ's at Kindergarten Round-up and informing parents about how the new ASQ's will be used at the beginning of school. Parents will be completing the ASQ's between August 1-September 20th with their children and enter them into Family Access. Some districts are setting up computer/ipad stations and play centers at enrollment to assist parents with completion of the tools and review what their children are able to do.
Districts will send out the links to the online family access in a newsletter to Kindergarten teachers.
Be creative and have fun!

To view a recording of this Q&A Session, select the following link:
https://attendee.gotowebinar.com/recording/9100726301306176259?assets=true

Additional questions specific to the Kansas Kindergarten Readiness Snapshot may be found in the Frequently Asked Questions (FAQs) section of the ASQ Kansas website http://agesandstages.com/ks/frequently-asked-questions/.

Be sure to visit http://agesandstages.com/ks/ for valuable information about the Kansas Kindergarten Readiness Snapshot including Ordering ASQ, FAQs, Quick Reference Guides, Online Support Modules, "How-To" Videos, and Live Q&A Session sign-ups.