KSDE Kindergarten Readiness Snapshot
Webinar Transcript
February 13, 2018

ASQ Online Q & A Webinar – ALL USERS

1. **How do teachers get their login information for ASQ Online?**
   Each Program set-up in ASQ Online has a designated **Program Administrator**. Your Program Administrator is responsible for setting up all staff and teachers who need access to ASQ Online.

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 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.

4. **Do I need to import data if my Program is using Family Access?**
   Importing data is not a requirement for ASQ Online, especially if your Program decides to use Family Access. When a parent/caregiver completes a questionnaire via Family Access, they will enter the child and caregiver demographic information. Some Programs may still decide to import the data ahead of time so that they have a record of students and see the response rate for questionnaire completion.

5. **I was part of the Pilot Program in 2016. What should I do with my data?**
   If you were part of the Pilot Program in 2016, your Program's previous data may still be stored in ASQ Online. You will either need to archive or delete the data; see information steps below.

   ARCHIVE: If you decide to archive the data, it will remain in the system and you can still generate reports. However, you won't be able to add screenings or edit the child profile.

   DELETE: If you decide to delete the data, it will be permanently removed from the system. We recommend that you export the data and generate reports before deleting the data.

   Exporting, Archiving, and Deleting child profiles can be done from the Child Profiles tab of the main menu. Click the checkbox for each child record you want to

export/archive/delete, or click the "Select All" checkbox to select all children and then click the appropriate button.

REMINDER: <u>BEFORE DELETING ANY DATA</u>, we recommend that you export the data and generate reports.

6. **How do I print the 72-month Questionnaire?**
Please remember that the **72-month Questionnaire is NOT included in your ASQ-3 Starter Kit**. You can print the 72-month Questionnaire directly from ASQ Online, by selecting "Screening Management" from the Main Menu and selecting the "View/Print Documents" from the left navigation menu. Select "Download" next to ASQ-3 English Questionnaire or ASQ-3 Spanish Questionnaire (but only if you own the ASQ-3 Spanish Starter Kit). Select the link for the "72 month" interval and the PDF of the questionnaire will appear for you to download or print.

Check out the "How-to" Videos on the KS Kindergarten Readiness Resource Page for a short demo of how to print questionnaires (http://agesandstages.com/ks/how-to-videos/#silk-accordion-0-26).

7. **How do I add a screening?**
Once your Program has entered the appropriate Keycode, and the child and caregiver profiles have been entered, you are able to manually add screenings to ASQ Online. To add a screening, go to "Child Profiles" from the Main Menu. Search for or select the child for which you would like to add the screening and click the Child's Name. Select the "Add Screening" Quick Link. Select the caregiver who completed the questionnaire, enter the screening date, and select either the long or short form. The long form will show all of the questions from the screening while the short form is just a one-page data entry form that quickly allows you to enter the responses from the questionnaire. ASQ Online will automatically calculate the child's age and display the appropriate age interval. Click the "Save" button. You will now be taken to the online questionnaire form to enter responses.

8. **What's the difference between the long form and the short form?**
The long form will show the entire questionnaire with all questions for that age interval while the short form is a one-page data entry form that quickly allows you to enter only the responses (Y, S, N) from the questionnaire.

9. **Does it matter which screening is done first?**
No, it does not matter which screening is completed first. You may ask the parent/guardian to complete either the ASQ-3 or the ASQ:SE-2 first; however, both must be completed for the Kansas Kindergarten Readiness Snapshot.

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 during upcoming webinars to complete these steps. The required screening window for the Kansas Kindergarten Readiness Snapshot is August 1st –September 20th.

    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. **What do I do if a student enrolls after the administration window?**
    The administration window is from August 1 through September 20. Late enrollments will not be screened.

12. **Do parents have to do both questionnaires (ASQ & ASQ:SE-2)? Can they be done at the same time?**
    Yes, parents do have to complete both questionnaires. It is fine to distribute the questionnaires at the same time. Remember that it does not matter which screening is completed first. You may ask the parent/guardian to complete either the ASQ-3 or the ASQ:SE-2 first; however, both must be completed for the Kansas Kindergarten Readiness Snapshot.

13. **In Family Access is there a way to combine both questionnaires or do Parents have to fill out the demographics both times?**
    There is a separate Family Access page for ASQ-3 and ASQ:SE-2. Parents will have to fill out the demographic information both times.

14. **Is the Family Access for ASQ-3 and ASQ:SE-2 available in both English and Spanish?**
    Yes, Family Access is available in both English and Spanish. To access the Spanish questionnaires in Family Access, your Program will need to own the Spanish ASQ-3 and ASQ:SE-2 Starter Kits. The Program Administrator will enter the Keycodes that are included in the Spanish ASQ-3 and ASQ:SE-2 Starter Kits.

15. **What is Family Access?**
    Family Access is the online questionnaire completion system for parents to access ASQ Online. Parents will receive a link to Family Access to complete the questionnaires. Note that parents do not see the scores that are linked to the responses. It will be the

teacher's responsibility to share the results with the parents by mail, email, or even at parent teacher conferences.

For more information about Family Access, watch the short "how-to" video:
http://agesandstages.com/ks/how-to-videos/#silk-accordion-0-23

16. **Why would you reject a questionnaire?**
    A questionnaire may be rejected if it contains inaccurate or skewed information. For instance, a parent may complete the wrong questionnaire for their child, may complete too few questions, or a parent may try to complete a questionnaire for one of their children who is not in kindergarten. If you reject a questionnaire, it is permanently deleted from ASQ Online.

To view a recording of this Q&A Session, select the following link:
https://attendee.gotowebinar.com/recording/3801812530438050306?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, Training Modules, "How-To" Videos, and Live Q&A Session sign-ups.