

## Training Module: Entering Questionnaire Data Into ASQ Online (PowerPoint Slides with Notes)

Slide 1



**Training Module:  
Entering Questionnaire Data  
Into ASQ Online**

**Presenter: Mary Alice Batts-Hatfield,  
ASQ Online Implementation Specialist**



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Welcome to the Entering Questionnaire Data Into ASQ Online training module. My name is Mary Alice Batts-Hatfield and I will be the presenter for this 25-minute module.



## Objectives

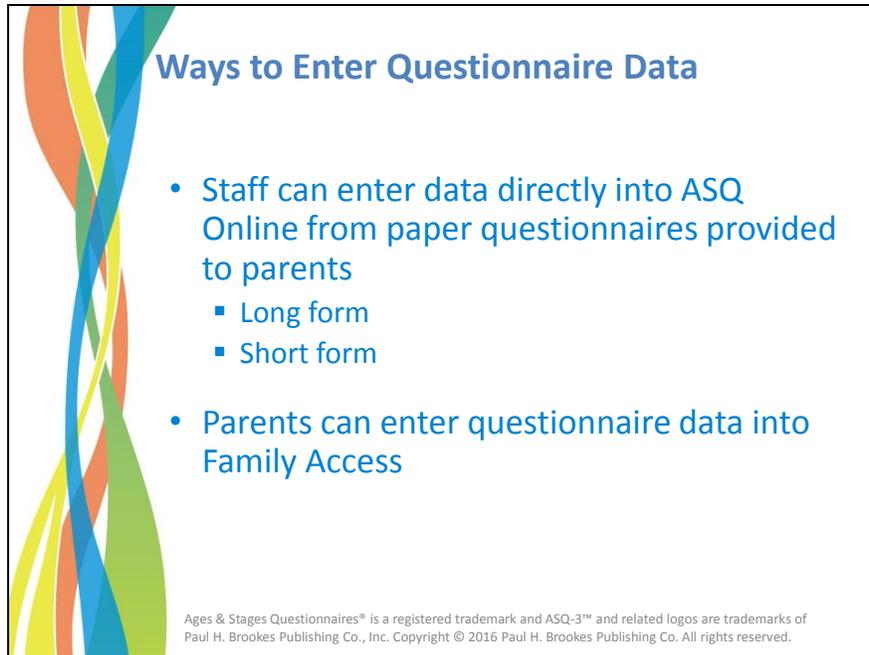
- Learn how to enter the responses from paper questionnaires into ASQ Online.
- Learn how to review the questionnaires that come in through Family Access, the online questionnaire completion system for parents and caregivers

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This online training module is designed to provide an in-depth overview of how to enter data from the ASQ-3 and ASQ:SE-2 questionnaires into ASQ Online in preparation for the Kindergarten Readiness Snapshot data collection. You will:

- Learn how to enter the responses from paper questionnaires into ASQ Online.
- Learn how to review the questionnaires that come in through Family Access, the online questionnaire completion system for parents and caregivers

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### Ways to Enter Questionnaire Data

- Staff can enter data directly into ASQ Online from paper questionnaires provided to parents
  - Long form
  - Short form
- Parents can enter questionnaire data into Family Access

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There are two ways to enter questionnaire data into the ASQ Online system:

- Staff can enter data directly into ASQ Online from paper questionnaires that have been provided to parents, by using either the long data entry form (which includes the questions) or the short form (which does not).
- Parents can enter the questionnaire data into Family Access.

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**Questionnaires**

**ASQ-3**

- 60 Month Questionnaire (for ages 54 months 0 days through 65 months 30 days)
- 72 Month Questionnaire (for ages 66 months 1 day through 77 months 30 days)

**ASQ:SE-2**

- 60 Month Questionnaire (for ages 54 months 0 days through 77 months 30 days)

The slide includes an illustration of a questionnaire cover for the 60 Month Questionnaire. The cover features a drawing of a child and a parent. The text on the cover includes "60 Month Questionnaire" and "54 months 0 days through 72 months 0 days", which is circled in red. Other text on the cover includes "ASQ:SE-2", "Ages & Stages Questionnaires", "Social-Emotional", and "SECOND EDITION". Below the cover is a line for "Date ASQ:SE-2 completed:". At the bottom of the slide, there is a copyright notice: "Paul H. Brookes Publishing Co., Inc. Copyright © 2016 Paul H. Brookes Publishing Co. All rights reserved."

For the Kindergarten Readiness Snapshot, for ASQ-3 you will be using either the 60 month or the 72 month questionnaire, and for ASQ:SE-2 you will be using the 60 month questionnaire. ASQ Online will automatically calculate the appropriate age interval for you to use.

Please note that while the paper ASQ:SE-2 questionnaire states an age range of 54 months 0 days through 72 months 0 days, as shown in the red-circled part of the illustration, the ASQ Online system will allow you to screen children up to the age of 77 months 30 days.

**Omitting Items**

**ASQ-3**

- Up to 2 items per area can be omitted.

**ASQ:SE-2**

- Up to 3 items can be omitted for the entire questionnaire.

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YES	SOMETIMES	NOT YET	RESPONSE MISSING
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

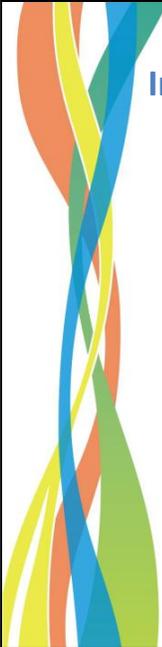
OFTEN OR ALWAYS	SOMETIMES	RARELY OR NEVER	RESPONSE MISSING
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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For ASQ-3 parents may omit up to 2 items per area of the questionnaire, and for ASQ:SE-2, they may omit up to 3 items for the entire questionnaire.

ASQ Online will automatically adjust the questionnaire score to accommodate omitted items. When you are entering questionnaire responses into ASQ Online and the parent has omitted 1 or more items, select the “Response Missing” option.

The questionnaire cannot be scored if the number of missing items exceeds more than 2 per area for ASQ-3 and more than 3 for the entire ASQ:SE-2 questionnaire.



### Important Points to Remember

- The Program Administrator must enter the keycode to unlock questionnaire access to the system.
- Child and Caregiver profiles must be present in the system before questionnaire data can be entered.

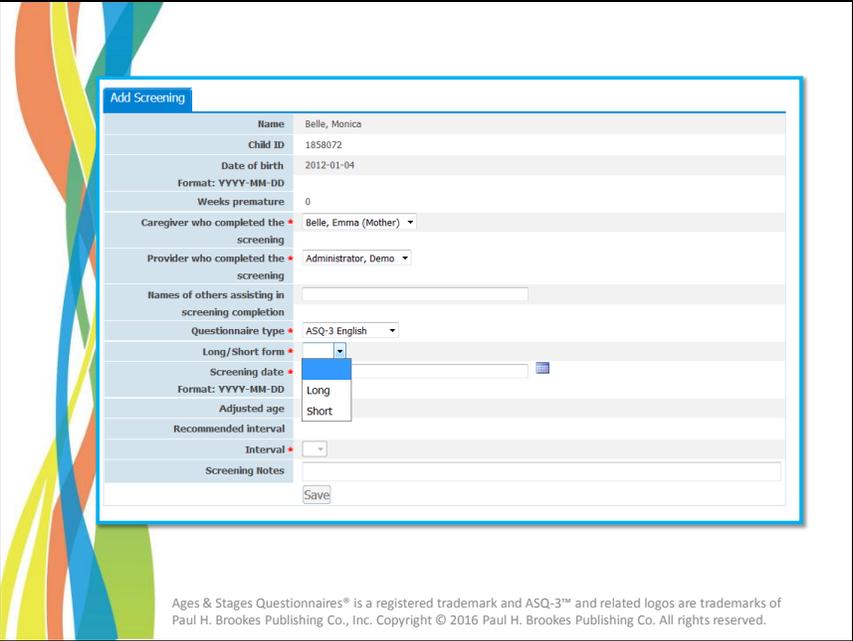
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Remember:

- To unlock questionnaire access to the system, the Program Administrator must enter the ASQ-3 or ASQ:SE-2 product keycode.
- If you are entering the questionnaire data manually, the Child and Caregiver Profiles must be in the system before you can start entering questionnaire data.

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The screenshot shows the 'Add Screening' form in ASQ Online. The form is titled 'Add Screening' and contains the following fields:

Name	Belle, Monica
Child ID	1858072
Date of birth	2012-01-04
Format: YYYY-MM-DD	
Weeks premature	0
Caregiver who completed the screening	Belle, Emma (Mother)
Provider who completed the screening	Administrator, Demo
Names of others assisting in screening completion	
Questionnaire type	ASQ-3 English
Long/Short form	Long
Screening date	
Format: YYYY-MM-DD	
Adjusted age	
Recommended interval	
Interval	
Screening Notes	

At the bottom of the form, there is a 'Save' button. Below the form, there is a copyright notice: 'Ages & Stages Questionnaires® is a registered trademark and ASQ-3™ and related logos are trademarks of Paul H. Brookes Publishing Co., Inc. Copyright © 2016 Paul H. Brookes Publishing Co. All rights reserved.'

When you enter questionnaire data manually into ASQ Online, the dropdown menu will present two options for data entry as shown here:

- The long form
- The short form

# Training Module: Entering Questionnaire Data Into ASQ Online (PowerPoint Slides with Notes)

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ASQ-3 English 72 Month Questionnaire, Long Version Screening Date: 2018-01-04

Communication | Gross Motor | Fine Motor | Problem Solving | Personal-Social | Overall

	YES	SOMETIMES	NOT YET	RESPONSE MISSING	Score
1. After hearing new words, does your child try to use them?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Does your child use at least five words to show where things are? For example, does she use words such as "above," "across," "around," "between," "below," "near," "away," and "through"?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. Does your child use words that connect other words such as "and," "but," "because," "if," and "so"? For example, your child says, "We could play here or go outside."	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. Does your child repeat the sentences shown below back to you, without any mistakes? Read the sentences one at a time. You may repeat each sentence one time. (Mark "yes" if your child repeats both sentences without mistakes. Mark "sometimes" if your child repeats one sentence without mistakes. Jane hides her shoes for Marie to find. Al reads the blue book under his bed.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5. After reading a new story to your child, does your child tell you the beginning, middle, and ending of the story? You may help your child by saying, "How does the story begin?"	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6. Does your child use comparison words, such as "heavier," "stronger," or "shorter"? Ask your child questions, such as "A dog is big, but a bus is _____." (bigger); "A cat is heavy, but a man is _____." (heavier); "A bird is small, but a bug is _____." (smaller). Please write an example: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

[Save in Progress](#)

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The long form looks just like the paper questionnaire and includes the questions.

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### Slide 9

ASQ-3 English 72 Month Questionnaire, Short Version Screening Date: 2018-01-04

Enter items from your questionnaire (Y = Yes, S = Sometimes, N = Not Yet, X = Response Missing).

**Questionnaire Responses**

	#1	#2	#3	#4	#5	#6
Communication						
Gross Motor						
Fine Motor						
Problem Solving						
Personal-Social						

**Overall Responses**

1. Do you think your child hears well? If no, explain:

YES  
 NO  
 RESPONSE MISSING

2. Do you think your child talks like other children her age? If no, explain:

YES  
 NO  
 RESPONSE MISSING

3. Can you understand most of what your child says? If no, explain:

YES

4. Can other people understand most of what your child says? If no, explain:

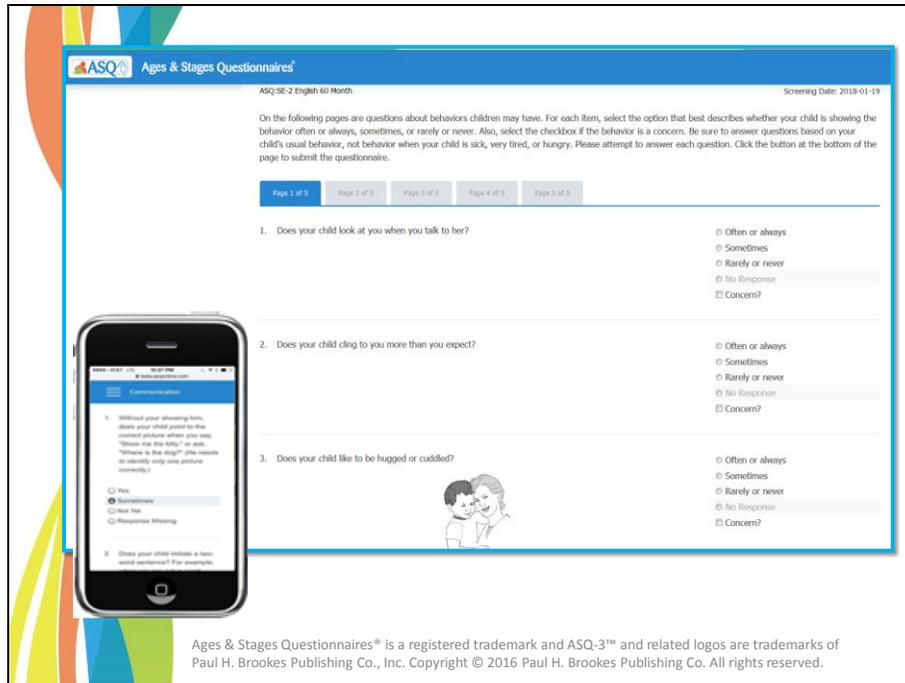
YES

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The short form is just a 1-page data entry form that allows you to quickly enter the responses from the questionnaire.

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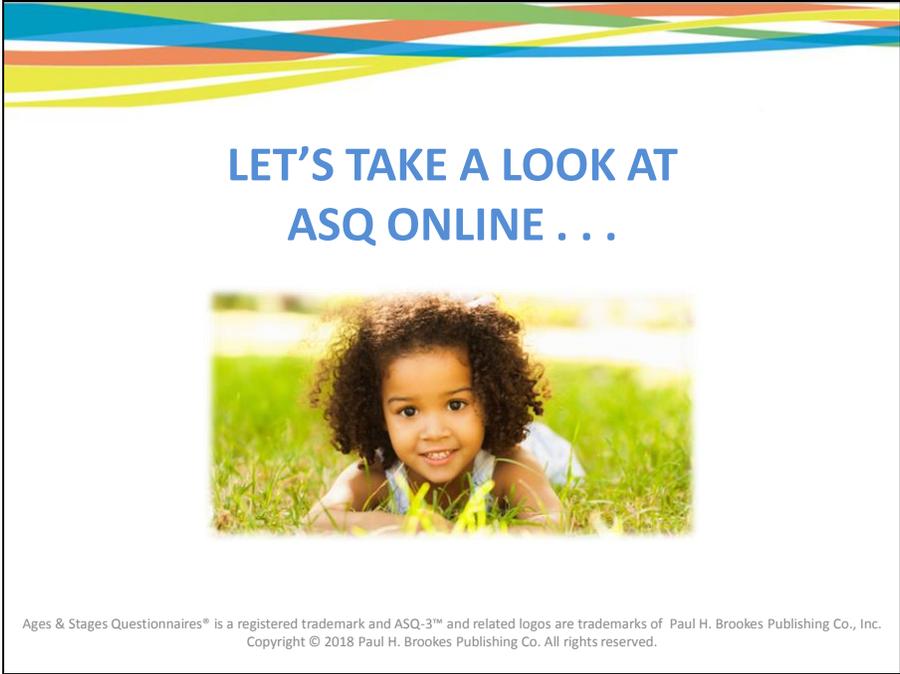
Slide 10



When caregivers enter questionnaire data into Family Access, the questionnaire data form will look like this.

Family Access is also mobile friendly and can be accessed using smart phones and tablets.

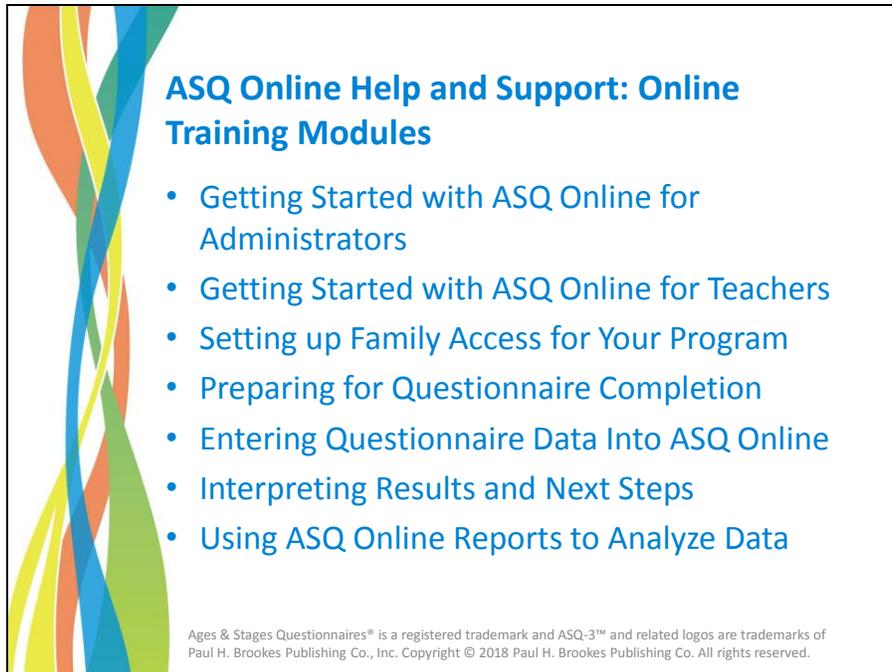
Slide 11

A PowerPoint slide with a decorative header of colorful wavy lines in blue, green, yellow, and red. The main text is centered in blue, bold, sans-serif font. Below the text is a square photograph of a young child with curly hair, smiling and looking at the camera, sitting in a grassy field with yellow flowers. At the bottom of the slide, there is a small line of text in a light gray font.

**LET'S TAKE A LOOK AT  
ASQ ONLINE . . .**

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Now, let's take a look at ASQ Online . . .

The slide features a decorative graphic on the left side consisting of several overlapping, curved, colorful bands in shades of orange, yellow, green, and blue. The main content is centered and includes a title, a bulleted list of seven training modules, and a small copyright notice at the bottom.

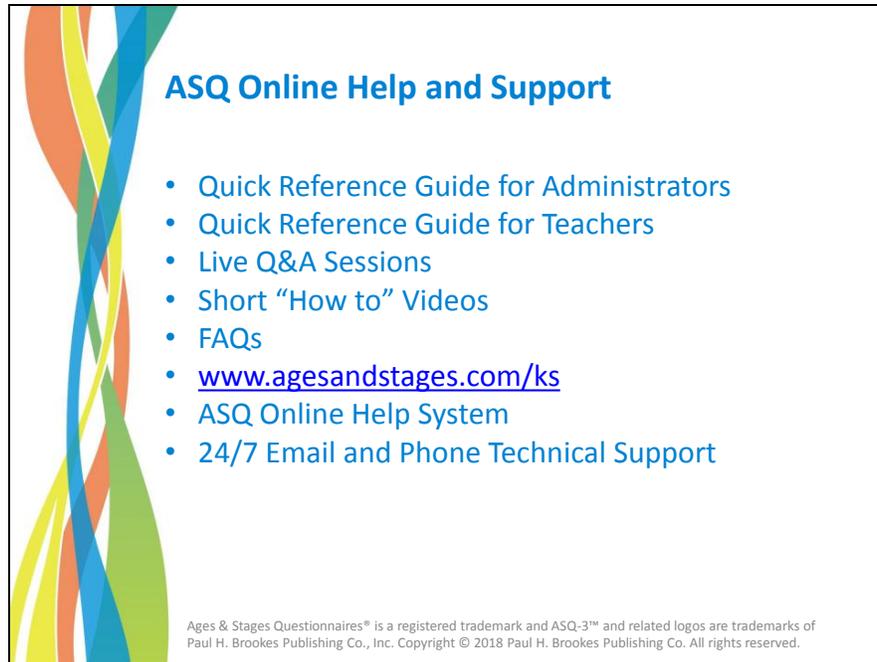
**ASQ Online Help and Support: Online Training Modules**

- Getting Started with ASQ Online for Administrators
- Getting Started with ASQ Online for Teachers
- Setting up Family Access for Your Program
- Preparing for Questionnaire Completion
- Entering Questionnaire Data Into ASQ Online
- Interpreting Results and Next Steps
- Using ASQ Online Reports to Analyze Data

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ASQ Online offers 7 training modules:

- Getting Started with ASQ Online for Administrators
- Getting Started with ASQ Online for Teachers
- Setting up Family Access for Your Program
- Preparing for Questionnaire Completion
- Entering Questionnaire Data Into ASQ Online
- Interpreting Results and Next Steps
- Using ASQ Online Reports to Analyze Data

A slide titled "ASQ Online Help and Support" with a list of resources. The slide features a decorative graphic on the left side consisting of several overlapping, curved, colorful bands in shades of orange, yellow, green, and blue. The text is in a blue font. At the bottom, there is a small copyright notice.

**ASQ Online Help and Support**

- Quick Reference Guide for Administrators
- Quick Reference Guide for Teachers
- Live Q&A Sessions
- Short “How to” Videos
- FAQs
- [www.agesandstages.com/ks](http://www.agesandstages.com/ks)
- ASQ Online Help System
- 24/7 Email and Phone Technical Support

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Besides the 7 training modules, you also have access to a wealth of other resources and support content, including:

- *Quick Reference Guide for Administrators*: A fully illustrated PDF guide with step-by-step procedures on how to use ASQ Online
- *Quick Reference Guide for Teachers*: An illustrated PDF guide specifically for teachers
- Live Q&A webinar sessions where you can get your questions answered by a member of the ASQ Online implementation team
- Short “How to” videos
- FAQs
- A dedicated web portal, [www.agesandstages.com/ks](http://www.agesandstages.com/ks), where you can access the Quick Reference Guides, online training modules, videos, FAQs, and other support materials
- The ASQ Online Help system at [www.asqonline.com](http://www.asqonline.com), which contains user manuals, additional FAQs, online tutorials, and support documentation
- Email and phone technical support--24 hours a day, 365 days a year