


## Training Module: Preparing for Questionnaire Completion (PowerPoint Slides with Notes)


Slide 1



**ASQ**  
Ages & Stages  
Questionnaires®

### Training Module: Preparing for Questionnaire Completion


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



Ages & Stages Questionnaires® is a registered trademark and ASQ-3™ and related logos are trademarks of Paul H. Brookes Publishing Co., Inc.  
Copyright © 2018 Paul H. Brookes Publishing Co. All rights reserved.

Welcome to the Preparing for Questionnaire Completion training module. My name is Mary Alice Batts-Hatfield and I will be the presenter for this 25-minute module.

Slide 2




## Objectives

- Learn best practices for Introducing ASQ-3 and ASQ:SE-2 to parents
- Learn about various methods to provide questionnaires to families
  - Paper entry
  - Family Access
- Learn how to create and prepare documents, letters, and other introductory materials using ASQ Online

Ages & Stages Questionnaires® is a registered trademark and ASQ-3™ and related logos are trademarks of Paul H. Brookes Publishing Co., Inc. Copyright © 2018 Paul H. Brookes Publishing Co. All rights reserved.

This online training module focuses on best practices in preparing for questionnaire completion. You will:

- Learn best practices for Introducing ASQ-3 and ASQ:SE-2 to parents
- Learn about various methods to provide questionnaires to families
  - Paper entry
  - Family Access
- Learn how to create and prepare documents, letters, and other introductory materials using ASQ Online



## Introducing ASQ-3 and ASQ:SE-2 to Parents

Parents will be more comfortable about and engaged in screening when they understand:


- What it's for
- How it works

We'll look next at key areas to cover with parents when you introduce ASQ-3 and ASQ:SE-2 and ask them to participate.

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.

Parents will be more comfortable about and engaged in screening when they understand two things: what it's for, and how it works.

We'll focus next on some key areas to cover with parents when you introduce them to ASQ-3 and ASQ:SE-2 and ask them to participate.



## Introducing ASQ-3 to Parents


- Share the purpose of screening.
- Give parents guidance and help them feel prepared to complete a screening successfully.
- Explain how ASQ-3 works.
- Review the three response options and what they mean.
- Provide a list of materials needed.

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.

Share the purpose of screening.

Parents may worry about participating in a screening program. Some may be new to the idea, while others might fear that their child will be labeled. The next four slides will cover:

- Sharing with parents what screening is and why it matters.
- Guiding parents so they feel ready to complete a screening successfully.
- Explaining how ASQ-3 works.
- Explaining the ASQ-3 response options and what each one means.

The logo consists of several overlapping, curved, ribbon-like shapes in various colors: orange, yellow, blue, and green. These shapes are arranged in a vertical, somewhat abstract pattern on the left side of the slide.

*Introducing ASQ-3 to Parents:*  
**Share the Purpose of Screening**

Some things to say to parents (see the “ASQ Online Quick Reference Guide” PDF):

- “ASQ-3 provides a quick check of your child’s development.”
- “Your answers show your child’s strengths and any areas in which your child may need more help or practice.”
- “The information you provide will be helpful in determining whether your child needs further assessment.”

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.


Share the purpose of screening.

To help parents feel more comfortable about the screening process, make sure to explain what screening is and how screening results are used.

Here is a sampling of things you can say to help address parents’ concerns:

- ASQ-3 provides a quick check of your child’s development.
- Your answers show your child’s strengths and any areas in which your child may need more help or practice.
- The information you provide will be helpful in determining whether your child needs further assessment.

You can find these tips and others in the “ASQ Online Quick Reference Guide” PDF, in the section titled “Introducing ASQ-3 and ASQ:SE-2 to Parents.”



*Introducing ASQ-3 to Parents:*  
**Help Parents Feel Prepared to Screen**

- Offer tips before parents complete their first questionnaire (see the “ASQ Online Quick Reference Guide” PDF for examples).
- Give parents a list of items they’ll need.
- Review *Important Points to Remember* on the questionnaire.

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.


Completing an ASQ-3 questionnaire is simple, but some advance guidance will help parents feel prepared to complete a screening successfully. Parents who are completing a questionnaire for the first time will appreciate tips such as those in the “ASQ Online Quick Reference Guide” PDF. Here are some examples:

- Try each activity with your child before you mark a response.
- Make this a game that’s fun for you and your child.
- Make sure your child is rested and fed before you start.

You can find these tips and others in the section of the “Quick Reference Guide” titled “Introducing ASQ-3 and ASQ:SE-2 to Parents.”

Also be sure to provide a list of items that parents will need to have on hand to complete the questionnaire.

Finally, review the Important Points to Remember section on the questionnaire.

The logo for the ASQ-3 questionnaire, featuring several overlapping, curved lines in shades of orange, yellow, green, and blue.

*Introducing ASQ-3 to Parents:*  
**Explain How ASQ-3 Works**

Three important topics to cover are:

- The 5 developmental areas of ASQ-3 (communication, gross motor, fine motor, problem solving, personal-social)
- The items in each area (child may be able to do some, but not all)
- The Overall section of the questionnaire (looks at overall development, parental concerns)


(See “ASQ Online Quick Reference Guide” PDF.)

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 explaining to parents how ASQ-3 works, you’ll want to be sure to address three topics: the 5 developmental areas of ASQ-3, the items in each area, and the questionnaire’s Overall section. The “ASQ Online Quick Reference Guide” PDF offers specific tips in the section titled “Introducing ASQ-3 and ASQ:SE-2 to Parents.”

Here are some examples of tips in each of the three areas:

- When describing the 5 developmental areas of ASQ-3, use easy-to-understand language like this:
  - *Communication refers to your child’s language skills—both what your child understands and what they can say.*
  - *Gross Motor is how your child uses their arms, legs, and other large muscles for sitting, crawling, walking, running, and other activities.*
  - *Fine Motor is your child’s hand and finger movement and coordination.*
  - *Problem Solving is how your child plays with toys and solves problems.*
  - *Personal-Social is your child’s self-help skills and interactions with others.*
- Regarding the items in each area, you might assure parents, Your child may be able to do some, but not all, of the items.
- About the Overall section of the questionnaire, you might say, The Overall section asks questions about your child’s development as a whole and any concerns you may have.



*Introducing ASQ-3 to Parents:*  
**Review the 3 Response Options**

Review the three response options and what they mean:

- **YES:** Child is performing the skill.
- **SOMETIMES:** Child is just starting to perform the skill or performs it occasionally.
- **NOT YET:** Child is not yet performing the skill.

See the “ASQ Online Quick Reference Guide” PDF for these tips and others.

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.

ASQ-3 items ask parents to choose one of three possible answer options. Here’s a simple way to explain them to parents:

- **YES** means that your child is performing the skill.
- **SOMETIMES** says that your child is just beginning to perform the skill or does it on occasion.
- **NOT YET** indicates that your child is not yet performing the skill.

You can find these tips and others in the “ASQ Online Quick Reference Guide” PDF, in the section titled “Introducing ASQ-3 and ASQ:SE-2 to Parents.”



*Introducing ASQ-3 to Parents:*  
**Materials List**

**Materials Needed to Administer ASQ-3** Kansas Kindergarten Readiness

**60 Month Questionnaire**

- Ball string\*
- Ball (small)\*
- Beads\*
- Buttons\* (use those on stuffed toy or child's clothes)
- Crayons\*
- Scissors (child safe)\*
- Zipper\* (use one on stuffed toy or child's clothes)
- Child's clothing (eg, coat, jacket, shirt, loose-fitting pants)
- Container with food to scoop (such as applesauce)
- Paper
- Pencil
- Soap, water, sand towel
- Spoon (large) or scoop

**72 Month Questionnaire**

- Ball (small)\*
- Scissors (child safe)\*
- Book with story new to the child\*
- Board game or cards
- Paper
- Child's clothing with snaps, buttons, or other fasteners (eg, coat, jacket, shirt, loose-fitting pants)
- Pencil


\*Items marked with an asterisk\* are included in the ASQ-3™ Materials Kit: <http://www.agesandstages.com/ks> to order.

Available for download at [www.agesandstages.com/ks](http://www.agesandstages.com/ks)

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.

It's also helpful to share with parents a list of the materials they'll need to administer the ASQ-3 60 month and 72 month questionnaires.

You can download this handout at [www.agesandstages.com/ks](http://www.agesandstages.com/ks).



## Introducing ASQ:SE-2 to Parents

- Share the purpose of ASQ:SE-2.
- Review the Important Points to Remember on the questionnaire.
- Explain the scoring system and show parents where to mark their response.
- Review the CONCERN column.
- Review the Overall section.

See the “ASQ Online Quick Reference Guide” PDF for more tips.

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.

As with ASQ-3, you can help parents feel more comfortable about the screening process by explaining what ASQ:SE-2 is and how the results are used. Next we'll cover the most important points to share and some examples of things to say when introducing ASQ:SE-2 to parents.

As a reminder, you can find these examples and others in the “ASQ Online Quick Reference Guide” PDF, under the heading “Introducing ASQ-3 and ASQ:SE-2 to Parents.”

First, **share the purpose of ASQ:SE-2**. Here are some things you can say:

- *ASQ:SE-2 provides a quick check of your child's social--emotional development.*
- *The information on this questionnaire is confidential. I will not share the information with anyone without your consent.*
- *Your answers show your child's social--emotional strengths as well whether there are behaviors you'd like to talk about.*
- *Your answers help me know what type of information I can gather for you.*
- *Your answers help me get to know your child better and show how I can provide support in the classroom.*
- *If you have questions or concerns about any of your child's behaviors that are beyond my knowledge, I can help you find other resources or agencies in our community that can help.*

## Training Module: Preparing for Questionnaire Completion (PowerPoint Slides with Notes)

Next, **review the Important Points to Remember section at the top of the questionnaire's first page.** Remind parents to answer questions based on what they know about their child's behavior. Here are examples of things you might say:


- *Answer the questions based on your child's usual behavior, not behavior when your child is sick, very tired, or hungry.*
- *A parent or caregiver who knows your child well can complete ASQ:SE--2—this is someone who spends more than 15 to 20 hours a week with your child.*

Third, **explain the scoring system's 3 response options and show the parent where to mark their response.**

- *OFTEN OR ALWAYS means the child is performing the behavior frequently or all the time.*
- *SOMETIMES means the child is performing the behavior occasionally but not consistently.*
- *RARELY OR NEVER means the child is not performing the behavior or is performing it rarely.*

Fourth, **review the CONCERN column.** Encourage parents to check their response first and then indicate whether the question reflects a concern about their child's behavior.

And finally, **review the Overall section.** Encourage parents to respond to the open--ended questions at the end of the questionnaire by checking YES or NO and providing detail as appropriate.



## Introducing ASQ-3 and ASQ:SE-2 to Parents: What to Expect Next


When parents finish completing a questionnaire, take a few moments to review what they can expect next:

- Tell parents you'll share the results with them.
- Give them a time frame.

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 parents finish completing a questionnaire, take a few moments to review what they can expect next:

- Tell parents that you'll be in touch to share the results with them.
- Give parents a time frame for when they can expect to hear from you.



## Methods of Providing & Completing Questionnaires

- Flexible options for providing questionnaires to parents
- Options for completing questionnaires:
  - Online, or on paper
  - Independently, or with assistance


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.

ASQ Online offers flexible options for providing questionnaires to parents.

The options for completing questionnaires are also flexible. Parents can complete a questionnaire:

- online, or on paper
- independently, or with assistance

The next few slides offer more detail about these options.



*Methods of Completing Questionnaires:*  
**Independently, Online**

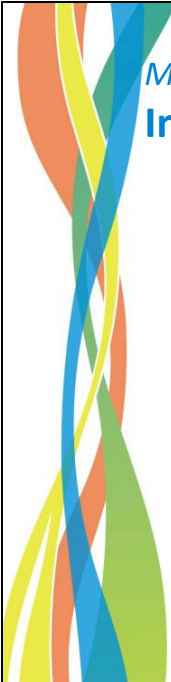
- Email the ASQ Online Family Access link to the parent.
- Share a flyer with the link to ASQ Online Family Access.
- Ask the parent to complete the questionnaire online at school.

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.

To have the parent complete a questionnaire independently online, you can:

Send the questionnaire to the parent electronically by emailing them the ASQ Online Family Access link.

- Share a flyer with the link to ASQ Online Family Access. You might:
- send the flyer home in the child's folder
- give out the flyer at a parent night or other event
- Ask the parent to complete the questionnaire online at school.



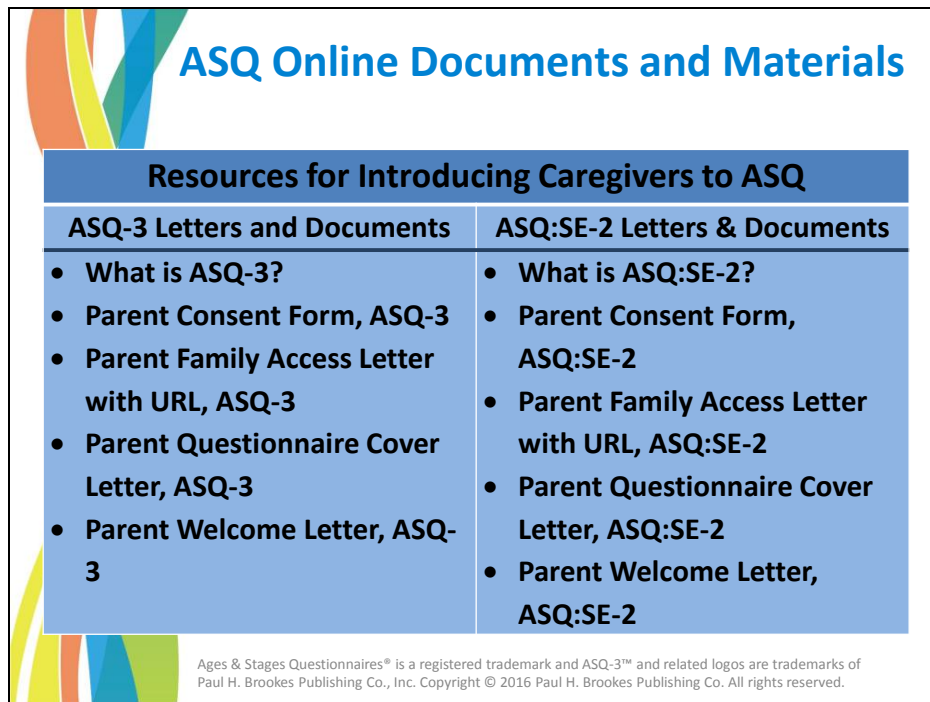
*Methods of Completing Questionnaires:*  
**Independently, Hard Copy**

- Send a printed copy of the questionnaire home.
- Ask the parent to complete the questionnaire during a parent–child visit at school.

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.

There are a couple of ways to have parents complete a hard copy of the questionnaire independently. You might:

- Send a printed copy of the questionnaire home for the parent to complete and return.
- Ask the parent to complete the questionnaire during a parent–child visit at school (or a slow start, a back-to-school night, or a family education event).



**ASQ Online Documents and Materials**

<b>Resources for Introducing Caregivers to ASQ</b>	
<b>ASQ-3 Letters and Documents</b>	<b>ASQ:SE-2 Letters &amp; Documents</b>
<ul style="list-style-type: none"><li>• <b>What is ASQ-3?</b></li><li>• <b>Parent Consent Form, ASQ-3</b></li><li>• <b>Parent Family Access Letter with URL, ASQ-3</b></li><li>• <b>Parent Questionnaire Cover Letter, ASQ-3</b></li><li>• <b>Parent Welcome Letter, ASQ-3</b></li></ul>	<ul style="list-style-type: none"><li>• <b>What is ASQ:SE-2?</b></li><li>• <b>Parent Consent Form, ASQ:SE-2</b></li><li>• <b>Parent Family Access Letter with URL, ASQ:SE-2</b></li><li>• <b>Parent Questionnaire Cover Letter, ASQ:SE-2</b></li><li>• <b>Parent Welcome Letter, ASQ:SE-2</b></li></ul>

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.

ASQ Online makes available several resources you can use to help acquaint parents with ASQ-3 and ASQ:SE-2. These include:

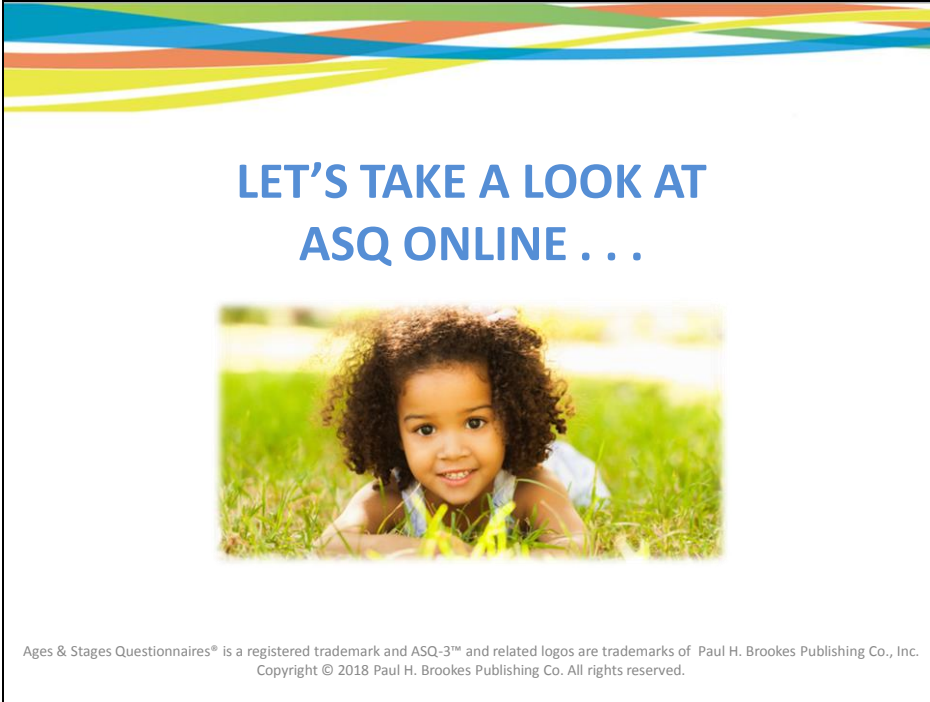
- an introduction letter
- information about ASQ-3 and ASQ:SE-2
- a blank questionnaire for parents to complete

You can print blank copies of these resources or create your own packet of materials.

Documents and blank questionnaires are available for printing in ASQ Online. You'll find them under Screening Management, in the "Documents" section.



Slide 16

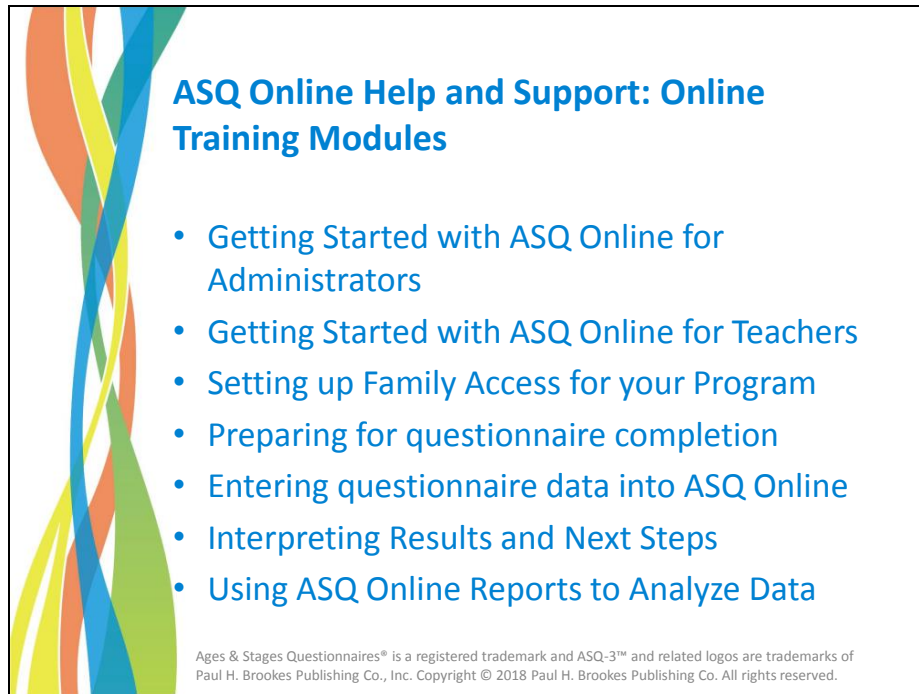


LET'S TAKE A LOOK AT  
ASQ ONLINE . . .

Ages & Stages Questionnaires® is a registered trademark and ASQ-3™ and related logos are trademarks of Paul H. Brookes Publishing Co., Inc.  
Copyright © 2018 Paul H. Brookes Publishing Co. All rights reserved.

The slide features a decorative header with overlapping wavy lines in shades of blue, green, yellow, and orange. Below the header, the text "LET'S TAKE A LOOK AT ASQ ONLINE . . ." is centered in a blue, sans-serif font. Underneath the text is a square photograph of a young child with dark, curly hair, smiling and looking towards the camera. The child is positioned in a grassy field with some yellow flowers in the foreground. At the bottom of the slide, there is a small line of text providing trademark and copyright information for Paul H. Brookes Publishing Co.

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

A slide titled "ASQ Online Help and Support: Online Training Modules" with a list of seven training modules. The slide features a decorative graphic on the left 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.

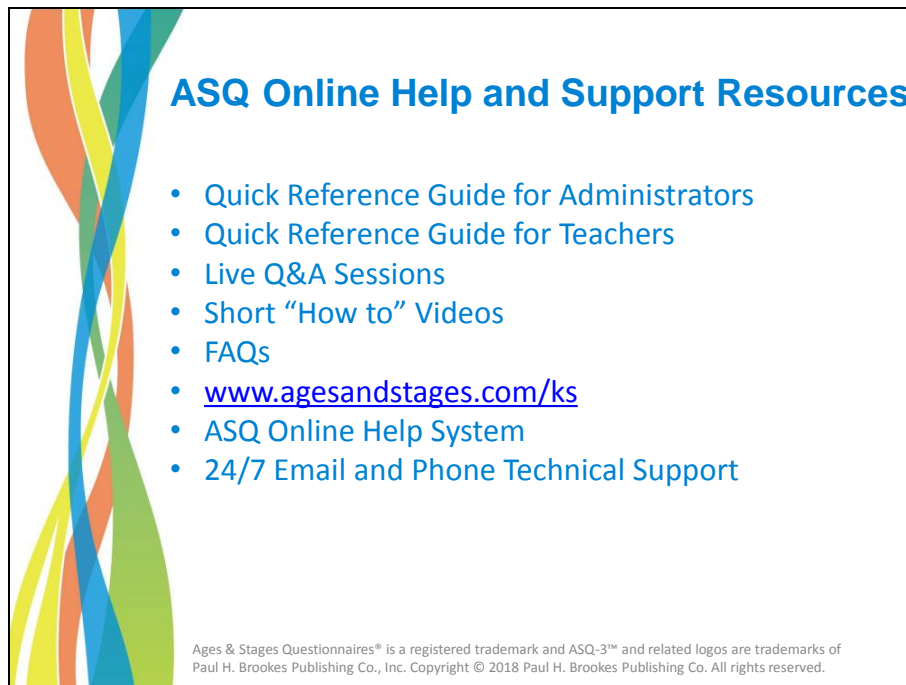
**ASQ Online Help and Support: Online Training Modules**

- 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

Ages & Stages Questionnaires® is a registered trademark and ASQ-3™ and related logos are trademarks of Paul H. Brookes Publishing Co., Inc. Copyright © 2018 Paul H. Brookes Publishing Co. All rights reserved.

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 Resources" with a list of resources. The slide features a decorative graphic on the left consisting of several overlapping, curved, colorful bands in shades of orange, yellow, green, and blue. The text is in a blue sans-serif font. At the bottom, there is a small copyright notice.

**ASQ Online Help and Support Resources**

- 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

Ages & Stages Questionnaires® is a registered trademark and ASQ-3™ and related logos are trademarks of Paul H. Brookes Publishing Co., Inc. Copyright © 2018 Paul H. Brookes Publishing Co. All rights reserved.

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