



ASQ Online Quick Reference Guide

for

Kansas Account Administrators



· P A U L · H ·
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Welcome to ASQ Online!

ASQ Online is the web-based screening management system that will be used to collect and report ASQ-3 and ASQ:SE-2 questionnaire data. Designed especially for multisite programs, your ASQ Online Enterprise account allows you to create and manage several programs. You can either set up administrators to manage each program, or you can set up program administrative access for yourself. Your ASQ Enterprise account also includes aggregate multisite reports that show trends across programs.

ASQ Online offers many benefits:

- Saves time and ensures accurate implementation of ASQ.
- Provides online data security.
- Helps programs streamline the data management process.
- Allows programs to manage screening data efficiently through:
 - a **Family Access** component that lets parents/caregivers and families complete questionnaires online.
 - automated questionnaire selection.
 - scoring that is accurate and automated.
 - individual child reports and overall program reports that help you analyze and monitor progress.
- Offers customizable letters for mail-out campaigns and sharing results with parents/caregivers.
- Provides easy tracking of the points at which children need to be screened again.
- Gives parents/caregivers convenient access to activities they can try at home to encourage their child's progress.

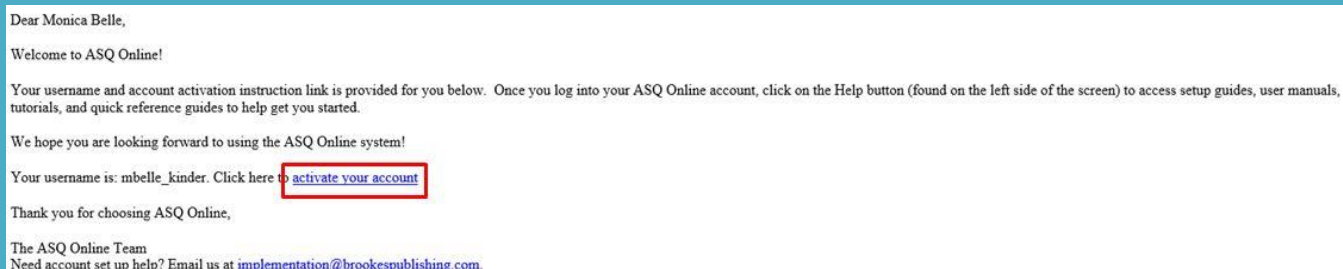
This guide provides instructions to help you get up and running quickly with ASQ Online as the Account Administrator.

We hope this guide will help you use ASQ Online and support your success and your work on behalf of Kansas children and families.

We welcome you to a community of engaged, active ASQ users who are dedicated to the healthy growth and development of young children. Please join us at www.agesandstages.com.

I. GETTING STARTED

Logging in to ASQ Online



Dear Monica Belle,
Welcome to ASQ Online!
Your username and account activation instruction link is provided for you below. Once you log into your ASQ Online account, click on the Help button (found on the left side of the screen) to access setup guides, user manuals, tutorials, and quick reference guides to help get you started.
We hope you are looking forward to using the ASQ Online system!
Your username is: mbelle_kinder. Click here to [activate your account](#)
Thank you for choosing ASQ Online.
The ASQ Online Team
Need account set up help? Email us at implementation@brookespublishing.com.

You should have received an email from donotreply@asqonline.com with your username and an account activation instruction link (red box on image below).

If you did not receive this email, please email implementation@brookespublishing.com.

To log in, click on the link from the email (**activate your account**) as shown in the image above and create your password on www.asqonline.com by entering it twice on the **Reset Password** page (see image below).



ASQ
Ages & Stages
Questionnaires

Log in Now

Reset your password

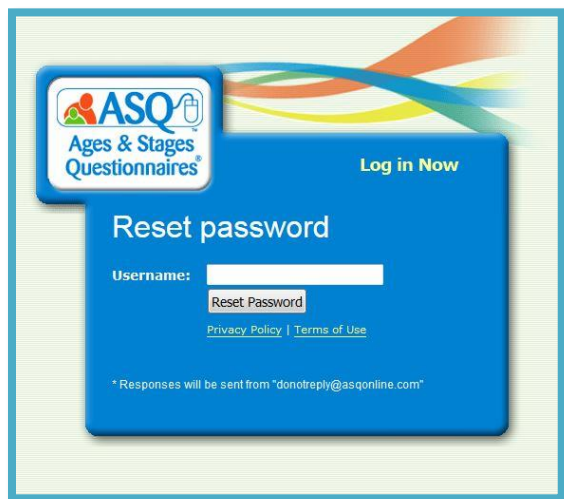
Password:

Confirm Password:

Set Password

If you receive an error message ("The link to create or reset your password has expired"), you can click on this [link](#) to enter your username and reset your password.

You can also go to www.asqonline.com and select **Forgot Password** to reset your password.



Navigating ASQ Online

At the top of each ASQ Online page you will find the navigation menu. This menu will take you to the different sections of ASQ Online, including your **Home** page, **My Profile**, **Account**, **Programs**, **Child Profiles**, and **Reports**.

A brief description of each section is provided below:

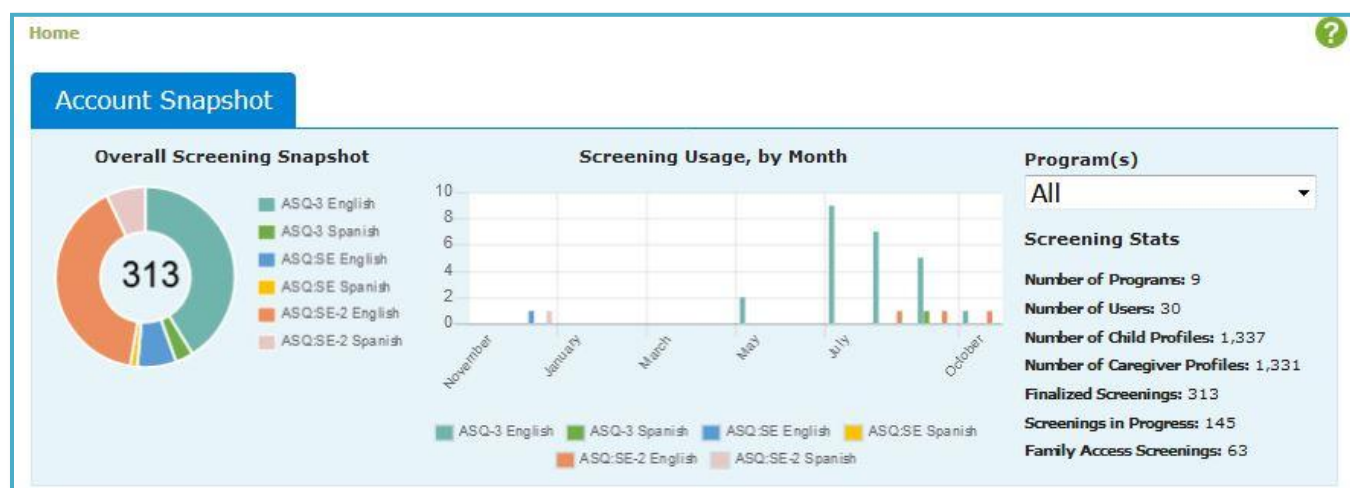
- **Home:** Access your account's *Account Snapshot*, *Announcements*, *Resource Corner*, and *Quick Links* for common tasks.
- **My Profile:** View and edit your profile information, change your password, create and manage your notes and files, manage your user access, and set personal alert messages.
- **Account:** Manage your ASQ Enterprise account; view and edit your billing details; view your subscriptions and renewal dates; create, view, and edit your account users; create classrooms; create and manage custom fields; import data.
- **Programs:** Create and manage your individual programs, view and search for information regarding each individual program within your account.
- **Child Profiles:** Transfer children between programs in your account, and request the transfer of children to other ASQ Online accounts.
- **Reports:** Generate reports at the individual, class, program, and account level.

Home Page

Immediately after you log in to your ASQ Online account, you will be directed to your **Home** page, which is personalized according to your role within the system. It is from this page that you will have quick access to the important information you need to manage your ASQ Online account, including *Account Snapshot*, *Announcements*, *Resource Corner*, and *Quick Links*.

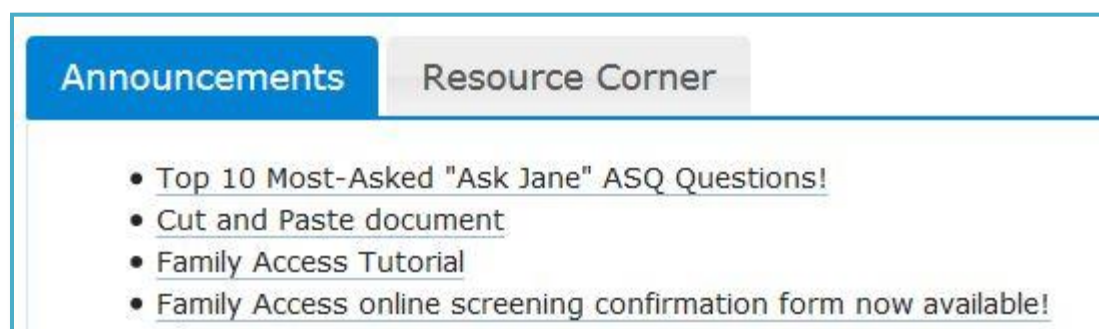
Account Snapshot

On the top section of your **Home** page is the *Account Snapshot* section (see image below). Within this section you can see up-to-date stats and a snapshot of your account, including the total number of programs in your account, the number of users, the number of Child Profiles, and the number of finalized screenings.



Announcements

Directly below the *Account Snapshot*, you will see the *Announcements* section (see image below). Here, the ASQ Online Implementation team will provide news and updates on new ASQ Online features, information on professional development, and tips and tricks for using the online system.

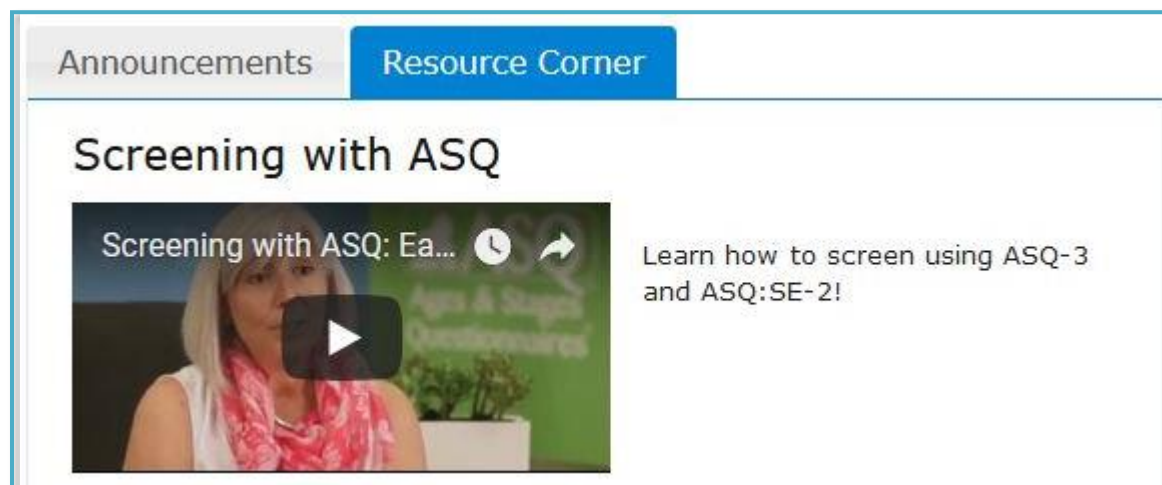


Announcements | Resource Corner

- [Top 10 Most-Asked "Ask Jane" ASQ Questions!](#)
- [Cut and Paste document](#)
- [Family Access Tutorial](#)
- [Family Access online screening confirmation form now available!](#)

Resource Corner

The *Resource Corner* (see image below) will highlight a video or other resource on ASQ and/or the ASQ Online system.



Help

On the upper right corner of your **Home** page is a *Help* icon (see image below). Selecting the icon will take you to the specific section of the online User Manual for that portion of the site.



Quick Links

The *Quick Links* section provides quick access to common administrative tasks in ASQ Online. Those tasks include:

- Create Program
- View List of Programs
- Search Account Users
- Add Account User
- Import Data
- View Reports
- Visit our Help System
- Email our Tech Support Team

Your Role as Account Administrator

As Account Administrator, you are responsible for managing all facets of your ASQ Online account. These responsibilities include:

- Setting up your account
- Creating the programs within your account
- Assigning Program Administrators to each program

Although as an Account Administrator you cannot perform the central function of ASQ (entering screenings for a specific child), you do have a supervisory role in that you have the ability to view the results of all screenings entered in every program within your account, by generating reports based on those screenings.

Here are some definitions for common terms that will be used throughout the Quick Reference Guide.

ASQ Online: web-based system for ASQ, offering online data management, questionnaire completion by hand or through the internet.

ASQ Hub: an account for bigger organizations that allows the organization to pull reports of aggregate-level data for linked ASQ Enterprise accounts.

ASQ Enterprise: An online data management system for ASQ-3 and ASQ:SE-2, that allows communities with multiple community partners to create individual programs in the system for each one.

Program: Each community partner (each brick-and-mortar building/site in the ASQ structure) that will utilize the ASQ Online system that feeds up into the local Part C Network ASQ Enterprise Account.

Family Access: user-friendly tool that allows parents to complete questionnaires online, through a secure, customizable website that integrates seamlessly with the Enterprise account.

Account Administrator: User role responsible for managing the Enterprise account. Responsibilities include: setting up the account, creating the programs and Program Administrators, creating custom fields, and generating reports at the Account level.

Program Administrator: User role responsible for creating program users and assigning user roles, creating and managing child and caregiver profiles, viewing and entering screenings, setting up Family Access, importing/exporting data, generating child, provider, and program reports.

Provider: User role designed for professionals, employees, teachers, and contractors who work directly with children. Responsible for creating child and caregiver profiles, entering screening data, creating tasks and documents, and generating reports.

Reviewer: Most limited user role designed for a user such as program director who needs to review individual child and program reports. A reviewer does not have ability to add/edit child profiles or enter screening data and can only see de-identified child data.

II. MANAGING YOUR ENTERPRISE ACCOUNT

Creating Custom Fields

As Account Administrator of an ASQ Online Enterprise account, you have the ability to create custom fields. A custom field is used to capture specific data that you want included in a Child or Caregiver Profile. If there is any child or caregiver-specific information that you want ASQ Online to track, you can use the custom field feature to do so. Once a custom field is created, a Provider or Program Administrator will fill out that information when adding or editing a Child or Caregiver Profile. The custom fields can also be included in **Family Access** for parents/caregivers and families to complete.

Creating custom fields allows your programs to track specific data that you might find useful to report on. The image that follows shows some possible custom fields.



Label	Location	Data Type	Position	Edit	Delete
Date of Birth2	Caregiver Profile	Text		Edit	Delete
Date of Birth	Caregiver Profile	Date		Edit	Delete
Hair Color	Child Profile	Drop-down menu		Edit	Delete

Adding a Custom Field

To add a custom field:

1. From the top navigation menu, select "Account."
2. Scroll down and find the "Custom Fields" tab.
3. Click the "Add" tab next to it.
4. You will be taken to the **New Custom Field** page. Fill in the following information (items preceded by an asterisk [*] are required):
 - a. *Location (Choose whether this field will appear on a Child or Caregiver Profile.)

- b. ***Label** (This will be the name of the custom field.)
- c. Spanish Label (This is the Spanish translation of the label that will appear in the Spanish version of your **Family Access** pages if you have a Spanish Family Access URL.)
- d. ***Required** (Indicate whether or not you want this custom field to be required within a Child or Caregiver Profile.)
- e. ***Include in Family Access** (Indicate whether or not you want this custom field to appear in Family Access. All required fields must appear in **Family Access**.)
- f. ***Data Type** (Choose the type of custom field you would like. Your options are: Text, Drop-down menu, Date, or Yes/No.)
- g. Format (If you choose "Text" or "Drop-down menu" as your data type, you can format how you would like this data to be entered.)
 NOTE: *If you are creating a drop-down menu custom field, Format becomes a required field. You will need to enter the options that you wish to appear in your drop-down menu. You will also need to indicate whether you will allow users to select more than one option from the drop-down menu, by selecting "Yes" or "No" next to "Multiple selections allowed."*
- h. Default value (Allow a default value for the custom field to appear automatically.)
- i. Example (Provide example text to help a user better understand the type of information that should appear in the field.)
- j. Spanish Example (This will include the Spanish translation of the Example field. If filled in, this will appear in the Spanish version of your **Family Access** pages if you have a Spanish Family Access URL.)
- k. Position (Enter numbers 1, 2, 3, and so on to determine the order of the custom fields. The custom fields start to appear after the last child profile/caregiver profile field.)
- l. Description (Enter a description of the field to help the user understand the reason for completing the field.)
- m. Spanish Description (This will include the Spanish translation of the Description field. If filled in, this will appear in the Spanish version of your **Family Access** pages if you have a Spanish Family Access URL.)

5. When you have finished entering the information, click the "Save" button.

Creating Programs

As Account Administrator, it is your responsibility to create the programs within your ASQ Enterprise account. A “program” is defined as a single location that has purchased its own set of ASQ-3 and/or ASQ:SE-2 questionnaires.

To create a new program:

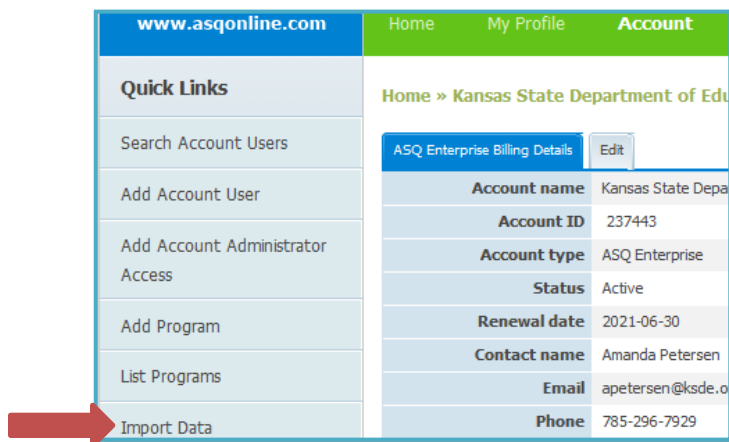
1. From the top navigation menu, select "Programs" and click the Quick Link for "Add Program."
OR
From the top navigation menu, select "Account" and click the Quick Link for "Add Program."
OR
From your **Home** page, look under the "Quick Links" tab and select the "Create Program" link.
2. On the **Add Program** page, enter the following program information. Items preceded by an asterisk [*] are required:
 - a. *Program name
 - b. *Contact name
 - c. *Email
 - d. *Phone
 - e. Alternate Phone
 - f. Fax
 - g. Website
 - h. Enable personal landing pages (By default, the option will say "Yes." This allows Provider users within the program to create their own Provider **Family Access** URLs that only they will have access to.)
 - i. Logo (A logo can be uploaded to the program so that it will appear in some of the documents available in the *Screening Management* section of your program. NOTE: The logo will not appear in the questionnaire.)
 - j. *Address1
 - k. Address2
 - l. Address3
 - m. *City
 - n. County/District
 - o. *State/Province
 - p. *Zip/Postal code
 - q. *Country
3. Once you have entered the program information, click the "Save" button.

Importing Programs

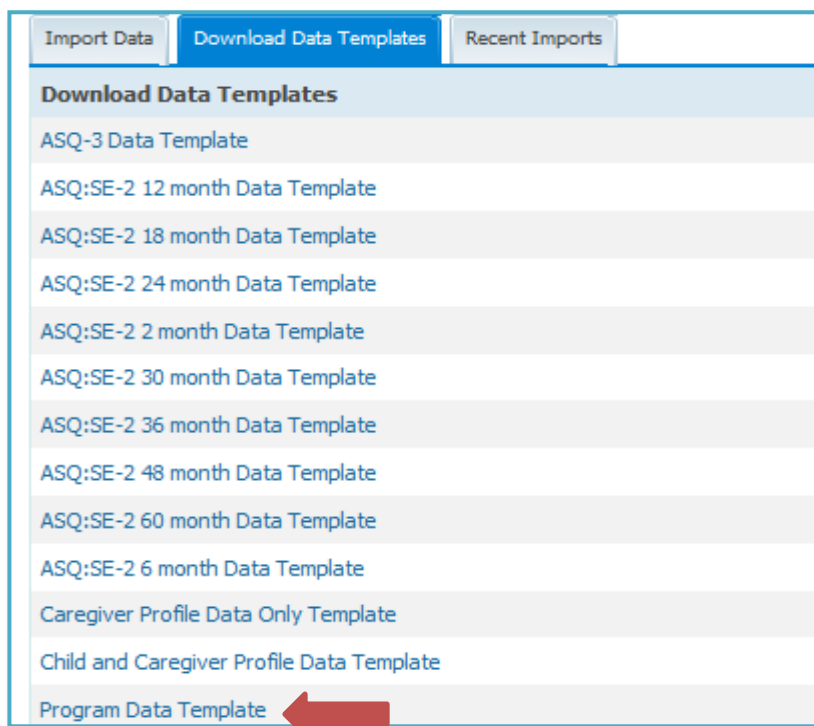
If you need to set up multiple programs at one time, you have the ability to import programs into your ASQ Online account using the program import template.

To download the program import template:

1. On the main menu, select "Account."
2. Select the Quick Link for "Import Data" (red arrow on the image below).



3. Select the tab for "Download Data Templates."
4. Select "Program Data Template" (red arrow).



- Download the template and fill in the required information for a program template, as shown in the following table:

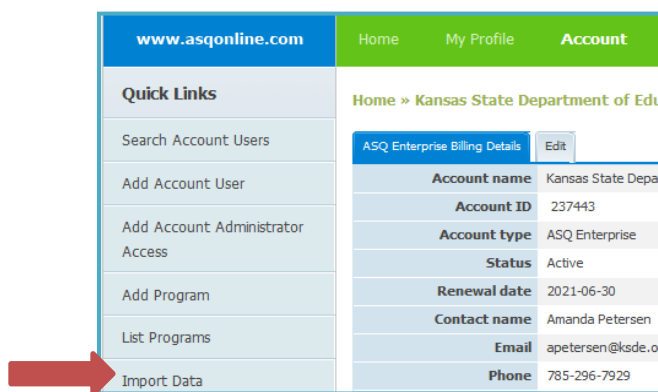
Table: Information for a Program Template

Field Name	Required*	Format/Options	Example	Special Instructions
Program ID	No	Text		Leave blank.
Program Name	Yes	Text	Belle Elementary	
Contact Name	Yes	Text	Monica Belle	Enter name of main contact for the program.
Email	Yes	Text	mbelle@brookespublishing.com	Must be valid email address.
Phone	Yes	xxx-xxx-xxxx	434-232-2323	
Alternate Phone	No	xxx-xxx-xxxx	434-232-2321	
Fax	No	xxx-xxx-xxxx	434-232-2320	
Website	No	www.websitename.com	www.belleelementary.org	
Enable Personal Landing Pages	Yes	Yes No	No	Enter No
Address1	Yes	Text	123 Main St.	
Address2	No	Text		
Address3	No	Text		
City	Yes	Text	Topeka	
County/District	No	Text		
State/Province	Yes	Text	Kansas	
Zip/Postal Code	Yes	Text	66621 66621-4521	
Country	Yes	Text	United States	

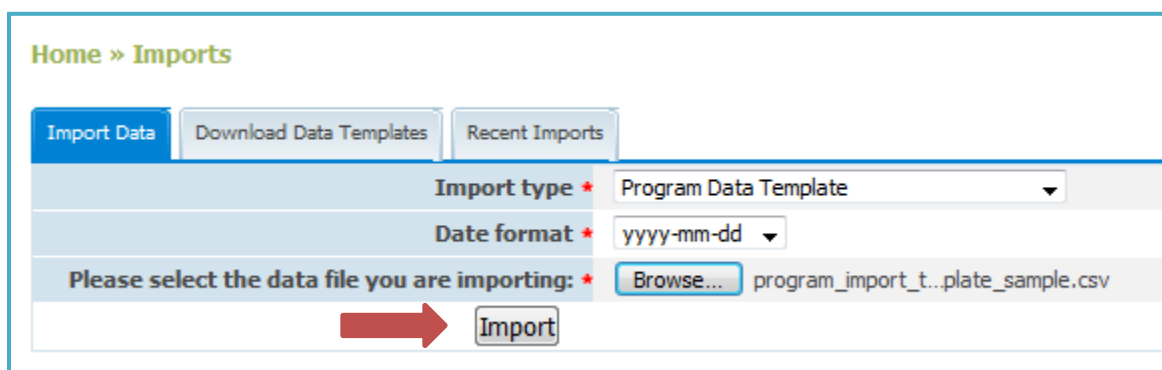
You can view an example of a program data import file [here](#).

Once you have finished entering the program information for your template, log in to www.asqonline.com and take the following steps:

- From the main menu, select "Account."
- Select the Quick Link for "Import Data" (red arrow).



3. For "Import Type", select "Program Data Template" (see next image below).
4. For "Date format," select "yyyy-mm-dd" (see next image below).
5. Click "Browse" and upload the import file you created (see next image below).
6. Click "Import" (red arrow on image below).



Home » Imports

Import Data | Download Data Templates | Recent Imports

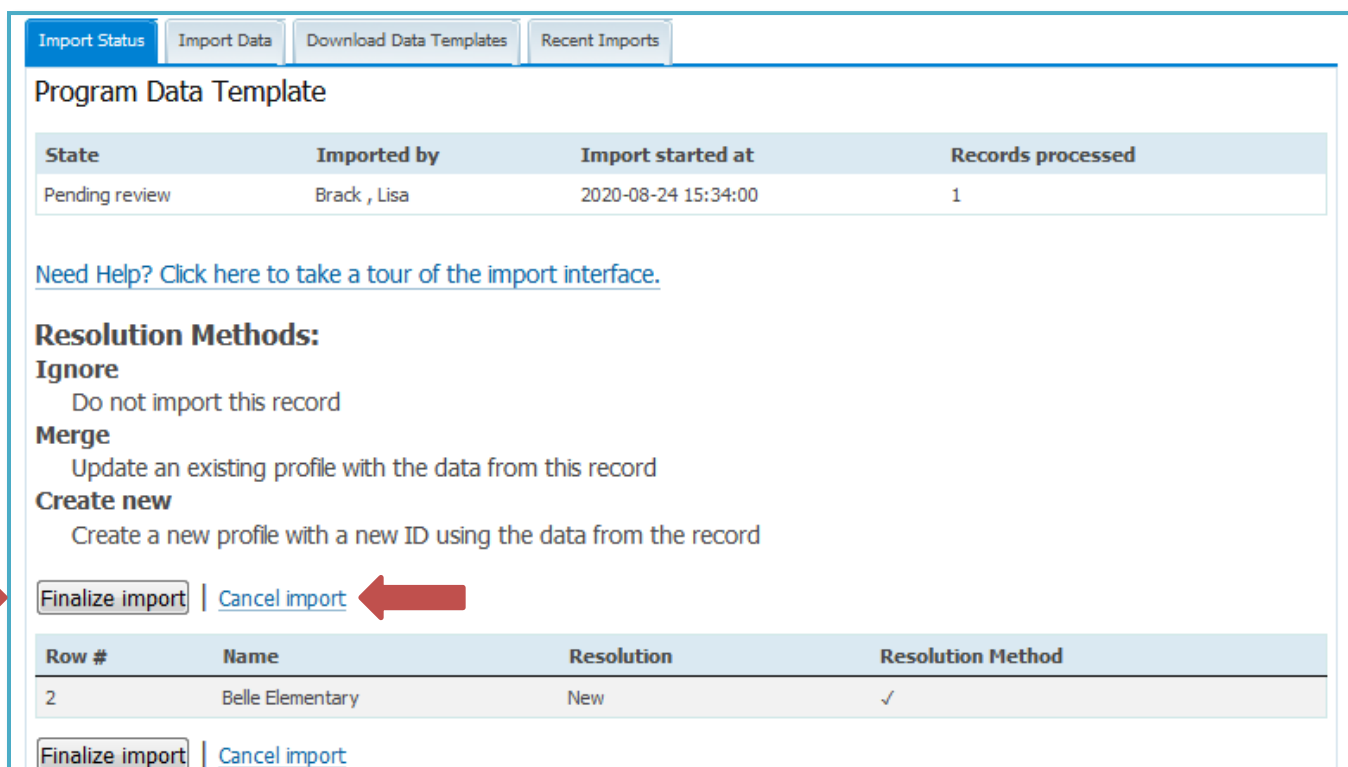
Import type * Program Data Template

Date format * yyyy-mm-dd

Please select the data file you are importing: * Browse... program_import_t..plate_sample.csv

Import

7. You will see information on the state, imported by, import started at, and number of records processed.
8. If there are any errors, they will be listed.
9. Click "Finalize import" (left red arrow on image below) to import your data, or "Cancel import" (right red arrow) to make any needed corrections first.



Import Status | Import Data | Download Data Templates | Recent Imports

Program Data Template

State	Imported by	Import started at	Records processed
Pending review	Brack, Lisa	2020-08-24 15:34:00	1

[Need Help? Click here to take a tour of the import interface.](#)

Resolution Methods:

Ignore
Do not import this record

Merge
Update an existing profile with the data from this record

Create new
Create a new profile with a new ID using the data from the record

Finalize import | Cancel import

Row #	Name	Resolution	Resolution Method
2	Belle Elementary	New	✓

Finalize import | Cancel import

10. On the "Recent Imports" tab you will find all recent files you imported.

Your import is being finalized.

Home » Imports

Search Imports

Status Search

Import Data Download Data Templates **Recent Imports**

Data Template	Date	Imported By	Status	Total No. of Records Imported	No. of Records Updated
Program Data Template	2020-08-24 15:34:00	Brack , Lisa	Finalizing	1	0

Managing Program Users

As Account Administrator, you can create any user for a program, or you can create a designated Program Administrator for each program and have the Administrator set up other users.

Understanding Program User Roles and Permissions

There are three pre-defined user roles for a program: Program Administrator, Provider, and Reviewer:

Program Administrators can create additional users who have access to the program. These users can have the role of either Program Administrator, Provider, or Reviewer. Program Administrators have the most powerful role. They can create program users, create and edit Child Profiles, assign Child Profiles to Providers, enter screening data, create and manage program documents and packets, manage **Family Access**, and generate reports.

The *Provider* role is designed for teachers/providers and specialists who work directly with children. Providers can create and edit Child Profiles; enter screening data; generate and download documents and groups of documents; and generate reports.

The *Reviewer* role is designed for users such as program directors and school superintendents, who need to review aggregate reports on children's progress. Reviewers have the ability to generate reports but cannot view, add, edit, or delete specific child records or screenings.

The table that follows presents a snapshot of these predefined roles and the main differences among them.

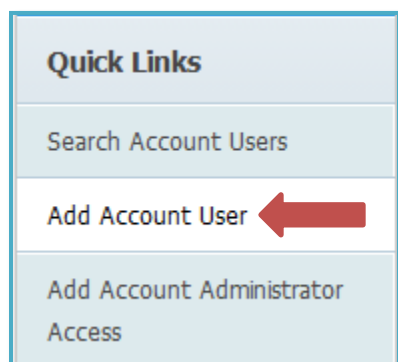
Table: Comparison of Predefined User Roles for a Program

	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	✓	✓	✗

Creating Program Users


To create additional Account Administrators:

1. From the main menu, select "Account."
2. Select the Quick Link for "Add Account User" (red arrow).



3. Enter the required information for the user and select their user role (Account Administrator; red arrow on image below). (NOTE: Be sure to enter the e-mail address correctly.)

Add User

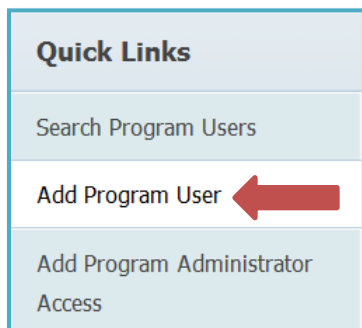
Prefix	<input type="text"/>
First name *	<input type="text"/>
Last name *	<input type="text"/>
Position	<div style="border: 1px solid #ccc; padding: 2px;"> Care coordinator ▲ Childcare provider Early interventionist Educator: Early childhood ▼ </div>
Job title	<input type="text"/>
Address1	<input type="text"/>
Address2	<input type="text"/>
Address3	<input type="text"/>
City	<input type="text"/>
County/District	<input type="text"/>
State/Province *	Kansas ▼
Zip/Postal code *	<input type="text"/>
Country *	United States ▼
Phone * (XXX-XXX-XXXX)	<input type="text"/>
Mobile Phone (XXX-XXX-XXXX)	<input type="text"/>
Mobile carrier	<input type="text"/>
Fax	<input type="text"/>
Email *	<input type="text"/>
Role *	<input type="checkbox"/> Account Administrator 

4. Enter a username for the user. Typical usernames consist of the user’s first initial and last name (jwilliams).
5. Click the “Save” button.
6. The user will receive an email with their login information and a link to set up their password.

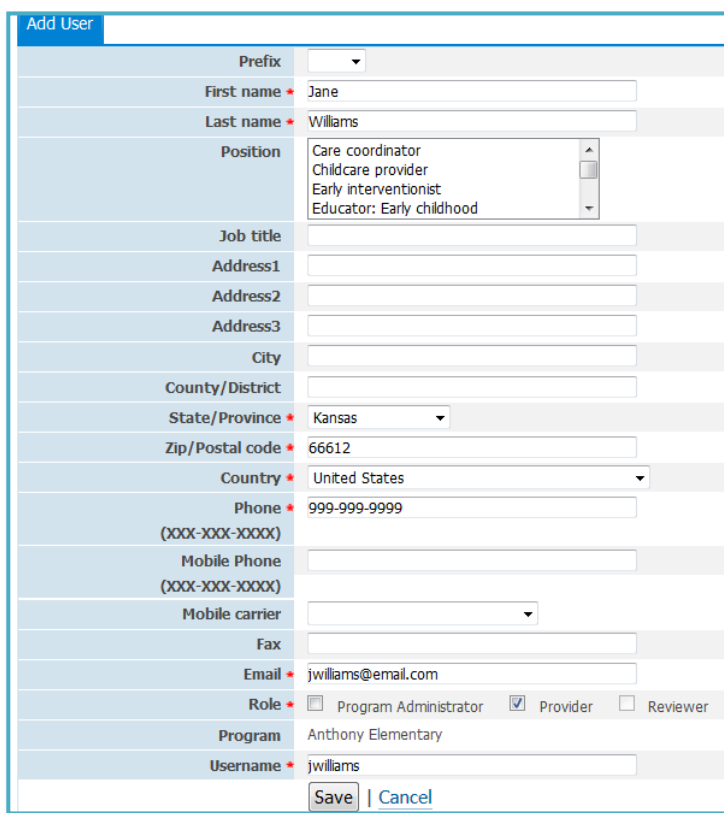
To create a user for a program:

1. From the main menu, select “Programs.”
2. Select the Program for which you want to create the user.

- Click the “Add Program User” Quick Link (red arrow).



- Enter the required information for the user and select their user role (NOTE: Be sure to enter the e-mail address correctly).



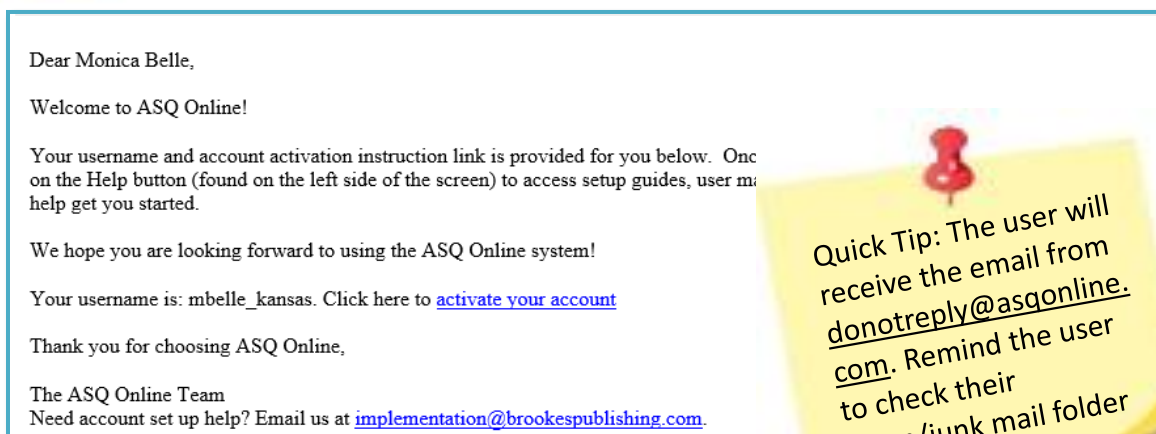
The image shows a form titled "Add User" with the following fields and values:

- Prefix: [Dropdown]
- First name: Jane
- Last name: Williams
- Position: Care coordinator, Childcare provider, Early interventionist, Educator: Early childhood
- Job title: [Text]
- Address1: [Text]
- Address2: [Text]
- Address3: [Text]
- City: [Text]
- County/District: [Text]
- State/Province: Kansas
- Zip/Postal code: 66612
- Country: United States
- Phone: 999-999-9999
- Mobile Phone: [Text]
- Mobile carrier: [Dropdown]
- Fax: [Text]
- Email: jwilliams@email.com
- Role: Program Administrator, Provider, Reviewer
- Program: Anthony Elementary
- Username: jwilliams

Buttons: Save | Cancel

- Enter a username for the user. Typical usernames consist of the user’s first initial and last name (jwilliams).
- Click the “Save” button.

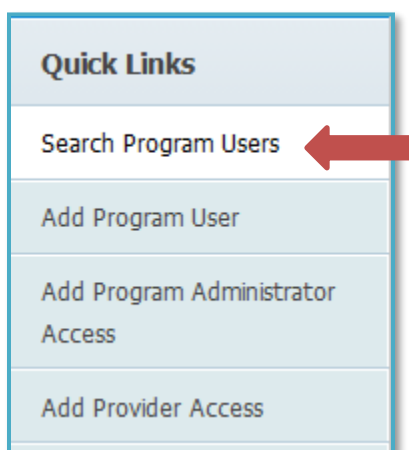
- The user will receive an email with their login information and a link to set up their password.



Editing/Deleting Program Users

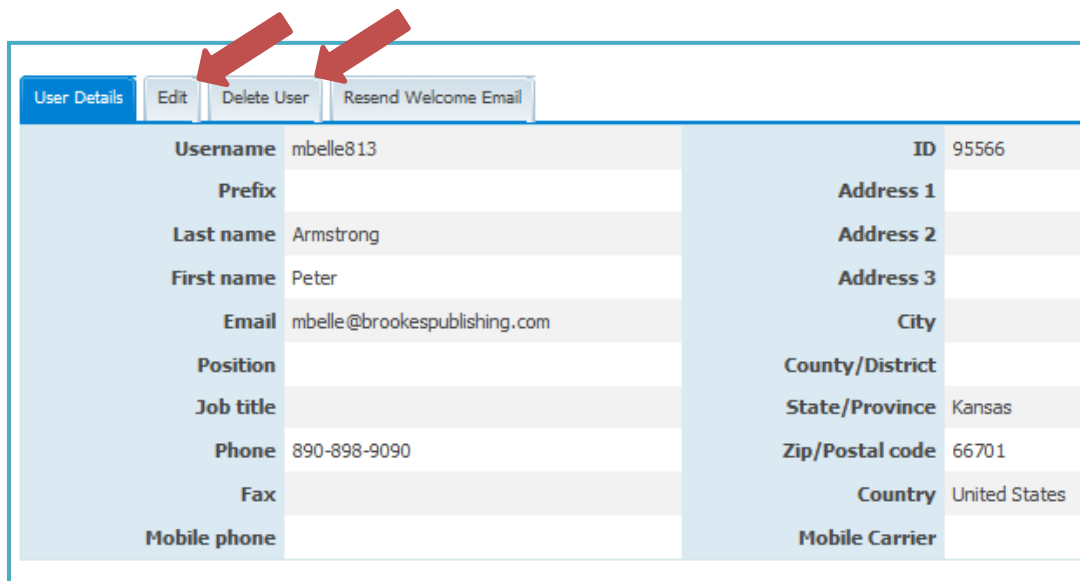
To edit a user profile:

- From the main menu, select "Programs."
- Locate and select the name of the program within which you would like to search for a user, and click on the program name.
- Select the Quick Link for "Search Program Users" (red arrow on image below).



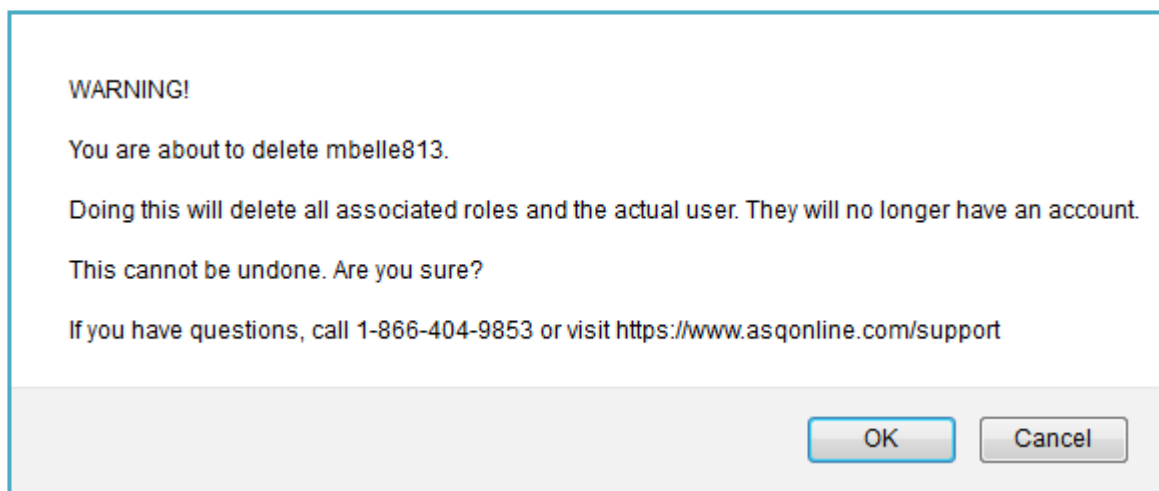
- Search for program users by entering information in any of the following search fields: Last name, First name, Role. (You may enter more than one field to narrow your search.)
NOTE: When searching by first or last name, entering a single letter will yield search results that contain that letter (if you enter "k" in the First name field, the results returned will show all users whose first name contains a "k," such as Kim and Derrick).

5. Click "Search." Once you have located the user you are looking for, click on the user's name to view the individual user's profile.
6. Select the "Edit" tab to make changes to the user profile (left red arrow on image below).
7. To delete a user, select the "Delete User" tab (right red arrow).



User Details		Edit	Delete User	Resend Welcome Email
Username	mbelle813			
Prefix				
Last name	Armstrong			
First name	Peter			
Email	mbelle@brookespublishing.com			
Position				
Job title				
Phone	890-898-9090			
Fax				
Mobile phone				
		ID	95566	
		Address 1		
		Address 2		
		Address 3		
		City		
		County/District		
		State/Province	Kansas	
		Zip/Postal code	66701	
		Country	United States	
		Mobile Carrier		

8. A pop-up window will appear asking if you are sure you want to delete the user. Click "OK".



WARNING!

You are about to delete mbelle813.

Doing this will delete all associated roles and the actual user. They will no longer have an account.

This cannot be undone. Are you sure?

If you have questions, call 1-866-404-9853 or visit <https://www.asqonline.com/support>

OK Cancel

NOTE: Once you delete a user, you will no longer have access to their profile information, and they will no longer be able to access ASQ Online. To allow this person access to the system in the future, you will have to add them as a completely new user.

Adding/Removing Access for an Existing Program User

If a user already exists within a program as a Program Administrator, Provider, or Reviewer, you may add additional access for that user—for example, if you want a Program Administrator to also have the access rights of a Provider, or if a Program Administrator needs access to multiple programs. There are two ways to add additional access:

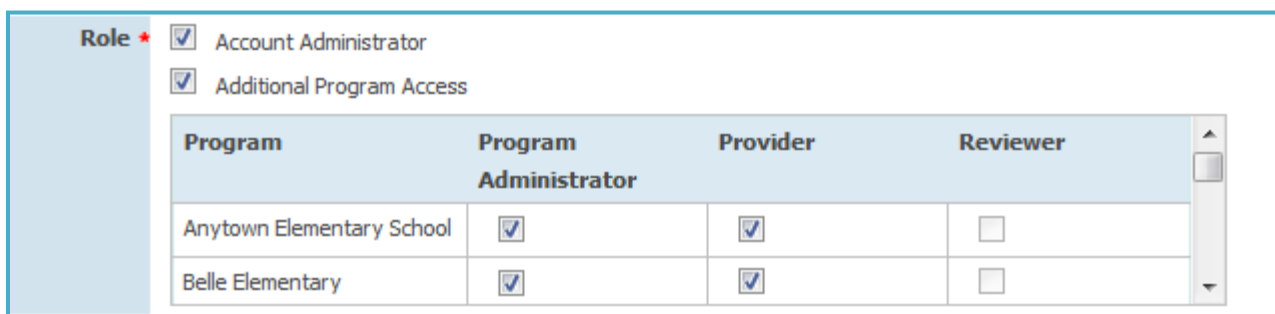
- Add additional access for a single user
- Add additional access for multiple users

To add additional access for a single user:

1. From the main menu, select "Account."
2. Click the Quick Link for "Search Account Users."
3. Search for or otherwise locate the user for whom you would like to add additional access.
4. Select the "Edit" tab.

User Details		Edit	Delete User	Resend Welcome Email
Username	kimallen2	ID	32392	
Prefix		Address 1		
Last name	Allen	Address 2		
First name	Kimberly	Address 3		
Email	lbrack@brookespublishing.com	City		
Position		County/District		
Job title		State/Province	Maryland	
Phone	999-999-9999	Zip/Postal code	99999	
Fax		Country	United States	
Mobile phone		Mobile Carrier		

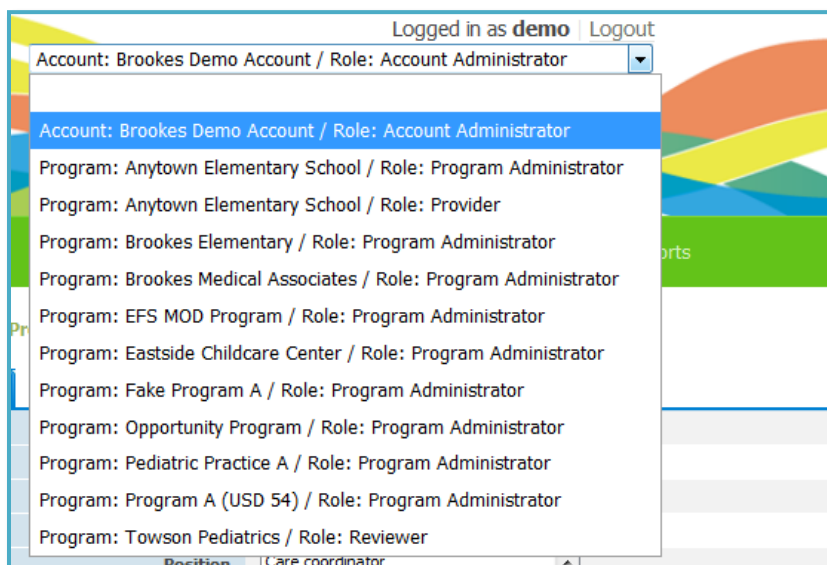
5. Scroll down to the *Role* section (see image below), and use the scrolling bar as needed to find and click the boxes for each type of access that should be added for the user.



Program	Program Administrator	Provider	Reviewer
Anytown Elementary School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Belle Elementary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6. Click "Save".

When a user has additional levels of access in ASQ Online, the top section of ASQ Online where the user logs in will contain a dropdown menu (as shown in the image below) from which the user will be able to select the program and user role.



Logged in as **demo** | Logout

Account: Brookes Demo Account / Role: Account Administrator

- Account: Brookes Demo Account / Role: Account Administrator
- Program: Anytown Elementary School / Role: Program Administrator
- Program: Anytown Elementary School / Role: Provider
- Program: Brookes Elementary / Role: Program Administrator
- Program: Brookes Medical Associates / Role: Program Administrator
- Program: EFS MOD Program / Role: Program Administrator
- Program: Eastside Childcare Center / Role: Program Administrator
- Program: Fake Program A / Role: Program Administrator
- Program: Opportunity Program / Role: Program Administrator
- Program: Pediatric Practice A / Role: Program Administrator
- Program: Program A (USD 54) / Role: Program Administrator
- Program: Towson Pediatrics / Role: Reviewer

To add additional access for multiple users:

1. From the main menu, select "Programs."
2. Locate and select the name of the program the user is associated with. You will be directed to the **Program Details** page.

3. Depending on the type of access you want to add for a user, select one of the following Quick Links:
 - a. Add Program Administrator Access
 - b. Add Provider Access
4. A list of available program users will appear. Locate the user(s) for whom you wish to add access.
5. Click the check box to the left of the user's name, ensuring that a check mark appears (red arrow on image below):




6. If you wish to add user access for all the users listed, click the "Select All" button (left red arrow on image above).
7. Click the "Add" button in the top right corner of the Program Users list (right red arrow above).

To remove access for a user, do the following:

1. From the main menu, select "Account."
2. Click the Quick Link for "Search Account Users."
3. Search for or otherwise locate the user for whom you would like to add additional access.
4. Click on the user's name to access their profile.

5. Locate the *User Access List* section toward the bottom of the page (see next image below). There will be a list of all roles to which this user has access.
6. Select the role you would like to remove, then select "Remove Role" (beneath the "Actions" column; red arrow on image below).

User Access List			
Name	Role		Actions
Account: Brookes Demo Account	Account Administrator		Remove Role
Program: Pediatric Practice A	Program Administrator		Remove Role
Program: Program J	Program Administrator		Remove Role
Program: Brookes Elementary	Program Administrator		Remove Role

7. A pop-up message will appear, asking if you are sure. Click "OK".

You can also remove access for multiple users at once by following steps 1 through 4 above and then completing the following steps:

5. Click the "Edit" tab.
6. Scroll down to the *Role* section.
7. Deselect the boxes for all roles to which the user should no longer have access.
8. Click "Save."

Importing Program Users

If you need to create multiple users at one time, you have the ability to import Program Administrators and Providers.

To download the Program Administrator or Provider import template:

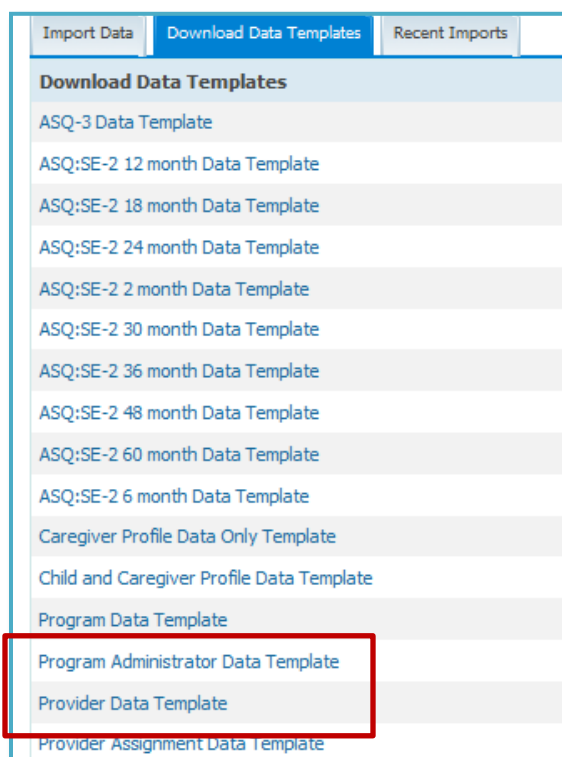
1. From the main menu, select "Account."
2. Select the Quick Link for "Import Data" (red arrow on image below).



The screenshot shows the ASQ Online account management interface. On the left is a 'Quick Links' menu with 'Import Data' highlighted by a red arrow. On the right, the 'Account' tab is active, displaying 'ASQ Enterprise Billing Details' for the 'Kansas State Department of Education' account.

ASQ Enterprise Billing Details		Edit
Account name	Kansas State Depa	
Account ID	237443	
Account type	ASQ Enterprise	
Status	Active	
Renewal date	2021-06-30	
Contact name	Amanda Petersen	
Email	apetersen@ksde.o	
Phone	785-296-7929	

3. Select the "Download Data Template" tab (see next image below).
4. Select either the "Program Administrator Data Template" or "Provider Data Template" (red box on image below).



The screenshot shows the 'Download Data Templates' page with a list of available templates. The 'Program Administrator Data Template' and 'Provider Data Template' are highlighted with a red box.

Import Data	Download Data Templates	Recent Imports
Download Data Templates		
ASQ-3 Data Template		
ASQ:SE-2 12 month Data Template		
ASQ:SE-2 18 month Data Template		
ASQ:SE-2 24 month Data Template		
ASQ:SE-2 2 month Data Template		
ASQ:SE-2 30 month Data Template		
ASQ:SE-2 36 month Data Template		
ASQ:SE-2 48 month Data Template		
ASQ:SE-2 60 month Data Template		
ASQ:SE-2 6 month Data Template		
Caregiver Profile Data Only Template		
Child and Caregiver Profile Data Template		
Program Data Template		
Program Administrator Data Template		
Provider Data Template		
Provider Assignment Data Template		

5. Download the template and fill in the required fields shown in the following table.

Table: Program Administrator Data Template and Provider Data Template

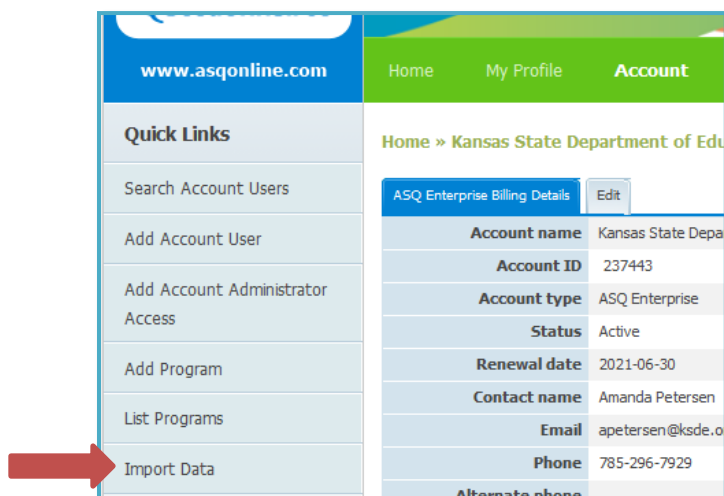
Field Name	Required*	Format/Options	Example	Special Instructions
Program ID	Yes	Text	12345	Enter the program ID that can be found on the Program Details page.
User ID	No	Text	123654	Leave blank.
Prefix	No	Mr. Mrs. Ms. Miss Dr.	Mrs.	
First Name	Yes	Text	Monica	
Last Name	Yes	Text	Belle	
Position	No	Text	Administrator	
Job Title	No	Text	Program Coordinator	
Address1	No	Text	123 Main St.	
Address2	No	Text	Room 123	
Address3	No	Text		
City	Yes	Text	Topeka	
County/District	No	Text		
State/Province	Yes	Text	Kansas	
Zip/Postal Code	Yes	Text	66601 66601-1234	
Country	Yes	Text	United States	
Phone	Yes	xxx-xxx-xxxx	999-999-9999	
Mobile Phone	No	xxx-xxx-xxxx	999-999-9999	
Mobile Carrier	No	Text		
Fax	No	Text	999-999-9999	
Email	Yes	Text	mbelle@brookespublishing.com	
Username	Yes	Text	mbelle	

You can view a sample Program Administrator import file [here](#).

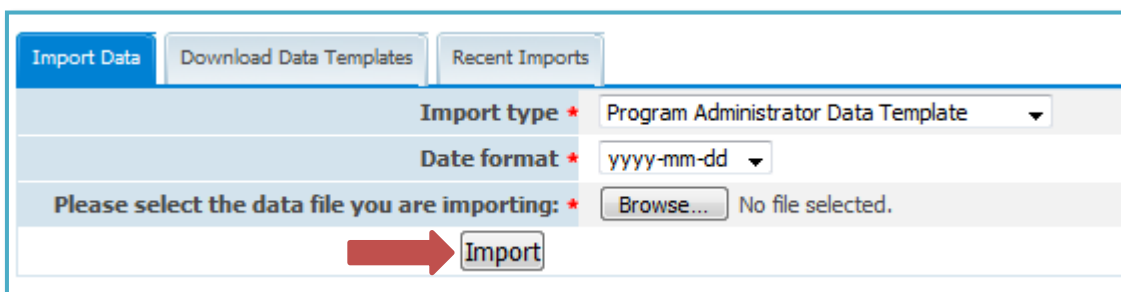
NOTE: The Program Administrator and Provider data templates have the same fields.

Once you have finished entering the Program Administrator or Provider information for your template, log in to www.asqonline.com and take the following steps:

1. From the main menu, select "Account."
2. Select the Quick Link for "Import Data" (red arrow on image):

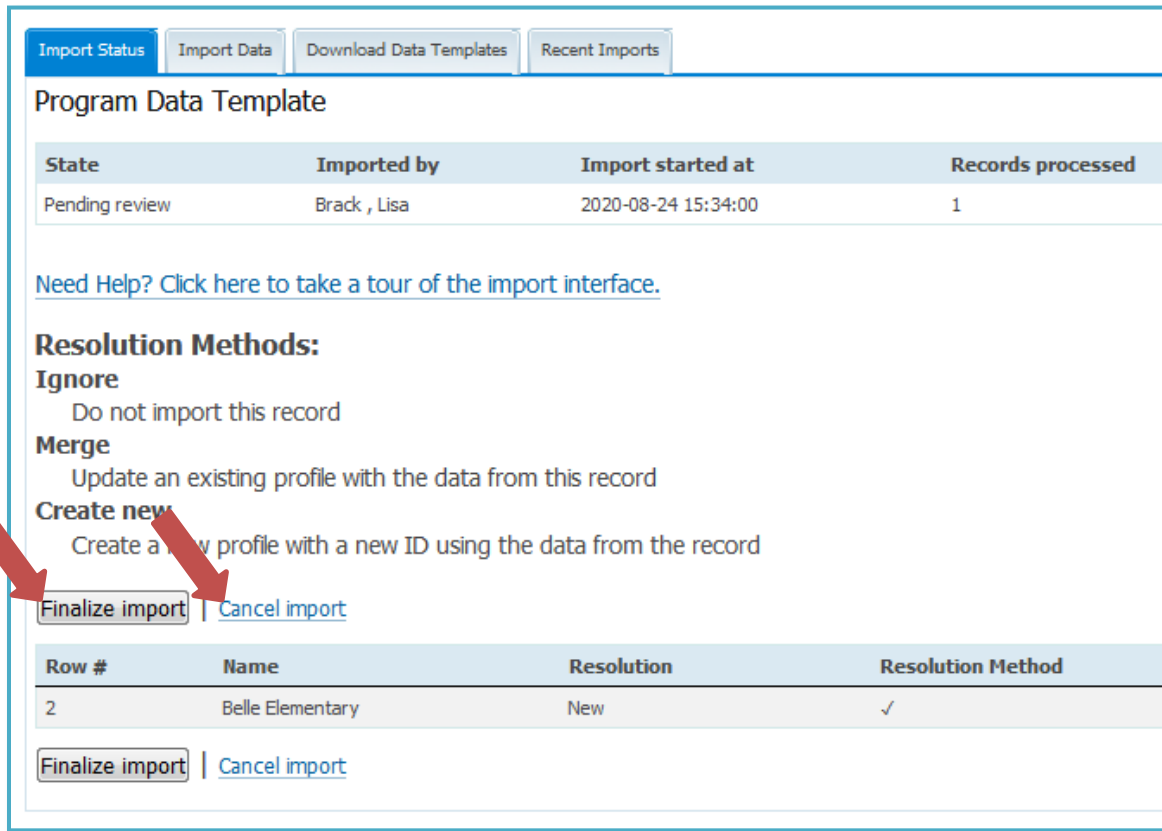


3. For "Import Type," select "Program Administrator Data Template" or "Provider Data Template."
4. For "Date format," select "yyyy-mm-dd."
5. Click "Browse" and upload the import file you created.
6. Click "Import" (red arrow on image below):



7. You will see information on the state, imported by, import started at, and number of records processed.
8. If there are any errors, they will be listed.

- Click “Finalize Import” to import your data (left red arrow on image below), or “Cancel Import” (right red arrow) to make any needed corrections first.



Import Status | Import Data | Download Data Templates | Recent Imports

Program Data Template

State	Imported by	Import started at	Records processed
Pending review	Brack , Lisa	2020-08-24 15:34:00	1

[Need Help? Click here to take a tour of the import interface.](#)

Resolution Methods:

Ignore
Do not import this record

Merge
Update an existing profile with the data from this record

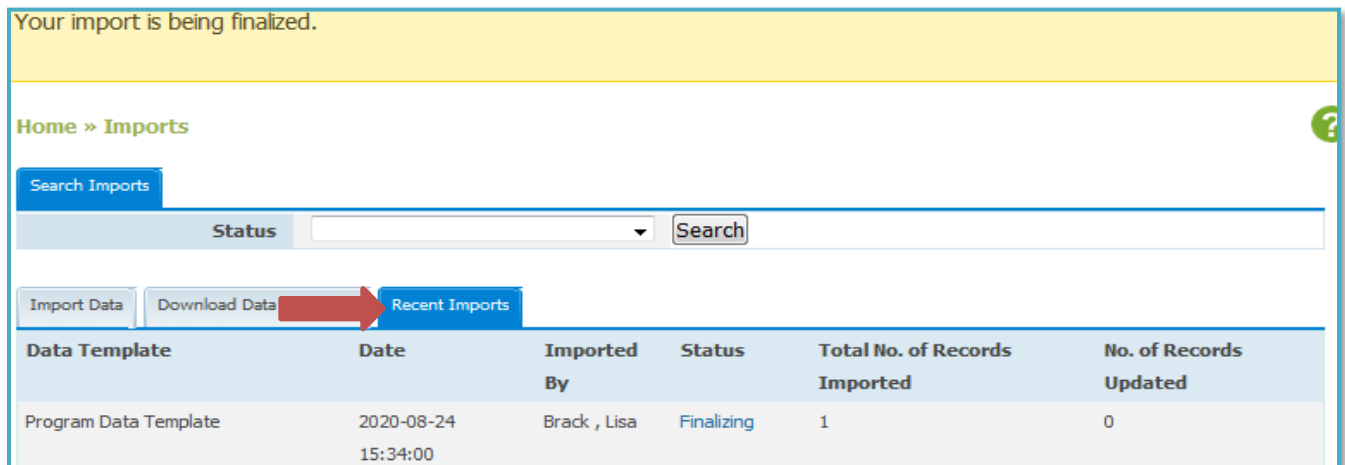
Create new
Create a new profile with a new ID using the data from the record

Finalize import | Cancel import

Row #	Name	Resolution	Resolution Method
2	Belle Elementary	New	✓

Finalize import | Cancel import

- On the "Recent Imports" tab (red arrow on image below) you will find a list of all recent files you have imported.



Your import is being finalized.

Home >> Imports

Search Imports

Status Search

Import Data | Download Data | **Recent Imports**

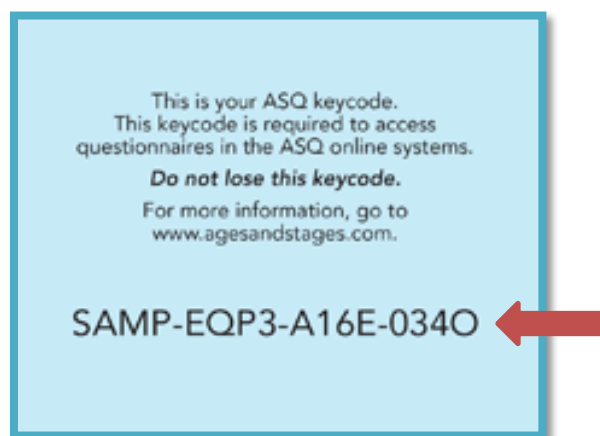
Data Template	Date	Imported By	Status	Total No. of Records Imported	No. of Records Updated
Program Data Template	2020-08-24 15:34:00	Brack , Lisa	Finalizing	1	0

Entering Keycodes

The ASQ keycode is a unique 16-character code that comes in each set of ASQ-3 or ASQ:SE-2 questionnaires and *ASQ-3 Learning Activities* books. Your programs will need these keycodes to access the online ASQ questionnaires and learning activity sheets. If your program requires the questionnaires or learning activities in another language, you will need a separate keycode to get access to the questionnaires in ASQ Online.

As Account Administrator, you have the ability to enter the keycodes for any program within your account. (Program Administrators may also enter keycodes.)

Keycodes are located on the inner flap of ASQ-3 and ASQ:SE-2 boxes (red arrow on image below). There is a separate keycode for each product purchased.



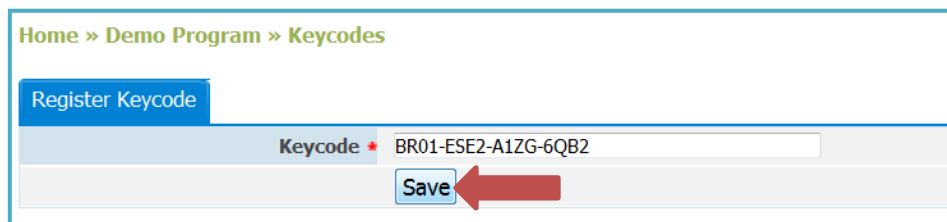
To Enter keycode(s) in the online system:

1. Log in to www.asqonline.com with your username and password.
2. From the main menu, select “Programs.”
3. Search or locate the Program for which you would like to add the keycode(s).
4. Select the “Add” tab (red arrow) next to the “Keycodes” tab.

Product name	Keycode	Entered by	Date entered
ASQ:SE-2 English	BR01-ESE2-A1ZG-6QB2	Belle, Monica	2016-09-12
ASQ-3 English	BR01-EQP3-A18W-A7ZW	Belle, Monica	2016-09-12

5. Enter the 16-character keycode, including the dashes between sets of characters.

- Click the “Save” button (red arrow).



Please ensure that you are entering the keycode exactly as it appears on your box, including the dashes. If you have problems entering your keycode, please contact ASQ Online Toll-Free Technical Support at 1-866-404-9853, or click [here](#) to send them an email.

For more information about purchasing ASQ-3 and ASQ:SE-2 Questionnaires and Learning Activities, visit <http://agesandstages.com/ks/>.

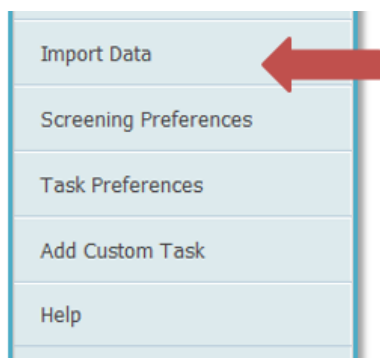
Importing Child & Caregiver Profiles (Optional)

As Account Administrator, you have the option to import child and caregiver profiles directly into your ASQ Online account, from either PowerSchool, Skyward, Go Edustar, or another database system. This saves time compared with entering the child and caregiver data individually.

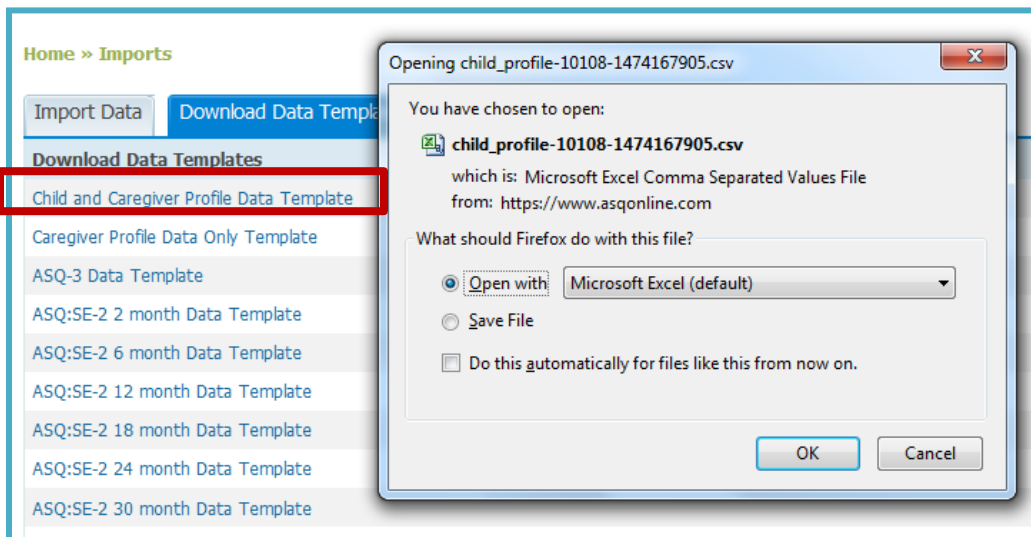
NOTE: Importing data is optional. When your programs use **Family Access**, the parent/caregiver will provide the demographic data needed for the child and parent/caregiver.

To import Child and Caregiver data into ASQ Online:

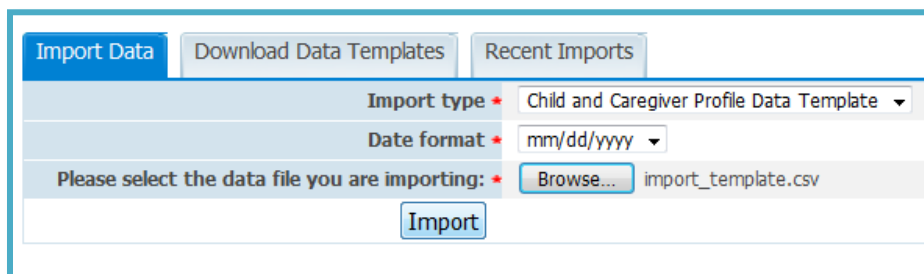
- From the main menu, select “Account.”
- Select the Quick Link for “Import Data” (red arrow).



3. Select the tab for “Download Data Templates.”
4. Click the “Child and Caregiver Profile Data Template” link (red box) and save the file to your computer.



5. Enter the data into the template, or format the data from your database management in the template. A list of fields and correct formats is provided below. See [import_sample.csv](#) for a sample import file to use as a guide.
6. Once you have finished adding the data to your template file, save it. NOTE: *Makes sure the file is in a csv format (comma separated value).*
7. When you are ready to import, from the main menu, select “Account” and then select the Quick Link for “Import Data.”



8. From the “Import type” dropdown menu (see image above), select “Child and Caregiver Profile Data Template.”
9. From the “Date format” dropdown menu (see image above), select “mm/dd/yyyy”.
10. Click “Browse” (see image above) and select the csv file you wish to import.
11. Click “Import” (see image above).
12. Once the data have been imported successfully, you will receive a confirmation message showing the number of records imported. If there are any errors, the error message will display the type of errors that occurred. Fix the errors in your import file and go through the steps to import again.

Home » Imports

Import Status | Import Data | Download Data Templates | Recent Imports

Child and Caregiver Profile Data Template

Status: OK
Imported by Belle, Monica at 2016-09-17 23:08:30.

Import succeeded at 2016-09-17 23:08:30

1 child and caregiver profile was successfully imported.
0 child and caregiver profiles were successfully updated.
0 rows were ignored.

Table: Child and Caregiver Import Guide

(NOTE: Locate Program ID or Provider ID by going to the program profile or user profile)

Field Name	Required	Format/Options	Example	Special Instructions
Program	N	Text		Leave blank
Program ID	Y	Number	12345	Enter the Program ID for which the child profile will be imported.
Provider ID	N	Number	12346	If you wish to assign the child to a Provider, enter the provider ID here.
Child ID	N	Text		Leave blank. When using import to update existing Child Profiles, include the ASQ Online Child ID.
Alt ID	Y	Text	123456	
Last Name	Y	Text	McAdams	
Middle Name	N	Text		

Field Name	Required	Format/Options	Example	Special Instructions
First Name	Y	Text	Timmy	
Status	Y	Active Archived	Active	List active for all Child Profiles listed
DOB	Y	mm/dd/yyyy	09/01/2010	Make sure “0” is in front of single-digit months and days.
Weeks Premature	Y	Number	0	Enter 0 if the child was not born prematurely.
Adjusted Age	N	Text		Leave this field blank
Gender	Y	Male Female	Male	
Ethnicity	N	Caucasian African American Hispanic or Latino Asian Middle-Eastern Native American Hawaiian Pacific Islander Other Unknown	Caucasian African American	Not required, but this info should be provided if available. User can select more than one option by entering “;” between each option.
Address1	Y	Text	123 Main St.	
Address2	N	Text		
Address3	N	Text		
City	Y	Text	Topeka	
County/District	N	Text		
State/Province	Y	Text	Kansas	

Field Name	Required	Format/Options	Example	Special Instructions
Zip/Postal Code	Y	Text	66621 66621-4521	
Country	Y	Text	United States	
Phone	Y	xxx-xxx-xxxx	000-000-0000	
Caregiver ID	N			Leave blank. If using import to update existing Caregiver Profiles, include the ASQ Online Caregiver ID.
Caregiver Prefix	Y	Mr. Mrs. Ms. Miss Dr.	Mrs.	
Caregiver First Name	Y		Mary	
Caregiver Middle Name	N			
Caregiver Last Name	Y		McAdams	
Relationship To Child	Y	Mother Father Grandparent or other relative Foster parent Guardian Teacher Child care provider Other	Mother	
Caregiver Phone	Y	xxx-xxx-xxxx	000-000-0000	
Caregiver Alternate Phone	N	xxx-xxx-xxxx	000-000-0000	

Field Name	Required	Format/Options	Example	Special Instructions
Caregiver Email	N	Text	mary@gmail.com	Must be a valid email address.
Primary Caregiver	Y	Yes No	Yes	Enter yes for all Child Profiles.
Caregiver Address1	Y	text	123 Main St.	
Caregiver Address2	N	Text		
Caregiver Address3	N	Text		
Caregiver City	Y	Text	Topeka	
Caregiver County/District	N	text		
Caregiver State/Province	Y	Text	Kansas	Use full name of state.
Caregiver Zip/Postal Code	Y	Text	66621	Can also use format 66621-1234.
Caregiver Country	Y	United States	United States	

Transferring Child Records

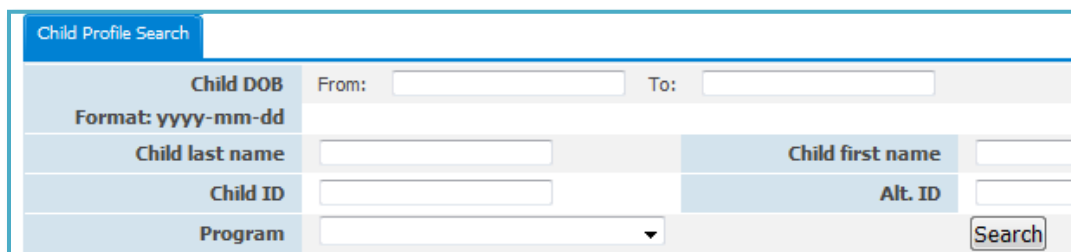
As Account Administrator, you have the ability to transfer child data between programs in your account, as well as the ability to request child transfers between accounts. When transferring a child’s information, you are deleting that child from the transferring program or account and adding the child to the receiving program or account.

The following data will transfer with a child:

- Child Profile
- Caregiver Profile(s)
- Child's screenings
- Child’s notes
- Completed tasks
- List of child’s Providers & Reviewers
- Transfer history
- Program-to-Program Transfer

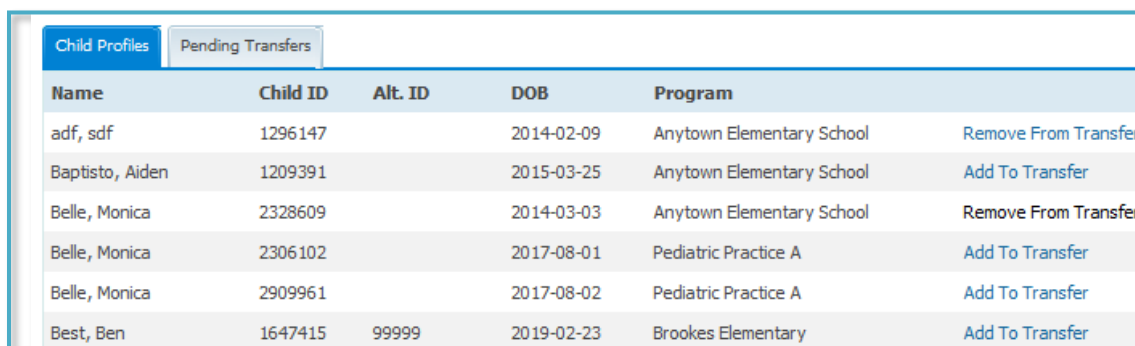
To transfer a child (or children) to another program in your account:

1. From the main menu, select "Child Profiles."
2. You will be taken to a list of Child Profiles within your account. This section will list the name of the child, Child ID, Alt. ID, the child's Date of Birth (DOB), and the child's current program.
3. Locate the name of the child (or children) you would like to transfer.
 - You can search for the child by using the "Child Profile Search" tab at the top of the page (see image below). You can search by Child last name, Child first name, Child ID, Alt. ID., and/or Program. Or, you can simply locate the child's name in the Child Profiles list.



The screenshot shows a search form titled "Child Profile Search". It includes several input fields: "Child last name", "Child first name", "Child ID", "Alt. ID", and "Program" (a dropdown menu). There are also "From:" and "To:" date pickers with the format "yyyy-mm-dd". A "Search" button is located at the bottom right of the form.

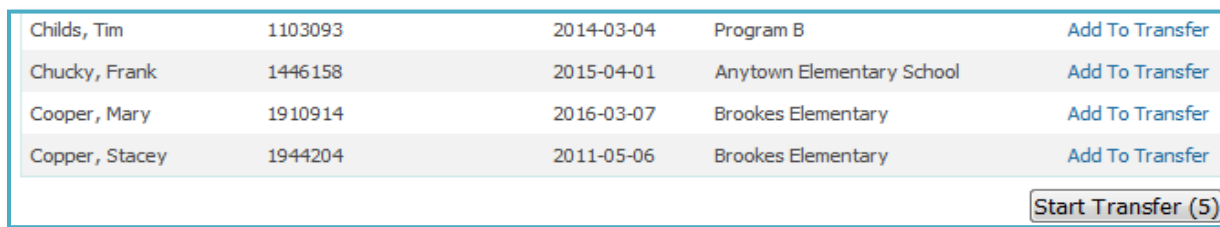
4. Click the "Add to Transfer" link next to the name of the child (or children) you would like to transfer (see next image below).
 - You can also transfer multiple children at one time. If you are transferring more than 1 child to the same program, click the *Add to Transfer* link next to the name of each child you wish to transfer to that program (see image below).



The screenshot shows a table with two tabs: "Child Profiles" and "Pending Transfers". The table has columns for Name, Child ID, Alt. ID, DOB, Program, and a link to either "Remove From Transfer" or "Add To Transfer".

Name	Child ID	Alt. ID	DOB	Program	
adf, sdf	1296147		2014-02-09	Anytown Elementary School	Remove From Transfer
Baptisto, Aiden	1209391		2015-03-25	Anytown Elementary School	Add To Transfer
Belle, Monica	2328609		2014-03-03	Anytown Elementary School	Remove From Transfer
Belle, Monica	2306102		2017-08-01	Pediatric Practice A	Add To Transfer
Belle, Monica	2909961		2017-08-02	Pediatric Practice A	Add To Transfer
Best, Ben	1647415	99999	2019-02-23	Brookes Elementary	Add To Transfer

5. After selecting the names of the children you are transferring, click the "Start Transfer" button at the bottom of the page (see image below). NOTE: *You will notice that the "Start Transfer" button includes the number of children you have selected to transfer. For instance, if you have selected 5 children to transfer, the button will say "Start Transfer (5)."*

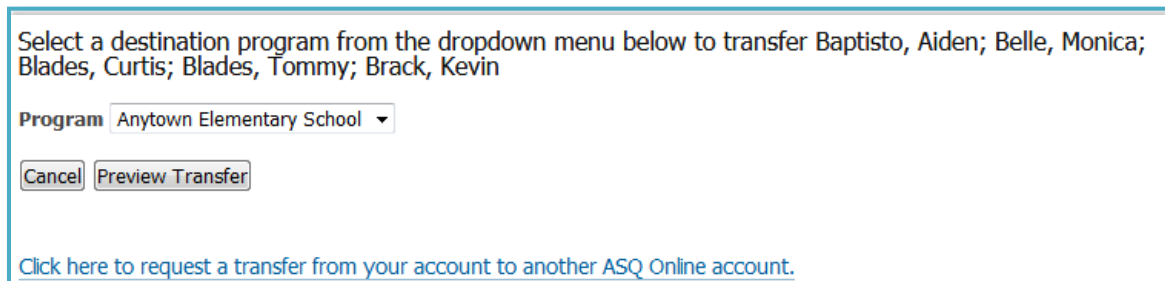


The screenshot shows a table with columns for Name, Child ID, DOB, Program, and a link to "Add To Transfer". At the bottom right, there is a "Start Transfer (5)" button.

Childs, Tim	1103093	2014-03-04	Program B	Add To Transfer
Chucky, Frank	1446158	2015-04-01	Anytown Elementary School	Add To Transfer
Cooper, Mary	1910914	2016-03-07	Brookes Elementary	Add To Transfer
Copper, Stacey	1944204	2011-05-06	Brookes Elementary	Add To Transfer

Start Transfer (5)

6. You will be taken to the **Start Transfer** page. From this page you can transfer to another program in your account, or you can request a transfer to another account.
7. Select the destination program for the child (or children) you are transferring, from the drop-down menu for “Program” (see image below).



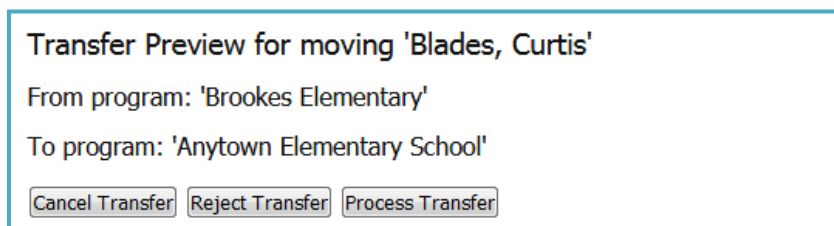
Select a destination program from the dropdown menu below to transfer Baptisto, Aiden; Belle, Monica; Blades, Curtis; Blades, Tommy; Brack, Kevin

Program Anytown Elementary School ▾

Cancel Preview Transfer

[Click here to request a transfer from your account to another ASQ Online account.](#)

8. Click "Preview Transfer" (shown on image above).
9. You will be taken to the **Transfer Preview** page. This page will list the child’s current program (“From program”) and the child’s receiving program (“To program”).



Transfer Preview for moving 'Blades, Curtis'

From program: 'Brookes Elementary'

To program: 'Anytown Elementary School'

Cancel Transfer Reject Transfer Process Transfer

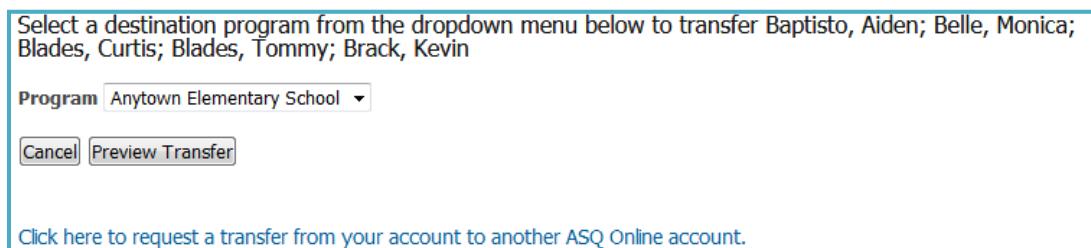
- If there are any items that will not transfer to another program for various reasons, those items will be listed on this page, along with the reason for nontransfer.
 - If the child’s profile contains invalid data, the page will state “Invalid data prevents this transfer from being completed. Please resolve the errors on the following records.” It will list the invalid data, which must be corrected before the Child Profile can be transferred. Contact your Program Administrator to correct the issues.
10. After previewing the transfer, you have three options: Process Transfer, Reject Transfer, or Cancel Transfer.
 - If you would like to proceed with the transfer, click the "Process Transfer" button. You will receive a message confirming that the transfer has been processed, and you will be taken back to the **Child Profiles** page.
 - If you do not wish to proceed with the transfer, click the "Reject Transfer" button. This will cancel the transfer completely and return you to the Child Profiles page.
 - If you wish to transfer at another time, click the "Cancel Transfer" button. This will return you to the **Child Profiles** page. The children whose names you had selected to transfer will remain in a “pending” status. To complete the transfer at another time, click the "Preview Transfer" button next to any pending transfers.

Account-to-Account Transfer

As Account Administrator, you can request a child transfer to another account in ASQ Online. This transfer will be done at the System Administrator level after a request.

To request an account-to-account transfer:

1. From the main navigation menu, select "Child Profiles."
2. You will be taken to a list of Child Profiles within your account. The list will show the name of the child, Child ID, Alt. ID, the child's Date of Birth (DOB), and the child's current program.
3. Locate the name of the child (or children) you would like to transfer.
 - You can search for the child by using the *Child Profile Search* section at the top of the page. You can search by Child last name, Child first name, Child ID, Alt. ID., and/or Program. Or, you can simply locate the child's name from the Child Profiles list.
4. Click the "Add to Transfer" link next to the name of the child (or children) you would like to transfer. You can transfer multiple children at one time as long as you are transferring them all to the same account.
5. After selecting the names of the children you are transferring, click the "Start Transfer" button at the bottom of the page. *NOTE: You will notice that the "Start Transfer" button includes the number of children you have selected to transfer. For instance, if you have selected 5 children to transfer, the button will say "Start Transfer (5)".*
6. You will be taken to the **Start Transfer** page.

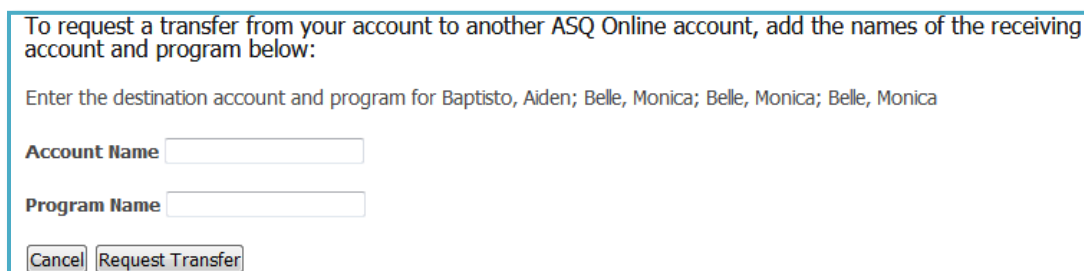


Select a destination program from the dropdown menu below to transfer Baptisto, Aiden; Belle, Monica; Blades, Curtis; Blades, Tommy; Brack, Kevin

Program

[Click here to request a transfer from your account to another ASQ Online account.](#)

7. Select the link for "Click here to request a transfer from your account to another ASQ Online account" (see image above).
8. Enter the "Account Name" and "Program Name" for the child profile(s) you would like to have transferred, and click "Request Transfer" (see image below).



To request a transfer from your account to another ASQ Online account, add the names of the receiving account and program below:

Enter the destination account and program for Baptisto, Aiden; Belle, Monica; Belle, Monica; Belle, Monica

Account Name

Program Name

- You will be taken back to the **Child Profiles** page. You will receive a message that the transfer has been requested. A member of the Brookes Implementation Team will review and process the request and inform when you the transfer has been completed. Most transfers are processed withing 1 to 3 business days. You can email implementation@brookespublishing.com if you have any questions about the transfer request.

About Family Access

Family Access is ASQ Online’s questionnaire completion system for parents/caregivers, guardians, and others. **Family Access** allows your program to create a customizable web page where parents/caregivers can complete ASQ-3 and ASQ:SE-2 for their children online, which makes sharing this information convenient and easy for parents/caregivers.

Here’s a step-by-step look at how **Family Access** works:

- STEP 1** The Program Administrator sets up the Family Access page.



- STEP 4** The Program Administrator reviews and accepts the questionnaires and assigns them to the appropriate teacher.



- STEP 2** Once a Family Access page has been created, a unique URL is available that can be emailed to parents, posted on a web page, placed on a flyer, or shared in any way that is convenient for the program/school/teacher.



- STEP 5** After reviewing the information summary sheet and questionnaire, the teacher discusses results and next steps with the caregiver.

- STEP 3** The parent visits the Family Access page to print the questionnaire, do the activities with their child, complete the questionnaire(s) and enter their responses.



Family Access is mobile friendly, so parents/caregivers can access the web page via a smartphone or mobile tablet.



Family Access pages are created at the program level. Program Administrators are responsible for creating the **Family Access** pages and reviewing/accepting screenings as they come in. If you would like to create **Family Access** pages in your account, you need to give yourself program administrative access to the programs (see page 22 for instructions). When you generate reports, you will see which screenings came in through **Family Access**.

III. INTERPRETING RESULTS AND GENERATING REPORTS

Not only does ASQ Online have powerful features that make it easy to record, score, and track ASQ screenings, it also enables you and your users to quickly generate reports for individual children, individual programs, and/or groups of children across multiple programs.

As Account Administrator of an ASQ Enterprise account, you can generate multiple reports that pull together aggregate data from one or all of your programs.

Using ASQ Online Reports to Analyze Data

There are several reports you can generate to review results for multiple programs. The table that follows lists some reports that may be useful:

Table: Some Useful ASQ Online Reports

Report	Description
ASQ-3 Screening Scores ASQ:SE-2 Screening Scores	Shows results of each child’s screenings, including score and cutoff score.
ASQ-3 Screening Results, by Child ASQ:SE-2 Screening Results, by Child	Lists the results of each individual child’s screenings.

<p><i>Screening Status Summary</i></p>	<p>Details the screening progress of children to whom you are assigned. For each child screened, the report will list all the child’s screenings and show when the screening was completed, whether the screening is still in progress, or whether a screening has not yet been completed for the child.</p>
<p><i>ASQ-3 Screenings Below Cutoff, by Area</i> <i>ASQ:SE-2 Screenings Above Cutoff</i></p>	<p>Lists the number of children whose scores were below the cutoff for ASQ-3 and above the cutoff for ASQ:SE-2.</p>

In addition, the table that follows shows several reports that can help with managing your account:

Table: ASQ Online Reports to Help with Account Management

Report	Description
Child Profiles	The Child Profiles report lists all the children in your account, including Child name, DOB, Child ID, Child ALT ID, and Program name.
Transfer History	The Transfer History report lists all child records that have been transferred into or out of your account, and between programs.
Screens Usage, by Program	The Screens Usage, by Program report lists the number of users, number of child records, and number of screens used for each program within your account. You can customize the report to show the screening usage of a specific program, or run the report on all programs within your account. You can also customize this report with a date filter that allows you to narrow the report by quarter or date range.
Stats Snapshot, by Program	The Stats Snapshot, by Program report shows statistics by program, including the number of screenings entered manually (by Providers or Program Administrators) and the number of screenings entered through Family Access .

ASQ Online Reports are available in three formats:

- **PDF:** The report will be a file with the extension “.pdf” that you can open using Adobe Reader. You can print or save the report to your computer.
- **CSV (Comma Separated Value):** This report format (extension “.csv”) is one that Microsoft Excel can open so you can manipulate the data as needed.
- **Preview Report:** This report will open in a new browser window. You have the ability to quickly review the data and change its sort order.

Report Criteria

You can narrow or broaden the scope of your reports by utilizing the Report criteria. Reports can be narrowed by classroom, provider, program, age interval, questionnaire type, language, and date range.

Custom and Demographic Fields

Some reports offer the option to include custom fields as well as child and caregiver demographic fields in your reports (see image below).

Include all child profile fields	<input checked="" type="checkbox"/>
Include child profile custom fields	<input type="checkbox"/>
Show only latest screening	<input type="checkbox"/>
Include all caregiver profile fields	<input type="checkbox"/>
Include caregiver profile custom fields	<input type="checkbox"/>

The option to generate the report as a pdf becomes unavailable when you opt to include Child Profile fields, Child Profile custom fields, Caregiver Profile fields, and/or Caregiver Profile custom fields (see image below).

[Generate Report](#)
[Download PDF](#)
[Download CSV](#)
[Preview Report](#)

(Including child profile fields causes formatting issues with the PDF version of this report. The CSV or Preview format is available for printing.)

To generate a report:

1. On the main menu, select “Reports.”
2. Select the link of the report you would like to generate.
3. Enter the search criteria to narrow results.
4. Click the “Generate Report” button (red arrow on image below).

ASQ-3 Screening Scores Report

Interval(s) **All**
 (To select multiple intervals, Ctrl + click [Mac: command + click])
 2 Month
 4 Month
 6 Month

Result

Concern

Status **All**

Language **All**

Provider(s) **All**
 (To select multiple intervals, Ctrl + click [Mac: command + click])
 Administrator, Demo
 Belle, Monica
 Wilson, Jessica

Include all child profile fields

Include child profile custom fields

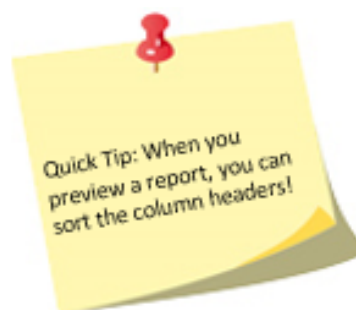
Show only latest screening

Screening date range to
 Format: YYYY-MM-DD

Generate Report [Download PDF](#) [Download CSV](#) [Preview Report](#)

5. Three report generation options appear to the right of the “Generate Report” button: *Download PDF*, *Download CSV*, and *Preview Report* (shown on image above). Select the report option you would like to generate.

Child Name	Program Name	Provider Name	Child ID
Berry, Hailey	Red Demo Program	Belle, Monica	1750626
Bieber, Justin	Red Demo Program	Belle, Monica	1750493



Use ASQ Online Reports to:

- Review and interpret **results** for multiple children in your program or assigned to a teacher/provider.
- Get a **snapshot** of your program results (number of screenings, number of users, etc.).
- Display individual child results and aggregate data.
- Generate a wide selection of reports at the individual child, teacher/provider, and school/program level.

All reports that a user has generated within the last 2 weeks are listed on the “Recent Reports” tab. You also have the option to include custom fields in reports.

As an Account administrator, you may choose to review the overall results for the children you screened or for your entire account.

Following are seven screen captures from various reports:

- ASQ-3 Screening Scores
- ASQ:SE-2 Screening Scores
- ASQ-3 Screening Results by Program
- ASQ:SE-2 Screening Results, by Program
- Stats Snapshot, by Provider
- ASQ-3 Aggregate Results, by Category
- ASQ:SE-2 Aggregate Results

ASQ-3 Screening Scores																						
Account: Kansas State Department of Education																						
Child Name	Program Name	Provider Name	Child ID	Alt. ID	Child DOB	Screening Notes	Interval (mo.)	Screening Date	Screening Entry Date	Screening Completed By	Communication		Gross Motor		Fine Motor		Problem Solving		Personal-Social		Overall Area	
											Score	Cutoff	Score	Cutoff	Score	Cutoff	Score	Cutoff	Score	Cutoff	Concern	No Concern
Berry, Hailey	Demo Program	Wilson, Jessica	1587686		2011-06-15		60 Month	2016-10-26	2017-02-14	Berry, Halle	10.00	33.19	40.00	31.28	40.00	26.54	25.00	29.99	55.00	39.07	3	7
Bieber, Justin	Demo Program	Wilson, Jessica	1587694		2010-11-15		72 Month	2016-10-26	2017-02-14	Bieber, Justine	20.00	30.00	50.00	30.00	15.00	30.00	20.00	30.00	60.00	30.00	6	4
Fields, Amy	Demo Program	Wilson, Jessica	1587682		2011-04-15		72 Month	2016-11-30	2017-02-14	Fields, Ashley	45.00	30.00	55.00	30.00	60.00	30.00	45.00	30.00	60.00	30.00	6	4
Jackson, Janet	Demo Program	Wilson, Jessica	1587684		2011-03-15		60 Month	2016-09-06	2017-02-14	Jackson, June	60.00	33.19	50.00	31.28	50.00	26.54	50.00	29.99	40.00	39.07	6	4
Jackson, Michael	Demo Program	Wilson, Jessica	1587690		2011-05-15		60 Month	2016-10-01	2017-02-14	Jackson, Mike	45.00	33.19	25.00	31.28	50.00	26.54	50.00	29.99	55.00	39.07	6	4
Midler, Bette	Demo Program	Wilson, Jessica	1587683		2011-02-15		72 Month	2016-11-01	2017-02-14	Midler, Bette	50.00	30.00	50.00	30.00	50.00	30.00	50.00	30.00	60.00	30.00	6	4
Perry, Kate	Demo Program	Wilson, Jessica	1587685		2011-08-15		60 Month	2016-10-04	2017-02-14	Perry, Katherine	30.00	33.19	20.00	31.28	55.00	26.54	35.00	29.99	30.00	39.07	6	4
Phillips, Randolph	Demo Program	Wilson, Jessica	1587692		2010-12-15		72 Month	2017-02-14	2017-02-14	Phillips, Rachel	30.00	30.00	30.00	30.00	40.00	30.00	50.00	30.00	30.00	30.00	6	4



ASQ:SE-2 Screening Scores

Questionnaire type: ASQ:SE-2

Account: Kansas State Department of Education

Child Name	Program Name	Provider Name	Child ID	Alt. ID	Child DOB	Screening Notes	Questionnaire Type	Interval (mo.)	Screening Date	Screening Entry Date	Screening Completed By	Score	Cutoff	Caregiver Concern		Result
														Concern	No Concern	
Berry, Hailey	Demo Program	Belle, Monica	1587686		2011-06-15		ASQ:SE-2 English	60 Month	2016-10-25	2017-02-13	Berry, Halle	95.0	95.0	0	36	Monitoring
Bieber, Justin	Demo Program	Belle, Monica	1587694		2010-11-15		ASQ:SE-2 English	60 Month	2016-10-25	2017-02-13	Bieber, Justine	90.0	95.0	0	36	Monitoring
Fields, Amy	Demo Program	Belle, Monica	1587682		2011-04-15		ASQ:SE-2 English	60 Month	2016-10-25	2017-02-13	Fields, Ashley	45.0	95.0	0	36	Below Cutoff
Jackson, Janet	Demo Program	Belle, Monica	1587684		2011-03-15		ASQ:SE-2 English	60 Month	2016-10-16	2017-02-13	Jackson, June	10.0	95.0	0	36	Below Cutoff
Jackson, Michael	Demo Program	Belle, Monica	1587690		2011-05-15		ASQ:SE-2 English	60 Month	2016-10-25	2017-02-13	Jackson, Mike	5.0	95.0	0	36	Below Cutoff
Midler, Bette	Demo Program	Belle, Monica	1587683		2011-02-15		ASQ:SE-2 English	60 Month	2016-10-25	2017-02-13	Midler, Bette	45.0	95.0	0	36	Below Cutoff



ASQ-3 Screening Results, by Program

Account: Kansas State Department of Education

Program: Demo Program

Child Name	Child ID	Alt. ID	Child DOB	Screening Notes	Interval (mo.)	Screening Date	Screening Entry Date	Questionnaire Results					Overall	
								Communication	Gross Motor	Fine Motor	Problem Solving	Personal-Social	Concern	No Concern
Berry, Hailey	1587686		2011-06-15		60 Month	2016-10-26	2017-02-14	Below	Monitoring	Above	Below	Above	3	7
Bieber, Justin	1587694		2010-11-15		72 Month	2016-10-26	2017-02-14	Below	Above	Below	Below	Above	6	4
Fields, Amy	1587682		2011-04-15		72 Month	2016-11-30	2017-02-14	Above	Above	Above	Above	Above	6	4
Jackson, Janet	1587684		2011-03-15		60 Month	2016-09-06	2017-02-14	Above	Above	Above	Above	Monitoring	6	4
Jackson, Michael	1587690		2011-05-15		60 Month	2016-10-01	2017-02-14	Above	Below	Above	Above	Above	6	4
Midler, Bette	1587683		2011-02-15		72 Month	2016-11-01	2017-02-14	Above	Above	Above	Above	Above	6	4
Perry, Kate	1587685		2011-08-15		60 Month	2016-10-04	2017-02-14	Below	Below	Above	Monitoring	Below	6	4
Phillips, Randolph	1587692		2010-12-15		72 Month	2017-02-14	2017-02-14	Below	Below	Monitoring	Above	Below	6	4



ASQ:SE-2 Screening Results, by Program

Questionnaire type: ASQ:SE-2

Account: Kansas State Department of Education

Program: Demo Program

Child Name	Provider Name	Child ID	Alt. ID	Child DOB	Screening Notes	Questionnaire Type	Interval (mo.)	Screening Date	Screening Entry Date	Score	Cutoff	Caregiver Concern		Result
												Concern	No Concern	
Berry, Hailey	Belle, Monica	1587686		2011-06-15		ASQ:SE-2 English	60 Month	2016-10-25	2017-02-13	95.0	95.0	0	36	Monitoring
Bieber, Justin	Belle, Monica	1587694		2010-11-15		ASQ:SE-2 English	60 Month	2016-10-25	2017-02-13	90.0	95.0	0	36	Monitoring
Fields, Amy	Belle, Monica	1587682		2011-04-15		ASQ:SE-2 English	60 Month	2016-10-25	2017-02-13	45.0	95.0	0	36	Below Cutoff
Jackson, Janet	Belle, Monica	1587684		2011-03-15		ASQ:SE-2 English	60 Month	2016-10-16	2017-02-13	10.0	95.0	0	36	Below Cutoff
Jackson, Michael	Belle, Monica	1587690		2011-05-15		ASQ:SE-2 English	60 Month	2016-10-25	2017-02-13	5.0	95.0	0	36	Below Cutoff
Midler, Bette	Belle, Monica	1587683		2011-02-15		ASQ:SE-2 English	60 Month	2016-10-25	2017-02-13	45.0	95.0	0	36	Below Cutoff
Perry, Kate	Belle, Monica	1587685		2011-08-15		ASQ:SE-2 English	60 Month	2016-10-25	2017-02-13	65.0	95.0	0	36	Below Cutoff

If you want to know the total number of child profiles, caregiver profiles, and screenings for your program, you can view the Stats Snapshot by Provider:

ASQ		Stats Snapshot, by Provider						
Program:								
Provider	# Child Profiles	# Caregiver Profiles	Screening Response Rate				Children Identified for Referral	
			Manual Entry	Program FA	Provider FA	Total		
Wilson, Jessica	13	13	21 (100%)	0 (0%)	0 (0%)	21 (100%)	7 (54%)	
NO PROVIDER	0	0	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	
Program Total	13	13	21 (100%)	0 (0%)	0 (0%)	21 (100%)	7 (54%)	

Program total screening counts represent all child profiles uniquely, however provider rows may repeat screenings due to child profiles with more than one assigned provider.

If you want to know the percentage of children who were below the cutoff in the ASQ-3 areas and/or above the cutoff for ASQ:SE-2, you can view ASQ-3 Aggregate Results, by Category:

ASQ		ASQ-3 Aggregate Results, by Category																
Interval (mo.)	# of Children	Communication			Gross Motor			Fine Motor			Problem Solving		Personal Social			Overall		
		Above Cutoff (No Concern)	Monitoring Zone (Possible Concern)	Below Cutoff (Concern)	Above Cutoff (No Concern)	Monitoring Zone (Possible Concern)	Below Cutoff (Concern)	Above Cutoff (No Concern)	Monitoring Zone (Possible Concern)	Below Cutoff (Concern)	Above Cutoff (No Concern)	Monitoring Zone (Possible Concern)	Below Cutoff (Concern)	Above Cutoff (No Concern)	Monitoring Zone (Possible Concern)	Below Cutoff (Concern)	Concern	No Concern
60	4	50.00% (2)	0%	50.00% (2)	25.00% (1)	25.00% (1)	50.00% (2)	100% (4)	0%	0%	50.00% (2)	25.00% (1)	25.00% (1)	50.00% (2)	25.00% (1)	25.00% (1)	100% (4)	0.00% (0)
72	4	50.00% (2)	0%	50.00% (2)	75.00% (3)	0%	25.00% (1)	50.00% (2)	25.00% (1)	25.00% (1)	75.00% (3)	0%	25.00% (1)	75.00% (3)	0%	25.00% (1)	100% (4)	0.00% (0)

You can also view ASQ:SE-2 Aggregate Results:

ASQ		ASQ:SE-2 Aggregate Results			
Questionnaire type: ASQ:SE-2					
Age Interval	# of Children	Below Cutoff (No Concern)		Above (Concern)	
60	13	61.54% (8)		23.08% (3)	

Comparing ASQ-3 and ASQ:SE-2

Following is a brief overview of some basic differences between ASQ-3 and ASQ:SE-2.

- Keep in mind that interpreting results for ASQ-3 and ASQ:SE-2 differs between the two products:
 - Scoring BELOW the cutoff on ASQ-3 indicates a concern.
 - Scoring ABOVE the cutoff on ASQ:SE-2 indicates a concern.

Interpretation	ASQ-3	ASQ:SE-2
Concern: Further assessment with a professional may be needed.	Below Cutoff	Above Cutoff
Monitor: Review behaviors of concern and monitor.	Monitoring	Monitoring
No Concern: Child's development appears to be on schedule.	Above Cutoff	Below Cutoff

- For ASQ-3, there is an Overall section where parents/caregivers can indicate a concern.
- For ASQ:SE-2, parents/caregivers have the option to mark whether they have concerns about each questionnaire item, and there is a shorter Overall section that consists of 2 or 3 questions.

Interpretation	ASQ-3	ASQ:SE-2
Family Concern	<ul style="list-style-type: none"> • Overall concern section 	<ul style="list-style-type: none"> • Caregiver has option to mark whether they have concerns about each questionnaire item. • 2 or 3 Overall questions at end of questionnaire.

IV. ASQ ONLINE HELP AND RESOURCES

Many resources are available as you implement ASQ Online. This section guides you to key resources that are at your fingertips:

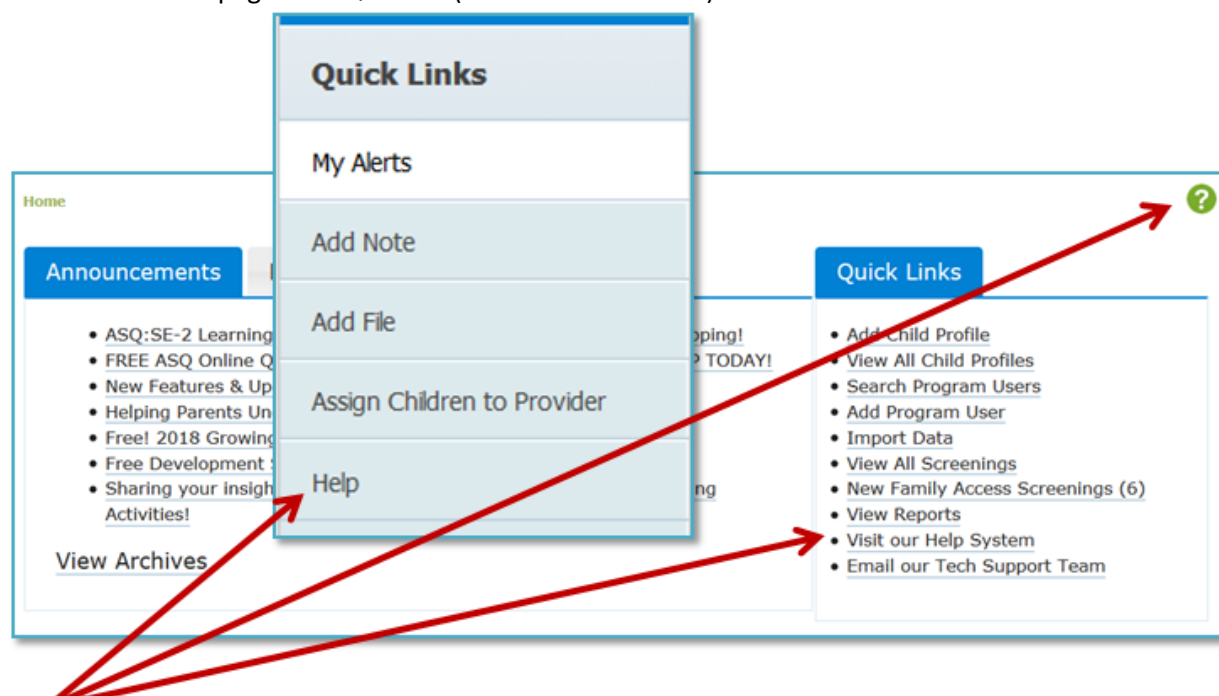
- User manuals
- Self-guided online tutorials
- FAQs
- Reference guides
- 24/7 email and phone technical support
- Webinars
- Live Q&A sessions

ASQ Online Help

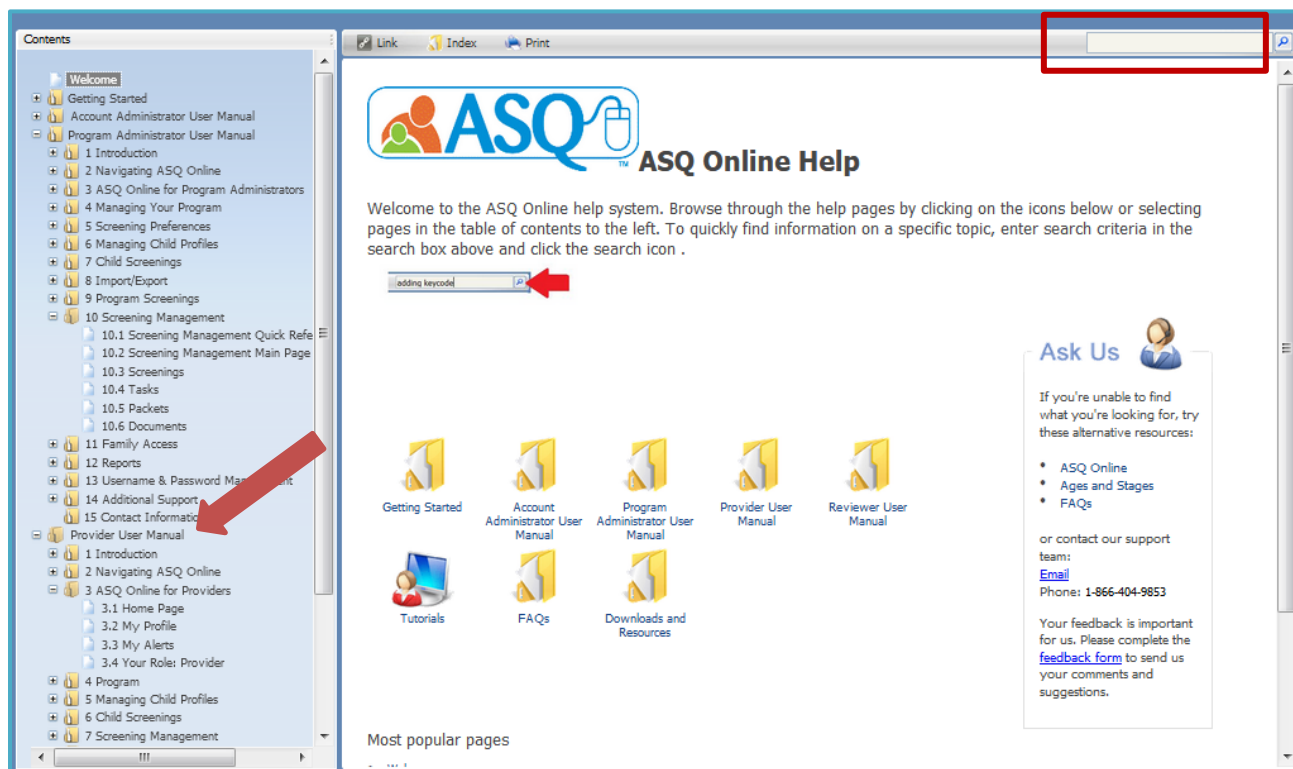
You can access ASQ Online Help Resources by visiting the ASQ Online home page and selecting the “Visit our Help System” link (right red arrow in image below). Within ASQ Online Help, you will find:

- ASQ Online user manuals
- Self-guided online tutorials
- FAQs
- Contact information to reach email and phone technical support

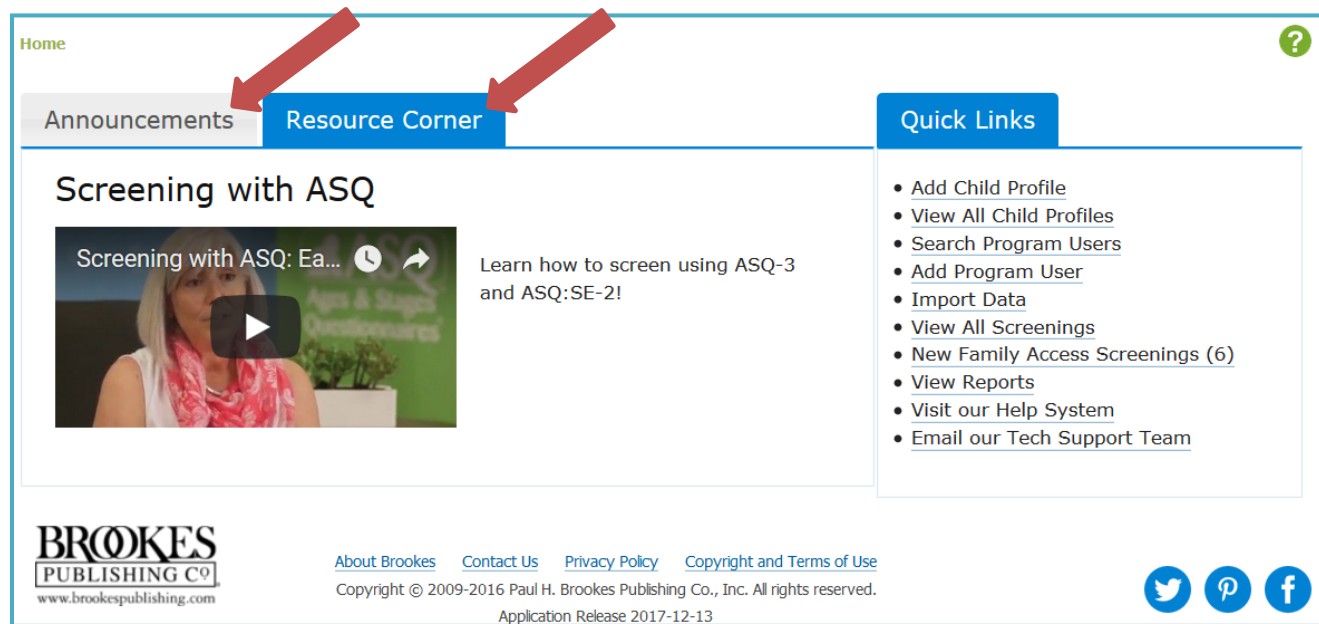
In addition, you can access the Help System by clicking on the green question mark icon found on the right side of the page (middle red arrow below). This icon is available on every page in ASQ Online and will take you to the help section that is specific to the page that you are on. A link to the entire Help System is also available under Quick Links on each page in ASQ Online (left red arrow below).



To move through the Help System, you can select pages in the table of contents at left (red arrow below) or enter search criteria in the search box at the top right side of the page (red box).



The ASQ Online home page has an Announcements tab (left red arrow below) where you can find news and updates from Brookes Publishing, and a Resource Corner (right red arrow below) that highlights videos on ASQ-related topics.



Kansas Kindergarten Readiness Resource Page

In addition to resources available within ASQ Online, you will find a wealth of material on the Kansas ASQ resource page (<http://agesandstages.com/ks>), including recorded webinars, how-to videos, FAQs, quarterly newsletters, and additional ASQ resources. Make sure to bookmark the page and visit often!

The ASQ website (<http://agesandstages.com>) also offers extensive resources to support the effective implementation of ASQ. Start exploring with these popular items:

- [ASQ Resource Library](#)—this searchable Resource Library has more than 200 free tip sheets, infographics, parent/caregiver handouts, activities, and articles on implementing ASQ-3 and ASQ:SE-2.
- [ASQ Age & Adjusted Scoring Calculators](#)—this popular tool helps you choose the right questionnaire every time and adjust scores for omitted questionnaire items if you are scoring by hand.
- [Newsletter Articles](#)—this collection of practical articles covers key topics related to screening such as working with children from diverse cultures, interpreting results, and using interpreters.
- [Developmental Screening Toolkit](#) and [Social-Emotional Screening Toolkit](#)—these toolkits are filled with free resources to help programs successfully implement ASQ-3 & ASQ:SE-2, including tips for screening, engaging with families, and boosting child development.

And stay up-to-date on ASQ best practices by joining our [monthly ASQ newsletter](#) and following us on social media ([Facebook](#), [Twitter](#), and [Pinterest](#)).

Contacting the ASQ Online Support Team

To contact the ASQ Online support team directly, use the following reference chart.

ASQ Online Support	
Technical Support	Email: https://www.asqonline.com/support Phone: 1-866-404-9853 NOTE: Available 24/7
Sales Support	Email: sschissler@brookespublishing.com Sam Schissler, Educational Sales Representative Phone: 1-800-638-3775 (select option 5)
Implementation Support	Email: implementation@brookespublishing.com Mary Alice Batts-Hatfield, Implementation Specialist Monica Belle, Implementation Manager