ASQ ONLINE

GETTING STARTED GUIDE

for Primrose Schools®

ASQ Online Set-up

ASQ Online Setup

This guide is available to help you manage your ASQ data. You can use this guide to help get you started with ASQ Online.

Logging into ASQ Online

The person who orders through the ordering portal will automatically be setup as the Program Administrator for their program and will receive an email from donotreply@asqonline.com with a username and steps to create a password. If this user does not receive an email, please email implementation@brookespublishing.com for assistance.   To log into ASQ Online, go to www.asqonline.com and enter in your username and password.

Click here to watch the video

Enter Keycodes

An ASQ keycode is a unique 16-character code that enables you to access specific ASQ content in your online account. The red arrow here is pointing to a keycode. One ASQ keycode sticker is affixed to each box of ASQ questionnaires. Program administrators will need to enter separate keycodes to access different questionnaires in ASQ Online—for example, one unique keycode unlocks *ASQ-3 English*, and a different keycode unlocks *ASQ:SE-2* English.

Click here to watch the video

Creating Users*

As Program Administrator, you are responsible for creating the users in your program. You will have to set up your own Program Admins (Leadership Team Members), in order for them to set up Providers (teachers). The Program Administrators you set up, will be able to perform the same functions that you have access to. Take a look at the chart below to see the access level that each user has within their role in the ASQ Online system.

ASQ Online User Roles Chart

Access Level	Program Administrator — Has access to all children in program.	Provider — Only has access to children assigned to user.	Reviewer — 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	✓	✓	✗

To **add a new Program Administrator** user:

1. Select **Program** from the top navigation menu.
2. Select the *Add Program User* Quick Link.
3. Enter the required information (required fields are indicated by a red asterisk [*]).
4. Click *Save*.

Once you click *Save*, an email will be automatically generated by ASQ Online and sent to the new user with the email address provided. That email will contain a link that will allow the new user to create his or her own password and then log in to ASQ Online.

[Click here to watch the video](#)

To **add a new Provider** user:

1. Select **Program** from the top navigation menu.
2. Select the *Add Program User* Quick Link.
3. Enter the required information (required fields are indicated by a red asterisk [*]).
   NOTE: The email address field for each provider should be filled with the email address of a Leadership Team Member.

   IMPORTANT: Usernames for the providers must follow this naming convention:

   Classroom.PrimroseABBREVIATEDSCHOOLNAME

   Example: If I worked as the Infant Young 1 teacher at Primrose School Support Center, my username would be:
   InfantYoung1.PrimroseSupportCenter
   4. Click *Save*.

Once you click *Save*, an email will be automatically generated by ASQ Online and sent to the new user with the email address provided. That email will contain a link that will allow the new user to create his or her own password and then log in to ASQ Online.

[Click here to watch the video](#)

Transition Steps During the School Year

As children change classrooms during the school year, their provider assignment and classroom assignment in ASQ Online will have to be updated. The Program Admin is responsible for these updates. Once the child has been reassigned to the new provider user, they will see that child profile in their Child Profiles list when they log into ASQ Online.

Assign a child profile to a new classroom

The classroom for a child profile can be updated from within the child profile or thru the Classrooms section. If you are only updating the classroom for one child profile, it is more efficient to update from the child's profile. If you are updating the classroom for multiple children, it may be more efficient to do so from the Classrooms section.

To update a classroom for an individual child profile (Program Admins):

1. Select **Child Profiles** from the top navigation menu.
2. Browse the Child Profiles list or search for a Child Profile.
3. Click on the child's name to access his or her profile.
4. Click the *Edit* tab next to the Child Profile Details tab. You will be directed to the **Edit Child Profile** page.
5. Scroll down the page to the Classroom field and select the classroom from the dropdown menu.
6. Click *Save*.

[Click here to watch the video.](#)

Assign multiple child profiles to the same classroom

The option to assign multiple children to classrooms would be used when transitioning a large group of children from one classroom to another.

1. Select **Program** from the top navigation menu.
2. Select the *Classrooms* Quick Link to take you to the Classrooms section.
3. Under the **Program Classrooms** section, click on the name of the classroom to which you would like to assign children.
4. Click *Assign/Unassign Children* tab.

5. An alphabetical list of child profiles will appear. Click in the box to the right of the child profile(s) to assign to that classroom.
6. Click *Save*.
7. Select Return to Classrooms Quick Link to assign children to another classroom.
8. Repeat steps 3-6 to assign children to additional classrooms in your program.

[Click here to watch the video.](#)

Assigning child profiles to the new provider

Provider users can only see child profiles that are assigned to their Provider role. When a child is moved to a new classroom, they must also be assigned to the provider user that is associated with that classroom. If you are only updating the provider for one child profile, it is more efficient to update from the child's profile. If you are updating the provider for multiple children, it may be more efficient to do so from the Provider's profile.

To assign the new provider for one child profile:

1. Select **Child Profiles** from the top navigation menu.
2. Browse the Child Profiles list or search for a Child Profile.
3. Click on the child's name to access his or her profile.
4. Click *Add Provider/Reviewer* on left-sided **Quick Links** menu.
5. Click in the box to the left of the provider role associated with the child's new classroom.
6. Click Add.

The child will now appear in the new provider's Child Profiles section when the provider logs into ASQ Online.

[Click here to watch the video.](#)

To assign the new provider to multiple child profiles at the same time:

1. Click *Program* from the top navigation menu.
2. Click *Search Program Users* on left-sided **Quick Links** menu.
3. Under the **Program Users** tab, click on the name of the Provider you would like to assign children to.

4. Click *Assign Children to Provider* on left-sided Quick Links menu
5. In the Assign Children search area, click the classroom the new provider(teacher) is associated with by selecting from the **Classrooms** dropdown menu. This will list all of the children currently assigned to that classroom.
6. Click in the box to the right of each of the child profiles who should be assigned to this new provider.
7. Click *Add*.

[Click here to watch the video](#)

Classrooms*

The Program Admin is responsible for creating the list of classrooms in the **Classrooms** section of ASQ Online. The list of classrooms to be added to your program is provided below based off of the naming conventions on Procare, following the instructions to setup the classrooms. Once the classrooms are created, a Classroom ID will also be created. This Classroom ID can be entered into the ASQ import file so children can be assigned to appropriate classroom on import.

NOTE: For any updates to classrooms, the Program Admin can assign multiple children to a Classroom at once, and both the Program Admin and Provider can assign a child to a classroom by going to the child profile, clicking edit and selecting the appropriate classroom from the classroom dropdown menu. Schools will have to change the classroom within the child profile when children transition from one classroom to another. See Transition Steps During School Year section for additional information on transitioning classrooms throughout the year.

Setup Classrooms*

To Add a classroom (Program Admins):

1. Select **Program** from the top navigation menu.
2. Select the *Classrooms* Quick Link.
3. Select *Add Classroom.*
4. Type in the name of the classroom.
5. Click *Save*.
   Repeat steps 3-5 to create additional classrooms.
   Primrose Schools Classroom List

1-Infant-Young 1	2-Young Toddler 4	4- Pre-school 2
1-Infant-Young 2	2-Toddler 1	4- Pre-school 3
1-Infant-Young 3	2-Toddler 2	4- Pre-school 4
1-Infant-Young 4	2-Toddler 3	5-4yr Pre-Kind 1
1-Infant-Older 1	2-Toddler 4	5-4yr Pre-Kind 2
1-Infant-Older 2	3-Early Pre-School 1	5-4yr Pre-Kind 3
1-Infant-Older 3	3-Early Pre-School 2	5-4yr Pre-Kind 4
1-Infant-Older 4	3-Early Pre-School 3	6-5yr Kind 1
2-Young Toddler 1	3-Early Pre-School 4	6-5yr Kind 2
2-Young Toddler 2	3-Early Pre-School 5	6-5yr Kind 3
2-Young Toddler 3	4- Pre-school 1	6-5yr Kind 4

Assign Multiple Children to Classrooms*

The option to assign multiple children to classrooms would be used when transitioning a large group of children from one classroom to another.

9. Select **Program** from the top navigation menu.
10. Select the *Classrooms* Quick Link to take you to the Classrooms section.
11. Under the **Program Classrooms** section, click on the name of the classroom to which you would like to assign children.
12. Click *Assign/Unassign Children* tab.
13. An alphabetical list of child profiles will appear. Click in the box to the right of the child profile(s) to assign to that classroom.
14. Click *Save*.
15. Select Return to Classrooms Quick Link to assign children to another classroom.
16. Repeat steps 3-6 to assign children to additional classrooms in your program.

Assign Individual Child Profiles to Classrooms

1. Select **Child Profiles** from the top navigation menu.
2. Browse the Child Profiles list or search for a Child Profile.
3. Click on the child's name to access his or her profile.
4. Click the *Edit* tab next to the Child Profile Details tab. You will be directed to the **Edit Child Profile** page.
5. Scroll down the page to the Classroom field and select the classroom from the dropdown menu.
6. Click *Save*.

Search for Children by Classroom

1. Select *Child Profiles* from the top navigation menu.
2. In the Child Profile Search area, find the Classroom field.
3. Click on the down arrow to access the dropdown menu.
4. Click on the Classroom name and click Search.
5. All child profiles assigned to that classroom will appear in the Child Profiles list.

[Click here to watch the video.](#)

Adding Children to Your Program

Importing child profiles

When initially setting up this program, you will be using the import functionality to import child profiles from ProCare into your ASQ Online program. You will be exporting a file from ProCare with the child profile data that can be easily copied onto the ASQ Import File and uploaded into ASQ Online.
NOTE: A video is available in the Resources section to guide you on how you can easily export this file from ProCare.

Downloading Data Templates for Import

The first step in importing data into ASQ Online is to download the appropriate Data Template to use as a basis for importing. You will be downloading the Child Profile and Caregiver Profile Import Template to enter the data.

To download a Data Template:

1. Select *Program* from the top navigation menu.
2. Select the *Import Data* Quick Link.

Quick Links

Search Program Users

Add Program User

Add Program Administrator Access

Add Provider Access

Export Data

Import Data

Screening Preferences

Task Preferences

Home » Brookes Implementation Test Account » Brookes Elem

Program Details | Edit

Account name	Brookes Implementation Test Account
Program ID	9670
Program name	Brookes Elementary School
Contact name	MaryAlice Hatfield
Email	mhatfield@brookespublishing.com
Phone	440-999-0000
Alternate phone	
Fax	
Website	
Logo	

3. Click on the *Download Data Templates* tab.
4. Click on the *Child and Caregiver Profile Data Template*

Import Data	Download Data Templates	Recent Imports

Download Data Templates

Child and Caregiver Profile Data Template

Caregiver Profile Data Only Template

ASQ-3 Data Template

ASQ:SE-2 2 month Data Template

ASQ:SE-2 6 month 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 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

5. A CSV file will be downloaded to your computer.
6. Click on the file to open
   NOTE: You will fill-in this file with the information from the Procare Report.

Exporting Child Profiles from Procare

You will export child profile data from Procare and place in the Child and Caregiver Profile Import Template from ASQ Online. Once you have the report from ProCare, you will need to make sure it meets all the Child Profile and Caregiver Profile import requirements before importing your file. See **Child Profile and Caregiver Profile Import Template Requirements** below for more information.

Click here to watch the video on Exporting Child Profiles from Procare

Child and Caregiver Profile Import Template Requirements

Once the Data Template has been exported from Procare, the next step is to copy over the data to the import template and manually enter any additional data that is needed that is not in the Procare export file.

The required fields for the ASQ CSV file with our suggested information **for each child** is below:

Required Field:	Column	You should enter:
Last Name	F	Child's Last Name
First Name	H	Child's First Name
Status	I	Active
DOB	J	Child's Date of Birth **(mm/dd/yyyy)**
Weeks Premature	K	Unless you know how many weeks the child was born prematurely, enter 0.
Gender	M	Male or Female
Address 1	P	School Address for efficiency and consistency
City	S	School City
State/Province	U	Full state name (e.g., Georgia, Oklahoma, etc.)
Zip/Postal Code	V	School Zip Code
Country	W	United States (no acronyms or other country names are allowed)
Phone	X	School Phone Number for efficiency and consistency
Classroom ID	AR	Classroom ID pulled from
Caregiver First Name	AV	"Primrose" for efficiency and consistency
Caregiver Last Name	AX	School Name without any spaces (e.g., "SupportCenter")
Relationship to Child	AY	Teacher
Caregiver Phone	AZ	School Phone Number for efficiency and consistency
Caregiver Address1	BF	School Address for efficiency and consistency
Caregiver City	BI	School City
Caregiver State/Province	BK	Full state name (e.g., Georgia, Oklahoma, etc.)
Caregiver Zip/Postal Code	BL	School Zip Code
Caregiver Country	BM	United States (no acronyms or other country names are allowed)

Importing Data into your ASQ Online program

Once your import template has met all the requirements, you can follow the steps below to import your file into ASQ Online:

To import your data file:

1. Select *Program* from the top navigation menu.
2. Select the *Import Data* Quick Link.

Home » Imports

| Import Data | Download Data Templates | Recent Imports |

Import type * [⌄]
Date format * [yyyy-mm-dd ⌄]
Please select the data file you are importing: * [   ] [Browse...]
[Import]

3. From the "Import type" drop-down menu, select the **Child and Caregiver Profile Data Template**.

4. Select the mm/dd/yyyy format for **Date format**.
   NOTE: Make sure the dates that are in your import file match the mm/dd/yyyy date format. Leave the import file open during import. Closing the import file will revert any date changes back to the original date format and the import will not go through.

5. Click the *Browse* button to select the file you wish to import, from your computer.
   NOTE: The file must match the selected template in order to successfully import the data. (Example: When using the Child and Caregiver Profile Data Template, the file you select must include the Child and Caregiver Profile information.)

6. Once the file has been selected, click the *Import* button.

Home » Imports

| Import Data | Download Data Templates | Recent Imports |

Import type * [Child and Caregiver Profile Data Template ⌄]
Date format * [mm/dd/yyyy ⌄]
Please select the data file you are importing: * [C:\Users\mhatfield\Documents\Imp] [Browse...]
[Import]

7. The file will be listed under the **Import Status** tab. It will list the type of template. Underneath it will list the state of the file Pending review or errors, the name of the person who imported the file, time the import started and how many records. If there are errors then it will list them and the methods.

Import Data	Download Data Templates	Recent Imports				
Data Template		**Date**	**Imported By**	**Status**	**Total No. of Records Imported**	**No. of Records Updated**
Child and Caregiver Profile Data		2021-07-05 21:00:55	Smith, Jane	Ok	4	4
Child and Caregiver Profile Data		2021-07-05 20:55:15	Smith, Jane	Errors	0	0

8. Once the file is processed a button will appear to Finalize the import or cancel. If you need help understanding the options available in the Import Status section, you can click the "Need Help?..." link on the page to take a tour. If there are any errors in the import file, the system will provide the errors for you to resolve.

Import Status	Import Data	Download Data Templates	Recent Imports

Child and Caregiver Profile Data

State	Imported by	Import started at	Records processed
Ok	Smith, Jane	2021-07-05 21:00:55	4

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

Row #	Child Name	ID	Alt ID	Program	Resolution Used	Resolution Method
2	Blades, Tommy	✓	✓	✓	New	This record was resolved.
3	Jacobs, Sally	✓	✓	✓	New	This record was resolved.
4	Smith, Jake	✓	✓	✓	New	This record was resolved.
5	Smith, Darlene	✓	✓	✓	New	This record was resolved.

Finalize import | Cancel import

16

9. The Finalized import will appear under the Recent Imports tab.

10. If the file is processed successfully it will update the State to Ok.

Import Status	Import Data	Download Data Templates	Recent Imports

Child and Caregiver Profile Data Template

State	Imported by	Import started at	Records processed
Ok	Harper, Molly	2017-05-02 15:53:47	1

Need Help? Click here to take a tour of the import interface.

To view the status of recent imports, click the *Recent Imports* tab, on the **Import Data** page. The most recent imports will be listed, including the name of the Import Data Template, the date of the import, who imported the data, the total number of records imported, and the total number of records updated.

You can locate the newly imported child, caregiver, and/or screening data on the corresponding child's profile page.

Click here to watch Steps for Importing Your Child and Caregiver Profiles into ASQ using a Procare Report

Click here to watch the video on Importing Child Profiles into ASQ Online

Adding child profiles manually

Child and caregiver profiles can be manually added into ASQ Online by a Program Admin or Provider.
To add a child profile to your program, follow these steps:

1. Select **Child Profiles** from the top navigation menu.
2. Select the *Add Child Profile* Quick Link.
3. Enter the required information (required fields are indicated by a red asterisk [*]).
4. Click *Save*.
NOTE: You can insert school information for the address, city, zip, state, country and phone number.

Next, you will need to add the Primrose School caregiver profile to the child profile. (If the Primrose School caregiver profile is not currently in the child profile, click here for instructions to add the Primrose School caregiver profile to the child.)

Click here to watch the video

Assigning child profiles to Providers (Teachers)

Provider users can only see child profiles that are assigned to their Provider role. Once the child profiles have been imported, Providers can be assigned to them. The easiest way to assign the child profiles to Providers, is to do so from the Provider's user profile.

To assign child profiles to a Provider:

1. Click *Program* from the top navigation menu.
2. Click *Search Program Users* on left-sided **Quick Links** menu.
3. Under the **Program Users** tab, click on the name of the Provider you would like to assign children to.
4. Click *Assign Children to Provider* on left-sided Quick Links menu
5. In the Assign Children search area, click the Classroom the provider(teacher) is associated with by selecting from the **Classrooms** dropdown menu. This will list all of the children currently assigned to that classroom.
6. Click in the box to the right of each of the child profiles who should be assigned to the provider.
7. Click *Add*.

Click here to watch the video

Creating the Primrose School Caregiver Profile

The caregiver is the person who is doing the screening with the child. The parents will create their own caregiver profile through Family Access, and each Primrose school will create one schoolwide caregiver profile that will be added to each child profile. When a teacher adds a screening to the child profile, that teacher will select the school caregiver profile from the "Person who completed the screening" dropdown menu.

To create the Primrose School caregiver profile:

1. Select the *Add New Caregiver* Quick Link.
2. You will be directed to the **Add Caregiver Profile** page. Fill out all required fields indicated by an asterisk [*], and any additional fields you also wish to record regarding the caregiver:
   a. Prefix*
   b. First name*: Add "Primrose" here.
   c. Middle name
   d. Last name*: Add school name here.
   e. Relationship to child* (Select "Teacher".)
   f. Phone*
   g. Alternate phone
   h. Email
   i. Primary home language
   j. Secondary home language
   k. Address1*
   l. Address2
   m. Address3
   n. City*
   o. County/District
   p. State/Province*
   q. Zip/Postal code*
   r. Country*
3. Click *Save.*
   NOTE: You will only have to create your Primrose School caregiver profile once. Once created, the caregiver profile can be added to all child profiles by clicking "Add Existing Caregiver Profile" within each child profile.

Click here to watch the video

Adding the Primrose School Caregiver Profile to a child profile

The Primrose school caregiver profile must be added to the child profile before any screenings can be added to the child. The caregiver profile only has to be added to the child profile once.

To add the Primrose school caregiver profile to the child profile:

1. Click on the child's name to access his or her profile.
2. Click *Add Existing Caregiver* tab from the Quick Links menu.
3. Click *Add* to the right of the Primrose School caregiver profile.

The Primrose School caregiver profile will now appear in the "Person who completed the screening" dropdown menu for selection when the teacher is adding a screening to a child profile.

Adding screenings to a child profile

Program administrators and providers can manually enter a screening into a child's profile.

Starting a screening for a child profile

1. From the main menu select "Child Profiles." Search for the name of the child whose results you want to enter. Click on that child profile.
2. Once in the child profile, select the Quick Link for "Add Screening" (red box below).
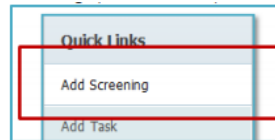
3. On the "Add Screening" tab, click the appropriate drop-down menus to:
   a) Select your school name from the "Caregiver who completed the screening" dropdown menu
   b) Select "Questionnaire type"
   c) Select Long from the "Long/Short form" field. The "Long form" allows you to screen completely online.
   d) Enter the Screening date.
   e) The system will automatically select the recommended questionnaire interval for you to use.
   f) Click "Save".

4. For each item, select the button that indicates your answer to that item.

NOTE: For the ASQ-3 questionnaire, up to 2 responses per area can be marked as "RESPONSE MISSING" and the questionnaire will still be scored. For the ASQ-SE-2 questionnaire, up to 3 responses per area can be marked as "RESPONSE MISSING" and the questionnaire will still be scored. "RESPONSE MISSING" should be selected if you are not able to observe a behavior at school or find a replacement for the behavior within the school setting.

- For example, the screener may ask you about family health history. This is a question where you would want to choose "RESPONSE MISSING"

5. To continue to the next area, click either the right arrow (left red box in the image below) or "Save in Progress" to save responses if you are not ready to submit (right red box).
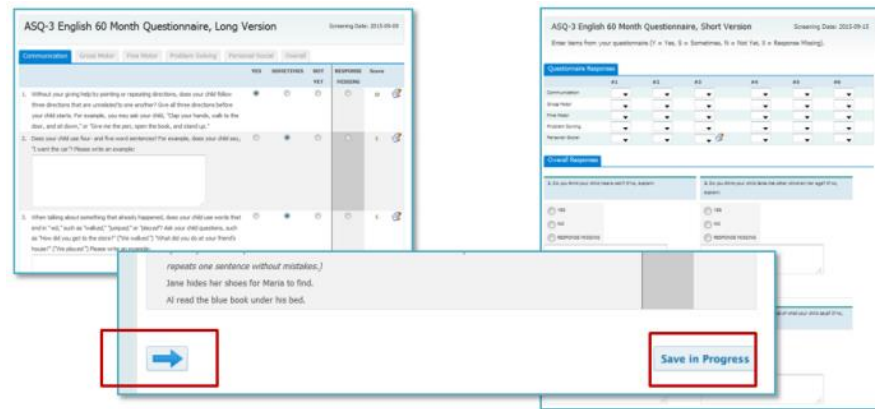
6. Once you complete all sections of the questionnaire, click the "Finalize" button, which will take you to the Information Summary sheet where you can view the results of the screening.

Click here to watch the video

Family Access is an online questionnaire completion system that allows programs to create URLs where they can direct caregivers to complete screenings for their children online. The parent will receive an email with the Family Access link through a ProCare Newsletter. Once they completed the Family Access screening, they will submit it and it will be accepted by the program administrator. The screenings that were completed via Family Access are automatically scored and become part of your program screens. The accepted child and screening will appear within the child profile in the **Child Profiles** section of ASQ Online, and the screening will also be available in the **Screenings** section of **Screening Management**.

Creating a Family Access URL

You can create a Family Access landing page for both the ASQ-3 English and ASQ:SE-2 English questionnaires in your program.

To create the Family Access landing page:

1. Select *Family Access* from the top navigation menu.
2. On the left-hand side of the page, under "Create Web Page" select the questionnaire type for your Family Access page.
3. The information on this page has been filled in with default text. The only information that you need to fill in, as follows:
   a. Thank you page packet: Select "Intervention Activities Packet, ASQ-3 English
      NOTE: By selecting this option, after the screening, the parents will be provided with a link that they can click on to download activities to do with their child.
   b. Shared: Click in this box to mark the URL as shared. If this box is checked, the URL will be useable by all other program administrators in the program. This means that the other program administrators in the program will be able to accept the incoming Family Access screenings.
   c. Logo: You will need to upload the Primrose logo (below) so it can be inserted into the Family Access page. To save this logo to your desktop:
      1. Put your cursor over the logo to the right.
      2. Right-click on the logo.
      3. Click *Save as Picture*
      4. Save to a file on your computer.

Once the logo is uploaded to your computer, follow the steps below.

From Logo section, click *Choose File*.
Select file and click *Open*.
File name will appear next to the Choose File field.

d. Click Create

The URL will appear on the page. Repeat the steps to create your next URL.

Click here to watch the video

Parent Completing a Screening Through Family Access

When a caregiver clicks on the Family Access URL that they received from your program, he or she is first asked to enter his or her child's birth date, weeks premature, and to select the screening date.

Once this information is entered and the parent clicks *Submit*, Family Access will generate the correct screening interval for the child. When the caregiver clicks *Enter your results*, they are instructed to enter the child's demographic information and their own demographic information, as well as their relationship to the child. If the parent does not wish to enter their demographic information, they can enter in the school address, phone number, etc. for each child. If the screening interval that you completed is different than the interval that the parent screened the child with, then you may redo the screening to match the age interval that the parent completed.

The caregiver then enters the screening responses into the online questionnaire. When finished the caregiver clicks *Submit* and is directed to a "Thank You" page.

Click here to watch the video

Accepting Incoming Family Access Screenings

The Program Admin is responsible for accepting the screenings that are submitted through Family Access. Once a caregiver submits a screening via Family Access, the Program Administrator can accept the incoming screening as a new child profile or attach to an existing child profile.

To view all screenings that have come in through Family Access, and begin the accepting process:

1. Select **Family Access** from the top navigation menu.
2. Click the link that says, "You have [#] family access screenings to approve (or reject)."

You will be taken to a list of all screenings that have come in through Family Access. Each child has their own drop-down box that includes their name, the caregiver, the questionnaire, the screened date, and the completed date. If you click the *Preview* link, you can view the demographic data as well as the number of items that were answered for each area. Click the arrow icon to the left of the child's name to bring up the accept/reject options.

3. If you have not created child and caregiver profiles, choose "Accept as a new child profile and assign to a provider. You will see a dropdown menu of teachers. Select the provider and click the *Process* button.
4. If the child profile already exists in ASQ Online (either because you have created child and caregiver profiles or the child has been screened before), choose "**Accept and attach to an existing child profile**." A text box will appear, prompting you to start typing a child's name to search. Begin to type the child's name. You'll see a drop-down menu of suggestions for the child you are looking for. Select the child and click the *Process* button. This screening will be added to the Child Profile you have selected.

Child	Caregiver	Questionnaire	Screened Date	Completed Date	
▼ Batts, Mary (DOB: 2015-01-04) Baltimore, Maryland 21220	Batts, Mom Baltimore, Maryland 21220	ASQ-3 English 24 Month	2017-01-16	2017-01-16	Preview

⦿ **Accept** and attach to an existing child profile
    [Select a child from the list...]
○ **Accept** as a new child profile and assign to provider
○ **Accept** as a new child profile without assigning a provider
○ **Reject** entirely
○ **Reject** entirely and notify the caregiver via email
[Process]

5. You can access the screening from the Screenings section in the child profile and from the Screenings section within **Screening Management.**

Click here to watch the video

Review Screening Results

Once a screening has been accepted through Family Access, the finalized screening will appear within the child's profile and will also appear under the Screenings section within Screening Management.

Viewing a screening from the child profile

1.   Select *Child Profiles* from the top navigation menu.
2.   Browse the Child Profiles list or search for a Child Profile.
3.   Click on the child's name to access his or her profile.
4.   Scroll down to the Child Screenings section of the Child Profile. The child's 5 most recent screenings will be listed. To see all screenings for the child, click the View All tab next to the Child Screenings tab.
5. In the Child Screenings list under the "Questionnaire" column, click on the name of the screening that you would like to view.
6. You will automatically be brought to the Information Summary page for that screening. By clicking on the tabs to the left of the Summary tab, you may view item-by-item how the caregiver completed the screening along with any screening notes.
7. Scroll down the Information Summary page to view the Scoring Results and Overall Responses section.
NOTE: For help understanding the results of the screening, go to Section 3 of the Information Summary page, "ASQ Score Interpretation and Recommendation for Follow-up".

Viewing a screening from Screening Management

1. Select **Screening Management** from the top navigation menu to go to the **Screening Management** main page. The Screenings section lists the 5 most recent screenings for the children in your program.
2. Clicking the *View All* tab to take you to the complete list of screenings. 3. In the Screenings list under the "Questionnaire" column, click on the name of the screening that you would like to view.
4. You will automatically be brought to the Information Summary page for that screening.
5. Scroll down the Information Summary page to view the Scoring Results and Overall Responses section.
NOTE: For help understanding the results of the screening, go to Section 3 of the Information Summary page, "ASQ Score Interpretation and Recommendation for Follow-up".

Click here to watch the video

Batch printing the Completed Questionnaire and Information Summary Sheets

The Screening Management section helps with communication between users, parents, and professionals.

Packets are a group of documents that can be organized and printed together for staff and parents. Program Admins will be generating the Completed questionnaire with Information Summary Sheet packets for both the ASQ-3 English and ASQ:SE-2 English questionnaires in batches from the Packets section of Screening Management.

To generate the Completed Questionnaire and Information Summary Sheets packet:

1. Select *Screening Management* from the top navigation menu.
2. Click the *View/Print Packets* Quick Link.
3. Search for the packets by typing "Completed" in the search area. The ASQ-3 and ASQ:SE-2 versions of the Completed Questionnaire and Information Summary Sheet packets will appear in the Search Results.

Search: completed

System Packets

Name	Questionnaire Type	Include in FA	
Completed ASQ-3 & Information Summary Sheet, English	ASQ-3 English	No	View | Generate | Child List
Completed ASQ:SE-2 & Information Summary Sheet, English	ASQ:SE-2 English	No	View | Generate | Child List

4. You will have to print your batch prints separately for ASQ-3 and ASQ:SE-2. Locate the packet you would like to generate and click the Generate link

5. Click the Completed Screenings tab to search for screening to include in the batch.

6. To locate the screenings for a particular classroom that you would like to include in this batch, click the Classrooms dropdown menu in the Search area.

7. Click *Add* to the right of each screening you would like to include in the batch printing.

8. After selecting all the screenings, click Print Packet to confirm the list of screenings in the batch.
9. Click *Print Packet* to print the documents.
10. When the packet has finished generating, click *Download PDF*. You can then open the PDF file to print your documents.

Once a packet has been generated and downloaded it will be available for a limited time under Recent Bulk Prints via the Quick Links in Screening Management.

Repeat the same steps to print additional packets.

[Click here to watch the video](#)

Batch printing the Child Profile Monitoring Sheet

Program Admins will also be printing the Child Monitoring Sheet packet from the Packets section of ASQ Online which will be included with the Primrose ASQ Results Cover Letter. The Child Monitoring Sheet is an easy way to track a child's ASQ-3 and ASQ:SE-2 screening results over time. This form will be filled in automatically through batch printing and will help to monitor a child's progress.

To generate the Child Profile Monitoring Sheet packet:

1. Select *Screening Management* from the top navigation menu.
2. Click the *View/Print Packets* Quick Link.
3. Search for the packets by typing "Monitoring" in the search area. The ASQ-3 and ASQ:SE-2 versions of the Completed Questionnaire and Information Summary Sheet packets will appear in the Search Results.

4. You will have to print your batch prints separately for ASQ-3 and ASQ:SE-2. Locate the packet you would like to generate and click the Generate link

5. Click the Child Profiles tab to search for child profiles to include in the batch.

6. To search for the child profiles within a particular classroom that you would like to include in this batch, click the Classrooms dropdown menu in the Search area.

7. After selecting all of the child profiles, click *Print Packet* to confirm the list of screenings in the batch.
8. Click *Print Packet* to print the documents.
9. When the packet has finished generating, click *Download PDF*. You can then open the PDF file to print your documents.

Once a packet has been generated and downloaded it will be available for a limited time under Recent Bulk Prints via the Quick Links in Screening Management.

Click here to watch the video

Generating Reports

Within ASQ Online, there are multiple reports you can generate for the children in your program or to whom you are assigned if you are a teacher. You can choose to download these reports as PDF files, CSV files, or you can preview the report in a separate browser window.

When running reports, there are many ways to generate any one report so that it includes as much or as little information as you would like. Each report has its own set of criteria that can be narrowed down to include the information most relevant to your report. You can also include child profile custom fields in the report by selecting that option. These criteria are listed on the report generation page as fields or drop-down menus. Leaving a field or drop-down menu blank, prior to generating a report, indicates that you would like to see all data pertaining to that field.

To generate a Report:

1. Select **Reports** from the top navigation menu.
    2. Click on the name of the report you wish to generate.
    3. Enter your report generation criteria (leave a field blank to include all):

    a. Interval(s)
    b. Results
        1. Above Cutoff
        2. Monitoring
        3. Below Cutoff
    c. Concern (Concern or No Concern)
    d. Status (Active or Archived)
    e. Language
    f. Program(s)
    g. Provider(s)
    h. Classroom(s)
    i. Include all child profile fields
    j. Include child profile custom fields
    k. Show only latest screening
    l. Include all caregiver profile fields

m. Screening date range

4. Click *Generate Report*. The page will display a "report status" while the report is being processed.

5. Three report generation options will appear: *Download PDF*, *Download CSV*, or *Preview Report*. Select the report generation option that you would like to run.

If you have a large amount of data, the report may take a little longer to generate. Once you have started to generate a report, you can leave the page and continue your work in ASQ Online. To check the status of the report, you can select the "Recent Reports" tab on the **Reports** page. Once the report has finished generating, you can then download it from this page as well.

To review the available reports in ASQ Online, download the "**ASQ Online Reports Guide**"

Click here to watch the video

Examples of relevant reports

ASQ Online offers a variety reports. Some relevant reports include:

- The **Screening Status Summary report**, which details the screening status for all children within your program
- The **ASQ-3 Screening Scores** report, which shows the results of each child's screenings, including score and cutoff score.
- The **ASQ-3 Screening Results, by Child** report, which shows individual results for a child's screenings.

Click here to watch the video

ASQ Online Support

In addition to this guide, the following resources are also available to assist you.

Additional Support for Program Admins

Program Admin Tutorial: Click here to watch the Program Admin Tutorial

User Manuals: Click here to view the Program Admin User manual

Email Technical Support: Technical support is available from the implementation team from 9-5 Monday – Friday by emailing implementation at implementation@brookespublishing.com. Additional support is available 24 hours per day/7 days per week by phone at 1-866-404-9853 and through email tech support.

Additional Support for Providers (Teachers)

Providers have access rights to create and edit child records and enter child screening data. This role was designed for teachers who work directly with children in the program.

Provider Tutorial: Click here to watch the Provider Tutorial

User Manuals: Click here to view the Provider User manual

Email Technical Support: Technical support is available from the implementation team from 9-5 Monday – Friday by emailing implementation at implementation@brookespublishing.com. Additional support is available 24 hours per day/7 days per week by phone at 1-866-404-9853 and through email tech support.