

Kindergarten Readiness Snapshot Implementation Checklist and Guide

Checklist	Date Completed	Resources
Setting up your Program—Have you . . . ?		
____ Received your login information for ASQ Online?		If you need help accessing ASQ Online, please email the Kansas State Department of Education: Stacy.Clarke@ksde.gov and Amanda.Petersen@ksde.gov .
____ Reviewed your Family Access pages?		• Setting up Family Access for your Program online support module • How to Set up Family Access short “how-to” video • Quick Reference Guide for Program (Building) Administrators p. 25-30 • Sample Family Access Text for ASQ-3 and ASQ:SE-2 Linked Pages (English and Spanish)
____ Updated ASQ Online user accounts so that all teachers and all staff who will support the ASQ can log in?		• How to Add Users (User Roles and Permissions) short “how-to” video • How to Log in to ASQ Online for the First Time short “how-to” video • Quick Reference Guide for Program (Building) Administrators p. 8-9
____ Decided how Child Profiles and Caregiver Profiles will be entered into ASQ Online? ____ We will create Child Profiles when we accept Family Access screenings -OR- ____ Program Administrators will create Profiles -OR- ____ Teachers will create Profiles for their classrooms -OR- ____ We will import Profiles		• Getting Started with ASQ Online for Administrators online support module • How to Prevent Duplicate Child Profiles Tip Sheet • How to Add a Child and Caregiver Profile short “how-to” video • Quick Reference Guide for Program (Building) Administrators p. 14-21 • How to Add a Child and Caregiver Profile short “how-to” video • Quick Reference Guide for Providers (Teachers) p. 7-8 • How to Import Child and Caregiver Profile Data short “how-to” video • Quick Reference Guide for Program (Building) Administrators p. 17-21 • Import Guide • Sample Import File •

Checklist	Date Completed	Resources
Screening Preparation—Have you . . . ?		
___ Archived data for children who will have entered first grade before this screening window?		• How to Export, Archive, and Delete Child Data short “how-to” video
___ Decided how you are going to provide questionnaires to parents/caregivers? <i>Parents complete online questionnaire independently:</i> ___ Email ASQ Online Family Access link to parents ___ Share flyer with link to ASQ Online Family Access (send home in child’s folder, give at parent event) ___ Set up to complete online questionnaire at school (parent visit, slow start, back-to-school night, family education event) <i>Parents complete paper questionnaire independently:</i> ___ Ensure that when questionnaires are completed on paper that they use the correct age interval ___ Send questionnaire and Parent Consent Form home for parents to complete and return ___ Set up to complete paper questionnaire at school (parent visit, slow start, back-to-school night, family education event)		• Preparing for Questionnaire Completion online support module • How to Complete a Questionnaire Using Family Access short how-to video • ASQ Age Calculator - Note that in Kansas, a child with a chronological age of 66 months 1 day through 77 months 30 days should use the 72-month ASQ-3 questionnaire, which is only available in Kansas. • How to Print Blank Questionnaires short “how-to” video • Parent Consent Form – download at agesandstages.com/ks, “Initiative Resources” > Parent Consent Language • How to Create Documents short “how-to” video • How to Create Packets short “how-to” video • Quick Reference Guide for Program (Building) Administrators p. 33-40
___ Decided how you are going to introduce the ASQ to provide to parents/caregivers? ☐ KSDE Message for Parents – English (PDF), English (Word), Spanish (PDF), Spanish (Word) ☐ Parent Consent Form – download at agesandstages.com/ks, “Initiative Resources” > Parent Consent Language ASQ-3 ASQ:SE-2		• Introducing ASQ-3 and ASQ:SE-2 to Families Tip Sheets • Preparing for Questionnaire Completion online support module • How to Create Documents short “how-to” video • How to Create Packets short “how-to” video • Quick Reference Guide for Program (Building) Administrators p. 30-40

Checklist	Date Completed	Resources
☐ What is ASQ-3? ☐ What is ASQ:SE-2? ☐ Parent Questionnaire Cover Letter, ASQ-3 (ASQ Online, Screening Management > Documents) ☐ Parent Questionnaire Cover Letter, ASQ:SE-2 (ASQ Online, Screening Management > Documents) ☐ Parent Welcome Letter (ASQ Online, Screening Management > Documents) ☐ Parent Welcome Letter (ASQ Online, Screening Management > Documents)		
Screening Completion—Have you . . . ?		
_____ Decided how your screening results will be entered into ASQ Online? _____ Screening results will come from Family Access Who will be responsible for accepting screenings from Family Access and assigning them to the appropriate teacher? _____ _____ I will enter paper results manually using the Long or Short data entry form _____ I will have teachers enter paper results manually using the Long or Short data entry form		• Entering Questionnaire Data into ASQ Online online support module • How to Complete a Questionnaire Using Family Access short “how-to” video • Quick Reference Guide for Program (Building) Administrators p. 41–48 • How to Prevent Duplicate Child Profiles Tip Sheet • Set Up Family Access Alerts Tip Sheet for instructions on how to set up automatic alerts (email or text message) from ASQ Online when Family Access screenings become available to review • How to Enter Questionnaire Responses (Long vs Short Form) short “how-to” video • Quick Reference Guide for Providers (Teachers) p. 22-28
Follow-up and Next Steps—Have you . . . ?		

Checklist	Date Completed	Resources												
____ Decided how you will review Questionnaire results?		• Interpreting results and next steps online support module • Printing Information Summaries for Multiple Students Tip Sheet • Quick Reference Guide for Program (Building) Administrators p. 52-66 • 3 Ways ASQ Data Can Support a Successful School Year Tip Sheet												
____ Decided what follow-up materials you will share with parents/caregivers and when? • If results are cause for concern? • If results are monitoring zone? • If results are typical? The following documents are available in ASQ Online, “Screening Management” > Documents: <table><thead><tr><th>ASQ-3</th><th>ASQ:SE-2</th></tr></thead><tbody><tr><td>☐ Parent Feedback Letter: Typical</td><td>☐ Parent Feedback Letter, Typical</td></tr><tr><td>☐ Parent Feedback Letter: Monitoring</td><td>☐ Parent Feedback Letter, Monitoring</td></tr><tr><td>☐ Parent Conference Sheet</td><td>☐ Parent Conference Sheet</td></tr><tr><td>☐ Intervention Activities</td><td>☐ Intervention Activities</td></tr><tr><td>☐ Learning Activities</td><td>☐ Learning Activities</td></tr></tbody></table>	ASQ-3	ASQ:SE-2	☐ Parent Feedback Letter: Typical	☐ Parent Feedback Letter, Typical	☐ Parent Feedback Letter: Monitoring	☐ Parent Feedback Letter, Monitoring	☐ Parent Conference Sheet	☐ Parent Conference Sheet	☐ Intervention Activities	☐ Intervention Activities	☐ Learning Activities	☐ Learning Activities		• Interpreting results and next steps online support module • Sharing ASQ Screening Results with Families Tip Sheet • Quick Reference Guide for Program (Building) Administrators p. 61-66 • How to Create Documents short “how-to” video • How to Create Packets short “how-to” video • ASQ Learning Activities are an easy-to-use and low-cost way to move from screening to supporting ongoing child development. • Free resources are also available to share with families. See social-emotional learning activities, fine motor activities, and additional activities (in English and Spanish) to support development at home. • How to Print Learning Activities short “how-to” video
ASQ-3	ASQ:SE-2													
☐ Parent Feedback Letter: Typical	☐ Parent Feedback Letter, Typical													
☐ Parent Feedback Letter: Monitoring	☐ Parent Feedback Letter, Monitoring													
☐ Parent Conference Sheet	☐ Parent Conference Sheet													
☐ Intervention Activities	☐ Intervention Activities													
☐ Learning Activities	☐ Learning Activities													
____ Decided what reports you will generate to review and share results?		• Using ASQ Online reports to analyze data online support module • Quick Reference Guide for Program (Building) Administrators p. 67-72 • ASQ Online Reports Guide												