

# ASQ Online Database Tip Sheet

This is an informal guide to the Brookes online Database developed by...



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...created to support programs with the general components of the Brookes online Database. If you need, there is more in-depth step-by-step manual available on the Brookes online Database portal.



## Child Development Supports



## Home Tab/General Questions


This gives you an overview of your account – number of screenings, users, child profiles, etc.

### Quick Links

Is in the bottom corner and links you to the help system or tech support. It is easier to start with emailing the Project Coordinator.

### Help from the User Manual

Any tab has the green question mark in the corner.

 Clicking on this will take you to the page in the User Manual that relates to the screen you are on.

### Role

The drop down menu at the top of the screen indicates which role you are logged in with, if you have difficulty accessing/sending screens ensure you are logged in with the correct role (Program Administrator or Provider).

## My Profile Tab

You can edit your personal information on this tab, you cannot change your username.

### Set up My Alerts on the Quick Links *(side of the page)*

#### • Set up Task Reminders

For Screening Family Access and Screening.

- Use the drop down menu to select text/email/text and email,
- Select time frame from the drop down menu
- Select task and press add
- **Turn status to on**

#### • Set up Family Access Alerts

- Select if you want it to text or email you and the time frame from the drop down menu when new screens have been submitted.
- **Select time and turn status to on.**

# Program Tab

## The Program Administrator can edit the program details and add in the program logo.

- **Select edit, scroll down to logo and choose file.** If the logo is too big when you generate letters you will need to change the size and upload the new file/picture.

## Add in Keycodes

- **Click add beside the keycode tab.**
  - Enter keycodes for the ASQ-3 and ASQ:SE-2 Kits (*keycode is on the front flap of the box*)
  - Enter keycodes for the ASQ-3 and ASQ:SE-2 Learning Activities Books (*key code in the front cover*)

**All of these resources are available to all programs engaged in REACH, JOIN, or GRASP!**

## Program Users can be added in on the Recent Users Tab by clicking 'Add'

- Add in the red starred information for the user you are wanting to give access to. You will need to assign them a role and a username. Program users can be set up as individuals; for example – staff in an FRN or HV, educators in a day home, day home visitors as per caseload or as ELCC rooms in a child care facility; for example – baby bear room.
    - **Program Administrators:** see everything on the site
    - **Providers:** see information only for children you attach to them. Some programs have added classrooms in as a provider and shared the user name with classroom educators. Children need to have at least one Provider attached to them, can have multiple Providers attached.
    - **Reviewer:** only sees general information with no identifying information included
- Good for pulling reports to share widely!**

### • To assign children to a Provider

- Click on that users name
- Scroll down to Child List and click on Assign Children *This brings up the Available Child List*
- Click on each child to assign a provider
- Scroll to bottom and click **add**.

## Screening Preferences can be added on the Quick Links *(side of page)*

This will be helpful if you would like to screen some children each month vs all children twice per year.

- I recommend setting screening preferences using the child's age. Click add and select ASQ-3 from the drop-down menu, then add in months and days old. You will only need to add in ASQ-3 because the ASQ:SE-2 will be linked in your Family Access URL It is recommended that you add in every 6 months of age.

# Screening Management Tab

The first thing to set up in Screening Management will be learning activities packets that will be included in Family Access.

Click on **Create Packet** under Packets on the Quick Links *(side of the page)*

- Add in Packet name – ASQ-3 Learning Activities, repeat for ASQ:SE-2 Learning Activities
- Click the box to include in Family Access
- Scroll down to Available Documents, put “activities” in search name and select the following for each packet – press add on the far right column of the item below:
  - ASQ-3: ASQ-3 Learning Activities, English – Hello Parent, ASQ-3 Learning Activities, English and Intervention Activities
  - ASQ:SE-2: ASQ:SE-2 Learning Activities, English – Hello Parent, ASQ:SE-2 Learning Activities, English – Newsletters, ASQ:SE-2 Learning Activities, English- Activities (can add in ASQ:SE-2 Social-Emotional Developmental Guides and Activities, English if you want more information in this packet)
- If the items are in the wrong order under Document Name, you can drag and drop them where you would like them.
- Press **Create** at the end of the top section

You can now create/edit your Family Access URL so that the packets will automatically go to the parents email when they have completed a screening. See Family Access Tab information.

Further information about following up to screenings is included in the Screening Management Tab-Follow Up to Screenings section.



- You can set the Automatic Re-Screen tasks for children that fall into the referral areas (*above or below cutoff*) recommend setting each for every 90 days.
- Alternatively, you may choose to screen specific children on a schedule. (Ex. A specific day home provider, one room in a centre, individual day home visitor caseload, etc). Screening preferences will not be effective in this instance.

If you choose to set screening preferences, you will need to ensure that you check tasks regularly so they don't build up to unmanageable numbers

## Child Profile Tab

Click **Add Child Profile** on Quick Links (*side of page*) **In the ASQ database caregivers are parents, and educators are providers.**

- Put in child's information – required info has red star
- Once the child is entered, click on the Quick Links (*side of the page*) to add in new or existing caregiver. (An existing would be applicable if you have previously entered them – ex. For a sibling)
- If you are entering a new caregiver – add in info that is starred but also ensure to add in the email address (only thing not starred in the system that you need to remember to add)
- If you are adding an existing caregiver, click **add existing caregiver** then select from the list that appears.
- To add in a Provider on the child profile you can also scroll down to **Child Providers & Reviewers**, click. Click on the persons name then click on the **Add** button in the *top right corner*.
- Alternatively, the first time you send out a

screening, you may choose to send your family access URL via email. The parents are required to enter their personal information before they complete the screening so when you accept it into the database the family information will be populated. See **Alternate Way to Send Screenings Out to Families** for instructions.

### To add in paper screenings

- Go to child profile tab
- Scroll to the child's name
- **Scroll down to Child Screenings** and click on the **Add** tab
- Input who completed the screening, questionnaire type, long or short form and screening date – it will auto-populate the interval.
  - The long form is exactly like the paper copy (fill in with answers), short form is the families' response (yes/sometimes/not yet)

### To complete the long form

- Add in each section and press arrow forward button
- At the end select Save in Progress
- Review and press finalize button
- On side bar select print information summary to print and include in child's file



### Duplicate Child Profiles

If you have duplicate child profiles, you can merge them together.

- Click on the first child profile that is duplicated
- **At the top of the child's profile**, you should see tabs that say: Child Profile Details, View All, Edit, Delete, Merge. Select Merge
- Click on the other duplicated name, and click Merge Child Profiles at the bottom of the page

### To Delete or Archive Child Profiles

- Click on the Child Profile Tab, on the right side of the list you can click to select one or multiple children
- After you have selected who you would like to archive or delete, you can click on Archive or Delete on the top right hand corner of the list.
  - If children are archived, you can un-archive them later, deleting them removes them permanently.

# Family Access Tab

When you first go into this tab you will notice there are two Landing Pages the generate automatically in the middle of the page. You will notice the ASQ-3 English and ASQ:SE-2 English. Both will have a stop sign and a group of people sign next to the Public URL. The stop sign means that the URL is disabled. You will enable it when you edit the information for your link. The group sign means that this is a shared URL – meaning any Program Administrator can send or receive screenings off the same URL. If you require separate URL links (for different users) you will be able to create individual URL's Under the Create Web Page (*side of page*). If you do not have these under the Create Web Page – contact your program coordinator to have access granted to your program. Click on ASQ-3 and ASQ:SE-2 and follow the instructions for editing below.

## Editing

Edit the ASQ-3 URL, under Actions you will click on the **Edit** link. Now you are able to edit any of the information in this section.

### Recommended to Edit in the main body of text:

- **Thank you message** – Add in this sentence to clarify the link for Learning Activities-  
*“Please click on the link below to access learning activities to enjoy at home.”*
- **Thank you page packet** – from the drop down menu select the packet your created for ASQ-3
- **Disabled** – unclick this box if it is clicked
- **Logo** – you can add your program logo here

Press **Update** located at the *bottom of the page*.

Repeat this process for updating the ASQ:SE-2 URL.



Once that is completed, on the *main page of Family Access Tab*, click on the **Link with Shared ASQ:SE-2 English**. It will then say “Chained with Shared ASQ:SE-2 English” under the URL. Once these are chained, you will only need to use the ASQ-3 URL for sending screenings out. You now need to edit the invitation letter (the default letter only talks about ASQ-3 and now we want it to talk about both tools).

Click on **Edit** for ASQ-3 under the Actions (*middle of page*). On the side bar select Edit Invitation Letter. When you edit the letter, use the dynamic content (*baby face square next to the print sign*) button for any information you would like to auto populate to personalize the letter

- Delete caregiver address 2 and 3 in the address section
- Edit the caregiver name after ‘Dear’. Include caregiver first name and last name from dynamic content.
- Sample body of letter update – {} **this needs to be deleted and reentered with dynamic content:**

Because your child’s first 5 years of life are so important, we want to help you provide the best start for your child. You’ve been invited to participate in an Ages & Stages Questionnaires, (ASQ-3 and ASQ:SE-2), online screening to help you keep track of {child\_first\_name}’s development. The questionnaire may be provided every 3 or 6-month period. You will be asked to answer questions about some things your child can and cannot do. The questionnaire includes questions about your child’s communication, gross motor, fine motor, problem solving, personal social and social emotional skills.

To participate in this screening study, please access the following URL by typing it into your Internet Browser: Please click on the first link to complete BOTH the ASQ-3 and ASQ:SE- {family\_access\_url} and note.

We look forward to your participation in our screening project!

- Delete program address 2 + 3 in address section
- **SAVE CHANGES**

You should edit the **Follow-up Invitation Letter** – I recommend adding a sentence at the beginning to state that if parents have completed a screening within the last week to disregard this email and that it is just a reminder.





### To Send Screenings Out to Families

Use the ASQ-3 URL, **under Actions**, click **Send**

There are two tabs in the **middle of the page**: **Screenings Due** and **Child Profiles**. If you have Screening Preferences set or have Tasks due they will show up under Screenings Due. You can see their **Due Date** in the first column. If you are sending the screenings out to a specific child or all children, go to the Child Profile tab.

- Find child that you want to send screening to
- Press Email in the last column to send the screening
- Review the **Invitation letter**, click on Send a follow up 5 days later if you want the family to receive a reminder
  - This sends the screen regardless of if the family completes the screening prior to the reminder.
- Press Send

### List of Who You Sent Screenings To

If you click on **Child List under Actions**, it will give you a list of children that have been sent screenings. This may come in useful for tracking who has completed screening and who you will need to follow up with.

### Alternate Way to Send Screenings Out to Families

If you do not have child profiles entered (FRN or HV) or want to share the screenings on your social media, communication apps or from your program email. You can highlight the URL, copy and paste it where you want to share it.

### To Approve or Reject Screenings

- Click on link where it says “**There are family access screenings to approve (or reject).**”
- If you are not sure who the child is and want to review information first, click on Preview in the last column
- Click on **Review** in the first column.
- Pick an option
  - Accept it as an existing child profile – it will bring up options to select as you start typing the name
  - Accept as a new child profile and assign to provider – provider selections with populate as you start typing
  - Reject entirely – if the child is not someone using your program/etc.
- If a warning pops up – review spelling and birth date for child. **If the birth date is wrong, ensure that the correct birth date was used for the screening prior to accepting it back in.**
- If a child does not have a provider attached to their profile, the screening will appear in the There are family access screenings to assign. You will then have to assign them a provider (see Program Tab information if needed).



## Other Follow-Up Resources

You can go to the Screening Management Tab, then View/Print Documents on the Quick Links, (side bar), to utilize other resources from the Learning Activities Books. Search documents by name, (ex. Toileting), and related documents will appear in the middle of the page. You can download and save them into the child’s file with the summary forms and follow up packets to email to families, or print as necessary.

# Screening Management Tab

## | FOLLOW UP TO SCREENINGS

### Reviewing Screening Results

At the top you will see screenings accepted back into the database under the Screening tab in the middle of the page. If there are more than 5 screenings to review you can click on the View All tab. Scroll down to Screenings *(middle of the page)*.

- Click on the screen to review (ASQ-3 English \_\_ Month) under the **Questionnaire** (second) column. Be observant about which screening you have reviewed, as the ASQ-3 and ASQ:SE-2 sometimes change places while reviewing screenings.
- The screening is brought up and automatically scored. Review the Scoring Results bar graph, the Overall Responses – make note of any concerns that families have (ex. Toileting).
- If you have questions about a score, you can review the answers families gave on any tab for each area of development or page of screening.
- Record Follow-Up Action Taken – at a minimum, you want to record provide activities and re-screen in \_\_ months. If it is a monitoring or referral result you will indicate 3 months, if it is typical then 6 months.
- Save follow-up actions
- Create a task if it is a monitoring result (3 months) – select Task type (Screening, Family Access), Program user, Due date (use calendar to set) and it will autofill the Interval. Press Save.

### Sharing the Summary Form with Families

You can print the Information Summary or save it to a file on your computer to email to families. Go to **Print Information Summary** on Quick Links *(side of page)*. This brings it up as a PDF, you can then go to file, save as. Many programs find it helpful to set up a file on the computer for ASQ results and have a file for each child to save these under. Children should have Summaries for ASQ-3 and ASQ:SE-2.

### Creating Follow-Up Packets

It is helpful to create follow-up packets, typically programs create 4 packets (ASQ-3 Typical, ASQ-3 Monitoring, ASQ:SE-2 Typical, ASQ:SE-2 Monitoring) as each letter will say something slightly different.

To create the letters, click on **Create Document** on Quick Links *(side of page)*. Complete: Name, Category (follow-up), Questionnaire Type. You can then use dynamic content to type in your letter.

## Helpful hints for Letters



- Thank the family for completing it, specify which screening the letter is for – ASQ-3 or ASQ:SE-2
- Indicate that their responses showed the child's results – developing typically or may benefit from some additional support.
- That you are including some resources/ activities for them.
- You will share the results with the child's educator – if appropriate



You will then use the letters to create packets. Click on Create Packet on Quick Links (*side of page*). Repeat this process for all four packets (ASQ-3 Typical, ASQ-3 Monitoring, ASQ:SE-2 Typical, ASQ:SE-2 Monitoring).

- Packet Name (ASQ-3 Follow-Up Typical/etc.)
- Do NOT click on include in Family Access – these packets are for after screening is completed.
- Search name of letter in the 1st column of Available Documents and select **Add** in the last column
- Add in the same activities that you included in the Learning Activities Packets – the activities will be the same for Typical & Monitoring packets
  - ASQ-3: ASQ-3 Learning Activities, English – Hello Parent, ASQ-3 Learning Activities, English and Intervention Activities
  - ASQ:SE-2: ASQ:SE-2 Learning Activities, English – Hello Parent, ASQ:SE-2 Learning Activities, English
  - Newsletters, ASQ:SE-2 Learning Activities, English – Activities (can add in ASQ:SE-2 Social-Emotional Developmental Guides and Activities, English if you want more information in this packet)
- Click Create

### Using Follow-Up Packets

To use the packets, after screenings have been reviewed, click on **View/Print Packets** on Quick Links (*side bar*). Go to the **Program Packets** tab and select which packet you require or are starting with. Click on **Generate** under the Actions column. In the middle of the page, there will be four tabs (Screenings Due, Tasks Due, Child Profiles, Completed Screenings), select **Completed Screenings**.

**You will see the third last column shows the result.** Select all of the children, with the result that matches the packet you are creating (ex. ASQ-3 Typical Follow-Up will be selecting Above for the result). Click on **Add** in the last column to add each child in. You can select multiple children – watch that the screening date in the first column matches the screens you are generating packets for. Then scroll slightly up to a thin blue line in the middle of the page that says **Print Packet (# indicated)**, click on it. It will open to show you the names and intervals of the children selected. At the bottom of the list is has a button **Print Packet**, click on it. It will say **Status** and will give you 2 options: Download Zip or Download PDF. The Zip file will separate each child into a unique file that you can save onto the computer (with the Summary forms) or the PDF opens as one file that you can print. Repeat for the remainder of the follow-up packets.

All information shared has been gleaned from the Database Manual on the Brookes Publishing Co. website and/or portal.

Paul H. Brookes Publishing Co., Inc. (2021, March 12). ASQ Online. Ages and Stages. <https://ageandstages.com/asq-online/>

Dear User,

I hope you find this document helpful in navigating the ASQ Online Database! The information included is the instructions that I give to programs during monthly orientation sessions. I encourage you to use this document to navigate the online database and use it to its full potential in your screening journey with families. If you have any questions or need additional support, please reach out.

Thank you for engaging with families in developmental screening. Thank you for ensuring that we are working together to support the children in maximizing their potential through a strength based approach!

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