

ASQ Database Helpful Tips

Adding/Deleting a Child Profile

Email Amy @ amyg@crossroadsyfs.com for all new students and students who drop. She will add/delete kids and staff.

Caregivers

Email Amy @ amyg@crossroadsyfs.com for all new staff members she will add/delete them, assign them to children and set them up as caregivers.

Adding a Screening

There are two methods for entering ASQ-3, and ASQ:SE-2 screening results for a child: the Long Form or the Short Form. Crossroads will use the Long Form.

Adding an ASQ-3, or ASQ:SE-2 Screening via the Long Form

The ASQ-3, & ASQ:SE-2 Online Long Forms are similar to the paper versions of the questionnaires, but without the graphics. The Long Form contains all questionnaire items in addition to a Comments section in which a parent's comments can be entered. The answers you enter for each item are automatically converted to their numerical value and automatically totaled according to the ASQ-3 or ASQ:SE-2 scoring logic.

To add a screening to a Child Profile, via the Long Form:

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. On the **Child Profile Details** page, click the *Add* tab, next to the Child Screenings tab. Or, select the *Add Screening* Quick Link.
5. On the **Add Screening** page, fill in the following fields: (Items marked with an asterisk [*] are required)
 - a. Caregiver who completed the screening*
 - b. Names of others assisting in screening completion
 - c. Questionnaire type*: ASQ-3, or ASQ:SE-2 (*NOTE: The Questionnaire type drop-down menu will only list the questionnaires that your program has purchased. If you are unable to locate the questionnaire type that is*

needed to enter in your new questionnaire, please contact your Program Administrator.)


- d. Long/Short form*: Select Long form.
- e. Screening date*: Once this is entered, the Adjusted age, Recommended interval, and Interval will be calculated and automatically entered in the next 3 fields.
- f. Adjusted age: This field is not editable.
- g. Recommended interval: This field is not editable.
- h. Interval*: After reviewing the Adjusted age and Recommended interval, if for any reason you decide to enter an interval other than the one recommended, you may do so here.
- i. Reason for out of range*: If you select an interval other than the recommended interval, you will be required to record why you are using an interval outside of the recommended range for the child.
- j. If desired you may add up to a 24 character screening note. This field can also be completed and edited at any time before or after screening is finalized.

6. Click *Save*.


You will be directed to the Long Form for questionnaire results data entry.

For ASQ-3, and ASQ:SE-2, notice the tabbed areas across the top of the screen. You can start completing an area by clicking on the tab.

7. For each item, select the button that indicates the caregiver's answer to that item. If the caregiver did not answer the item, select the button for "RESPONSE MISSING."

8. If a caregiver wrote a note regarding an item in the questionnaire, you may record this note by clicking the *Add-comment* icon [] to the right of the item. A text box will then appear below the item. Please type the contents of the caregiver's comment into the text box.

As you fill out each page, you will notice a score next to each item and, for ASQ-3, an area total score will appear at the bottom of each page.

9. For ASQ-3, when finished answering all items in an area, and for ASQ:SE-2, when finished answering all items on a page, scroll to the bottom of the page and click on the *right-facing arrow* icon [] to move to the next set of questions.

10. The page will reload and you will now be on the next tab containing the next set of questions.

NOTE: If you click the Save in Progress button instead of the right-facing arrow icon, the page will reload, but you will need to manually click on the next tabbed area to get to the next set of questions. You may click Save in Progress to save what you have entered so far for the screening. Once you click Save in Progress, you may exit out of the screening, and you will find it listed under the Child's Screenings tab marked "Incomplete." Click on the name of the questionnaire to resume entering screening results.

11. Continue steps 4 through 7 until you have recorded the caregiver's response to each item on the questionnaire.
12. Once you reach the Overall tab, record all caregiver answers and select the *Save in Progress* button. The page will then reload and a *Finalize* button will appear next to the *Save in Progress* button.
13. To finish the screening and generate the Information Summary Sheet, click the *Finalize* button. Your program will be charged for this screening.
14. A pop-up window will appear that says "You will not be able to alter your answers after you finalize this questionnaire. Do you want to finalize this questionnaire?" Click *OK* to continue.
15. When the questionnaire is finalized, the Information Summary Sheet appears and is listed as the final tab for this screening. From here you may print a copy of the Information Summary Sheet, print the completed questionnaire, print the completed questionnaire with the Information Summary Sheet, add a task, add another screening for the child, or return to the child's profile – all located under Quick Links.

Screenings Page

View the Child Profile & Questionnaire for a Screening

To view a Child Profile and a questionnaire from the **Screenings** page:

1. Select *Screening Management* from the top navigation menu, and click the *View All* tab next to the Screenings tab.
2. Under the Screenings section, click on the child's name to view their profile.
3. To view the questionnaire for a child, under the Screenings section, click on the questionnaire next to the child's name. This will pull up the Information Summary Sheet for that questionnaire, and you can click through the area tabs to view the screening in its entirety. Note: If you are viewing a Spanish questionnaire, you can select from the Language dropdown menu at the top right of the Information Summary Sheet to view in English. The Information

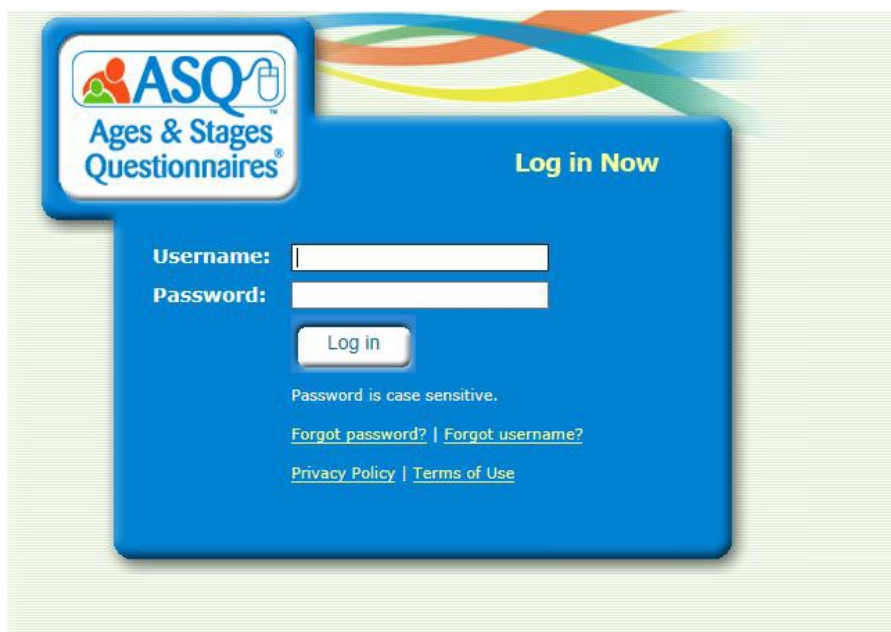
Summary Sheet will still print in Spanish regardless of what is selected from the Language dropdown menu.

Forgotten Password

If you forget your password:

1. Go to www.asqonline.com.
2. Click the *Forgot password?* link.
3. Enter your username and click the *Reset Password* button.
4. You will receive an email with instructions on resetting your password.

NOTE: Passwords are case sensitive.



Changing Your Password

To change your password:

1. Select *My Profile* from the top navigation menu.
2. Click on the *Edit* tab to the right of the My Profile tab.
3. Type in a new password.

4. In the "Password confirmation" field, retype the new password.
5. Click the *Save* button.
6. Write down the username and password information so you can keep track of it.

Edit My Profile	
Prefix	<input type="text" value="v"/>
First name *	<input type="text" value="Provider"/>
Last name *	<input type="text" value="A"/>
Position	<div> <div>Care coordinator</div> <div>Childcare provider</div> <div>Early interventionist</div> <div>Educator: Early childhood</div> </div>
Job title	<input type="text" value="Coordinator"/>
Address1	<input type="text"/>
Address2	<input type="text"/>
Address3	<input type="text"/>
City	<input type="text"/>
County/District	<input type="text"/>
State/Province *	<input type="text" value="Maryland"/> <input type="text" value="v"/>
Zip/Postal code *	<input type="text" value="99999"/>
Country *	<input type="text" value="United States"/> <input type="text" value="v"/>
Phone *	<input type="text" value="999-999-9999"/>
(XXX-XXX-XXXX)	
Mobile Phone	<input type="text" value="999-999-9999"/>
(XXX-XXX-XXXX)	
Mobile carrier	<input type="text" value="Verizon Wireless"/> <input type="text" value="v"/>
Fax	<input type="text"/>
Email *	<input type="text" value="lbrack@brookespublishing.com"/>
Account	Brookes DEMO Account
Username *	demo
Password	<input type="text"/> (password must be at least 6 characters)
Password confirmation	<input type="text"/>
<input type="button" value="Save"/> Cancel	

Backup Sign in/out Sheet

Sign in to childplus in the box at the top that says enter report#, enter 2316

Click enter

Choose correct program term, site, and classroom

Click Print

Children's Attendance and Meal Counts

Attendance for children

- Click on Entry Express
- Click on Attendance
- Choose your Site
- Choose your Classroom
- Click on the date you are entering (to be done DAILY by 2:30)
- All children should be defaulted to Present
- If a child is absent and you do not know why choose Absent
- If a child is absent and you know where they are choose Excused AND choose the reason.
 - A reason should ALWAYS be entered otherwise it should be labeled absent

Meals for children

- Each child will be defaulted to breakfast, lunch, and snack. The next slide will show you how to change that if you would like.
- If a child is not present during one of the meals you need to unclick that meal.
 - If a child comes in late and is served the full 3 components they should still be counted even if they did not receive the meal that was served.
 - If a child leaves during a meal, it still counts as long as they were "offered" the meal. They don't have to finish it or even put it on their plate, but if they were sitting at the table when food was served, it counts as a meal for that child.

How to change default lunch/attendance days

- Click on child's name in the attendance module
- Scroll all the way to the bottom
- If a child is gone every week on a certain day for services or whatever reason you can simply unclick that day and it will automatically show that child as not present when you go to attendance.

▼ Participation Days and Meals

Days this Person Normally Attends

Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

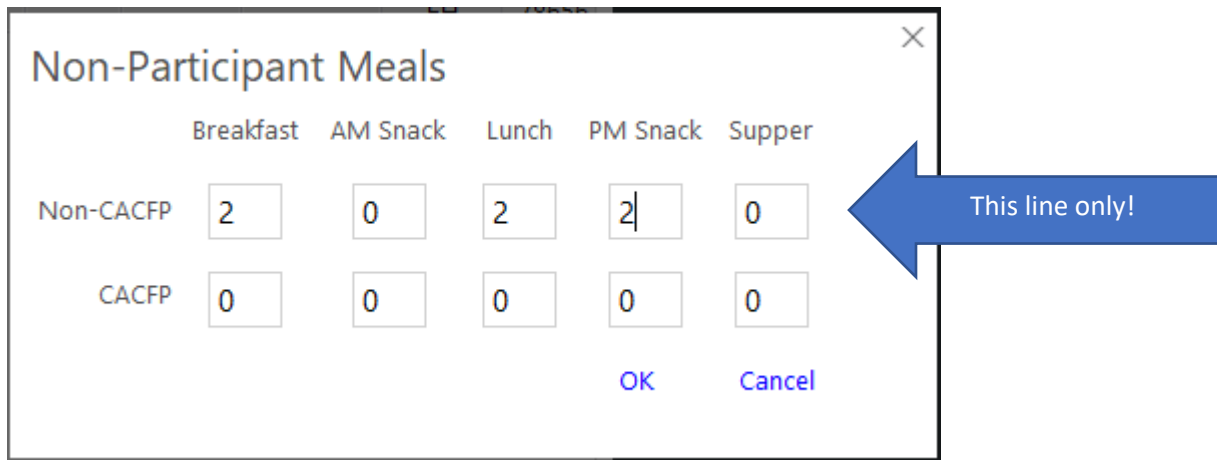
- If a child leaves before for snack everyday, is not present for a certain meal every day
- You click the boxes next to all scheduled meals
- Then you click the boxes next to the meal the child misses
- This will automatically update your attendance module



Meal Type	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
All Scheduled Meals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Breakfast	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AM Snack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM Snack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Non-Participant Meals

- This is where you record teacher meals.
- Click on non-participant meals
- On the NON-CACFP line enter the number of staff who ate meals
 - Make sure you type only under breakfast, lunch, and PM snack
 - All teachers are REQUIRED to SIT at the table with the children and EAT with the children.



Non-Participant Meals

	Breakfast	AM Snack	Lunch	PM Snack	Supper
Non-CACFP	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="0"/>
CACFP	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

OK

Cancel

This line only!

How to access Calendars on childplus

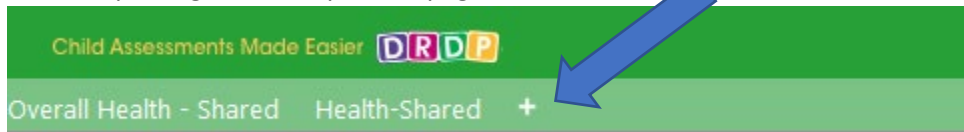
- Click on the To-Do List
- Click on Calendars
- Click on Settings
- Under the Calendars heading toward the bottom there is a list of calendars
- Center Directors click the center director calendar and the teacher calendar
- Teachers click the teacher calendar
- Click save
- If you want it to email you when something is on the calendar
 - Click email this To-Do list, choose which day you want it emailed to you then click save

How to set up your Dashboard

Sign in to Childplus

Click the Dashboard tab

Click the plus sign at the top of the page



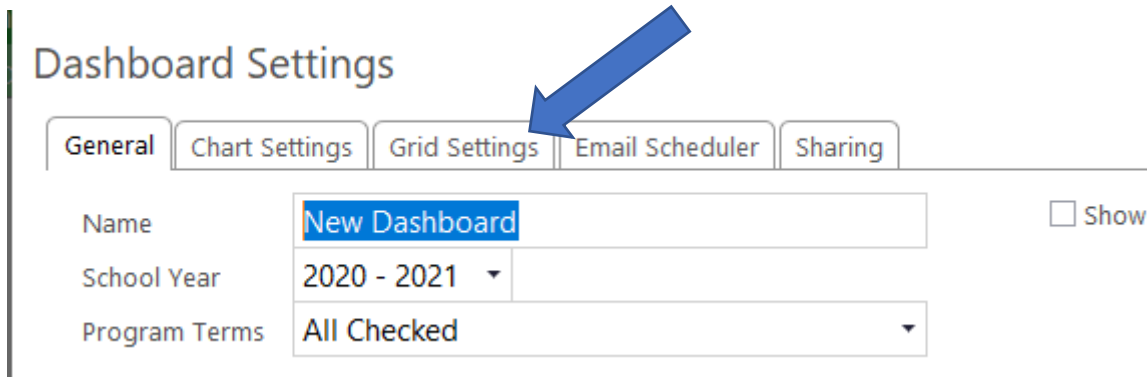
Start with a blank Dashboard should be pre-selected, press ok

Name Dashboard: (choose what you would like)

Choose the School Year

Program Terms (all checked) should be selected

Click on grid settings



Click Show Grid

Then choose what items you would like to look at.

Suggested items: Enrollment, Requirements Completed (Entry-Based) (this will show you 45 and 90 day screenings), Requirements Past Due or Expired, Up-to-Date on Immunizations

Click save

To create an email schedule:

Click on your Dashboard tab

Click on settings on the left side of the screen

Click email scheduler at the top of the page

Click email this dashboard

Select how often you would like the email (I suggest not more than once a week)

You can click the box that says also send a copy of each email to (you can add classroom emails here and it will share it with them remind them to look at the dashboard)

Click Save

Parent Sign-In

Parents/Guardians can use the **Parent Sign-In** section to check participants in and out.

Check a Participant In

To check a participant in using the **Attendance App**:

1. Go to the **Attendance App >> Parent Sign-In**.
2. Tap **Check In** next to the name of the participant you want to check in.
3. Have the parent/guardian enter their signature.
4. Tap **Save**. The **Attendance App** displays the following next to the participant's name in each window:
 - **Parent Sign-In: Checked In**
 - **Attendance: In**
 - **Meals: In**



Once a participant is checked in, ChildPlus counts them as **Present** for the day.

Depending on your settings, participants will be marked as **Tardy** or **Left Early** if they checked in/out within a certain number of minutes before or after the classroom's **Begin** or **End Time**.

Check a Participant Out

To check a participant out using the **Attendance App**:

1. Go to the **Attendance App >> Parent Sign-In**.
2. Tap **Check Out** next to the name of the participant you want to check out.
3. Enter your signature.
4. Tap **Save**. The **Attendance App** displays the following next to the participant's name in each window:
 - **Parent Sign-In: Checked Out**
 - **Attendance: Out**
 - **Meals: Out**

Exit Parent Sign-In

To exit **Parent Sign-In**:

1. Tap **Teacher Menu**.
2. Select one of the following:
 - **Attendance Page**
 - **Meals Page**

Daily Health Checks

Open childplus mobile on the tablet <https://app.childplus.com/CrossroadsYFS>

Sign in

On the top left click on the down arrow next to services

Click on Entry Express

Select Daily Health Check (Children)

Click Start

Make sure program term is 22-23

choose your location

under enrollment status make sure enrolled is clicked (Don't click any of the rest it doesn't matter)

Click next step

If any children are absent simply uncheck their names

Click next step

Next to health check status click well

Choose your name in performed by

Click next step

If any child had an issue, here is where you click on the individual child

Check any symptoms and type any notes needed

Once all symptoms are entered for all kids Click Create the Records

To see the daily health checks you can click on the individual child's name under services

Click Daily Health Check