ASQ-3 DATA ENTRY USER GUIDE

ACCOUNTS
Center Directors/Coordinators

Contact keds@lsv.uky.edu and ask for a Child Care KEDS Account form. A center may have more than 1 center director account.

When you receive the form, you will be required to give information both about yourself and your child care center. You can email, fax or snail mail the form back to keds@lsv.uky.edu, fax to 859-257-2769 or mail to KEDS, 126 Mineral Industries Building, University of Kentucky, Lexington KY 40506-0051. Questions? Email keds@lsv.uky.edu.

[TYPE A QUOTE FROM THE DOCUMENT OR THE SUMMARY OF AN INTERESTING POINT. YOU CAN POSITION THE TEXT BOX ANYWHERE IN THE DOCUMENT.]

Once your center director account has been established, you are able to login and create Teacher accounts. Go to the Users tab and complete the following fields.

Username*	Recommend first.lastname.
First, Last Name*	
Password*	Passwords can be changed after the user logs in for the first time.
Password Question, Answer*	Should the user ever get locked out, they will need to provide the correct answer to this question to receive a new password by email. We strongly recommend using the question "What are the last 4 digits of your SSN" as this is a numeric answer that does not change.
Email*	Important that this information be correct should they need to reset

Teacher Accounts

	password.
Phone/Ext.	
Approved	Teachers must be approved in order to log into their accounts. Accounts can be un-approved later, should the teacher leave the center or no longer need access to the ASQ.
Center*	If you have access to more than 1 center, the other center(s) will display here.

*Indicates a required field.

LIST OF CHILDREN

After the teacher accounts have been established, either the teacher or the director/coordinator must create the child records.

Go to ALL CHILDREN (directors) or MY CHILDREN (teachers).

Child Demographics

Initially, on the All Children or My Children page, there will only be the Add a Child button. Click this now.

You will now be presented with a list of child demographics, listed below with details.

First, Last Name*	
Date of Birth*	
Last 4 of SSN*	This is required to create a unique identifier for the child.
Gender*	
Has Parent Signed Consent form?*	The consent form has already been mailed out to center directors, but is also available on the home page, under Child Care KEDS users. All parents must give written consent to provide the screening information to KEDS.
Ethnicity	
County of Residence	

Teacher	The list of teachers is generated from the Users tab.
Child Care Center	Automatically filled in
Enrollment Date	Date child was first enrolled in center.
Enrollment Type	Indicate if the child is enrolled full time (5 hours or more a day) or part time (less than 5 hours a day).
Exit Date	If the child later leaves the center, enter the last day the child was enrolled.
Exit Reason	Indicate why the child left (if known).
Other Services	To better understand how services may impact child outcomes, we ask that you indicate if the child is presently or has ever received any of the services listed.

*Indicates a required field.

Click Insert to save the child's record. The child will now be listed in the child list. See below.

If you would like to edit this child's demographics later, click the Edit button beside the child's record.

ENTERING SCREENING DATA

From the list of children, click the + sign beside the child's record.

The record will expand.

Click "Add Assessment/Screening Point"

Assessment Date *	
Instrument Chosen*	Select the tool (and age) from the drop-down.
Method*	Choose KEDS Online or Paper/Pencil
Teacher Assigned	The list of teachers is generated from the Users tab.
Finalize	Leave blank for now. When clicked, will lock out the record for download by KEDS staff

*Indicates a required field.

After completing the Assessment/Screening Point details, click Insert.

The Assessment/Screening Point will now display in the list of assessment/screening points.

From the list, click <u>Select</u> beside the assessment/screening point. The details will display again, this time in a read-only version.

Click the yellow "Go to Online Data Entry" button. The screen will refresh and the screening domains will display.
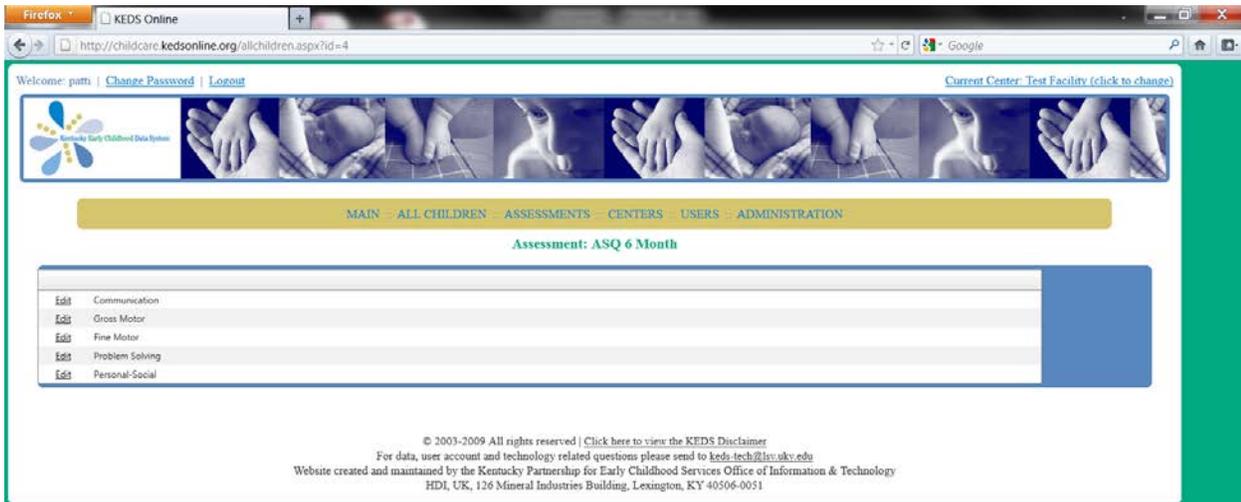
To begin data entry, click the Edit button beside the domain name.
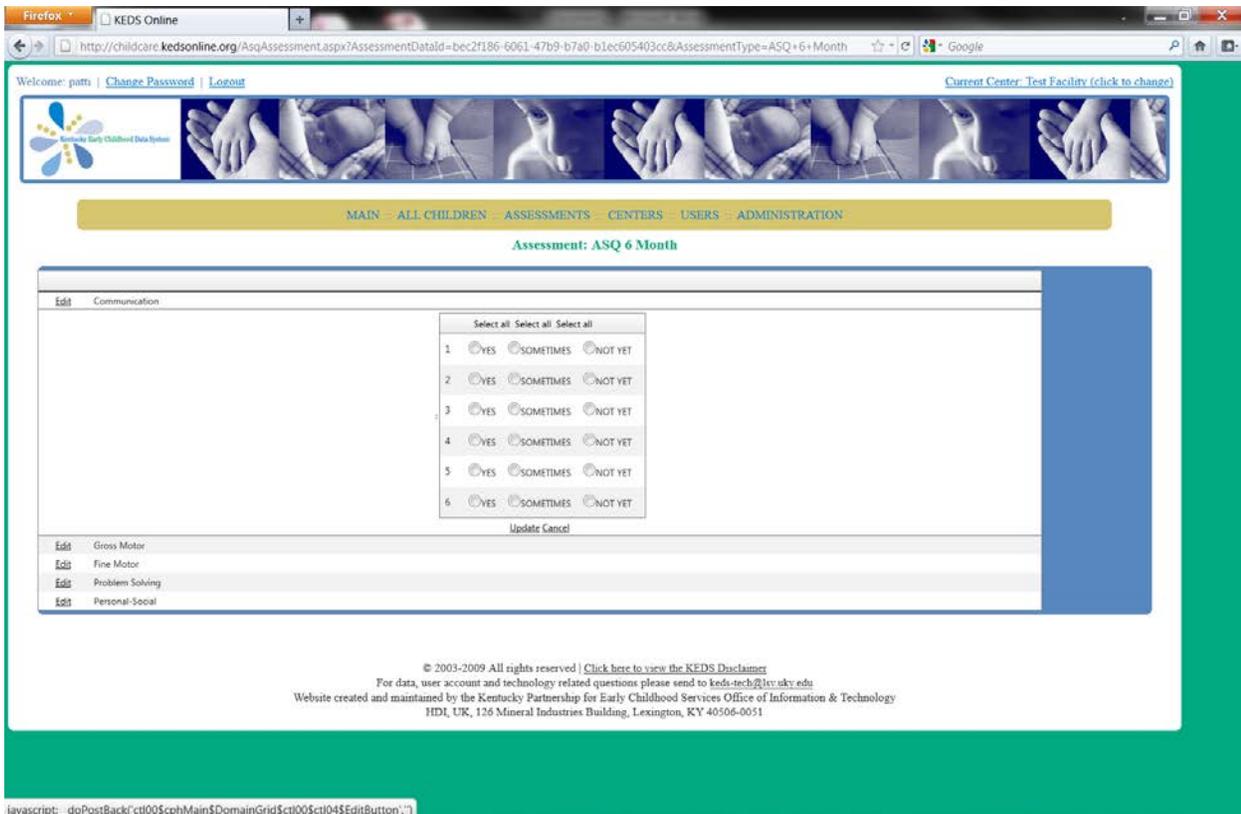
For each item, indicate if the standard was met by scoring Yes, Sometimes, or Not Yet.

There is a Select All option, if appropriate you may click select all for "Yes," "Sometimes" or "Not Yet."

After you have updated the scores, click Update. *You must click update to save the scores.*
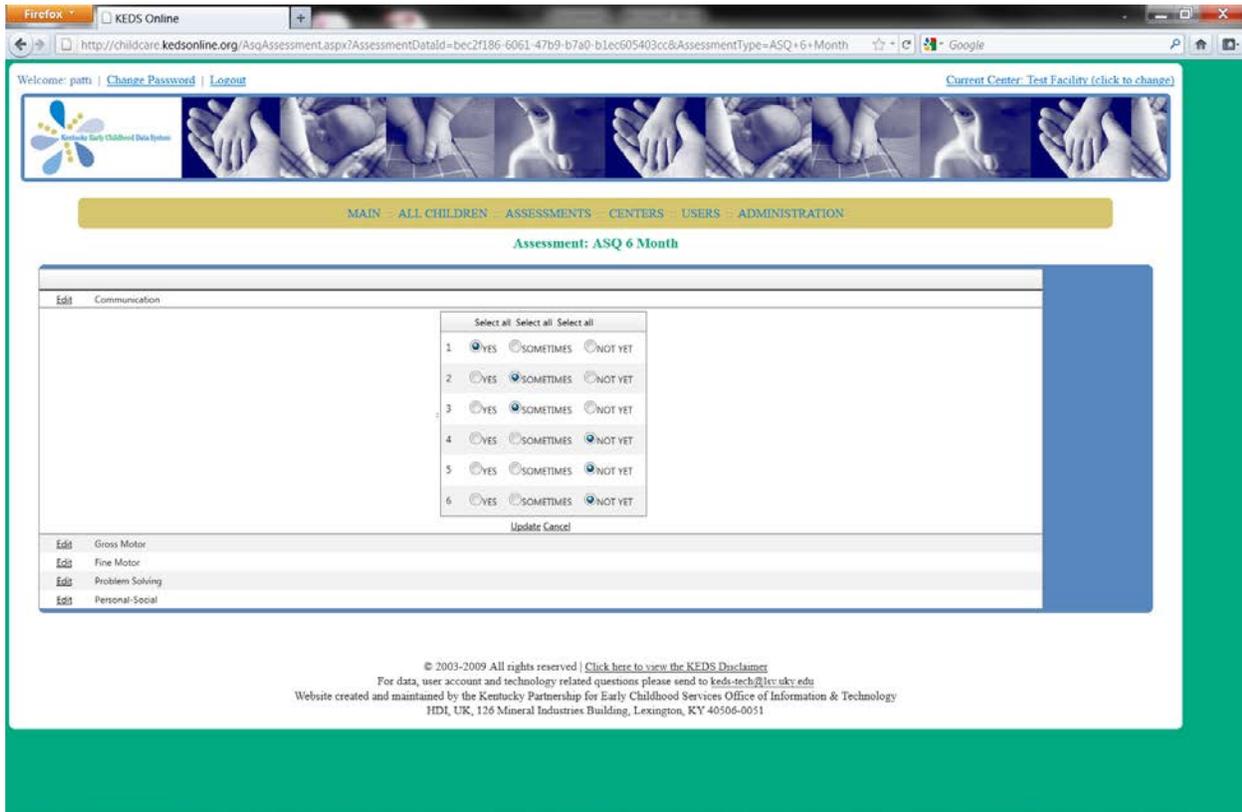
The domain will collapse and you can now click Edit beside the next domain.

Once you have finished scoring all the items for the domains, you can go back to the All Children tab to add the next screening.