

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

[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

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.

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 screenshot shows the KEDS online system interface. At the top, there is a navigation bar with links for MAIN, ALL CHILDREN, ASSESSMENTS, CENTERS, USERS, and ADMINISTRATION. Below this is a search bar for a child, with 'Audrey' entered and a search button. A table lists children with columns for KEDS ID#, First Name, Last Name, County, and Teacher. The record for Audrey is expanded, showing a pop-up form with fields for Date (1/1/2000), Assessment (AEPS), Method (KEDS Online/Excel), Teacher (Patti Singleton), and Finalized? (checkbox). Below the pop-up is another table of children. At the bottom, there is a copyright notice: © 2003-2009 All rights reserved | Click here to view the KEDS Disclaimer. For data, user account and technology related questions please send to keds-tech@jky.uky.edu. Website created and maintained by the Kentucky Partnership for Early Childhood Services Office of Information & Technology HDI, UK, 126 Mineral Industries Building, Lexington, KY 40506-0051.

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.

Firefox - KEDS- All Children
 http://childcare.kedsonline.org/allchildren.aspx?id=4

Welcome: patti | [Change Password](#) | [Logout](#) | Current Center: Test Facility (click to change)

MAIN - ALL CHILDREN - ASSESSMENTS - CENTERS - USERS - ADMINISTRATION

All Children

Search for a Child: Audrey Search All Search

Advanced Options
 Displaying items 1 to 10 from 19

KEDS ID#	First Name	Last Name	County	Teacher	
00767222004	Bill	Matson	Montgomery	Patti Singleton	Assign...
00983212004	Mark	Warren	Out of State	Patti Teacher	Assign...
34941212004	Jen	Williams	Rowan	Patti Teacher	Assign...
01181132004	Lora	Adams	Clark	Patti Teacher	Assign...

DOB: 11/3/2004 Exit Date: 2/28/2005 [Edit Demographics](#)
 Gender: Female Ethnicity: White (not Hispanic)

Date	Assessment	Method	Teacher	Finalized?
Select	1/1/2000	AEPS	KEDS Online/Excel	<input type="checkbox"/>

Assessment Point Details

ASSESSMENT INFORMATION*
 Date of Assessment:
 Assessment Chosen:
 Method:

SERVICES
 Teacher Assigned:

FINALIZE? This assessment point has been finalized

[Insert](#) [Cancel](#)

001010172004	Adam	Jerome	Morgan	Patti Teacher	Assign...
00508112004	John	Meddle	Montgomery	Patti Teacher	Assign...
0063982004	Chelsea	Thornton	Rowan	Patti Teacher	Assign...
0064312005	Will	Gooden	Montgomery	Kim Barnett	Assign...
00811102004	Billy	Taylor	Montgomery	Patti Teacher	Assign...
008411182004	Leah	Rebecok	Morgan	Patti Teacher	Assign...

12
 (Click on a column name to sort by that column)

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

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

Firefox - KEDS - All Children

http://childcare.kedsonline.org/allchildren.aspx?id=4

Welcome: patti | [Change Password](#) | [Logout](#) | Current Center: [Test Facility \(click to change\)](#)

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00983212004	Mark	Warren	Out of State	Patti Teacher	Assign...
34941212004	Jen	Williams	Rowan	Patti Teacher	Assign...
01181132004	Lora	Adams	Clark	Patti Teacher	Assign...

DOB: 11/3/2004 Exit Date: 2/28/2005 Edit Demographics
Gender: Female Ethnicity: White (not Hispanic)

Date	Assessment	Method	Teacher	Finalized?
Select	1/1/2000	AEPS	KEDS Online/Excel	<input type="checkbox"/>
Select	9/1/2011	ASQ 6 Month	KEDS Online/Excel	<input type="checkbox"/>

Assessment Point Details
Add an Assessment Point

001010172004	Adam	Jerome	Morgan	Patti Teacher	Assign...
00508112004	John	Middle	Montgomery	Patti Teacher	Assign...
0063982004	Chelsea	Thornton	Rowan	Assign...	
0064312005	Will	Gooden	Montgomery	Kim Barnett	Assign...
00811102004	Billy	Taylor	Montgomery	Assign...	
008411182004	Leah	Rebeck	Morgan	Assign...	

12
(Click on a column name to sort by that column)

Add a Child

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For data, user account and technology related questions please send to tech-tech@ky.edu
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HTI 11K 176 Mineral Industries Building Lexington, KY 40506-0051

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

Firefox - KEDS - All Children

http://childcare.kedsonline.org/allchildren.aspx?id=4

Welcome: patti | [Change Password](#) | [Logout](#) | Current Center: [Test Facility \(click to change\)](#)

MAIN - ALL CHILDREN - ASSESSMENTS - CENTERS - USERS - ADMINISTRATION

All Children

Search for a Child: Audrey Search All Search

Advanced Options
Displaying items 1 to 10 from 19

KEDS ID#	First Name	Last Name	County	Teacher	
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00983212004	Mark	Warren	Out of State	Patti Teacher	Assign...
34941212004	Jen	Williams	Rowan	Patti Teacher	Assign...
01181132004	Lora	Adams	Clark	Patti Teacher	Assign...

DOB: 11/3/2004 Exit Date: 2/28/2005 Edit Demographics
Gender: Female Ethnicity: White (not Hispanic)

Date	Assessment	Method	Teacher	Finalized?
Select	1/1/2000	AEPS	KEDS Online/Excel	<input type="checkbox"/>
Select	9/1/2011	ASQ 6 Month	KEDS Online/Excel	<input type="checkbox"/>

Assessment Point Details

ASSESSMENT INFORMATION*
Date of Assessment: 9/1/2011 Assessment Chosen: ASQ 6
Month: Method: KEDS Online/Excel

SERVICES
Teacher Assigned:

Go to Assessment

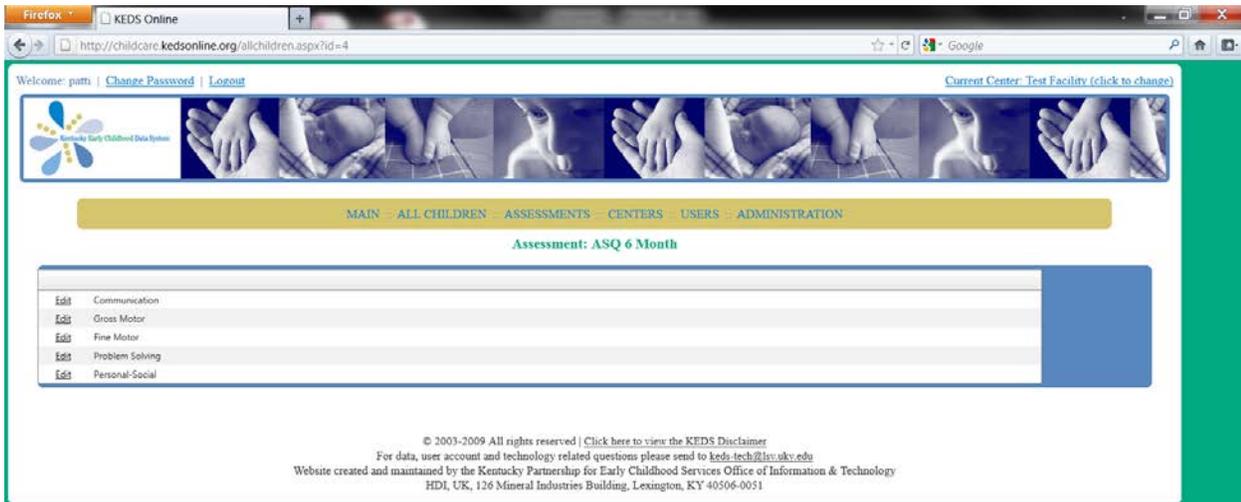
FINALIZE? This assessment point has been finalized

Edit New

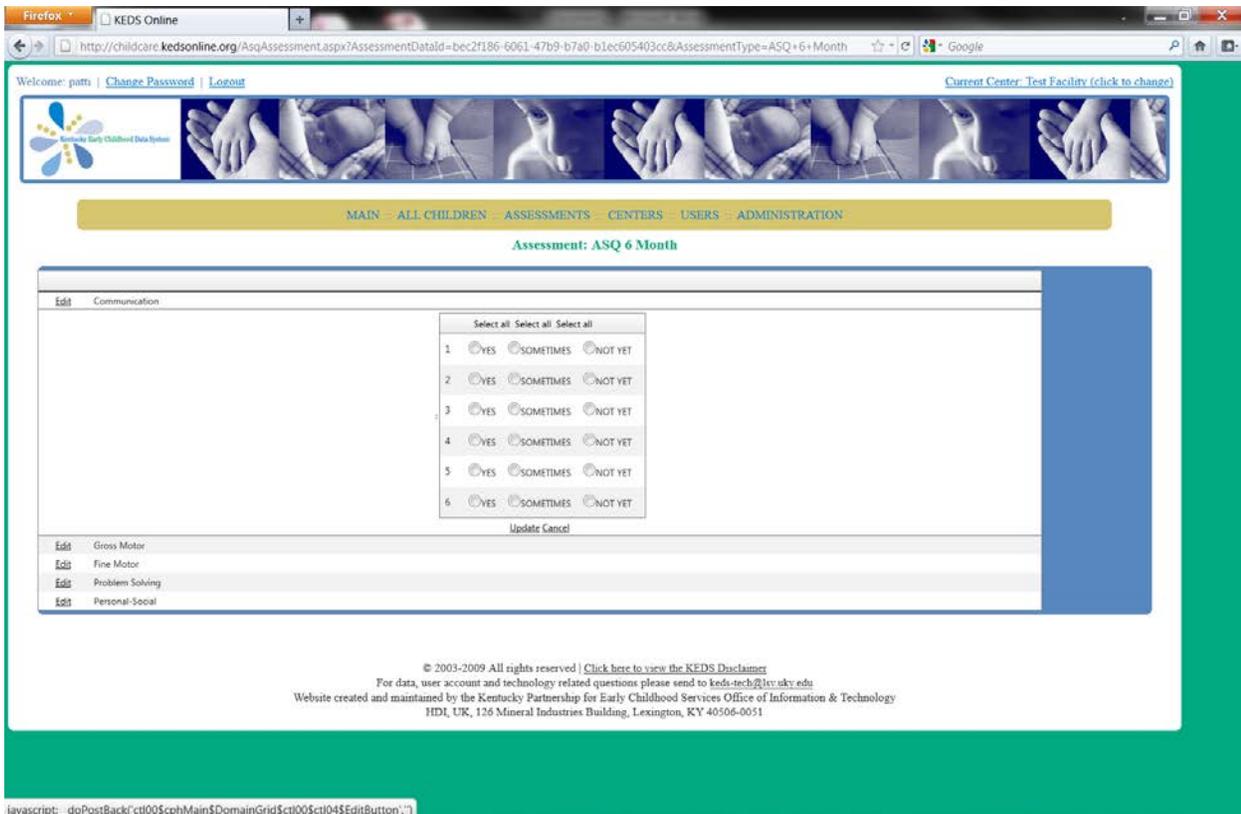
Updated On: 9/2/2011 9:38:25 AM Updated By: patti

001010172004	Adam	Jerome	Morgan	Patti Teacher	Assign...
00508112004	John	Middle	Montgomery	Patti Teacher	Assign...
0063982004	Chelsea	Thornton	Rowan	Assign...	
0064312005	Will	Gooden	Montgomery	Kim Barnett	Assign...

Click the yellow "Go to Online Data Entry" button. The screen will refresh and the screening domains will display.

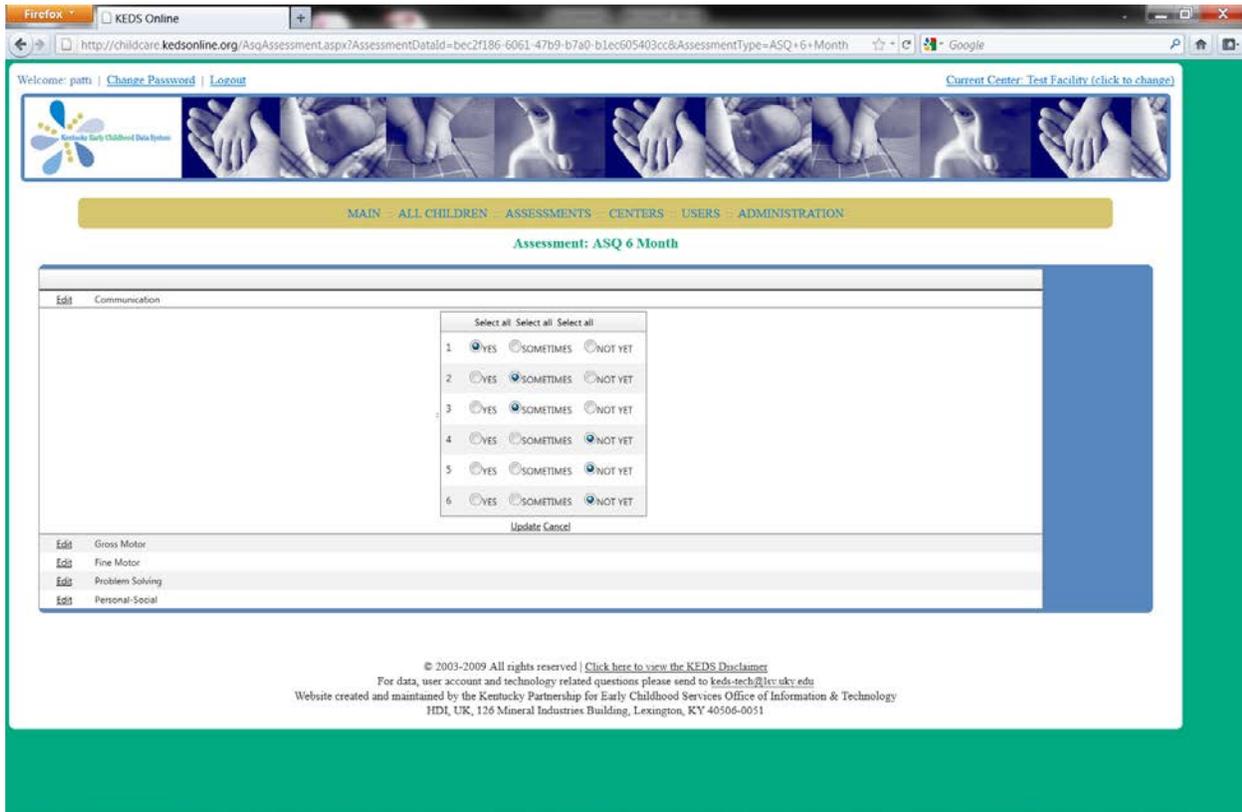


To begin data entry, click the Edit button beside the domain name.



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.