

ChildPlus to ASQ Export



ChildPlus

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ChildPlus and Ages and Stages Questionnaires

ChildPlus Software and Ages and Stages Questionnaires data exchange partnership makes it possible for you to import ChildPlus data directly into ASQ Online. ASQ Online is the user-friendly online system for managing your ASQ-3™ and ASQ:SE screening program. If you aren't already using ASQ Online, you can learn more at:

<http://agesandstages.com>

Running the ASQ Export Diagnostic Report

To help you identify potential errors as soon as possible, we recommend that you run LiveReport **CP17 - ASQ Export Diagnostic Report** to check for potential errors before you continue further. This report automatically checks for potential data issues (for example, blank records) that could cause your ChildPlus to ASQ import to fail. Resolving these errors ahead of time will help save you time in the long run.

You can follow these steps to run the **ASQ Export Diagnostic Report**:

1. Click on the **Reports** tab and choose **LiveReport**.
2. Select report **CP17 - ASQ Export Diagnostic Report**.
3. Specify your report criteria (for example, which sites, classrooms or programs you want to include on the report).
4. Do one of the following:
 - Click **Preview** to preview the report on the screen.
 - Click **View in Grid** to view the report data on your screen in a grid format.
 - Click **Print** to print a paper copy of the report.



Tip: The report is designed to only print participants who are missing a piece of required information. If you run the report and receive a *No Data Met Selection* message, this just means that none of your participants are missing required information.

Using the ASQ Export Diagnostic Report

The **ASQ Export Diagnostic Report** is very useful for troubleshooting potential data issues. Running this report is critical because your ASQ import will fail if a participant is missing any of the following information in ChildPlus: **Name, Gender, Birthday, Mailing Address, City, State** or **ZIP code**.

Keep in mind that this report is designed to only list participants who are missing a required piece of information. If you run this report and ChildPlus displays a *No Data Met Selection* message, this means that none of your participant's are missing data required for the ASQ import.

The following example illustrates what the printed **ASQ Export Diagnostic Report** looks like. This example also shows you how you can use this report to identify where you are missing data in ChildPlus.

11/19/2014 10:47 AM admin

CP17 - ASQ Export Diagnostic Report Page 1 of 1

Term: Head Start 2014-2015, Agency: Little Beginnings Childcare, Site: Faith House Center, Classroom: Classroom A, Status: Enrolled, Custom Filter: "ASQ Export Diagnostic Report"

Little Beginnings Childcare
Faith House Center
Classroom A

Name	Gender	Birthday	Mail Address 1	City	State	Zip
Alex Barron	Male		1655 Avalon Creek Rd	Sugar Hill	GA	305 8
Carter White	Male	11/23/2010			GA	
Cortez Alvey		10/10/2010	30 Bainesdale Ter	Woodstock	GA	30188
Joseph Fulton	Male	10/20/2010	4360 Grove Dr NW	Acworth	GA	

Missing birthday

Missing zip code

Missing gender

Missing mail address

 **Tip:** ASQ Online imports each participant's *mailing* address, not their *living* address. If you have a participant who is showing up as not having an address on the **ASQ Export Diagnostic Report**, we recommend that you verify that the **Mailing address is the same as the living address** box is checked for their **Family Information** record in the **Application** module.

▼ Phone Numbers, Addresses

Phone Numbers		
	(555) 486-1378	Pr
	(555) 872-1957	

[Add Phone Number](#)

Make sure this box is checked.

Current Living Address  Current Mailing Address 

Same as living address

ASQ Custom Filter

In addition to the **ASQ Export Diagnostic Report**, we've also created a custom filter that you can use to check for participants with potential data errors before you even run the report. This custom filter displays participants with potential data issues (for example, blank records) in the **Participants List**.

You can follow these steps to run the **ASQ Export Diagnostic Report** custom filter:

1. Go to the **Participants List** in ChildPlus.
2. Click **Change Who Appears in this List**.
3. Click on the **Custom Filters** tab.
4. Check the **ASQ Export Diagnostic Report** custom filter.
5. Click **Find** and ChildPlus will display any participants with potential data issues in the **Participants List**.



Tip: In addition to the **Participants List**, you can also use this custom filter with ChildPlus reports.

ChildPlus to ASQ Export

Follow these steps to create an export file in ChildPlus. Once you create the export file in ChildPlus, you'll be able to use it to import your data into ASQ Online.

1. Click on the **Reports** tab and choose **Export**.
2. Select report **6501 - Data Export**.
3. Check **Participants and Family**.

Select a Report 6501 - Data Export x

General Participants and Family Information

Export Steps...

1. Select type of information to export.
2. Select options on each type's tab.
3. Click Export.

[Learn More](#)

Select the type of information to export

Participants and Family **Check this option**
Exports participant's enrollment, immunizations, family members, and general family information.

Personnel
Exports general, employment, and education information.

Configuration
Exports configuration information for Agency-Specific Fields, Validation Codes, Locations, and more.

Transform Export (optional)
Choose the ASQ Export transformation record from the list based on this Transformation record:

ASQ Export [Add/Edit Transformation Records](#)

4. Choose the **ASQ Export** transformation record from the list.

5. Click on the **Participants and Family Information** tab and check **Enrollment**.

Select a Report 6501 - Data Export x

General Participants and Family Information

Program Term <ALL>

Program Option <ALL>

Group < All Groups >

Group By Agency

Agency < All Agencies >

Site < All Sites >

Classroom < All Classrooms >

Status

All Agency Detail

New Site Summary

Waitlisted Classroom Worksheet

Accepted Individual

Enrolled

Dropped

Drop/Wait

Drop/Accept

Completed

Click here when you are ready to export your ChildPlus.net data.

Export to XML

Participant's personal information and the information are included by default.*

Select additional information to include:

Enrollment

Immunizations

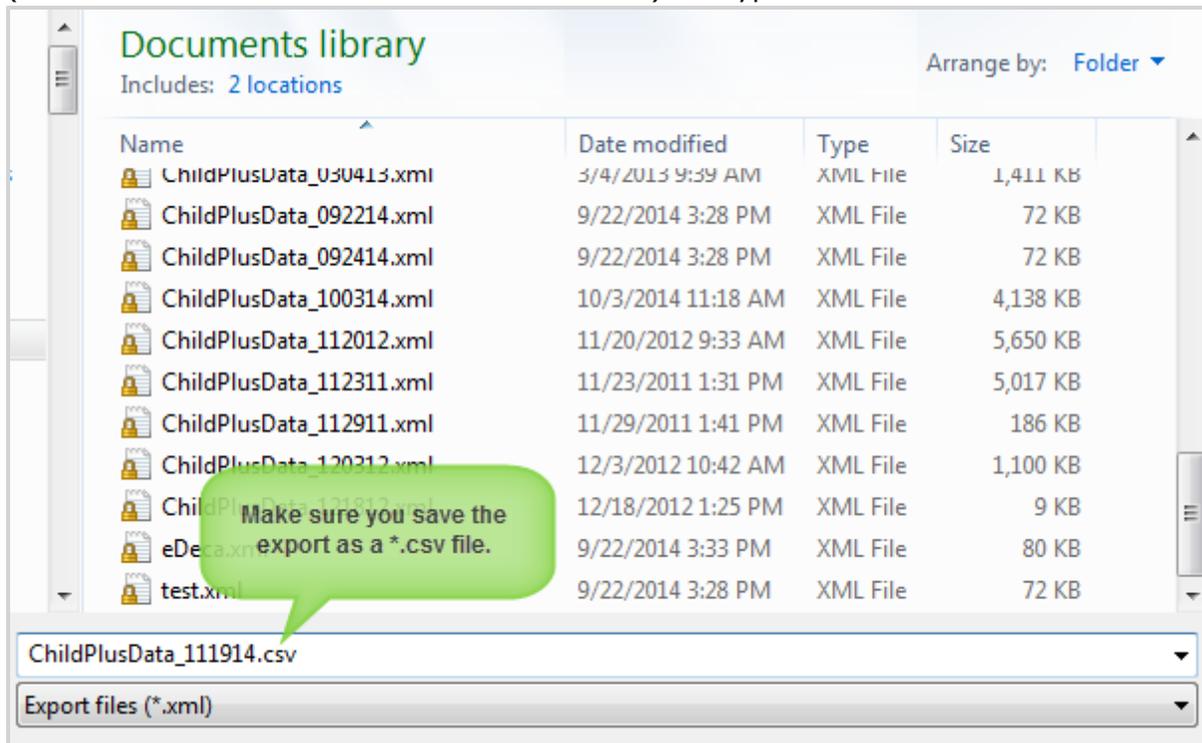
Family Members

Include Social Security Numbers

* Social Security numbers are not normally export. Users who have security access on this setup screen to include them.

6. Click **Export to XML**.
7. Choose the location on your computer where you want to save the export file.

8. Save the export file as a .csv file. To do this, you will manually need to highlight the file's extension (this will be the last three letters of the file name) and type csv instead.



9. Click **Save**.

 **Tip:** If you forget to rename the file during this step, you can always rename it later using Windows Explorer. Just remember, the file must have a .csv file extension (not .xml or .cpd) in order for you to import it into ASQ Online.

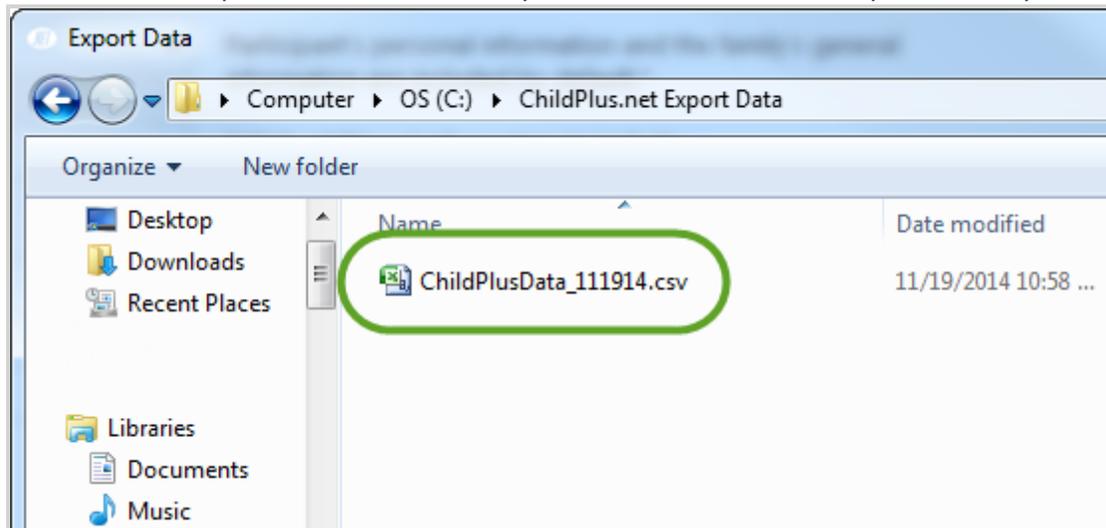
Previewing Data You've Exported from ChildPlus

Once you export your data from ChildPlus, you can preview it in Microsoft Excel (or any program that supports .csv files) before you actually import to ASQ Online.

 **Tip:** If you have any participants associated with two different families (for example, those who are in dual custody families), we recommend that you verify that the address ChildPlus exported is the one you want associated with the participant.

Follow these steps to preview your exported data:

1. Use Windows Explorer to locate where you saved the ChildPlus export file on your computer.



2. Open the file by either double clicking it or right clicking on it and selecting **Open**.
3. Review your data in Microsoft Excel.
4. Do one of the following:
 - If you *do not* need to make any changes, you can go ahead and import your data to ASQ.
 - If you *need* to make changes to your data, be sure you return to ChildPlus to make them. Once the changes are made in ChildPlus, you will need to save them and then re-export your data.

Importing ChildPlus Data into ASQ

Once you've created a data export file in ChildPlus, you can import your data into ASQ Online. Here's how:

1. Log in to www.asqonline.com with your username and password.
2. Verify that the **Program Administrator** role is selected in the list at the top of the screen.
3. Select **Program** from the main menu.
4. Click the **Import Data** Quick Link.
5. Select the **Child and Caregiver Profile Data Template** from the **Import Type** list.
6. Click **Browse** to locate the ChildPlus export file on your computer.
7. Click **Open**.
8. Click **Import** to import your data.