Help Center

Just a click away!

ChildPlus Desktop
ChildPlus to ASQ Export

e-book

CHILDPLUS UNIVERSITY | ChildPlus Software

ChildPlus Software

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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.

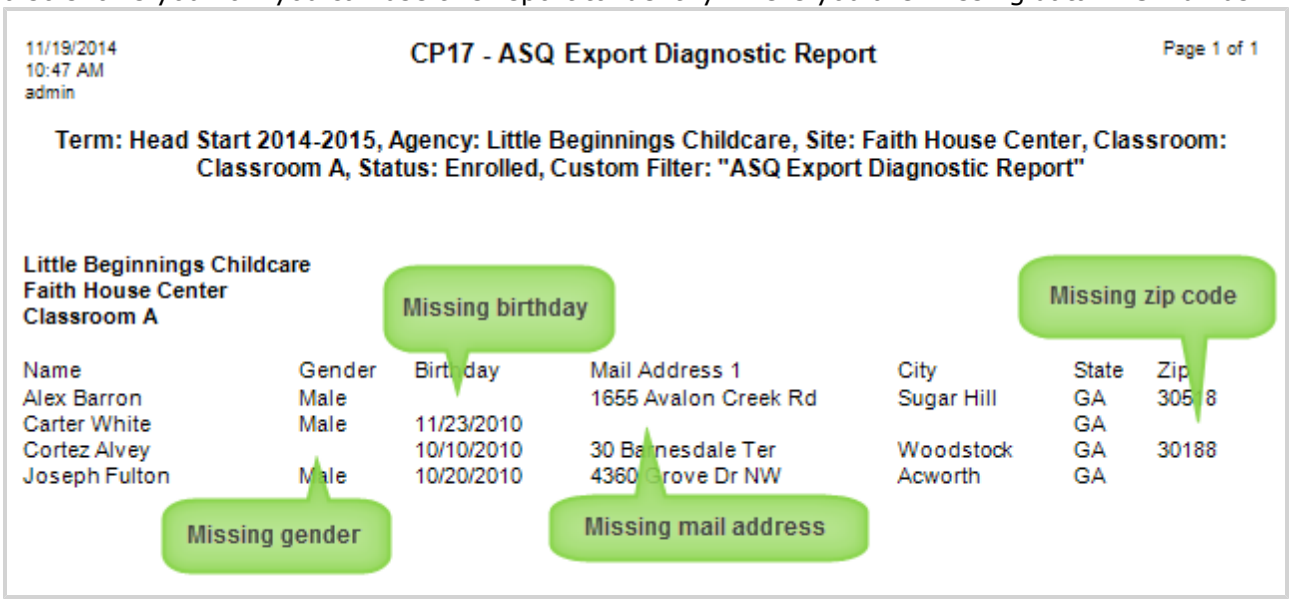
Tip: The report is designed to only print participants who are missing a piece of required information. If you run the report and receive a *No Data Met Selection* message, this just means that none of your participants are missing required information.

Using the ASQ Export Diagnostic Report

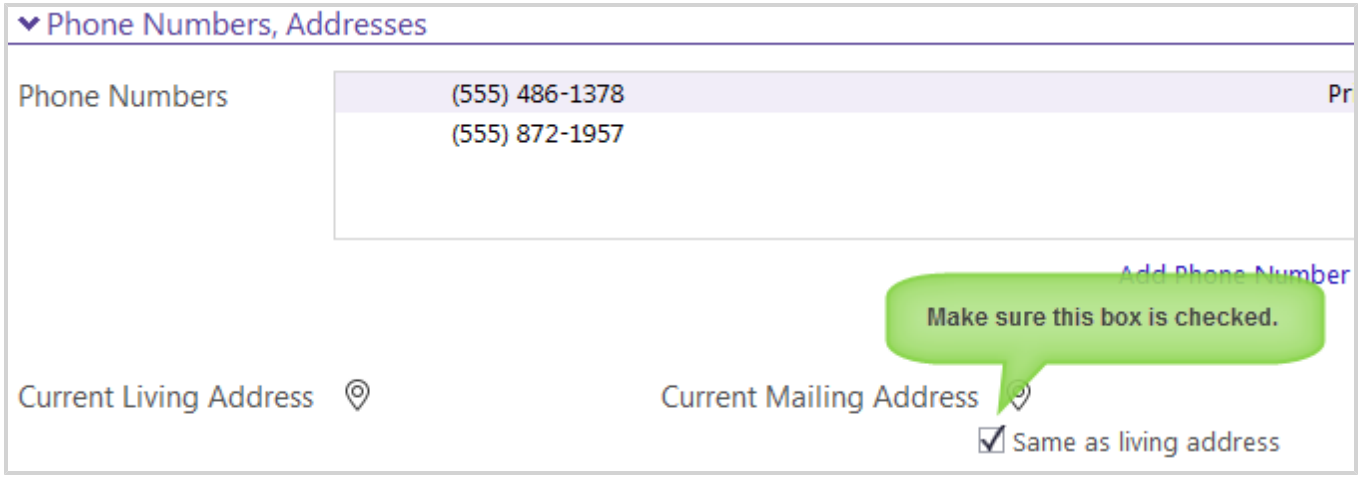
The ***ASQ Export Diagnostic Report*** is very useful for troubleshooting potential data issues. Running this report is critical because your ASQ import will fail if a participant is missing any of the following information in ChildPlus: **Name**, **Gender**, **Birthday**, **Mailing Address**, **City**,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



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**.



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:

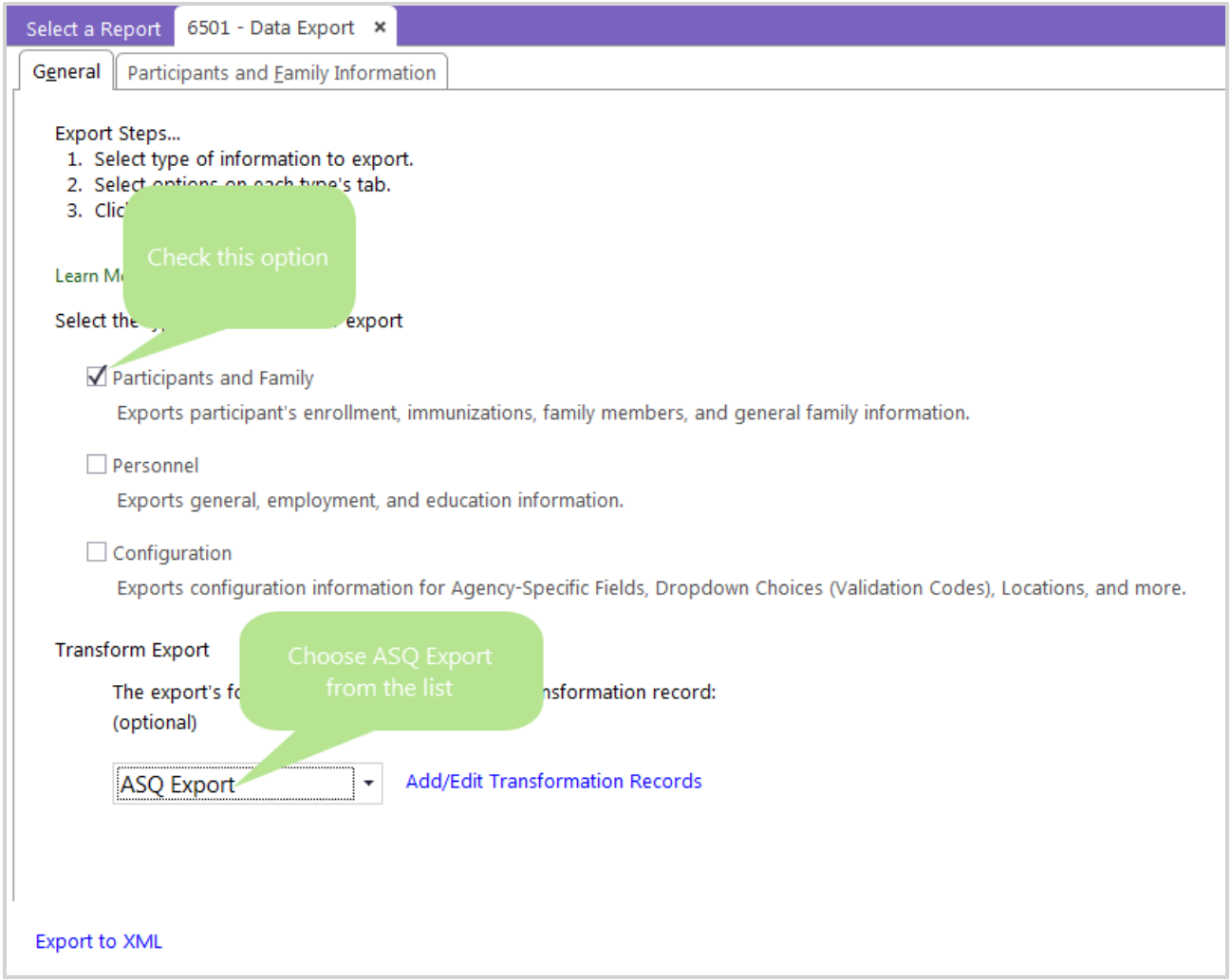
1. Go to the **Participants List** in ChildPlus.
2. Click **Change Who Appears in this List**.
3. Click on the **Custom Filters** tab.
4. Check the **ASQ Export Diagnostic Report** custom filter.
5. Click **Find** and ChildPlus will display any participants with potential data issues in the **Participants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

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

ChildPlus to ASQ Export

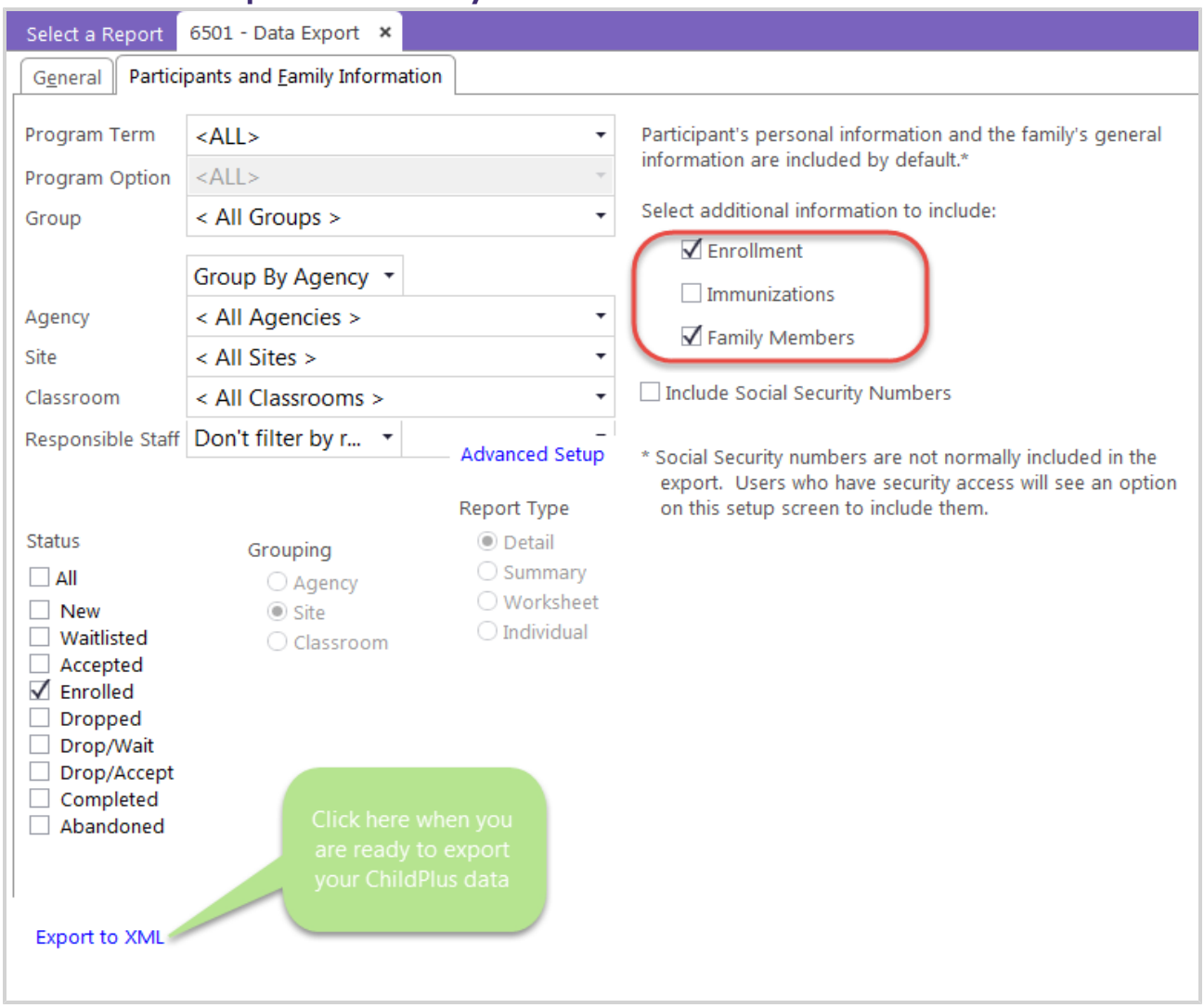
Follow these steps to create an export file in ChildPlus. Once you create the export file in ChildPlus, you'll be able to use it to import your data into ASQ Online.

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



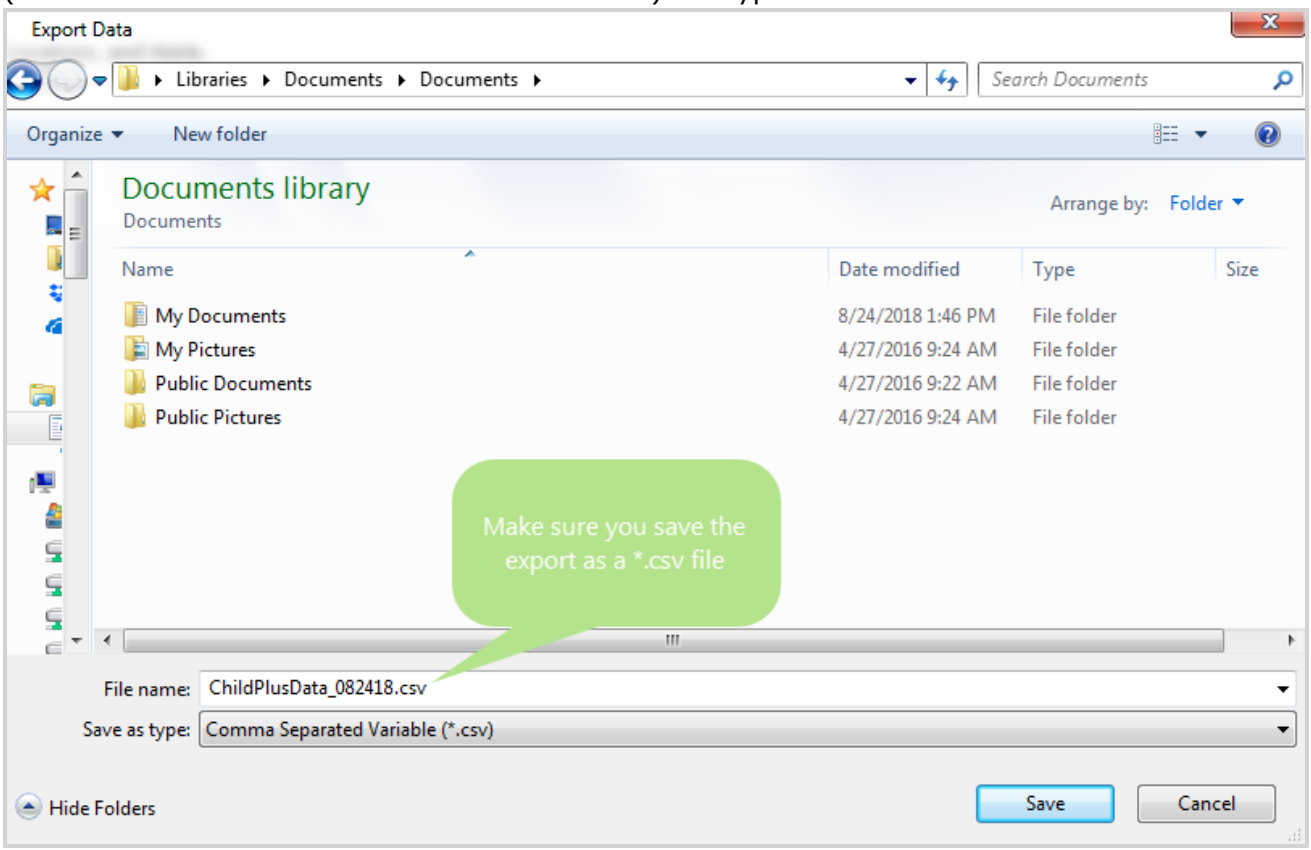
4. Choose the **ASQ Export** transformation record from the list.

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



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.

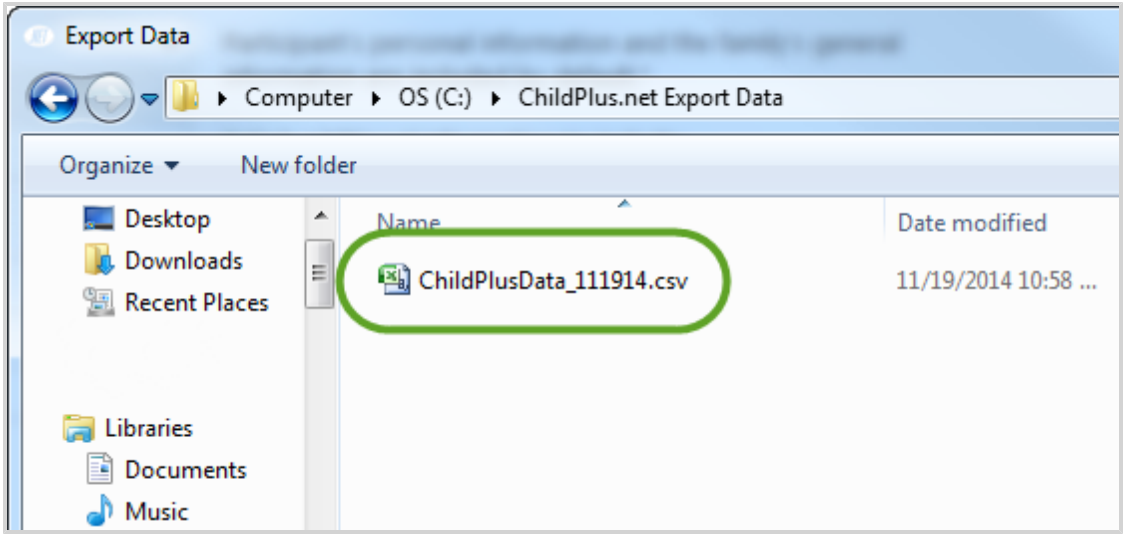
Previewing Data You've Exported from ChildPlus

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.