**Adding a Child Profile**

*Note: You should only create a new profile for children who are newly enrolled to CEO. Children transferring from another classroom, another center or home-based care have an account already created that you will be given access to. If you have any questions about children’s accounts, please reach out to your Education Specialist.*

-At the top of the page click *Child Profiles*, then on the left click *Add Child Profile*

-Fill in all field marked with a red asterisk **\***

-Refer to COPA for correct spelling of name and DOB

- If you are unsure if the child was born premature, please ask your Family Advocate

- Use the center’s address and phone number

- Enter the child’s start date for *Date of Admission to Monitoring Program*

-Click *Save* at the bottom of the page

-Back at the top, click *Child Profiles*, search for the child and click on *their name*

-On the left click *Add Existing Caregivers*, find yourself and your co-teachers and *Add*

-Go back with *Return to Child’s Profile* on the left

-On the left click *Add Provider/Reviewer*, click to check off the corresponding boxes for yourself *and your co-teachers and click Add at the top right of the box*

*Note: If you find that you or a co-teacher do not appear on the list of Existing Caregivers or Providers/Reviewers please reach out to your Education Specialist for help.*

**How to print ASQ Packets**

-At the top of the page, click *Screening Management*

-To the left, Under Packets, click *View/Print Packets*

-ASQ-3 English Questionnaire will be the first row, click *View* in the Actions column

-On the next page find and click *Download* in the bottom right of the box

-In the pop-up window, select the correct assessment based on the age of the child

-Print and complete the questionnaire

-Follow instructions for Entering an ASQ into the system

**Entering an ASQ**

-At the top of the page click *Child Profiles*, search using child’s info and click *their name*

-Scroll down to the blue *Child Screenings* tab and click the gray *Add* tab to the right

-In the pop-up window click *OK* to continue without a consent form

*Note: CEO does receive consent from families at enrollment to conduct child assessments*

-Complete the form on the following page

- Select yourself as the *Caregiver* and *Provider who completed screening*

- Questionnaire type is ASQ-3 English

- Short/Long Form: Select Long Form to generate the full ASQ with questions, if you complete the ASQ on paper ahead of time you may select Short Form to just input your answers.

-Click *Save*

-Complete the Questionnaire

**ASQ Referrals**

Note: ASQ results display each dimension as a black-gray-white scale and the child’s score for each dimension appears as a star somewhere on the scale. In general, scores in the white zones are above the cutoff for normal development; The child’s development is on schedule. Scores in the gray zone are close to the cut off for what is expected at the child’s current age; Their development in this area should be monitored. Scores in the back zone are below the cutoff and indicate that the child may need additional assessments or professional supports.

A black rectangular object with numbers

AI-generated content may be incorrect.

Children should be flagged for a referral on the Ed Doc if:

* They have two or more scores in the gray zones
* They have one or more scores in the black zones

**ASQ Print out for Parent Teacher Conferences**

* Go to the child’s profile.
* Under Child’s Screenings click on the most recent ASQ (this will be highlighted in blue).
* This will bring you to the ASQ you have filled out. On the right side of the page, under quick links, click on **Print Information Summary.** The information summary page will download onto your computer.
* Open the information summary and print the first page.
* This will be given to the parents and discussed.