

ECBG Guidance for Exporting Data from ASQ Online (ASQ-3) and Importing Data into DAISEY

Process overview:

1. Download Data Template from DAISEY
2. Export Data from ASQ Enterprise
3. Clean Data and Complete Template
4. Import Data into DAISEY

Downloading Data Templates from DAISEY (These instruction have been taken from DAISEY Solutions: <https://kdhe.daiseysolutions.org/articles/downloading-data-templates/>)

Data templates are Excel files which contain all the fields and formatting necessary to import child, caregiver, environment, and/or activities data. Clicking the “Import Data” menu link brings users to the “Data Templates” grid. The “Data Templates” grid is a list of all the templates available for importing data into DAISEY.



“Data Templates” grid

To download a data template:

1. Click “Data Management” in the left navigation menu
2. Click “Import”
3. Click “Data Templates”.
4. Click the download icon in the “Action” column in the row of the ASQ-3 template.

Exporting Data from ASQ Online (These instruction have been taken from the guide “Exporting Data from ASQ Online”)

Please ensure that the each child’s DAISEY ID has been added to the child’s profile in ASQ Online under the “Alternate ID” space

This quick guide will provide steps for exporting your data as a Program Administrator.

As Program Administrator, you have the ability to export child, caregiver, and screening data in a comma separated value (CSV) format, which can be opened in Microsoft Excel.

To export one or more child records from ASQ Online, or all children in your program:

1. Select Child Profiles from the top navigation menu.

- From the “Export” drop-down menu, select export: “Screening Data Only.”

The screenshot shows the 'Child Profile Search' form with various search criteria like Child DOB, Last Updated Date, Date Created, Child last name, Child first name, Child ID, Caregiver last name, Caregiver first name, Alt. ID, Transfers, and Classroom. The 'Export' dropdown menu is open, showing options: All Data, Child Profile Data Only, Caregiver Data Only, Screening Data Only, and Provider Data Only. The 'Screening Data Only' option is highlighted. Below the dropdown, a table of child profiles is visible with columns for Alt. ID, Primary caregiver, Previous Questionnaire, Previous Screening Result, and a 'Select All' checkbox.

Alt. ID	Primary caregiver	Previous Questionnaire	Previous Screening Result	Select All
	Beth, Janie	ASQ:SE-2 English 60 Month	Above	☐
	Brown, Yvonne	ASQ-3 English 72 Month	Above	☐
	Brown, Yvonn	ASQ-3 English 72 Month	Above	☐
189952	Brown, Marigold	ASQ-3 English 72 Month	Above	☐
	Cash, Mary	ASQ-3 English 72 Month	Above	☐
4272949241	Parent1,	None	None	☐

- Screening Data Only: This option will export all ASQ-3/ASQ:SE/ASQ:SE-2 screenings, including the raw scores, cutoff scores, and responses to the individual items for the child records selected.
2. Select the Child Profiles you would like to export by clicking the check box next to the names of the children you will be exporting (If not all children need to be added into DAISEY please only select the necessary child profiles to download).
 - a. To select all children on the current page, put a check mark in the “Select All” check box.
 - b. To select all children within your program, put a check mark in the “Entire Program” check box.
 3. Click the Export button.
 4. A pop-up box will appear, prompting you to either open or save the file. The export file will be in a zip file format. Click the Save button to save the file to your computer.
 5. Ensure you are saving the data in a secure location as this is child level data that includes personally identifiable information.
 6. To extract the zip file, open the zip file you have saved to your computer. Included in the file will be separate files for each export option you selected. The exported files can be opened in Microsoft Excel, or a similar program.

7. After an export has been completed it will be available under the Recent Exports *Quick Link* for two weeks.

Data Cleaning and Completing Template Instructions

Cleaning Data

1. When you open the Zip file click on the excel file labeled “ASQ-3”.
2. Delete columns A-D
3. Delete columns D-BE
4. Delete columns D-F
5. Delete column: E
6. Delete column: F
7. Delete column: G
8. Delete column: H
9. Delete column: I-BI
10. For column “C” remove the space and the word month after the number for each of the rows starting at row 2

Completing Template

1. Copy data under column A from your cleaned data set, starting at row 2. Then paste this data into the template under the column with the question label “Child ID”
2. Copy data under column B from your cleaned data set, starting at row 2. Then paste this data into the template under the column with the question label “Date of Activity”
3. Copy data under column C from your cleaned data set, starting at row 2. Then paste this data into the template under the column with the question label “ASQ-3 Screening Month”
4. Copy data under column D from your cleaned data set, starting at row 2. Then paste this data into the template under the column with the question label “Communication Area Score”
5. Copy data under column E from your cleaned data set, starting at row 2. Then paste this data into the template under the column with the question label “Gross Motor Area Score”
6. Copy data under column F from your cleaned data set, starting at row 2. Then paste this data into the template under the column with the question label “Fine Motor Area Score”
7. Copy data under column G from your cleaned data set, starting at row 2. Then paste this data into the template under the column with the question label “Problem-Solving Area Score”
8. Copy data under column H from your cleaned data set, starting at row 2. Then paste this data into the template under the column with the question label “Personal-Social Area Score”
9. Save template and close

Importing Completed Data Templates (These instruction have been taken from DAISEY Solutions: <https://kdhe.daiseysolutions.org/articles/importing-completed-data-templates/>)

To import completed data templates into DAISEY:

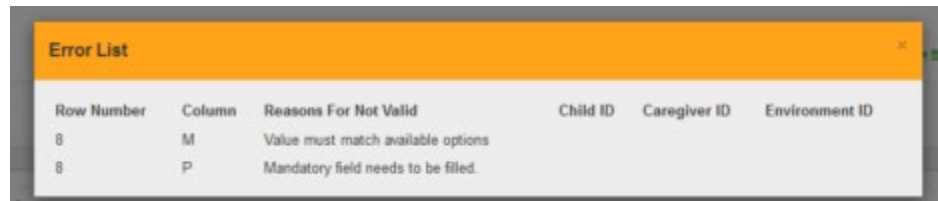
1. Click “Data Management” in the left navigation menu.
2. Click “Import”.
3. Click “Import Data”.

4. Use the “Import Data” grid to find the form type to import.
5. In the right-most column of the “Import Data” grid, select the radio button next to the chosen template to import.
6. Click the Excel symbol under the “Import Data” grid.
7. A pop-up screen will appear. Locate the prepared and saved data template to import.
8. Select the prepared data template file, then click “Open”.
9. Click the “Import” button.
10. It may take a few moments to process the import
11. Once the processing is complete, a message will appear to the right of the “Import” button. This message will notify the user that the “Data Template” successfully passed the validation process. (image below) or detail the errors that made the import unsuccessful.
12. If no errors occurred, press “Confirm” to complete the import or “Cancel” to nullify the import.



Import confirmation prompt

If errors were encountered during the import, an error message will appear. Click “View Details”. A dialogue box (image below) will appear explaining the error(s) that occurred during import, including the row and column number of the cells in the Excel data template that must be fixed before the import will be successful.



Import error notification