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above the cutoff:

An ASQ score in any developmental area that falls above the statistically derived referral cutoff point.

Account Administrator:

The ASQ Online user role responsible for managing an ASQ Enterprise account.

active (account):

An account that is functioning normally; users can access the account.

active (Child Profile):

A Child Profile for a child currently enrolled or participating in a program. An active child and his or her screenings and events will appear on reports generated by that program.

adjusted age:

See *corrected age*.

adjusted area score:

An average score that is calculated for an area when an item is omitted or left blank on an ASQ questionnaire. An adjusted area score is computed by dividing the area's total area score by the number of items answered in that area.

total area score ÷ number of items in that area = average total score for that area

(See page 72 of the *ASQ-3™ User's Guide* for more information.)

Ages & Stages Questionnaires (ASQ):

The #1 developmental and social-emotional screening system for children from birth to 5 ½ years. ASQ system is comprised of ASQ-3 and ASQ:SE, ASQ Online, ASQ Learning Activities, and several training options to meet the needs of your program.

Alternate ID:

An identification number assigned to a child by the program they are currently enrolled or participating in. Although the ASQ Online system automatically

generates a unique Child ID for each child, the program or user may enter a previously-assigned ID number into the Alternate ID field for a child.

archived (account):

An account that has been cancelled; users can no longer access the account.

archived (Child Profile):

A Child Profile for a child who is no longer active in a program. The archived Child Profile and his or her screenings and events can be excluded from any reports that are generated. Archiving a Child Profile is not the same as deleting a Child Profile. An archived Child Profile can be returned to an “active” state at any time by the Program Administrator or one of the child’s Providers. Program Administrators and Providers can access any archived Child Profile, but a Provider cannot add a screening to a Child Profile unless it is marked “Active.” A child’s status can be changed at any time by editing the Status drop-down menu within the Child Profile.

ASQ-3:

Abbreviation for the *Ages & Stages Questionnaires*®, a developmental and social-emotional system for children from birth to 5 ½ years. ASQ-3™ refers specifically to the *Ages & Stages Questionnaires*®, *Third Edition*.

ASQ:SE:

Abbreviation for the *Ages & Stages Questionnaires*®: *Social-Emotional*, a screening tool that examines social-emotional behaviors in young children. ASQ:SE is a social-emotional screening system for children from birth to 5 ½ years.

ASQ Enterprise:

An ASQ Online annual subscription and account type for multi-site programs.

ASQ Family Access:

An ASQ Online annual subscription that provides access to an online questionnaire completion system. ASQ Family Access links to an ASQ Enterprise or ASQ Pro account, allowing programs to create a secure, private webpage where caregivers can complete screenings for children online. You must have an Enterprise or Pro ASQ Online account in order to subscribe to Family Access.

ASQ Hub:

An ASQ Online annual subscription providing access to an administrative account. The Hub account is designed to allow states or other large organizations the ability to view screening results by running reports on data from existing ASQ Pro and/or ASQ Enterprise accounts that are linked to the ASQ Hub account.

ASQ Online:

A web-based data management system for the Ages & Stages Questionnaires that makes it easier for ASQ users to manage and track child data. ASQ Online includes three main account options (ASQ Pro, ASQ Enterprise, and ASQ Hub) and one additional account add-on module (Family Access).

ASQ Pro:

An ASQ Online annual subscription and account type for single-site programs.

below the cutoff:

An ASQ score in any developmental area that falls below the statistically derived referral cutoff point.

campaign:

A collection of materials intended to aid you in completing a screening or follow-up action.

campaign template:

An existing group of forms that detail an event. Campaign templates contain materials that ASQ recommends for use when completing the various tasks of a screening program.

caregiver:

A parent, grandparent, foster-parent, or other person who lives with the child and is responsible for the care of the child.

Caregiver Profile:

A page providing all the details for a specific caregiver, including the caregiver's demographic information, profile notes, and associated Child Profiles.

Child Abuse Prevention and Treatment Act (CAPTA) of 1974 (PL 93-247):

A law providing federal funding to states in support of prevention, assessment, investigation, prosecution, and treatment activities and specifically directs states to provide developmental screening to all children placed in foster care.

Child Find:

A component of the Individuals with Disabilities Education Act (IDEA) and its amendments that requires states to identify, locate, and evaluate all children with disabilities, ages birth to 21, who are in need of early intervention or special education services.

Child ID:

A unique identification number automatically generated by the ASQ Online system for each child. These ID numbers can help differentiate between children with the same or similar last names, and can also help ensure confidentiality when necessary.

Child Profile:

A page providing all the details for a specific child, including the child's demographic information, screenings, events, profile notes, Caregiver Profiles, and assigned Provider and Reviewer profiles.

Child Profile notes:

A section of a child's ASQ Online profile, where the Program Administrators and Providers can add and store notes regarding the child.

comma separated value (CSV) format:

A file format used to store spreadsheet or basic database-style information in a simple and easy-to-read format. All data exported from ASQ Online will be in CSV format, which can be opened in Microsoft Excel or Notepad.

corrected age:

An age correction for weeks of prematurity when the actual date of birth is 3 or more weeks earlier than the expected birth date. To calculate corrected age, the weeks of prematurity are subtracted from the infant's chronological age.

chronological age – number of weeks premature = corrected age

For example, a child who was born 8 weeks prematurely and whose chronological age is 60 weeks will be given a corrected age of 52 weeks. The ASQ authors recommend that the corrected age be used until the infant reaches 24 months of age.

corrected date of birth (CDOB):

A chronological date correction for weeks of prematurity when the actual date of birth is more than 3 weeks earlier than the expected birth date. To calculate CDOB, add the weeks of prematurity to the child's date of birth. (The CDOB is essentially the same as the child's original due date.)

curriculum based assessment (CBA):

Measurement that uses direct observation and recording of a student's performance as a basis for gathering information to make instructional decisions and develop intervention goals.

cutoff point:

Also known as *referral cutoff point*. Empirically derived score that indicates when a child's performance is suspect and referral for further assessment is appropriate.

developmental assessment:

An assessment that establishes baseline, or entry level of measurement, of a child's skills across developmental areas (e.g., Communication, Gross Motor, Fine Motor, Problem Solving, Personal-Social).

developmental surveillance:

An important technique used by pediatricians that includes a flexible, continual process whereby knowledgeable professionals perform skilled observations of children during the provision of health care. The components of developmental surveillance include eliciting and attending to parental concerns, obtaining a relevant developmental history, making accurate and informative observations of children, and sharing opinions and concerns with other relevant professionals.

Pediatricians often use age-appropriate developmental checklists to record milestones during preventive care visits as part of developmental surveillance.

EI/ECSE:

Abbreviation for *early intervention/early childhood special education*.

event:

A reminder of an upcoming task such as a screening or other follow-up action. Most events have campaigns associated with them to help you carry out the task. Once you have completed the task described by the event, you can mark the event as “Complete.” ASQ Online will also automatically complete events for you after you have performed the necessary steps to complete the task, such as running the campaign for that event.

event reminder:

A reminder of when an event is due. Program Administrators and Providers can choose to have event reminders sent via text message, email, or both.

Family Access alert:

An alert that a screening has been submitted via Family Access to be approved or rejected. Program Administrators and Providers can set Family Access alerts to notify them on a daily or weekly basis of screenings that have been submitted. Users can choose to have alerts sent via text message, email, or both.

Family Access screening (closed):

See *Screening, Family Access (closed)*.

Family Access screening (open):

See *Screening, Family Access (open)*.

Family Educational Rights and Privacy Act (FERPA):

A federal law that protects the privacy of student education records. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. If this law applies to your organization and you are a registered ASQ Online user, you must be aware of your obligations under, and

respect the terms of, this law. For more information on FERPA, follow this link:
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Fine Motor:

Developmental domain assessed on an ASQ-3 screening, focusing on hand and finger movement and coordination.

form:

An individual document that may assist in the management of your screening program.

form template:

An existing individual document that you may want to include in a campaign.

Gross Motor:

Developmental domain assessed on an ASQ-3 screening, focusing on use and coordination of arm, body, and leg movements.

Health Insurance Portability and Accountability Act (HIPAA):

Enacted by congress in 1996, it is intended to improve the protection and security of individually identifiable health information. HIPAA applies to:

- Health Plans
- Health Care Clearinghouses
- Health Care Providers (“Provider” is defined as any person or organization who furnishes, bills, or is paid for health care.)
- Business Associates of covered entities that receive protected information

Hub Administrator:

The sole user responsible for managing an ASQ Hub account, including adding other account users. Although Hub Administrators cannot enter screenings for a child, they have a supervisory role and the ability to view the results of all screenings entered in accounts to which they are linked by generating reports based on those screenings. Hub Administrators can also use reports to view general information about their linked programs, including the number of children, caregivers, Providers, and screenings in a program.

identified:

Also known as *screened*. Descriptive of children whose score on a screening tool such as ASQ-3 or ASQ:SE, falls below the cutoff score, and who are identified as needing further assessment.

Individuals with Disabilities Education Act (IDEA):

IDEA was originally enacted by the U.S. Congress as the Education for All Handicapped Children Act of 1975 (PL 94-142) to make sure that children with disabilities have the opportunity to receive a free appropriate public education. IDEA guides how states and school districts provide special education and related services to more than 6 million eligible children with disabilities. IDEA was reauthorized in 2004 as Individuals with Disabilities Education Improvement Act of 2004 (PL 108-446).

Information Summary Sheet:

A summary of a questionnaire that is generated once a screening is finalized. This summary shows total scores for each developmental area that is evaluated, and indicates where the scores fall in relation to the cutoff scores for referral and monitoring. Information Summary Sheets for ASQ-3 questionnaires also include the caregiver's responses to the Overall questions, and a grid which records individual item responses.

interobserver reliability:

Also known as *interrater reliability*. The degree of agreement among raters. It gives a score of how much homogeneity, or consensus, there is in the ratings given by judges.

keycode:

A unique number that comes in each box of ASQ-3 and ASQ:SE questionnaires that allows the user to "unlock" those paper questionnaires and all their corresponding components (forms and campaigns) within the ASQ Online system. Keycodes only allow access to their electronic counterparts with a subscription to an existing ASQ Online account.

linked accounts:

ASQ Pro and/or ASQ Enterprise accounts that are connected to a single ASQ Hub account.

linking fees:

A one-time fee charged to link an ASQ Pro or ASQ Enterprise account to an ASQ Hub account, as paid for by the ASQ Hub account.

Long Form:

A data entry option within ASQ Online where Providers enter the results of completed ASQ-3 or ASQ:SE screenings. The Long Form is similar to the paper versions of the questionnaires, containing all screenings items and text boxes in which a caregiver's comments can be entered.

mean (*M*):

The arithmetic average of a set of values, or distribution.

monitoring:

Periodic developmental screening of young children.

monitoring zone:

An empirically derived range of scores that indicate that a child's development should be monitored further over time. On an ASQ-3 screening, scores that fall within the monitoring zone are between 1.0 and 2.0 standard deviations from the mean.

multidisciplinary team:

A group of people from different disciplines and professions who work together as equal stakeholders in addressing a common challenge.

My Alerts:

A section of a Program Administrator or Provider profile in which a user can set up personal alert messages regarding various ASQ Online functions, which can be sent via text message or email.

Overall:

The last section of an ASQ-3 screening, which asks questions about a child's

overall development and about any concerns that a parent may have about his or her child's development.

overidentification:

Also known as *overreferral* or *overscreening*. The proportion of children incorrectly identified as in need of further assessment by the screening tool.

paraprofessional:

Job title for certain people working in the education, health care, and related fields. These individuals have obtained the required knowledge and experience to enable them to perform a task requiring significant knowledge but do not have the occupational license to perform at the professional level in the field.

Part B, Section 619, IDEA:

Early childhood special education program for children ages 3-21 with disabilities.

Part C, IDEA:

Early intervention program for infants and toddlers with disabilities.

percent agreement:

The proportion of agreement between the screening tool and standardized assessments.

percent screened:

The percentage of children who are identified as needing further assessment by a screening tool.

Personal-Social:

Developmental domain assessed on an ASQ-3 screening, focusing on children's self-help skills and interactions with others.

positive predictive value:

The probability that a child identified by the screening tool as needing further assessment will have intervention needs.

Primary Caregiver:

The caregiver listed within the ASQ Online system who is to serve as the primary

contact on behalf of the child. Any forms or letters generated within ASQ Online to a caregiver are automatically addressed to the Primary Caregiver.

Problem Solving:

Developmental domain assessed on an ASQ-3 screening, focusing on children's play with toys and problem-solving skills.

program:

An organization involved in screening children for developmental disabilities. For organizations with multiple sites, each individual location is regarded as a separate program, and must purchase its own set of ASQ-3 and/or ASQ:SE questionnaires. Multiple program sites can be managed collectively in the ASQ Online system by subscribing to an ASQ Enterprise account.

Program Administrator (ASQ Enterprise):

The ASQ Online user role responsible for managing an individual program within an ASQ Enterprise account

Program Administrator (ASQ Pro):

The ASQ Online user role responsible for managing an ASQ Pro account.

program template:

A program-specific document created by a Program Administrator that, once created, will be accessible to all Program Administrators and Providers in a program.

Provider:

The ASQ Online user role responsible for managing the screening and referral of children to which they are assigned.

psychometric study:

Research examining the validity, reliability, and utility of an assessment instrument.

receiver operating characteristic (ROC) curve:

Procedure to determine optimal cutoff points on a screening tool. Curves are generated (using a computer program) using potential cutoff points. Cutoff points

are then selected that maximize sensitivity (true positives) and specificity (true negatives).

referral:

The outcome when a child's score on a screening measure (such as ASQ-3 or ASQ:SE), or when parent concerns, indicate that a follow up to a community agency for further assessment is warranted.

reliability:

Consistency of test scores over time and between testers; the extent to which it is possible to generalize from one test result conducted by one person to test results conducted at different times or by different observers.

report:

A compilation of data from an account or program that allows users to pull together aggregate data for individual children, individual programs, and/or groups of children across multiple programs. Reports can be customized using various criteria to restrict or expand the incorporated data.

Reviewer:

The ASQ Online user role focused on viewing and generating aggregate reports of the data from a program. This role was designed for program directors, school superintendants, or those who only need to review collective data on children's progress.

role:

A position assigned to an ASQ Online user. Each role has specific rights and responsibilities. Available roles depend on the ASQ Online subscription. Roles include Account Administrator (ASQ Enterprise), Program Administrator (ASQ Enterprise & Pro), Provider (ASQ Enterprise & Pro), Reviewer (ASQ Enterprise & Pro), and Hub Administrator (ASQ Hub).

screen:

A scored questionnaire. A new account may begin with a certain number of free screens and may purchase further screens.

screening:

A brief procedure to determine whether a child requires further and more comprehensive assessment. ASQ screenings consist of brief questionnaires that caregivers complete for a child.

A screening will be marked as “Complete” in a child’s online profile only once all questionnaire responses have been entered and the Provider has finalized the screening. Until then, Providers can select “Save in Progress” and the screening will be saved as “Incomplete” in the child’s profile.

screening alert:

A message from ASQ Online to a Provider that a screening has been finalized. Providers can choose to have screening alerts sent to them via text message, email, or both.

Screening, Family Access (closed):

A screening event intended for children already in a program. Closed Family Access events are used to solicit screenings from the caregivers of children to whom Providers are already assigned. Caregivers are responsible for entering in the screening information online, through a URL provided by the ASQ Online program. Only Providers can create Screening, Family Access (closed) events.

Screening, Family Access (open):

A screening event intended for children not already in a program. Open Family Access events are used to solicit screenings from the caregivers of children that you would like to include in the program. Caregivers are responsible for entering in the screening information online, through a URL provided by the ASQ Online program. Only Program Administrators can create Screening, Family Access (open) events.

semi-interquartile range:

One half of the distance between the first quartile of scores (25% of distribution) and the third quartile (75% of distribution).

$$(Quartile\ 3 - Quartile\ 1) \div 2$$

sensitivity:

The proportion of children correctly identified as needing further assessment by the screening tool, and who perform below the expected level on a standardized assessment or assessment battery.

Short Form:

A quick data entry option within ASQ Online where Providers enter in the results of completed ASQ-3 and/or ASQ:SE screenings. The Short Form includes only the item numbers from the questionnaires, and is intended for efficient and easy data entry.

site:

A single physical location, such as an office. An organization may have various sites located in the same city or town, the same county, the same state, or even different states. Each branch office or physical site that will be using the ASQ-3 or ASQ:SE systems must purchase its own set of original questionnaires.

skewed curve:

Asymmetrical distribution in which the majority is very high or very low. ASQ:SE scores are positively skewed, with the majority of scores between 0 and 25.

specificity:

The proportion of children correctly excluded as developing typically by the screening tool, and who perform at the expected level on a standardized assessment.

standard deviation (SD):

A measure of the dispersion of a set of values or data points.

standardized test:

A test that is administered and scored in a consistent manner so that the questions and conditions for administering, scoring, and interpreting results are performed in a predetermined, standard matter.

support fee:

A fee incurred for supplementary support services such as customized walkthroughs and ASQ Online customizations.

support pin number:

A four-digit number that allows ASQ Online users to access telephone technical support. All customers will receive free phone support during the first three months of a subscription and will need to provide this support number when contacting technical support by telephone. The number is given to the Administrator upon the creation of their account. Customers who purchase additional telephone technical support following the first three months will continue to use that support pin.

suspended (account):

An account that has been frozen, usually because payment for subscription renewal or quarterly billing is past due. Once the subscription has been renewed, or payment due has been received, the account will be made active again and users will be able to access the account.

test-retest reliability:

The consistency of a measure from one time to another.

tracking:

Periodic and sequential developmental screening and referral of young children for intervention services.

true positive:

Those who test positive for a condition and are positive (i.e., have the condition).

underidentification:

Also known as *underreferral* or *underscreening*. The proportion of children incorrectly identified as developing typically by the screening tool.

universal screening:

A type of assessment that is characterized by the quick, low-cost, and repeatable testing of age-appropriate skills to all children.

validity:

Extent to which a test measures what its authors claim it measures;
appropriateness of the inferences that can be made from those test results.

ZIP file:

A data compression and archive format. A ZIP file contains one or more files that have been compressed, to reduce file size, or stored as is. Files exported from ASQ Online will be in ZIP file format.