



# Data Export Quick Reference Guide

Use this guide to learn how to export your data for historical reference and/or to import into the new AEPSi3 online system.

Export Type	Directions	Video
<p><b>Preparing my assessment data for export</b></p> <p><i>Complete any in-progress AEPS assessments and if you use OSEP reporting, make sure all children are marked for OSEP reporting.</i></p>	<ul style="list-style-type: none"> <li>• Make sure to prepare your data prior to export by completing and finalizing all test items</li> <li>• For OSEP data, refer to the <a href="#">OSEP Quick Reference Guide</a> to make sure all appropriate children are included</li> </ul>	
<p><b>Export child profile data for importing into new AEPSi</b></p> <p><i>Export the <b>Child Profile List</b> report for importing child profiles into new AEPSi for AEPS-3 system</i></p>	<p>If you want to import just child profile demographic data, export the <i>Child Profile List</i> report:</p> <ul style="list-style-type: none"> <li>• Login to <a href="http://www.aepsi.com">www.aepsi.com</a></li> <li>• Select <b>My Reports</b> from the main navigation menu.</li> <li>• Select <i>Program Reports</i>.</li> <li>• Click “CSV” next to <i>Child Profile List</i> and download the file to your computer.</li> </ul> <p>Once you have exported the report file from AEPSi, you will want to format the data into the csv template for importing into the new system. <a href="#">Download the mapping table</a> for a description of the mapping of the fields and <a href="#">Download the csv template</a> to help you get started.</p> <p><b>Note:</b> The csv template contains a row of sample data so you can see how to format the data. Be sure to delete this row before importing your data.</p>	
<p><b>Export child profile data with near-entry COS ratings for importing into new AEPSi</b></p> <p><i>Export the <b>Entry Data Only (Ratings for Each Child)</b> report, which includes near-entry COS ratings, for importing into new AEPSi for AEPS-3 system as needed</i></p>	<p>If you want to import demographic data and OSEP near entry COS ratings, export the <i>Entry Data Only (Ratings for Each Child)</i> report:</p> <ul style="list-style-type: none"> <li>• Login to <a href="http://www.aepsi.com">www.aepsi.com</a></li> <li>• Select <b>My Reports</b> from the main navigation menu.</li> <li>• Select <i>Program Reports</i>.</li> <li>• Click “CSV” next to <i>Entry Data Only (Ratings for Each Child)</i> and download the file to your computer.</li> </ul> <p>Once you have exported the report file from AEPSi, you will want to format the data into the csv template for importing into the new system. <a href="#">Download the mapping table</a> for a description of the mapping of the fields and <a href="#">Download the csv template</a> to help you get started.</p> <p><b>Note:</b> The csv template contains a row of sample data so you can see how to format the data. Be sure to delete this row before importing your data.</p>	

Export Type	Directions	
<p><b>Export all Assessment Data</b></p> <p><i>Run the Assessment Export report to get an export of all AEPS assessments in your program</i></p>	<p>If you want to export all AEPS assessments in your program, generate the <i>Assessment Export</i> :</p> <ul style="list-style-type: none"> <li>• Login to <a href="http://www.aepsi.com">www.aepsi.com</a></li> <li>• Select <b>My Reports</b> from the main navigation menu.</li> <li>• Select <i>Program Reports</i>.</li> <li>• Click “CSV” next to <i>Assessment Export</i> and download the file to your computer.</li> </ul>	
<p><b>Export Program Data</b></p> <p><i>Export select child profiles or all your program’s data for safekeeping with the Export Data or Export All Program Data functionality in the Export Data section</i></p> <p><i>The following child data will be exported: child profile data, caregiver profile(s), child journal, and child assessment data</i></p>	<p>If you want to export all data for select children in your program or export your entire program’s data:</p> <ul style="list-style-type: none"> <li>• Login to <a href="http://www.aepsi.com">www.aepsi.com</a></li> <li>• Select <b>Admin</b> from the main navigation menu.</li> <li>• Select <i>Export Data</i> <ul style="list-style-type: none"> <li>• To export data for one or more children, select the name(s) of the children you would like to export and click the <i>Export Data</i> button.</li> <li>• To export your entire program’s data, click the <i>Export All Program Data</i> button</li> <li>• Download the file to your computer. The format of the export will be XML (Extensible Markup Language).</li> </ul> </li> </ul> <p><b>Note:</b> For assistance with downloading your file, view the <a href="#">Guide to Exporting Program XML Data</a></p>	
<p><b>Export Aggregate Class &amp; Program Reports as needed (and save copies) for historical records</b></p> <p><i>Run aggregate reports on children associated with a single Provider, or with a Class, or for all children in your program</i></p>	<p>There are three types of aggregate reports you can run in AEPSi: Group Snapshots, OSEP Categories, and ECO Child Outcomes Summary reports. If you want to export this aggregate provider, class or program report data:</p> <ul style="list-style-type: none"> <li>• Login to <a href="http://www.aepsi.com">www.aepsi.com</a></li> <li>• Select <b>My Reports</b> from the main navigation menu. <ul style="list-style-type: none"> <li>• Select <i>Class Reports</i> to export aggregate data by class or provider</li> <li>• Select <i>Program Reports</i> to export aggregate data by program</li> </ul> </li> <li>• Make selections in the Select Provider, Select Class and Program Service Date range as needed, then click Export to generate the report.</li> <li>• The options to download as XML and/or CSV are available for most reports.</li> </ul>	



# Import your data file into AEPSI

Use this guide to learn how to import your data file into your program within the new AEPSI-3 online system.

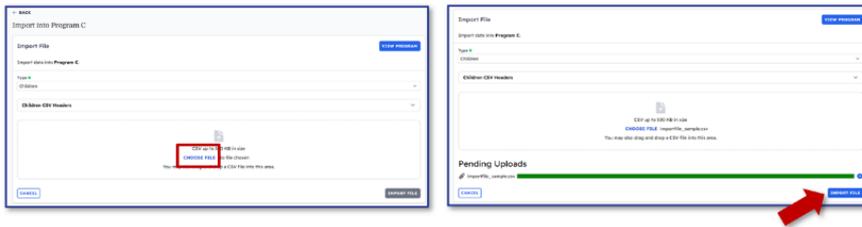
Once you have your import file prepared, you are now ready to import it into AEPSI-3 (aepsi3.com).

1. Select your program from the top right navigation menu and click “View Program”.
2. Scroll down to the Children section and select the “Import” link.

NAME	DOB	ID	ALT ID	STATUS
BASED_CENTER_READY-SET	06/09/2018	01HE1725PKD3XPVY6Z7AQYRNDVE	1234572	Active
BASED_CENTER_AEPSI-3	04/05/2021	01HE0P8YKZEEARTZSH5A12EQV	1234568	Active
BASED_HOME_READY-SET	04/05/2021	01HE1725KXNRDFTCTSYHAFPE	1234570	Active
BASED_HOME_AEPSI-3	04/05/2021	01HE5VATZSDRL3X4PAPSHFBN71	654659	Active
BEAR_COCAINE	09/12/2023	01HA758PW4J3SDWXSJRH0YVW5H		Active

3. Select the arrow next to *Children CSV Headers* to see the list of fields that should be included in your import file. Fields marked with an asterisk are required. If you have created classrooms for your program, you can include that field in your import file as well as any custom fields that have been created. Make sure the field names listed in the CSV headers match the field names in your import file.

4. Select “Choose file” and click “Import file”.



5. You will see the results of your import in the table pictured below. If the import was a success, it will appear under the status column.

CSV ROW	STATUS	AEPSI CHILD ID	ERRORS
2	Success	01H0BXT1D0X8CCRRHHPH3D4	
3	Success	01H0BXT1D0X8WNS7H19TALFPA	

6. AEPSI-3 will also let you know if the import file failed and the specific reasons why. In this example, you will see that the DOB and Dev. Status are missing for Import Child 2. If I attempt to import this file, AEPSI-3 will successfully import the data for the first child but will show the import failed for Child 2 and will list specific errors..

Child Id	Child Last	Child First	DOB	Weeks Premat	Gender	Status	Classroom	Dev. Status	Include in C
5656565657	Child	Import	8/12/2021	0	Male	Active	The Ravens Rock Classroom	Typically Developing	Yes
5353535358	Child 2	Import			0 Female	Active	The Ravens Rock Classroom		Yes

CSV ROW	STATUS	AEPSI CHILD ID	ERRORS
2	Success	01H0XEX08ADGCPFH3H3ADK	
3	Failure		DOB can't be blank Dev. Status can't be blank

If you need assistance with exporting or importing data, email [implementation@brookespublishing.com](mailto:implementation@brookespublishing.com).