



Setting Up Your Family Access Page

Step 1: Understanding Family Access

Family Access allows you to create a URL (web page) that caregivers can access, to complete a questionnaire online. Depending on your keycodes, it is possible to create 4 web pages in the ASQ Online system:

- **ASQ-3 English**
- **ASQ-3 Spanish**
- **ASQ:SE English**
- **ASQ:SE Spanish**

Step 2: Select the Questionnaire Type for Your Web Page

1. Select *Family Access* from the top navigation menu.
2. Under the **Create Web Page** section, you will have options to create web pages based on the questionnaire types that your program has added to your online account.
3. To begin creating your page, select the **questionnaire type** you would like to use.

Step 3: Creating a Web Page*

After selecting the questionnaire type in Step 2, you can now start to create your web page. You will see the following options:

- 1. Questionnaire type:** You can view the text that the authors have created to be displayed on your web page. This cannot be edited or removed and must remain part of your web page.
- 2. Invitation letter:** View and edit the letter that will include the web page address that you create. This letter is used to mail or email the URL to caregivers to instruct them on how to complete an online screening.
- 3. Program address:** View and edit the program information that will display on your web page.
- 4. Welcome message:** Type or paste content into this field to welcome parents to the site.
- 5. Consent paragraph:** Type or paste content into this field from a consent form that your program currently uses. The caregiver will be required to provide his or her consent electronically before using Family Access.
- 6. Thank you message:** Type or paste content into this field to thank a parent/caregiver for completing the ASQ Online screening. This will be the last page a parent sees before leaving your web page.
- 7. Disabled:** Click this if you would like to disable the link so parents/caregivers cannot enter any screenings online.
- 8. Logo:** Click *Browse* and select a logo from your computer that you would like to appear on your web page. You have the option of making your logo appear small, medium, or large.
- 9. Footer images:** You may add two additional footer images that will appear at the bottom of your Welcome and Thank You pages.

***Shared:** Click this box if you would like to create a program-wide URL. This will allow all Program Administrators in your program to accept incoming screenings and will allow Providers to use that URL in mail outs.

After adding the above content to your web page, click *Create*. You will be taken to the Family Access page where your web page URL is now displayed.

Questionnaire Type	Public URL	
ASQ-3 English	https://www.asqonline.com/family/d4beef 	Show Edit Delete Send Child List

Step 4: Accepting/Rejecting Family Access Screenings

Once parents or caregivers submit screenings to your program via Family Access, you can then choose to accept or reject those screenings.

1. Select *Family Access* from the top navigation menu.
2. **Do you have any screenings to review?** View the link at the bottom of the page:
[You have 1 family access screenings to approve \(or reject\)](#)
3. **View the online screenings:**
 - a. Click on the link to view the screening information.
 - b. Each child that has come in through Family Access will have their own drop-down box with options. Click the *Preview* link to view demographic information.
 - c. Choose from the following options:
 - i. **Accept the questionnaire and attach to an existing Child Profile:** Begin typing the child's name in the search field and ASQ Online will pull up suggestions matching what you have typed. Select the child from the drop-down list; the screening will appear in that child's profile.
 - ii. **Accept the questionnaire as a new child and assign to a Provider:** Select the Provider from the drop-down list; a new Child Profile will be created in your program, and the screening will be attached.
 - iii. **Accept the questionnaire as a new Child Profile without assigning a Provider:** A Child Profile will be created but the screening will be in a pending status until assigned; see Step 5.
 - iv. **Reject entirely:** WARNING – If you reject the questionnaire it will be deleted and you will no longer have access to it.
 - v. **Reject entirely and notify the caregiver via email:** This option will only appear if the caregiver provided an email address.
 - d. After you have made your selection, click *Process*.

Step 5: Assigning Pending Screenings

If you choose to accept questionnaires without assigning to a Provider, the screenings will remain in a pending status. This will give you an opportunity to review the screening before deciding which Provider should be in charge of the care of this child.

1. Select *Family Access* from the top navigation menu.
2. **Do you have any pending screenings?** View the link at the bottom of the page:
[There is 1 family access screening to assign](#)
3. **View the pending screenings:**
 - a. Click on the questionnaire to view the screening in a new browser window.
 - b. Select a Provider for this child from the drop-down menu.
 - c. Click *Assign*.

Child Name	Questionnaire	Screening date	Screened by	
McDaniels, Heather	ASQ-3 English 36 Month	12/09/2011	McDaniels, JoAnne	Brown , Faith <input type="button" value="Assign"/>