



## Setting Up Your Family Access Page

### Step 1: Understanding Family Access

Family Access allows each program in ASQ Online to create a URL (web page) that caregivers can access, to complete a questionnaire online. Depending on the questionnaire keycodes that are have entered into each program, program users can create up to 4 web pages in the ASQ Online system: **ASQ-3 English, ASQ-3 Spanish, ASQ:SE English and ASQ:SE Spanish.**

A Program Administrator can create a Shared Family Access webpage so that other program administrators within the program can also have access to the screenings submitted online through Family Access. By sharing your Family Access URL, other Program Administrator's within the program can review and accept/reject any of the incoming screenings and then assign the child profile and screening to the appropriate provider user. A Shared Family Access page is also accessible to provider users in the program so they can send out the URL to their parents/caregivers, but it does not allow them access to view or accept/reject any of the incoming screenings.

If your program is interested in having multiple Program Administrator's within your program to access and accept/reject incoming screenings, make sure you click the checkbox to the left of the Shared option when creating the Family Access URL.

### 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 select the **questionnaire type** you would like to use for your URL.

### 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 is default static text that has been written by authors to provide parents with basic information regarding the Ages and Stages questionnaire.
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. **Screening instructions:** Type or paste content into this field to provide additional instructions to caregivers.
6. **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.
7. **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.
8. **Thank you page packet:** You can select any packet from Screening Management (system or program) to include on your Thank You page. All packets available for the questionnaire selected will be provided in the dropdown menu for you to select from.
9. **Custom rejection letters:** If you'd like to send an email to caregivers whose screenings are not accepted you can edit the message they receive here.
10. **Disabled:** Click this if you would like to disable the link so parents/caregivers cannot enter any screenings online.
11. **Shared:** If this box is checked, the landing page will be useable by all other Program Administrators. Once shared, it cannot be unshared.
12. **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.
13. **Footer images:** You may add two additional footer images that will appear at the bottom of your Welcome and Thank You pages.

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.

## Step 4: Using your Family Access URL

After your Family Access URL has been created you will see the following options:

Questionnaire Type	Public URL	
ASQ-3 English	<a href="https://www.asqonline.com/family/d4beef">https://www.asqonline.com/family/d4beef</a> 	<a href="#">Show</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Send</a> <a href="#">Child List</a>

- 1. Show:** Use this link to view your landing page and view the URL from the perspective of a caregiver completing the screening.
- 2. Edit:** If you need to make changes to the landing page use this link to edit the format, text or information displayed on your site.
- 3. Delete:** Use this link to remove the URL from your program. Once the URL is deleted, it cannot be recovered. Deleting a URL will delete any pending screenings attached to that URL.
- 4. Send:** Use this link to print or email the Invitation Letter with Family Access URL to primary caregivers. The option to email the Invitation Letter will be available if an email address is available within the Primary Caregiver's profile.
- 5. Child List:** Any child profile who has had an invitation letter printed or emailed for them will appear in this list.

You can copy and paste your URL to different locations throughout your program including but not limited to: your program's website, email blasts, newsletters, bulletin boards and flyers.

## Step 5: 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:** Click in the text area and a dropdown will appear with an alphabetical list of child profiles within the program. Select from the dropdown list or begin typing the child's name in the search field to narrow down the child profile search results.
    - 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 6: 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	<a href="#">ASQ-3 English 36 Month</a>	12/09/2011	McDaniels, JoAnne	Brown , Faith <input type="button" value="Assign"/>