

Ages and Stages Questionnaire (ASQ) On-line Enterprise System

Quick Start – (<https://www.asqonline.com/login>)

The following is intended as a brief overview of the steps to take when using the ASQ On-line Enterprise System. For more detailed information it is suggested to take the “free” on-line Tutorial and refer to the on-line User Manual, FAQs, or contact the Tech Support Team at <https://www.asqonline.com/support> .

Each program must have a Program Administrator and a Provider. The Program Administrator’s role is responsible for setting up your program, creating your program’s users and assigning them access rights. The Coalition has already set up your program with a Program Administrator. The Program Administrator has the ability to **view** all screenings entered and generate reports based on the screenings. *The Program Administrator cannot enter screenings*. It is the role of the Provider to enter the actual screening results.

The following steps will need to be performed:

Step One: Adding Program Users (Program Administrator’s User Manual 4.4)

- Click “Program” in the green horizontal bar from Home Page
- Scroll down to the blue tab marked “Recent Program Users” and click the “add” tab (or use the “Quick Link” to the left “Add Program User”).
 - (Note: if you are also the person entering the screening results, just click the “Add Provider Access” under the Quick Links on the left of your screen. Next enter your last name. Select your name, scroll down to My Access List and add the Provider Access role.

Step Two: Assign a caregiver to the children in your program (Provider User’s Manual 5.8/5.9/5.17)

- Under the “Program Administrator” role, select “My Profile” from the options along the green horizontal bar. Click on the “Assign Children to Provider” under the Quick Link menu on the left. Select the children to be assigned or “select all” and then click “add”.
- Switch role from “Program Administrator” to “Provider” by clicking on the drop down menu at the top of the screen.
- Under the role of the “Provider”, you must assign a caregiver to the children at your program. The Provider will be the person who actually enters the results into the On-line System.
- Click “Child Profiles” in the green horizontal bar from Home Page
- Scroll down to the “Child’s Profile” tab and click on the child’s name to access profile.
- Click “Add New Caregiver” under the Quick Links on the left of your screen (Enter the information required and then “Save”),
OR
click “Add Existing Caregiver” under the Quick Links on the left of your screen, scroll down to “ add” and click.

Step Three: Enter Screening Results (Provider User Manual – Section 6.1)

- Be sure you are in the role of the “Provider”. (Check role at the top of the page.)
- Click “Child Profiles” in the green horizontal bar from Home Page.
- Click on the Child’s name to access profile. (Note if child has not been entered, click the “Add Profile” under the Quick Links on the left of your screen. Enter the information required and then “Save”.)
- Scroll down to “Child Screenings” tab and select “Add” A pop up window will remind you to ensure you have parental permission. Click “ok” if parental consent is on file. Next enter the required information. Selecting “Long Form” will show the complete Questionnaire form. Selecting the short form will show the answer sheet only. You may choose either. After entering the information, it will automatically calculate the appropriate ASQ to be used. Ensure you have used the age-appropriate Questionnaire. (Note: If you must enter a different ASQ interval, you must do so here and provide a reason you used a different age Questionnaire – i.e., child was born 5 weeks premature, etc.)
- Next you must **Finalize the Screening**. Once you finalize the status will be marked “complete” under the Child Screenings tab on the Child Profile page. The screening and its results will be included in reports and you will not be able to go back and make any changes.

To Print Forms (blank ASQ’s, consent forms, parent letters, etc.)

- Select “Campaigns” in the green horizontal bar from Home Page.
- Select “Print Blank Forms” or “List Forms” under the Quick Links on the left side of your screen.
- Choose the form you wish to print or modify.