

Training Module: Setting up Family Access for your Program (PowerPoint Slides and Notes)

Slide 1



ASQ
Ages & Stages
Questionnaires

**Training Module:
Setting up Family Access
for your Program**

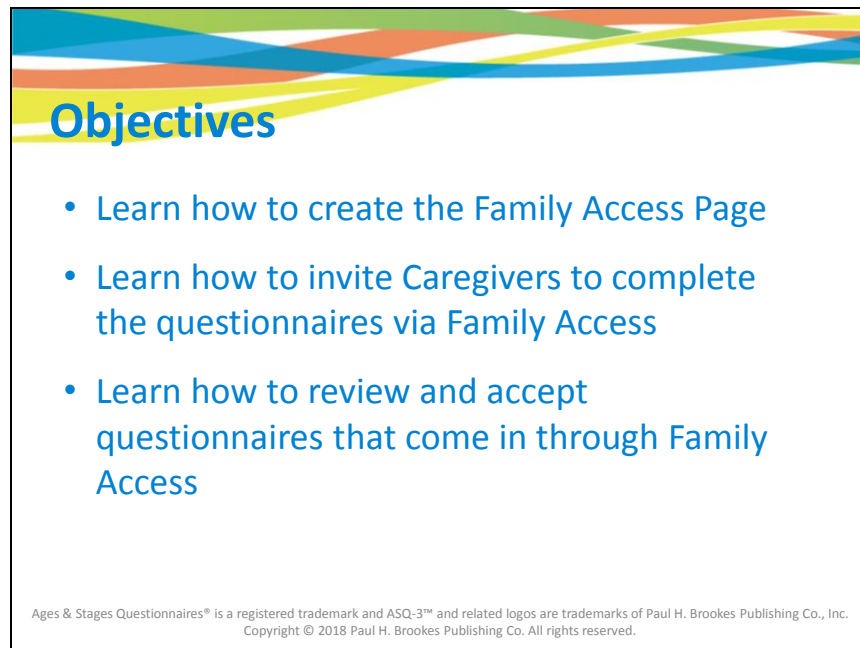
**Presenter: Mary Alice Batts-Hatfield,
ASQ Online Implementation Specialist**



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Welcome to the Setting up Family Access for your Program training module. My name is Mary Alice Batts-Hatfield, and I will be the presenter for this 25-minute module.

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Objectives


- Learn how to create the Family Access Page
- Learn how to invite Caregivers to complete the questionnaires via Family Access
- Learn how to review and accept questionnaires that come in through Family Access

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This online training module is designed to provide an overview of Family Access and show you how to set up Family Access for online questionnaire completion. You will:

- Learn how to create the Family Access Page
- Learn how to invite Caregivers to complete the questionnaires via Family Access
- Learn how to review and accept questionnaires that come in through Family Access

Slide 3



What is Family Access?

- Online questionnaire completion system for Parents/Caregivers
- A way for programs to create a secure, customizable webpage where caregivers can complete screenings for children online
- A convenient and easy option for parents

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What is Family Access?

Family Access is the online questionnaire completion system for Parents/Caregivers. It allows you to create a secure, customizable webpage where you can send parents to complete screenings for their children online. It's convenient and easy for parents to use and saves your program the time it would take to manually enter child, caregiver, and screening data.

How Family Access Works

STEP 1 The Program Administrator sets up the Family Access page.

STEP 2 Once a Family Access page has been created, a unique URL is available that can be emailed to parents, posted on a web page, placed on a flyer, or shared in any way that is convenient for the program/school/teacher.

STEP 3 The parent visits the Family Access page to print the questionnaire, do the activities with their child, complete the questionnaire(s) and enter their responses.

STEP 4 The Program Administrator reviews and accepts the questionnaires and assigns them to the appropriate teacher.

STEP 5 After reviewing the information summary sheet and questionnaire, the teacher discusses results and next steps with the caregiver.

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Here is how Family Access works:

In step 1, you, the program administrator, set up the Family Access page.

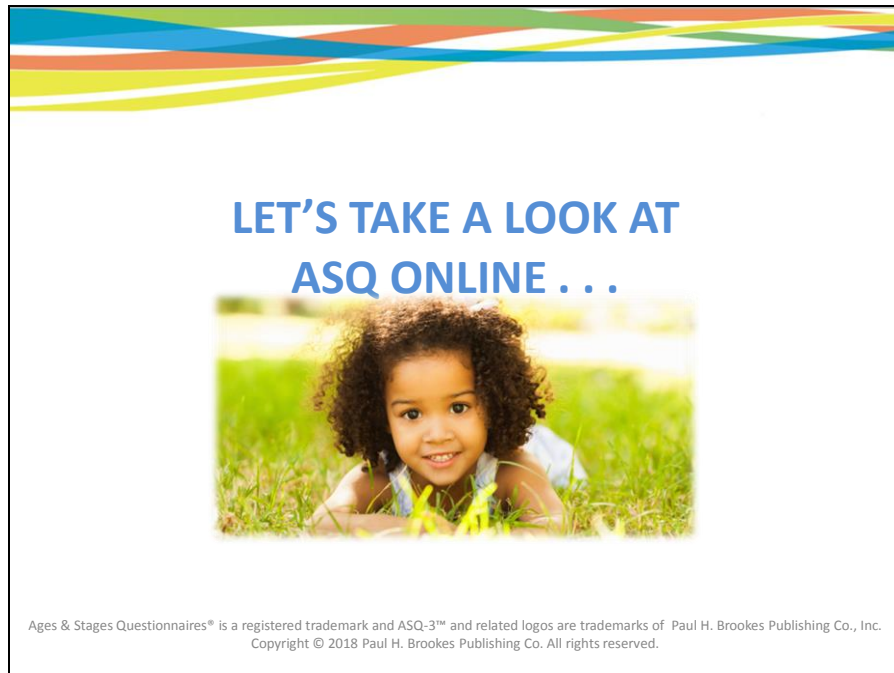
In step 2, the Family Access page's unique URL becomes available. It can be emailed to parents, posted on a web page, placed on a flyer, or shared in any way that is convenient for your program.

In step 3, the parent visits the Family Access page to print the questionnaire, do the activities with their child, complete the questionnaire(s), and enter their responses.

In step 4, you review and accept the questionnaires and assign them to the appropriate teacher.

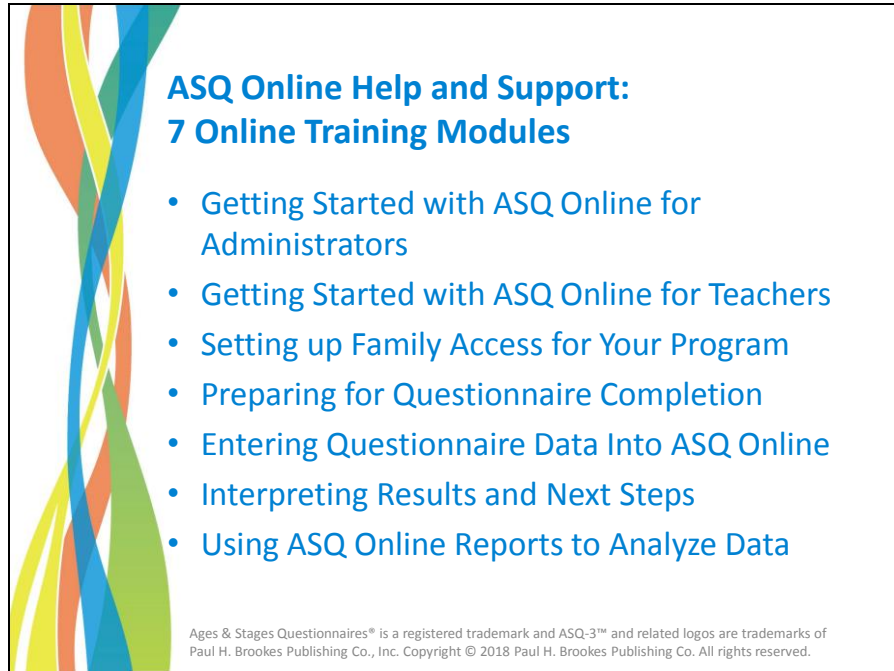
In step 5, the teacher can immediately review the information summary sheet and questionnaire and then discuss results and next steps with the caregiver.

Slide 5



Now, let's take a look at ASQ Online . . .

Slide 6



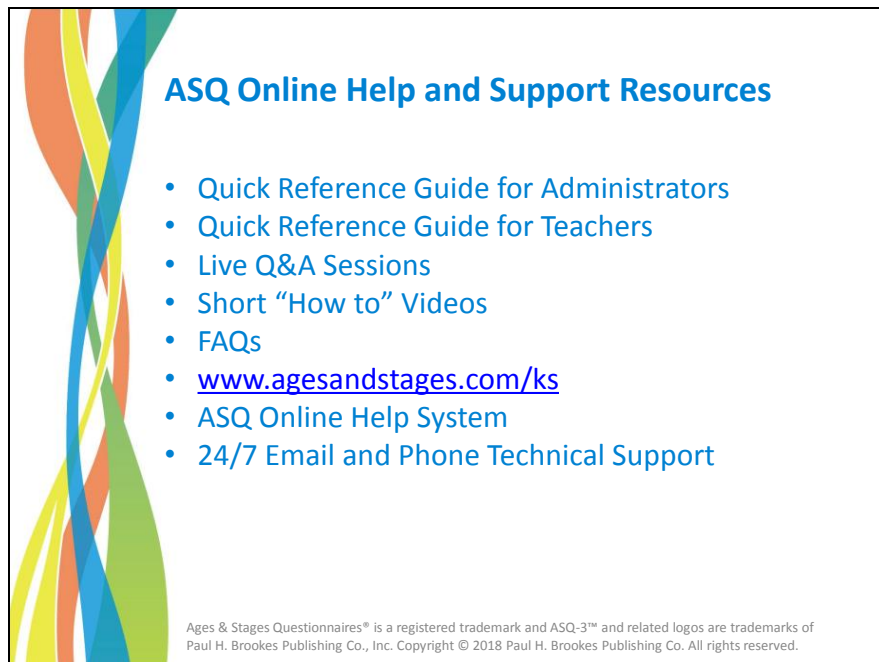
**ASQ Online Help and Support:
7 Online Training Modules**

- Getting Started with ASQ Online for Administrators
- Getting Started with ASQ Online for Teachers
- Setting up Family Access for Your Program
- Preparing for Questionnaire Completion
- Entering Questionnaire Data Into ASQ Online
- Interpreting Results and Next Steps
- Using ASQ Online Reports to Analyze Data

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ASQ Online offers 7 training modules:

- Getting Started with ASQ Online for Administrators
- Getting Started with ASQ Online for Teachers
- Setting up Family Access for your Program
- Preparing for Questionnaire Completion
- Entering Questionnaire Data into ASQ Online
- Interpreting Results and Next Steps
- Using ASQ Online Reports to Analyze Data



The slide features a decorative graphic on the left side consisting of several overlapping, curved, colorful bands in shades of orange, yellow, green, and blue. The main content is a list of resources in blue text, with the website URL underlined. At the bottom, there is a small copyright notice.

ASQ Online Help and Support Resources

- Quick Reference Guide for Administrators
- Quick Reference Guide for Teachers
- Live Q&A Sessions
- Short “How to” Videos
- FAQs
- www.agesandstages.com/ks
- ASQ Online Help System
- 24/7 Email and Phone Technical Support

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Besides the 7 training modules, you also have access to a wealth of resources and support content, including:

- *Quick Reference Guide for Administrators*: A fully illustrated PDF guide with step-by-step procedures on how to use ASQ Online.
- *Quick Reference Guide for Teachers*: An illustrated PDF guide specifically for teachers.
- Live Q&A webinar sessions where you can get your questions answered by a member of the ASQ Online implementation team
- Short “How to” videos
- FAQs
- A dedicated web portal, www.agesandstages.com/ks, where you can access the Quick Reference Guides, online training modules, videos, FAQs, and other support materials
- The ASQ Online Help system at www.asqonline.com, which contains user manuals, additional FAQs, online tutorials, and support documentation
- Email and phone technical support--24 hours a day, 365 days a year