ASQ Online Quick Tips: How to Prevent Duplicate Child Profiles

For the Kindergarten Readiness Snapshot, families need to complete both the ASQ-3 and ASQ:SE-2. When accepting the screenings through Family Access, it is important that you follow the necessary steps to create only one child profile. Step-by-step instructions are provided below.

1. Select "Family Access" from the main navigation and the "There are (x) family access screenings to approve (or reject)" link.

2. Select the "Review" link for the child's first screening listed. In this case, the screening is ASQ:SE-2.

3. Select the first option "Accept and attach to an existing child profile". You will be prompted to type the child's last name.

4. If there are no matching results for the child, select the second option, "Accept as a new child profile and assign to a provider". Click *Process*.

5. Now it is time to process the second screening for the same child. Select "Review".

6. Since you accepted the first screening and created a new child profile, for the second screening you will want to attach the screening to an existing child profile. Select the first option, "Accept and attach to an existing child profile". Type in the last name for the child. This time you will see a match. The date of birth is included in the results to help confirm you have the correct child profile. Select the child name. Click *Process*.

7. Select "Child Profiles" from the main navigation and locate the child profile. You should see only one listing. Click on the child's name.

You should see two questionnaires listed under the "Child Screenings" tab.

Any Questions?
Contact our Tech Support Team at Brookes Publishing Technical Support or call 1-866-404-9853.