



## 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.

Home » Landing Pages

Questionnaire Type	Public URL	
ASQ:SE English	https://www.asqonline.com/family/d71387	Show Edit Delete Send Child List
ASQ:SE-2 Spanish	https://www.asqonline.com/family/0e907b	Show Edit Delete Send Child List
ASQ:SE Spanish	https://www.asqonline.com/family/2f0b8f	Show Edit Delete Send Child List
Redirected to https://www.asqonline.com/family/0e907b (remove)		

**There are 4 family access screenings to approve (or reject)**

There are 0 family access screenings to assign

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

Family Access Screenings						
	Child	Caregiver	Questionnaire	Screened Date	Completed Date	
Review	Wilson, Mary (DOB: 2018-07-06) Topeka, Kansas 60245	Wilson, Martha Topeka, Kansas 60245	ASQ:SE-2 English 60 Month	2023-08-14	2023-08-14	Preview
Review	Wilson, Mary (DOB: 2018-07-06) Topeka, Kansas 60245	Wilson, Martha Topeka, Kansas 60245	ASQ-3 English 60 Month	2023-08-14	2023-08-14	Preview

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

Home » Family Access Screenings

Wilson, Mary (DOB: 2018-07-06)

Accept and attach to an existing child profile

Accept as a new child profile without assigning a provider

Reject entirely

Process

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*.

Home » Family Access Screenings

Wilson, Mary (DOB: 2018-07-06)

Accept and attach to an existing child profile  
 Accept as a new child profile and assign to provider  
 Administrator, Demo  
 Accept as a new child profile without assigning a provider  
 Reject entirely

Process

Completed Date	Preview
2023-08-14	Preview
2023-08-14	Preview

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

Successfully accepted Wilson, Mary and assigned to Administrator, Demo

Home » Family Access Screenings

Family Access Screenings

	Child	Caregiver	Questionnaire	Screened Date	Completed Date	
Review	Wilson, Mary (DOB: 2018-07-06) Topeka, Kansas 60245	Wilson, Martha Topeka, Kansas 60245	ASQ-3 English 60 Month	2023-08-14	2023-08-14	Preview

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*.

Successfully accepted Wilson, Mary and assigned to Administrator, Demo

Wilson, Mary (DOB: 2018-07-06)

Accept and attach to an existing child profile  
 Wilson, Mary (2018-07-06)  
 and assign to provider  
 Wilson, Mary (2018-07-06) without assigning a provider  
 Reject entirely

Process

Completed Date	Preview
2023-08-14	

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.

missing required fields

Search

Child Profiles Archived **Export:** All Data

Name	Child DOB	Child ID	Alt. ID	Primary caregiver	Previous Questionnaire	Previous Screening Result	<input type="checkbox"/> Select All
Gomez, Selena	2018-01-08	4846582		Gomez, Mandy	ASQ:SE-2 English 60 Month	Below	<input type="checkbox"/>
Journot, Emily	2019-01-02	4907619		Journot, Emily	ASQ-3 English 48 Month	Below	<input type="checkbox"/>
Kerrigan, Nancy	2022-12-11	5185616			None	None	<input type="checkbox"/>
May, Addie	2020-01-01	4972658			None	None	<input type="checkbox"/>
McClane, Parker	2018-01-12	4822881		McClane, Natalie	ASQ-3 English 60 Month	Above	<input type="checkbox"/>
Wilson, Mary	2018-07-06	5185759		Wilson, Martha	ASQ-3 English 60 Month	Below	<input type="checkbox"/>

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

Child Screenings

Questionnaire	Entered by	Status	Screened by	Screening date	
ASQ-3 English 60 Month	Administrator, Demo (Provider)	Finalized	Wilson, Martha (Mother)	2023-08-14	<a href="#">Print</a>   <a href="#">Delete</a>   <a href="#">Export</a>
ASQ:SE-2 English 60 Month	Administrator, Demo (Provider)	Finalized	Wilson, Martha (Mother)	2023-08-14	<a href="#">Print</a>   <a href="#">Delete</a>   <a href="#">Export</a>

## Any Questions?

Contact our Tech Support Team at [Brookes Publishing Technical Support](#) or call 1-866-404-9853.