

Local ASQ Enterprise New Partner Onboarding Checklist

✓	Checklist	Resources
—	Send program marketing one-pager and program FAQ (optional)	Early Care and Education Provider One-Pager Medical Provider One-Pager
—	Send New Program Information Form, Part C Network User Agreement, and Statewide ASQ Parent or Guardian Consent Form	Statewide ASQ Parent or Guardian Consent Form-English Statewide ASQ Parent or Guardian Consent Form-Spanish ASQ Online Program Information Form ASQ Enterprise User Agreement
—	Receive filled-out New Program Information Form and signed User Agreement	ASQ Online Program Information Form
—	Store signed User Agreement	ASQ Enterprise User Agreement
—	Create new program within ASQ Enterprise and associated program administrator user	ASQ Online Quick Reference Guide for Kansas Account Administrators
—	Provide new program with list of training and implementation resources	Statewide ASQ Online System Program FAQ "How-to" Videos-KSDE ASQ Online How-to Videos (Enterprise log-in required) Quick Reference Guide for Program Administrators Quick Reference Guide for Providers