



ASQ Online Quick Tips: Finalizing Screening Data

As you wrap up the Kindergarten Readiness Snapshot window, this tip sheet will review the necessary steps to ensure all screening data is finalized, including Family Access Screenings and any screenings that were manually entered.

Accepting Family Access Screenings

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

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

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 a 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

Finalizing In-Progress Screenings

If you sent paper questionnaires to parents/caregivers and then manually entered the data into ASQ Online, you will want to make sure that all screenings have been finalized. First, check to see if any screenings are in progress.

1. Select **Screening Management** from the main menu. Select the *View All* tab next to Screenings.

Home My Profile Program Child Profiles **Screening Management** Reports Family Access

Home » Screening Management ?

Screenings View All

Name	Questionnaire	Status	Screening Date
Clarke, Annie	ASQ:SE-2 Spanish	Finalized	2024-08-08
Clarke, Miley	ASQ-3 English	Finalized	2024-03-25
Clarke, Gus	ASQ-3 English	Finalized	2023-11-22
Clarke, Annie	ASQ:SE-2 English	Finalized	2023-11-22
Clarke, Gus	ASQ:SE-2 English	Finalized	2023-11-22

- For *Status*, select “In Progress” and enter a date range for *Screening date range*. Click *Search*. If there are any in progress screenings, they will appear in the search results. You can click on the Questionnaire name to go directly to the screening.

Home My Profile Program **Child Profiles** Screening Management Reports Family Access

Home » Screenings ?

Screening Search

Questionnaire type	All	Provider	All
Interval(s) (To select multiple intervals, Ctrl + click [Mac: command + click])	All 2 Month 4 Month 6 Month 8 Month 9 Month	Status(s) (To select NEW and Finalized options, Ctrl + click [Mac: command + click])	NEW Finalized In Progress
Screening date range Format: yyyy-mm-dd	2024-03-01 to 2024-09-20	Only latest screening	<input type="checkbox"/>
Date finalized Format: yyyy-mm-dd		Concern	-
		Classroom	All

Search

Screenings

Export Screenings
Print Summaries

Name	Questionnaire	Status	Family Access	Screening Date	Finalized Date	Entered by	Screened by	Concern?	Select All
Sue, Sally	ASQ:SE-2 English 60 Month	In Progress	No	2024-04-02		Clarke, Stacy	Beth, Janie (Mother)	N/A	<input type="checkbox"/>
Smith, Jack	ASQ-3 English 60 Month	In Progress	No	2023-03-15		McClane, Natalie	McClane, Natalie (Mother)	N/A	<input type="checkbox"/>
Belle, Monica	ASQ-3 English 60 Month	In Progress	No	2023-03-09		Wilson, Jessica	Belle, Em (Mother)	N/A	<input type="checkbox"/>
Belle, Monica	ASQ-3 English 48 Month	In Progress	No	2021-09-22		Wilson, Jessica	Belle, Em (Mother)	N/A	<input type="checkbox"/>
Sue, Sally	ASQ:SE-2 English 6 Month	In Progress	No	2021-09-22		Clarke, Stacy	Beth, Janie (Mother)	N/A	<input type="checkbox"/>
Gomez, Selena	ASQ:SE-2 English 24 Month	In Progress	No	2020-04-01		Doe, Jane	Gomez, Mandy (Mother)	N/A	<input type="checkbox"/>

3. Finish entering any data for the questionnaire and click *Finalize*. Click *OK* to confirm.

The screenshot shows a web-based questionnaire interface. A modal dialog box is open in the center, displaying the text: "www.asqonline.com says You will not be able to alter your answers after you finalize this questionnaire. Do you want to finalize this questionnaire?". The dialog has two buttons: "OK" (highlighted with a red box) and "Cancel".

The background interface includes a header with "Screening Date: 2024-04-02". Below the dialog, a table lists questionnaire items with columns for "RESPONSE", "Concern?", and "Score".

Item	Response	Concern?	Score
29.	<input type="radio"/>	<input type="checkbox"/>	10
30.	<input type="radio"/>	<input type="checkbox"/>	5
31. Does your child take turns and share when playing with other children?	<input checked="" type="radio"/>	<input type="checkbox"/>	5
32. Does your child show an unusual interest in or knowledge of sexual language and activity?	<input type="radio"/>	<input type="checkbox"/>	0
33. Does your child wake three or more times during the night?	<input checked="" type="radio"/>	<input type="checkbox"/>	0
34. Is your child too worried or fearful? If "sometimes" or "often or always," please describe: <input type="text"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	0
35. Does your child have simple back-and-forth conversations with you? For example: Parent: "It's raining!" Child: "And cold outside." Parent: "Let's get your coat." Child: "I got it!"	<input checked="" type="radio"/>	<input type="checkbox"/>	5
36. Has anyone shared concerns about your child's behaviors? If "sometimes" or "often or always," please explain: <input type="text"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	10

At the bottom of the interface, there are navigation arrows (left and right) and a "Finalize" button (highlighted with a red box).

Any Questions?

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