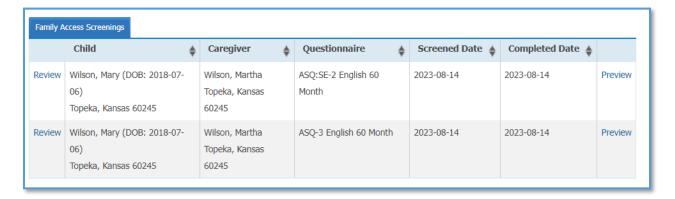# ASQ Online Quick Tips: Finalizing Screening Data

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.
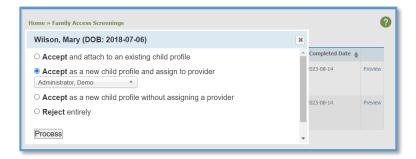

2. Select the "Review" link for the child's first screening listed. In this case, the screening is ASQ:SE-2.
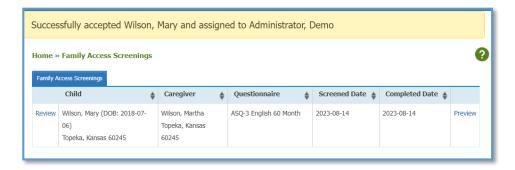
3. Select the first option "Accept and attach to an existing child profile". You will be prompted to type the child's last name.
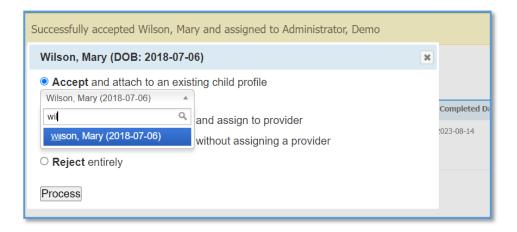

4. If there are no matching results for the child, select the second option, "Accept as a new child profile and assign to a provider". Click *Process*.

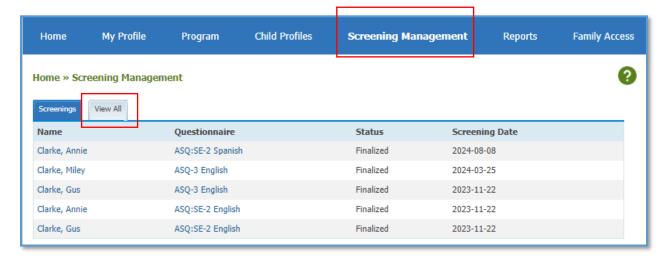5. Now it is time to process the second screening for the same child. Select "Review".

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*.
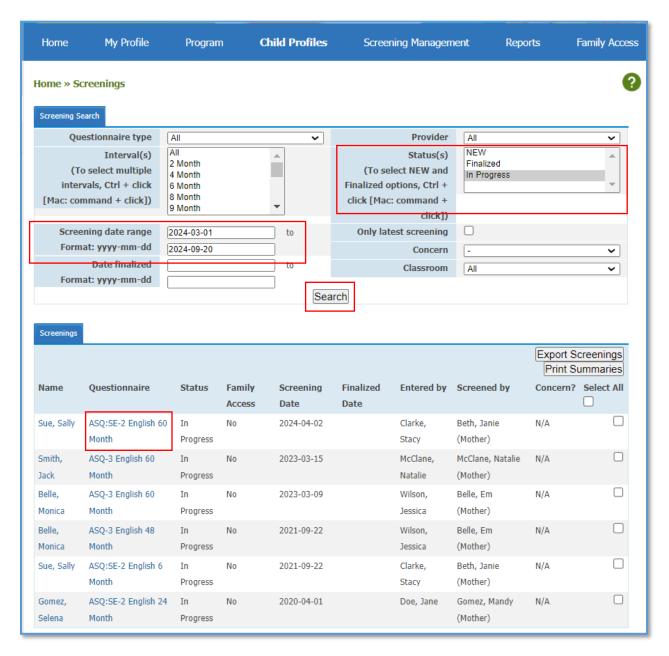
Finalizing In-Progress Screenings

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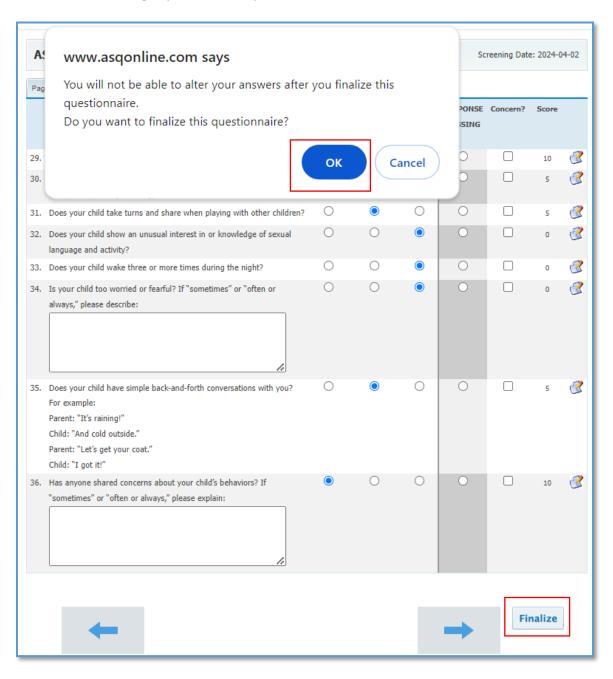
1. Select **Screening Management** from the main menu. Select the *View All* tab next to Screenings.

2. 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.

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

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