ASQ Online Tip Sheet: Setting up Spanish Family Access Pages
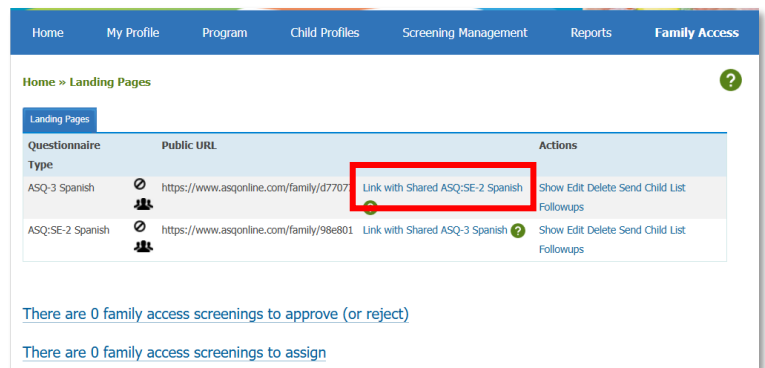
Keycodes for ASQ-3 Spanish and ASQ:SE-2 Spanish have been entered for your program to support Spanish-speaking families. A Family Access URL for these questionnaires has been created automatically and is currently in a 'disabled' status, allowing you the opportunity to review and customize your pages before sharing the link with families. This Tip Sheet will provide step by step instructions on how to:

- Link your ASQ-3 and ASQ:SE-2 Family Access Pages

- Review and customize your pages

- Enable your Family Access pages

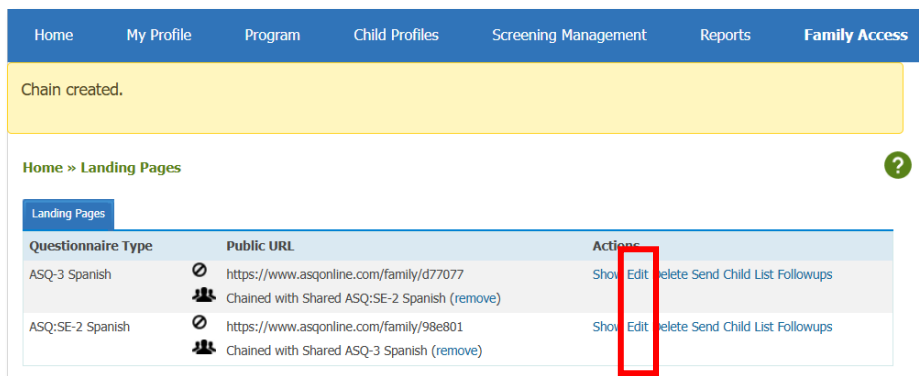## Link ASQ-3 and ASQ:SE-2 Family Access Pages

If you are screening with both ASQ-3 and ASQ:SE-2 questionnaires, you will be able to link them together so the family can click on one link, enter the child and caregiver demographic information one time, and complete both the ASQ-3 and ASQ:SE-2 screenings.

1. Select Family Access from the main navigation.

2. You will see a list of the Family Access URLs.

3. Select the "Link with Shared ASQ:SE-2 Spanish link.

Review and customize your Pages

4. To review and customize your pages, click the "Edit" link to the right of the URL.

The following options are available to customize:

Program address: View and edit the program information that will display on your web page. This information is pulled from the Program Details tab within your Program section.

Program address*
This will be shown to caregivers when they first visit your web page. Preview the program address

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{program_name}
{program_phone}
{program_email}
{program_address}
{program_city}, {program_state} {program_zip}
{program_website}

Welcome message: Type or paste content into this field to provide additional instructions to caregivers. The information in this section will be shown to caregivers when they click on the URL. The Kansas State Department of Education provides a welcome letter from Dr. Randy Watson, Kansas Commissioner of Education, in English and Spanish that schools can use or adapt when sharing the ASQ with families. This Message for Parents and Caregivers is available on the agesandstages.com/ks website under "Initiative Resources".

Welcome message*
This will be shown to caregivers when they first visit your web page.

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¡Bienvenidos a nuestro programa de evaluación ASQ en línea!

Intro text: This is default static text to provide caregivers with basic information regarding the questionnaire. You can click the "preview the intro" text link to see the intro text. If you do not wish to have this intro text displayed on your web page, you can uncheck "Display intro text on the landing page".

Intro text
Click to preview the intro text for the selected questionnaire type
☑ **Display intro text on the landing page**

(hide)

Dado que los primeros 5 años de vida de su hijo/a son muy importantes, queremos ayudarle a que su niño/a tenga las mejores oportunidades para desarrollarse sanamente. Queremos invitarlo/a a que utilice los Ages & Stages Questionnaires®, Third Edition (ASQ-3™) (Cuestionarios edades y etapas ASQ-3, tercera edición [ASQ-3™ en español]) para llevar un control del desarrollo de su niño/a. Estos cuestionarios se pueden hacer cada 2, 4 o 6 meses. Se le pedirá que conteste algunas preguntas para indicar si su hijo/a puede o no puede hacer ciertas actividades. El cuestionario

Screening instructions: Type or paste content into this field to provide additional instructions to caregivers. The information in this section will be shown to caregivers on the second page after clicking on the URL.

Screening instructions

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Thank you message: You can edit this field to remove the default text and/or type or paste content into this field to thank a caregiver for completing the ASQ Online screening. This will be the last page a parent sees before leaving your Family Access page.

Thank you message
You may use this field to show an additional message to caregivers when they complete their questionnaires online.
Preview the thank you message (The logo will only appear on the preview if the landing page has been saved)

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¡Gracias por hacer la evaluación ASQ en la red!

Thank you page packet: To provide intervention activities for the caregiver to review/print after submitting the screening through ASQ Online, you can select the activities from the Thank you page packet dropdown menu.

Thank you page packet

Choose a packet... ∨

Choose a packet...
Follow-up, Caregiver: Concern, ASQ-3 (Spanish)
Screening, Initial (Intro to Caregiver), ASQ-3 (Spanish)
Screening, ASQ-3 (Spanish)
Referral, ASQ-3 (Spanish)
ASQ-3 Spanish Questionnaire
Intervention Activities Packet, ASQ-3 Spanish

Consent paragraph: The Parent / Guardian Consent language is automatically loaded into the "Consent paragraph" field. **You should not edit this consent language.** The caregiver will be required to provide his or her consent electronically before using Family Access.

Consent paragraph*
You may use this field to show a message to caregivers before they complete their questionnaires online.

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IMPORTANTE: AL ENVIAR DATOS Y/O UTILIZAR ESTE SITIO WEB, USTED DA SU CONSENTIMIENTO DE QUE TODOS LOS DATOS PERSONALES QUE ENVÍE PUEDEN SER PROCESADOS DE LA FORMA Y PARA LOS FINES DESCRITOS EN LA SIGUIENTE POLÍTICA DE PRIVACIDAD.

Descripción y propósito: Los primeros 5 años de la vida de su hijo son muy importantes porque este tiempo prepara el camino para el éxito en la escuela y después en la vida. Durante la infancia y la primera infancia, su hijo adquirirá muchas experiencias y aprenderá muchas habilidades. Las pruebas de evaluación para revisar el desarrollo de la comunicación, habilidades motrices gruesas y finas, personal, resolución de problemas y desarrollo socioemocional pueden mostrar cómo su hijo está creciendo y cambiando con el paso del tiempo, y si su hijo está alcanzando los hitos típicos del desarrollo y socioemocionales al jugar, aprender, hablar, comportarse, moverse e interactuar en las relaciones.

Las escuelas primarias de Kansas se están asociando con las familias para comprender mejor el desarrollo de los niños de kindergarten mediante el uso de los cuestionarios: Ages & Stages Questionnaires®, Tercera Edición (ASQ-3) y Ages & Stages Questionnaires®: Socioemocional, Segunda

Logo: Click Browse and select a logo from your computer that you would like to appear on your web page. You have the option of making your logo appear small, medium, or large. *Footer images*: You may add two additional footer images that will appear at the bottom of your Welcome and Thank You pages.

5. After making any edits to the pages, be sure to click *Update* so all of your edits are saved.

Enable Family Access Pages

6. Once you have reviewed and customized your Family Access pages, you can enable the pages. To enable your Family Access pages, uncheck the box to the left of **Disabled** and click *Update*. You will need to perform this action for both your ASQ-3 Spanish and ASQ:SE-2 Spanish Family Access pages.

Any Questions about Setup?

Contact our Implementation Team at implementation@brookespublishing.com.