Getting Started as a Provider

Step 1: Login to ASQ Online

You should have received an email from donotreply@asqonline.com providing you with your username and steps to create a password. If you did not receive that email, please contact your Program Administrator.

Step 2: Understanding the Provider Role

As a Provider, you are responsible for entering the screening information for all children assigned to you. When you first login, you might notice that you already have access to some Child Profiles. That is because your Program Administrator may have assigned these children to you. But you also have the ability to enter Child Profiles as a Provider. Any Child Profiles that you enter as a Provider will automatically be assigned to you, and you have the ability to enter their screening information and make decisions regarding any follow-up and referral processes.

Step 3: Adding Child Profiles

There are 2 steps to adding Child Profiles before you are able to enter screening data. You will first need to add the Child Profile, and then you will need to add a Caregiver Profile to that child.

To add a Child Profile:

1. Select *Child Profiles* from the top navigation menu.
2. Select the *Add Child Profile* Quick Link.
3. Enter the required information (required fields are indicated by a red asterisk [*]).
4. Click *Save*.

Next, you will need to add at least one caregiver to the Child Profile (the caregiver is the parent or foster parent or other relative in charge of the care of this child).

1. From the child's profile page, click the *Add New Caregiver* Quick Link. (If the caregiver already exists in the system, click the *Add Existing Caregiver* Quick Link. Under the Caregiver Profile List tab, click *Add* to the right of the caregiver name, and click *Save*.)
2. Enter in the required information (required fields are indicated by a red asterisk [*]).
3. Click *Save*.

Now that the Child Profile has been set up, you are able to begin entering questionnaire data for the child.

Step 4: Entering Screening Data

To enter a screening for a child:

1. Select *Child Profiles* from the top navigation menu.
2. Select the name of the child to whom you would like to add screening data.
3. From the child's profile, click the *Add Screening* Quick Link. (NOTE: If you have not uploaded a consent form to the child's profile, a message will appear that says "This child does not have a consent form on file. Is it OK to continue?" You can still enter the screening without a consent form, by clicking *OK*.)
   a. Select the caregiver who completed the screening from the drop-down menu.
   b. Select the questionnaire type from the drop-down menu. (If keycodes have not been entered into your program, you will be unable to select anything and thus unable to create a screening. If you encounter this issue, contact your Program Administrator to ensure that keycodes have been entered into your program.)
   c. Select either the Long or Short Form. (The Long Form looks just like the paper questionnaire, but without the pictures. The Short Form has only the spaces to enter the answers and is intended for quick and easy data entry.)
   d. Enter the screening date. ASQ Online will then recommend the interval.
   e. Click *Save*.
4. Fill out each area of the questionnaire. When finished, click *Save in Progress*. Then click the *Finalize* button.
5. Once finalized, the Information Summary Sheet will appear and the questionnaire will be available within the Child Screenings section of the Child Profile.

Step 5: Create Follow-Up Tasks and Generate Packets

To aid in the screening and follow-up process, you can use the **Screening Management** page of ASQ Online to create follow-up tasks, generate materials, and keep track of all screenings for the children to whom you are assigned. For more information on **Screening Management**, please see **Section 7 Screening Management,** of the **Provider User Manual**.

Step 6: Run Reports

Within ASQ Online, there are multiple reports you can generate, pulling together data for an individual child or aggregate data of all children to whom you are assigned. You can choose to download these reports as PDF files, CSV files, or you can preview the report in a separate browser window.

When running reports, there are many ways to generate any one report so that it includes as much or as little information as you would like. Each report has its own set of criteria that can be narrowed down to include the information most relevant to your report. These criteria are listed on the report generation page as fields or drop-down menus. Leaving a field or drop-down menu blank, prior to generating a report, indicates that you would like to see all data pertaining to that field.

To run any report within ASQ Online:

1. Select *Reports* from the top navigation menu.
2. Click on the name of the report you wish to run.
3. Select your report generation criteria.
4. Click *Generate Report*. The page will display a "report status" while the report is being processed.
5. Three report generation options will appear: *Download PDF, Download CSV,* or *Preview Report*. Select the report generation option that you would like to run.

If you have a large amount of data, the report may take a little longer to run. Once you have started to run a report, you can leave the page and continue your work in ASQ Online. To check the status of the report, you can select the "Recent Reports" tab on the **Reports** page. Once the report has finished running, you can then download it from this page as well.