



## Getting Started as an Enterprise Program Administrator

### Step 1: Login to ASQ Online

You should have received an email from [donotreply@asqonline.com](mailto:donotreply@asqonline.com) providing you with your username and steps to create a password. If you did not receive that email, please email your Account Administrator.

### Step 2: Enter Your Keycode

In order for a Provider to enter screening data into the system, a keycode must have been entered for your program. Keycodes can be found on the inside flap of the box of paper questionnaires.

1. Select *Program* from the top navigation menu.
2. Scroll down to the Keycodes section.
3. Click the *Add* tab.
4. Type in the alphanumeric keycode exactly as it appears on the inner flap of your ASQ-3 and/or ASQ:SE questionnaire boxes.
5. Click *Save*.
6. Repeat these steps if you have more than one keycode to enter.

### **Step 3: Add Provider Access**

When you first get started, you only have Program Administrator access. However, if you will need to enter screening data, you will need to also have Provider access.

To give yourself Provider access:

1. Select *Program* from the top navigation menu.
2. Select the *Add Provider Access* Quick Link.
3. Under the Add Providers tab, put a checkmark in the box to the left of your name.
4. Click the *Add* button.

You will now have Provider access. At the top of page, you will notice a drop-down menu is now available. You will be able to switch from your Program Administrator and Provider roles using this drop-down menu.

### **Step 4: Add Other Users**

As the Program Administrator, it is your job to set up the additional users in your program. These users can be other Program Administrators, Providers, or Reviewers.

To add additional users:

1. Select *Program* from the top navigation menu.
2. Select the *Add Program User* Quick Link.
3. Enter in all required information (required fields are indicated by a red asterisk [\*]).
4. Select whether this user will be a Program Administrator, Provider, or Reviewer from the “Role” drop-down menu.
5. When creating the username, we recommend you use the person’s first initial + last name.
6. Click *Save*.

The user will receive an automatic email from the system that includes their username and steps to create a password.

## Step 5: Enter Children into Your Program

As the Program Administrator, you have the ability to enter Child Profiles into the system. After you **enter the Child Profile**, you will add a Caregiver Profile, and assign a Provider to this child.

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 a 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*.

The final step in adding a Child Profile is to assign a Provider to the child. The Provider is the person in your program who will be entering the screening information for the child. A Provider must be assigned to a child in order for that child's screenings to be entered into the online system.

1. From the child's profile page, click the *Add Provider/Reviewer* Quick Link.
2. Locate the Provider you would like to assign to this child from the list. Put a checkmark in the box to the left of the Provider's name.
3. Click the *Add* button.
4. The Provider will now be able to access and enter screening data for that Child Profile.

## Step 6: Enter in Screening Data (as a Provider)

Screening data can only be entered into the system as a Provider. If you need to add screening data for a Child Profile, you must switch to your Provider role (*see Step 3*).

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, you will be unable to select anything and thus unable to create a screening.)
  - 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 7: Run Reports

Within ASQ Online, there are multiple reports you can generate, pulling together aggregate data from your program. 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.