



Setting Up Your Family Access Page

Step 1: Understanding Family Access

Family Access allows each program in ASQ Online to create a URL (web page) that caregivers can access, to complete a questionnaire online. Program Users can create a web page for each questionnaire type they enter in their ASQ Online program (i.e., ASQ-3 English, ASQ:SE-2 English, etc.).

When an administrator enters a questionnaire keycode into a program, a shared Family Access URL is automatically created. A shared Family Access URL allows all program administrators within the program to review and accept/reject any of the incoming screenings and then assign the child profile and screening to the appropriate provider user. This shared Family Access page is also accessible to provider users in the program so they can send out the URL to their parents/caregivers, but it does not allow them access to view or accept/reject any of the incoming screenings.

Step 2: Reviewing and Updating your URL content

After your Family Access URL(s) are created, you can click on the Family Access button to review and update any of the content. When you click the Edit link to the right of the URL, you will see the following options:





1. **Questionnaire type:** This is the type of screening that will appear for the caregiver when clicking on the URL.
2. **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.
3. **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.
4. **Intro text:** This is the introductory text that the authors have created to be displayed on your web page. This is default static text that has been written by authors to provide parents with basic information regarding the Ages and Stages questionnaire. You can click the *preview the intro text* link to see the intro text that will appear for the caregiver. 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*. Make sure to scroll down to the bottom of the page and click *Update* to save this change.

5. **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.
6. **Consent paragraph:** Default text is provided in this field. You can edit this field to remove the default text and/or type or paste content into this field from a consent form that your program currently uses. The caregiver will be required to provide his or her consent electronically before using Family Access.
7. **Thank you message:** Default text is provided in this field. You can edit this field to remove the default text and/or type or paste content into this field to thank a parent/caregiver for completing the ASQ Online screening. This will be the last page a parent sees before leaving your web page.
8. **Thank you page packet:** To provide intervention activities for the parent to review/print after submitting the screening through ASQ Online, you can select the activities from the **Thank you page packet** dropdown menu. To preview the packet you selected, click the **Preview Packet** button underneath the **Thank you page packet** dropdown menu. By default, the Packet Interval is selected as Current Interval. To change the packet interval to the next interval, click on the radio button to the left of **Next Interval** option.
9. **Use custom rejection letter:** Selecting this option will add the incoming screening Review option of “**Reject entirely and notify the caregiver via email**”, if an email was added to the caregiver demographic information when completing the Family Access screening. Selecting this option will send an email to the caregiver whose screening you want to reject. You can edit the message that the parent receives after clicking the radio button to the left of **Use custom rejection letter**.
10. **Disabled:** This is selected by default if the Family Access screening was automatically created by the system after entering the keycode. To enable the Family Access URL, uncheck the box to the left of **Disabled** and click *Update*.
11. **Shared:** This box is checked by default if the Family Access screening was automatically created by the system after entering the keycode. If this box is checked, the landing page will be useable by all other Program Administrators All Program Administrators in the program will be able to review and accept the incoming screenings. Provider users will see the shared landing pages in their Family Access section so they can send those links out to their parents. Providers will not have the access to accept any incoming screenings from a shared landing page. Once shared, it cannot be unshared.
12. **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.
13. **Footer images:** You may add two additional footer images that will appear at the bottom of your Welcome and Thank You pages. After adding the above content to your web page, click Create. You will be taken to the Family Access page where your web page URL is now displayed.

NOTE: After making any edits to the Landing page, be sure to click Update so all of your edits are saved.

Step 3: Using your Family Access URL

After your Family Access URL has been created you will see the following options:

Questionnaire Type	Public URL	Actions
ASQ-3 English	 https://www.asqonline.com/family/7811ce Link with Shared ASQ:SE-2 English 	Show Edit Delete Send Child List Followups
ASQ:SE-2 English	 https://www.asqonline.com/family/3c8a2f Link with Shared ASQ-3 English 	Show Edit Delete Send Child List Followups

1. **Show:** Use this link to view your landing page and view the URL from the perspective of a caregiver completing the screening.
2. **Edit:** If you need to make changes to the landing page use this link to edit the format, text or information displayed on your site.
3. **Delete:** Use this link to remove the URL from your program. Once the URL is deleted, it cannot be recovered. Deleting a URL will delete any pending screenings attached to that URL.
4. **Send:** Use this link to print or email the Invitation Letter with Family Access URL to primary caregivers. The option to email the Invitation Letter will be available if an email address is available within the Primary Caregiver’s profile. If an email address is not in the Primary Caregiver’s profile, only the Print option will appear. Once you go to the caregiver profile and add the email address, the Email option will appear.
5. **Child List:** Any child profile who has had an invitation letter printed or emailed for them will appear in this list.
6. **Followups:** After clicking on Email to send the invitation letter to the Primary caregiver, a Follow-up option will appear. If selected, the system will send the Follow-up email to the parent 5 days later. If selected, the system will send this follow-up email regardless if the screening has already been submitted. By clicking **Followups**, you can see all of the emails selected for Followups and you can cancel the followup email if you have already received the screening within the 5 day window.
7. **Link with Shared ASQ...:** If you are screening with both ASQ-3 and ASQ:SE-2 questionnaires, you will be able to link them together so the parent 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. To link your ASQ-3 and ASQ:SE-2 URLs, click **Link with Shared ASQ...**

NOTE: You can copy and paste your URL(s) to different locations throughout your program including but not limited to: your program’s website, email blasts, text messages, newsletters, bulletin boards and flyers.

Step 4: Accepting/Rejecting Family Access Screenings

Once parents or caregivers submit screenings to your program via Family Access, you can then choose to accept or reject those screenings.

1. Select Family Access from the top navigation menu.
2. Do you have any screenings to review? View the link at the bottom of the page:

[There are 2 family access screenings to approve \(or reject\)](#)

3. View the online screenings:

- a. Click on the link to view the screening information.
- b. Each child that has come in through Family Access will have their own drop-down box with options. Click the Preview link to view demographic information. Click the Review link for the dropdown options available to accept/reject the questionnaire.
- c. Choose from the following options:
 - i. **Accept and attach to an existing Child Profile:** Click in the text area and a dropdown will appear with an alphabetical list of child profiles within the program. Select from the dropdown list or begin typing the child's name or DOB in the search field to narrow down the child profile search results.
 - ii. **Accept as a new child and assign to a Provider:** Select the Provider from the drop-down list; a new Child Profile will be created in your program, and the screening will be attached.
 - iii. **Accept as a new Child Profile without assigning a Provider:** A Child Profile will be created but the screening will be in a pending status until assigned; see Step 5.
 - iv. **Reject entirely:** WARNING – If you reject the questionnaire, it will be deleted and you will no longer have access to it.
 - v. **Reject entirely and notify the caregiver via email:** This option will only appear if the caregiver provided an email address.
- d. After you have made your selection, click *Process*. The screening will appear in the child profile and will also appear in the **Screenings** section within **Screening Management**.

Step 5: Assigning Pending Screenings

If you choose to accept questionnaires without assigning to a Provider, the screenings will remain in a pending status. This will give you an opportunity to review the screening before deciding which Provider should be in charge of the care of this child.

1. Select Family Access from the top navigation menu.
2. Do you have any pending screenings? View the link at the bottom of the page (see below). If there are any screenings to assign, click on the link.

[There is 1 family access screening to assign](#)

3. View the pending screening(s):
 - a. To the right of the child's name, click on the questionnaire link to view the screening in a new browser window.
 - b. Select one Provider for this child from the drop-down menu.
 - c. Click Assign

Child Name	Questionnaire	Screening date	Screened by	
y, y	ASQ-3 English 24 Month	2022-10-24	y, y	Jenkins, Sarah <input type="button" value="Assign"/>