

OC Children's Screening Registry

ASQ Online and the OC Children's Screening Registry Setting Up Your Application Programming Interface (API)

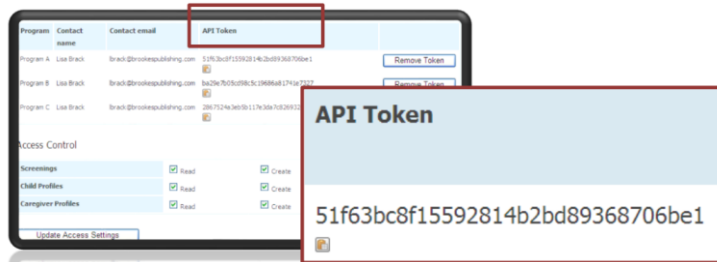
I. Terms to Know:

1. **API:** Application Programming Interface, a software intermediary that allows two applications to talk to each other.
2. **API Token:** A token allows an application to access an API. Your token is a unique identifier of an application requesting to access your service.
3. **ASQ Online API:** allows ASQ Online Enterprise and Pro accounts to connect with another database management system or application (e.g. The OC Children's Screening Registry).
4. **Data Silo Solutions:** Provides custom software solutions for collecting, sharing, and exchanging data within and across sectors. Data Silo Solutions is the technology vendor managing the OC Children's Screenings Registry.

II. Getting Started:

Complete the following steps after you have signed an OC Children's Screening Registry (Registry) agreement and after you have subscribed to ASQ Online and Family Access.

1. Purchase the [API add-on subscription](#).
2. Generate the API tokens for your account or programs within your account.
 - a. Instructions to generate tokens are available in the *API Quick Start Guide for Admins*.



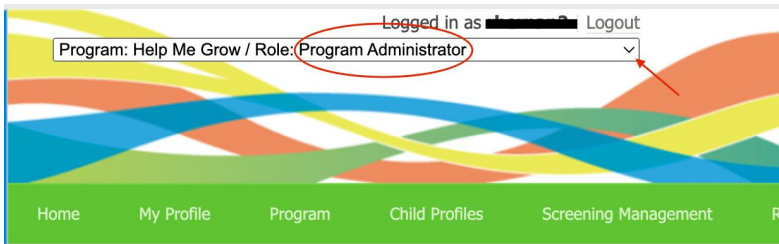
3. Provide the Help Me Grow, Screening Registry Coordinator your API token via email at ocscreeningregistry@choc.org
4. Using the API documentation provided, Data Silo Solutions will create the setup from your ASQ Online account to the Registry.
5. The Screening Registry Coordinator will work with you to establish an agreed upon live feed start date.

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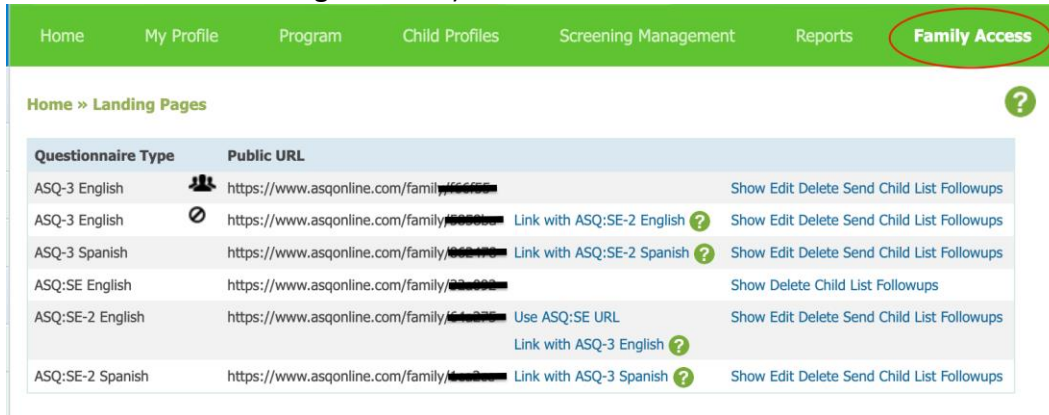
III. ASQ Online Field Edits:

Prior to the API feed going live, please make the following accommodations to your ASQ Online account. These edits will aid in notifying caregivers of your participation the OC Children's Screening Registry and allow them an opportunity to opt-out.

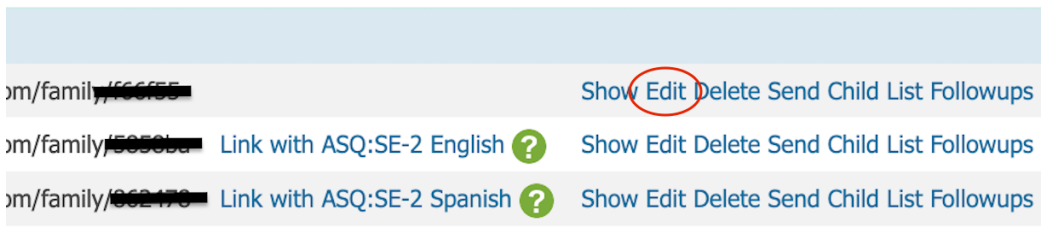
1. Edit your ASQ Online Welcome Message (this will be shown to caregivers when they first visit your web page):
 - a. Log in to your [ASQ Online](#) account.
 - b. Select Program Administrator from the drop down.



- c. Choose the "Family Access" tab. Here you will see all your links listed. (Each link has its own letter with a "welcome message" to edit).



- d. Click "edit" next to the link you want to edit first.



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- e. Locate the Welcome message text box. Copy and paste the opt-out wording shared with you by the Help Me Grow Screening Registry Coordinator in this box (available in English and Spanish).

By entering your child's information into this website, you are consenting to your child's information being entered into the OC Children's Screening Registry, an online database designed to enable primary healthcare providers and community-based providers to view and/or enter developmental and behavioral screening data and share information on referral and outcomes.

The information you enter into this website is confidential and can only be accessed by **insert your organization's name** staff. However, information entered into the OC Children's Screening Registry can be accessed by Help Me Grow and authorized OC Children's Screening Registry users. Please note that you can opt out of sharing your child's information in the OC Children's Screening Registry when completing the Child Information Section during this registration process or at any time in the future by contacting Help Me Grow Orange County, without any consequences to receiving services. You acknowledge that your opting out cannot and will not recall information that has previously been released in reliance upon your consent provided herein.

Al ingresar la información de su hijo en esta pagina web, usted esta aceptando que se ingrese la información de su hijo en el OC Children's Screening Registry, una base de datos en línea diseñada para permitir que los proveedores de atención primaria y comunitarios puedan ver y / o ingresar datos de evaluación del comportamiento y del desarrollo y compartir información sobre referencias y resultados.

La información que ingrese en esta pagina web es confidencial y solo puede acceder a ella el personal de **insert your organization's name**. Sin embargo, Help Me Grow y los individuales autorizados de OC Children's Screening Registry pueden acceder a la información ingresada en el Registro de detección infantil de OC. Tenga en cuenta que puede optar por no compartir la información de su hijo en el Registro de detección infantil de OC al completar la Sección de información infantil durante este proceso de registro o en cualquier momento en el futuro contactando Help Me Grow Orange County, sin ninguna consecuencia para recibir los servicios. Usted reconoce que su exclusión voluntaria no puede y no recuperará la información que se haya divulgado previamente en virtud de su consentimiento aquí provisto.

Welcome message*

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

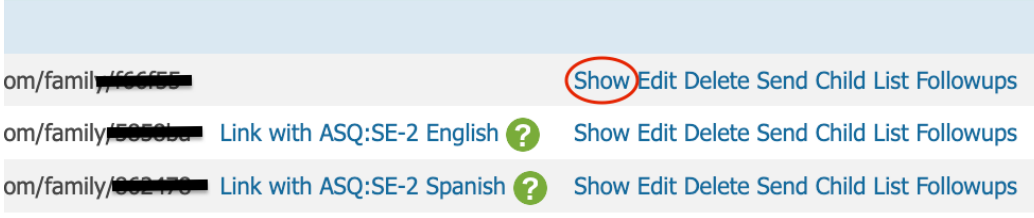
B I |

- f. Scroll down and click "Update". You will be redirected back to the Family Access Tab.

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Update

- g. You may select "Show" next to the link you edited to check and preview your changes.

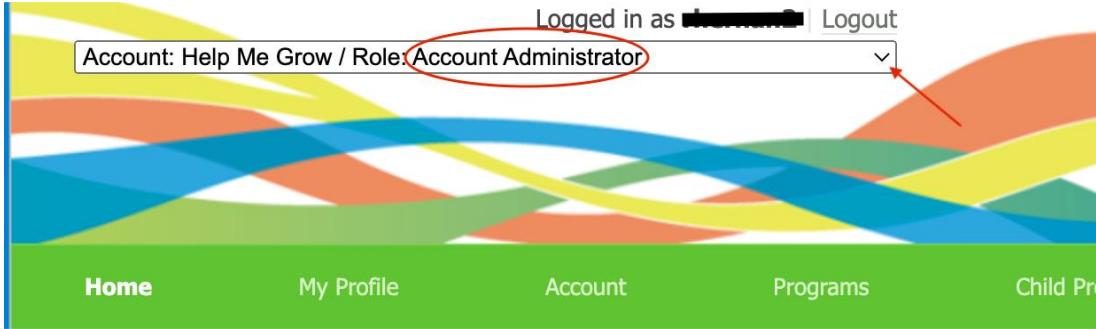


- h. Repeat steps "d-g" for all your active links.

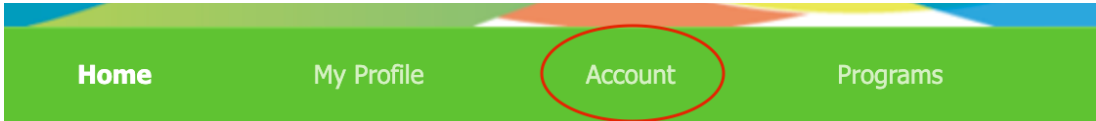
- 2. Add an "Opt-out" custom field to the demographic section of ASQ Online. This will allow caregivers the opportunity to opt-out of the Registry.

Initial steps for an ASQ Online Enterprise account:

- a. Select "Account Administrator" from the drop down:



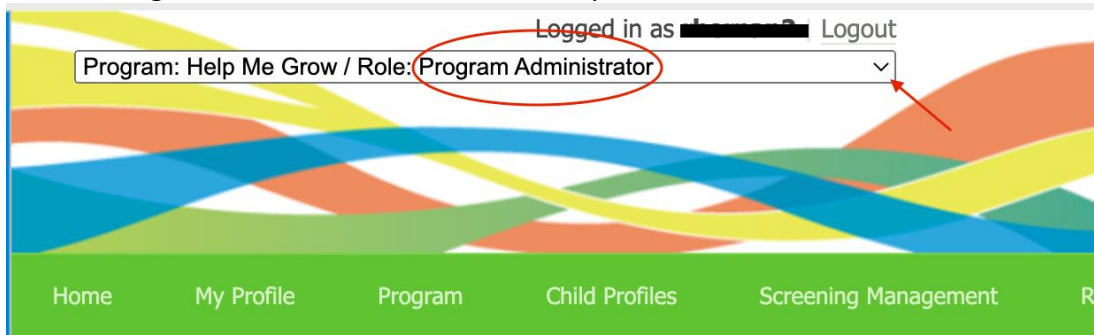
- b. Click on the "Account" Tab



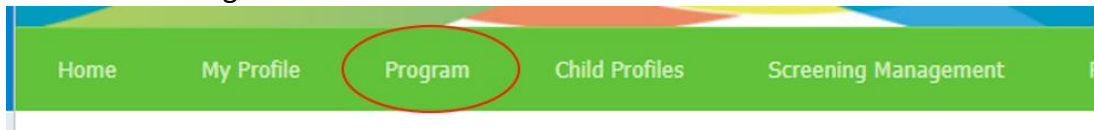
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Initial steps for an ASQ Online Pro account:

- a. Select "Program Administrator" from the drop down:

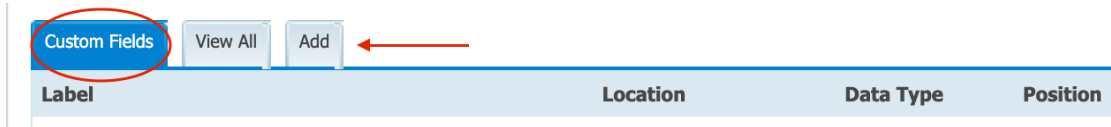


- b. Click on the "Program" Tab



The remaining steps are the same for Enterprise and Pro accounts:

- c. Scroll down to "Custom Fields" and click "add"



- d. Enter the follow fields exactly as shown. Note: "Label" has a limited # of characters, therefore copy and paste as shown. For example, the missing space after the comma in the English phrase is intentional.

Labels:

- English: To opt-out of Registry,type Opt-Out here
- Spanish: Para optar no al Registro, ponga Opt Out
- Example: You may leave this field blank.
- Spanish Example: Puede dejar este espacio en blanco.

Radio Dials:

- Location = Child
- Required= No
- Include in family access =Yes

Dropdowns:

- Data type: Text

Leave all other field on this page blank.

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New Custom Field

Location*	<input type="radio"/> Caregiver <input checked="" type="radio"/> Child
Label*	<input type="text" value="To opt-out of Registry,type Opt-Out here"/>
Spanish Label	<input type="text" value="Para optar no al Registro, ponga Opt Out"/>
Arabic Label	<input type="text"/>
French Label	<input type="text"/>
Vietnamese Label	<input type="text"/>
Chinese Simplified Label	<input type="text"/>
Chinese Traditional Label	<input type="text"/>
Required*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Include in family access*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Data type*	<input type="text" value="Text"/>
Format	<input type="text"/>
Default value	<input type="text"/>
Example	<input type="text" value="You may leave this field blank."/>
Spanish Example	<input type="text" value="Puede dejar este espacio en blanco."/>

e. Scroll down and click “save”. These changes apply to all links. Unlike the welcome message, this custom field only needs to be done once.

Save
Cancel

f. After clicking “save”, your Custom Field should look like this:

Custom Fields	
Label	To opt-out of Registry,type Opt-Out here
Spanish Label	Para optar no al Registro, ponga Opt Out
Location	Caregiver Profile
Required	No
Included in Family Access	Yes
Data type	Text
Format	Not specified
Default Value	
Example	You may leave this field blank.
Spanish Example	Puede dejar este espacio en blanco.
Position	

IV. Accepting Screenings in ASQ Online:

For screening results to feed to the Registry, you must **Accept** each screening results in ASQ Online.

- The first option/radio dial should be the first step to see if the child already has an exiting profile due to a previous screening with your organization in ASQ Online.



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Select this first radio dial and search for the child in the dropdown. If the child exists, select the name so it populates the box. Then select "process". This child's information will be now be sent via the API.

Smith, Holly (DOB: 2009-10-17) [X]

Accept and attach to an existing child profile

Select a child from the list...

- Smith, Holly (2009-10-17)
- Alvarez, Tony (2011-10-20)
- Alvarez, Tony (2011-10-20)
- Alvarez, Tony (2011-10-20)
- Alvarez, Tony (2011-10-20)
- Alvarez, Tony (2011-10-20)

and assign to provider
without assigning a provider
caregiver via email

- 2. If not accepted like the example above, select the second or third radio dial (your choice if assigning to a provider/name or not). Pick the radio dial and select "process" and you are done with this child. This child's information will be now be sent via the API.

Smith, Holly (DOB: 2009-10-17) [X]

Accept and attach to an existing child profile

Select a child from the list...

Accept as a new child profile and assign to provider

Select a provider from the list...

Accept as a new child profile without assigning a provider

Reject entirely

Reject entirely and notify the caregiver via email

V. Referring to Help Me Grow:

Once the API feed is live, you should no longer log into the Registry to manually enter screening results. However, if you need to refer a family to Help Me Grow, you must log in to the Registry. Follow these steps to send automatic referrals to Help Me Grow:

- 1. Log in to your [OC Children's Screening Registry](#) account.
- 2. Search the child you'd like to refer and click "view" to open the child's file.

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Child Search/Add

To add or search for a child, fill out all of the fields below and click on the search button.

First Name
 Last Name
 DOB
 Sex

[Search](#)

First Name	Middle Initial	Last Name	DOB	Sex	Caregiver First Name	Last Screening Date	Last Screening Tool	Last Screening Results	Score	Options
Sample		Sample	02/26/2020	Female	Sample	03/08/2022	ASQ-3 24 month	Below cutoff (Black): Communication, Personal Social Monitoring (Gray): Gross Motor, Fine Motor Above cutoff (White): Problem Solving Parent response: Requires follow-up	100	View

3. Locate the screening you'd like to base your referral on and click "view".

Child Screenings

Screening Tool	Screening Date	Questionnaire Interval	Screening Tool Result	Program	Screening Date Entered	Date Referred to Help Me Grow	Date Referred to Other Org / Program	
ASQ-3	03/08/2022	24 month	Below cutoff (Black): Communication, Personal Social Monitoring (Gray): Gross Motor, Fine Motor Above cutoff (White): Problem Solving Parent response: Requires follow-up	DSR	03/08/2022			View

4. Scroll down to the "Referral to Help Me Grow" section and check the box to the left then click "save". You may also note any referrals you have made under the "Referral to Other Organization/Program" section.

Referral to Help Me Grow

Make a New Referral to Help Me Grow

Referral to Other Organization/Program

Referred by registry user to Regional Center (Part C)
 Referred by registry user to School District (Part B)
 Referred by registry user to Community Based Organization
 Referred by registry user to New mental health service
 Referred by registry user to Other

↓

[Back to Child Home Page](#)
[Save](#)

If you have any questions, please contact the Screening Registry Coordinator at ocscreeningregistry@choc.org or 949-267-0312.

Updated: 03/11/2022

