

# OC Children's Screening Registry

## ASQ Online/Registry API Task List

**The process of setting up the API is estimated to be about 30-60 days, starting after a Participation Agreement for the Registry is signed. Timing of these steps may vary depending on your organization's process of approval. In addition, an organization's ability to respond to information and data needs will impact the overall timeline.**

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### Terms to Know:

- API: Application Programming Interface, a software intermediary that allows two applications to talk to each other.
  - 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.
  - 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).
  - 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.
1. Obtain the necessary approvals for the Registry Participation Agreement, as applicable.
  2. Sign a Participation Agreement for the OC Children's Screening Registry and corresponding Terms of Uses. Send to Jaquely Norton, Screening Registry Coordinator with Help Me Grow at [ocscreeningregistry@choc.org](mailto:ocscreeningregistry@choc.org)
  3. Jaquely will share training videos with you on how to use the Registry. Since you will be an API user, you will not have to log in to the Registry to manually enter screening results, however if you'd like to refer to Help Me Grow or search a child's previous screening results entered by other users, you will need to access your Registry account.
  4. Inform Jaquely the name of the program(s) you'd like to capture in the Registry under your organization. This helps organize reporting on your end and designate staff to certain programs. At least one program name is required.
  5. Jaquely will introduce you to a contact at Brooke's Publishing to purchase an ASQ Online account, including Family Access (\$349.95 annually). Ask about Enterprise (\$499 annually) versus Pro (\$149 annually) options.
  6. Estimate how many screenings you will conduct per year and purchase the API add-on subscription as well.

	Annual Screening Usage*	Annual Subscription Fee
<b>Tier 1</b>	1–200	\$150
<b>Tier 2</b>	201–500	\$300
<b>Tier 3</b>	501–1,000	\$550
<b>Tier 4</b>	1,001–2,000	\$800
<b>Higher tiers</b>	More than 2,000	Contact for pricing

\*Annual Screening Usage represents the number of screens finalized in ASQ Online during the subscription period.



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7. Determine if you'd like to use an Account Level Access API Token from ASQ online or one (or more) Program Level Access API Tokens.
  - Account Level Access Token (\$1200): This token (set up in ASQ Online) can be used to allow access to ALL finalized screenings (and child/caregiver profiles attached) across all programs within the ASQ Online Enterprise account. You cannot filter by program. This is helpful when you want all screenings for all your programs, as it can be managed within a single token. These will be set up in the Screening Registry at the Organization Level. The Organization will need to have a default program set up and can set up a mapping from the Screening Registry Program to the ASQ Online Program IDs.
  - Program Level Access Token (\$600): These tokens are set up for each Program in ASQ Online. When retrieving data through the ASQ Online API using a Program Level Access Token, all finalized screenings within the attached program will be pulled through the API. This is useful when you only want select programs to have their finalized screenings pulled through the API. These tokens will be set up at the Program Level and will automatically assign the data directly to the Program.
8. Update Jaquely at [ocscreeningregistry@choc.org](mailto:ocscreeningregistry@choc.org) that your ASQ Online and ASQ API add-on Subscription have been set up and which level access token you'd like to use (account or program from #5).
9. Setup your ASQ Online welcome page and custom fields by following the "ASQ Online to Registry API Set Up Guide" (separate document). If you have any questions, or would like a quality check, please contact Jaquely.
  - a. At this point, please ADD the notification to parents/guardians about permission for data into the Registry (or opt-out consideration). This will ensure that data captured will be included in the Registry.
10. Jaquely will introduce you to Jeremy Sutka at Data Silo Solutions to set up the invoice for the \$500 on-going annual maintenance fee (paid by your district). Jeremy will ask you for the following information:
  - Billing information to send the invoice.
  - The API Token (this is the 32-character string of letters and numbers generated by ASQ Online). The token can be found when logged in as Account Administrator. Click On Account in the top dark blue menu, then under Quick Links in the light blue side menu, click on API Tokens.
  - The Program IDs for all programs. For the list of programs and their IDs, click on the Programs link in the dark blue top menu. It should list all the programs and their Program ID.
  - A start date to begin pulling data for the API.(Please keep Jaquely cc'd on these correspondences.)

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11. Jeremy will work with Jaquely to link the Token and Program ID(s) to the correct Organization/Program(s) in the Registry.
12. You will be notified that the API is active. You may begin accepting incoming screenings in ASQ Online to trigger its flow through the API to the Registry.

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